

WYANDANCH MEMORIAL HIGH SCHOOL

Scholar's Handbook 2018 – 2019



2012 Graduate of Wyandanch Memorial High School,
Santos Bonilla, shakes the hand of the 44th President of the
United States, Barak Obama

VISION

MY NAME IS ...

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WYANDANCH UNION FREE SCHOOL DISTRICT

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1445 Dr. Martin Luther King, Jr. Boulevard
Wyandanch, New York 11798

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Ms. Izett Thomas, Director of Grants

WYANDANCH MEMORIAL HIGH SCHOOL

54 South 32nd Street
Wyandanch, New York 11798
(631) 870-0450 Fax (631) 491-8525

Mr. Paul Sibblies, Principal
Dr. Darlene White, Assistant Principal
Mr. Noel Rios, Assistant Principal

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THE WARRIORS ARE READY TO REACH...

A HIGHER LEVEL

Wyandanch Memorial High School

Wyandanch Memorial High School will endeavor to provide each scholar with the skills for acquiring knowledge, processing information, identifying and solving problems, and experimenting in a collaborative and caring environment, which leads to being productive citizens within their school, community and society.

Paul Sibblies
Principal

Wyandanch Memorial High School

MISSION STATEMENT

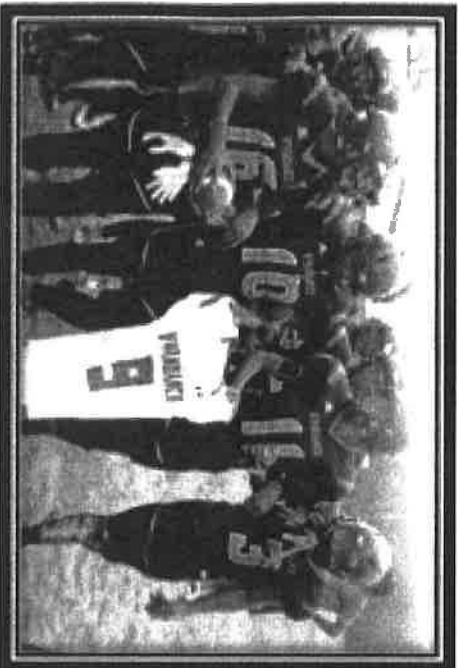
OUR MISSION is to establish a positive learning environment within a collaborative educational community that engages scholars in developing high standards of achievement in a global society.



Wyandanch Memorial High School

MISSION STATEMENT

NUESTRA MISIÓN es establecer un ambiente de aprendizaje positivo dentro de una comunidad educativa de colaboración que involucra a los escolares en el desarrollo de alto nivel de avance en una sociedad global.



Wyandanch Memorial High School

DEKLARASYON MISION NOU

***Misyon nou se pou etabli yon anviwònman
pozitif pou nou aprenn an kolaborasyon avek
kominote edikatif ki engaje etidyan yo e
devlope nivo intelektual yo trè ho pou yo revisi
lan yon sosyete global.***



| PERIODS AND ACTIVITIES | TIME | CLASSES |
|---------------------------------------|--------------------------------|----------------|
| TIME TO GET UP | | |
| MEET THE BUS AT | | |
| WMHS BREAKFAST | 6:30 a.m. – 6:40 a.m. | |
| PERIOD 1 | 6:40 a.m. – 7:22 a.m. | |
| PERIOD 2 | 7:25 a.m. – 8:07 a.m. | |
| PERIOD 3 | 8:10 a.m. – 8:52 a.m. | |
| PERIOD 4 | 8:55 a.m. – 9:37 a.m. | |
| PERIOD 5 | 9:40 a.m. – 10:22 a.m. | |
| LIFE SKILLS LUNCH PERIOD 6 | 10:25 a.m. – 11:07 a.m. | |
| TECH LUNCH PERIOD 7 | 11:10 a.m. – 11:52 a.m. | |
| JR. ACADEMY LUNCH PERIOD 7 | 11:55 a.m. – 12:37 p.m. | |
| SR. ACADEMY LUNCH PERIOD 9 | 12:40 p.m. – 1:22 p.m. | |

MY GUIDANCE COUNSELOR IS

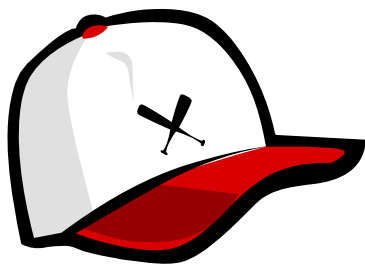
MY CLASS ADVISOR IS

WHEN I COME TO SCHOOL WHAT ARE MY RESPONSIBILITIES?

We expect every scholar to:

1. Arrive to school on time *with a WMHS ID card* and be ready to learn.
2. Attend and be on time to all your assigned classes *every day*.
3. Report to every class ready to work equipped with notebook, pen, pencil, calculator, textbook and homework.
4. Respect yourself and others and be fully engaged in learning.
5. Know and abide by the school's **Code of Conduct**.
6. Participate in extra-curricular and athletic programs of your choice.
7. Observe all school and safety rules.
8. Know and abide by the school's Dress Code.
9. Be a positive role model for other scholars.
10. Be a force for positive change within your school and community.

Scholars, Please Take Notice!



WEARING HEADGEAR AND USE OF
ANY ELECTRONIC DEVICES
ARE NOT ALLOWED IN
WYANDANCH MEMORIAL
HIGH SCHOOL!

**THIS IS A WARNING. IF THIS POLICY IS VIOLATED,
THESE ITEMS WILL BE CONFISCATED WHEN AUDIBILITY
OR VISUALLY SEEN AND RETURNED ONLY TO A PARENT
OR GUARDIAN.**

WMHS IS NOT RESPONSIBLE FOR LOST OR
STOLEN ELECTRONIC DEVICES!
PAUL SIBBLIES, PRINCIPAL

WMHS CODE OF CONDUCT: The Wyandanch Board of Education has charged and authorized this administration to take disciplinary action in instances where individuals are found possessing and using electronic devices, wearing inappropriate apparel, using inappropriate language and exhibiting behaviors that do not meet the requirements in our Code of Conduct. The School Administration has the authority to prohibit certain articles or modes of dress. Please take note, the following are actions that can result in reprimand, counseling, parent conferences, out-of-school suspension (OSS), etc.: frequent tardiness to class, abusive or profane language, cutting class, no scholar ID, iPads, iPods, cell phones, bullying, harassment...



Wyandanch Memorial High School

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54 South 32nd Street

Wyandanch, New York 11798

Tel: 631-870-0450 Fax: 631-491-8525

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SCHOOL UNIFORM GENERAL INFORMATION

(September 2018)

FROM THE PRINCIPAL

There are many benefits to school uniforms. A reduction in non-academic distractions, less stress for parents struggling to dress their children in the latest fashions, a feeling of unity amongst our learning community, and increased safety are just a few of the advantages. I am thrilled to announce that for the 2018-2019 school year, Wyandanch Memorial High School will continue a school uniform in the dress code.

SCHOOL UNIFORM ATTIRE

All scholars are expected to wear their blazer, polo shirt, or sweater with khaki or black pants. Young lady scholars may have the option of wearing a black or khaki skirt as well. Scholars are also expected to wear rubber (soft) sole black shoes or all black sneakers.

To alleviate the cost of the entire uniform, your child will be provided his/her blazer, 2 polo shirts, and a sweater. The aforementioned garments are expected to be distributed during the first week of school. Also, it is recommended that scholars purchase more shirts. Pants/skirts will not be provided by the school. The costs of additional items are as follows and may be purchased from the District web-site:

- Bow Ties /Neck Ties \$10.00
- Polo Shirts (green & gold) \$40.00 (\$20.00 per shirt)
- Sweater \$70.00
- Blazer \$80.00

Grades 9 and 10 scholars will wear green blazers; Grades 11 and 12 scholars will wear black blazers. If your child(ren's) leave the district, complimentary blazers, sweaters and ties are to be returned to the school. Polo shirts can be kept.

WEARING THE SCHOOL UNIFORM

All scholars are expected to be in uniform Monday through Thursday, which leaves Friday open for regular, appropriate school dress. This will also give scholars the opportunity to express their individuality through fashion on a once per week basis.

MONDAY – Gold polo shirt with khaki/black bottoms.

TUESDAY – Sweater with gold polo or colored t-shirt in one of the school colors. You may also wear a dress shirt/blouse with bow/neck tie along with your khaki/black bottoms.

WEDNESDAY – Blazers with blouse/shirt and bow/neck tie with Khaki or black bottoms.

THURSDAY – Green polo shirt with khaki/black bottoms

FRIDAY – Scholars are free to dress as they choose within the school dress code guidelines.

NOTE: Blazers can be worn on other days, they are not limited to Wednesdays only. Wednesdays will be reserved as "All Business Wednesday" which will further prepare our scholars for College and Career Readiness.

Any suggestions, questions and/or concerns may be directed to the Principal.

ATTENDANCE GRADE/POLICY #5170-R

SCHOLAR ATTENDANCE ACCOUNTING-REGULATIONS

Attendance must be recorded at least once daily for scholars in Grades K-5. Attendance for all other scholars (Grades 6-12) must be recorded during each period of instruction, the sole exception being when a scholar does not change classrooms.

- At the designated time or at the conclusion of each class or school day, all attendance information must be provided to the designated staff member responsible for the attendance function. All areas where scholars meet with non-instructional staff (Ex: Guidance, Nurse, I.S.S., Administrative Offices) will send the staff designee a daily log of scholars who reported to their area. Staff members not reporting accurate attendance information on a daily basis will be reported to building administration.
- All attendance reports must contain specific codes with the complete explanation of each code listed on the report.
- Attendance reports must be made available to and checked by the Building Principal or designee in an expeditious manner.
- Attendance data will be analyzed periodically to identify patterns or trends for individual scholars or groups.
- Attendance incentives will be developed on a building -to- building basis. Quarter, Semester, and Yearly awards should be considered as incentives for encouraging scholars with perfect attendance and punctuality. In addition, scholars whose attendance has improved significantly will also be recognized.

SCHOLAR ATTENDANCE

The Wyandanch Board of Education recognizes that regular school attendance is a major component of academic success. Through the implementation of this policy, the Board expects to reduce the current level of unexcused absences, tardiness, and the rate of scholars who drop out before receiving a high school diploma or its equivalent; i.e. GED, etc. Through the implementation of this policy, the Board further expects to encourage full attendance by all scholars, maintain an adequate attendance record keeping system, identify patterns of unexcused absences, tardiness and rate of dropouts and develop effective intervention strategies to improve school attendance.

In the State of New York school attendance is both a right and a responsibility. Scholars have the right to attend school between the ages of five and twenty-one. Children are mandated to attend school between the ages of six and sixteen. Parents are ultimately responsible in ensuring that their children attend school on a regular basis.

The Superintendent of Schools is authorized to establish procedures and regulations to maintain and enhance scholar attendance.

NOTICE

To be successful in the implementation of the above, it is imperative that all members of the school community are aware of this policy, its purpose, procedures and the consequences of non-compliance. To ensure that scholars, parents, teachers and administrators are notified and understand this policy, the following procedures shall be implemented.

- The attendance policy and specific building attendance procedures will be included in scholar and staff handbooks and will be reviewed with scholars and staff at the start of the school year and periodically throughout the school year.
- The attendance policy will be included either in the yearly school calendar or in a mailing to the community.
- All teachers shall be provided a copy of the policy as soon as practicable after initial adoption or amendment of the policy.
- All staff members will receive a copy of the attendance policy and specific building procedures at formal orientation activities at the beginning of the school year. All staff will receive periodic staff development with regard to proper implementation of the policy during the school year.
- Parents of Pre-K and newly registered scholars will receive a plain language summary of this policy at the time that all registration requirements have been met. Parents will be asked to read the policy as a final act of registration and sign, indicating that they have read, had the opportunity to ask questions and do understand the policy.
- When a scholar is absent, tardy or leaves class or school without excuse, designated staff members will notify the scholar's parent(s)/guardian(s) by appropriate means of communication established by the district; inclusive of but not exclusive to mail, telephone calls and home visits. Such communication will remind parents/guardians of the attendance policy.
- During the "meet the teachers" or "open school night" at the beginning of each school year, the building administrator or a designee, and staff, will explain this policy and stress to the parent(s)/guardian(s) their responsibility for ensuring their child(ren's) attendance.
- District as well as specific school newsletters and publications will include periodic reminders of the components of this policy.
- Copies of this policy will be made to community residents upon a written request to the Office of the Superintendent.
- The district shall convene a committee to review the policies and procedures, evaluate attendance data and revise policies on an "as needed" basis.

ATTENDANCE/GRADE POLICY

The Board of Education further recognizes the important relationship between class attendance and scholar performance. Consequently, each marking period a scholar's final grade is subject to classroom participation as well as scholar's performance on homework, tests, papers, projects, etc.

Scholars are expected to attend all scheduled classes. Consistent with the importance of classroom participation, any missing class work not made up, shall result in the loss of points from the scholar's class participation grade for the marking period.

Any scholar absent in excess of 27 school days in a full year course or 13 school days for a half year course who does not make up the work will not receive credit or a unit of study for that course. Only when there is an excused absence will scholars be allowed to make up the missed work.

To ensure that parents and scholars are aware of the implications of this minimum attendance requirement, appropriate school personnel will inform the scholar, and contact the parent upon each absence and remind the parent(s) that a written excuse has to be provided upon the scholar's return to school. School personnel will maintain appropriate documentation of attempts to contact parents (i.e. phone logs, copies of mailings). If no written excuse is provided before the scholar's third day of returning from an absence, the absence will be deemed an unexcused absence.

Any scholar who misses a class is expected upon his or her return to consult with his or her teacher regarding missed work. If the absence is excused, the scholar may earn his or her classroom participation grade by arranging an assignment with the teacher to cover the work missed and completing the assignment within the time frame designated by the teacher.

Only those scholars with excused absences will be given the opportunity to make up a test and/or turn in a late assignment for inclusion in the calculation of the performance portion of their final grade. Make up opportunities must be completed by a date specified by the scholar's teacher for the class in question.

In implementing this policy, scholars who are unable to attend a class on a given day/period due to their participation in a school sponsored activity (i.e. music lessons, field trips, etc.), must arrange with their teachers to make up any work missed. This also applies to any scholar who is absent from school due to illness who either receives home instruction from the district or makes arrangements with the teacher to make up the missed work.

Any scholar exceeding the threshold of unexcused absences or total absences (18 full year, 9 half year) will not receive credit for the course. The scholar is, however, expected to maintain an acceptable attendance the remaining days of the year that the course is in session. The scholar will be required to be in attendance 95% of the remaining days the course is to be in session. Failure to maintain an acceptable attendance pattern for the duration of the course will make the scholar ineligible to attend a summer school program at district expense.

A scholar who loses credit as a result of exceeding the district's threshold of absences will be denied the following privileges for the remaining of the academic year:

1. Participation in any school event inclusive of dances, proms, and class social trips.
2. Participation in school clubs, interscholastic sports teams, or extra curricular activities.
3. Eligibility to enroll in a BOCES vocational program in the ensuing semester or school year.

Credit for these academic courses may be earned by repeating the course the following year (semester) or by attendance at a Summer school program, if the course or its equivalent is available.

DISCIPLINARY CONSEQUENCES

Numerous absences from class can dramatically impact a scholar's ability to achieve. Unexcused absence or lateness can be interpreted as a form of insubordination that may endanger a scholar's health, safety and welfare. Unexcused absences/lateness will result in disciplinary action consistent with the district's code of conduct. Those penalties may include the following:

- Parental contact
- Parent Conferences
- Out of School suspension
- Suspension from sports and/or extra curricular activities

Building/District Administration retain the right to refer cases of non-compliance to Child Protective Services, Family Court, or to the Superintendent for a #3214 Hearing.

RIGHT OF APPEAL

Appeals concerning this policy may be made to the Building Level Attendance Committee. The committee will be comprised of a building administrator, a classroom teacher, a Guidance Counselor, and the child's parent/guardian.

Requests for an appeal must be made in writing and within five (5) school days of the date of the notice advising the scholar and person in parental authority of the loss of class credit. If a hearing is not requested, the scholar will lose credit and will be subject to any/all other consequences.

Building administration will schedule a hearing within five (5) school days of the request. The parent(s) or guardian will be required to accompany the scholar to the hearing. After hearing the appeal, the committee will recommend an action to the Building Administrator. Building Administration will render a final decision to the parents within forty eight (48) hours of the hearing.

SCHOLAR EXCUSED AND UNEXCUSED LATENESS & ABSENCE

The Board of Education shall require that scholars enrolled in the schools of the district attend regularly in accordance with state law.

Excused absences may include but are not exclusive to the following: personal illness, visits to a personal physician or health clinic, quarantine, death in the family, religious observances, required court attendance, court mandated parental visitations, approved college visitations, approved cooperative work programs, military obligations, to Principal suspensions, to documented immediate family emergencies, or other such reasons that may be approved upon review by the Superintendent of Schools or a designee. The district reserves the right to limit the number of days excused for a particular circumstance if the district deems the number of days absent to be excessive.

Educationally related experiences such as field trips, guidance appointments, counseling sessions or testing, etc., will not count as absences pursuant to this attendance policy. Staff taking a Field Trip will inform building administration of scholars attending the activity. Class teachers will be informed prior to the impending activity of any child attending the activity. Scholars will be required to make up any work for absences related to educational experiences. Any and all other absences (i.e., class cuts, undocumented absences, tardiness, unapproved early departures, etc) are considered unexcused absences. Time spent as a result of "In School Suspension" will not count toward the Attendance Policy.

LATENESS/TRUANCY is defined as the unlawful, unexcused absence of a scholar during a regularly scheduled school day, whether in part or all.

Any scholar in Grades 6-12 late to a particular course without an approved reason will receive a warning from the teacher upon the first occurrence. Upon the second occurrence of unexcused lateness, the child will be charged with a cut (unexcused absence). Subsequently, each late of fifteen (15) minutes or less will count as one-half (1/2) of an absence. A child will be charged with a cut after every second occurrence of unexcused lateness. A lateness of more than fifteen (15) minutes will count as a full unexcused absence. Any scholar in Grades K-5 who arrives to school more than 2 hours after the start of classes but prior to 11:30 A.M. will be marked as absent for the morning session. Scholars arriving later than 1:30 P.M. will be marked absent for the entire day.

All absences must be accounted for. It is the responsibility of the parent/guardian to notify the school on the day of the absence or tardiness and to provide a written excuse upon the scholar's return to school. The written excuse must contain the signature of the parent/guardian or physician, the length of time and reason for the absence.

Repeated infractions of the Board of Education policy requiring regular attendance will be handled as described herein and may result in disciplinary action against the scholar.

UNEXCUSED ABSENCES

The parent/guardian will be notified after each scholar unexcused absence in a course by designated school personnel.

4th Unexcused Absence- The parent/guardian will receive a formal warning letter.

8th Unexcused Absence- The parent/guardian will be required to meet with a building administrator or Guidance staff to set up a contract with the scholar and to review the district attendance policy.

12th Unexcused Absence- The parent will be required to meet with Building Administration.

16th Unexcused Absence- The parent/guardian will receive a final formal warning.

19th Unexcused Absence- The parent/guardian will receive notification of the loss of credit for the effected course.

Notifications for **half year courses** will occur at the **3rd, 5th and 8th** occurrences. Parents will be notified of loss of credit after the **10th** occurrence of unexcused absence.

ALL ABSENCES

Scholars absent more than 27 days for a full year course (13 for half year) will not receive credit for the course. Similar to Unexcused absences, parents will be notified in writing after the 4th, 8th, 12th, 16th absences. Final warnings will occur after the 20th absence and 24th absence. After the 28th absence parents will be notified of the loss of credit.

SPECIAL CIRCUMSTANCES

A. HOMELESS SCHOLARS

Any scholar in transient housing and meeting the federal definition of homelessness will be exempt from this attendance policy until transportation and other obstacles are removed.

B. CHRONIC ILLNESS/TEMPORARY CONDITIONS

Scholars who suffer from a chronic illness or conditions which preclude their attendance will produce a note from the child's physician describing the condition, the anticipated absence and modifications necessary. If necessary, school officials will arrange for Home Tutoring services.

C. MID-TERM/FINAL EXAMS

Absences from a Mid-term or Final examination in Grades 6-12 will require a doctor's note, documented evidence of a permissible absence or an exemption by the building principal or designee.

D. SECTION TRANSFERS

Scholars who transfer from one section of a course to another, e.g. ELA 9, period one to ELA 9 period four will have their class attendance transferred to the new class.

E. SPECIAL PROGRAMS

Scholars attending special programs such as vocational courses at Wilson Tech (Western Suffolk BOCES), a district approved Alternative Program, or an approved Regional Summer School Program will be subject to attendance policies and procedures at that facility, except for the portion of their academic program for which they attend Wyandanch Memorial High School.

F. HOME INSTRUCTION & ACHIEVE NOW TUTORING ACADEMY

Scholars placed on Home Instruction, and who attend tutoring sessions (Achieve Now Academy) regularly will not be held liable for absences pursuant to this policy.

G. POTENTIAL DROP OUT

Reasonable attempts/alternatives will be made to conference with scholars and parents considered to be "Drop Outs" in accordance with district policy and State Attendance Law. Building Administration will keep documented records of attempts to contact the family of scholars considered "Drop Out".

GUIDANCE DEPARTMENT

The guidance department is located on the first floor in the South Wing of the building. Guidance counselors are assigned by alphabet/grade. Scholars must make an appointment and obtain a pass either before or after school in order to see a counselor, except in cases of extreme emergency. Your guidance counselor can assist you with issues including, but not limited to: schedule changes, study skills, social, emotional, personal or family concerns, transcript review, career and college planning, financial aid, scholarship opportunities, PSAT, SAT & ACT testing.

REPORT CARD GRADES: WHAT DO THEY MEAN?

| <i>Letter Grade</i> | <i>Numeric Grade</i> | <i>Grade Point Average</i> |
|---------------------|----------------------|----------------------------|
| A+ High Honors | 95-100 | 4.5 |
| A High Honors | 90-94 | 4.0 |
| B+ Honors | 85-89 | 3.5 |
| B Commendable | 80-84 | 3.0 |
| C+ Satisfactory | 75-79 | 2.5 |
| C Average Work | 70-74 | 2.0 |
| D+ Acceptable Work | 68-69 | 1.5 |
| D Lowest Work | 65-67 | 1.0 |
| F Failure | 00-64 | 0.0 |

HOW DO I KNOW IF I AM A FRESHMAN, SOPHOMORE, JUNIOR OR SENIOR?

SCHOLAR GRADE-LEVEL PLACEMENT

Scholars will be assigned to a grade level on the basis of earned units of credit:

| <u>GRADE</u> | <u>MINIMUM ACADEMIC CREDITS EARNED</u> |
|---------------------|---|
| 10 | 5.5 |
| 11 | 11 |
| 12 | 16.5 |

COURSE/CREDIT REQUIREMENT

Scholars in Grades, 9, 10, and 11 must take a minimum of six (6) credits of coursework per year plus physical education.

Scholars in Grade 12 must take a minimum of five and one half (5 ½) credits of course work plus physical education. It is expected that all scholars will avail themselves of a program which carries a maximum number of units. This is a requirement to stay on track for graduation.

WHY MUST I DO HOMEWORK?

As a full time WMHS student, your job is to learn and gain skills to prepare you for college and higher education which will provide you the opportunity to live a productive and prosperous life when you leave school. To be a successful scholar nightly homework is necessary. Your classroom work and homework are related. Homework refreshes and reinforces what you have learned in your classroom. WMHS teachers will provide you with meaningful and challenging classroom work that requires you

to go home and do work that prepares you for the next day of school. It is important that you take the

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time to do your homework and bring it to class each day. The consistency and quality of your homework will directly affect your class grades, report card and even hopes of graduating. Just do it! You will be glad you did.

MORE ABOUT HOMEWORK!

Your teachers will be giving you at least thirty (30) minutes of homework for each subject. You can expect to have about two (2) hours of homework each night. Study habits are imperative towards college/career readiness. Here are some great home study tips:

1. Set aside a special time and place to do homework and study for the next school day.
2. Are you a member of the Wyandanch Public Library? Check it out. It is a great place to do homework and study. A library card is really easy to get.
3. The smartest scholars ask questions and solve problems. If you do not understand your homework assignments ask your teacher. They will be more than willing to take the time to answer your questions and steer you in the right direction to get your work done. Remember, always ask lots of questions. It is okay!
4. To make sure you know exactly what you have to do, write down your assignments in your notebook.
5. When handing in your homework make sure its neat (no food stains, please), readable, and completely finished.
6. If you are ever absent from school or class, remember that what the other scholars did in class that day becomes homework for you. You will have to make up missed class work at home. The school's attendance rules give you a deadline when you are able to hand in work when you are absent. Get all missed class work and homework in on time.
7. Your parents may ask your teacher for your homework assignments ahead of time. All they have to do is send a note to the teacher asking for it.

DIPLOMA REQUIREMENTS

A summary of course and exam requirements can be found in the WMHS Curriculum Handbook. Diploma requirements vary for each class. The year a scholar entered ninth grade will determine whether a scholar will be eligible to earn a Local, Regents or Advanced Regents Diploma.

ACADEMICS AND EXTRA-CURRICULAR ACTIVITIES

While the Board of Education supports and encourages scholar participation in extra-curricular activities, it believes that the academic needs of the scholar must take priority. The Board also believes that participation in extra-curricular activities is a privilege reserved for those who uphold school rules, demonstrate good citizenship, and as necessary, evidence of good health.

ACADEMICS AND ATHLETICS

Each scholar has the right to try out for and to participate in athletic competitions. However, this right carries with it the responsibility to first meet academic, attendance and conduct obligations,

as explained above.

Note:

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1. Requirements must be met year round, not just during the sports season.
2. Students on out-of-school suspension are not permitted on school grounds for any reason during the period of suspension, and therefore, may neither practice nor play during that period.
3. Students cannot practice nor play on a day which they have, without legal excuse, missed more than two (2) periods of class.
4. Students under suspension are not eligible for academic and athletic awards.

SCHOLASTIC ELIGIBILITY

1. All students, including seniors, must enroll in at least five (5) subjects and physical education to be eligible to participate in any extra-curricular activity unless the Principal gives prior approval.
2. At the end of each marking period, four (4) times a year, scholar's participation in extra-curricular activities will be reviewed. Scholars must maintain an overall grade point average (G.P.A.) of C+ (2.5) or better. Whenever a student's G.P.A. falls below C or 2.5, he/she will be placed on academic probation. Scholars must have an average daily attendance of 90%.
3. Scholars will be expected to demonstrate appropriate school citizenship. This will be monitored through the attendance and guidance offices. In addition, if a scholar has been suspended, he/she will be referred to the eligibility committee that will determine the period of the time he/she shall be barred from participation in the extra-curricular activity.
4. Every scholar placed on academic probation will be encouraged to attend extra-help sessions. It is the student's responsibility to seek out and attend such sessions. Failure to do so could result in the scholar being declared ineligible for any further participation in extra-curricular activities.
5. A probation period is five weeks long. During this time, the scholar must submit weekly progress reports in order that his/her progress may be carefully monitored. If the scholar fails to submit a weekly progress report, he/she will be ineligible for participation in extra-curricular activities until the report is submitted. Should a scholar fail to submit all five progress reports by the end of the probation period, he/she will be declared ineligible to participate in extra-curricular activities. At the end of the five weeks, if the scholar has not raised his/her G.P.A. to at least the minimum, he/she will be dropped from that extra-curricular activity. No scholar will be permitted to be on academic probation two (2) quarters in a row.

WILSON TECHNOLOGY: VOCATIONAL AND TECHNICAL SCHOOL

Scholars may explore a variety of occupations outside of WMHS. The course is half day in duration and every day. Scholars may select to attend AM Tech. A parent/guardian, the scholar's guidance counselor, and the principal must approve each program. All applications for Technical programs must be completed by April 15th of each year. (1) Scholars must maintain a minimum attendance of 90%. Scholars who fall below the minimum attendance figure are subject to review and recall from Wilson Tech. Each Technical program will have requirements specific to the course of study. Speak with your guidance counselor regarding prerequisites for admission to Wilson Tech. programs and/or consult the Curriculum Guide for more details on Tech.

SCHOLAR WORKING PAPERS

1. Pick up an application for an Employment Certificate before or after school on Tuesday and Thursday in the Guidance Office.

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2. Complete and return Parental Consent.
3. Complete and return the Physical Fitness Certification.
4. Completed cards can be picked up three (3) days later at the beginning or end of the school day on Tuesdays or Thursdays.

Please Note:

- ❖ Cards cannot be completed unless all necessary paperwork is correct
- ❖ Cards cannot be produced on the spot
- ❖ Students must sign their cards in front of the designated official

BEHAVIOR DURING EXAMS

Proper conduct is expected of all scholars while taking exams. Scholars who fail to follow the directions of proctors, or who engage in any action that could indicate an attempt to give or receive information, will not be permitted to make up the test following a violation of testing integrity and standards. Scholars are expected to be present for all scheduled standardized tests and Regents exams. Parents/Guardians of scholars will be notified by the school as to dates and times of examinations.

SCHOLAR-FACULTY IDENTIFICATION CARD

Every scholar, faculty and staff member is issued a new identification card which must be worn at all times. There are no exceptions. This is very important since the attack on our nation on September 11, 2001. Every scholar must show his or her ID card when entering the school in the morning. Scholars without an ID card will have to wait until the other scholars have entered school before they will be allowed to enter the building. If the ID is lost, the scholar must buy another for \$5.00.

ID Cards must be used for admission to all athletic, social and other extra-curricular events. Every scholar must present and surrender their ID cards upon request from any faculty, staff or security officer at all times in every situation.

CONDUCT IN THE HALLS

While classes are in session, scholars must have a pass to be in the halls in route to a specified destination. Running, pushing, shouting, talking loudly, scuffling, and other forms of disorderly behavior are not permitted at any time. Students should keep to the right while moving through the corridors, and are asked to respect the rights of others.

WHY MUST I ALWAYS HAVE A HALL PASS IF NOT IN CLASS?

Just as the scholar ID card authorizes you to be in WMHS, a valid hall pass authorizes you to be in a non-classroom when classes are in session. Scholars are not allowed to be in the halls or rest

rooms unless they have a valid pass signed by a faculty member. Those scholars caught without

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passes will be considered in unauthorized areas of the building and will be reported to an administrator to be disciplined. Faculty will not issue passes to scholars to go to a locker or to visit someone in another class. Passes are only issued for emergencies and at the discretion of the teacher who becomes responsible for your whereabouts. Anyone who becomes ill or exhibits signs of illness will use a teacher issued hall pass to see the School Nurse. The Nurse will treat the scholar, record the time in which they signed the pass returning the scholar to his/her class. Teachers are to secure their hall passes. Any scholar who is reported to have an unauthorized or stolen hall pass will be subject to the same penalties as stealing. Being found in an *unauthorized place in the building* is a serious offense.

WHAT ARE THE PROCEDURES FOR GETTING SIGNED OUT EARLY?

In order to ensure scholar safety, no scholar will be released to the custody of any individual who is not his/her parent or guardian; no one will be allowed early dismissal in response to a telephone call. Parents/Guardians who want their children to be dismissed early for any reason must come in person. The child will stay in class until the parent/guardian arrives. Parents/guardians may submit, at the time of their child's enrollment, a list of individuals authorized to obtain release of their children. Scholars who become ill will not be allowed to leave the school, except by ambulance, unless in the company of a parent, guardian or other authorized person.

WHAT ABOUT SCHEDULED EARLY RELEASE?

Advanced juniors, seniors, and scholars with special work release options with modified schedules who wish to leave school early for work-study related reasons may be allowed to do so with signed consent from a parent after an analysis of their academic transcript by their counselor.

LEAVING WMHS CAMPUS WITHOUT PERMISSION

Wyandanch High School is a *closed campus* at all times. When scholars enter school in the morning they are not allowed to leave the school premises or grounds during the regular school day unless an administrator gets permission from a parent or guardian. The purpose of all scholars attending school is to be in a classroom engaged in learning. Any scholar who leaves the school without approval will be considered cutting and will be subject to a one day suspension from school for the first offense. Continued violation of this rule will lead to out of school suspension for two (2) days.

SECURITY SERVICES

Wyandanch Board of Education has hired security officers whose primary purpose is to enforce responsible scholar behavior in the halls. The security officers will ask students to comply with the school rules, clear the halls during class periods, or ask scholars to produce their ID tags. Scholars are expected to respond positively as they would to any faculty member. Any blatant

disrespect displayed to security officer will be treated as a serious disciplinary infraction.

DISCIPLINARY POLICY

A school Disciplinary Policy has two purposes:

1. To create a positive and secure environment where learning takes place and positive relationships can grow.
2. To establish and protect the rights of all individuals through due process procedure. Scholars who exhibit inappropriate behavior will be subject to one or more of the following consequences.

SCHOLAR CODE OF CONDUCT

A. Level 1 Infractions – Actions that can result in reprimand, counseling, parent conference, detention, ISS or OSS:

1. Cheating (in addition, a failing grade may be given).
2. Wearing hats or headgear indoors. This applies to both *MALES & FEMALES*
3. Cutting classes
4. Tardiness
5. Invalid absences
6. Possession and/or use of obscene literature or materials
7. Littering
8. Use of CD, IPOD, Cassette players, cell phones, and/or beepers during school hours and on school premises
9. No scholar ID tag
10. Causing or participating in disorderly behavior in classes, assemblies, corridors, cafeterias, on school grounds or on school buses
11. Being in unauthorized areas
12. Cutting detention

B. Level 2 Infractions – Actions that can result in one to five days detention, ISS or OSS:

1. *Frequent tardiness to class
2. Use of abusive or profane language
3. Defacing school property (Graffiti)
4. Causing or participating in
5. Bullying
6. Sexual Harassment (Verbal)

C. Level 3 Infractions – Actions that can result in one to five days ISS or OSS:

1. *Truancy
2. *Excessive class cutting
3. Damaging or endangering the property of others or the school

4. Trespassing

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5. Smoking on school property
6. Continued or willful disobedience of teachers or other persons in authority
7. Endangering the safety of anyone on school property
8. Forging the signature of parent/guardian or staff member
9. Gambling or tag playing on school premises
10. Indecent exposure
11. Instigating a Fight or Fighting
12. Hazing

*Not an OSS offense

D. Level 4 Infractions – Actions that can result in suspension or possible expulsion as well as school penalties. These actions are also subject to criminal or civil prosecution:

1. Sale, consumption, possession or distribution of alcoholic beverages on school premises or at functions sponsored by the school
2. Assault and battery
3. Blackmail
4. Bomb scares
5. Breaking and entering
6. Sale, possession, use or distribution of narcotics or drugs
7. Inciting riots
8. Intimidation of students or teachers
9. Pulling of fire alarm
10. Larceny
11. Theft/Robbery
12. Malicious mischief, such as setting off smoke/stink bombs or fireworks; sale, possession, or use of fireworks
13. Extortion
14. Possession of knives, slingshots, guns, laser pens, weapons or projectiles.
15. False alarms
16. Vandalism
17. Trespassing on school property while on suspension
18. Sexual Harassment (Physical)
19. Repetition of offenses listed in Section C

PENALTIES FOR VIOLATIONS OF CODE OF CONDUCT

The ranges of permissible penalties which may be imposed for violations of the scholar disciplinary code include the following:

1. Verbal Warning

2. Written warning

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3. Written notification to parents

4. Counseling

5. Probation

6. ISS, OSS, or Detention

7. Suspension from transportation (inappropriate behavior)

8. Suspension from participation in athletics

9. Suspension from participation in social or extra-curricular events

10. Suspension of other privileges

11. Exclusion from a particular class

12. Involuntary transfer/alternative placement/referral to Job Corp or GED programs elsewhere

13. Expulsion

14. Referral to police department for criminal or civil prosecution

A. Depending on the nature of the violation, it is the Board of Education's desire that the scholar's discipline be progressive. A student's first infraction merits a lighter penalty than subsequent violations. The administrator shall take into account all relevant facts when determining an appropriate penalty. The above penalties may be imposed singularly or in any combination.

Reference: Education Law #3214

Cross-Reference: 5312 Prohibited Conduct

OUT-OF--SCHOOL SUSPENSION (OSS)

This measure will be used for scholars whose behavior is either disruptive and poses a danger to the order and safety of the school, or where repeated offenses indicate an adjustment cannot be made within the available school resources. When suspended, scholars are not allowed on Wyandanch school property. The purpose of this measure is to provide the scholar with a period of time to correct serious behavior problems. The administrator will make an effort to bring guidance, teaching staff, and parents/guardians together to prevent any need for further disciplinary action. Scholars who are placed on long-term suspensions may be provided an education in alternative setting as determined by authorities in accordance with SED Regulations and Board of Education policies. Scholars are not permitted to leave their home between 7:00 a.m. – 1:05 p.m. The following chart summarizes the Code of Conduct and the scholar's rights and responsibilities. You are encouraged to read it carefully. Each scholar has the right to a free education without disruption from his/her peers. The disrupter needs to know the rules and consequences of breaking those rules.

| INFRACTIONS | CONSEQUENCES |
|--|---|
| LEVEL I Disorderly Conduct Disruptive Behavior Class Tardiness Class Cuts | 3 MAXIMUM each of which may result in a scholar-teacher conference, administrative conference, counseling, |

| | |
|--|---|
| Truancy (from school) Possession of radios and cell phones Cutting ISS, or Detention No ID tag (not an out-of-school suspension offense) | community service and/or suspension |
| LEVEL II Insubordination Inappropriate Language Graffiti Smoking cigarettes Vandalism Bullying Sexual Harassment(Verbal) | 2 MAXIMUM each of which may result in any combination of Level I consequences and parent escort for 1-3 days. Scholars will pay for graffiti removal and correction of vandalism. A third offense moves the consequences to Level IV |
| LEVEL III Fighting or Instigating a Fight Theft Extortion Inappropriate Language to Staff Inciting a riot Failure to serve ISS | 2 MAXIMUM each of which will result in 1-5 days suspension out-of-school, and any combination of consequences above. A third offense moves the consequences to Level IV |
| LEVEL IV Pulling Fire Alarm Sexual Harassment Possession/use of weapon/explosive Possession/use/sale of illegal substance Assault on any Staff member | 1 MAXIMUM will result in 5 days suspension out-of-school and a superintendent's hearing. Administration will request that any repeat offender in this category not be returned to the school. |

All infractions will be thoroughly investigated by Administration. Scholars alleged to have committed an infraction will be given due process. In all cases, parents/guardians will be contacted by phone where possible, and a letter will follow.

SEXUAL HARASSMENT

The Wyandanch School District prohibits any form of sexual harassment of scholars or staff members. Sexual harassment may include, but is not limited to:

1. Verbal harassment or abuse
2. Subtle pressure for sexual activity
3. Inappropriate or unwelcome touching, patting or pinching
4. Display of sexual materials, books, pictures, etc.

Individuals who sexually harass either a scholar or staff member will be subject to civil or criminal litigation, and disciplinary actions by the school district. Any incidence of sexual harassment must be reported immediately to any School or District authority.

DIGNITY FOR ALL STUDENTS ACT (DASA): NYS'S ANTI-BULLYING LAW

All children have the right to attend school in a safe, welcoming, and caring environment. DASA specifically ensures this for New York State public school scholars.

The Dignity for All Scholars Act (The Dignity act also known as DASA) was signed into law on September 13, 2010. The legislation amended State Education Law by creating a new Article 2, *Dignity for All Scholars*, and revising Section 801-a regarding instruction in civility, citizenship, character education, tolerance, respect for others, and dignity. It combats bias-based bullying, harassment, and discrimination in public schools, and includes awareness and sensitivity in the relations of people including individuals of different races, weights, national origins, ethnicity, religions or religious practices, mental or physical abilities, sexes, sexual orientations, gender identities or expressions.

- **The Dignity Act promotes civility and creates a safe nurturing environment.**
- **The Dignity Act provides a response to students who are harassed and bullied at school.**

Dignity Act §11 Harassment – the creation of a hostile environment by:

- **Conduct, verbal threats, intimidation or abuse that reasonably causes or would reasonably be expected to cause a scholar to fear for their physical safety.**
- **Conduct, verbal threats, intimidation or abuse includes but is not limited to conduct, verbal threats, intimidation or abuse based on a person's actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, secular orientation, gender or sex.**

Highlights of the new law, effective July 1, 2012

- All public elementary and secondary school scholars are protected.
- DASA prohibits the harassment and discrimination of students by scholars and by school personnel.

Creating a Safe and Supportive School Environment for Transgender and Gender Nonconforming Scholars, effective July 2015

DASA includes transgender and gender nonconforming (“GNG”) scholars, with an environment free from discrimination and harassment, to fostering civility in public schools, and to ensuring that every scholar has equal access to educational programs and activities. For more information and the law, refer to the district website under Parents, Anti-Bullying and Anti-Harassment.

New York State Center for School Safety --- Fact Sheet

What is the Dignity Act?

- The Dignity Act was established with the broad legislative intent to provide a school environment free of discrimination and harassment.

What does New York State Education Department (NYSED) have to do?

- The Commissioner shall promulgate regulations to assist schools in implementing this legislation.
- The Commissioner shall provide direction which may include development of model policies related to preventing discrimination and harassment.

Who is protected under this legislation?

- Identified in the legislation are those who are subjected to intimidation or abuse based on actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender or sex.

How does The Dignity Act define “Harassment?”

- Harassment is defined as “creation of a hostile environment by conduct or by verbal threats, intimidation or abuse that has or would have the effect of unreasonably and substantially interfering with a scholar’s educational performance, opportunities or benefits, or mental, emotional or physical well-being;...”

THE FOUR TYPES OF BULLYING

- **Physical Bullying**
 - Hitting, Kicking, Pushing Someone
 - Stealing, Hiding or ruining someone’s things
 - Making someone do something he or she doesn’t want to do
- **Verbal Bullying**
 - Name calling
 - Taunting
 - Insulting
- **Relationship Bullying**
 - Refusing to talk to someone
 - Spreading lies and rumors about someone

- Making someone feel left out or rejected

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- **Cyber-Bullying**

- Email
- Instant Messaging
- Texting
- Blogs
- Chat Rooms
- Communication Technologies
- Face Book

DRUG AND ALCOHOL POLICY

Wyandanch Memorial High School believes that education helps prevent involvement with drugs, tobacco, and alcohol. Instruction will include sessions about the causes and effects these illegal substances have on young people. In addition, all high school students will receive instruction on the dangers of driving while under the influence of alcohol and/or drugs. Any scholar that sells, buys or distributes drugs, tobacco, or alcohol on Wyandanch school property will be subject to arrest and suspension from school. Parents/guardians will be notified immediately and be asked to report to the Principal.

WMHS: A DRUG AND SUBSTANCE ABUSE FREE ZONE

This policy is based on convictions that school should be an alcohol/drug free environment and that the abuse of mind-altering substances is a treatable illness. Effective identification of drug and alcohol problems begins with consistent consequences incurred for violations of the chemical use policy. Therefore, violations of the chemical use policy while on school property will incur disciplinary action(s) as listed on the Code of Conduct Chart of this handbook and referral to the Scholar Assistance Program.

PROFANE AND VULGAR LANGUAGE

Vulgar, profane, obscene, language or gestures are not permitted. Any scholar found using them will be disciplined severely. This may include detention and if this behavior persists then OSS for up to five days maybe the result.

SNOWBALLS, WATER GUNS, TOY GUNS, BB GUNS, PELLET GUNS, STUN GUNS, PAINT BALL GUNS, LASER PENS, WATER BALLONS, MACE

Due to the high probability of accidents that may result from throwing snowballs or playing with any of the above listed items, all such activity is strictly prohibited on school grounds. Any scholar who is caught engaging in the above activities will be disciplined. Any scholar who reports to school with any form of a *non-lethal gun* will be disciplined in the same manner as if the gun was real.

BICYCLES AND MOPEDS

Bicycles and mopeds must be parked in front of the buildings. No bicycles are permitted within the building. Mopeds must not be ridden on school grounds, and must conform to the State Motor Vehicle Department Regulations.

PETS

Pets are not permitted in the building or on the grounds.

DRIVING AND PARKING PRIVILEGES

All scholar cars parked on school grounds must be registered in the Main Office. Scholar parking is permitted only in designated areas. Scholars are not permitted to loiter in the parking area or in cars parked on school grounds.

CARE OF TEXTBOOKS

Textbooks represent a considerable investment of funds. All scholars are held responsible for the proper use and care of books issued to them. Scholars are expected to:

1. Provide a cover for each book.
2. Avoid defacing or otherwise damaging books.
3. Pay for replacement of any books lost or damaged beyond normal use. The same is true for any materials loaned to scholars such as locks, library books, money, supplies, calculators, uniform, etc. Scholars who owe money, books or supplies will not receive grades or diplomas, nor will transcripts be mailed to another school until all obligations are met.
4. Place his/her name in the appropriate place on the inside front cover of all textbooks.

USE OF LOCKERS

Lockers will be issued to all scholars. **DO NOT GIVE YOUR COMBINATION TO ANYONE.** This is to help prevent theft of your private property. The school will not be responsible for any lost items from your personally assigned locker. **Sharing lockers is not permitted.** Scholars should go to their lockers between classes only if they can still arrive to class on time. Going to lockers is not an excuse for tardiness. Neither will scholars be allowed to leave classes to get things from their lockers. **DO NOT** leave valuables in your locker. In order to prevent theft of your personal affects you are encouraged **NOT** to bring valuables to school. **NOTE:** All lockers remain the property of the school. School officials can access them when given due cause, without prior notice to students and parents. Periodic locker searches will be conducted by administration without notice when deemed necessary.

TELEPHONES

If, during the school day, a scholar has an emergency that requires the use of the telephone, a teacher or other school official will take care of that need. There is a telephone available in the main office. Any parent/guardian who needs to contact a scholar on an emergency basis during the school day should call the main office at (631) 870-0450. Scholars are not to use office phones except when given permission to do so by a school official. **Under no circumstances will the**

office staff call a scholar from class for a phone call unless the administration has deemed that call to be URGENT.

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FIELD TRIPS

All scholars are required to obtain written permission from parents/guardians before participating in a field trip. In consideration of the safety of our scholars and staff, those who exhibit inappropriate behaviors may not be allowed to go on field trips. Any scholar participating in a field trip must qualify under the terms of the Academic Eligibility Plan, with the exception of the probationary period standards.

SENIOR TRIP POLICY

All scholars must be approved by the Principal or Assistant Principal before they will be eligible to participate in any senior extra-curricular activities or trips.

FIRE DRILLS

Fire drills are required by law at regular intervals as an important safety precaution. Everyone must obey orders promptly, should remain silent and move as quickly as possible to a point one hundred (100) feet from the nearest building. Teachers will give instructions. Scholars who refuse to adhere to the instructions will be appropriately disciplined.

SCHOLAR BREAKFAST/LUNCH

Scholars must show proper manners and consideration of the rights of others in the cafeteria. Upon entering, they must assemble in an orderly manner without running, pushing, or cutting into the line. No scholar should engage in disruptive behavior while in the cafeteria.

No food items will be sold ten (10) minutes or less prior to the end of the lunch period. Teachers on duty must announce "last call" one (1) to two (2) minutes before the end of the lunch deadline. All lunch trays and rubbish must be placed by scholar in the garbage bins five (5) minutes before the bell rings for the change of periods. According to Board policy, **SCHOLAR'S ARE NOT ALLOWED TO LEAVE SCHOOL GROUNDS, NOR ORDER FOOD OR LUNCH. NO FOOD DELIVERY WILL BE ACCEPTED FOR SCHOLARS.** Scholars may bring lunch from home. No scholar will be allowed to go home for lunch without written permission from parents/guardians.

FOOD IN THE CLASSROOMS AND HALLS

Eating and drinking in the classrooms and hallways are strictly prohibited. This is a health precaution. Anyone caught eating or drinking in any area other than the cafeteria will be disciplined accordingly.

LOST AND FOUND

Scholars who have lost items or students who have found items that are not theirs are to take them to the Security Office at the Main Entrance.

PERSONAL APPEARANCE

We are a high school and we feel that our scholars should dress appropriately. We have adopted and impose a uniform dress code for our scholars. We believe that we have found some common ground in which we can operate on a daily basis without having individuals become a distraction to the

educational process in our classrooms and hallways. In order to provide an atmosphere where clothing is NOT an educational distraction in the classroom and the hallways, we require that you

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adhere to the following guidelines:

- All blouses, sweaters, shirts, athletic tops, or tees should cover the abdomen
- Specific messages on shirts or sweat pant bottoms that carry messages of violence, sexual innuendo, drug or alcohol-related and/or anti-bias nature cannot be worn
- All pants, slacks, jeans, sweat pants, etc. may not be rolled down at the waist or left to fall so that underwear is showing
- Skirts, shorts or skorts should be appropriate in length, so as not to be a distraction when sitting. Mini-skirts and shorts are NOT conducive to the high school environment
- See-through blouses or short skirts are not appropriate
- Tank tops, camisoles with thin straps that show underwear straps are not appropriate
- Scholars are not allowed to wear sunglasses during the school day. If a scholar has a medical reason, they must be cleared through the health office
- Scholars are not allowed to wear hoods in school during the school day
- Scholars are not allowed to wear costumes and/or parts of costumes without prior permission from building administration
- Scholars are not allowed to wear spiked bracelets or thick chains
- These guidelines apply to all school events i.e., music concerts, overnight school trips, field trips, athletic events, college/university visits, etc.

Repeated disregard for the personal appearance expectations will result in contact with parents and the scholar can be asked to change into appropriate clothing. A parent/guardian may be called to school to provide appropriate clothing.

***Prohibited attire would be pants below the waist, or underwear showing. Scholars who disobey this rule will 1st given detention and if the behavior continues then the scholar can receive OSS up to five days.

Graduating seniors will not be allowed to march while wearing jeans, sneakers, shorts, boots, or flip flop sandals.

EMERGENCY SCHOOL CLOSING

If School is going to be closed, the announcement will be broadcast, beginning at 6:30 a.m. on the following stations:

TV News Channel 12

98.3 WKJY - Hempstead

94.3 FM - WCTO-Huntington

97.5 FM - WALK

98.7 FM - KISS

102.3 FM - WABB

106.1 FM - WBLL- Medford

NATIONAL HONOR SOCIETY

Scholars whose overall average is 85 (B+ or better) will be invited to join the Wyandanch Memorial High School chapter of the National Honor Society. In addition to the successful academic report, all candidates for the Society must possess superior qualities in citizenship leadership, character and service as determined by the Society's Faculty Committee. To remain a member of the WMHS National Honor Society, scholars must maintain these scholastic and social qualifications. An Honor Society induction ceremony will take place in the first week of December of each year.

EXTRA-CURRICULAR ACTIVITIES

There are a number of extra-curricular activities available to our scholars. Any non-classroom based activity approved by the building administration, and for which an advisor has been approved by the Board of Education, constitutes an extra-curricular activity. Such activities include, but are not limited to:

Scholar Government
NYCOM STEP Program
Spanish Club
Marching Band
Yearbook
Chess Club
Drama Club
Cheerleading

WYHI Broadcasting Station
Smart Scholar Program
HOPE / Stony Brook
Young Life Mentoring
School Newspaper
Digital Tech
Kappa League
One World

THE RULES AND REGULATIONS IN THIS HANDBOOK HOLD TRUE FOR ANY WMHS SCHOLAR PARTICIPATING IN BOTH ON-CAMPUS AND OFF-CAMPUS ACTIVITIES AND SCHOOL SPONSORED EVENTS.

**CONSTITUTION
Of the
Wyandanch Memorial High School
Scholar Government**



Revised 2005-2006 Academic Year by Scholar Government Constitution/Election Committee:
Edwin Robinson Kianta Page Travis Madison Cindy Vasquez Kevin Bonilla

Special Thanks to the WMHS Administration, Central Administration and the Board of Education, Mrs. Sharin Wilson, Ms. Michelle Spruill, and Ms. Monique DeMory

Mission Statement

The mission of the Wyandanch Memorial High School Scholar Government is to ensure that an optimal learning community exists that will significantly provide for the best education possible and empower Wyandanch Memorial High School scholars to be competitive, productive, and contributing members of society. We will accomplish our mission by:

1. providing communication between the scholar body, faculty, staff, administration, and other organizations in and outside the school;
2. providing assistance in the coordination of all school related extra-curricular activities;
3. providing a forum for scholar voice and channels for scholar involvement;
4. developing skills in the areas of leadership, citizenship, scholarship, community awareness, group dynamics, coalition building, and communication.

Preamble

We, the scholars of Wyandanch Memorial High School, in order to form a unified and coordinated scholar government, to serve as an intermediary between the scholar body and the school administration, to support scholar rights, to serve as a forum for discussion, and to serve all the scholars of Wyandanch Memorial High School, do ordain and establish this constitution for the Wyandanch Memorial High School Scholar Government.

ARTICLE I THE ORGANIZATION

Section 1 Name

The name of this organization shall be the Wyandanch Memorial High School Scholar Government.

Section 2 Members

All daytime scholars of Wyandanch Memorial High School shall be eligible for membership. Privileges derived from membership may be rescinded at the discretion of the Scholar Government Executive Council.

Section 3 Executive Council

Executive Council members shall be elected by the scholar body. They will serve as school leaders guiding class officers and the general scholar body in reaching its mission.

The Executive Council members shall consist of:

- **School President**
- **School Vice President**
- **School Treasurer**
- **School Recording Secretary**
- **School Corresponding Secretary**
- **School Parliamentarian**
- **School Historian**
- **School Director of Communications**

The terms of office will commence the first day of summer recess after election and terminate the last day of the following school year.

Section 4 Class Officers

Class Officers shall be elected by the respective class members. The officers of the organization shall consist of:

- four (4) **Presidents** (one representing each class)
- four (4) **Vice Presidents** (one representing each class)
- four (4) **Treasurers** (one representing each class)
- four (4) **Secretaries** (one representing each class)

The terms of office will commence the first day of summer recess after election and terminate the last day of the following school year. Freshman officers will take office upon election.

Section 5 **Elections**

Elections shall occur no earlier than the 1st Thursday in May, and no later than the last Thursday in May. Elections will include all offices except those to be held by freshmen. Freshmen will be elected no later than the last Thursday in September by that class.

Article II **Eligibility and Duties: Executive Council**

Section 1 All Executive Council Members shall be elected to serve by a majority vote of the scholars in grades nine (9) through eleven (11). The candidates will be deemed eligible through a procedure as outlined in the by-laws.

Section 2 **President**

- A. Presides over all general scholar government meetings
- B. Presides over all executive council meetings
- C. Makes committee appointments
- D. Serves "ex-officio" on all committees
- E. Signs for organizational funds
- F. Supervises the functioning of the elected officers, and
- G. Carries the main responsibility for the smooth running of group meetings.

Section 3 **Vice President**

- A. Works closely with the president
- B. Assumes the president's duties if necessary
- C. Coordinates the interviewing, selection, and finding of committee chairpersons and task forces
- D. Works with the president and treasurer in budget and calendar preparation
- E. Assists the president in preparation of meeting agendas
- F. Works behind the scene to mediate differences between officers, and
- G. Assumes other responsibilities assigned by the president.

Section 4 **Recording Secretary**

- A. Takes verbal and written roll of attendees at meetings and keeps permanent records of who attended
- B. Takes minutes of proceedings of all meetings including date, location, presiding officer, and business conducted
- C. Prepares and distributes the written notices with the president's assistance, in a timely fashion, and
- D. Maintains a file of original agendas and minutes.

Section 5**Corresponding Secretary**

- A. Types all required letters of the president, vice president, and advisor
- B. Reports, files, and answers all correspondence
- C. Maintains the files of the organization, including clippings and relevant documents
- D. Establishes a policy with the recording secretary and the director of communications concerning the lending of files and communication with outside organizations
- E. Maintains contact names, addresses, phone numbers, and e-mail addresses of people with which the organization regularly works
- F. Keeps copies of activity calendars and special events
- G. Writes notes/letters of courtesy, thank you, congratulations, and birthday wishes to members, teachers, administrators, and support staff members, and
- H. Produces a directory of members of the group.

Section 6**Treasurer**

- A. Works closely with the president and vice president in preparing a workable year- long calendar and budget
- B. Oversees expenses and revenues
- C. Maintains an accurate and detailed financial record of all money collected and spent
- D. Prepares cost-benefit analyses of various endeavors (i.e. will the expense of time, money, effort, etc., be worthwhile in terms of its benefits of money, improved image, and so forth)
- E. Is familiar with the policies the school has in regard to the use of scholar finances and explains them when necessary
- F. Signs over monies quickly to the district treasurer to prevent its accidental loss
- G. Makes and interprets monthly financial reports to membership, and
- H. Checks that all contracts entered into are signed by the appropriate school officials.

Section 7**Historian**

- A. Is responsible for documenting prior significant historical school events
- B. Is charged with the development of a pictorial and written record of the high-lights of the year, through video, photos, written reports, media clippings, and other materials
- C. Prepares historical documents such as scrapbooks, websites, slide shows, video, CD-ROM, DVD and
- D. Provides bi-monthly reports/updates to executive council regarding progress of creation of historical documents.

Section 8**Parliamentarian**

- A. Serves as resident expert concerning Robert's Rules of Order
- B. Offers procedural opinions only when asked to do so by chairperson and is subject to the limitations of debate and voting that are applied to all non-members
- C. Chairs the Constitution/By-laws Committee, and
- D. Acts as consultant to the president on the subject of parliamentary procedure.

Section 9**Director of Communications**

- A. Develops contacts with media, outside organizations
- B. Prepares press releases for community- wide events,
- C. Maintains bulletin board with up-to-date information regarding scholar government activities
- D. Prepares public service announcements, coordinates input of website information with Director of Technology, and
- E. Chairs the Communications Committee.

Article III Eligibility and Duties: Class/Club Officers**Section 1**

All class/club officers shall be elected to serve by a majority vote of the respective class/club members grades nine (9) through twelve (12). The candidates will be deemed eligible through a procedure as outlined in the by-laws.

Section 2**President**

- A. Oversees all meetings of respective class/club officers
- B. Represents the interests of the respective class/club
- C. Reports to the Executive Council during general scholar body meetings, and
- D. Carries the responsibility for the smooth running of all respective class/club meetings.

Section 3**Vice President**

- A. Works closely with the class/club president
- B. Assumes the president's duties if necessary
- C. Works with president and treasurer in budget and calendar preparation,
- D. Assists the president in preparation of meeting agendas,
- E. Works behind the scene to mediate differences between officers, and
- F. Assumes other responsibilities assigned by the president.

Section 4**Secretary**

- A. Takes verbal and written roll of attendees at meetings, and keeps permanent records of who attended
- B. Takes minutes of proceedings of all meetings including date, location, presiding officer, and business conducted
- C. Prepares and distributes the written notices with the president's assistance in a timely fashion
- D. Maintains a file of original agendas and minutes,
- E. Types all required letters of the president, vice president and advisor
- F. Reports, files, and answers all correspondence
- G. Maintains contact names, addresses, phone numbers, and e-mail addresses of people with which the organization regularly works, and
- H. Keeps copies of activity calendars and special events, and writes notes/letters of courtesy, thank you, congratulations, and birthday wishes to members, teachers, administrators and support staff members.

Section 5**Treasurer**

- A. Works closely with the president and vice president in preparing a workable year long calendar and budget
- B. Oversees expenses and revenues, maintains an accurate and detailed financial record of all money collected and spent
- C. Prepares cost-benefit analyses of various endeavors (i.e. will the expense of time, money, effort, etc., be worthwhile in terms of its benefits of money, improved image, and so forth)
- D. Is familiar with the policies the school has in regard to the use of scholar finances and explains them when necessary
- E. Signs over monies quickly to the school treasurer to prevent its accidental loss and,
- F. Makes and interprets monthly financial reports to membership.

Article 4**Affiliation**

The organization may affiliate itself with other local, state, or national organizations upon the approval of the executive council.

Article 5**Funding****Section 1**

The executive council will have funding derived from the sales of vending machine items located in the staff lounge and cafeterias which supply the scholar activities fund, as well as funds that are raised by executive council sponsored activities when deemed necessary.

Section 2

The respective classes and clubs will derive funds from class/club sponsored fundraising activities sanctioned by the executive council and building administration.

Article 6
Section 1

The Scholar Representative
Assembly Membership

The scholar representative assembly shall be comprised of the executive council, all class and club presidents and three (3) representatives from each respective class.

Section 2

Meetings of the Scholar Representative Assembly

The scholar representative assembly will convene at least once a month and whenever deemed necessary. The meeting schedule will be arranged by the executive council. Minutes from each meeting will be published in the scholar government newsletter for distribution to each advisory.

Section 3

Duties

The scholar representative assembly shall provide input into the scholar government and activities, serve on committees, and approve expenditures in excess of \$500.00.

Article 7

Parliamentary Procedure

Meetings of all duly constituted bodies of this organization shall be governed by Robert's Rules of Order, New Revised, except as otherwise provided in this Constitution and By-Laws.

Article 8

Amendments

The constitution may be amended by a two-thirds majority vote of the scholar representative assembly members and with notification of the WMHS administration. Proposed amendments must be submitted to the executive scholar council, in writing, five (5) school days prior to an executive council meeting. Proposed amendments shall be published in the scholar government newsletter. Ten (10) school days notice will be required prior to a vote on the proposed amendment.

Article 9

Impeachment

Section 1

Members of the scholar representative assembly may initiate executive council members impeachment proceedings by putting in a written request to be heard by the executive council, this request must be approved by the scholar government advisor. Following a hearing, executive council members can be removed from office for failure to discharge duties of that position, upon a two-thirds majority vote of the scholar representative assembly, and must have the approval of the faculty advisor. All vacant positions will be filled by appointment by the executive council. In the event of a tie, the scholar government advisor will implement a recommendation after consulting with the Dean of Scholars and the Scholar Affairs Committee.

Section 2

Class/Club officers may initiate impeachment proceedings by putting in a written request to be heard by the executive council, this request must be approved by the class/club advisor. Following a hearing, class/club officers can be removed from office for failure to discharge the duties of that position upon a two-thirds majority vote of the scholar class/club. If the decision is tied, the recommendation of the executive council will be implemented.

Article 10**Resignation****Section 1**

Scholars elected or appointed for any class/club officer position may voluntarily resign by giving written or verbal notice to a current class/club officer or advisor. This resignation will become effective upon executive council review and approval.

Section 2

Scholars elected or appointed for any class/club officer position may involuntarily resign by moving out of district, alternative school placement, chronic disciplinary incidents or grade retention.

Section 3

Positions vacated by class/club officers that resign voluntarily or involuntarily will be filled by majority vote of the remaining class/club officers with Advisor approval.

Article 11**Ratifying the Constitution**

Upon unanimous approval of the ad-hoc constitutional committee and upon presentation and approval by district administration, this constitution will take effect.

Article 12**By-Laws**

By-laws will be proposed in writing five (5) days prior to an executive scholar council meeting. A by-law proposal will require a two-third majority vote of all voting members of the executive council. All by-laws will be in accordance with the constitution.

BY-LAWS**1. (Article I, Section 5 – Elections)**

- A. The elections for scholar government will be directed by an impartial elections committee consisting of five (5) members selected by the scholar representative assembly. The elections committee will publish the established procedures no later than 25 school days prior to the Election Day.
- B. Nominees for election to the scholar government must meet the following eligibility criteria:
- C. Be enrolled at WMHS as a daytime scholar

- A minimum cumulative grade point average (G.P.A.) of a 2.5 or meet the provisions established by the eligibility committee
- Meet requirements for grade promotion

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- Good behavioral/disciplinary reports (to be determined by Scholar Government Advisor & Building Administration).
- Candidates must select one position to run

2. (Article V, Section 2 – General Fundraising – Rules)

- A. All requests for fundraising activities must be submitted twenty (20) school days prior to the date of the proposed activity.
- B. All fundraising activities (including dances) must be approved by the executive council, so conflicts do not occur between the classes/clubs.

3. (Article V, Section 2 – General Fundraising – Definitions)

Except for dances, all other fundraising activities are to be divided into three categories:

- A. Concessions – involves the sale of an item(s) at sporting event(s).
- B. External sales or collections – involves having to leave school grounds in order to sell a service and/or product, or solicit contributions for some organization or cause.
- C. Internal sales or collections – involves the sale of goods and/or services, or solicitations of contributions for some organization or cause on school grounds (other than concessions).

4. (Article VI, Section 1 – Rules for Class/Club Activities)

All clubs and organizations shall submit their constitutions and/or mission statements to the executive council for approval. All classes/clubs chartered by the WMHS Scholar Government must abide by the WMHS Scholar Government Constitution and its by-laws. All chartered classes/clubs must submit their mission statement and code of conduct to the Scholar Government.

CLASS ADVISORS 2018-2019

9th Grade Kaitlyn Barrett
Danielle Tahir

10th Grade Sharin Wilson
TBD

11th Grade TBD
TBD

12th Grade Tanisha Crawford

WYANDANCH MEMORIAL HIGH SCHOOL
2018-2019 CALENDAR OF EVENTS

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|-----------------------|---|
| August 11, 2018 | Fun / Sports Day – True Life Church of God – 9:00 a.m. – 5:00 p.m. Meet and Greet with Fred Hammond @ 2p.m. – 3 p.m. |
| August 25, 2018 | SAT Exam |
| August 28, 2018 | 9 th Grade and ELL Orientation @ 10:00 - 12:00 p.m. |
| August 29-30, 2018 | Superintendent's Conference Day |
| September 04, 2018 | School Closed |
| September 05, 2018 | 1 st Day of School |
| September 08, 2018 | ACT Exam GPT/SHLD/MATT vs Wyandanch Football @ 1:30 p.m. Coach Anthony Cusumano Day |
| September 10, 2018 | Wyandanch JV Football vs GPT/SHLD/MATT @ 5:00 p.m. |
| September 10-11, 2018 | Rosh Hashanah – School Closed |
| September 13, 2018 | Open School Night @ 6:00 p.m. – 7:00 p.m. PTSA Mtg. – 7:00 p.m. (Election of Officers after Open School Night) |
| September 15, 2018 | Wyandanch Football vs Port Jefferson @ 2:00 p.m. |
| September 17, 2018 | Port Jefferson vs Wyandanch JV Football @ 4:30 p.m. PTSA Election of Officers – 6:00 p.m. |
| September 19, 2018 | Yom Kippur – School Closed |
| September 22, 2018 | Wyandanch Football vs Easthampton/Ross @ 6:30 p.m. |
| September 24, 2018 | East Hampton/Ross vs Wyandanch JV Football @ 4:30 p.m. |
| September 28, 2018 | Senior Class Trip – Great Adventure Park, New Jersey |
| September 29, 2018 | Bayport-Blue Point vs Wyandanch Football @ 1:30 p.m. Military Appreciation Day |
| October 01, 2018 | Wyandanch JV Football @ Bayport-Blue Point @ 4:00 p.m. |
| October 03, 2018 | JROTC Battalion Photo |
| October 06, 2018 | SAT Exam Babylon vs Wyandanch Football @ 1:30 p.m. Breast Cancer Awareness Day |
| October 08, 2018 | Columbus Day Observance Wyandanch JV Football vs Babylon @ 4:00pm |

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| October 10, 2018 | PSAT 11 @ WMHS 7:00 a.m. – 11:00 p.m. |
| October 12, 2018 | Homecoming Pep Rally |
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| October 13, 2018 | Homecoming Parade @10:00 a.m. Senior Mini-Carnival @12:00 p.m. Homecoming - Southampton/BH/Pier vs Wyandanch Football @ 1:30 p.m. |
| October 15, 2018 | Wyandanch JV Football vs Southampton/Pier/Ros @ 4:30 p.m. PTSA Mtg. – 6:00 p.m. |
| October 16, 2018 | Fall College Fair Trip held @ Radisson Hotel @ 5:30 p.m. – 8:30 p.m. |
| October 19, 2018 | Wyandanch Football vs Hampton Bays @ 7:00p.m. WMHS Breast Cancer Walk |
| October 22, 2018 | Hampton Bays vs Wyandanch JV Football @ 4:30p.m. |
| October 25, 2018 | Parent Visitation Tour @ 8:30 a.m. – 10:00 a.m. Financial Aid Information Night @ 6:00pm – 8:00p.m. |
| October 26, 2018 | Wyandanch Football vs Mt. Sinai @ 6:00 p.m. |
| October 27, 2018 | ACT Exam |
| October 29, 2018 | Mt. Sinai vs Wyandanch JV Football @ 4:30 p.m. |
| October 31, 2018 | Safe Halloween Performance w/Pre-K and K |
| November 03, 2018 | SAT Exam |
| November 06, 2018 | Election Day – School Closed |
| November 09, 2018 | End of the 1 st Quarter Grades. |
| November 12, 2018 | Veteran's Day |
| November 15, 2018 | Hispanic Heritage Assembly @ 6:00 p.m. |
| November 19, 2018 | PTSA Mtg. – 6:00 p.m. |
| November 20, 2018 | Student / Staff Basketball Game |
| November 21-23, 2018 | Thanksgiving Recess – School Closed |
| December 01, 2018 | SAT Exam |
| December 06, 2018 | Parent / Teacher Conference @ 6:00 p.m. – 8:00 p.m. PTSA Mtg. – 8:00 p.m. |
| December 08, 2018 | ACT Exam |
| December 13, 2018 | Gospel Holiday Concert |
| December 17, 2018 | PTSA Mtg. – 5:30 p.m. |
| December 19, 2018 | Winter Concert @ 6:00 p.m. – WMHS |

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| December 21, 2018 | JROTC Holiday Luncheon @ 11:00 a.m. – 1:30 p.m. |
| December 24-31, 2018 | Winter Recess – School Closed |
| January 01, 2019 | Winter Recess - School Closed |
| January 18, 2019 | Women's Alumni Game @ 8:00 p.m. |
| January 19, 2019 | Wyandanch Classic @ 9:00 a.m. – 6:00 p.m. |
| January 21, 2019 | Martin Luther King Day – School Closed |
| January 22 - 25, 2019 | Regents Exams (Tuesday thru Friday) |
| January 28, 2019 | PTSA Mtg. – 6:00 p.m. |
| February 01, 2019 | End of the 2 nd Quarter Grades |
| February 14, 2019 | Black History Music Concert-WMHS @ 6:00 p.m. |
| February 18-22, 2019 | President's Day and Mid-Winter Recess – School Closed |
| February 25, 2019 | PTSA Mtg. – 6:00 p.m. |
| March 09, 2019 | SAT Exam |
| March 28, 2019 | Parent / Teacher Conference @ 6:00 p.m. – 8:00 p.m. PTSA Mtg. – 8:00 p.m. |
| April 08, 2019 | Spring College Fair Trip held @ Radisson Hotel @ 5:30 p.m. – 8:30 p.m. |
| April 09, 2019 | PSAT 10 @ WMHS @ 7:00 a.m. – 12:00 p.m. |
| April 12, 2019 | End of the 3 rd Quarter Grades |
| April 13, 2019 | ACT Exam |
| April 15, 2019 | PTSA Mtg. – 6:00 p.m. |
| April 18, 2018 | WMHS Spelling Bee |
| April 19 - 26, 2019 | Spring Recess |
| May 04, 2019 | SAT Exam |
| May 08, 2019 | District-Wide Arts Alive Program – 6:00 p.m. |
| May 08-12, 2019 | Senior Trip – Embassy Suites Hotel, San Juan, Puerto Rico |
| May 18, 2019 | Caribbean Flag Day |
| May 20, 2019 | PTSA Mtg. – 6:00 p.m. (Last HS mtg.) |

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| May 23, 2019 | Science Labs Cut-Off Day |
| May 24-27, 2019 | Memorial Day Parade @ 10:00 a.m. School Closed |
| May 30, 2019 | Senior Prom – Crest Hollow Country Club @ 6:00 p.m. – 10:00 p.m. |
| June 01, 2019 | SAT Exam |
| June 03, 2019 | Regents Exam – Transitional Social Studies - (Monday) |
| June 06, 2019 | JROTC Military Ball @ 6:00 p.m. – 10:00 p.m. |
| June 08, 2019 | Wyandanch Day @10:00pm ACT Exam |
| June 12, 2019 | Athletics Awards Night @ 6:00 p.m. |
| June 13, 2019 | Senior Awards Night @ 6:00 p.m. |
| June 14, 2019 | JROTC End of Year Cookout & Awards Ceremony @ 11:00 a.m. – 3:30 p.m. |
| June 17, 2019 | Last Day of Classes for High School |
| June 18 - 26, 2019 | Regents Exams (Tuesday – Wednesday) (June 26 – Rating Day – No Exams) |
| June 24, 2019 | Kindergarten Moving Up Ceremony @ 10:00 a.m. |
| June 25, 2019 | 5 th Grade Graduation Ceremony @ 9:00 a.m. Milton L. Olive 8 th Grade Graduation @ 11:00 a.m. |
| June 26, 2019 | End of 4 th Quarter Grades Graduation Rehearsal @ 10:00 a.m. Graduates Luncheon @ 11:00 a.m. |
| June 27, 2019 | Wyandanch High School Graduation @ 10:00 a.m. |
| August 13 -14, 2019 | Regents Exams (Tuesday – Wednesday) |

J. Morgan Kousser Memorial High School

Second Floor Plan

Central Lobby

- CENTRAL ATTENDANCE Digital Technology
- LOBBY
- STAGE
- CAFÉ A
- CAFÉ B
- KITCHEN
- SECURITY
- BATH ROOM
- LOCKER RM
- BOYS GYM
- GIRLS GYM
- CHORUS
- Lobby
- TRITE CLASSROOM
- WEST WING
- WEST WING EXIT
- STAGE
- CAFÉ A
- CAFÉ B
- KITCHEN
- SECURITY
- BATH ROOM
- LOCKER RM
- BOYS GYM
- GIRLS GYM
- CHORUS
- Lobby
- TRITE CLASSROOM
- WEST WING
- WEST WING EXIT

Central Registration Second Floor

- CENTRAL REGISTRATION SECOND FLOOR
- NORTH WING EXIT
- Elevator

Compass Rose

- N (North)
- S (South)
- E (East)
- W (West)

FLOOR
PLAN

