



# James I. O'Neill High School

Highland Falls, New York 10928

## ***Student Handbook***

2023-2024

Ms. Robin Haberman  
Principal

Mr. Thomas Breitfeller  
Assistant Principal

## **BOARD OF EDUCATION**

Mrs. Anne Lawless, *President*

Mrs. Faith Aprilante, Vice President

Mr. Aaron Falk

Mrs. Trish Kinney

Mr. Gus Koutsourades

Mr. Gabe O'Connell

Mrs. Kristen O'Dell

Mr. Erik Mitchell, *West Point Liaison*

Ms. Sarah Tormey, *Garrison Liaison*

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Ms. Rachel Adelstein, Assistant Superintendent for Curriculum, Instruction & Technology

Mr. Christopher Carballo, Assistant Superintendent for Business

Ms. Dawn Lent, Executive Secretary to the Superintendent of Schools, District Clerk

Ms. Yvette Maag, Human Resources & Benefits Coordinator

Ms. Lori Sheldon, District Registrar

Mr. Bryan Wilson, Athletic Director

## **HIGH SCHOOL ADMINISTRATION**

Ms. Robin Haberman, Principal

Mr. Thomas Breitfeller, Assistant Principal

## **COMMITTEE ON SPECIAL EDUCATION**

Ms. Beth Hordines, Director of Pupil Personnel

Mrs. Ivonne Quintero, Secretary



## **JAMES I. O'NEILL HIGH SCHOOL**

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Highland Falls, NY 10928

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21 Morgan Road  
Fort Montgomery, NY 10922

July 27, 2023

Dear O'Neill Students,

As we embark on the new school year, we look forward to welcoming you back and providing academic, athletic, and social opportunities to enhance your experience. Students learn best when they are in an environment in which they feel safe, supported, accepted and challenged. We are excited to begin the 2023-2024 school year.

This handbook is a valuable resource for all phases of your educational experience. It contains many of the school's procedures and encompasses a variety of subjects including general school policies, academic services, and behavioral norms.

The administration requests that you pay particular attention to the section entitled "Students Rights and Responsibilities," as it is important that we have a student body which is respectful of all. That being said, this handbook also contains a list of people and resources who are available to assist in your path forward.

Every new school year offers new opportunities, new interests, new friends, new adventures, new clubs and endless memories. Please take advantage of all that O'Neill has to offer so that you can have a meaningful and enjoyable high school experience.

We wish you a successful and wonderful school year.

Sincerely,

*Robin Haberman*

Robin Haberman  
Principal

*Thomas Breitfeller*

Thomas Breitfeller  
Assistant Principal

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# 2023-2024 HFFMCS Student Calendar

Adopted by the BOE on 3/23/23

4 Independence Day	July 2023							January 2024							1 New Years Day 15 ML King Day 23-26 Regents Exams  21
	S	M	T	W	T	F	S	S	M	T	W	T	F	S	
							1	1	2	3	4	5	6		
	2	3	4	5	6	7	8	7	8	9	10	11	12	13	
	9	10	11	12	13	14	15	14	15	16	17	18	19	20	
	16	17	18	19	20	21	22	21	22	23	24	25	26	27	
	23	24	25	26	27	28	29	28	29	30	31				
	30	31													
	August 2023							February 2024							5 Early Dismissal (VA) 19-23 February Recess  16
	S	M	T	W	T	F	S	S	M	T	W	T	F	S	
			1	2	3	4	5					1	2	3	
	6	7	8	9	10	11	12	4	5	6	7	8	9	10	
	13	14	15	16	17	18	19	11	12	13	14	15	16	17	
	20	21	22	23	24	25	26	18	19	20	21	22	23	24	
	27	28	29	30	31			25	26	27	28	29			
1 Supt. Conf. Day 4 Labor Day 5 First Day of School 25 Yom Kippur  18 + 1	September 2023							March 2024							25-29 Spring Recess 31 Easter Sunday  16
	S	M	T	W	T	F	S	S	M	T	W	T	F	S	
						1	2						1	2	
	3	4	5	6	7	8	9	3	4	5	6	7	8	9	
	10	11	12	13	14	15	16	10	11	12	13	14	15	16	
	17	18	19	20	21	22	23	17	18	19	20	21	22	23	
	24	25	26	27	28	29	30	24	25	26	27	28	29	30	
								31							
2 Early Dismissal (VA) 6 Early Dismissal 9 Columbus Day  21	October 2023							April 2024							1 Spring Recess 23 Supt. Conf. Day  20 + 1
	S	M	T	W	T	F	S	S	M	T	W	T	F	S	
	1	2	3	4	5	6	7	1	2	3	4	5	6		
	8	9	10	11	12	13	14	7	8	9	10	11	12	13	
	15	16	17	18	19	20	21	14	15	16	17	18	19	20	
	22	23	24	25	26	27	28	21	22	23	24	25	26	27	
	29	30	31					28	29	30					
7 Supt. Conf. Day 10 Veterans Day 22 1/2 Day 23-24 Thanksgiving Recess  18 + 1	November 2023							May 2024							6 Early Dismissal (VA) 24 1/2 Day 27 Memorial Day  22
	S	M	T	W	T	F	S	S	M	T	W	T	F	S	
				1	2	3	4				1	2	3	4	
	5	6	7	8	9	10	11	5	6	7	8	9	10	11	
	12	13	14	15	16	17	18	12	13	14	15	16	17	18	
	19	20	21	22	23	24	25	19	20	21	22	23	24	25	
	26	27	28	29	30			26	27	28	29	30	31		
4 Early Dismissal (VA) 25-30 Winter Recess  16	December 2023							June 2024							4 Regents Exam 14-26 Regents Exams 17 Rating Day 19 Juneteenth 26 Rating Day 26 Last Day of School  17
	S	M	T	W	T	F	S	S	M	T	W	T	F	S	
						1	2						1		
	3	4	5	6	7	8	9	2	3	4	5	6	7	8	
	10	11	12	13	14	15	16	9	10	11	12	13	14	15	
	17	18	19	20	21	22	23	16	17	18	19	20	21	22	
	24	25	26	27	28	29	30	23	24	25	26	27	28	29	
	31							30							

185	School Days
3	Conference Days
188	Total

Make up days if necessary, will begin with  
March 25, March 26, and then March 27

- ☐ Conference Day - (No School for Students)
- ☐ School Holiday
- ☒ Regents Exam
- ☐ Early Dismissal
- ☒ Vertical Articulation Day

# JIO FACULTY & STAFF

## **English**

Mr. Sean Gale, *DC*  
Mr. Paul Lukacik  
Ms. Marie Michaud  
Dr. Jill Neziri  
Ms. Alexa Rosales  
Ms. Bridget Smith  
Mr. Brent Stapleton  
Ms. Christine Susskind  
Mr. Philip Yosso

## **Social Studies**

Ms. Amy Patino, *DC*  
Mr. Christopher Coyne  
Mr. Adam DiBenedetto  
Ms. Alexandra Gonzalez  
Ms. Nicole Keane  
Mr. Jorma Tompuri

## **Mathematics**

Ms. Kathleen Devlin  
Mr. Joseph D'Andrea  
Ms. Xhenet Hajdaraj  
Mr. Charles Maguire  
Ms. Antoinette Nardini  
Ms. Patricia Prunty  
TBA

## **World Languages**

Ms. Barbara Twomey, *DC*  
Mr. Elmer Lazo  
Ms. Christen Rochman

## **Physical Education**

Ms. Katelyn Wilson, *DC*  
Ms. Lindsay Berry  
Mr. Robert Conklin

## **Science**

Ms. Nicolette Viano-Burnett, *DC*  
Mr. Edward Green  
Ms. Danielle Fassman  
Mr. John Marcinak  
Ms. Regina Pegg  
Mr. Joseph Rao  
Ms. Joanne Roffman

## **Special Education**

Ms. Nicole Keane, *DC*  
Ms. Kelly Doering  
Mr. George Kulich  
Ms. Ryan Monaco  
Ms. Candace Walters

## **Unified Arts - Art**

Mr. Jeffrey Fleisig  
Ms. Cheryl Smith  
Ms. Samantha Trimblett

## **Unified Arts - Music**

Mr. Thomas Cunane, *DC*  
Mr. Lucas Rau

## **JROTC**

SAI LTC Stanley Warrick  
TBA

## **Guidance**

Ms. Lisa Mackey  
Ms. Heather Milano  
Ms. Kathryn Ward  
Ms. Brenda DeEsso  
*Social Worker P/T*  
Ms. Sarah FitzSimmons,  
*Social Worker*

## **Library Media Specialist**

Ms. Sheri McNair

## **Teacher's Aides**

Ms. Aleah Cameron-Simmons  
Ms. Maureen Gannon  
Ms. Mayra Perez-Acevedo

## **Clerical Staff**

Ms. Theresa Gould  
Ms. Julie Henricksen  
Ms. Shawanna Trautmann  
Ms. Nicole Yorgensen

## **Health Services**

Ms. Rita Figueira, Nurse  
Mr. Jabari Moseley, Athletic Trainer

## **Transportation Department**

Ms. Adeline Thomas

## **Monitors**

Ms. Evelyn Fernandez  
Mr. Michael Neziri  
TBA

## **Custodial Staff**

Christopher Kirwin, Director of Facilities  
Linda Adduce, Secretary  
Paul Cutaia, Maintenance  
Richard Ziemer, Maintenance  
Marie Dougherty, Courier

Steve Chesmin, Groundskeeper  
Steve Rose, Groundskeeper  
Christopher Slapp, Groundskeeper  
Chuck Herasimstchuk, Lead Custodian  
Thomas Kastner, Custodial Worker  
Tracy Scott, Lead Night Custodian  
Javier Gutierrez, Custodial Worker  
Carrie Jones, Custodial Worker  
Luis Sandoval, Custodial Worker

## **BELL SCHEDULES**

### **REGULAR BELL SCHEDULE**

<b>PERIOD</b>	<b>TIME</b>
1	7:20 - 8:03
2	8:07 - 8:48
3	8:52 - 9:33
4	9:37 - 10:18
5L	10:18 - 10:48
5/6	10:22 - 11:03
6/7	10:52 - 11:33
7L	11:03 - 11:33
7/8	11:07 - 11:48
9L	11:48 - 12:18
8/9	11:37 - 12:18
10	12:22 - 1:03
11	1:07 - 1:50 Announcements 1:07

**EXPANDED DAY WILL BE HELD AFTERSCHOOL TUESDAY THROUGH FRIDAY  
FROM 1:54 - 2:24 P.M.**

**LATE BUS WILL RUN MONDAY, TUESDAY, WEDNESDAY, THURSDAY AND  
FRIDAY AT 3:45 PM**

## **TWO-HOUR DELAY BELL SCHEDULE**

<b>PERIOD</b>	<b>TIME</b>
1	9:20 - 9:47
2	9:51 - 10:18
3	10:22 - 10:49
4	10:53 - 11:20
5L	11:24 - 11:51
5/6	11:24 - 11:51
6/7	11:55 - 12:22
7L	11:55 - 12:22
7/8	11:55 - 12:22
9L	12:26 - 12:53
8/9	12:26 - 12:53
10	12:57 - 1:24
11	1:28 - 1:54 Announcements 1:28

**Two-hour delays will only delay the opening of the building. All activities and meetings will run at usual times.**

**EXPANDED DAY WILL BE HELD AFTERSCHOOL TUESDAY THROUGH FRIDAY  
FROM 1:54 - 2:24 P.M.**

**LATE BUS WILL RUN MONDAY, TUESDAY, WEDNESDAY, THURSDAY AND  
FRIDAY AT 3:45 PM**

## EARLY DISMISSAL BELL SCHEDULE

PERIOD	TIME
1	7:20 - 7:40
2	7:43 - 8:03
3	8:06 - 8:26
4	8:29 - 8:49
5L	8:53 - 9:13
5/6	8:53 - 9:13
6/7	9:17 - 9:37
7L	9:17 - 9:37
7/8	9:17 - 9:37
9L	9:41 - 10:01
8/9	9:41 - 10:01
10	10:05 - 10:25
11	10:29 - 10:50 Announcements 10:29



## **NON-DISCRIMINATION CLAUSE**

"The Highland Falls-Fort Montgomery Central School District does not discriminate on the basis of race, color or national origin, sex, disability or age." All questions regarding this nondiscrimination statement should be addressed to Ms. Yvette Maag, Personnel Assistant, Highland Falls-Fort Montgomery CSD, 21 Morgan Road, Highland Falls, New York 10928. 845-446-9575 x1300.

### **STUDENT RIGHTS AND RESPONSIBILITIES**

#### **A. Student Rights**

The James I. O'Neill High School Programs are committed to safeguarding the rights given to all students under state and federal law. In addition to those rights, students will:

1. Have a safe, healthy, orderly and civil school environment.
2. Learn appropriate behaviors for the school and work environment.
3. Take part in all school activities on an equal basis regardless of age, race, religion, color, national origin, sex, sexual orientation or disability.
4. Present their version of the relevant events to school personnel authorized to impose a disciplinary consequence.
5. Access school rules and, when necessary, receive an explanation of those rules from school personnel.

#### **B. Student Responsibilities**

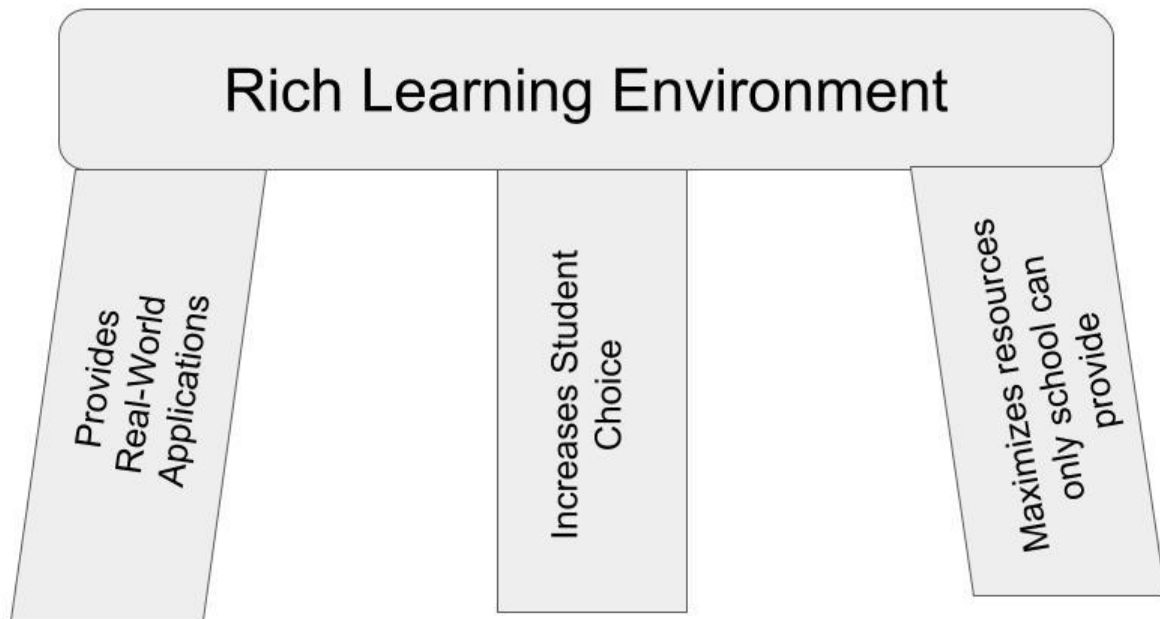
All students have the responsibility to:

1. Contribute to the maintenance of a safe and orderly school environment.
2. Show respect to other persons and property.
3. Be familiar with and abide by all high school policies, rules and regulations dealing with student conduct.
4. Attend school every day, unless they are legally excused, and to be in class on time and prepared to learn, with all assignments completed.
5. Work to the best of their ability in all educational and extracurricular pursuits and to strive toward their highest level of achievement.
6. Respond to direction given by teachers, administrators and other school personnel in a respectful, positive manner.
7. Develop skills to control any inappropriate behavior.
8. Ask questions when they do not understand, and take advantage of after school help.
9. Seek help in resolving problems that will avoid disciplinary interventions.
10. Dress appropriately for the academic setting.
11. Accept responsibility for their actions.
12. Conduct themselves as representatives of the James I. O'Neill High School when participating in or attending school-sponsored extracurricular events, and to hold themselves to the highest standards of conduct, demeanor and sportsmanship.

# THE RAIDER MISSION

At James I. O'Neill High School, our goal is to create a productive, rich learning environment for all students. We believe that there are multiple means toward that end. The image of the “three-legged stool” below captures both our goal as a school and the tenets that guide the decisions we make. The “seat” is our goal and the “legs” are the way we hope to work with all in the community to create a dynamic place to learn and work.

Goal: To create independent learners and innovative thinkers who can be successful in any context presented or encountered.



## ACADEMIC CALENDAR

Marking Period	Start	Mid-quarter	End
QUARTER 1	September 5	October 6	November 3
QUARTER 2	November 6	December 8	January 26
QUARTER 3	January 29	March 1	April 5
QUARTER 4	April 8	May 10	June 26

## APPOINTMENTS

Appointments with counselors, school psychologists, social workers and other guidance personnel **must be scheduled during a student's lunch period or other non-class time or with permission of a student's class period teacher.** All parent appointments with teachers, counselors, administrators, or other school personnel must be scheduled ahead of time.

## ASSEMBLY PROCEDURES

Appropriate behavior is expected of all students during assemblies. Examples of appropriate behavior include, but are not limited to:

- Using appropriate language, volume and tone
- Staying seated with cell phones off and stored away
- Showing respect to presenters/performers or other speakers by removing earbuds/headphones

Students whose behavior is unacceptable and/or distracting to the assembly will be restricted from audience participation and assigned to a supervised alternative room. All school-sanctioned events are included in the restriction policy.

## ATHLETIC PROGRAMS

<u>FALL</u>		<u>WINTER</u>		<u>SPRING</u>	
BOYS	GIRLS	BOYS	GIRLS	BOYS	GIRLS
Equestrian Football Soccer Cross-Country Cheerleading	Equestrian Soccer Tennis Cross Country Cheerleading Volleyball	Basketball Skiing Cheerleading Indoor Track and Field	Basketball Skiing Cheerleading Indoor Track and Field	Baseball Lacrosse Track/Field Tennis Crew Golf	Softball Lacrosse Track/Field Crew Golf

**Student Pledge sheets must be signed by the parent/guardian and student and be on file in the Main Office for the student to fully participate.**

### **PHYSICAL EXAMINATIONS AND INJURIES**

All candidates for athletic teams must have a physical examination prior to the first practice session. "Free" physicals will be available through the athletic director and the school nurse. These records will be on file in the athletic director's office and the school nurse's office.

If a student-athlete suffers an injury during practice or a game, the coach will report it to both the Health Office and the Main Office as soon as possible. Parents/guardians will be notified and professional medical help will be obtained as soon as possible in cases of injury.

### **UNIFORMS AND EQUIPMENT**

Team members are responsible for all equipment and uniforms issued by the coaches. Student-athletes must return equipment and uniforms at the end of the season regardless of condition. Failure to do so will result in reimbursement to the district and possibly the withholding of grades and/or diplomas. Students who have a pending fine from the previous year may not be able to get uniforms/equipment until those fines are paid.

### **LOCKERS**

**Only** varsity athletes, managers, coaches, Director of Athletics and Administrators are permitted in the team room. Junior varsity teams will be assigned lockers in other areas. All student athletes are expected to lock all valuables in their assigned lockers, as their protection cannot be guaranteed.

## **NEW YORK STATE ATHLETIC STANDARDS**

### **AGE**

Students may participate in interscholastic athletics only after passing the New York State Physical Screening Test at the appropriate level. If the student athlete reaches age 19 after September 1st, they may continue to participate in all sports during that school year.

### **DURATION OF COMPETITION**

A student-athlete may compete during eight (8) consecutive semesters after entry into the 9th grade. The Director of Athletics and the coaches will furnish further details on New York State eligibility requirements.

### **ATHLETICS**

All students participating in an interscholastic sports program must read and sign the Highland Falls/Fort Montgomery Central School District Student-Athlete Contract. The student-athlete contract outlines the student's responsibilities with regard to appearance, conduct, training and team rules, personal discipline, maintenance of eligibility, attendance at practice/games, as well as care of equipment and facilities. Both the student and parent must sign this contract. By signing the contract both the student and parent acknowledge they are aware of the rules and regulations described in the student-athlete contract.

A student-athlete who quits a team without the consent of the coach may not participate in any sport for the remainder of that season. The student must return all issued equipment or reimburse the school for the estimated cost of equipment.

### **ATTENDANCE**

In order for a student to attend practice or a competition, they must be admitted and be in attendance for half of that school day. This applies to Fridays for Saturday/Sunday sessions.

## **CODE OF CONDUCT**

Team members represent O'Neill High School both on and off the playing field. All squad members are expected to present themselves in a manner which brings credit to our school and our outstanding athletic program.

All student-athletes are subject to the discipline code governing O'Neill High School. Infractions shall be reported to the Director of Athletics and the Administration. Appropriate disciplinary measures will be taken, including possible suspension from participation.

Any student-athlete who cuts a class will become ineligible for participation in a practice or a game following the cut. Any student-athlete who is suspended will become ineligible for his or her next game, including but not limited to games that take place during their suspension period.

Use of tobacco (vape), alcohol, and/or drugs is expressly forbidden for all athletes. Any person violating this code will be subject to removal from the team.

Student-athlete conduct will be reviewed periodically by the O'Neill High School Administration. Students found to be in violation of school or community rules will become ineligible to participate in athletics.

(SEE: OHS Extra-curricular Activities Rules and Regulations).

## **RESPONSIBILITY OF PLAYERS**

It is the responsibility of the players to demonstrate proper sportsmanship. Players are admired and respected; they exert a great deal of influence over the actions and behavior of the spectators. Student-athletes and coaches are required to be exemplary role models for teammates, family members and spectators.

**It is expected that players will:**

1. Treat opponents with the respect that is due them as equal and fellow competitors.
2. Shake hands with opponents before and after the contest.
3. Exercise self-control at all times, accepting referees' and coaches' decisions, and abiding by them.
4. Use their captain to communicate with the officials regarding the clarification of a ruling.
5. Accept both victory and defeat graciously.
6. Congratulate the opponents in a sincere manner following either victory or defeat.
7. Accept seriously the responsibility and privilege of representing the school and community.

## **BEHAVIOR AT ATHLETIC EVENTS**

The behavior of students is important to the safety and enjoyment of all who attend sporting events at James I. O'Neill High School. Listed below are the behaviors expected of all students who attend athletic events.

1. Know and demonstrate the fundamentals of good sportsmanship and appropriate behavior.
2. Respect, cooperate, and respond enthusiastically to cheerleaders.
3. Censure fellow students whose behavior is inappropriate.
4. Respect the property of the school and the authority of school officials.
5. Show respect for an injured player when they are removed from the contest.
6. Respect the judgment and decisions of the coaches.

In addition, the following rules pertain to any person who attends any sporting event involving James I. O'Neill High School:

1. Enter the gym through the front doors only.

2. Sit in the bleachers during a game. **NO** one should be standing next to the bleachers while the game is in progress.
3. Demonstrate a high degree of sportsmanship.
4. Behave in a way that does not interfere with the enjoyment of the contest by other spectators.
5. Show team support by making only positive comments.
6. Show respect for the judgment of coaches, officials, and referees.
7. Acknowledge field, courts and equipment as the player's domain during contests.
8. Monitor the safety of children in the bleachers and stands.
9. Respect the law. All public schools and section IX venues are smoke-free, substance free environments.
10. Obey all school rules whether home, away, or a neutral site; they are an extension of the classroom.
11. Respect and obey all school officials, supervisors and site personnel at contests.
12. Do not ring bells, sound horns, or use noisemakers at indoor contests during play. Outdoor use will be at the discretion of the site personnel.
13. Throwing debris, confetti, or other objects from the stands is prohibited. Offending individuals will be asked to leave the premises.
14. Do not bring food or drink into the gym.

Anyone who does not conform to the above rules will be asked to leave the school building or grounds. Parents/guardians will be informed of any misconduct and disciplinary action will be taken.

### **RESPONSIBILITY OF THE CHEERLEADERS**

Cheerleaders have an unusual opportunity and a significant responsibility for promoting good sportsmanship and morale. By setting a good example, the cheerleaders can influence spectators and promote a positive environment for competition.

#### **It is expected that cheerleaders will:**

1. Live up to standards of appropriate behavior.
2. Select positive cheers which praise their own team without antagonizing their opponents.
3. Use discretion in selecting where and when to cheer. Give the opposing team equal opportunity to execute their cheers.
4. Give encouragement to injured players and respect and/or recognition to outstanding performances for either team.
5. Serve as hosts to the visiting cheerleaders. Meet them upon arrival and welcome them.
6. Meet as a team to discuss and develop appropriate sportsmanship practices relative to the cheerleading squad.
7. Execute cheers with precision and to ensure the desired spectator response.
8. Develop a large repertoire of desirable safe and appropriate cheers, which may be performed at appropriate moments.
9. Always maintain enthusiasm and composure, especially in trying circumstances, remembering your responsibilities for leadership motivation and school representation.



## ATTENDANCE REQUIREMENTS

1. According to the Comprehensive Student Attendance Policy of the Highland Falls-Ft. Montgomery Board of Education, all students must maintain regular attendance, exclusive of excused absences, in all classes.
2. If a student's attendance is excessive, they may be denied credit in that class. Students who are denied credit will remain in the class for the remainder of the school year to be eligible to attend summer school.
3. Band, chorus, and field trip attendance will not impact attendance requirements.
4. If a student is suffering from an extended illness and he or she is receiving home instruction, the days will not count against the student.
5. In addition to penalties mentioned above, students who exhibit tardiness and absenteeism, may be restricted from participation in athletics; attendance at athletic and social events, assemblies, field trips and extracurricular activities; driving and parking privileges; and senior internship program.

### **Absences:**

When a student is absent from school they must bring a signed note from a parent or guardian explaining the absence to the Attendance Office upon his/her return. Failure to bring a note will result in the absence being classified unexcused. An unexcused absence will be interpreted by the subject teachers as a cut. Students who cut a class or have an unexcused absence may receive a zero for all work completed and/or due during that class period. Attendance letters will be sent home for students who have excessive unexcused absences. Students who are absent for an excused reason will be given the same number of days to make up missed work (i.e., one day for each day they were absent). Work due on the day they were first absent is expected to be submitted. Additionally, students may want to check Google classroom for missed work.

### **Attendance and examinations:**

All students must be present for all mid-year and final exams. A valid parent/guardian note for the absence will entitle a student to make up missed school exams. Students will not be admitted to local school examinations after 30 minutes from the scheduled start time. Students with unexcused lateness to an examination will not be given additional time. Emergency situations such as an accident or death in the family require written acknowledgment from an administrator before a make-up exam is scheduled. New York State examinations may not be made up until the next scheduled New York State Regents examination period.

### **Excused Reasons for Absences, Tardiness, and/or Early Dismissal are:**

Approved College Visit	Approved Cooperative Work Program	Attendance at Health Clinic
Bereavement	Doctor's Appointment	Medical/Operation/In Hospital Stay
Military Obligations	Quarantine	Religious Observance
Required Court Appearance	School related field trip	Sickness

The administration reserves the right to request a doctor's note for excessive or extended absences due to an illness. Failure to produce such a note may result in the absences being classified as unexcused.

All written excuses are placed on file. Excuses must state the specific reason for absence(s) with exact date(s). If a student has to be absent from school for reasons other than illness, parents should notify the administration, **in writing**. For further information on the New York State Education Department Attendance Policy, please see the NYSED Website.

**NOTE:** Parent/Guardian must telephone the school at (845) 446-4914, Ext. 2507 as soon as possible the morning of the student's absence.

### **Lateness to School:**

When a student is late to school, they are to report directly to the attendance office. The penalty for lateness to class includes teacher detention, after school detention, possible in-school detention and/or loss of driving privileges.

### **Tardy Procedure:**

Tardiness not only means lost instructional time for the tardy student, it is also disruptive to the teaching and learning activity being conducted in the classroom. Tardiness will be dealt with according to the following procedures:

1. Tardiness will be excused for the following reasons only:
  - a. Late bus
  - b. Illness substantiated by a written excuse from parent/guardian, doctor or dentist.
  - c. Required legal appearance substantiated by an official document.
  - d. Religious observances substantiated by a parent/guardian's note.
2. Unexcused tardiness to class will be dealt with by the teacher and lateness to school by the administration. A detention will be assigned for that day or the next.
3. When a student is late to class, they will be allowed into class and assigned a teacher detention.

## **BIAS**

James I. O'Neill High School draws strength from its multicultural student body. It is important that these diversities continue to be a source of our strength. We also recognize that the individuals who make up our school make us unique and that everyone must be given the proper respect. With this in mind, bias incidents in school or on school grounds will not be tolerated and will result in disciplinary action. A bias incident is one in which the causative factors are differences in racial, ethnic, religious, and/or cultural background. Students using these differences to abuse, intimidate, embarrass, or harass others will face disciplinary action and will be subject to a DASA investigation.

## **BOCES**

The BOCES (Board of Cooperative Educational Services) Center in Goshen offers a variety of programs within their career technical education program. Students who attend BOCES are subject to the Attendance Rules & Regulations of James I. O'Neill High School. BOCES students must report to the Main Office to sign in upon arrival at school (approximately 11:15 am). Failure to sign in on a daily basis will be viewed as a violation of the Code of Conduct and the appropriate consequence will be imposed. For guidance on transportation changes that happen on days when we have unusual schedules, please contact your child's school counselor.

## **BUSES**

Students are expected to follow all school rules on our buses in order to ensure a pleasant and safe trip to and from school. Students who misbehave on the school bus or while waiting for the bus will be warned by the driver. Persistent negative behavior and/or violation of the Code of Conduct will result in administrative disciplinary action and may result in the student not being allowed to ride the bus. If a student is excluded from the bus transportation to and from school, transportation to and from school will be the responsibility of the student and/or parent/guardian. Bus passes will be issued to students who are participating in legitimate extracurricular or extra-help activities.

## CAFETERIA PROCEDURES

Students are expected to display proper behavior in the cafeteria and show respect to the cafeteria staff.

1. "Jumping the line" or cutting ahead of others is not permitted.
2. Students are required to leave tables free from trash. Garbage cans and recycling bins are located throughout the cafeteria for this purpose.
3. Students may not order food from outside sources.

## CLOSED CAMPUS/SCHOOL GROUNDS

Students must stay on school grounds from the time they arrive until dismissal. Any student leaving school grounds must have a note indicating parental/guardian permission and must check out through the Attendance Office with the parent/guardian. This procedure applies to all students authorized Early Dismissal privileges.

**Any student without a pass outside of the classroom or having left school grounds will be subject to disciplinary action.**

- All students are expected to leave O'Neill High School within ten (10) minutes after dismissal. This applies to Early Release students as well.
- Students who are participating in legitimate extracurricular activities but are not in need of expanded day services are to remain in the cafeteria until dismissal.
- Students who are taking advantage of expanded day services are to meet with their teacher from 1:54-2:24. Bus passes will be issued by those teachers.

### **EARLY DISMISSAL POLICY**

1. If it is necessary for a student to leave school, they must have written permission from the parent/guardian which indicates the reason for the early dismissal as well as the transportation to be arranged. Notes are to be brought to the Attendance Office before 1st period in order to secure a permit to leave class to come down to the Attendance Office. All notes will be verified by the attendance officer. If no verification is made, students will not be permitted to leave campus until a parent or guardian is reached.
2. Students who are leaving early must sign out through the Attendance Office at the front desk. **The parent/guardian must report to the Attendance Office to sign out the student.** During school hours, students may only leave the building through the main entrance after they have signed out.
3. **Seniors have the privilege of late arrival/early dismissal being built into their schedule if they meet the following criteria:**
  - The student must be meeting current graduation requirements.
  - Parental/guardian permission form must be submitted to the Guidance Office.
  - The student's name appears on an office list of students granted late arrival or early release.
  - If a senior qualifies for early dismissal, they must leave school grounds immediately after release and not return until after the conclusion of the academic school day. Failure to leave campus promptly after dismissal may result in disciplinary action or loss of this privilege.

- The student must be in good disciplinary standing and maintain that standing throughout the year. Student agrees to comply with all school and classroom attendance policies
- The student must arrive at school on time. Any student who chronically arrives at school late (beyond their late arrival time) may have this privilege revoked.
- Student acknowledges that they will lose their LATE ARRIVAL/EARLY RELEASE PRIVILEGE should they violate any of the above conditions.

## DRESS CODE

All students are expected to give proper attention to personal hygiene and to dress appropriately and professionally for school and school-related functions. Students and their parents/guardians have the primary responsibility for acceptable student dress and appearance. We ask that students support our efforts in maintaining the educational atmosphere by remembering that attire sets the tone for all activities.

### **Student dress, grooming, and appearance must:**

1. Be safe, appropriate and not disrupt or interfere with the educational process. This includes jewelry and other accessories.
2. Include appropriate footwear at all times. Approved footwear will be required in certain designated events, such as formal dances, ceremonies, etc. Footwear that is a safety hazard or poses a safety risk for the student (such as slippers) is not allowed.
3. Include face masks, if required, for the safety and well-being of students and faculty members. Face masks must fully cover the nose and mouth and adhere to the same guidelines as other clothing listed.
4. **NOT** include clothing which exposes the chest, torso, midsection, upper or lower back, genitalia, rear end and/or undergarments.
5. **NOT** include sleepwear or other lounging accessories (such as pillows, blankets, stuffed animals, etc.).
6. **NOT** include the wearing of hats, bandanas, sunglasses, hoods or other headgear which conceals the head and/or eyes except for pre-approved medical or religious purposes.
7. **NOT** include items that display messages which are vulgar, obscene, sexual, libelous, or that denigrate others with respect to age, color, race, ethnicity, religion, ancestry, national origin, sex, sexual orientation, gender identity or disabilities.
8. **NOT** promote and/or endorse the use of alcohol, tobacco, nicotine or illegal drugs, and/or encourage other illegal or violent activities or offensive language.

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 will be subject to possible disciplinary measures and/or will be sent home.

## DRILLS AND SPECIAL ALERTS

Emergency drill instructions are posted in each classroom near the exit. During fire drills, the building is to be evacuated quickly and quietly (no talking). Headphones must not be worn. During lockdowns, all students should quickly and quietly move to an area away from windows and doors.

If the alarm sounds when a student is away from their class, the student is to go with the nearest teacher during the evacuation. The student shall remain with that teacher until the “all clear” is sounded. If a student is

not in a classroom during a lockdown, they should immediately report to the closest room once the lockdown is announced or hide in a safe location.

Students are expected to be silent and follow the teacher's instructions. This will help to ensure the safety of all students and faculty. Students should be sure to alert the teacher in charge of their presence when the teacher takes attendance, especially if the student is in a classroom other than the one they are assigned to be in.

## ELIGIBILITY POLICY (ACADEMIC)

This policy applies to all extracurricular activities that meet more than three hours per week and includes all clubs and athletic teams (see Academic Eligibility Policy in Athletic Handbook). Participation in extracurricular activities is a privilege, not a right; therefore, students are expected to maintain a certain level of academic performance in order to participate in extracurricular programs. Academic performance will be monitored during the entire school year and students must meet the following criteria in order to participate in extracurricular activities (including, but not limited to sports, certain field trips, dances, etc.).

### Academic Standard

A student is expected to maintain a program of five (5) classes (or the equivalent) plus physical education. The student is expected to be in regular attendance and to perform regular course work in all of his/her classes for each marking period. Student performance will be reviewed at the end of each progress report and marking period (further known as Eligibility Period). An eligibility list will be published after each progress report or marking period report is finalized - approximately every five weeks. In order to remove themselves from any level of probation, a student must be passing all courses at the next quarter or mid-quarter report.

### Eligibility Standards

**Attendance at Expanded Day is required for all levels of eligibility. During Expanded Day, students must attend the class(es) they are failing for the entire period (1:54-2:24). Teachers will provide weekly documentation of attendance.**

#### 1. **Level 1: Academic Probation**

- a. If a student receives **one (1)** failure<sup>1</sup> on the progress report or on the report card, they will be placed on academic probation. A student on academic probation:
  - i. may fully participate in all extracurricular activities and interscholastic sports
  - ii. must attend Expanded Day **at least one (1) day per week**.
- b. If after the next progress report or report card the student is still failing the same course, they will convert to a Level 2 or "Ineligible to Compete" status (see statement below).

#### 2. **Level 2: Ineligible to Compete**

- a. If a student receives **two (2)** failures on the progress report or the report card, **OR** has been failing one (1) class for 10 or more weeks, they will be deemed as **INELIGIBLE TO COMPETE**. A student on ineligible to compete status:
  - i. may only participate in **practices**, but may **not** participate in games, competitions or other activities.
  - ii. must attend Expanded Day **at least two (2) days per week** If the student's situation improves after a minimum of two (2) weeks within the five week period, the student may request an "appeal" for reconsideration of his/her ineligible to compete status.

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<sup>1</sup> A failure is any grade below a 65.

- b. If after the next progress report or report card the student is still failing two courses they will convert to Level 3 or “Ineligible” status (see statement below).

### 3. Level 3: Ineligible

- a. If a student receives **three (3) or more** failures on the progress report or report card **OR** has been failing two classes for ten or more weeks, they will be ineligible to participate in ANY extracurricular activity for the next five weeks. A student who is ineligible:
  - i. may not attend any extracurricular activities.
  - ii. must attend Expanded Day at least **three (3) days per week**.
- b. If the student’s situation improves after a minimum of two weeks within the five week period, the student may request an “appeal” (see below) for reconsideration of their ineligible status.

### Appeals

**In order for a student to appeal their ineligibility status, they must be passing all courses.** The decision regarding the student’s ineligibility status will be determined by the Academic Eligibility Committee.

NOTE: In order to appeal their status, a student must complete the [“Academic Ineligibility Status Change Request Form”](#) (see guidance counselor or the Athletics website for form) for each class they are failing and submit the appeal to the Principal. An appeal cannot happen until at least one (1) week has passed since the end of the quarter or the mid-quarter grades/comments have been posted (official dates will be determined by the administration), the student has actively worked toward improving their grades, and they fulfilled the Expanded Day requirement for their eligibility level. The only exception would be teacher error on either the progress report or report card. In those cases, an appeal will be granted immediately once the appeal form is completed.

It is the sole responsibility of the student or their parent/guardian to present specific facts and circumstances regarding the student’s academic performance and provide proof that their academic performance has improved sufficiently. The student has met all the requirements for the Expanded Day program. The committee shall examine the specific facts of each case and render a decision within three school days of the appeal. During the appeal process, the student may not practice or play and/or participate in extracurricular activities beyond what is allowed by his/her eligibility status. The decision of the appeals committee is final.

NOTE: A dropped class does not automatically reduce the number of failing courses for a student. If a student does drop a class, that failure will only be considered “resolved” at the next five-week check point. In order to demonstrate that the student is in good academic standing, they must maintain passing grades in all remaining classes for a sustained period of a time.

If a student is granted an appeal, they will be required to complete a weekly Academic Report for the remainder of their athletic/performance season. This form must show that the student is regularly completing his/her work and is maintaining passing grades in all classes. If the student is failing any of the appealed classes at any point during the remainder of the season, his/her original eligibility status will be reinstated and maintained until the next five (5) week report cycle.

### Enforcement

Failure to adhere to one’s academic probation status will result in an extended probation for that student or possible removal from the team/activity. In addition, once a student violates the policy, he/she loses the right to appeal his/her probationary status. NOTE: Students who are absent from one or more daily study sessions for unapproved reasons will lose eligibility to participate in any facet of extracurricular activities.

### Tryout Period

Due to the brief and specific dates for athletic tryouts, auditions and certain extracurricular activities, students will be permitted to try out or audition, and will not be penalized due to their eligibility status. The ability to tryout and audition does not give the student the ability to participate if selected unless they meet the Academic Standard.



### **Fall Sports & Extracurricular Activities**

The June report card final grades will determine Fall eligibility status. If proof of the student's successful completion of the courses in summer school is submitted to the high school principal, the student's eligibility status will be restored.

## **ELIGIBILITY POLICY (CONDUCT)**

Participation in extracurricular activities contributes to the development of character, personality, physical fitness and leadership. Students are, therefore, expected to conduct themselves in accordance with all rules and regulations of the school and laws of the community. Furthermore, as visible representatives of O'Neill High School, a student's behavior in and out of school should be characterized by exemplary conduct and self-discipline. Conduct unbecoming of a student may result in suspension from participation in extracurricular activities.

Any student violating the O'Neill High School Code of Conduct is subject to administrative determination of ineligibility as a consequence of such behavior. A primary source of information about the conduct of students who participate in extracurricular activities is the completed Academic Eligibility List mentioned earlier. The Assistant Principal will inform the Principal of any student deemed ineligible due to behavioral reasons. Administration reserves the option of suspension from extracurricular participation as discretionary authority.

All students and parents/guardians must sign the O'Neill High School Student/Parent Pledge. Any student who fails to submit this form will not be allowed to attend or participate in any school activities beyond their academic classes. The signed pledges will be kept on file in the Main Office.

**If the parent/guardian or student has any questions pertaining to any of the policies of the Extracurricular Program, they must contact the Principal's Office at 446-4914 x2502 BEFORE signing the parent/student pledge. Once the pledge is signed by the parent/guardian and student, it will be understood all rules and practices are agreed with and all discipline will be mutually enforced.**

## **EXTRA HELP**

### **PEER TUTORING**

Peer Tutoring is scheduled through the National Honor Society. Student volunteers make their time available during study hall periods and after school to assist other students. Those who wish to take advantage of this opportunity either as a tutor or those seeking tutoring should see their Guidance Counselor.

### **EXPANDED DAY**

All teachers provide additional academic support for students on Tuesday – Friday from 1:54-2:24 P.M. Teachers may request that a student stay for additional instruction from 1:54 – 2:24 P.M. on a date agreed upon by the teacher and student. Parent/guardian contact will be initiated should the student fail to report for additional instruction. If a student does not stay for extra help, he/she must leave school campus at 1:50 P.M. Students participating on athletic teams and in extra-curricular activities must report to the cafeteria until their program begins.

## \*EXTRACURRICULAR ACTIVITIES

Academic League	Interact	Red Cross Club
Anime Club	Jazz/Rock Ensemble	SADD
Art Club	JROTC clubs	Safe School Ambassadors
Band	Literary Magazine	Science Club
Black Student Association	Mental Health Club	Step Team
Building Giants	Mock Trial	Student Athlete Advisory Club
Chess Club	Musical	Student Council
Chorus	National Honor Society	Student-to-Student (S2S)
Crafts Club	Newspaper	Tech Crew
Drama Productions	Oracle	Video Club
Dungeons & Dragons	Podcasting Club	Women's Leadership Club
Environmental Club	Powerlifting Club	Yearbook
Fashion Club	Raider Readers	Youth-in-Government
Fitness Club	Reading Buddies	Zen Den
GSA		

***\*Participation in activities (and all leadership positions) may be affected by Academic Eligibility Status***

Note that participation in these activities is subject to the same O'Neill High School eligibility standards as the athletic program (See "Eligibility Policy" and "Athletic" Sections).

Students may hold only one (1) major school office: Editor in Chief of Yearbook, Editor and Chief of the Newspaper, Student Council President, Class President, NHS President.

## FALSE ALARMS / BOMB THREATS

The activation or reporting of a false fire alarm or bomb threat or the damaging or tampering with any part of the alarm system (including heat sensors, vape sensors, and smoke detectors) constitutes a serious threat to the safety and well-being of all citizens as well as a violation of law. Students who are responsible for activating or reporting a false alarm/bomb threat will face an automatic external suspension, a referral to a Superintendent's Hearing, and police involvement.

## FIELD TRIPS

The standards for student behavior on field trips are the same as in the school. Each student is responsible for notifying their teacher of the trip and requesting homework, etc. In addition, the following is required:

- All homework due on the day of the trip must be turned in to the subject teacher in advance, unless other arrangements are made ahead of time.
- No excuses will be accepted for work due on the day following a trip, unless other arrangements are made ahead of time.
- Students are expected to observe all bus safety regulations. No student will be permitted to drive to or from a field trip event.
- Students are to remain with the group while on a trip and return with them.
- Only students who are part of the class or organization going on the field trip are allowed to attend.
- Students who are on Level 2 or 3 of Academic Eligibility may not be able to attend certain field trips (at the discretion of the advisor and the high school administration).

## FINES

All school-related fines for lost, stolen, damaged school property and/or unpaid school accounts (including, but not limited to, money owed to food services; for chromebook damage, theft or loss; missing textbooks, uniforms, etc.) must be paid in full for students to participate in certain school activities (including, but not limited, to graduation, school dances, field trips, end-of-year celebrations, etc.). Seniors who fail to pay all fines will not walk at graduation, participate in end-of-year events or celebrations, and/or receive their diplomas until all accounts have been settled.

## FLYERS, SIGNS & POSTERS

The posting of any material must be cleared through an administrator. **Postings must be removed immediately after the effective date.**

## FRAUD

Fraud constitutes actions which intentionally look to deceive another party in order to personally or financially gain from such deception. Fraud may come in many forms including but not limited to intentional dishonesty, cheating, plagiarism, forgery, theft of services, etc. Fraud is a very serious matter and may result in both immediate consequences as well as loss of privileges in organizations such as the National Honor Society.

### Cheating and Plagiarism

One of the purposes of the program at James I. O'Neill High School is to promote academic honesty on the part of students. Cheating and plagiarism cannot be tolerated.

**Cheating** is defined as the intentional use of someone else's work or material on any test or assignment; or the use of any prohibited means to enhance the performance on an examination or other school assignment.

**Plagiarism** is defined as the appropriating and putting forth as one's own, the ideas, language or creations of another without citing their source. Academic dishonesty also involves the dishonest portrayal of someone else's ideas, language, or creations as one's own when such citations are inappropriate to the assigned task; students should assume that all assigned tasks are expected to be done solely by the individual student unless the assignment explicitly calls for group work or researched citations.

Likewise, students have an obligation to support academic honesty. Students who improperly share their thoughts and materials with others are just as accountable for their actions as those who receive that information. This includes, but is not limited to, the sharing of one's chromebook/password/digital identity with another student who subsequently takes the owner's materials. All students should protect the digital and "real" versions of their work from others and never share their personal log-in information with others.

Each case will be treated individually. In the case of proven cheating or plagiarism, the student will receive a zero on the quiz, test or project and the teacher will have a conference with the student. Additionally, the teacher will contact the student's parents and/or the guidance counselor. The teacher will also submit a referral to the administration detailing the circumstances behind the cheating/plagiarism. At that point, the school may

also take disciplinary action. Depending on the severity, scope, and frequency of the infraction(s) for a specific student, additional school-based disciplinary action may be taken per the Student Code of Conduct. In addition, admittance into certain school programs may be hindered by evidence of academic dishonesty.

### **Forgery**

The forging or using a forged note or document is a serious offense. In all such cases, the parent will be notified and the student subject to disciplinary action to be determined by a school administrator.

### **Impersonation of an Adult**

Misrepresenting oneself as a person of authority to the school is a serious offense. Students are forbidden to contact the school pretending to be a parent/guardian or any other adult.

## **GRADING POLICIES**

### **Failing Grades**

Students who earn a quarter grade that is below a 50 for any marking period will earn a 50 for that quarter unless otherwise dictated by the Principal. Midterm and final exam grades will stay as the grade earned.

### **Final/Regents/AP Examinations**

Final examinations and/or Regents examinations are administered in all courses except as approved by the Principal. All students enrolled in a Regents or AP course are required to take the Regents/AP examination. The final assessment grade will represent 1/10 of the student's final course grade.

**Grade Weighting** Grades indicated on report cards are not weighted. The vertical average on the report card is weighted, and the weighted average is the one that determines honor roll status. Grades are also weighted in the calculation of cumulative grade point averages and class rank.

- **Guidelines for Grade Weighting** (For students who entered high school as freshmen *prior to* 2018):
  - AP, SUPA, and OCCC courses an extra 10% is added with a maximum grade of 110.
  - For Honors (H) courses an extra 8% is added with a maximum grade of 108.
  - For a defined set of college preparatory courses an extra 4% is added with a maximum grade of 104. These courses include Chemistry R, Physics R, Algebra 2R, Pre-Calculus R, Calculus, Spanish 3R, Chinese 3R, Advanced Studio Art, and Advanced Music Theory.
- **Guidelines for Grade Weighting** (For students entering high school as freshmen in 2018 or later):
  - AP, SUPA and OCC courses will have an extra 5% added with a maximum grade of 105.
  - For Honors (H) courses an extra 4% will be added with a maximum grade of 104.
  - No other courses will be given an additional weight.

**Calculation of Cumulative Grade Point Averages and Class Ranks** Grades are weighted according to the guidelines above. Only courses taken in grades 9 through 12 are included.

**Honor Roll** All courses are included (which is subject to change). The weighted quarterly average that is included on the report card determines honor roll status.

- High Honor Roll: The student's weighted quarterly average must be at least 91.5 with no grade below 70 and no Incompletes.
- Honor Roll: The student's weighted quarterly average must be at least 87.5 with no grade below 70 and no Incompletes.

## GUIDANCE SERVICES

The Guidance Counselors at O'Neill High School assist students in program planning, developing goals and future educational plans. In addition, counselors provide help in solving personal problems and information on testing, colleges, scholarships and vocations.

### **GUIDANCE PASS PROCEDURE**

Counselors are available to students on an appointment basis. Students should come to the Guidance Office as early in the day as possible to make an appointment. Study Hall is the preferred time for appointments. Passes issued by the Guidance Office Secretary must be presented to the study hall or subject area teacher (who has the option of releasing or not releasing the student). After obtaining permission from the sending teacher, the student should report immediately to the Guidance Office.

### **DROPPING AND ADDING COURSES**

Students meet with their counselors in the spring to make course selections for the following school year, and they are scheduled so that they will meet graduation requirements, prepare for the future, and enjoy/explore the various electives available to them. These course selections should be considered final. Adjustments are made as needed in June because of course failures, Regents exam failures, and movement in and out of honors classes, and/or conflicts in established schedules.

Courses may be added and/or dropped only when the Principal approves the change. The following guidelines apply:

- **At the beginning of a semester, the priority of the Guidance staff is to correct scheduling errors.** Any error should be brought to the attention of the Guidance staff as soon as possible. The student needs to make it clear that there is a scheduling error involved.
- **To request a schedule change that does not involve an error, the student must** pick up a Schedule Change Request Form in the Guidance office. They will need to get signatures from the teacher, their parent/guardian, guidance counselor, and the principal. The student must follow his/her original schedule while a decision is being made. When in doubt, stop by the Guidance Office to inquire about the status of your request.
- **A request to add a class** will be considered during the first two weeks of the semester if there is room in that particular class. If the change involves changing other classes, there must be room in all of the classes.
- **A request to drop a class** requires a review of the student's overall academic situation by the counselor. Students may not drop academic courses that are required for graduation, and they must carry at least five credits plus Physical Education.
- **After the first five weeks of a semester course and after the first ten weeks of a year-long course, requests to drop a course without penalty will be denied.** In cases that are deemed exceptional, there will be a meeting of the student, parent/guardian, counselor, and administrator: Cases will be judged on an individual basis. For courses dropped at this point, there will be a notation of "W/P" (Withdraw Passing) or "W/F" (Withdraw Failing) and a grade note with present grade on the transcript. Requests to change schedules for teacher preference or lunch preference will be denied. Any extenuating circumstances should be discussed with a counselor or administrator.
- **NOTE:** When a student switches a course, all prior grades will follow this student into their new class. If the course was weighted, that weight too will follow.

## **HOME INSTRUCTION**

Students who are unable to attend school for ten (10) or more consecutive days because of illness (or a related incapacity) are eligible for home instruction. If the need for home instruction arises, the parent/guardian should notify the Guidance Office immediately. The school must be furnished with a written note from the attending physician before home instruction will be scheduled.

## **HARASSMENT**

### **Bullying/ Cyberbullying**

The Highland Falls-Fort Montgomery Central School District has a zero tolerance policy toward bullying. Bullying is defined as using one's real or imagined power, status or position in order to intimidate, threaten, tease or harass another individual in order to compel that individual to do what the bully wants. Bullying comes in many forms. Whether a student or group of students bully another, in person or on social media, the impact is the same. Students who engage in bullying or who fail to stop or report it both play a part in creating that hostile atmosphere.

### **Harassment**

Harassment will not be tolerated and may result in disciplinary action. All students are expected to set a positive example by treating all people with respect. Each student must accept responsibility for their behavior and attitudes toward others. All people have the right to come to school or work without facing harassment. Sexual harassment will also not be tolerated (See "Sexual Harassment" section).

### **Hazing**

Hazing will not be tolerated. Disciplinary action will be taken against students who engage in this type of behavior. Particularly serious, unilateral and unprovoked attacks of one student on another may be treated at the discretion of the principal in the same manner as assaults on staff in compliance with Board of Education Policy Series 7000. All hazing/assault incidents will be reported to the assistant principal and/or DASA coordinator.

All parties involved with the bullying, harassment and/or hazing may face disciplinary action for their participation and may be a part of the DASA investigation. Students and/or parents/guardians wishing to report a DASA violation, can do so by completing the [Dignity Act Incident Report Form](#) that is available on the school website.

## **HOMEWORK POLICY**

Parents/Guardians may request homework assignments through the Attendance Office for legal absences on the second day of the absence. In order to give teachers time for preparation, calls must be received before 9:00 a.m. Work may be picked up after 2:30 P.M. in the Main Office.



## INSUBORDINATION

Insubordination is the refusal to follow any aspect of the Code of Conduct and/or the reasonable directive of a person in authority. Persons in authority include administrators, teachers, teacher assistants, hall monitors, substitute teachers, secretaries, custodians, cafeteria workers, nurses, coaches, bus drivers, and other adults employed by the school district. Insubordination is considered a serious offense and **will not be tolerated**.

### Social Probation

A student who becomes a discipline problem at an extracurricular or co-curricular activity, school-sponsored event, and/or field trip may be suspended from participating and/or viewing after school events or, if the situation warrants, may receive disciplinary consequences. Violations of the Law may result in police intervention. The administration will designate the length of time for this suspension based on the severity of the infraction.

## LIBRARY MEDIA CENTER

The Library Media Center is located on the third floor of James I. O'Neill High School and is open from 7:00 AM to 1:50 PM Monday through Friday and for extra help until 2:24 PM Tuesday through Friday. The library reserves the right to close for special meetings, student workshops, student testing, and faculty conferences upon notifying the students through announcements.

The Library Media Center uses a computerized circulation system. Each student has a unique patron barcode for borrowing privileges, and a unique username and password for computer privileges. The school library media specialist will assist you with research strategies, with selection of material, and with proper use of online materials. Ask for help; visit the library before school, during free time and after school.

During the school day students may use the Library Media Center and obtain library passes from collective study halls, a classroom teacher, or an administrator. Because of space restrictions in the Library Media Center, each study hall is limited in the number of students sent. Students with permission and passes from teachers may use the center during lunch or study hall. Passes from classroom teachers will be honored with priority status during the students' free time. Students listed on the study hall pass must arrive together within the first 5 minutes of the period. All book bags are to be placed in the designated area. Because the library has limited seating, students are asked to follow specific procedures for seating and use of all library materials. Visits may be limited to once daily based on numbers.

Students must use the assigned passwords for computer access and follow etiquette in the use of school computers. **Students must never allow others to use their account information, devices or passwords, as the assigned user is responsible for all activity performed under his/her name.** The guidelines are posted throughout the Library Media Center.

The Library Media Center is a place for study, research, and recreational reading. Computers will only be used for schoolwork and research. A quiet atmosphere must be maintained so that others may work undisturbed. If a student is asked to leave the library for failure to follow the rules, library privileges may be suspended. The following schedule is for behavior issues and misuse of center materials, equipment, and physical setting:

- 1<sup>st</sup> Offense – 1 week suspension of use.
- 2<sup>nd</sup> Offense – 1 month suspension of use.
- Any additional offenses - 1 marking period or longer suspension of use

- Severe damage and abuse of center materials including computers will result in an extended loss of the Library Media Center privileges and immediate cause for administrative review of replacement costs by the student.

### **BORROWING PRIVILEGES/OVERDUE PROCEDURES**

An unlimited amount of materials may be checked out unless classes reserve materials for reference and class use. Books may be checked out for three weeks. Reference books may not be checked out; however, the librarian will place them in reserve for in center use during the student's school free time. If a student has overdue materials, he/she will lose checkout privileges until the materials are renewed or returned. Students will be notified for the first time of overdues by "a first period teacher," the Librarian, or through the attendance office. After failure to respond to a second notice, a call will be made to the parent/guardian or a notice will be mailed home with a bill or replacement costs. Failure to respond to requests for the return of materials will result in administrative review of replacement costs and further disciplinary action. (See "Fines".)

## **LOCKERS**

Locker assignments and combinations will be distributed to each student.

- Any student who forgets their locker combination should report to the Attendance Office with the locker number. Combinations will only be given out to the assigned student.
- Students are discouraged from giving out their locker combinations to or sharing their locker space with others.

**NOTE: Lockers are the property of the school district** and may be searched by the administration at any time. Any contraband found in a student's locker may be considered the possession of that student. In addition, a student who uses an unassigned locker and stores items that gives him/her de facto ownership may be held responsible for all items in said locker.

## **NATIONAL HONOR SOCIETY**

The National Honor Society attempts to recognize the achievements of outstanding high school students.

### **Criteria for Membership**

Students who demonstrate outstanding performance in the four criteria of scholarship, leadership, service and character are selected for membership.

1. Scholarship: The commitment to learning by maintaining a minimum academic average of 89% (unweighted) and/or 92% (weighted).
2. Leadership:
  - a. Demonstrates leadership in classroom or organization work.
  - b. Demonstrates leadership in promoting school activities.
  - c. Exemplifies positive qualities and attitudes.
3. Service:
  - a. Willingness to render service to the school and community when called upon.
  - b. Willingness to do committee or staff work.
  - c. Readiness to show courtesy by assisting visitors, teachers and students.

#### 4. Character:

- a. Takes criticism willingly and accepts recommendations graciously.
- b. Upholds principles of morality and ethics.
- c. Demonstrates highest standards of honesty and reliability.
- d. Shows courtesy, concern and respect for others.
- e. Manifests truthfulness in acknowledging obedience of rules, avoiding cheating in written work, and showing unwillingness to profit by the mistakes of others.

#### **Selection Procedures**

To be eligible for membership in the National Honor Society students must be **Juniors** or **Seniors** who have been in attendance at O'Neill the equivalent of one semester. The induction ceremony is held in the fall so that transfer students may be considered.

Juniors and seniors who qualify scholastically will be notified of their eligibility at the end of the first marking period. In order to qualify scholastically students must have a cumulative grade point average of at least 89%. Grade point averages for juniors are based on 9<sup>th</sup> and 10<sup>th</sup> grades and/or 92% weighted. Grade point averages for seniors are based on 9<sup>th</sup>, 10<sup>th</sup>, and 11<sup>th</sup> grades as well as the first quarter of 12<sup>th</sup> grade. Students who are eligible scholastically (including those who are potentially eligible) are requested to attend an assembly meeting during the month of September. At that time, the President of the National Honor Society will explain the procedures to be followed:

1. Students who wish to be considered for membership must complete the Student Activity Form by the designated deadline.
2. Candidates are asked to submit two letters of reference from outside the school community. Reference forms will be provided: one for sponsors of community activities and one character reference.
3. **INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED.**
4. The entire faculty and associate staff are asked to evaluate candidates' service, leadership and character. They are invited to offer any additional information that may help in the selection process.
5. Activities advisors, team coaches, and club sponsors are asked to evaluate the candidates based on the candidates' participation in the activities indicated on the Student Activity Form.
6. The Faculty Council, appointed by the Principal, will meet in September/October to review all information and make the final National Honor Society selections. The Advisor of the National Honor Society will serve as moderator at these meetings, and the Faculty Council will invite the Principal, Assistant Principal (disciplinary and attendance concerns), and Guidance Counselors (academic and social concerns) to present information that will assist in making the final selections.
7. The President of the National Honor Society will notify students who are selected. Those students who are not selected will be notified by the Principal or his/her designee: students who are not selected will be told the reasons why selection did not occur and will be counseled about meeting qualifications in the future. After the meeting has been held with the Principal, students and parents contesting non-selection are not entitled to any other hearing. The Principal may choose to reconvene the Faculty Council if a technical or procedural error has been made, like erroneous averaging of grades.
8. A letter of confirmation will be sent to parents, along with a letter outlining the responsibilities and obligations of membership in the National Honor Society.

#### **Member's Responsibility**

1. Once selected, it is important for members of the National Honor Society to keep in mind that a re-evaluation of grades takes place at the end of each semester. Students who drop below the scholarship standard will be notified of their probationary status. They are given one quarter to bring their grades up. If this does not occur, they will be dropped from the Society.
2. Students must complete 10 documented hours of service to the community or to the school per quarter.

3. Students are required to attend all scheduled meetings.
4. Students must participate in at least half of the scheduled, in-school service project.
5. Students must maintain good disciplinary standings and/or uphold qualities required under the "Character" criteria for induction.

## NO PRIVILEGE LIST

Students who have serious behavior problems (fighting, vandalism, misuse of passes, cutting classes, repeated disrespectful behavior, etc.) that are referred to administration may be placed on the No Privilege List (NPL). If a student's name is placed on the NPL, they may not be allowed to:

1. Receive passes to the bathroom, library, guidance, lounge, etc.
2. Participate in any school-sponsored activities, sports or clubs.
3. Take part in field trips.
4. Park anywhere on school property. Failure to comply may cause a permanent loss of the parking privilege.

## NURSE – HEALTH OFFICE

The Health Office is located near the Main Office. Students who come to the Health Office must present the School Nurse with a pass from a teacher or administrator.

### **PROCEDURE FOR INJURY**

Injuries occurring during school hours should be reported to the teacher or other adult in charge. The School Nurse shall be immediately contacted so that first aid can be given. An accident report will be filed if applicable.

### **MEDICATION**

Students who must receive medication during school hours must do the following:

1. Obtain a written request from the parent and physician.
2. Bring medication and request form to the Health Office.
3. The school nurse will dispense medication.

**No medication -- prescription or over the counter -- will be given without written authorization from the student's physician and parent/guardian. This is a state-mandated procedure. Students may never have medication or other health supplements in their possession except in the presence of the nurse. This includes, but is not limited to, pain medication as well as "all-natural" muscle enhancement pills.**

## OFF CAMPUS MISCONDUCT

A student may be subject to school disciplinary action for conduct constituting a crime and/or that violates the District Code of Conduct when committed off school premises or at non-school sponsored activities to the extent that the administration reasonably believes that the continued attendance in school of the student would constitute an endangerment to the health, safety, welfare or morals of the student and/or others in our school.

## OUT-OF-SCHOOL SUSPENSIONS / INTERNAL SCHOOL SUSPENSIONS/ DETENTIONS

Students on Out-of-School Suspension (OSS) are not permitted on district property at any time while out of school suspension is in effect unless given explicit consent by the building administrator.

1. A parent conference with the administrator may be required before a student may return from an Out-of-school suspension.
2. Students are responsible for all tests, quizzes, assignments and homework missed during the suspension and they are the responsibility of the student to make up. Student assignments may be provided for the period of suspension and must be picked up by the parent in the Main Office. Completed assignments must be submitted to each teacher in a timely fashion.
3. Students on Out- of- School Suspension may *not* participate in any extracurricular activities for the duration of the period of suspension.

A student is assigned to Internal School Suspension (ISS) because they violated school rules and regulations. It is their obligation to attend during the specified time. If the student is absent on the assigned date, they must see the appropriate administrator for a new assignment.

When students are assigned internal suspension, they must abide by the following rules:

1. They must report promptly at the beginning of the school day.
2. Students must have productive work to do. Students must remain quiet. Cards, radios, cell phones, earbuds, smart devices and iPods are not permitted. Students may only use the computers for school-related assignments; no game-playing is permitted.
3. Students may eat lunch in the room. They must keep the room neat and clean.
4. Students must remain in the room between periods and may leave only with the permission of the supervisor.
5. Any inappropriate behavior may result in additional disciplinary consequences.
6. Unauthorized absence from or lateness to internal suspension will result in additional disciplinary time.

After-school detention (ASD) will be assigned by the administration for infractions of school rules. After-school detention will take precedence over other school activities. Unauthorized absence from or lateness to after-school detention will result in additional detentions and/or suspensions. All above rules regarding behavior during internal suspension apply to after-school detention as well. In general, students will be given at least twenty-four hours' notice of an after-school detention. It is the student's responsibility to inform her/his parent(s) that she/he will be staying for detention on a given date.

## PARKING AND DRIVING PRIVILEGES

Student parking is a privilege granted to **SENIORS** who maintain good academic and citizenship standards. **Once seniors receive their parking pass from the main office**, they must park in their assigned parking space even during after-school activities and events. Failure to park in that spot may result in the loss of parking privilege, or the vehicle being towed at the owner's expense. If a student decides not to use their parking space, they must return their pass to the main office.

At the start of the school year, there will be no parking privileges awarded to Juniors due to the limited parking spaces.

**STUDENTS MAY NOT PARK IN FACULTY, STAFF, RESERVED, OR VISITOR PARKING AREAS.**

(Parking Privileges continued on next page)

In order to obtain an O'Neill parking sticker seniors MUST provide the following information to the Main Office:

1. Copy of valid driver's license (a learners' permit will not be accepted)
2. Copy of vehicle registration
3. JIO Student Parking Terms of Agreement Permission Form signed by student and parent/guardian

**The Terms of Agreement form will be distributed at the Senior Assembly on Wednesday, 9/6. The Main Office will begin accepting the above items on Monday, 9/11. All three (3) items must be turned in at the same time in order to be issued a parking sticker.**

Students will be required to follow the items listed below in order to maintain parking privileges throughout the school year:

1. Parking stickers shall be displayed on the rear window of the driver's side of the vehicle.
2. Any infraction listed in the Code of Conduct with a level of severity of 4 or higher can result in the student's parking privilege being suspended or revoked.
3. Loss of driving/parking privileges and/or further disciplinary action may result from:
  - a. Leaving school grounds without authorization. Students must sign out at the attendance office if they have to leave prior to the end of the school day.
  - b. Parking without a valid parking sticker.
  - c. Loitering in the parking lot or in cars during school hours.
  - d. Speeding and/or reckless driving on school grounds.
  - e. Parking in unauthorized areas or in spaces other than the student's assigned space.
  - f. Excessive school absences, latenesses and cutting.
  - g. Vandalism or defacing of another's vehicle.
  - h. Chronic Absenteeism

Failure to adhere to the items listed above may result in the following discipline driving consequences:

**First Offense:** Loss of driving privileges for 1 week.

**Second Offense:** Loss of driving privileges for 1 month.

**Third Offense:** Loss of driving privileges for the remainder of the semester/year contingent upon the Principal's discretion.

## PHYSICAL EDUCATION

### **EXCUSE POLICY**

Students must have a written excuse from parents/guardians (for up to 5 days) and/or the family physician (for longer) in order to be excused from participation in Physical Education classes. Those who qualify for adaptive P. E. (Long term illness or physical deficiency) must obtain the proper form from their family physician.

### **ALTERNATIVE WAYS TO EARN PHYSICAL EDUCATION CREDIT**

An alternative project will be assigned for long term medical excuses.

## PLEDGE OF ALLEGIANCE

A student has the right to refrain from reciting the Pledge or saluting the flag. Anyone who chooses this option may stay quietly in the room and opt to not participate OR may leave the room while the Pledge is being recited. Students who choose to refrain from such participation have the responsibility to respect the rights and interests of classmates who do wish to participate in this meaningful observance.

## PROHIBITED ITEMS

Chains hanging from clothing	Lasers	Skateboards
Spiked apparel	Video games	Smartphones/Earbuds*
Water Guns/Balloons	Weapons/Ammunition	Illegal/prohibited photographs
Air Horns	Fitness Supplements	Highly Caffeinated Beverages
Any items which distract from the educational process.		

*\*Except in the cafeteria and study hall*

**None of the above are acceptable.** These articles will be confiscated and possession of them on one's person and/or in one's car, bag or locker may result in disciplinary action.

### **DRUGS/ALCOHOL**

Students may not possess, use or be under the influence of any drugs or alcohol except for prescription drugs which have been prescribed by a doctor. Any prescription drug medication that must be taken during the school day must be dispensed by the nurse. Any student wishing to use any kind of over-the-counter pain medication or supplement may only do so if administered by the nurse and if the nurse has written permission from the student's parents/guardians and physician to do so. The student may not have these items on his/her person.

**ELECTRONIC DEVICES:** The use of personal electronic devices (including, but not limited to, cell phones, MP3 players, iPods, Smart Wearables and similar devices) is prohibited in all educational settings except study halls, the cafeteria, or in areas where a teacher has allowed the students to temporarily use the device. Any teacher may confiscate any electronic device, even when the device is allowed, if the teacher feels that the use of the device is a distraction to others or violates the conditions listed in the Code of Conduct. The device will be turned over to administration. The device will be returned to the parent/guardian. James I. O'Neill High School will not be responsible for loss or damage to any electronic devices nor spend time retrieving them.

**SMOKING PARAPHERNALIA (including e-cigarettes and vaping)** The act of SMOKING or VAPING or possession of materials related to these activities (including, but not limited to, oils, JUUL sticks, vaping cartridges, chargers, etc.) is prohibited and will not be tolerated, and is subject to Federal and State Law and the school district policy.

**WEAPONS:** The possession of a weapon and/or ammunition on school district property, in school buildings or at any school sponsored event or activity is strictly prohibited, except by authorized law enforcement personnel. Any student violating this policy shall be subject to suspension pursuant to the Gun Free Schools Act of 1994, the New York State Education Law and the Student Disciplinary Code as well as referral to the proper authorities. **Weapons and/or ammunition of any kind, including toys or models of weapons, ARE FORBIDDEN.** This includes weapon-like sports equipment, ammunition and all knives, including pen knives, or other bladed instruments.

Students with such objects will face severe disciplinary action and/or interaction with police agencies and/or may result in a Superintendent's Hearing.

## PUBLIC DISPLAYS OF AFFECTION

Excessive/Inappropriate embracing and kissing on school grounds detract from the learning environment, show poor judgment and will not be allowed. Disciplinary measures will be imposed based on administrative discretion.

## SENIOR LOUNGE

The senior lounge will be available to Seniors only. Seniors may use this space during lunch periods. The lounge must be supervised by an adult at all times students are present. Students must behave as they would in any other area of the school. Violation of school rules or the Code of Conduct while in the Senior Lounge may result in disciplinary action and the loss of privileges in this area. The following schedule is for behavior issues and misuse of the Senior Lounge materials, equipment, and physical setting:

- 1st Offense – 1 week suspension of use.
- 2nd Offense – 1 month suspension of use.
- Any additional offenses - 1 marking period or longer suspension of use
- Severe damage and abuse of lounge materials/items/furniture will result in an extended loss of the Senior Lounge privileges and immediate cause for administrative review of replacement costs by the student.

Any underclassmen found using the Senior Lounge may face disciplinary actions and may also lose this privilege when they become a senior.

## SEXUAL HARASSMENT

The Board of Education and this school district are committed to nondiscrimination and recognize and provide all district students an environment that is free of sexual harassment and intimidation. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature. Any student who believes that he/she has been subject to sexual harassment should report the incident to the administration immediately. The incident will be thoroughly investigated by the administration. Every student has the right to feel safe within the school environment. The administration will do everything within its power to provide a safe and orderly environment. (See “Harassment” section.)

## SMOKING/VAPING

James I. O'Neill High School and its property are designated as a “**Smoke Free Zone**” by the State of New York and the Board of Education. Smoking for students and all visitors is **NOT ALLOWED** at O'Neill High School at any time including school-sponsored functions. This includes all forms of smoking, including but not limited to, e-cigarettes and vaping.



## SOCIAL FUNCTIONS

In order for a student to attend or participate in any school function (dances, proms, concerts, athletic events), they must be present at school for no less than half of that day. This applies to Fridays for Saturday and Sunday events. Students who are on Level 2 or 3 for Academic Eligibility are NOT allowed to attend dances, field trips or other extracurricular school functions unless they have formally appealed their status with the administration.

The following guidelines for all dances and social events have been adopted and revised by the Student Council. It is the responsibility of all students to adhere to these guidelines:

1. Dances are for the enjoyment of O'Neill students in grades 9-12. Admittance will only be granted to students who have purchased a ticket through proper means. Any student who enters the event without such a ticket will be removed and may face disciplinary consequences.
2. Students not currently enrolled at O'Neill High School may be admitted with an O'Neill student if the OHS student has completed the Guest Permission Slip form. Guest permission slips may be obtained from the Main Office and require administrative approval and parent/guardian signature **at least 48 hours prior to the event**. No guests over the age of 21 or under the age of 14 will be permitted at a school function.
3. Any student on suspension will **NOT** be admitted to any social function.
4. Students will not be admitted to any school function, if they have not been in school for at least one half (1/2) the school day.
5. Doors are closed to all one hour after the event's start time unless there is an athletic event, which prevents students from entering earlier.
6. Once a student leaves, they may not re-enter.
7. Smoking/Vaping will **NOT** be permitted.
8. Any student who seeks to enter a dance or other school function, and, in the opinion of a chaperone, is under the influence of drugs or alcohol will be denied access and parents/guardians will be called. If a student comes to the dance or becomes intoxicated at the dance, a chaperone must call the student's parent/guardian. In both cases police may be notified and administrative consequences will result.
9. Participation in all school functions is subject to academic and behavioral eligibility standards. Faculty sponsor of dance will provide a current ineligibility and absence list for that day.

## STUDENT SEARCHES

Student belongings (whether on their person or somewhere on district property) may be searched if school officials suspect possession of contraband or other prohibited substances and/or items. Additionally, **lockers are the property of the school and are subject to search at any time** (see "Lockers" Section for additional information).

## STUDY HALLS

Study Halls should reflect an academic atmosphere enabling students to work quietly. All students must come to Study Hall prepared to work. Attendance will be carefully kept in all Study Halls. Passes will be issued only where appropriate.

## TEXTBOOKS AND CHROMEBOOKS

Textbooks and chromebooks are provided for your use by the school district. Students have an obligation for proper care of textbooks and chromebooks and to guard against theft, loss or damage. Students will be fined for damaged or lost books and chromebooks. Students who have not paid the replacement cost will not receive a new device. Seniors who fail to return textbooks and chromebooks will not walk at graduation, participate in end-of-year events or celebrations, and/or receive their diplomas until all accounts have been settled. (See section on “Student Fines”.)

## TRANSFER STUDENTS WITHDRAWAL PROCESS

The Guidance Staff will make every effort to assist families in the orderly transition for transfer prior to Final/Regents Examinations. For those students being transferred in late May or early June, the Guidance Department will arrange for an alternate assessment (i.e., an early final exam or a final project) to complete each course, so long as the transfer is happening within the last three weeks of classes. (Any students leaving more than 15 days before the end of classes or prior to Memorial Day Weekend - whichever day comes first - will not be able to close out their grades for the year with O'Neill.) Alternate assessments for final/Regents exam will only be made for students whose parents/guardians *must* move before final and/or Regents exams.

The date for leaving must be directly related to the necessity of moving created by fulfilling specific orders set forth by an employer and/or the military. Specific documentation (such as PCS orders or an employment contract) is required to begin the process. Administrative approval for an alternative assessment to the final/Regents exam is also required in order for the Guidance Department to arrange for early completion of courses. Students may not be exempted from attendance to school, final exams, or Regents exams for reasons other than a necessity to move created by fulfilling specific orders set forth by an employer and/or the military. (Note: Regents exams count as the final exams for all Regents courses and are worth 10% of the students' final average. Failure to complete the Regents exam will result in a zero for that final exam grade if the student has not been granted approval to take an alternate assessment. Failure to take Regents exams may also impact families who return to NY State and need those exams for graduation.)

The first step to request an approval for an alternate assessment and the early completion of a school year is for the student or parent/guardian to contact the student's counselor. To begin this process, the school expects that parents/guardians will make every effort to contact the guidance counselor as early as possible but no later than one month prior to the family's departure date. Complete details will be given at that time.

## USE OF TECHNOLOGY

The Highland Falls/Ft. Montgomery Central School District is committed to optimizing student learning. It considers student access to the Internet to be a powerful and valuable educational and research tool. It encourages the use of computers and computer-related technology at the Highland Falls/Ft. Montgomery Central School District solely for educational benefits it expects its students to enjoy from such use.

1. Access to the Internet of Highland Falls/Ft. Montgomery Central School District computer network is provided solely for educational purposes and research. Use of the Internet is a privilege, not a right. Inappropriate use may result in suspension or revocation of that privilege. (Please reference the Acceptable Use Policy for all details.)

## VANDALISM

Vandalism refers to the willful destruction or defacing of property or physical structures. Under New York State Law, parents will have to pay for any vandalism of public property up to \$1,000.00. Disciplinary measures will be imposed.

## VIDEO AND AUDIO RECORDING DEVICES

Recording, sharing or posting of a school incident (on or off school premises) which causes or may potentially cause a disruption in the educational process, may result in disciplinary consequences.

## VIDEO SURVEILLANCE

This building and premises are monitored by surveillance cameras.

## VIRTUAL INSTRUCTION

In the event that students are learning via virtual instruction, they are expected to behave with the same level of respect and decorum as they would use while attending school in person. Any violation of the Code of Conduct or of the expectations established in this handbook may be subject to disciplinary action.

## VISITORS

All visitors to O'Neill High School must sign in at the Main Entrance and must have a Driver's License or valid form of government-issued photo ID. If it is necessary for the visitor to remain in the school, a Visitor's Pass will be issued subject to the approval of an administrator.

Students are not allowed to bring guests and visitors to school, except for the possibility of future enrollment. If a student guest is possibly interested in attending James I. O'Neill, the guest may stay in the building only if the procedures below are followed:

1. The student must obtain a class visitation form from the Main Office.
2. All of the student's subject teachers must sign the form.
3. The Host's/Hostess' parents/guardians AND the visitor's parent/guardian must sign the form.
4. After all subject teachers sign the visitation form, it must be approved by an administrator.
5. Visitation forms **must be approved two (2) days before** the guest comes to the school.

If a student wishes to bring a guest to a school dance, they must obtain the appropriate form from the Main Office. This form must also be signed and approved by an administrator **one day prior to the dance.**

## **WITHDRAWAL AND TRANSFER**

Students leaving O'Neill High School during the school year must notify the Guidance Office (see Guidance Services). Guidance will furnish the student with a form that must be signed by all teachers and books/school property must be returned. If a student leaves the district during the summer, the Guidance Office should be notified. Upon registration at the new school, they will send a request for records. No records will be sent until all property is returned and/or fines are paid.

## **WORKING PAPERS**

Working papers are issued through the Health Office during the school year. The rules and regulations governing the issuance of working papers are enforced by the New York State Department of Labor. Issuance of working papers is subject to the academic eligibility policy.

## **CRISIS INTERVENTION RESOURCES FOR COMMUNITY**

**Orange County Helpline: 1-800-832-1200**

**National Suicide Prevention Lifeline: 1-800-273-8255**

**Bereavement Center Orange County: 845-561-6111**

**Fearless formerly known as Safe Homes Domestic Shelters of Orange County: 845-562-5365**

**Orange County Department of Mental Health: 845-291-2608**

**Child Abuse and Maltreatment Hotline: 1-800-342-3720**

**A Friend's House Runaway Homeless and Youth Shelter: 845-343-0970**

**Orange County Crisis Call Center: 311 or 1-800-832-1200**