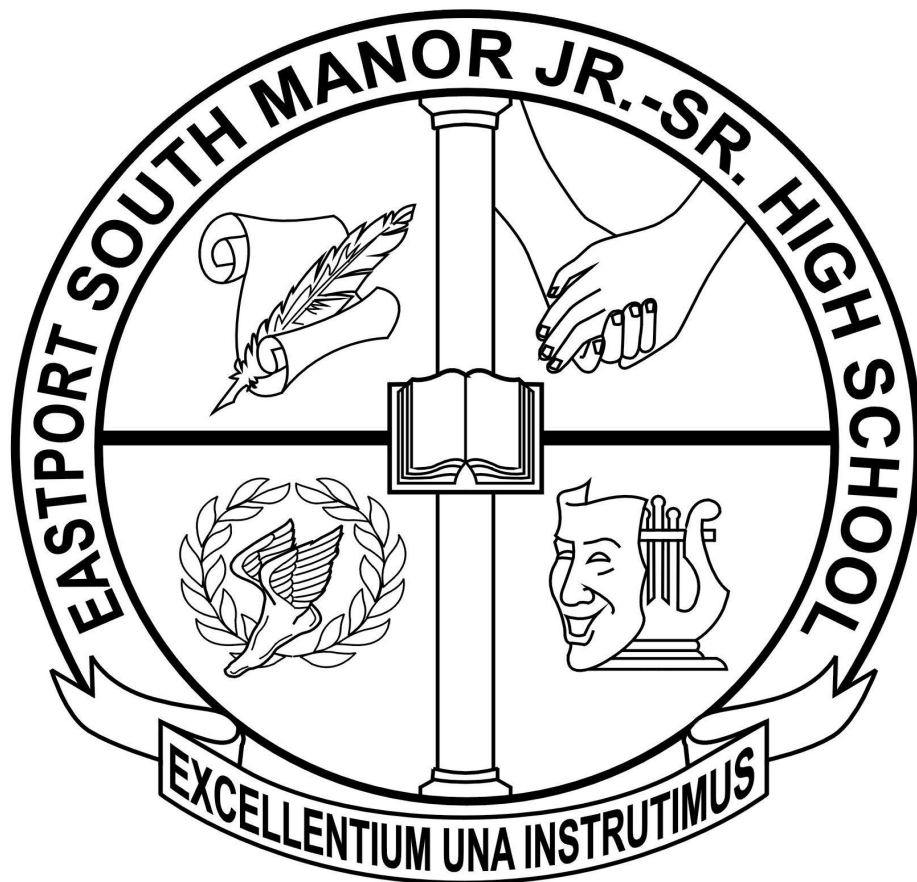


**Eastport-South Manor  
Junior-Senior High School  
Student Handbook**



**2024 - 2025  
School Year**

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## **Eastport-South Manor Central School District**

**2024 – 2025**

### **Board of Education**

Jeffrey Goldhammer, President

Marion Diener, Vice President

Cristina Costanza, Member

Michael Davis, Member

Francesco G. Ferraro, Member

David Samartino, Member

Joseph Sammarco, Member

### **Central Office Administration**

Joseph A. Steimel, Superintendent of Schools

John Christie, Ed.D., Assistant Superintendent for Curriculum & Instruction

Timothy Laube, Assistant Superintendent for Business & Operations

Linda Weiss, Assistant Superintendent for Personnel & Student Services

Benjamin Franquiz, Director of Special Education

Patrick Hayes, Director of Health, Physical Education & Athletics

James O'Connor, Director of Plant Operations

Carole Polney, Ed.D., Director of Instructional Technology

### **Junior-Senior High School Building Administration**

Sal Alaimo, Principal

Peter Caccavale, Assistant Principal

Sheila Dempsey, Ed.D., Assistant Principal

Daniel Franchese, Assistant Principal



## Principals' Message

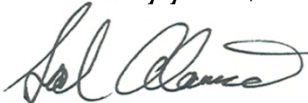
Dear Students of Eastport-South Manor Junior-Senior High School,

This handbook has been prepared to answer questions that are commonly asked during the year. It has been done in conjunction with the Code of Conduct required by the New York State Project-SAVE Legislation. If you need additional help, please talk with your teachers, your guidance counselor or any of the school administrators.

At ESM we strive to help each student reach his or her full potential. This includes establishing supports throughout our school that will graduate students of good character who are intellectually, physically and socially prepared for their futures. You are encouraged to take advantage of the opportunities available to you in all areas, many of which are described here. We need to work together cooperatively and constructively, each assuming the responsibility for his/her part in making Eastport-South Manor Junior-Senior High School a special place.

Good luck and every best wish for a happy and productive year.

Sincerely yours,



Sal Alaimo  
Principal



## **EASTPORT-SOUTH MANOR CENTRAL SCHOOL DISTRICT: MISSION STATEMENT**

The Eastport-South Manor Central School District will promote and sustain an educational system which is dedicated to academic excellence, and the fulfillment of each individual student's potential.

Through an alliance of educators, parents, students and community, the District will provide a supportive, safe, dynamic learning environment; will strive to graduate students of good character who are intellectually, physically and socially developed, and who are as well prepared as possible for their futures.

## **EASTPORT-SOUTH MANOR JUNIOR-SENIOR HIGH SCHOOL: VISION STATEMENT**

Eastport-South Manor Junior-Senior High School strives to provide students with opportunities that will prepare them to become successful in a globally competitive environment. We focus on graduating students who are college and career ready while fostering principles of responsibility, service, compassion, and respect and encouraging culturally aware individuals within an academically challenging educational framework.

## **EASTPORT-SOUTH MANOR CENTRAL SCHOOL DISTRICT: INTEGRITY STATEMENT**

Only free and responsible societies are in a realistic position to offer its citizens the opportunity to seek fulfillment of their individual potential. The cornerstone of such societies is based both on individual integrity and collective honesty.

We at Eastport-South Manor are such a society. We hold that the honesty of our total school population is a mainstay of our attempts to provide for individual growth. Students are obligated to report to school officials any violation of school rules or the district's "Code of Conduct."

Therefore, we require and maintain the highest standards of integrity for all our members. Cheating or plagiarism in any form will not be tolerated at our school. We will implement and enforce rules designed to enable achievement of our standards.

The Eastport-South Manor Central School District is committed to providing a safe and orderly school environment where students may receive, and District personnel may deliver quality educational services without disruption or interference. Responsible behavior by students, teachers, other District personnel, parents and other visitors is essential to achieving this goal.

The District has expectations for conduct on school property and at school functions. These expectations are based on the principles of civility, mutual respect, citizenship, character, tolerance, honesty and integrity.



The Board of Education (BOE) recognizes the need to clearly define these expectations for acceptable conduct on school property, to identify the possible consequences of unacceptable conduct, and to ensure that discipline when necessary is administered promptly and fairly. To this end, the BOE adopts this Code of Conduct (“the Code”).

Unless otherwise indicated, this Code applies to all students, school personnel, parents and other visitors when on school property or attending a school function whether on or off school property.



## JUNIOR-SENIOR HIGH SCHOOL PHONE DIRECTORY

<u>Department</u>	<u>Telephone</u>
Main Office	63I-80I-3256
HS Guidance	63I-80I-3270
Athletic Office	63I-80I-3310
Attendance Office	63I-80I-3254
Attendance Fax	63I-874-6787
Nurse	63I-80I-3263
	63I-80I-3264
Psychologists	63I-80I-3270
Security	63I-80I-3298
	63I-80I-3247
Social Workers	63I-80I-3270

### **Who to contact:**

<u>Attendance Office</u>	<u>Main Office</u>	<u>Guidance</u>
Absenteeism / Notes	Discipline	Schedule Changes
Lateness	Parking	Transcripts
Changing Schools	Audit	College Information
Bus Pass	Teacher Contact	Request for Conference
	Locker Problems	Working Papers
	School Information	Lost ID Badge
 <u>Health Office</u>	 <u>Athletic Office</u>	
Illness	Driver Education	
Sports Physicals	Sports	
Sports Update cards		





## GENERAL INFORMATION

### **CHANGE OF ADDRESS**

If you have a change of address (within the district) or parent/guardian contact needs to be updated (email/ phone number), please contact the **District Clerk 631-801-3045**.

### **ANNOUNCEMENTS**

Students who wish to make any announcements during the day in regard to teams, clubs and class activities must submit to their coach or advisor the day before the announcement is to be made. The coach/ advisor will submit the announcement to the Main Office.

### **BUS TRANSPORTATION**

General information about student bus services can be found on the district website [DEPARTMENTS → TRANSPORTATION].

Students who would like to go home on another bus must submit a note from their parent/guardian to the Attendance Office prior to 10:00 a.m. Please note if the buses are filled to capacity, this privilege will be revoked. Students are not permitted to take a bus other than their own unless it has been approved by the Attendance Office.

### **AFTER SCHOOL BUSES**

- Late buses are available at 3:15, 4:30 and 5:15 p.m.
- Students are **required** to have a pass from the teacher they stayed after with in order to ride the 3:15 p.m. late bus.
- 4:30 p.m. and 5:15 p.m. late buses are only available when sports are in-session.

### **HALLWAY LOCKERS**

Individual lockers are issued to each student with the understanding that the school and the student share joint dominion and control of the locker. Lockers are subject to school searches by the Administration whenever necessary. Students are responsible for personal belongings and for the books and equipment issued to them by the school. Each student is to use only the locker that has been assigned, sharing lockers for any reason is not appropriate. It is the responsibility of each student to safeguard the combination number of the locker. Students are responsible for their lockers. Any misuse, vandalism, or damage to a locker is the students' responsibility. They will be required to pay all costs to fix or replace the damage and are subject to further disciplinary action. Students will not be permitted to have access to their hallway locker after 3:15 p.m.

### **P.E. LOCKERS**

Physical Education lockers should be used during physical education classes, intramurals and practices only. Use of the locker room without a coach or supervisor present is prohibited.



## LOST & FOUND

The Lost and Found area for all articles of clothing is located in the cafeteria. All items of value found in the building should be turned in to the Main Office or the Attendance Office.

## HALL PASSES

Students must, at all times, visibly carry a hall pass when traveling in the halls. Students must also carry their school identification badges as they will be used to enter the bathrooms and other locations. Bathroom passes are color coded: **green** passes for upper level, **yellow** for lower level and **blue** for classes on the North end of the building. Students must have their own pass (do not share with another student) and must be appropriately timed, dated and signed by the teacher.

## LUNCH

Hot and cold lunches are available during lunch periods. Student I.D. numbers are used as a debit card for food in the cafeteria's automated system. Students must carry their school I.D. badges to enter the cafeteria. Visit <https://www.esmonline.org/food/home> for information regarding food services, prepayment and replenishment of your meal account.

**Free and reduced lunch** applications may be obtained on the ESM website, go to DISTRICT → FOOD & NUTRITION. English and Spanish applications are available. *Se ofrece almuerzo gratis o reducido; tiene que visitar el sitio web, hay un formulario disponible en español.*

## SCHOOL STORE

- Student I.D. Badges are required to enter the school store.
- While class is in session, students are required to have a pass to enter the school store.

## CAFETERIA

- Student I.D. Badges are required to enter the cafe during the assigned lunch period.
- Students are not permitted to purchase food or drinks from the cafeteria between periods or outside of their assigned lunch period.
- No food or drinks will be allowed to leave the cafeteria.
- Students are expected to clean up their area after eating.

*If above procedures and rules are not followed, students risk losing their cafeteria privileges.*



## **LIBRARY**

Our state-of-the-art facility includes a conference room, multi-media computer labs, and a computer lab that can be reserved for classroom use. The computerized card catalog or Follett Destiny is accessible online through the Library Media webpage. To enhance the research process, the library subscribes to the Virtual Reference Collection (VRC). These online databases are accessible at school as well as on any remote computer. The school library has developed and maintains its own website. The website allows access to the Follett Destiny, the VRC, student resources and a host of recommended research resources.

- **LIBRARY HOURS:** Monday – Thursday: 7:00 a.m. – 3:00 p.m. and Friday: 7:00 a.m. – 2:00 p.m.
- Lunch and Study Hall passes for the Library are distributed prior to 1<sup>st</sup> period
- Students who wish to complete work in the library after school will be issued a late bus pass for 3:15.

## **HOMEWORK**

Homework is assigned to reinforce classroom instruction and to enable students to assess their own achievement. If a student has difficulty with homework or class work the student should seek extra help from the classroom teacher. It is the student's responsibility to obtain homework and class work missed due to absence. Please check Google Classroom for help then email the teacher if you have questions or concerns regarding homework or classwork before the assignment is due. Teachers also offer extra help once a week which is listed on the school's website.

## **DRIVER EDUCATION**

Driver Education is offered at the school by an outside company. There is a fee for this course. Since this is an after school fee-paid program, no school credit is given. In order to participate in the program, students must be 16 years old and have their learner's permit. Upon completion of the course, students are issued a New York State Motor Vehicle Certificate of Completion. There are a limited number of spaces; therefore, students enrolled prior to the deadline will be scheduled, prioritizing seniors by date of birth. Please contact the Athletic Office at 631-801-3310 if you have any questions about our Driver Education Program.



## **STUDENT I.D. BADGES**

Students are required to use their School ID badge to enter the building, the cafeteria for their lunch period and to enter bathrooms. **Each student will be expected to have their I.D. badges accessible on a daily basis.** Students should hold onto their I.D. badges over the summer for the following school year.

### **I.D. BADGES: ENTERING THE BUILDING**

Students will enter the building and immediately 'sign' in by scanning their ID badge at the Security desk. Please note the North Entrance doors will be closed promptly at 7:20 am.

### **I.D. BADGES: THROUGHOUT THE DAY**

ID badges must be with the student and accessible at all times.

ID Badges are required to enter:

- the building
- the cafeteria
- bathrooms

### **LOST OR STOLEN I.D. BADGE**

The student needs to contact the guidance office secretary about a lost/ stolen I.D. Badge. If a badge is lost or stolen, one will be replaced without a charge the first time. If the second badge is lost/stolen, students will be required to pay a small monetary fee for a replacement.

### **DISCIPLINARY ACTION FOR I.D. BADGE**

If a student is missing their I.D. Badge multiple times at school, is using another student's I.D. badge or refuses to show their I.D. Badge, disciplinary action will be taken.



## SCHOOL PROPERTY & PERSONAL PROPERTY

Students found to be responsible for defacing school property will be held liable for the damage and therefore responsible to pay all costs to replace the damaged school property. Additional administrative action may include detention, ISS, suspension and/or legal prosecution.

### **SCHOOL-ISSUED CHROMEBOOKS**

Please note that school-issued Chromebooks are district property and all care procedures and policies are listed in the “I:1 Device Initiative Handbook” found on the district website under DISTRICT → TECHNOLOGY.

These district-owned devices will only allow student and district staff Google accounts to log on. These devices are educationally-based devices, meant for academic teaching and learning, not for personal or recreational use. All devices are the property of the Eastport-South Manor Central School District and if a student withdraws from the District, the device must be returned upon withdrawal. These devices are only for students actively enrolled in the District. Students will take these devices to and from school daily, and may be able to hold on to the device during the summer. At the end of 12th grade, students will return these devices on a designated day. These devices will then be reprogrammed and distributed to the incoming Kindergarten students.

It is strongly encouraged students charge their devices before each school day, like you would charge your cell phone. Students are expected to bring a working, charged chromebook to class everyday. Students will take chromebooks out to use in class when instructed to do so by the teacher. Students can go to the “Chrome Depot” for chromebook needs.

### **SCHOOL MATERIALS**

**Any textbook/book/calculator issued to a student becomes their responsibility.** Upon receiving a textbook or book, follow guidelines reviewed by your teacher. Graphing calculators will be signed for by each student when distributed by the class teacher. At the end of the semester/school year, all textbooks, books and graphing calculators are to be **directly returned to the classroom teacher.** Any student that is missing a textbook, book or calculator at the end of the year/semester will receive notification stating the title of the book, book number, course, teacher and cost of the textbook/calculator. Please note that seniors will not be able to participate in Graduation until all school property (textbook, calculators, Chromebooks etc.) is returned and debts are settled.

### **PERSONAL PROPERTY**

The school is not responsible for stolen or lost personal property. Students should be alert to the fact that personal property should be secured at all times. Do not leave personal property unattended. Do not leave book bags, books, pocketbooks, chromebooks, electronic devices etc. out of your sight. Students are not to leave personal property in the school building overnight.



## **STUDENT USE OF PERSONAL TECHNOLOGY (I.E. CELL PHONES)**

Any use of personal technology devices, regardless of its purpose, must follow the guidelines outlined in the Student Acceptable Use Policy (AUP), the District's Code of Conduct, and the Dignity for All Students Act. Personal technology includes all existing and emerging technology devices such as cell phones, smart phones, laptops and tablets. Students are **not** permitted to use the following personal devices: gaming devices or consoles, laser pointers, modems or routers, and televisions.

**Use of personal technology is PROHIBITED in locker rooms, restrooms, Health Offices and any other areas where a person would reasonably expect some degree of personal privacy.**

- **Cell phones and personal technology devices during instructional time (in class):** Devices should be turned off or silent and put away. To maintain a respectful, productive classroom environment, students should not be texting, reading text messages, snapchatting, recording, taking photos or going on social media during class time. Devices may only be used when deemed appropriate by school staff.
- **Cell phones and personal technology devices during non-instructional time:** The use of personal technology during non-instructional time must be conducted in a safe and unobtrusive manner. Phones and personal technology **at no time** are to be used for **recording purposes**. Devices must be in silent mode to avoid disrupting others. Students must follow the guidelines outlined in the Student Acceptable Use Policy (AUP), the District's Code of Conduct, and the Dignity for All Students Act.

### **EARBUDS & HEADPHONES**

Earbuds & headphones are not permitted unless given permission by the teacher for academic purposes.

### **SMARTWATCHES**

Smartwatches are not to be used and are considered an extension of your cell phone.

### **STUDENT PERSONAL TECHNOLOGY LIABILITY**

The District shall not be liable for the loss, damage, misuse, or theft of any personal technology brought to School. The District reserves the right to monitor, inspect, and/or confiscate personal technology when administration has reasonable suspicion to believe that a violation of school policy or criminal law has occurred.



Please be advised, the District reserves the right to restrict student use of District-owned technologies and personal technology on school property or at school sponsored events, at the discretion of the administration.

### **PERSONAL TECHNOLOGY DURING STATE ASSESSMENTS**

All students are prohibited from bringing electronic devices into a classroom or other location where a New York State assessment is being administered. Test proctors, test monitors and school officials shall have the right to collect prohibited electronic devices prior to the start of the test and hold them while the test is being administered, including break periods. Admission to any assessment will be denied to any student who refuses to relinquish a prohibited device.



## **ARTIFICIAL INTELLIGENCE POLICY**

### **DEFINITION OF ARTIFICIAL INTELLIGENCE (AI)**

Artificial intelligence refers to computer systems that can perform tasks that typically require human intelligence, such as visual perception, speech recognition, decision-making and language comprehension and translation. A.I. systems are designed to detect patterns in data and automate decisions based on those patterns.

### **Examples of AI Programs:**

A.I. programs include, but are not limited to:

- Large language models (e.g., ChatGPT, Perplexity, Gemini)
- Image generation tools (e.g., Bing AI Image Generator)
- Voice assistants
- Grammar and writing improvement tools (e.g., Grammarly)

### **SAFE USE OF ARTIFICIAL INTELLIGENCE**

At Eastport-South Manor Jr.-Sr. High School artificial intelligence programs should be used in a safe manner at all times. This includes:

- Using A.I. tools only for educational purposes as a supplement to learning that takes place inside the classroom.
- Always verifying information generated by A.I. with reliable sources.
- Respect copyright and intellectual property rights when using A.I. tools.
- Protect personal information and maintain privacy if interacting with A.I. systems
- Seeking teacher guidance when unsure about appropriate A.I. use.

### **PROHIBITED BEHAVIORS WHILE USING ARTIFICIAL INTELLIGENCE**

The following are examples of prohibited behaviors of misuse of artificial intelligence but are not the sole examples. As this technology continues to evolve, Eastport-South Manor Jr.-Sr. High School reserves the right to modify behaviors that are prohibited.

1. Submitting A.I.-generated work as entirely one's own without proper attribution.
2. Using A.I. to complete assignments or exams without teacher permission.
3. Sharing personal or sensitive information about oneself or others with A.I. systems.
4. Attempting to bypass school network filters to access restricted A.I. tools.
5. Using A.I. to create or distribute inappropriate, harmful or offensive content.

### **CONSEQUENCES FOR MISUSE OF ARTIFICIAL INTELLIGENCE**

The goal of this policy is to harness the benefits of A.I. while maintaining academic integrity, protecting student privacy and promoting responsible digital citizenship. Therefore, based on the severity and frequency of the infractions consequences may include:

1. Temporary loss of A.I. tool privileges.
2. Grade penalties for academic dishonesty.
3. Detention, in-school suspension or out of school suspension.
4. Referral to administration for severe or repeated violations.





## CLOSED CAMPUS

No student may leave school grounds while school is in session. This includes, but is not limited to courtyards, fields and parking areas on school grounds. If there is a reason a student needs to leave the campus during the school day, they must provide a specific parental request in writing to the Attendance Office for approval. Once approval is made, the student must check out at the Security Desk.

If a parent/guardian needs their child to be excused early from school, please have the student bring a note to the Attendance Office upon return. We appreciate the cooperation of all parents/guardians in this regard. If possible, doctor's or dentist's appointments should be scheduled outside of regular school hours.

**Attendance Office**                      **631-801-3254**  
**Attendance Fax**                        **631-874-6787**

### **STUDENT PICK UP / DROP OFF**

- Main Entrance: For safety reasons, students are to be picked up/ dropped off through the Main Entrance **during the school day**.
- North Entrance: students are to be picked up/ dropped off in the North Entrance of the building **before or after school**. After school activities with students will be dismissed through the North Entrance.

*Pick up at any other location is prohibited at all times.*



## SCHOOL DAY

### DAILY BELL SCHEDULE

#### ESM JUNIOR-SENIOR HIGH SCHOOL PERIOD SCHEDULE

Time	Period
7:18	Early Bell
7:20-8:01	1
8:05-8:46	2
8:50-9:31	3
9:31-9:41	Homeroom
9:45-10:26	4
10:30-11:11	5
11:15-11:56	6
12:00-12:41	7
12:45-1:26	8
1:30-2:11	9
2:11-2:13	Afternoon Announcements

### HOMEROOM

Students must be in their daily homeroom to account for daily attendance and are not allowed to leave homeroom early for any reason.

### "A" DAY - "B" DAY SCHEDULE

To accommodate classes such as science labs and physical education classes given on alternate days, each school day will be designated either as an "A" day or as a "B" day. If school is interrupted by a school closing (e.g., snow, hurricane, etc.), the school "A/B" calendar will not be changed. As an example, if school is canceled on an "A" day and you return the next day it will be a "B" day.



## EMERGENCY SCHOOL CLOSING/ DELAYED OPENING

If school is to be closed or opening delayed an announcement will be made via ParentSquare. Please consult the ESM Website to view the list of media outlets providing school closure information (esmonline.org).

2 Hour Delay Bell Schedule	
Period	Time
I	9:20-9:48
2	9:52-10:20
3	10:24-10:53
Homeroom	10:53-10:59
4	11:03-11:31
5	11:35-12:03
6	12:07-12:35
7	12:39-1:07
8	1:11-1:39
9	1:43-2:11
Announcements	2:11-2:13

## BOCES INCLEMENT WEATHER ARRANGEMENTS

Two-hour Delayed Opening

- In the event of a two-hour delayed opening, AM BOCES classes will be canceled.
- PM BOCES students will go to BOCES at their regularly scheduled time.

Early Dismissal

- If the weather deteriorates during the school day, students may be held at the Junior-Senior High School to be dismissed with the rest of the students.

## SCHOOL YEAR TESTING DAYS

Each subject area will assign regular assessments on the following days of the week throughout the year. \*7th and 8th grade interdisciplinary teams may coordinate appropriate testing days within the team.

<b>Monday</b>	MAKE UP DAY
<b>Tuesday</b>	English, Science, World Languages, Music, Visual Arts
<b>Wednesday</b>	English, Science, World Languages, Music, Visual Arts
<b>Thursday</b>	Math, Social Studies, PE/Health, Unified Arts
<b>Friday</b>	Math, Social Studies, PE/Health, Unified Arts



## GUIDANCE CENTER

Upon entering 7<sup>th</sup> grade, all students will be assigned to a counselor. Counseling services continue until graduation. This allows students to avail themselves of educational, career, vocational, and personal counseling throughout high school. Although students work with their counselor on grades and scheduling, they may seek the advice of any counselor concerning personal matters. Other counseling services available to students include a certified social worker and psychologists. If you wish to see a counselor for any reason, you may request an appointment form from any member of the counseling staff.

Students can arrange to see a counselor by making an appointment in the Counseling Center. The Center is open from 7:25 a.m. to 2:10 p.m. **HS Guidance 631-801-3270**

## MENTAL HEALTH RESOURCES AND OUTREACH

Our school counselors are available to help students protect their mental health. Many students are struggling with their mental health and the symptoms can manifest in different ways. If you have any concerns about the social-emotional health of your child, please reach out to our Social Worker or Psychologist. Here are some additional resources that may be helpful during challenging times.

### Suicide Lifelines

- **Crisis Text Line:** Text HOME to 741741 or <https://www.crisistextline.org/>
- **National Suicide Prevention Lifeline:** I-800-273-TALK or I-800-273-8255
- **Suicide Prevention Center Hotline:** I-877-7-CRISIS or I-877-727-4747
- **Teen Line:** I-800-TLC-TEEN or I-800-852-8336
- **Trevor Lifeline – LGBTQ:** I-866-488-7386
- **Veterans & Military Families:** I-800-273-8255; Press 1

### Emergency Services

- **Dash:** 631-952-3333  
24 hour crisis emergency services related to mental health, substance abuse and life stressors. Address: 90 Adams Avenue, Hauppauge, NY
- **Department of Social Services:** 631-854-9100  
Suffolk County Department of Social Services Emergency Services Hotline for housing, food, and heat. Emergency line after 4:30PM.  
<https://www.suffolkcountyny.gov/Departments/Social-Services>
- **Mobile Crisis:** 631-952-3333  
24 hour hotline. Professionals will conduct a risk assessment, develop a safety plan, and recommend outpatient services.



- **Trauma and Suicide:** I-888-3754-2228  
24 hour hotline. Immediate guidance to individuals, groups and families struggling with crisis, suicide, grief or disaster.
- **Victims Information Bureau of Suffolk:** 63I-360-3606 Resources for domestic violence and sexual assault.
- **Crisis Intervention APS:** 63I- 854-3I95 Adult Protective Services.
- **CPS:** (800) 342-3720 Child Protective Services.

Psychiatric Emergency Services

- **CPEP Program at Stony Brook:** 63I-444-6050
- **John T. Mather Psychiatric Emergency Room:** 63I-472-I320 ext. 4360
- **Response Crisis Hotline:** 63I-75I-7500 Website: [www.responsehotline.org](http://www.responsehotline.org)
- **Talbot House:** 63I- 589-4I44  
24-hr. Substance Abuse Crisis and Stabilization Unit

For additional information relating to mental health resources, please visit our district website under RESOURCES → MENTAL HEALTH RESOURCES & OUTREACH.



# GRADING

## REPORT CARDS & PROGRESS REPORTS

Report cards and progress reports are found online on Infinite Campus.

- **Report cards:** Each quarterly grade consists of coursework (classwork/homework), assessments and engagement in class (class participation).
- **Progress reports:** Indicate a student's current course status at the five week mark of the quarter.

If a student or parent/guardian has a question or concern regarding a grade, they are advised to keep up with the student's Google Classroom for the class, email the teacher before the end of the marking period then contact the teacher by calling if needed. In the event there is an issue, contact the guidance counselor.

## END OF MARKING PERIOD AND PROGRESS REPORT DATES

The following dates are the end of each marking period for 2024-2025 school year. Be sure to make up work and/or complete items needed well before the end of the quarter.

- Quarter 1: November 8th (Progress Reports October 2)
- Quarter 2: January 24th (Progress Reports December 13)
- Quarter 3: April 11th (Progress Reports March 7)
- Quarter 4: June 27th (Progress Reports May 16)

## WITHDRAWAL FROM CLASSES

It is expected that any student enrolling in a course will remain for its duration. However, there are circumstances which may result in a student dropping a course. If a course is dropped during the first two weeks of school (this includes second semester courses), no notation will appear on the student transcript.

Any changes that need to take place between week three and week five will require that a student utilize a drop/add form with appropriate signatures (approvals). This form should be completed within two days and monitored by the student's counselor. After week five, **no** changes will be permitted. However, if there are extraordinary circumstances that require dropping a course after week five, a withdrawn passing (WP) or withdrawn failing (WF) will be noted on a student's final transcript as determined by the Principal.

## GRADING SYSTEM

In grades 7 - 12, 65% is the minimum passing mark. The school year will be divided into four quarters. The student's mark in each quarter is based upon daily class work, homework and examinations. Please review the course outline for individual grading requirements. Grading percentages will be used to calculate students' averages.



For full year courses: final grades will be determined by calculating 22% from each quarter grade, 4% of midterms, and 8% of the finals and/or regents exams. For half-year courses: final grades will be determined by calculating 45% from each quarter grade and 10% of the finals and/or regents exams.

## **GRADE WEIGHTING**

The grade weighting protocol recognizes that some academic programs are more rigorous and challenging than others, and therefore rewards students for taking more demanding classes. Grades are weighted on a scale as follows:

- Final grades in AP classes are multiplied by a factor of 1.15. However, students who do not sit for their AP exam will receive Honors weighting instead of AP weighting
- Final grades in Honor classes are multiplied by a factor of 1.10
- Final grades in all other classes are multiplied by a factor of 1.0

For example: A student in English 10 H (full year course) who received a 90 for the final course grade will be factored as follows:  $90 \text{ (final grade)} \times 1.10 \text{ (weighting scale)} = 99 \text{ (weighted grade)}$

## **CUMULATIVE AVERAGE**

The cumulative average (GPA), computed at the end of 11<sup>th</sup> grade includes all subjects in which a student received a final numerical grade. All grades and courses are printed on the transcript. Actual grades are indicated on the transcript. Weighting of the final grade is not shown for individual courses and is used only to compute a weighted average.

## **HONOR ROLL**

Students must be enrolled in at least five classes to be eligible for the honor roll. Students who have earned a GPA of 90 or better with no marks below an 85 are eligible for the Principal's Honor Roll. Those students who have earned an 85 or better with no marks below an 80 are eligible for the Honor Roll. Any marks of incomplete, NG, or WF prevent inclusion on the honor roll.

## **HONORS & ADVANCED PLACEMENT COURSES**

Eastport-South Manor Junior-Senior High School offers a number of Honors and Advanced Placement (AP) Courses; prerequisites for a student enrolled in these courses includes academic performance in previous classes, counselor input, and most importantly, student interest. Students enrolled in Honors and AP courses study an enriched curriculum preparing them for higher education. Honors and AP courses are given the highest grade weighting; this could significantly affect the student's class rank.



At the end of each course, students are expected to take the AP Examination given by the College Board. With an acceptable score, colleges may grant advanced placement in college courses and/or college credits. Any student who wishes to take an AP course must be aware of the following: If at any point after the first five weeks of the school year a student chooses to withdraw from the course, the following marks will appear on his/her final transcript: WP (withdrew passing) or WF (withdrew failing).

All students enrolled in Advanced Placement (AP) courses will be required to pay for and take the AP Examination in May. Students who qualify for free or reduced lunch are eligible for a reduced fee AP Examination (see the AP Testing Coordinator for more information). Because April is one month before the crucial AP Examinations, it is expected that AP students will not attend field trips during this time.

Our school offers AP courses in:

- |                          |                             |
|--------------------------|-----------------------------|
| AP 2-D Art & Design      | AP Human Geography          |
| AP 3-D Art & Design      | AP Language & Composition   |
| AP Art History           | AP Literature & Composition |
| AP Biology               | AP Music Theory             |
| AP Calculus AB           | AP Physics I                |
| AP Calculus BC           | AP Psychology               |
| AP Chemistry             | AP Research                 |
| AP Computer Science      | AP Seminar                  |
| AP Drawing               | AP Statistics               |
| AP Environmental Science | AP United States History    |
| AP Government & Politics | AP World History: Modern    |





## **NYS LABORATORY REQUIREMENT FOR SCIENCE REGENTS EXAMS**

Students must satisfy the state mandated minimum laboratory requirements in a science course in order to be admitted to the Regents examination in that subject.

## **EXTRA HELP**

Teachers are available for extra help after school weekly. Extra help schedules will be posted on the district website at [www.esmonline.org](http://www.esmonline.org). It is suggested that students discuss and arrange extra help sessions with their teachers. Students can take the 3:15 p.m. late buses after extra help.

## **ACADEMIC INTERVENTION SERVICES (AIS)**

- Students in need of academic intervention services will attend after Period 9, labeled either Regents Skills for Regents classes or Small Group Instruction for Junior High Classes during “Period 10” on the student’s schedule.
- Students who meet criteria for AIS services are mandated to attend.
- There is no exemption from Academic Intervention Services.



# GRADUATION

## **GRADUATION INFORMATION**

It is the student's responsibility to be aware of the graduation and promotion requirements for his/her class and for his/her credit/sequence standing. Only graduating seniors will be allowed to participate in the end of the year senior privileges including, but not limited to, prom, senior day, etc.

## **EARLY GRADUATION**

Students may apply to graduate early if:

1. The student has satisfied all course requirements by the date of the early graduation.
2. The student and his/her parent/guardian have letters sent to the High School Principal and Guidance Department in April of tenth grade, so that there can be proper scheduling for the student's last year. Approval will be based on a variety of factors such as:
  - a. Age and maturity
  - b. Future plans
  - c. Possible extenuating circumstances involving the student and/or family
  - d. The student's current academic standing
  - e. Student schedule can accommodate all required courses

## **HIGH SCHOOL PROMOTION REQUIREMENTS**

To Grade 10 – 5 credits

To Grade 11 – 10 credits

To Grade 12 – 15 credits

Any student in grades 9-12 who is being retained in a high school grade level due to lack of credits may be promoted to the next grade at the beginning of the third quarter. Students must meet the requirements listed above by successfully completing a half-year course(s) and that ½ unit(s) of credit(s) enables the student to meet the requirements.

## **VALEDICTORIAN & SALUTATORIAN**

To validate who has earned the highest (Valedictorian) and the second highest (Salutatorian) averages in a graduating class, students' marks from all High School courses will be averaged with the grades earned during the first semester of the 12<sup>th</sup> grade. Such determination is final and no adjustments thereafter will take place. In order to be eligible for Valedictorian or Salutatorian, a graduating senior must have spent at least four semesters total at Eastport-South Manor Junior-Senior High School prior to the calculation. A grade conversion chart will be applied to grades of students who transfer from a school that uses an alternative grading method.

## **OUTSIDE CREDIT**

In order to get credit for any courses taken outside the Eastport-South Manor High School District, (i.e. college courses, etc.) approval must be obtained by the Principal. You must submit a course curriculum *prior* to registering for the course.



## CLASS ATTENDANCE & AUDIT POLICY

The high school attendance requirements policy states, in part, to be granted academic credit for any course, a student must earn a passing grade in the course and not be absent more than:

- 18 class sessions of a full-year course
- 9 class sessions of a full-year alternating-day course
- 9 class sessions of a half-year course
- 4 class sessions of a half-year alternating-day course

In each course, when a student exceeds the maximum number of absences a notation of NG (no grade) for all subsequent reporting periods and exams will be entered on the report card. Students who have failed to meet the attendance requirements may be denied academic credit, but will be responsible to continue to attend the course. If a student is eligible to take a Regents examination, **pursuant to Commissioner's Regulations, the score will be noted on the student's permanent record.**

Applicability:

- This policy shall apply to each course independently of other courses.
- This policy shall apply to students with a handicapping condition unless otherwise noted in their special education individualized educational program. The definition of a student with a handicapping condition is contained in Part 200 of the Regulations of the Commissioner of Education.
- Students attending classes at other facilities, such as a BOCES center, shall be subject to the attendance policies at those other facilities, except that this policy shall apply for that portion of the students' program for which they are enrolled at Eastport-South Manor Central High School.
- New students to the Junior-Senior High School shall have all the allowable number of absences prorated to reflect that portion of their courses which remains after they have entered the high school.

Absences:

- **All absences from class shall be covered by this policy.** In accordance with decisions of the New York State Commissioner of Education, no distinction may be made between absences which are legal or illegal as defined by the State Education Department.
- Students shall **not** be considered absent when they are authorized by school officials to be somewhere other than in their regularly scheduled class. For example, if school personnel expect students to report elsewhere during their regularly scheduled class time for such activities as meetings, music lessons, conferences with school personnel, field trips, out-of-district athletic trips, testing and in-school/out-of-school suspension, the students shall not be considered absent.



- As part of post high school planning and when the regulations of the high school administration and guidance departments are followed, juniors shall not be considered absent on two days in the spring semester used for college visits and seniors shall not be considered absent on two days during senior year used for college visits, employment or military interviews.
- Subject to paragraph 4 below and in accordance with state attendance regulations, absences resulting from suspension shall **not** be counted as absences for the purpose of this policy.
- Students who for any reason are removed from the Regular Attendance Register and placed on Homebound Tutoring shall not be considered absent from their regular classes during that time. Except as otherwise provided in Section 3214 of the Education Law, to enable their children to be eligible for placement on homebound Tutoring, parents/guardians of students who suffer from an extended medical or psychological illness must notify the Administration in writing of the nature of the illness and the expected duration. Such notification must be accompanied by a physician or psychologist's statement. The Administration and/or their designee, shall review each situation on a case-by-case basis to determine whether placement of the student on Homebound Tutoring is appropriate based upon the information furnished by the parents/guardians.
- Students, parents/guardians and teachers shall be notified annually, in writing, of the attendance policy and administrative regulations.

### **LATE ARRIVAL TO SCHOOL**

Since excessive tardiness and absences are not conducive to good work habits or learning, parents/ guardians should make every effort to have their children in school every day and on time. Please note that a late arrival to a class period of at least 20 minutes is considered an absence for the period. Students who are repetitively late to school may result in disciplinary action consistent with the district's Code of Conduct. Those penalties may include, for example, detention or denial of the privilege of participating in (i.e. parking on campus) or attending extracurricular events.

### **ATTENDANCE AT EXTRACURRICULAR ACTIVITIES**

In accordance with board approved policy No. 7410; in order for students to attend a school-sponsored function, **it is necessary for students to attend classes for at least half of the school day on the day of the activity.** One-half of the school day is defined as five class periods.



## **EXCUSED/ UNEXCUSED ABSENCES & LATENESS**

Excused absences and lateness are defined as absences, tardiness, and early departures from class or school due to **personal illness, illness or death in the family, impassable roads or weather, religious observance, quarantine, required court appearances, attendance at health clinics, approved college visits, approved cooperative work programs, military obligations, or such other reasons as may be approved by the appropriate building administrator (including, but not limited to, absences due to circumstances related to homelessness)**. All other absences and lateness are considered unexcused absences. **Every absence must be followed by a note from home stating the nature of the absence.**

All absences and lateness must be accounted for. It is the parent/guardian's responsibility to notify the school Attendance Office within 24 hours of the absence and to provide a written excuse upon the student's return to school. A written excuse note can be presented to the attendance office up to two weeks after an absence, tardy or early dismissal. For homeless students, the homeless liaison will assist the student in providing or obtaining documentation if needed.

Unexcused absences or lateness may result in disciplinary action consistent with the district's Code of Conduct. Those penalties may include, for example, detention or denial of the privilege of participating in or attending extracurricular events. However, absences related to homelessness will not result in negative consequences where the district determines that it would be in the best interests of the student in retaining the student in school.

## **CLASS ATTENDANCE NOTIFICATIONS (Absences)**

### Warning Letter # 1

(5 absences full-year course, 3 absences semester course)

1. A first notification letter will be provided to parents/ guardians by the attendance clerk.
2. Teacher contacts the parent/guardian and documents the phone call.

### Warning Letter #2

(10 absences full-year course, 6 absences semester course)

1. Parent/Guardian will be contacted by the classroom teacher and the attendance concerns will be explained to them.
2. Teacher will fill out the Attendance Notification Two and return to the Attendance Office.
3. Guidance Counselor will meet with the student and fill out the second portion of Attendance Notification Two and mail to parent/guardian.



### Warning Letter #3

(15 absences full-year course, 8 absences semester course)

1. Teacher will fill out Warning Letter #3 and contact the Guidance Counselor.
2. Assistant Principal will contact the parent/guardian and arrange a conference with the parent/guardian, the teacher, the counselor and the assistant principal.
3. The attendance concerns would be explained to them and the parent/guardian would sign the Warning Letter #3 form.

In every letter to a student's parent(s)/guardian(s), the parent(s)/guardian(s) shall be urged to communicate with the student's teacher, guidance counselor and/or administrator because of the serious consequences which may be associated with the student's absenteeism. The parent(s)/guardian(s) will be afforded an opportunity to confer with the forenamed members of the school staff; however, a conference with the parent(s)/guardian(s) is not a prerequisite to denying academic credit to a student who has failed to meet the attendance requirements. The prime responsibility for the student's attendance in class rests with the student.

### **AUDIT POLICY**

To be granted academic credit for any course, a student must earn a passing grade and not have an unexcused absence (including cut tardy) more than 18 class sessions of a full-year course, or more than 9 class sessions of a semester (half-year or alternating-day full-year) course. **A class attendance notification process created by the classroom teacher via Infinite Campus consisting (of four (4) notices) will make parents/guardians aware of any attendance issues their child may have, and enlist them in finding a solution to the problem.** (See below for Audit Process.)

### Notification of Audit

(18 absences full-year course, 9 absences semester course)

Once the teacher has filled out the Notification of Audit form, the Guidance Counselor would contact parent/guardian and arrange a conference with the parent/guardian, the teacher, and the counselor. The attendance concerns would be explained to them and the parent/guardian would sign the Notification of Audit form.



## **EXTRACURRICULAR STUDENT ELIGIBILITY**

### **PHILOSOPHY**

In the Eastport-South Manor Central School District, student success in multiple areas is the first and foremost priority, as it is the hope that students become more well-rounded. The extracurricular and co-curricular activity programs are valuable extensions of the academic program, allowing more learning to take place outside of the classroom. We encourage students to participate and get involved in our extracurricular activities to develop their own interests and enhance their school community.

Participation in extracurricular activities is a privilege earned by students who are in proper academic standing, demonstrate good school citizenship, and maintain acceptable levels of attendance. Students having difficulty in their coursework are expected to seek additional assistance and examine their level of participation in extracurricular activities. This eligibility policy will apply to students involved in all extracurricular and co-curricular activities including, but not limited to, interscholastic athletics, school-sponsored functions/activities, drama/music productions, clubs, student government, intramurals, etc..

### **ACADEMIC, CITIZENSHIP AND ATTENDANCE ELIGIBILITY**

A student who has failed to pass or progress as required at the end of each marking period, who is under disciplinary action as prescribed or approved by the principal and/or superintendent, or does not meet attendance requirements shall be **ineligible** for participation in all extracurricular and after school co-curricular activities in the next marking period. A student who has failed to pass or progress as required for the year shall be ineligible for participation in all extracurricular and certain co-curricular activities for the first grade report period of the next school year. A grade report is defined as the five-week period that ends with a progress report or a report card.

In order to participate in all extracurricular and certain co-curricular activities a student must meet the following academic, citizenship and attendance requirements.

### **ACADEMIC REQUIREMENTS**

A student's status, academically, will be determined after the review of the latest report period. The student will be placed on academic probation when the student has failed two subjects (all subjects included). At this time any student that would like to participate in any extracurricular or co-curricular activities will be required to sign a "Contract for Academic Probation/Ineligibility" along with his/her parents/guardians, and the appropriate administrator(s). While on academic probation the student may continue to participate in extracurricular and co-curricular activities provided that they attend extra help sessions, in these courses, at least once a week until the next report



period at which time the student will be re-evaluated. If a student fails to attend extra help sessions, he/she shall become immediately ineligible for the remainder of the report period. If, upon re-evaluation, the student continues to fail or progresses unsatisfactorily in two or more courses, he/she will become immediately ineligible for the remainder of the grade report period. This five week probationary period is only available to the student once per school year. Therefore, if a student fails two or more subjects more than once, they will be considered ineligible and must follow all of the stipulations required of an ineligible participant.

An incomplete shall count as a failure until cleared. The student will have two weeks to clear an incomplete. If the student fails three or more subjects (all subjects included), the student becomes immediately ineligible for participation until the next grade reporting period. A student who has become ineligible for scholastic reasons may regain eligibility after five full weeks of a new grade report period by passing or progressing satisfactorily as set forth in the foregoing. Students who become academically ineligible may be permitted to attend meetings or practice with the team/club/activity, but not to take part in any games, contests, matches, trips, recitals, performances, etc. Ineligible students must attend extra help for each subject that they are currently failing. If the student fails to attend extra help sessions, he/she will be removed from the team for the remainder of the season and from a club until the end of the year. For the purposes of this policy a student's final year average for the class, not the fourth quarter average will determine eligibility for the following fall. A student passing the required number of courses in summer school will result in reinstatement of eligibility privileges for the following fall.

The Principal shall be responsible to establish procedures whereby this policy is carried into effect. He/she shall provide for reporting and record keeping whereby assurance of compliance can be established.

## **CITIZENSHIP REQUIREMENTS**

Disciplinary actions will result in some form of ineligibility, and that is defined as non-participation on any level (practice, game, management, rehearsal, trip, performance, school-sponsored function, etc.) as follows:

1. **Office Detention:** Ineligibility for that day
2. **ISS (In-School Supervision):** Removal for 2 (two) class days (attendance in ISS is considered one day). Students will still be in the building Two (2) days of ISS is 4 days of removal
3. **OSS (Out-of-School Suspension):** Upon return from OSS, the removal time period will be equal to, but not include the period of suspension. (5 day OSS = 5 day suspension plus 5 day ineligibility upon return to school - five days after they return for extracurriculars)





Probationary Period: A discipline probationary period will be imposed for the remainder of the school year for any inappropriate behavior that occurs during or outside the regular season or time for the activity that results in any of the following disciplinary actions:

- I. Four (4) In-School Supervision incidents
2. Two (2) Out-of-School Suspension incidents

If a student is placed on disciplinary probation during the 4<sup>th</sup> marking period, the probationary period will last through the 1<sup>st</sup> marking period of the next school year. Once the season/activity begins, and a student is on discipline probation, any OSS or ISS will result in immediate removal for the season/activity. This student will not be able to participate in any activities for the remainder of the school year. Any additional suspendable incidents for the year will result in removal from all activities for an entire calendar year (i.e. Winter to Winter). If a student is placed on disciplinary probation during the 4<sup>th</sup> marking period, the probationary period will last through the 1<sup>st</sup> marking period of the next school year.

Incidents that happen during practices/games/plays/field trips/rehearsals etc. shall be brought to the school administration's attention. This shall be done within 24 hours, accompanied by a written referral. Individuals who behave inappropriately in extracurricular activities will be treated in accordance with the school's discipline policy.

## **ATTENDANCE REQUIREMENTS**

In order for students to attend a school sponsored function, it is necessary for students to attend classes for at least half of the school day on the day of the activity. One-half of the school day is defined as three hours. Additionally, on a regular school day, all students must be signed into school by the end of homeroom. Unless excused, students will not be able to participate in after school activities, including, but not limited to, dances, field trips, and/or any team practices or contests on that day unless waived by the Principal. If an unauthorized absence occurs on the last school day of the week, the student shall be ineligible until the next school day.

## **APPEALS**

In the event that a student believes that there are extenuating circumstances regarding his/her eligibility, there shall be an opportunity for appeal. The appeals committee will be composed of teacher volunteers, guidance counselors, and administrative personnel. A student appealing must do so in writing to the appeals committee within one week of notification of ineligibility indicating reasons for reinstatement. During the appeals process, the student will remain ineligible until, and if, their eligibility has been stored.



## **EMERGENCY DRILLS**

New York State Education Law requires that each school have a minimum of twelve (12) emergency drills each year, eight (8) before December 1 and four (4) in the spring. Emergency drills include: evacuation, shelter in place, hold in place, lockout and lockdown drills.

Administration, faculty and staff are trained to respond appropriately to each drill. It is expected all students follow directions provided by school personnel during an emergency drill. A brief description of each drill is described below:

### **EVACUATION DRILLS (formerly “Fire Drills”)**

Students and staff must move outside the building because it is safer outside than inside.

### **SHELTER IN PLACE DRILL**

Students and staff should remain indoors because it is safer inside the building or room than outside. Used to shelter students and staff inside the building. School personnel and students stay inside; conduct business as usual.

### **HOLD IN PLACE DRILL**

Movement of students and staff is temporarily limited when an internal incident arises, such as a student fight, a medical emergency or a maintenance issue (short term, isolated emergencies). This is initiated to keep students and staff away from the affected area. School personnel and students conduct business as usual in place.

### **LOCKOUT DRILL**

The school building is secured due to imminent concern outside of the school building. Outdoor activities are suspended and all personnel move indoors. Regular activities may continue inside the school building. *Other than authorized personnel, no one is permitted to enter or leave the building for the duration of the LOCKOUT.*

### **LOCKDOWN DRILL**

Students and staff follow lockdown procedure. (This will be reviewed with students prior to the first lockdown drill.) This occurs when an incident poses an immediate threat of violence in or around the school. No one is permitted in/or out of the campus during the practice except emergency personnel.



## HEALTH PROCEDURES

### ILLNESS IN SCHOOL

Students who become ill during the school day are to obtain a pass from their teacher and report directly to the Health Office. Students who are too ill to stay in school will be sent home only after the nurse has contacted the parent or guardian. Use of over the counter (OTC) or prescribed medication in school requires that a parental permission note be filed in the Health Office along with a doctor's prescription. Medication must be used under the supervision of the school nurse. Inhalers and EpiPens are permitted to be carried by students who have doctor's notes filed in the health office. Students cannot keep medicine in their lockers without a Self-Medication Authorization form on file with the Health Office. The use of the elevator, crutches and wheelchairs, and carrying medications in school requires a doctor's note.

- **Student Athletic Exams**

Any student interested in participating in a school sport must be medically cleared before try-outs begin. Forms and additional information are available on Final Forms as each season nears. A physical exam is required annually and a completed Interval Medical Questionnaire is required prior to each season. These forms may be found on the [www.esmonline.org](http://www.esmonline.org) webpage, go to the Athletics tab then to Sports Physicals.

- **Student Physical Exams**

According to New York State Education Law, all **10<sup>th</sup> grade students** must have a physical examination, including a hearing and vision test, on record in the Health Office. This may be done by a family doctor or the schools' physician. The appropriate forms are available in the Health Office or can be found on the [www.esmonline.org](http://www.esmonline.org) webpage, go to Departments and then to Health Services.

### IMMUNIZATION LAW

Immunization Law 443 and Public Health Law 2164 mandates that no child shall be admitted to school or allowed to attend school in excess of fourteen days without certification or immunization against diphtheria, polio, measles, rubella and mumps. Failure to comply will result in exclusion from school 14 days after school opens in September.

### COMMUNICABLE DISEASE

Students returning to school after recovering from a communicable disease must be re-admitted through the School Health Office. Communicable diseases include, but are not limited to, German measles, measles, mumps, chicken pox, pertussis (Whooping Cough), scarlet fever, conjunctivitis (pink eye), fifth disease, COVID and mononucleosis. All concerns should be directed to the Health Office.

**Nurse**

**631-801-3263**

**631-801-3264**



## **STUDENT RIGHTS & RESPONSIBILITIES**

### **STUDENT RIGHTS**

The district is committed to safeguarding the rights given to all students under federal and state law and district policy. In addition, to promote a safe, healthy, orderly and supportive school environment, all district students have the right to:

1. Take part in all district activities on an equal basis regardless of race, weight, color, creed, national origin, ethnic group, religion, religious practice, gender or sexual orientation or disability.
2. Present their version of the relevant events to school personnel authorized to impose a disciplinary penalty in connection with the imposition of the penalty.
3. Access school policies, regulations and rules and, when necessary, receive an explanation of those rules from school personnel.

### **STUDENT RESPONSIBILITIES**

All district students have the responsibility to:

1. Contribute to maintaining a safe, supportive and orderly school environment that is conducive to learning and to show respect to other persons and to property.
  2. Be familiar with and abide by district policies, rules and regulations dealing with student conduct.
  3. Attend school every day unless they are legally excused and be in class, on time, and prepared to learn.
  4. Work to the best of their ability in all academic and extracurricular pursuits and strive toward their highest level of achievement possible.
  5. React to direction given by teachers, administrators and other school personnel in a respectful, positive manner.
  6. Work to develop mechanisms to manage their anger.
  7. Ask questions when they do not understand.
  8. Seek help in solving problems.
  9. Dress appropriately for school and school functions.
  10. Accept responsibility for their actions.
- II. Conduct themselves as representatives of the district when participating in or attending school-sponsored extracurricular events and to hold themselves to the highest standards of conduct, demeanor, and sportsmanship.



## **NYS DIGNITY FOR ALL STUDENT ACT (DASA)**

The Dignity Act prohibits discrimination and harassment of students by staff and other students defined as: the creation of a hostile environment by conduct or by verbal threats, intimidation or abuse that has or would have the effect of unreasonably and substantially interfering with a student's educational performance, opportunities or benefits, or mental, emotional or physical well-being; or conduct, verbal threats, intimidation or abuse that reasonably causes or would reasonably be expected to cause a student to fear for his or her physical safety. Such conduct, verbal threats, intimidation or abuse includes, but is not limited to: conduct, verbal threats, intimidation or abuse based on a person's actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender or sex. If you are currently being harassed on school grounds or at a school function, please report via the Incident of Bullying Student Reporting Form found on the district website [RESOURCES → DIGNITY FOR ALL STUDENTS](#).

Students are encouraged to tell a parent/guardian or staff member if they are being harassed at school. Building administrators will follow up on all reports, investigate and react appropriately. Material incidents of discrimination and harassment will be reported as required to NYSED.



## **PROHIBITED STUDENT CONDUCT**

All students are expected to conduct themselves in an appropriate and civil manner, with proper regard for the rights and welfare of other students, district personnel and other members of the school community, and for the care of school facilities and equipment.

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

### **A. Engage in conduct that is disorderly.**

Examples of disorderly conduct include, but are not limited to:

1. Running in hallways.
2. Making unreasonable noise.
3. Using language or gestures that are profane, lewd, vulgar or abusive.
4. Obstructing vehicular or pedestrian traffic.
5. Engaging in any willful act which disrupts the normal operation of the school community.
6. Trespassing. Students are not permitted in any school building, other than the one they regularly attend, without permission from the administrator in charge of the building.
7. All electronic devices/electronic communications misuse, including any unauthorized use of computers, software, or internet/intranet account; accessing inappropriate websites; or any other violation of the District's acceptable use policy.

### **B. Engage in conduct that is insubordinate.**

Examples of insubordinate conduct include, but are not limited to:

1. Failing to comply with the reasonable directions of teachers, school administrators or other school employees in charge of students or otherwise demonstrating disrespect.
2. Lateness for, missing or leaving school without permission.
3. Skipping detention.

### **C. Engage in conduct that is disruptive.**

Examples of disruptive conduct include, but are not limited to:

1. Failing to comply with the reasonable directions of teachers, school administrators or other school personnel in charge of students.
2. Inappropriate public sexual contact.
3. Display or use of any personal electronic device in a manner that is in violation of district policy.



#### **D. Engage in conduct that is violent.**

Examples of violent conduct include, but are not limited to:

1. Committing an act of violence (such as hitting, kicking, punching, and scratching) upon a teacher, administrator or other school employee or attempting to do so.
2. Committing an act of violence (such as hitting, kicking, punching, and scratching) upon another student or any other person lawfully on school property or attempting to do so.
3. Possessing a weapon. Authorized law enforcement officials are the only persons permitted to have a weapon in their possession while on school property or at a school function.
4. Displaying what appears to be a weapon.
5. Threatening to use any weapon.
6. Intentionally damaging or destroying the personal property of a student, teacher, administrator, other district employee or any person lawfully on school property, including graffiti or arson.
7. Intentionally damaging or destroying school district property.
8. Video recording or audio recording fights or any other school incidents addressed in the Code of Conduct.

#### **E. Engage in any conduct that endangers the safety, physical or mental health or welfare of others.**

Examples of such conduct include, but are not limited to:

1. Subjecting other students, school personnel or any other person lawfully on school property or attending a school function to danger by recklessly engaging in conduct which creates a substantial risk of physical injury.
2. Stealing or attempting to steal the property of other students, school personnel or any other person lawfully on school property or attending a school function.
3. Defamation, which includes making false or unprivileged statements or representations about an individual or identifiable group of individuals that harm the reputation of the person or the identifiable group by demeaning them.
4. Discrimination, which includes using race, color, creed, national origin, ethnic group, religion, religious practice, sex, gender (identity and expression), sexual orientation, weight or disability to deny rights, equitable treatment or access to facilities available to others.



5. Harassment, which includes a sufficiently severe action or persistent pervasive pattern of actions or statements directed at an identifiable individual or group which are intended to be, or which a reasonable person would perceive as ridiculing or demeaning. Harassment is also the creation of a hostile environment. (See policy, OII5, Student Harassment and Bullying Prevention and Intervention for a more complete definition.)
6. Intimidation, which includes engaging in actions or statements that put an individual in fear of bodily harm.
7. Bullying, which may be a hostile activity which harms or induces fear through the threat of further aggression and/or creates terror. (See policy OII5 for a more complete definition.)
8. Hazing, which includes an induction, initiation or membership process involving harassment (see policy OII5 for a more complete definition).
9. Selling, using, distributing or possessing obscene material.
10. Using vulgar or abusive language, cursing or swearing.
11. Smoking/vaping a cigarette, cigar, pipe or using chewing or smokeless tobacco.
12. Possessing, consuming, selling, offering, manufacturing, distributing or exchanging alcoholic beverages or illegal substances, or being under the influence of either. "Illegal substances" include, but are not limited to, inhalants, marijuana, cocaine, LSD, PCP, amphetamines, heroin, steroids, look-alike drugs, and any synthetic version thereof, whether specifically illegal or not, commonly referred to as "designer drugs which are substances designed and synthesized to mimic the intended effects and usages, of, which are chemically substantially similar to, illegal drugs, which may or may not be labeled for human consumption.
13. Inappropriately using or sharing prescription and over-the-counter drugs.
14. Gambling.
15. Indecent exposure, that is, exposure to sight of the private parts of the body in a lewd or indecent manner.
16. Initiating a report warning of fire or other catastrophe without valid cause, misuse of 911, or discharging a fire extinguisher.

**F. Engage in misconduct while on a school bus or at the bus stop.**

It is crucial for students to behave appropriately while riding on district buses, to ensure their safety and that of other passengers and to avoid distracting the bus driver. Students are required to conduct themselves on the bus in a manner consistent with established standards for classroom behavior. Excessive noise, pushing, shoving and fighting will not be tolerated.





### **G. Engage in any form of academic misconduct.**

Examples of academic misconduct include, but are not limited to:

1. Plagiarism
2. Cheating
3. Copying
4. Altering records
5. Assisting another student in any of the above actions
6. Improper use of artificial intelligence (refer to the school's A.I. policy).

### **H. Engage in off-campus misconduct that interferes with, or can reasonably be expected to substantially disrupt the educational process in the school or at a school function.**

Examples of such misconduct include, but are not limited to:

1. Cyberbullying (i.e., inflicting willful and repeated harm through the use of electronic text).
2. Threatening or harassing students or school personnel over the phone or other electronic medium
3. Engaging in violent conduct such as fighting off-school grounds

## **REPORTING VIOLATIONS**

All students are expected to promptly report violations of the Code of Conduct to a teacher, guidance counselor, the building principal or his/her designee. Any student observing a student possessing a weapon, vaping, alcohol or illegal substance on school property or at a school function shall report this information immediately to a teacher, the building principal, his/her designee or the Superintendent.

Any weapon, alcohol or illegal substance found shall be confiscated immediately, if possible, followed by notification to the parent/guardian of the student involved and the appropriate disciplinary sanction if warranted, which may include permanent suspension and referral for prosecution.

The building principal or his/her designee must notify the appropriate local law enforcement agency of those code violations that constitute a crime and substantially affect the order or security of a school as soon as practical.



## **DISCIPLINARY PROCEDURES & REFERRALS**

Discipline is most effective when it deals directly with the problem at the time and place it occurs. School personnel who interact with students are expected to use disciplinary action only when necessary and to **place emphasis on the student's ability to grow in self-discipline.**

Disciplinary action, when necessary, will be firm, fair and consistent so as to be the most effective in changing student behavior. In determining the appropriate disciplinary action, school personnel authorized to impose disciplinary penalties will consider the following:

- The student's age.
- The nature of the offense and the circumstances which led to the offense.
- The student's prior disciplinary record.
- The effectiveness of other forms of discipline.
- Information from parents/guardians, teachers and/or others, as appropriate.
- Other extenuating circumstances.

As a general rule, discipline will be progressive. This means that a student's first violation will usually merit a less severe penalty than subsequent violations. (Students with a disability can be suspended even if the incident is related to his disability if the incident is related to the safety of others).

## **DISCIPLINARY PROCEDURES**

The amount of due process a student is entitled to receive before a penalty is imposed depends on the penalty being imposed. In all cases, regardless of the penalty imposed, the school personnel authorized to impose the penalty must inform the student of the alleged misconduct and must investigate, to the extent necessary, the facts surrounding the alleged misconduct. All students will have an opportunity to present their version of the facts to the school personnel imposing the disciplinary penalty in connection with the imposition of the penalty.

Students who are to be given penalties other than an oral warning, written warning or written notification to their parents are entitled to additional rights before the penalty is imposed. These additional rights are explained below.



## MINIMUM PERIODS OF SUSPENSION

- **Students who bring a weapon to or possess a weapon in school:**

Any student found guilty of bringing or possessing a weapon on school property may be subject to suspension from school for at least one calendar year. Before being suspended, the student will have an opportunity for a hearing pursuant to Education Law #3214. The Superintendent has the authority to modify the one-year suspension on a case-by-case basis. (A student with a disability may be suspended only in accordance with the requirements of state and federal law.)

- **Students who commit violent acts other than bringing a weapon to school:**

Any student who is found to have committed a violent act, other than bringing a weapon onto school property, shall be subject to suspension from school for at least five days. If the proposed penalty is the minimum five-day suspension, the student and the student's parent(s)/guardian(s) will be given the same notice and opportunity for an informal conference given to all students subject to a short-term suspension. If the proposed penalty exceeds the minimum five-day suspension, the student's parent(s)/guardian(s) will be given the same notice and opportunity for a hearing given to all students subject to a long-term suspension. The Superintendent has the authority to modify the minimum five-day suspension on a case-by-case basis.

- **Students who are repeatedly and substantially disruptive of the educational process or repeatedly substantially interferes with the teacher's authority over the classroom:**

Any student who is repeatedly and substantially disruptive of the educational process or substantially interferes with the teacher's authority over the classroom will be suspended from school for at least five days. For purposes of this Code, "repeatedly and substantially disruptive" means engaging in conduct which results in the student being removed from the classroom by teacher(s) on four or more occasions during a semester. If the proposed penalty is the minimum five-day suspension, the student and the student's parent/guardian will be given the same notice and opportunity for an informal conference given to all students subject to a short-term suspension. The Superintendent has the authority to modify the minimum five-day suspension on a case-by-case basis.



## **RULES & REGULATIONS**

All rules and regulations are in effect during and after school hours or at any other time when the school and/or grounds are being used by a school group. The rules and regulations also apply to any school activity, function or event, and when students are traveling to or from school. Any student found to be in violation of any one or more of these rules and regulations shall be subject to disciplinary action. These may include, but not be limited to, reprimand, repayment for physical damage, cleanup, revocation of privileges associated with school activities, detention, exclusion from class, in-school supervision, suspension, or expulsion.

### **STUDENT DRESS CODE**

All students are expected to give proper attention to personal cleanliness and to dress appropriately for school and school functions including extracurricular and athletic activities. Students and their parents/guardians have the primary responsibility for acceptable student dress and appearance.

A student's dress, grooming and appearance shall:

- Always be safe, appropriate and not disrupt or interfere with the educational process.
- Recognize that certain garments, as identified by school administrators on a case-by-case basis, such as see-through garments and exposure of undergarments, are not appropriate.
- Ensure that underwear is completely covered with outer clothing.
- Include footwear at all times. Footwear that is a safety hazard will not be allowed.
- Exclude the wearing of head coverings (including, but not limited to hats, hoods) in the school buildings except for a medical or religious or cultural purpose.
- Exclude the wearing of earbuds or headphones, except for instructional purposes, if given permission by the teacher.
- Exclude items that are vulgar, obscene, libelous, or denigrate others on account of race, color, religion, creed, national origin, gender, sexual orientation or disability.
- Not promote and/or endorse the use of alcohol, tobacco or illegal drugs and/or encourage other illegal or violent activities

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



## **SELLING & FUNDRAISING**

Selling of any items including, but not limited to candy, T-shirts, tickets, etc. without permission of the administration is prohibited. Violation will result in referral to administration and appropriate disciplinary action – detention, ISS, or suspension from school. **Selling items during class time is prohibited.** Fundraising must be approved by administration with advanced notice. Fundraising cannot compete with the school cafeteria or other on-going fundraising activities.

## **ENERGY DRINKS**

The consumption of any energy drinks is prohibited on this campus.

## **DELIVERY SERVICES & ITEM DROP OFF**

Students are prohibited from arranging for delivery of any foods or services to campus. This includes food delivery services such as GrubHub, DoorDash or any local food provider. Any deliveries that arrive will be turned away by security at the expense of the student.

Please note that students will not be called out of class to pick-up food or items that are dropped off by a parent/guardian outside of their lunch period. They can claim these items from the front lobby after instructional time.

## **SORORITIES & FRATERNITIES**

The school does not sponsor any high school fraternities or sororities. No activities connected with such unauthorized organizations will be allowed in the school building or on the school grounds.

## **SEXUAL HARASSMENT**

The Board of Education recognizes that harassment of students and staff on the basis of sex, gender and/or sexual orientation is abusive and illegal behavior that harms victims and negatively impacts the school culture by creating an environment of fear, distrust, intimidation and intolerance. The Board further recognizes that preventing and remedying such harassment in schools is essential to ensure a healthy, nondiscriminatory environment in which students can learn and employees can work productively.

The Board is committed to providing an educational and working environment that promotes respect, dignity, equality and that is free from all forms of sexual harassment. To this end, the Board condemns and strictly prohibits all forms of sexual harassment on school grounds, school buses and at all school-sponsored activities, programs and events including those that take place at locations outside the district.

Because sexual harassment can occur staff to student, staff to staff, student to student, male to female, female to male, male to male or female to female, it shall be a violation of this policy for any student, employee or third party (school visitor, vendor, etc.) to sexually harass any student or employee.



In order for the Board to effectively enforce this policy and to take prompt corrective measures, it is essential that all victims of sexual harassment and persons with knowledge of sexual harassment report the harassment immediately. The district will promptly investigate all complaints of sexual harassment, either formal or informal, verbal or written. To the extent possible, all complaints will be treated in a confidential manner. Limited disclosure may be necessary to complete a thorough investigation.

If, after appropriate investigation, the District finds that a student, an employee or a third party has violated this policy, prompt corrective action will be taken in accordance with the applicable collective bargaining agreement, district policy and state law.

All complainants and those who participate in the investigation of a complaint of sexual harassment have the right to be free from retaliation of any kind.

The Superintendent of Schools is directed to develop and implement regulations for reporting, investigating and remedying allegations of sexual harassment. These regulations are to be attached to this policy. In addition, training programs shall be established for students and employees to raise awareness of the issues surrounding sexual harassment and to implement preventative measures to help reduce incidents of sexual harassment.

This policy shall be posted in a prominent place in each district facility and shall also be published in student registration materials, student, parent and employee handbooks, and other appropriate school publications.

The Board of Education will review the policy as necessary to remain in compliance with applicable state and federal laws or otherwise improve its effectiveness.

### **ALCOHOL CONSUMPTION BY STUDENTS & BREATHALYZER REGULATIONS**

The BOE recognizes that the use of alcohol by minors represents a serious threat to the welfare of its students.

The possession, transportation, and/or distribution of alcoholic beverages during school hours or during school sponsored activities and events, whether on or off school grounds, are strictly prohibited. The consumption of alcohol by students during school hours, or during school sponsored activities and events, and the presence of students who have consumed alcohol on school grounds, at any time, or during school sponsored activities or events on or off school grounds, is strictly prohibited.

Therefore, to promote a safe, healthy and productive environment, the District implements the following testing policy with respect to students suspected of consumption of alcohol.



1. A school official who has a reasonable suspicion that a particular student has consumed alcohol during school hours or during a school sponsored event on or off school grounds shall recommend to the Administrator in charge the use of breathalyzer testing to determine such consumption. Reasonable suspicion shall be based on objective criteria including, but not limited to, admissions, reliable statements of others, alcohol smell on the breath, impairment of motor control and other outward signs of alcohol use or intoxication. The District shall maintain an appropriately calibrated breathalyzer testing device and shall provide for training of employees in its use. The term “school official” shall be limited to nurses, teachers and administrators.
2. A student present during a school sponsored event, either on-campus or off-campus, who is believed to have consumed alcohol prior to or during the event will be discreetly escorted by at least two school officials to a secure location. The test shall be administered by a trained school official. The student will be granted an opportunity to be heard concerning justification for a positive test result. After due consideration of the student’s rationale, if any, the school official shall make an immediate determination whether to exclude the student from the event. If alcohol use has been determined, the student’s parents or person in parental relation shall be immediately notified. Students identified as having consumed alcohol shall be detained under observation of at least two school officials until a parent or person in parental relation is available to transport the student home. The student’s conduct shall be referred to the Building Principal and/or Superintendent of Schools for further action pursuant to the district’s Code of Conduct and/or Section 3214 of the Education Law. Negative test results shall be considered in making a determination whether to proceed further.
3. Any student present during an extracurricular, co-curricular or sports activity believed to have consumed alcohol will be discreetly escorted to a secure location by at least two school officials. The test shall be administered by a trained school official. The student will be granted an opportunity to be heard concerning justification for a positive test result. After due consideration of the student’s rationale, if any, the school official shall make an immediate determination whether to exclude the student from that day’s extracurricular, co-curricular or sports activities. If alcohol use has been determined, the student’s parents or person in parental relation shall be immediately notified. Students identified as having consumed alcohol shall be detained under observation of at least two school officials until a parent or person in parental relation is available to transport the student home. The student’s conduct shall be referred to the Building Principal and/or Superintendent of Schools for further action pursuant to the district’s Code of Conduct and/or Section 3214 of the Education Law. Negative test results shall be considered in making a determination whether to proceed further.



4. During the regular school day, a student believed to have consumed alcohol or believed to be intoxicated will be discreetly escorted to a secure location by at least two school officials. The test shall be administered by a trained school official. The student will be granted an opportunity to be heard concerning justification for a positive result. If alcohol use has been determined, the student's parents or person in parental relation shall be immediately notified. Students identified as having consumed alcohol shall be excluded from class and detained under observation by at least two school officials until a parent or person in parental relation is available to transport the student home. The student's conduct shall be referred to the Building Principal and/or Superintendent of Schools for further action pursuant to the district's Code of Conduct and/or Section 3214 of the Education Law. Negative test results shall be considered in making a determination whether to proceed further.
5. In the event that a student refuses the administration of a breathalyzer test in any of the circumstances described in paragraphs 2, 3, or 4 above, the student shall be presumed to have consumed alcohol. The matter shall be processed under paragraphs 2, 3 or 4 in the same manner as if a positive breathalyzer test result had been obtained.
6. The procedures and protocol for administration of this policy and Breathalyzer testing permitted hereunder, together with the processing of students, shall be established by administrative regulation issued by the Superintendent of Schools.

As noted above, the consumption, possession, transportation and/or distribution of alcoholic beverages during school hours, on school property, or during school sponsored activities and events is strictly prohibited. Any student determined to have consumed, possessed, transported and/or distributed alcoholic beverages during school hours, or during school sponsored activities and events shall be subject to immediate suspension and further discipline as provided by the district's Code of Conduct and/or in section 3214 of the Education Law of the State of New York.

### **NO SMOKING LAW COMPLIANCE**

School policy and New York State Law prohibit the use of all tobacco products, inclusive of electronic cigarettes, on school grounds at all times. The Eastport-South Manor Junior-Senior High School through the Suffolk County Department of Health Services will be instituting the Smoking Offense Referral Program. The goal of the Smoking Offense Referral Program is to move students towards cessation by means of education about the harmful effects of using tobacco.

If a student is caught smoking/vaping on school grounds, a referral with their name on it will be sent to the Suffolk County Department of Health Services. Along with school consequences, penalties from the Suffolk County Department of Health may range from a warning letter for the first infraction to a hearing before a Judge and a possible \$1,000 fine for subsequent infractions.

Please note: This school smoking policy is in effect during all school sponsored activities.





## SENIORS WITH EARLY DISMISSAL / LATE ARRIVAL

Seniors will be evaluated by administration based on a valid driver's license and proper procedures for eligibility. If a student loiters in the hallway, cafeteria, or is found abusing the privilege of early dismissal or late arrival they will be sent to Administration to assess the situation. All students must sign out with security in the main lobby and vacate the building immediately upon early dismissal time.

## STUDENT PARKING PERMITS

Students who are members of the **Senior Class** and who possess a valid **New York State "Class D" driver's license** may apply for a permit to drive to school and park on school grounds in designated areas provided space is available. All permits will be valid only for the academic year in which they are issued.

The High School Principal is authorized to establish rules and regulations to govern student automobile use, and to decide any disputes or issues which may arise. Permits will be rescinded, within the discretion of the principal, for abuse of driving/parking privileges or other disciplinary reasons.

Violation of any school rules or public laws will lead to revocation of permit.

Parking is a *privilege* afforded to seniors only. This does not include early graduates. Seniors *must* have a **Senior Class D** license to apply.

1. Only vehicles registered to applicants or applicant's family may be driven to school. One parking permit will be issued to each student.
2. The parking permit will come in the form of a sticker and must be adhered on the **passenger side bottom front window**. The permit may be used only for the vehicle for which it was issued. You must submit a new application to the Main Office if you change vehicles during the school year.
3. Students **must** park in designated numbered spots in the student lot.
4. Students are prohibited from leaving school and entering the parking lot during the school day (7:20-2:10). Vehicles are only to be used to drive to and from school during regular school hours. Vehicles may not be used for socializing or leaving the premises before the end of the school day.
5. Leaving the premises before the end of the school day requires written approval by the appropriate administrator.
6. Transporting other students to and from school grounds requires permission from the parent(s)/guardian(s) of the driver and passenger(s).
7. Transporting students off school grounds at times other than their scheduled dismissal is not permitted and will result in loss of parking privileges.
8. In the event of an accident occurring while driving to or from school, it is the driver's responsibility to file a report with the school immediately.
9. The maximum speed allowable on school grounds is 10 m.p.h.



10. Students must use the main entrance to enter the building after 7:20 a.m. and check in with Security.
11. Under no circumstances are vehicles to interfere with the arrival or departure of school buses.
12. The school and school authorities are **not responsible** for any damage or vandalism that may occur to vehicles while on school property.
13. Automobiles parked on school premises or in the school parking lot are subject to search when school officials have reason to believe weapons, drugs, alcohol or objects prohibited by school policy or state law are contained therein.
14. The initial permit is provided free of charge. If you lose this permit, report the loss immediately to the Main Office. It will cost \$5.00 to receive a second permit. Under no circumstances will a third permit be issued.

**NOTE: Failure to comply with these regulations will result in temporary or permanent loss of parking privileges.** Seniors with parking privileges will lose their parking privileges when they become academically ineligible and/or probation.

### **STUDENT DRIVING PENALTIES**

Please remember that parking at the high school is a privilege. You must drive safely and intelligently at all times. The following penalties may apply if you do not follow the rules:

- **1<sup>st</sup> Offense:** Warning
- **2<sup>nd</sup> Offense:** One day After-School Detention with a one week loss of driving privileges
- **3<sup>rd</sup> Offense:** One day In-School Suspension with a one month loss of driving privileges
- **4<sup>th</sup> Offense:** One day Out-of-School Suspension with an indefinite loss of driving privileges

### **UNDERCLASSMEN**

If underclassmen are found leaving our closed campus with another driver/or driving illegally on campus, they risk losing their parking privilege during their senior year. The following parking consequences may be imposed:

- **1<sup>st</sup> Offense:** Warning
- **2<sup>nd</sup> Offense:** One month wait before eligible for parking privileges during your senior year
- **3<sup>rd</sup> Offense:** Indefinite loss of parking privileges during your senior year



## INTERSCHOLASTIC SECTION XI ATHLETICS

Parents/ Guardians must register student athletes on FinalForms online up 30 days before each season on the District website [ATHLETICS → “Register Athletes for a Team”]. Follow directions on FinalForms for all required documents and signatures. All original paperwork for physicals must be turned in to the HS Health Office before the start of the season.

### JUNIOR HIGH 7th & 8th GRADE ATHLETICS 2024 - 2025

<b>FALL SEASON</b> <b>September 4, 2024 - November 2, 2024</b>	<b>WINTER I</b> <b>November 4, 2024 - January 12, 2025</b>
<ul style="list-style-type: none"> <li>● Cheerleading</li> <li>● Boys/ Girls Soccer</li> <li>● Boys/ Girls Cross Country</li> <li>● Football</li> <li>● Field Hockey</li> <li>● Girls Tennis</li> </ul>	<ul style="list-style-type: none"> <li>● Girls Volleyball (7th and 8th grade separate)</li> <li>● Boys Basketball (7th and 8th grade separate)</li> <li>● Cheerleading (ends 1/15)</li> </ul>
<b>WINTER 2</b> <b>January 13, 2025 - March 22, 2025</b>	<b>SPRING</b> <b>March 24, 2025 - June 7, 2025</b>
<ul style="list-style-type: none"> <li>● Wrestling</li> <li>● Girls Basketball (7th and 8th grade separate)</li> <li>● Boys Volleyball (7th and 8th grade separate)</li> </ul>	<ul style="list-style-type: none"> <li>● Softball</li> <li>● Boys/ Girls Track</li> <li>● Baseball</li> <li>● Boys Tennis</li> <li>● Boys/ Girls Lacrosse</li> </ul>

### HIGH SCHOOL ATHLETICS 2024 - 2025

<b>FALL Start Date:</b> <b>August 26, 2024</b>	<b>WINTER Start Date:</b> <b>November 18, 2024</b>	<b>SPRING Start Date:</b> <b>March 17, 2025</b>
<ul style="list-style-type: none"> <li>● Cheerleading</li> <li>● Boys/ Girls Cross Country</li> <li>● Field Hockey</li> <li>● Football</li> <li>● Boys Golf</li> <li>● Boys/ Girls Soccer</li> <li>● Girls Tennis</li> <li>● Boys/ Girls Volleyball</li> </ul>	<ul style="list-style-type: none"> <li>● Boys/ Girls Basketball</li> <li>● Competitive Cheer</li> <li>● Boys/ Girls Bowling</li> <li>● Boys/ Girls Winter Track</li> <li>● Wrestling</li> </ul>	<ul style="list-style-type: none"> <li>● Baseball</li> <li>● Girls Flag Football</li> <li>● Boys/ Girls Lacrosse</li> <li>● Softball</li> <li>● Boys Tennis</li> <li>● Boys/ Girls Track</li> <li>● Coed Unified Basketball</li> </ul>



## **EXTRACURRICULAR OFFERINGS**

Below is a listing of some of the extra-curricular organizations offered on campus. Please note that not all organizations will be offered every school year. Please check the school webpage for our current offerings, advisors and meeting dates. Some clubs are offered to only 7th & 8th graders, or to 9th-12th graders.

### **7TH AND 8TH GRADE JUNIOR HIGH CLUBS**

#### **ART CLUB (7 & 8)**

The JH Art Club is designed for students who are interested in enhancing their cooperation in groups, individual abilities and skills creating visual art. Students involved in the Art club will be given the opportunity to work on projects that they wouldn't normally have in the regular classroom setting.

#### **BEAUTIFUL ME (7 & 8)**

Beautiful Me is designed to teach females of all ages how to think positively and with assurance about their body image, skills and relationships with others.

#### **BEST BUDDIES (7-12)**

The Best Buddies Club is designed to create and cultivate friendships between students with and without disabilities.

#### **CHESS (7 & 8)**

Students in 7th and 8th grade learn, challenge, and have fun playing Chess.

#### **FRIENDS OF RACHEL'S (7 & 8)**

Rachel's Challenge is a proactive intervention focused on preventative safety, concentrating on the areas of social-emotional connection and learned behaviors. This program creates a positive school culture, leading to safer schools and emotionally resilient students, as well as improved mental and behavioral health.

#### **GSA (8-12)**

GSA club is a safe, fun, and supportive space for students in the LGBTQ+ community and their allies.



### **JAZZ BAND (7 & 8)**

The JH Jazz Band is for students who want to play together in an after-school ensemble to learn/play many genres of music such as jazz, Latin, rock and funk. Students will learn the fundamentals of improvisation, basic jazz theory and will gain more practice in playing in an ensemble.

### **NATIONAL JUNIOR HONOR SOCIETY (7 & 8)**

The National Junior Honor Society (NJHS) is the nation's premier organization established to recognize outstanding high school and middle level students. More than just an honor roll, NJHS serves to honor those students who have demonstrated excellence in the areas of Scholarship, Leadership, Service, and Character and Citizenship.

### **ROBOTICS CLUB (7-12)**

Robotics Club utilizes real-world problem-solving experiences through a guided, global robotics program in order to inspire young people to experiment and grow their critical thinking, coding, and design skills through hands-on STEM learning and robotics.

### **S. A. L. T. (Students Aiding Living Things) (7 & 8)**

The S.A.L.T. Club will work at helping different groups/organizations by fundraising. We will also have guest speakers come in and bring awareness of issues and situations that animals are forced to face as well as the people that rescue them. The S.A.L.T. Club will do fundraising for different organizations and bring awareness to the school community as to what they can do to help animals that are being abused or mistreated.

### **SPECIALIZED ART (7-12)**

Art club is a club for students with special needs.

### **SPECIALIZED SPORTS (7-12)**

Sports Club is a club for students with special needs to play games and sports with classmates and varsity leaders.

### **SPORTS BROADCASTING (7-12)**

The Broadcasting Club is a student-centered media club, which covers ESM sports and events. The club shares the excitement of any student with an interest in sports reporting to gain valuable hands-on experience to take to college and beyond. Students also learn basic reporter skills in putting together sports stories along with live time in the football booth occasionally throughout the year. Students of all talent levels are welcome.



### **STRING CLUB (7 & 8)**

Students come to play music of their choice, at a level best suited for them.

### **STUDENT AMBASSADORS (8-12)**

Student Ambassadors help build a supportive community, highlighting important activities and guiding new students through their transitional year and beyond. Students work to develop No Place for Hate ideas as a school, are mentors to new students, participate in Board of Education Meetings, provide tours to incoming students, and present information about the Jr-Sr High School to incoming students.

### **STUDENT GOVERNMENT (7-12, ELECTED POSITION & GENERAL MEMBERSHIP)**

An elected group of students to represent leadership and participation in class activities and volunteer their time to work with peers in team building activities towards a common goal. Class activities include Homecoming, Spirit week, Stuff-a-School, and much more!

### **STUDENT COUNCIL (7-12, ELECTED POSITION & GENERAL MEMBERSHIP)**

Junior High Student Council meets monthly along with the 7<sup>th</sup> and 8<sup>th</sup> Grade Student Governments. Combined they are responsible for the following:

- **Junior High Dances:** Student Council and Student Government Officers decide the themes of each of the 3 dances per year. Additionally, they create posters to advertise for the dances, encourage participation among fellow classmates, sell tickets during lunch periods and decorate.
- **Spirit Week:** Student Council and Student Government Officers decide the activities for each day during Spirit Week, encourage participation among fellow classmates and help to organize activities for the Pep Rally.

### **YEARBOOK CLUB (7 & 8)**

The purpose of the JH School Yearbook Club is to create a yearbook and publish it for purchase. Creating, publishing and selling the yearbook gives the students the ability to maintain an awareness of the activities and programs sponsored by the club.



## **9TH - 12TH GRADE HIGH SCHOOL CLUBS**

### **ART CLUB (9-12)**

The HS Art Club fosters personal expression through the visual arts, intellectual exchange, and the creation and exhibition of student art work.

### **BEST BUDDIES (7-12)**

The Best Buddies Club is designed to create and cultivate friendships between students with and without disabilities.

### **CHAMBER ORCHESTRA (9-12)**

An elite string ensemble for level 5 and 6 musicians looking to perform in a small group setting. Chamber Orchestra provides opportunities for musical independence and team building through the performance of high-level repertoire and increased part exposure.

### **CHESS (9-12)**

Students learn, challenge, and have fun playing Chess.

### **CODING CLUB (9-12)**

Coding Club is an after-school program that provides students in grades 7 - 12 an opportunity to learn and explore various aspects of computer programming. Regardless of skill level, students will enjoy creating applications, computer-based art and animations, websites, games, and other exciting projects using popular languages such as Scratch, Python, HTML/CSS, and Javascript. In addition, students interested in competing may wish to participate in the annual team-based Hackathon Competition presented by KidOYO, also known as, Code Conquest.

### **COLOR GUARD (9-12)**

The Color Guard is part of the marching band. The Color Guard highlights the band during field shows by incorporating flags and dance routines to the music. The Color Guard performs at all home football games during half time and represents ESM at parades throughout the area. Color Guard is open to HS students from 9<sup>th</sup> to 12<sup>th</sup> grades.

### **DECA (9-12)**

DECA (Distributive Education Clubs of America) is a national and international business association that provides students the opportunity to develop leadership and



communication skills for application in the real world. DECA is a co-curricular club, which prepares our ESM students to be emerging leaders and entrepreneurs for careers in marketing, business management, finance, hospitality, and tourism - to be college and career ready. DECA offers honors awards and scholarships to graduating seniors which are highly regarded by collegiate institutions. Over 60 colleges and businesses partner with DECA. Students can compete and potentially travel in both local and State DECA competitions.

### **ENVIRONMENTAL AWARENESS CLUB (9-12)**

The purpose of the Environmental Awareness Club is to advance environmental initiatives within the Eastport South Manor Junior Senior High School community through awareness and action. Activities for this club include learning about local environmental issues, building recycling initiatives within the school, developing environmentally-focused campaigns to promote environmental awareness in school, visiting guest speakers, environmental education opportunities, as well as a focus on local marine-related issues and volunteer opportunities. Additionally, students will become involved with local marine-focused work including coastal habitat restoration, aquaponics, and aquaculture.

### **eSPORTS (9-12)**

The eSports club is an inclusive gaming community centered around members' love for eSports and their related games. The eSports Club will host and develop community leaders in their respective interests as it pertains to eSports and provide casual and competitive environments where players can grow and excel through a passion for gaming, creating connections inside and outside the community, and providing leadership opportunities.

### **FUTURE FARMERS OF AMERICA CLUB (9-12)**

The Future Farmers of America (FFA) Club is for students who are interested in a variety of future paths, including farming, science, horticulture, veterinary sciences, entrepreneurship, and many other career fields. FFA is about more than just farming. It focuses on helping students develop the leadership skills and knowledge needed to succeed in any field. Develop your voice, confidence, and teamwork skills through projects and community service, learn how to grow fresh, healthy produce, and use technology and creativity to solve agricultural challenges and help protect our planet. Whether you're interested in science, business, technology, or public service, FFA can help you reach your full potential.

### **GSA (8-12)**

GSA club is a safe, fun, and supportive space for students in the LGBTQ+ community and their allies.





### **JAZZ BAND (9-12)**

Jazz Club is open to students in grades 9-12 who have an interest in playing Jazz music, can read sheet music, and are able to commit to weekly after-school rehearsals, school concerts, and a spring competition trip.

### **LITERARY MAGAZINE (9-12)**

The HS Literary Magazine, “Unlocked Underworld” is a student run group that scouts and publishes creative writing, photography and artwork from students in the ESM community. This club encourages a culture of creativity.

### **MARCHING BAND (9-12)**

The ESM HS Marching Band is composed of high school students in symphonic band and wind ensemble. It provides young adults an activity that instills; pride, teamwork, motivation, leadership, self-esteem, values and respect recognizing the individuality in talents and contributions of all members. The ESM HS Marching Band provides halftime entertainment at home football games and performs at parades throughout the area.

### **MULTICULTURAL CLUB (9-12)**

The Multicultural Club provides students the opportunity to connect with their peers, share the traditions and accomplishments of their unique cultures, and discuss topics relating to heritage and ethnicity. In the club, students will build close friendships with each other while expanding knowledge about one another’s ethnic and cultural backgrounds. Students will be able to collaborate with their peers, develop leadership skills, and strengthen ties to the community in order to plan and promote various fun and exciting events that will celebrate cultural diversity.

### **NATIONAL ART HONOR SOCIETY (9-12)**

The NAHS program supports student members in their goal of attaining the highest standards in visual arts, and brings visual arts education to the attention of the school and community. NAHS is designed specifically for high school students in grades 10-12.

### **NATIONAL ENGLISH HONOR SOCIETY (9-12)**

The National English Honor Society (“NEHS”) is a club that offers membership to those students who love English and learning in the school community. NEHS has one mandatory meeting per month plus multiple meetings to plan for upcoming events.



### **NATIONAL HONOR SOCIETY (9-12)**

The National Honor Society is more than a club in that its membership is selective, accepting only those students who visibly demonstrate scholarship, leadership skills, interest in service, and positive character traits. Students who are selected must maintain high standards in each of those areas in order to remain a member. This is accomplished by maintaining a weighted GPA of 90 or higher, following the school's "Code of Conduct" at all times, and completing 20 hours of service each school year.

### **NATIONAL SCIENCE HONOR SOCIETY (9-12)**

The National Science Honor Society recognizes and celebrates students who have excelled in the field of science. By offering membership to high schools to support student interest in science, it promotes academic excellence and motivates students to strive for success in their scientific pursuits.

### **NATIONAL SOCIAL STUDIES HONOR SOCIETY (9-12)**

National Social Studies Honor Society chapters are for high school juniors and seniors which recognize excellence in the field of Social Studies. Participation in a chapter provides students, faculty, school, and community with invaluable benefits—including peer recognition, leadership growth opportunities, college and career preparation, and development of a civics based society. Additionally, students can participate in valuable community service projects, peer tutoring, and access honor society supplies and recognition materials.

### **NATURAL HELPERS (9-12)**

The Natural Helpers program is based on a simple premise: Within every school, an informal "helping network" exists. Students with problems naturally seek out other students and occasionally teachers and/or staff whom they trust. They seek them out for advice, for assistance, or just for a sympathetic ear. The Natural Helpers program uses this existing helping network and provides training to students in grades 9-12, as well as adults, who are identified as "natural" helpers.

### **NEWSPAPER CLUB (9-12)**

Students create and publish a school newspaper.

### **PATRIOTS CLUB (9-12)**

Patriots Club focuses on supporting our troops, maintaining and growing our Wall of Honor and celebrating those in the armed services.



### **SHARKETTE DANCE CLUB (9-12)**

The Sharkette dance team performs for the football and basketball team seasons. Additionally, they perform at the Battle of the Classes nights. Through dance, students are able to express their emotions, build positive relationships, strengthen their memory, and instill confidence.

### **SHOW CHOIR (9-12)**

Show Choir is a singing and dancing choir. They will perform at various community venues, Stuff-a-school and the spring competition.

### **SPECIALIZED ART (7-12)**

Art club is a club for students with special needs.

### **SPECIALIZED SPORTS (7-12)**

Sports Club is a club for students with special needs to play games or do sports with classmates and varsity leaders.

### **SPORTS BROADCASTING (7-12)**

The Broadcasting Club is a student-centered media club, which covers ESM sports and events. The club shares the excitement of any student with an interest in sports reporting to gain valuable hands-on experience to take to college and beyond. Students also learn basic reporter skills in putting together sports stories along with live time in the football booth occasionally throughout the year. Students of all talent levels are welcome.

### **STUDENT AMBASSADORS (8-12)**

Student Ambassadors help build a supportive community, highlighting important activities and guiding new students through their transitional year and beyond. Students work to develop No Place for Hate ideas as a school, are mentors to new students, participate in Board of Education Meetings, provide tours to incoming students, and present information about the Jr-Sr High School to incoming students.

### **STUDENT GOVERNMENT (ELECTED POSITION & GENERAL MEMBERSHIP)**

An elected group of students to represent leadership and participation in class activities and volunteer their time to work with peers in team building activities towards a common goal. Class activities include Homecoming, Spirit week, Stuff-a-School, and much more!



### **STUDENT COUNCIL (ELECTED POSITION & GENERAL MEMBERSHIP)**

The High School Student Council is made up of officers elected by the high school student body. There are four executive officers and three representatives from each of the high school grades, for a total of twelve. The Student Council plans and conducts events that involve the entire high school population, builds school spirit among the student body through various activities and builds leadership skills amongst its members.

### **TRI-M MUSIC HONOR SOCIETY**

The Tri-M Music Honor Society is a nationally recognized honor society for students that participate in their schools performing ensemble(s). Like other honor societies, students earn their membership by earning credit hours through community service.

### **VARSIY LEADERS CLUB (9-12)**

The Varsity Leaders Club is composed of varsity athletes interacting with younger students inside and outside of school hours, representing themselves as positive role models. Through the Varsity Leaders Club its members will learn how to become leaders in their community and encourage and foster positive role models.

### **WORLD LANGUAGES HONOR SOCIETY**

The World Languages Honor Society is an extracurricular club composed of the ASL, French and Spanish Honor Societies at the high school level. Admittance to these honor societies is selective. A student can gain admittance only through application and after verification that certain academic criteria have been met, most notably consistent academic excellence in either ASL, French or Spanish.

### **YEARBOOK CLUB (9-12)**

The HS Yearbook Club chronicles the senior year of the graduating class. Students in grades 9-12 meet weekly to participate in creating a lasting memory. The students create the pages of the book, take photos to be included in the book and participate in the sale of the book.

