



# Grand Island High School



## Student-Parent Handbook 2022-2023

1100 Ransom Road  
Grand Island, NY 14072  
School Telephone (716) 773-8820  
FAX (716) 773-8951  
Website: [www.grandislandschools.org](http://www.grandislandschools.org)

Student Services Telephone (716) 773-8860

Attendance Office (716) 773-8884

**Mrs. Hillary Kretz-Harvey**  
Interim Principal

**Mr. Jon Lattanzio**  
Assistant Principal

**Mrs. Clare Battle**  
Dean of Students

*School Goal: Excellence*  
*School Motto: Knowledge, Understanding, Truth*  
*School Colors: Blue and White*  
*School Mascot: Viking*  
*School Song: Alma Mater*

***The mission of the Grand Island Schools is to inspire all students to achieve their highest potential by fostering academic excellence, personal growth, and social responsibility.***

Dear Students:

Welcome to the 2022-2023 school year! The faculty, staff, and administration wish everyone an amazing school year, whether you are just beginning your journey at GIHS or you are a familiar face.

This handbook contains important information regarding attendance, behavioral expectations, Regents' exams and course credit, extra-curricular activities, and so much more. Students are accountable for knowing and understanding the contents of this handbook.

GIHS is a great place to learn because of the many opportunities offered by our faculty and staff. We challenge you to have your best year yet and to remember that your future and reputation depend on the choices you make each day.

Have a great year.

Sincerely,

Mrs. Hillary Kretz-Harvey, Principal  
Mr. Jon Lattanzio, Assistant Principal  
Mrs. Clare Battle, Dean of Students

### **Drug Free Zone**

**GIHS is a Drug-Free School Zone. The Zone extends 1000 feet from the border of the school property. What this means is that any students involved in a violation of school rules regarding drugs, alcohol, e-cigs, vapor devices, or tobacco are liable and can receive the same consequences as if they were on school property even though they are technically not. This is a cherished place and no drugs, alcohol, e-cigs, vapor devices, or tobacco are welcome.**

## **TITLE IX AND SECTION 504**

The Grand Island Central School District hereby advises students, parents, employees, and the general public that it offers educational opportunity without regard to sex, race, color, national origin, sexual orientation, gender association, religion, or handicap. Inquiries regarding this nondiscrimination policy may be directed to: Superintendent of Schools, Title IX Coordinator, or Director of Pupil Personnel, Section 504 Coordinator, 1100 Ransom Road, Grand Island, NY 14072.

### **Accidents**

Every accident in the school building, on school grounds, at practice sessions, on school buses / bus stops, or at any athletic event sponsored by the school must be reported immediately to the person in charge and to the Athletic Trainer or Nurse. In all cases, proper forms must be completed as soon as possible.

### **Activities**

Students are encouraged to enrich themselves with additional knowledge and experience through participation in various student activities. Attendance at an interscholastic event or an extracurricular activity, whether at Grand Island or off school-grounds, warrants the same type of behavior that is expected while school is in session. All rules and regulations are in effect and any violation of these rules will result in appropriate disciplinary action.

Spectators, as well as participants, represent Grand Island. Our school's reputation is reflected through our appropriate behavior. Good sportsmanship is expected from activity participants and spectators. Support and cheer for your teams. Do not taunt or demean their opponents.

Students serving a suspension (ISS or OSS) will be prohibited from attending/participating in all school activities, including athletics and extra-curriculars, during the entire suspension period, including the weekend during which a student is suspended. School event/ activity participation for students serving a restriction (ISR), will be at the discretion of the building administrator.

In order for students to participate in extracurricular or interscholastic events at GIHS, he/she must attend at least five academic periods of the school day. Students who have a shorter day due to early release, late arrival, or participation in any other special program, must attend at least half of their academic courses. Students are exempt from this requirement if they are on a school field trip.

GIHS offers the following clubs and activities to its students:

#### Clubs, Activities, & Organizations

Art Club  
A/V Tech Crew  
Class Councils (Freshmen, Sophomore, Junior, Senior)  
Choir  
DECA  
The Dominant Force  
The Dungeons Dragons Club  
Environmental Club  
Game Club  
Gay Straight Alliance  
Inspired  
Interact Club (Rotary)  
Jazz Ensemble  
Madrigal Singers  
Master Minds  
Mock Trial  
Musical  
National Honor Society  
NFL-Student Advisory Council (SAC)  
Pit Orchestra

#### Sports

*FALL*  
Cheerleading- Varsity & JV  
Cross Country - Varsity & JV  
Football -Varsity & JV  
Golf – Varsity  
Soccer - Varsity & JV  
Swimming (Girls)- Varsity & JV  
Tennis (Girls)- Varsity & JV  
Volleyball - Varsity & JV  
  
*WINTER*  
Basketball - Varsity & JV  
Basketball - Unified  
Bowling - Varsity & JV  
Cheerleading – Varsity & JV  
Hockey  
Indoor Track - Varsity  
Swimming (Boys) – Varsity & JV  
Wrestling – Varsity & JV

PTSA	<i>SPRING</i>
Rugby	Baseball - Varsity & JV
Solar Greenhouse	Lacrosse - Varsity & JV
Spotlighters	Softball - Varsity & JV
Student Council	Tennis (Boys)- Varsity
Students Against Destructive Decisions	Track & Field - Varsity & JV
Technology Club	
Venture Yearbook	
Vikingettes	
Viking Vision (TV Production)	
Women of Note Yearbook	

\*The above list was current as of August 15, 2022. Additions and deletions may occur.

### ***Assembly and Auditorium Expectations***

The auditorium is a place for enjoyment and learning. The stage can be used for performance and instruction. Student expectations are as follows:

- Polite and courteous behavior is expected during assemblies.
- Applause is a way of participating and showing appreciation.
- Students must be supervised while in the auditorium.
- Leave all personal items, books, book bags, folders, totes, purses, etc. in the classroom.
- Do not bring food or drink into the auditorium.
- Passage through the halls is to be orderly. Walk quietly as directed. Follow your teachers' instructions and follow all reasonable requests from all school employees.
- We are proud to provide a variety of excellent programs. We expect students to recognize that some performances require active participation and others need only quiet, considerate attention. Please behave accordingly.
- After an assembly, you are to exit the auditorium in an orderly fashion and return to your classroom. Be prepared to resume your class work. Students will be dismissed from the auditorium by announcement.
- In the case of fire or a fire drill, be prepared to listen for instructions to leave the auditorium.

### ***Academic Eligibility for Athletics and Extracurricular Activities***

#### *Eligibility for Student Athletes*

The Niagara Frontier League and NYSPHSAA require that a participating athlete must be a bona fide student in the GICSD. He or she must also be enrolled in (and passing) a minimum of four courses plus physical education in order to participate in interscholastic athletics. Students may appeal this eligibility policy to their building principal at the end of each 5-week grading period. Students who are not meeting these minimum requirements will be required to complete a weekly progress report. Ineligible student-athletes will also be required to attend a mandatory athletic study hall every Friday from 2:30 - 3:45 pm for the duration of their 5-week probationary period. To become eligible, they must improve their grades prior to the next 5-week review period. They may attend practice on a limited basis, but cannot participate in any game or contest during this "probationary" period until they are declared eligible by the building administrator or appropriate designee.

Grand Island Senior High School has a credit-based eligibility policy for students to participate in extracurricular clubs, activities, and interscholastic sports for high school students. Both current and transfer students will be subject to meeting the minimum course credit requirements for the particular grade level, in addition to the current Niagara Frontier League (NFL) standard of passing four classes plus physical education. Students failing to meet this minimum credit requirement will be determined ineligible for the duration of that school year, or until they earn the appropriate number of credits.

The minimum credits a student must complete in order to participate in extracurricular clubs, activities, or interscholastic sports at the high school level is:

<b>Cohort Year</b>	<b>Minimum Credits</b>
Freshman Year	0 Credits
Sophomore Year	4.5 Credits
Junior Year	10 Credits
Senior Year	16 Credits

For more detailed information on eligibility for athletic and extracurricular activities please see the *Athletic and Extracurricular Code of Conduct*.

#### **Attendance**

Student attendance at all classes is expected and will be monitored in conjunction with district policy. A student's attendance rate may factor into their ability to participate in field trips, early release, late arrival, driving privileges, attend school dances, events, and other privileges. Students are required to provide a written parental excuse with parent signature upon return from an absence or when late to school. Written absence notes must include: the student's first and last name, date of absence, reason for absence, parent signature, and parent contact information should we have any questions. Notes are expected to be turned into the Attendance Office following all absences or tardies to school. If a note is not immediately available, students will have up to one (1) school day to turn in the written absence excuse note. Written absence excuse notes with parent signature may also be scanned and e-mailed to the Attendance Office at [gjhsattendance@gicsd.org](mailto:gjhsattendance@gicsd.org). E-mailed notes will only be accepted from e-mail addresses that are included in the Infinite Campus parent contact information. Please be sure to update and verify your contact information through the Parent Portal. Please refer to the Student Expectations section of this document for additional absence and tardy reporting requirements.

#### **Book Bags/ Purses**

Purses, drawstring light-weight tote bags, and messenger/ lap top bags are permitted to be carried during the school day. These required bags must securely fit underneath the student desk and be kept out of classroom aisles. Any of these items that cannot be placed under a student desk should be stored in the student's locker. Book bags are not allowed to be carried during the school day and must be placed in the student's locker upon entering the building.

#### **Buildings and Grounds**

Respect for school property is expected.

1. Keeping the school grounds clean by not littering is essential. There are garbage cans in every classroom, throughout the hallways, and outside of the building for students to utilize.
2. Posters, bulletins, and announcements may be displayed only with the permission of the Advisor/Coach.
3. Students must leave the building after the completion of the academic day. Students may remain in a supervised area after school hours only under the supervision of an advisor, coach, or teacher.
4. Outside or private organizations/groups may not post materials on school grounds, nor can they make PA announcements.

#### **Bus Transportation**

A school bus is an expensive piece of property. Students are expected to be on time and exhibit respectful conduct while riding school buses. Order on buses must be maintained. Any confusion or disorder might distract the driver's attention and jeopardizes the safety of others. *Remember that the driver of the bus is in complete charge. Students must obey his or her directions. Transportation may refuse to transport any pupil who is unruly or uncooperative on a bus. Defacing or damaging seats or other equipment may result in disciplinary action and/or payment of damages.* Students are expected to ride the bus or buses to which they are assigned. Those remaining for after-school activities under the direct supervision of a teacher may ride the late bus. All other students must go home on their assigned buses at the end of the regular school day.

### ***Cafeteria Guidelines***

Underclassmen are assigned to the large cafeteria and seniors to the small cafeteria. Both reduced and free lunches are available for eligible students. Electronic applications are available on the school district website. They can be located by clicking the drop down menu "Departments & Services", and then click the link "Food Services". Paper applications are also available upon request in the High School Main Office. The consequences for inappropriate lunchroom behavior range from a warning to suspension with a loss of privileges. In order to make the cafeteria a pleasant place to eat and socialize, we ask that you:

1. Deposit all lunch litter in wastebaskets.
2. Return all trays and utensils to the dishwashing area.
3. Leave the table and floor around your place in a clean condition for others.
4. Take no food or beverages outside of the cafeteria.
5. Report to the cafeteria promptly.
6. Maintain appropriate volume and language within the cafeteria at all times.
7. Refrain from throwing food/objects.
8. Comply with all reasonable requests from the cafeteria monitors and other staff.

Your adherence to the rules of proper dining room behavior, as established by the *Code of Conduct*, is expected.

### ***Cell Phone Usage***

Student cell phone use during school hours in instructional areas is at the discretion of the classroom teacher, and rarely if ever allowed. If a teacher has temporarily approved classroom use, cell phones and other electronic devices may only be used for instructional purposes. Availability of student Chromebooks for all students should limit the need for cell phones to be used for instructional purposes. Students may not use cell phones at will or in any way that interferes with the ability of faculty and staff to perform their normal operations (instructional or non-instructional). Under no circumstance should a cell phone or other electronic device be used to photograph or videotape on school grounds.

The following procedures will be followed if a staff member observes a student using a cell phone inappropriately or without permission:

1. Staff member asks the student to turn off the cell phone and hand it to the staff member.
2. Student is expected to power off cell phone and hand the cell phone to the staff member upon request. (Student may alternatively be instructed to turn the cell phone into the main office directly after class.)
3. Staff member places the cell phone in an envelope, seals the envelope, and turns it in to an office staff member as soon as practicable.
4. Office staff records the student's name, as well as the date and time that the cell phone was received, signs the envelope confirming receipt of the cell phone, and places in office safe.
5. Teacher will contact parent with details regarding surrender of student's phone.
6. A parent or legal guardian of the student must come to school and provide appropriate identification to retrieve the cell phone.
7. Disciplinary consequences may be applied for use of a cell phone in the classroom, as well as any situation in which a student is insubordinate to any faculty/staff member when asked to turn in cell phone.

Additionally, any student using an electronic device to record or photograph an event in school such as an altercation, another student or employee without his/her knowledge or consent, a private bathroom or locker room area, a school teacher or employee in a classroom, a bus driver on duty, etc., will be subject to discipline up to and/or including school suspension. Any student who is found through investigation to have shared or posted video recording of such events may also be subject to disciplinary action up to and/or including school suspension.

### ***Commencement***

School Board policy mandates that students will be permitted to participate in graduation exercises **only** if all necessary graduation requirements established by the school district and the State of New York are completed prior to the date of such graduation. Only those students who complete diploma/ credential requirements will be allowed to participate in commencement exercises. Proper dress is required. Any student involved in a senior prank will be offered due process, and if found guilty may be denied the opportunity to participate in the graduation exercises at the discretion of the building administration.

### ***Computer Lab, Library Lab & Computer Use Rules***

The GIHS Computer Lab is open on a limited basis during school hours. Computers are also available throughout the day in the school library. Each has a wide range of software and hardware available. Help and instructions on the usage of the software and equipment are usually available from the school librarian, library aide, or classroom teacher.

In addition, each student at GIHS is issued a Chromebook for instructional use. Students are expected to use district-issued Chromebooks for school-related and school-appropriate purposes only. Students who use district-issued Chromebooks or school Google accounts to search inappropriate content or for other non-instruction purposes may receive disciplinary consequences or removal of account and/or Chromebook use privileges. Students who are experiencing difficulty with their Chromebooks should see the librarian or library assistant for assistance.

Students are required to follow the acceptable use policy before being allowed access to any High School computers. Student data files and other electronic storage areas will be treated like school lockers. This means that such areas shall be considered to be School District property subject to control and inspection. The computer coordinator may access all such files and communications to ensure system integrity and that users are complying with the requirements of this policy and accompanying regulations. Students should NOT expect that information stored on the school devices or server should be private. Students should also not consider school-issued Google accounts, including email, messaging features, or search features to be private.

Some examples of behaviors that are considered unacceptable in a computer lab include: loud talking, possession of food or drink, playing any electronic or software games, unauthorized software or software downloads, and the use of Internet for non-academic purposes as per AUP section 3.

### ***Corridor (Hall) Conduct***

Students are expected to exhibit appropriate behavior in the halls at all times. While classes are in session, students must be in possession of a hall pass/passbook card to be allowed in the corridors or restrooms of the building. Students must comply with all reasonable requests from any school employee. When a staff member requests to see a pass or passbook card, it must be presented immediately. Failure to have a valid pass will result in disciplinary action. Obtaining a pass is the responsibility of the student. Students are issued one hall pass card per semester. Students who lose the hall pass may make an appointment with an administrator to request a replacement once per semester.

### ***Credit Recovery/ APEX***

Some students may be enrolled in credit recovery courses. The district believes credit recovery, online learning, or remedial work is not a replacement for classroom instruction. Credit recovery is only approved on a case-by case basis by the building principal in situations in which a student is credit deficient or unable to re-take a class due to extenuating circumstances. All students enrolled in credit recovery programs should be approved through guidance AND building administration. Students enrolled in credit recovery courses are expected to complete the course within the reasonable timelines given. Failure to do so will result in denial of credit and force the student to re-take the course or attend our regular summer school program.

For those students who take summer school or credit recovery, the final course average from the school year (or previous year) must be weighted 20 to 25% of the final grade in the calculation of the summer school or APEX grade. If the final grade is below a 65 and the student passes summer school or APEX, a grade of a 65 will be used.

### ***Dances***

Dances and Proms at GIHS are held for Grand Island High School students. All school rules are in effect at a dance. Some dances may provide students with an opportunity to bring a guest. All guests must be under 21 years of age, a student in grades 9-12 (or equivalent if homeschooled), and be pre-registered and approved by high school administration. One guest is allowed per GIHS student. Permission forms are available in the Main Office. All forms MUST be completed by the announced deadline or the guest will not be approved.

Once you enter the dance, you are expected to remain until you are ready to leave. Those leaving the dance will not be readmitted. No one will be admitted one hour after the dance has begun. Appropriate dress is required. Any student who is deemed to be dancing inappropriately by chaperones or administrators (i.e. grinding, bent over with hands on the ground, rAes pulled up, etc.) are subject to removal from the dance. Students who attend dances must have been present at school on the day of the dance. Student searches of bags/purses, pockets, and belongings brought to the dance will be conducted to ensure student safety. Any student who must bring medication for a

medical condition, must have prior nurse approval to have the medication on their person while at school. Students are expected to inform the adult searching their belongings of the school approval for medication, or have the school nurse provide the administrators with prior approved medication carry for the specific dance.

#### ALL SCHOOL RULES ARE IN EFFECT

- Those leaving the dance will not be readmitted.
- No one will be admitted to the dance 1 hour after it has begun.
- Appropriate dress is required. Not all dances are a formal event, but please do not wear anything short or revealing (i.e. no short skirts, plunging neck lines, etc.)
- Appropriate dancing is expected.
  - o No dresses pulled up
  - o No one should be bent over dancing
  - o No hands on the ground
  - o No suggestive maneuvers (i.e. grinding, twerking)
- No wandering hands.
- Students possessing, using, or under the influence of alcohol or illegal drugs will be subject to immediate removal from the dance and will receive additional disciplinary consequences.

#### CONSEQUENCES FOR INAPPROPRIATE BEHAVIOR:

- Temporary removal or time-out from the activity.
- Complete removal from the dance or activity.
- Inability to participate in future dances or extra-curricular events.

#### ***Dignity for All Students Act (DASA)/ Bullying and Harassment***

The Board of Education affirms its commitment to nondiscrimination and recognizes its responsibility to provide an environment that is free of harassment and intimidation. The Board prohibits and condemns all forms of harassment on the basis of race, color, creed, religion, sexual orientation, national origin, political affiliation, sex, age, marital or veteran status, or disability by employees, school volunteers, students, non-employees such as contractors and vendors, as well as any third parties who are participating in, observing, or otherwise engaging in activities subject to the supervision and control of the District. The term race includes traits historically associated with race, including but not limited to, hair texture and protective hairstyles such as braids, locks, and twists. The Board also prohibits harassment based on an individual's opposition to discrimination or participation in any related investigation or complaint proceeding under any Discrimination and Harassment statutes and policies. This policy of nondiscrimination and anti-harassment will be enforced on School District premises and in school buildings; and at all school-sponsored events, programs and activities, including those that take place at locations off school premises.

The School District will act promptly to investigate all complaints, either verbal or written, formal or informal, of allegations of harassment and/or discrimination based on any of the characteristics described above of which the District is made aware; and will promptly take appropriate action to protect individuals from further harassment and/or discrimination.

It is the intent of the Board that all policies and/or regulations governing harassment, inappropriate behavior, discrimination, and/or hate crimes shall be read consistently to provide the highest level of protection in the provision of employment and educational services and opportunities. However, it is specifically recognized, that different treatment of any member of the above-named groups which has a legitimate, legal and nondiscriminatory or nonharassment reason shall not be considered in violation of District policy.

Sexual Harassment Policy - Sexual harassment is a form of discrimination. (Title IX of the Education Amendments of 1972.) Federal regulations define sexual harassment as "unwelcome sexual advances, request for sexual favors and other verbal and physical conduct of a sexual nature." It is the policy of the Grand Island Central School District to maintain a learning and working environment that is free from sexual harassment, and the school district therefore prohibits any form of sexual harassment in the workplace and school buildings or at school sponsored activities and events where staff and/or students are in contact with each other.

It shall be a violation of this policy for any student or employee of the district to harass a student or employee through conduct or communication of a sexual nature as defined by this policy or prohibited by law.

The school district will act to investigate all complaints, formal or informal, verbal or written, of sexual harassment and to discipline any student or employee who sexually harasses a student or employee of the school district.

#### Examples of Sexual Harassment

Sexual comments, jokes, gestures, looks, insults, sexual pictures, photographs, illustrations, messages or notes; blocking or cornering a person in a sexual way, sexual threats; pulling at clothes in a sexual way; spreading sexual



rumors or making innuendos; touching, grabbing, or pinching in a sexual way; intentionally brushing against a person in a sexual way; sexual activity or intimidation in the workplace; forcing a person to do anything sexual, including kissing; sexual graffiti; sexual computer messages.

Any student who believes he or she is a victim of sexual harassment should report it to a teacher, school counselor, or administrator. All reported cases of harassment will be investigated. (A student incident report form is available in the Main Office.)

#### WHAT TO DO IF YOU ARE HARASSED:

##### DO

- Trust your instincts.
- Speak up. Tell the harasser you do not like his/her behavior.
- Document in detail. Record dates, times, incidents, and possible witnesses.
- Tell someone about it. Get emotional support.
- Inform someone in authority if the behavior continues or of any threatening, intimidating, or retaliatory behavior.
- File a formal complaint.

##### DON'T

- Assume the behavior will stop if you ignore it.
- Try to deal with severe harassment alone (even the first time). Get help.

#### YOUR RIGHTS AS SOMEONE WHO HAS BEEN HARASSED:

When reporting the incident you have the right to:

1. Have someone of your choice present with you when you talk to the complaint manager (friends, parents, school employee -- teacher, counselor, administrator, etc.).
2. Not confront the harasser at this time. (This may become necessary at a later time.)
3. Be listened to and taken seriously.
4. Stop the interview and take your complaint to another authority if your complaint is being handled inappropriately.

#### YOU CAN EXPECT THAT:

1. Your complaint will be taken seriously and investigated.
2. Every effort will be made to handle the complaint discreetly and with as much confidentiality as is possible.
3. Your name will be provided to the harasser when he/she receives the complaint.
4. The investigation will begin immediately and in a timely manner.
5. You will be informed as to the progress of the investigation.
6. You will be informed as to the result of the investigation (but perhaps not given details of specific consequences).
7. You may have to testify in front of the harasser in the presence of the appropriate authorities. You will have the right to have someone of your choice present with you.

#### YOUR RIGHTS AS AN ACCUSED:

When receiving a complaint against you with respect to sexual harassment, you have the right to:

1. Have someone of your choice present with you when you talk to the complaint manager.
2. Be given the name of the person making the complaint (at appropriate time).
3. Be given the specifics of the allegation(s).
4. Be given the opportunity to respond to the allegations.
5. Provide the names of persons for whom the investigator may want to speak to and/or interview.

#### YOU CAN EXPECT THAT:

1. The investigation will begin immediately and in a timely manner.
2. You will be informed as to the progress of the investigation.
3. You will be warned not to contact the complainant.
4. All persons included in the complaint and investigation will be warned that retaliation of any form with respect to the complaint will be responded to in a severe disciplinary manner.

5. If warranted, remedial steps will be taken and could include suspension and/or expulsion.
6. If warranted, the complaint and remedial steps will become part of your school discipline/cumulative record.

#### REPRISAL:

The school district will discipline any individuals who retaliate against any person who reports alleged sexual harassment or retaliates against any person who testifies, assists, or participates in the investigation, proceeding, or hearing related to a sexual harassment complaint.

#### ***Dress Code***

All students are expected to give proper attention to personal cleanliness and to dress appropriately for school and school functions. Students and their parents have the primary responsibility for acceptable student dress and appearance. Teachers and all other district personnel should exemplify and reinforce acceptable student dress and help students develop an understanding of appropriate appearance in the school setting. A student's dress, grooming and appearance, including hair style/color, jewelry, make-up and nails shall:

1. Be safe, appropriate and not disrupt or interfere with the educational process.
2. Ensure that underwear is completely covered with outer clothing.
3. Include footwear at all times. Footwear that is deemed inappropriate and/or a safety hazard as determined by the Administrator will not be allowed.
4. Jewelry shall not be worn during the participation of athletic events and physical education including, but not limited to, any body piercing.
5. Not include items that are vulgar, obscene, libelous or denigrate others on account of race, color, religion, creed, national origin, gender, sexual orientation or disability.
6. Not include the wearing of hats in the building and/or classroom except for a medical, religious or relevant instructional purpose.
7. Not promote and/or endorse the use of alcohol, tobacco or illegal drugs and/or encourage other illegal or violent activities.
8. Recognize that extremely brief garments such as tube tops, halter tops, midriffs, plunging necklines (front and/or back) short shorts, muscle shirts/tank-tops and see-through garments are not appropriate.

Students who violate the student dress code shall be required to modify their appearance by covering or removing the offending item and, if necessary or practical, replacing it with an acceptable item. Any student who refuses to do so shall be subject to discipline, up to and including in-school suspension for the day. Any student who repeatedly fails to comply with the dress code shall be subject to further discipline, up to and including out-of-school suspension. The student dress code includes, but is not limited to school, school dances, and school related functions.

#### ***Dropping/Adding Courses***

All GIHS students are required to be matriculated in a minimum six (6) courses and physical education each semester. One of the six courses may be a supplemental academic service (i.e., AIS, Tutorial, Academic Support, Study Skills, Independent Study, etc.).

Dropping and adding of courses is only considered in rare situations. The only instances where course changes may be made at the beginning of the school year are the following:

- There is an extenuating circumstance (i.e., academic, emotional, or physical reason) that results in the student's inability to remain in the course.
- The academic plan has changed due to the recommendation of the CSE, IST, or other intervention team.
- The student has been misplaced in a course based upon his/her successful completion of previous coursework.
- Student is not enrolled in enough classes to be considered full-time.
- Missing lunch. (May not pertain if student requested not to have a lunch when course planning was decided.)
- Missing a course required for graduation.

### Dropping a Course

The following steps must be taken before course drops/changes will be considered:

- Student has expressed concerns with teacher and has actively sought remediation.
- Student discussed concerns with parents or guardian.
- Student and parent have a formal meeting to discuss concerns with the teacher.
- Parent conference is arranged between student, parent, teacher, and school counselor.
- Parent and student meet with a building administrator. Administrator will make the final determination.
- If a decision is made to drop a course:
  - Before the end of the 5<sup>th</sup> week of a 1<sup>st</sup> or 2<sup>nd</sup> semester course, the course will not be noted on the report card or transcript.
  - After the 5<sup>th</sup> week of the course, any drop will be noted on both the report card and transcript and a grade of a "drop 50" will be used as the student's final average for the course. This 50 will be calculated into the students' overall GPA and calculated to determine the student's overall class rank.

### Adding a Course

It is strongly recommended that courses be added no later than the first week of the semester within which the course commences.

### ***Early Dismissal/Leaving the Building***

Students who need to be dismissed early for an appropriate reason (i.e., doctor, dentist, funeral service) are to bring a written excuse to school on the date of, or prior to, the early dismissal date. A phone call alone is not adequate notice. The excuse must be written by a parent/guardian and include the following: first and last name of the student, date of the appointment, time of the appointment, time student is expected to be released from school, whether the student will be returning to school after the appointment, parent signature, and a contact number for the parent/guardian should there be any questions regarding the early dismissal. A scanned note with parent signature may also be submitted electronically the day prior to the GIHS attendance office via e-mail at [gihsattendance@gicsd.org](mailto:gihsattendance@gicsd.org) or via fax at (716)773-8951.

Parents and students are encouraged, whenever possible, to schedule appointments after school so as not to disturb the learning process. When a student leaves, he/she must sign out in the Attendance Office and be excused before leaving. Those not following this procedure cannot be excused. Students who walk out of school without properly signing out will be subject to disciplinary consequences.

### ***Excuses***

When a student is absent from school, it is necessary for him/her to return with a written excuse from his/her parent or guardian and provide a reason for the absence. The school will determine whether each absence is excused or unexcused based on NYS guidelines. Students may be excused from gym for up to a week with a note from their parent. If a longer period of time is required, a doctor's note is necessary. Parents/Guardians of students who are absent are expected to call the Attendance Office at (716)773-8884 to report the absence and explain the reason. The Attendance Office opens at 6:45 a.m.

### ***Exams***

Final exams are required in ALL courses that result in earning academic credit. Students who do not take the final exam automatically fail the course regardless of their classroom average. If a student or parent appeals this rule it must go directly to the building principal. He or she will consider only if extenuating circumstances exist. The principal will consult with the classroom teacher before making a final determination. Students are expected to be on time for the exam. Students taking AP exams are expected to attend all classes on the day of their exam.

### ***Fines***

Fines may be issued for overdue text, library books, fundraisers, sports equipment, etc. The payment of one's bills is the responsibility of the student. Students owing such debts may not be allowed school privileges until the debt is satisfied or the items are returned in proper condition.

### ***Free/Reduced Lunch***

Students qualifying for a free or reduced lunch may pick up an application from the Main Office. Pay-in-advance packages are available through the Director of Food Services.

### ***Emergency School Closings***

All announcements concerning closing of schools because of inclement weather or other reasons will be announced on these radio and television stations:

<u>WGR</u>	<u>WBEN</u>	<u>WNED</u>	<u>WUFO</u>	<u>WECK</u>	<u>WHLD</u>
550	930	970	1080	1230	1270
<u>WLVL</u>	<u>WBUF</u>	<u>WBLK</u>	<u>WJYE</u>	<u>KISS</u>	<u>WHTT</u>
1340	92.9 FM	93.7 FM	96.1 FM	98.5 FM	104 FM
<u>WYRK</u>	<u>WNSA</u>	<u>WGRZ</u>	<u>WIVB</u>	<u>WKBW</u>	<u>YNN</u>
106 FM	107.7 FM	CH. 2	CH. 4	CH. 7	CH. 9

In addition, an automated call will be placed to all students' homes. Please do not call the school or the stations. Listen to the early morning broadcasts and you will hear if the school is closed for that day. No announcement means that school is open.

### ***Field Trips***

Field trips are designed to enhance the educational experiences of the classroom. Since it is a school-sponsored event, all expectations of the school day are in effect during the field trip. The requests of teachers, staff, and chaperones are to be followed.

A student's attendance rate, discipline, and academic standing may be a factor in their participation in such field trips. Students must be in school on time on the day of a field trip in order to participate.

### ***Fire Drills***

It is required by law that a specific number (currently 8) of fire drills be carried out each year while school is in session. False fire alarms and bomb threats will be reported to the police.

### **Fire Drill Instructions:**

In order to exit in an orderly and safe fashion, whenever the bell sounds, please do the following:

1. Follow designated exit instructions.
2. Exit the building in a single file line.
3. Walk, do not run, from the building.
4. NO talking while exiting or returning to classrooms and the school building.
5. Proceed to a distance approximately 100 feet from the point of exit.
6. Report to your assigned teacher for attendance once you have reached a safe distance from the building
7. When the all clear is sounded, all students will return to their last assigned classroom in the same orderly fashion.
8. If a full evacuation is required, student attendance will be taken using an alphabetical system with preprinted folders, in a designated location.

*Note: Fire drills are very important and serious exercises that may save your life. All are expected to act accordingly.*

### ***Fund Raising***

School organizations may sponsor fund raising projects with the approval of the building administration. Fundraising cannot conflict with the instructional program during the school day. Such projects must have a specific purpose and be in accord with Board of Education policies. Project profits shall be used to enhance school programs with the expenditures not normally funded by the district. Students may not conduct individual fundraisers for self-profit. Students should not be selling items during the school day, unless special approval has been given by high school administration.

### ***Grading Policies & Procedures***

Report cards are posted (4 times) during the school year. They are available on the parent portal. Parents/guardians should examine the parent portal regularly and monitor a student's achievement and progress over the course of the academic year. Students are also expected to monitor their grades in the student portal and communicate any concerns to their teachers.

A final examination or other approved final assessment will be required for each semester and full year credit-bearing course. Grades of S or U will be given in any course that is not credit bearing (i.e., AIS, Tutorial, Reading, Science Labs). In order to receive a final grade for each course, students are required to attend and/or complete the final assessment. (See Exams Section). The final grade for each course, as listed on the student's report card and permanent record, is derived from averaging each quarter mark and the final examination. This grade determines whether a student passes or fails the course. A 65 or above will earn course credit. All incomplete grades must be made up within three (3) weeks of the end of the quarter or the grade becomes a 50. For those students who attend summer school or credit recovery, the final course average from the school year (or previous school year) must be weighted 20% to 25% in the calculation of the summer school or APEX grade. If the final grade is below a 65 and the student passes summer school or APEX, a grade of a 65 will be used.

Repeating a course, which is typically referred to as "20 and out", is when a student repeats a course during the next academic year. Students who demonstrate an understanding of the content may "pass out" of the course if he or she has a minimum average of 65 using the four highest marking period grades from any of the school years in which he/she was enrolled in the class. He or she may also be expected to pass the culminating Regents/local exam (if applicable).

The honor roll is based upon a 100 point unweighted numeric system. If a student earns an incomplete or an unsatisfactory in any course they will not be eligible. If an incomplete is completed in a timely fashion (generally within two weeks), and he or she has met the appropriate criteria, he or she may be placed on High Honor, Honor, or Merit Roll, with the principal's permission. This recognition will be calculated each quarter and at the end of the school year. A student must have the following unweighted average in order to qualify for these distinctions:

High Honor Roll	95-100
Honor Roll	90-94.99
Merit Roll	85-89.99

The weighted average of a student's grades is used to determine his/her rank in class. The weights of the courses depend upon their level of difficulty. Courses will be weighted as follows:

Level 1.00	All electives and other non-Regents courses
Level 1.01	Courses preparing students for a final state Regents exam or equivalent
Level 1.03	All honor courses and college level courses through a 2-year community college

#### ***Health Office/School Nurse***

School Health services are designed to protect and promote the health of all students and school personnel. Among the services provided to the students are:

1. First-Aid treatment for injury or sudden illness.
2. Sports physicals.
3. Mandated physicals.
4. Yearly scoliosis screening.
5. Yearly vision and hearing screening for all students.

**Any student requiring medication during the school day, during after-school sports/extracurricular activities, or during school dances must be under the supervision of the school nurse.** Medications must be kept in the health office and will be administered under the regulations as mandated by State Education Law. Students must have a written order from a physician and parental permission in order to be administered in the Health Office. This includes all over-the-counter medications, such as cough drops, ibuprofen, and aspirin. Students are not allowed to carry medication unless they have a medical/parental permission form on file in the health office to carry and self-administer their emergency medications, such as epinephrine or an asthma inhaler.

All student vaccinations are kept on file in the nurse's office. If a student doesn't have the required vaccinations on file in compliance with state mandated deadlines, he or she may not be able to attend school as per NYS regulations.

### ***Home Instruction***

Students who are homebound or hospitalized because of illness, accident, mental health, or other disabling conditions, are eligible for home instruction if a doctor certifies that the anticipated absence will be at least 20 school days. Parent requests for home instruction services must be directed to the Office of Pupil and Personnel Services. Parents must complete and submit the Home Hospital Instruction Form, which is available on the district Pupil and Personnel Services webpage. The Assistant Superintendent for Pupil and Personnel Services will then review the information and a meeting will be arranged to determine eligibility. If approved, home instruction is provided for a period of 30 days, and will be required to be reviewed at the end of the 30 days to determine whether an extension may be granted, if requested.

### ***Honor Society***

The Grand Island Chapter of the National Honor Society of Secondary Schools is chartered by the National Council of the National Honor Society. A student is eligible for membership during junior and senior year, if the student has attained a minimum weighted cumulative scholastic average of 93%-and, in the opinion of the selection committee, evidences strong character, leadership, and service to his or her community in the school. Specific eligibility, selection procedures, and due process rights are explained in the Academic Planning Guide. Students should contact the National Honor Society advisor for clarification or questions regarding NHS eligibility or membership.

### ***Homework Requests***

Students should discuss absences with their classroom teacher and are expected to take responsibility for making up all missed work on their own. Students may not be allowed to make up missed work if the student's absences were considered unexcused. When a student is absent from school for two or more days, parents may contact the Guidance office to request their child's school work. Please provide 24 hours' notice (if possible) to allow sufficient time for the gathering of work. The requested work must be picked up at the Guidance Office prior to 3:30 p.m. Parents are required to call ahead to schedule an appointment to pick up work. Most, if not all, work should be available through the Google Classroom or through other electronic means. Parents are encouraged to contact their child's teachers regarding questions about missed work.

### ***Insurance/Injury***

The school district provides blanket insurance coverage for all students, including participation in extracurricular activities, after personal liabilities limits are reached. Additional information may be obtained by contacting the business office. In all cases, proper forms must be completed. The school nurse should be made aware of any injuries that occur during the school day. Coaches and club advisors should be informed of any injuries that occur at an extracurricular activity.

### ***Internships (Career Exploration Internship Program)***

The GIHS Career Exploration Internship Program (CEIP) is the only internship program approved by both the New York State Education Department and the New York State Department of Labor.

This school-to-work transition program offers students:

- Career-related experiences that will enhance the probability of informed, rational decisions regarding career choices.
- An opportunity to gain knowledge, skills, and abilities necessary for successful employment in an occupational area.
- An opportunity to explore educational requirements, current trends, and the career outlook in a specific job area.
- Interaction with role models who exemplify the values, attitudes, and professional performance required for success in that field.

CEIP includes: A minimum of 57 hours of non-paid on-site experience under supervision, 27 hours of classroom instruction by the school's internship coordinator, and on-site visitations by the internship coordinator.

Upon satisfactory completion of the program, the student will receive one-half (0.5) credit toward graduation requirements. A variety of internship sites have been used. Please see the Business Department for more information.

### **Library**

The GIHS Library is open before, during, and after school each day. The library has an automated catalog and subscribes to several on-line and print newspapers and periodical indexes. A number of encyclopedias and curriculum-based programs are available. Older issues are available on microfiche and copies of articles may be printed as needed. Materials not available in this library may be requested from other libraries through the Erie 1 BOCES School Library System. Students are encouraged to select books for recreational reading in addition to those needed to complete classroom projects. Library books may be checked out for a period of up to three weeks and it is expected they will be returned on time. Replacement costs must be paid for lost or damaged materials.

Students wishing to use the library during study hall must report to their study hall first. Study hall teachers will provide a pass to the library only if access is available on that day. Students should only be using the library during study hall if they have work that requires the use of its computers or other resources. If the library is full, students will be sent back to study hall. Food and drinks are NOT allowed in the library or the library classroom at any time. Students are not allowed to use cell phones while in the library or library classroom. Students who do so may receive disciplinary consequences.

### **Lockers**

Lockers are assigned to each student at the beginning of the year. They are school property and subject to search at any time. Students may not tamper with any locks or lockers. Students are not to change or share lockers/locker combinations with other students. Interior locker decorations must be decent and appropriate. Lockers should be locked at all times and personal items should be left at home to be completely safe.

Students are expected to provide a personal lock for lockers used in the locker room for physical education classes and/or sports. Failure to lock up belongings that are in the lockers may result in theft of belongings, and it is unlikely that the school will be able to locate the stolen items. It is important that locks are used at all times on lockers.

### **Lost and Found**

Lost or misplaced articles should be taken to the Main Office where they will be kept until the end of the month. If you lose an item at school, please check with the main office to ask whether it has been turned in.

### **Make up Work**

Any student absent from classes for legal reasons, including suspension, is expected to make up all work missed. It is the responsibility of the student to see his/her teachers to obtain the work, and to seek help if needed to make up the work. If a student is unsure how to do so, or requires assistance, he/she should meet with his/her school counselor to discuss the matter. Allowance for making up missed work for unexcused absences is at the discretion of the classroom teacher.

### **Occupational/ Career and Technical Education (Ken-Ton and Harkness BOCES)**

Students who return from a morning or mid-day Ken-Ton/Harkness CTE program are to report to the Attendance Office to sign-in. Students who are leaving for an afternoon Ken-Ton/Harkness program are expected to report to the Attendance Office to sign out. Students who need to be excused from attendance following return from the CTE programs are required to provide a parent note with proper documentation of the reason for the release (see *Early Dismissal section*).

### **Parking/Driving on Campus**

Due to the limited space, student parking at GIHS has traditionally been a senior privilege. Seniors who want to drive to school and park on campus should request a parking permit application from the main office. BEFORE parking on campus, the application with all required materials must be submitted to the main office for administrative approval. Students who park on campus without completing and submitting the proper materials for approval may be subject to having their vehicle towed or ticketed.

The Grand Island School District is not responsible for vehicles parked in school parking lots, but reserves the right to ticket or tow violators, as well as suspend or revoke school parking privileges. Repeat or serious offenders will be handled by the local police. All vehicles on school property are subject to search. All student vehicles parked on the school grounds MUST have the proper high school parking permit.

The following student parking requirements must be adhered to at all times, or parking privileges may be revoked:

1. All students and their vehicles must be registered with the Main Office, and a valid parking sticker must be displayed.
2. Students are to park in the designated rear lot. Students do not have permission to park in the front lot or in parking areas designated for teachers or other school personnel.
3. The maximum speed limit on school property is 10 mph. Pedestrians always have the right of way. Drivers must be cautious and courteous. Screeching tires by sudden starts or stops is not allowed.
4. All automobiles in the student parking lot must be locked with keys kept in the possession of the owner/driver.
5. All students who drive are required to be on time for school and must enter the building as soon as they arrive. Parking lots are off limits for students, except during their arrival and dismissal times.
6. Students will not be allowed to return to their vehicle for items once the student has entered the school building.
7. Students breaking any driving rules will lose their parking privileges.
8. Students attending BOCES CTE programs are encouraged to ride the bus. Senior students who want to drive may do so by obtaining a permit from the principals of both schools.
9. Any student who does the following may have their permit revoked:
  - a. Unsafe or illegal actions with the vehicle.
  - b. Late arrival at either school.
  - c. Leaving either school before the appropriate release time.
  - d. Parking in faculty or staff areas.
  - e. Not maintaining 90% attendance, passing grades in all academic courses, and a good discipline record.

#### ***Parent-Teacher (Individual) Conferences***

Parents are encouraged to request teacher conferences at any time they are deemed necessary. Please call the school to talk with a teacher or to arrange for an appointment to meet with a teacher. We especially encourage you to request a meeting when your student is not demonstrating adequate academic progress in a course, is showing a change in performance that puts your child at risk for failing the course, or is demonstrating behavioral difficulty in a class that is resulting in disciplinary consequences. Parents are encouraged to contact teachers through email to request a conference. Teachers are not available by telephone during the school day.

#### ***Late Arrival/ Early Dismissal***

Late Arrival and Early Dismissal will be issued to eligible seniors only as a senior privilege pursuant to scheduling availability. Forms are available in the Counseling Offices. Students should contact their school counselor to discuss the deadlines for completion of these requests. This privilege may be revoked for students who demonstrate poor attendance, arrive late to class or leave earlier than their assigned release time, fail any academic courses, or demonstrate disciplinary issues.

#### ***Physical Education Excuses & Make-ups***

Anyone in need of a medical excuse from physical education should see the school nurse for instructions. The school nurse may require a doctor's note for physical education restrictions that will occur for an extended period of time. Please be aware that no passes from study hall or lunch are to be issued for the physical education area.

All PE class make-ups must be completed after school in the pool or weight room. Students are required to speak directly with their PE teachers to schedule a date and time to make up PE class work. There are no physical education make-ups during the school day. Students are required to participate in physical education every semester, and achieve two (2.0) course credits of physical education in order to graduate from high school in New York State public schools.



### ***Repeating a Course or Exam***

Students who do not pass a course may recover course credit in several ways:

- 1.) Summer School- Students may enroll in summer school and work to demonstrate an understanding of the content in any courses that are offered. Summer school courses are typically offered in core academic areas and the decision concerning which courses are offered will be made on an annual basis. A student's final grade during the school year is weighted into the final summer school grade.
- 2.) Repeating a Course (typically referred to as "20 and out")- Students may repeat a course during the next academic year. Students who demonstrate an understanding of the content may "pass out" of the course if he or she has a minimum average of 65 using the four highest marking period grades from any of the school years in which he/she was enrolled in the class. He or she may also be expected to pass the culminating Regents/local exam (if applicable).
- 3.) APEX Online Credit Recovery- APEX online credit recovery is a form of recovering credit that is reserved for students at high-risk of not graduating, using an online program. Only students who are considered at-risk and are deficient in academic course credits will be considered. APEX will also be offered in special cases in which repeating a course is not possible due to high enrollment numbers, or the course is not being offered. The principal, working with the building IST team, will make the final determination as to whether a student qualifies to use APEX as an option for credit recovery. A student's final grade during the school year is weighted into the final APEX grade.

Those who would like to retake a Regents exam to raise their grade may do so by making arrangements with their school counselor. Both the original and repeated exam grades will be listed on the student's transcript.

### ***"The Rock"***

"Painting" the Rock is a senior privilege. The expectation is that the paint is **only** on the rock, not on the sidewalk, grass, curbs, or parking lot. All content is expected to be school appropriate.

### ***School Day***

The student school day for the 2022-2023 school year is 7:34am – 2:20pm. Students are expected to be in class and ready to learn when the warning bell sounds at 7:32am. Students may enter the school building at 7:15am for breakfast only. Students who choose to eat school-offered breakfast must stay in the Viking Mall until the hallway monitors release them to their classes.

### ***Science Labs***

Regents' exams in Science (Earth Science, Biology, Chemistry, & Physics) all carry a lab requirement in order to take the Regents exam. All laboratory exercises must be complete and submitted to the appropriate instructor by June 1 to be eligible for the Regents examination. Science labs will be graded with an S or a U.

### ***Students' Emergency Information***

It is **essential** that the school know how to contact parents in case of an emergency. Please make sure that your current home phone number, work phone number for one or both parents, and an emergency phone number are reviewed and updated annually in the parent portal and at any time during the school year if the contact information changes. This contact information is critical in the case of an emergency during the school day. If you need assistance with changing your contact information in the parent portal, you may contact the District Office.

### ***Student Services (Guidance Office)***

GIHS provides guidance and counseling services for each student. These services are based on the belief that every student is a unique individual who has varying interests, skills, and talents. School counselors help students learn about themselves, their interests, their values, and their abilities, so that each student can reach his/her full potential. School counselors provide students with opportunities to secure and interpret information, to explore alternatives, to reach decisions, and to carry out plans of action. School counselors help students in the decision-making process and work with them to accept responsibility for their decisions and actions. In addition, school counselors assist parents and teachers through their specialized knowledge and skills. They keep up to date on the constantly changing information about careers, academic requirements, and post-secondary education opportunities that will benefit the student. Please see the Course Catalog for more specific information regarding counseling and career services.

### ***Student Restrooms***

Student restrooms are located throughout our high school for student use. These include multi-stall gender-specific, as well as single-use gender-neutral facilities. Students are expected to obtain a pass from a teacher and sign out of the classroom according to the classroom procedures. At no time is there to be more than one student in a stall in the multi-stall restrooms or in a single use restroom. Students who are in violation of these expectations are subject to disciplinary consequences, and will be subject to search if suspected of vaping or other drug/alcohol use.

### ***Textbooks***

Textbooks are the property of the Grand Island Central School District. It is the student's responsibility to take care of books issued by the school. Students and parents should be aware that textbooks are costly. The district will require students to pay for lost or damaged books. Payment for a stolen, lost, or destroyed text is the responsibility of the student. Some classes may require students to purchase review books for personal use. Parents will be informed in advance of any required purchases for a course.

### ***Visitor Policy***

Student visitors are not allowed during the school day. Grand Island High School does not offer shadowing to any student who is interested in attending our school.

### ***Working Papers***

Working papers for students ages 14-17 can be obtained in the Health Office daily from 7:25 am to 2:25 pm. The school reserves the right to review, and potentially revoke, the working paper application if it is determined that the student's job interferes with his/her school performance. Students who are failing courses, not attending school regularly, or found to be working during times that they are scheduled for courses, may have their working papers revoked. During summer or other holiday breaks working paper requests should be directed to the District Office.

# Expectations for Students

The basic rules of GHS include the following Viking Values:

- Be Respectful
- Be Responsible
- Be Safe
- Be Compassionate

We believe that students are responsible for themselves and their own behavior. Therefore, we assume that violations of school rules are conscious decisions made by those students. Appropriate school behavior, in line with our Viking Values and our district Code of Conduct, is expected. All behavioral, academic, and eligibility expectations will be reviewed with students during the first week of school. It is the responsibility of each student to know and follow these expectations.

## A. Attendance/ Preparedness

### ***Attend Class and be Prepared***

All students are expected to attend school daily, be on time to all classes, follow their schedules, and remain in the building until dismissal. **Promptness is defined as being in the class when the bell rings.** Teachers expect that students will come prepared for each class. This means having Chromebooks, textbooks, pen or pencil, notebooks, homework, and all other required materials with you when you arrive in class. In class, teachers will expect students to take notes, become part of discussions, and ask questions if clarification is needed or you don't understand something. Read assignments and handouts as assigned.

GHS strongly believes that there is a direct correlation between academic success and school attendance. School attendance is monitored on a period by period basis and parents of students who exhibit irregular attendance patterns may be contacted on a daily basis if they are absent. Parents must contact the school's attendance office (716-773-8884) when their student will be absent. Students are required to provide a written parental excuse with parent signature upon return from an absence or when late to school. **Written absence notes must include: the student's first and last name, date of absence, reason for absence, parent signature, and parent contact information should we have any questions.** Absence notes are expected to be turned into the Attendance Office following all absences or tardies to school. If a note is not immediately available, students will have up to one (1) school day to turn in the written absence excuse note. Written absence excuse notes with parent signature may also be scanned and e-mailed to the Attendance Office at [gihattendance@gicsd.org](mailto:gihattendance@gicsd.org). **E-mailed notes will only be accepted from e-mail addresses that are included in the Infinite Campus parent contact information. Please be sure to update and verify your contact information through the Parent Portal.**

Students who do not submit a written parental excuse to the Attendance Office within one school day of their return to school will be considered illegally absent and may be subject to disciplinary consequences. Chronic absences place a student at-risk for failure and may require a parent conference. Chronically absent students who are of compulsory age for school attendance may be reported to Child Protective Services, in accord with New York State reporting requirements for educational neglect.

### ***Attendance Procedures***

1. Students report directly to their first period class (homerooms) when they arrive at school. Attendance is taken in first period class. Students should be in class by 7:34am.
2. Students who arrive late are to report directly to the Attendance Office to submit their written excuse note with parent signature (and information outlined above) and receive a late arrival pass. The late arrival pass admits students to classes. *(Please refer to the information contained in the Tardiness to School section below for additional information.)*
3. Students who are absent from school should bring a written absence excuse note (as outlined above) upon their return. If an absence excuse note is not provided upon return, students will have up to one (1) school day following an absence to bring in the written parental excuse. Written absence excuses with parent signature should be brought directly to the Attendance Office. Unexcused absences (no written excuse received) are reported as unexcused days of absence. When a student is absent unexcused without parent consent, he/she

may be considered truant. A student who is truant may not be entitled to make-up work or tests, and decisions in these cases will be left to the discretion of the classroom teacher.

4. Students who are ill and wish to be sent home early can only be excused via the school nurse from the Health Office. This includes early dismissal from detention in cases of illness. Students who are not feeling well should not call parents to pick them up and leave the school building without the nurse being informed.

### ***Tardiness to School***

Tardiness to school means that you are late to school. Tardiness has two categories: (1) Excused, and (2) Unexcused. Any day that a student is going to be tardy to school it is expected that the parent call the school attendance office on that day to inform the attendance office. If a parent is unable to call on the same day, it is expected that a parent call the Attendance Office by the following school day. ~~and~~ A written excuse note with parent signature (and information outlined above) from a parent is required upon the student's return to school. Reasons for excused tardiness include: personal illness, illness or death in the family, impassable roads due to inclement weather, religious observance, quarantine, required court appearances, attendance at health clinics, approved college visits, approved cooperative work programs, military obligations and days approved by the State Education Department.

Students who are tardy for reasons do not fall under the categories considered excused will be assigned detention. Repeated unexcused tardiness may require a parent conference. Student drivers ~~may~~ will have their driving privileges revoked.

Excused and Unexcused absence and tardiness reasons:

<b><i>Legal absence and tardy reasons:</i></b>	<b><i>Illegal absence and tardy reasons:</i></b>
Personal illness	All other reasons that are not listed as legal
Illness or death in family/ attendance at funeral	
Impassable roads due to inclement weather	
Religious observance	
Quarantine	
Required court appearance	
Attendance at health or medical clinic	
Approved college visits	
Approved music, art, or athletic competitions	
Approved cooperative work programs	
Military obligations	
Other absences/tardiness deemed excusable by the State Education Department or building administration	

### ***Class Tardiness***

Being on time (in the class when the bell rings) for any class, physical education, study hall, and lunch is a student's responsibility. Classroom tardiness is monitored by the classroom teacher. Teachers will typically provide a warning for the first time that a student is tardy to class. Students who are tardy two or more times may receive a disciplinary referral for detention. Students who are late to class must report to their assigned class after signing in to the Attendance Office. The Main Office does not issue late passes that excuse the students unless they were called down to the office.

## **B. Respect the Rights and Safety of Others**

In accord with our GIHS Viking Values, students are expected to demonstrate behavior that is respectful, responsible, safe, and compassionate toward peers and adults at all times. Students whose behavior compromises the rights or safety of peers or adults may receive disciplinary consequences, up to and including possible long-term suspension from school. The use of inflammatory cultural or racial comments, words or actions that discriminate against others, or any form of violence is not acceptable at GIHS.

## **C. Rights and Responsibilities**

All students are entitled to exercise their constitutional rights as long as they do not interfere with the rights or safety of others or the orderly process of the school. The school has the right to adopt reasonable regulations in order to provide an orderly school environment. If a student commits an act that may be considered a crime while on school property, during an off-campus school-sponsored activity, or using a school-owned electronic device on or off of school property, the district reserves the right to file a complaint. This complaint will be against the perpetrator and will be filed with the police. Students may also be issued school disciplinary consequences in accord with the District Code of Conduct.

We demonstrate that we value our rights by behaving in a responsible manner. A summary of school policy includes:

<b>It is a Student's Right to:</b>	<b>It is the Student's Responsibility to:</b>
Attend school in this district when residence requirements are met.	Attend school daily, except when ill, and be on time to all classes.
Dress in such a way as to express his or her personality.	Dress so as to not endanger others' health and safety, or to distract others.
Expect that the school will be an orderly place for all students to gain an education.	Be aware of all rules and expectations regulating student behavior and conduct him/herself in an orderly manner.
Be given due process in cases of disciplinary action, including suspensions and/or expulsion.	Supply information of importance in disciplinary cases.
Be represented by an active student government selected by free school elections (Grades 6-12).	Take an active part in student government by running for office, conscientiously voting for the best candidates, and/or making his/her problems known to the representatives.
Be granted equal educational opportunities.	Take advantage of all programs in order to develop skills and abilities to the fullest.
Be afforded the opportunity to participate in athletic teams and extra-curricular activities regardless of gender.	Be physically fit and have an aptitude for the athletic event(s), be aware of all rules and expectations governing participation, and conduct him/herself in accordance with these guidelines.
Have access to information concerning drug and alcohol abuse, and to individuals or agencies capable of providing direct assistance.	Be aware of the information and services available in order to seek assistance in dealing with personal problems.
Have his/her student records available for inspection upon request.	Be aware of the right to inspect student records and the process to be followed to request them.
Retain a reasonable degree of privacy.	Be aware of actions that constitute serious and dangerous wrongdoing and not commit such acts.
Be given a formal grievance process.	Attempt to resolve grievances informally before moving to the formal stage.
Be free from discriminatory practices.	Refuse to join in any discriminatory practices against others.
Be respected as an individual who is entitled to his/her personal dignity and integrity.	Demonstrate appreciation for the dignity and integrity of all.

## **D. Disciplinary Consequences**

### ***Administrative Warning***

Students may be provided an administrative warning for certain actions or behaviors that are in violation of teachers' classroom expectations and school rules. The expectation is that following the conversation with the student's assigned Assistant Principal, the student then takes corrective action and the behavior or concern does not continue or escalate to the need for more formal disciplinary action. An administrative warning may be provided for the first tardy to class, grades that are near failing at a mid-marking period that could result in parking privileges being removed, low-level behavioral issues in the classroom, etc.

### ***Detention***

If a student is assigned detention, he/she is to be in the assigned room on time. If a detention is missed without prior approval, an additional detention, restriction, or suspension may be added, in addition to making up those detentions already owed. Repeatedly skipping or deliberately missing detention will be considered insubordination, and result in additional disciplinary consequences. Students will not be released from detention for the purpose of being punctual to any extracurricular event or workplace. Students must serve all detentions or they may be subject to loss of student privileges.

### ***Lunch Detention***

If a student is assigned lunch detention, he/she is to be in the assigned room on time instead of attending the school cafeteria. Arrangements will be made for the student to get his or her lunch and remain in the separate location for the duration of the period. Failure to comply with the behavioral expectations in the lunch detention room, or to remain in the assigned location for the duration of the lunch period, will result in additional disciplinary consequences.

### ***In-School Restriction (ISR)***

Students may be internally restricted in The Support Center (TSC) for disciplinary infractions. Students in ISR will be required to attend for the entire school day and may be allowed (at the administrator's discretion) to attend up to 2 academic classes. ISR is not considered a suspension. Participation in after school events/ activities is at the discretion of the building administrator, depending on the reason for the ISR. Students in ISR may be allowed to attend their Ken Ton/ Harkness CTE program, but could have an increased duration of consequence. A student may also be required to stay for a detention after ISR, and in such circumstances will have detention as an extension to the school day.

### ***In-School Suspension (ISS)***

Students may be internally suspended in The Support Center (TSC) for disciplinary infractions. Students in ISS will be required to attend for the entire school day and may not attend any academic classes or participate in any after school activities or events, including those on the weekend during the suspension period. This is an official suspension and will be recorded in the student's discipline record. Students assigned ISS ~~may~~ will not be allowed to attend their Ken Ton/ Harkness CTE program.

### ***Extended Alternative Academic Program (Extended AAP)***

Some students who are suspended are required to serve the length of the suspension in the Extended Alternative Academic Program. Extended AAP involves small group and individual instruction in class work by certified teachers from the high school. Extended AAP typically occurs after regular school hours. Students who are assigned out-of-school suspension who are assigned Extended AAP will be contacted by the AAP Coordinator and details on times, days, and transportation will be provided. Questions about Extended AAP should be directed to the AAP Coordinator or high school administration.

### ***Out of School Suspension***

When students are externally suspended, they are not to be on school property or to be involved in any school-related activities during the time of their suspension. Students are not allowed to participate in or be a spectator at any extracurricular activities, including sporting events or school dances, while suspended. This includes during the school week and weekends during a suspension period. If a student is suspended from his or her occupational program at Ken-Ton or Harkness, they are also suspended from GIHS and vice versa.

### **Superintendent's Hearing**

Under the provisions of the school's disciplinary policy, a Superintendent's Hearing will be scheduled for serious disciplinary infractions when a suspension beyond 5 school days is being considered. In these circumstances, parents will be contacted with the date and time of the Superintendent's Hearing, and a letter will be delivered with specific information regarding the reason for the hearing.

### **GHS Disciplinary Referrals**

Student discipline will be handled individually. Student privacy and due process rights are of utmost importance. Administrative action for disciplinary infractions will be progressive, varying from a verbal warning up to and including suspension.

### **Common Disciplinary Infractions**

Infractions include, but are not limited to, the following definitions and clarifications:

1. **Tuancy** - Unexcused absence (in accord with SED guidance), without parental consent, from school for a full school day.
2. **Unexcused Tardiness** - Tardiness to school without an excused reason, and/or not providing required parent communication and excuse note for the excusable absence within the timelines provided in this handbook.
3. **Tardiness to Class** - Not being in class when the bell rings and not having a teacher/staff approved pass.
4. **Class Cut/ Skipping Class** – Absence from class without permission.
5. **Leaving School Without Permission** - Leaving school without permission from administration, the school nurse, and/or the Attendance Office when a parent is aware.
6. **Cutting Detention** – Absence from detention without administrative permission.
7. **Class Disturbance** - Preventing the operation of the class to continue; disturbing others' opportunity to learn.
8. **Drug/Alcohol/Substance Abuse** - GHS is a drug and alcohol free school. Students who are in possession of, or who are under the influence of, drugs or alcohol while on school grounds are a serious risk to their own and others' safety. Staff and administrators will take immediate action when there is reason to believe that a student is in violation of this policy.  

Students who, based on their behavior, appear to be under the influence of drugs or alcohol will be escorted to either the Main Office or Health Office. The school nurse and building administrator will take necessary medical action and will make a decision about the student's condition. Students who are suspected of holding drugs or alcohol will be questioned and searched by an administrator. All appropriate legal means will be used to determine if there are drugs present. In order to keep a safe school environment, any student suspected of being under the influence of alcohol or drugs is subject to a field-screening test. The police, school resource officer, or an administrator will administer this test. *Note: Students who are found to be in possession of drug-related paraphernalia (i.e., rolling papers, smoking pipes, vape devices, etc.) are in violation of school policy and will be disciplined as explained above.*
9. **Smoking/Vaping** - Grand Island Central School District policy and state and federal law prohibit possession of smoking, chewing, snuff, e-cigarettes, vapes, vape-related paraphernalia and other tobacco or drug use in school, on school grounds and in school vehicles. This includes parking lots, sidewalks, athletic fields, and school buses. This practice may be extended to include violations within 1,000 feet of the edge of school property.
10. **Fighting/Physical Altercations** - Fighting with another student on school property is prohibited. A person instigating a physical altercation, whether it be in person or through social-media/digital/electronic means, may also receive the same treatment as a combatant. Any fighting is unacceptable and will not be tolerated. In situations where one person is clearly the aggressor, he/she will receive a five (5) day suspension. If the non-instigator participates in the fight as a means of self-defense only, it will be considered an assault by the instigator. If the non-instigator actively participates in the fight and retaliates, a five (5) day suspension will be given. In order for a lesser penalty to occur for the non-instigator, it must be very clear that self-defense was their only motive. Video recording of any fight/physical altercation on school grounds will result in disciplinary consequences for those students who record and students found to share and/or post videos of the altercation, as outlined prior in this handbook.
11. **Horseplay** - Any physical contact that is not malicious in nature but may cause harm to the participants or others, or damage to school property.
12. **Weapon** - Knives, firearms, BB/pellet or other guns, martial arts items, "pepper spray" or other noxious materials, fireworks and similar items are not permitted on school grounds. **Note: Federal Law holds that**

- students who bring weapons to school be suspended from school for one year.** Students in possession of a weapon or those who use something as a weapon to hurt someone else are in violation of this policy.
13. **Profanity** - Swearing or abusive language, gestures, or innuendo.
  14. **Insubordination** - Failure to comply with the reasonable requests of an administrator, a teacher, or a staff member.
  15. **Disorderly conduct** - Endangerment or harassment of others including, but not limited to, pushing shoving, throwing objects/food, running or screaming in the halls, blocking halls or stairs, and all other similar activities, willful disruption of the orderly conduct of classes, lunch, bus transportation, or any other school program or activity.
  16. **Sexual Harassment** - Using or promoting any unwanted or unwelcome contact or gestures of a sexual nature. Includes not only touching or verbal requests, but catcalls, jeers, or any inappropriate sexual conduct.
  17. **Improper Dress** - Any clothing that is unsafe, in poor taste, distracting, or disruptive to the educational process or not in keeping with academic expectations. Such items as hats and coats, muscle shirts, pajamas, short skirts or short shorts, shirts with drug, alcohol or violence related sayings, bare midriffs, see through garments, and plunging necklines, are among the clothing items not appropriate for school. At no time should underwear be visible.
  18. **Electronic Devices** - Any electronic device that would interfere with the educational process. (Allowed only in the cafeteria)
  19. **Cellular Phones (including cellular “smart” watches)** – Use of electronic devices for instructional purposes is at the discretion of the teacher. As outlined prior in this handbook, cell phones are not allowed to be out or used during classes, unless specifically requested by a teacher to do so. Cell phones are not to be utilized by students in instructional areas or in the restrooms or locker rooms at any time. Those observed to be in violation of the above will have the device confiscated (as outlined prior in this handbook) and returned only to the parent. Repeated violations of the cell phone use policy, as well as student refusal to turn over the phone as requested, will result in suspension for insubordination.
  20. **Recording/Livestreaming** – Students are prohibited from taking pictures and recording videos on their cell phones, tablets, chrome books or other electronic devices. This includes Livestreaming pictures and videos on all social media accounts (Twitter, Instagram, Facebook, Snapchat, Tik Tok, etc.). Students are also prohibited from Face timing on their cell phone devices and tablets when on school property.
  21. **Destruction of school property** - The inadvertent damage or destruction of school property.
  22. **Vandalism** - Callus and willful damage at any time to school or personal property, including writing on desks, lockers, walls, etc.
  23. **Stealing/Theft** - Taking another’s property or school property without permission.
  24. **Assault** - The physical attacking of another.
  25. **Inappropriate Conduct at Extra-Curricular Events** - Not complying with proper conduct at an extra-curricular affair and/or refusing to comply with chaperones’ directions for appropriate behavior.
  26. **Bus Misconduct** - Violation of those rules and regulations as stated in the District Calendar or of the direct order of the bus driver.
  27. **Improper Language** - The use of language that is offensive or not appropriate for the school setting.
  28. **Cheating/Plagiarism** - The use of unfair means to complete assignments or assessments; giving aid to or obtaining aid from another person or through electronic means during a quiz, test, or examination. This includes the copying of homework and producing knowledge/work that is generated from an APP or Google search on an electronic device.
  29. **Throwing Food/Objects in Cafeteria** - Throwing any food or object in the cafeteria at anyone or anything.
  30. **Student Driving or Parking Infraction** - The violation of rules of the road or driving off the parking lot or driveway. Parking on property without permission or in a lot not designated for student use. Illegally parked vehicles are subject to ticketing and or towing.
  31. **Safety Infraction** - Any action that has the potential of causing injury to others or damage to property. This includes inflammatory racial or discriminatory comments, and/or the release of articles which cause a noxious odor (example: Stink Bombs) and the use of Laser pointers for purposes other than class instruction.
  32. **Forged Pass/Excuse** - Willfully affixing the name of another to an excuse or pass. Also, having knowledge of such forgery and reaping the benefits of it.



33. **Pornography** - Willfully bringing any pornographic material onto school property or inappropriate use of technology to access or share such materials. This includes the use of district-issued Chromebooks or district-issued Google accounts to access pornographic content.
34. **Physical/Verbal Harassment** - Any comments or gestures designed to demean or threaten an individual causing an unsafe situation.
35. **Plagiarism** - The use of someone else's work without giving them credit for such.
36. **Trespassing** – When a person knowingly enters or remains unlawfully in or upon premises. This is a criminal act and the person involved may be charged with a misdemeanor.
37. **Internet Bullying (Cyberbullying)** - Use of instant messaging, email, websites, chat rooms, text messaging, or any other electronic means, to bully or harass others. Even when occurring off of school premises, action may be taken if it is deemed that the instance of cyberbullying interferes with the operation of the school; or infringes upon the general health, safety, and welfare of students or employees while at school.
38. **Harassment/ Bullying (DASA)**- Means the creation of a hostile environment by conduct or by threats, intimidation, or abuse, including cyberbullying, that:
  - a.) Has or would have the effect of unreasonably and substantially interfering with a student's educational performance, opportunities or benefits, or mental, emotional, or physical well-being; OR
  - b.) Reasonably causes or would reasonably be expected to cause a student to fear for their physical safety; OR
  - c.) Occurs off of school property and creates or would foreseeably create a risk of substantial disruption within the school environment, where it is foreseeable that the conduct, threats, intimidation or abuse might reach school property.
  - d.) Conduct, verbal threats, intimidation or abuse includes, but is not limited to that based on a person's actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender, or sex.
39. **Student Use of Restrooms** - At no time is there to be more than one student in a stall in the multi-stall restrooms or in a single-use restroom. Students who are in violation of these expectations are subject to disciplinary consequences, and will be subject to search if suspected of vaping and/or other drug/alcohol use.
40. **Use of Racial or Ethnic Slurs** – Means the use of words or phrases that refer to members of racial and ethnic groups in a derogatory manner.
41. **Instigating or Provoking a Physical altercation** – Provoking or encouraging another student to engage in a fight or physical altercation (this includes encouraging students to engage in a physical altercation through the means of text messaging or social media.
42. **Lying to a Staff Member or Administrator** – Willfully or deliberately telling or containing lies and/or being untruthful to staff members or administrators. This includes false reporting; i.e. alerting a staff member or administrator about an incident issue that occurred, knowing that the details of the incident are incorrect or the incident itself did not occur. This also includes giving false or misleading information, withholding information from an administrator, or attempting to influence a witness.