

## **GREETINGS**

Welcome to Saint Demetrios Preparatory High School. The policies and procedures are the result of a concerted effort on the part of the administration and faculty. This information has been prepared and presented to help you find your way through high school and to become an integral part of your school.

Our responsibility will be that of helping us continue to be a fine school. We can, if you show respect for your fellow students, teachers, staff, school property and display proper courtesy at all times in the classrooms, corridors, assemblies and church. These qualities make up the foundations upon which a good school is built.

We hope that you will participate in our varied activities and thus find those things within our school, which will prepare you for a better life and finally take your place in this complex society. Remember your success is directly proportional to your effort!

### **Philosophy of Discipline**

*The Saint Demetrios School philosophy of discipline is based upon the following principles:*

- All students have the right to a safe and good learning environment. No one has the right to interfere with this learning process by his/her inappropriate behavior.
- A major goal of discipline is self-control and is necessary for a student's emotional security and positive self-esteem.
- Discipline should teach the student respect for him/herself, for other people and for property.
- Establishing good discipline is the combined responsibility of teachers, administrators, students and parents. Attitudes of respect, good will, and concern for the welfare of all should be the basis of any corrective measure.
- It is our goal to change the inappropriate behavior so the student can meet with success in the school setting.

## **ACADEMIC REGULATIONS**

A course of study in one track is offered. While all students will be required to take the same basic required courses, one leads to a local diploma and the other leads to a Regents diploma. Students entering the ninth grade in the year 2001 will receive a Regent diploma or a Regents diploma with advanced designation.

All students must have a passing grade in physical education from grade nine through twelve and earn an additional 27.5 credits for graduation.

All students are in a college preparatory program.

According to New York State Law,

The school keeps an accurate record of daily attendance, tardiness, and absences on a daily basis and/or each period of scheduled instruction and account for each student absence. The Saint Demetrios School attendance policy supports the New York State compulsory school attendance law and will be enforced as written below:

## **ATTENDANCE POLICY**

Any student who is absent from school more than 20 days will be not be promoted to the next grade. Exceptions will be considered on a case-by-case review of the nature of a student's absence with parents, teachers, and administrators. Students will not be granted credit in a scheduled course after his/her cumulative absence exceeds the following limits:

- **Marking Quarter Course** – 5 days- no credit for quarter
- **Semester Course** – 10 days- no credit for semester
- **Full Year Course** – 20 days- no credit for full year.

### **Notification/ Verification of Absence:**

Parents must telephone the Main Office before 9:00 a.m. to notify the school of the student's absence giving them the student's name, grade, homeroom, and reason for absence.

All such notes shall be received in the Main Office from the parent and/ or doctor shall become a part of the official student record. Failure to bring in an absence note is reported to the Assistant Principle.

**Absentee make-up Work:** A student who, because of illness or other emergency, is absent from a class period(s), an entire day, or a number of days, is responsible for making up all work missed. The bonus for this responsibility belongs to the student. The student is responsible to make arrangements with his/her teacher(s) to determine what work is to be completed and the exact date when the work is due. Teachers will not be expected to spend extra time after school for students who miss classes because of vacation. In cases of extended illnesses in which the student's absence will not exceed two weeks, parents are responsible for contacting the Guidance counselor no later than the third day of the illness. In turn, the counselor will contact the student's respective teacher(s). Involving the counselor at this time is important not only to see that the work done at home is available for the teacher, but also to acclimate the student back to school and to counsel the student in need. It would also give the counselor the opportunity to confer with teacher(s) with reference to the student's progress aiding with a solid communication among teachers, students, and parents.

### **Please Note:**

Repeated lateness to school or leaving early from school can affect a student's achievement as much a poor school attendance. For every time a student is tardy and/or leaves early, the attendance file will be noted. This noted instance would be viewed as the equivalent of one day's absence for purposes of enacting our school attendance monitoring procedure. Students who are tardy or have early dismissal cannot be considered for perfect attendance. In addition whenever any student fails to report to school, one or more of the following interventions may be initiated. These interventions are intended to prevent a student from reaching the 20-day limit.

- Telephone calls to parents/guardians
- Letters to parents/guardians addressing student attendance
- Parent/school conference
- Detention
- Referral to the New York City Truancy Office

The Office of Truancy is an interdisciplinary group of school personnel and other professionals from city agencies who meet to discuss and recommend resources, options, and opportunities to help children stay in school and be successful.

Another function of the Office of Truancy is to make referrals to the Juvenile Court and/or a warrant issued against the parent(s)/guardian(s) for failure to send the child to school.

The Office of Truancy will consider the following as **EXCUSED ABSENCES**:

- Personal illness with a signed doctor’s excuse
- Death in the immediate family(mother, father, brother, sister, aunt, uncle, grandmother, grandfather)
- Subpoenaed court appearance
- Representative for school at a school-related activity
- Authorized field trips and school-sponsored activities

Any absence not included above in this policy shall be considered an unexcused absence.

**Absence and Extra-curricular:** A student may not participate in any school-sponsored extra-curricular activity, e.g., athletic games, practices, club activities, field trips, rehearsals, etc., if he/she is absent from school. A student must be present for at least one half of a school day. Only the Principal or the Assistant Principal may make exceptions to this.

**WITHDRAWING A STUDENT**

Parents who need to withdraw a child from school should follow the procedure listed below:

- Notify the office of the date your child will be leaving
- Insure that all books are returned and any fees are paid
- Enroll your child at the new school and sign a release of information form.

Copies of the student’s records will be transferred after we receive this form from the new school.

I understand and read the above document.

Student Name \_\_\_\_\_ Grade \_\_\_\_\_ Parent(s)/Guardian(s)Name(Please  
 Print) \_\_\_\_\_ Student signature \_\_\_\_\_  
 Parent(s)/Guardian(s)Signature \_\_\_\_\_

## ACADEMIC POLICIES

### GRADING SYSTEM

100-90	A – A+
89-80	B – B+
79-76	C – C+
75-70	D
69-55	F

**Note: The Passing grade is a 70.**

Since Saint Demetrios High School is an academic high school, it is imperative that all students make every effort to maintain a solid academic standing. This includes, but is not limited to, maintaining a 70 as an overall average throughout the school year.

**At the end of the school year any student who has a overall average below a 70 for that year may be ineligible to return to Saint Demetrios.**

## ACADEMIC POLICIES

As an intensive academic institution, Saint Demetrios seeds to challenge its students with assignments that assist in the mastery of academic material. Students should anticipate work on a daily basis and should seek to produce the highest intellectual quality in all assignments. The nature and variety of these assignments are left to the discretion of the individual teacher. However, the school does maintain an academic policy towards late academic work as follows:

***Routine Homework:*** Will not be accepted late.

***Major Projects/Assignments:*** The grade will be reduced one letter grade for each day the assignment is late. After three school days the assignment will be an “F”.

***Tests/Quizzes:*** Needs to be made up the next day the student attends school.

## HOMEWORK ASSIGNMENTS

Homework assignments (written, reading, memorizing or studying) are an integral part of the academic program and serve the educational needs of the students. Responsibility and self-discipline will assure the accurate completion of homework assignments. The administration supports the faculty in their endeavors to assign meaningful homework.

**To justify a grade, homework must be:**

- **A quality assignment**
- **Reflective of what students know about a subject**
- **Appropriately evaluated**

## ACADEMIC PROBATION

When students experiencing academic difficulty are placed on Academic Probation, the conditions of probation are:

- **Weekly Progress Reports**
- **Weekly Guidance meetings**
- **A passing grade will be required at the end of each quarter.**
- **A passing grade of 70 will be required as a semester.**

Failure to achieve this will result in immediate withdrawal.

Students who do not maintain a 70 or who receive more than 2 deficiencies in a marking period will be academically ineligible to participate in extra curricular activities.

## HONOR POLICY/CHEATING

Saint Demetrios High School recognizes that dishonesty, including cheating and plagiarism is unacceptable; therefore, the school strives to encourage honest academic achievement. It shall be the policy of the school to take positive action on incidents of student dishonesty through education, counseling, and parental involvement.

**Definition:** For the purpose of this regulation, dishonesty shall include cheating in any form. It shall not be restricted to but shall include:

- The giving or receiving of answers or information in any form on a major or minor test or the plan to do so.
- The intentional plagiarism or submission of either non-original term papers, reports, projects or oral presentations.
- The demonstration through work that cheating has occurred.

## GRADE DEFICIENCY NOTIFICATION

Any student in danger of failing a course will be issued a deficiency notice. Deficiency notices are given to the students and/or sent before the close for the marking period as noted on the calendar **or at any time when the student's grade has fallen.** Parents wishing to speak with a teacher concerning their student's progress may call the school and request an appointment be made at their mutual convenience.

## REPORT CARD DISTRIBUTION

Report cards are issued quarterly: November, February, April, and June. Parent-Teacher conferences are scheduled for the evenings and/or afternoons at least three times a year. Parents or guardians should make every effort to see teachers when requested. The school calendar indicates report card conference times.

## MIDTERM, FINAL, and New York State EXAMINATIONS

Examinations are administered at the end of each semester. They are an integral part of the education program and should reflect the degree to which students have achieved the educational objectives of the course. Midterm

and final exams are cumulative, and count as 1/5 (20%) of the semester grade. Students who do not take examinations will receive an automatic zero for the exam, which may result in course failure. Make up midterm and final exams will only be given with a doctor's certificate or special permission of the Assistant Principal for Academic Affairs. Students who fail State Examinations must attend summer school.

### **UNDERCLASS STUDENT FAILURES, SENIOR FAILURES & SUMMER SCHOOL**

Underclass students must make up failures in an approved summer program because they will be deficient in the number of credits required to graduate. Students who neglect to go to summer school will not return to Saint Demetrios. Only two (2) or more courses may be repeated in summer school. A student who fails two (2) or more subjects may be asked to withdraw from Saint Demetrios High School. A student who fails summer school may not be permitted to return to Saint Demetrios High School. A student who attends summer school must receive a passing grade for that subject(s) in order to return to Saint Demetrios High School. Seniors who fail one or more subjects and thereby have not accumulated the number of credits required by the State of New York and/or school will make up the credits in an approved summer school program. The diploma will be withheld until the credits are made up.

- Students will meet all State of New York course and attendance requirements necessary for graduation.
- Students will meet all course and attendance requirements necessary for graduation as set forth by Saint Demetrios High School.
- Students will not be permitted to take examinations or participate in any graduation activities, including the Prom, unless their financial obligations to the school have been met (tuition, fines, etc.).
- Participation in graduation activities is a privilege, which may be denied to students due to unseemly behavior, discipline record, failure to attend graduation rehearsal, etc.

### **SCHOOL ATTENDANCE POLICY**

The responsibility for compliance of attendance regulations belongs to the parents. The school keeps an accurate record of daily attendance, tardiness, and absences. In order to enforce New York State law, it is reasonable for the school to establish policies and regulations governing student attendance. We believe that regular attendance and participation in classes along with the interaction between student and teacher, among students in class, are a vital and integral part of the learning process.

Frequent absences from school disrupts the continuity of the instructional process. Innovative curricular plans and the newest instructional techniques have little value if the student is not in school to take advantage of them. Chronic absences limit accomplishments and reinforce a habit which will handicap the individual in future education or employment. Absences for each subject will be recorded on report cards. In an effort to reduce the incidence of unexcused absences which are not related to illness or severe family problems and recognizing the effects of poor attendance on educational development, the administration established the following policy:

### **CUMULATIVE – UNEXCUSED ABSENCES**

Cumulative absences will include full-day absences, truancy from school, and absences from an individual class(es) which results in one-half or more of the class period missed. This includes any days missed because of family vacations. Parents' notes which are required to readmit a student to school after a full-day's absence will not make the absence to be considered non-cumulative. Students will not be granted credit in a scheduled course after his/her cumulative absence exceeds the following limits:

- **Marking Quarter Course** – 5 days – no credit for quarter
- **Semester Course** – 10 days – no credit for semester
- **Full Year Course** – 20 days – no credit for full year.

Appeals for exceptions to loss of credit due to excessive absences should be made to the School Administration. A committee will be formed to hear the student's appeal. The appeal process shall consist of the following procedure:

- The student will meet with the committee for the purpose of reviewing his/her attendance record and to present any information relative to the absences.
- The student will be given the opportunity to present any extenuating circumstances at the time.
- The committee will review all pertinent information, and on that basis decide whether credit should be granted or not granted.
- The student will be notified as to the outcome of the appeal.

### **NON- CUMALATIVE- EXCUSED ABSENCES**

It is recognized that certain extreme and unavoidable circumstances may prevent a student from attending school. In the event a student is absent for any of the reasons listed below, it will be considered a non-cumulative absences.

#### **Non-cumulative absences will be allowed for:**

- A full day absence, extended or serious illness as verified by a physician. Physician's or dentist's notes should be presented to the Main Office on the first day that a student returns to school.
- Bereavement or family emergency

**Absence Verification:** All absences require written notification by parents or guardians regardless of the student's age. Such notes shall be received in the Main Office upon return to school following an absence. All such notes shall become a part of the official student record. Failure to bring in an absence note is reported to the Assistant Principal.

**Notification of Absence:** Parents must telephone the Main Office before 9:00 a.m. to notify the school of the student's absence giving them student's name, grade homeroom, and reason for absence.

**Absences for Special Reasons:** Requests for absences for reasons other than those listed must be presented to the administration at least two weeks in advance. A response will be given in one week.

**Absence and Extra-curricular:** A student may not participate in any school-sponsored extra-curricular activity, e.g., athletic games, practices, club activities, field trips, rehearsals, etc., if he/she is absent from school. A student must be present for at least one half of a school day. Exceptions to this may be made by only the Principal or the Assistant Principal.

**Absentee make- up Work:** A student who, because of illness or other emergency, is absent from a class period(s), an entire day, or a number of days, is responsible for making up all work missed. The bonus for this responsibility belongs to the student. The student is responsible to make arrangements with

his/her teacher(s) to determine what work is to be completed and the exact date when the work is due. Teachers will not be expected to spend extra time after school for students who miss classes because of vacations. In cases of extended illness in which the student's absence will not exceed two weeks, parents are responsible for contacting the Guidance counselor no later than the third day of the illness. In turn, the counselor will contact the student's respective teacher(s). Involving the counselor at this time is important not only to see that the work done at home is available for the teacher, but also to acclimate the student back to school and to counsel the student in need. It would also give the counselor the opportunity to confer with teacher(s) with reference to the student's progress aiding with a solid communication among teachers, students, and parents.

## **GUIDANCE**

The Guidance Department is a valuable resource for students and parents. The Counselor helps students with course requirements, standardized testing, and deficiencies. Another important area addressed by the Guidance Department is college exploration and planning. Using parent/student meetings, an annual college fair, college representatives scheduled during the school day, newsletters and individual appointments, supports students and families with college selection, application, financial aid and scholarships. Students and parents often want to discuss personal, developmental, or social matters with a concerned adult. The guidance counselor performs this role by providing a forum for brainstorming, exploring options, mediation or sympathetic listening. When appropriate or requested, counselors identify appropriate community resources for further assistance. Students are expected to make an appointment to meet with the counselor. Because faculty are requested to excuse students from class, students are responsible for notifying their teachers in advance of guidance appointments. The guidance department sends transcripts when request forms are complete. There is a fee for each transcript requested (All library fines must be paid and materials returned before the student may receive a report card or transcript).

## **NATIONAL HONOR SOCIETY**

Saint Demetrios Preparatory High School is a chartered member of the National Honor Society and the National Junior Honor Society which have criteria in five areas:

- Scholarship
- Leadership
- Character
- Service
- Citizenship

The scholarship requirement is an average of 85% or higher. For induction into the Junior Honor Society, 8<sup>th</sup> graders must maintain this average for three semesters. Ninth graders must maintain this average for 4 semesters. For induction into the National Honor Society, juniors must maintain the 85% for five semesters and seniors for six semesters.

Service, character and leadership requirements are passed on by the faculty in an advisory capacity to the Principal. The Principal, reading the applications, and hearing the advice of the faculty, determines membership.

Members of the National Honor Society form a tutorial bank for their fellow students who are experiencing academic difficulties. This will be seen as the major component of the requirement of service. The tutorial service is under the immediate direction of the adviser.

## ERICHMENT PROGRAMS

Any student who wishes to attend summer school for a course to supplement learning or to improve skills is to be commended. The course will be recorded on the student's permanent record; however, the grades received will not affect the student's average nor will high school credit be given at Saint Demetrios High School.

## COMPUTERS AND COMPUTER LABS

Computers are available for student use throughout the school. The equipment is to be used in a respectful manner at all times. Failure to do so will result in appropriate disciplinary consequences. All students are required to sign the *Computer Network Acceptable Use Policy*.

The Computer Network at Saint Demetrios is available to all Saint Demetrios students. All students are responsible for the proper use and care of the computers, technology and programs at their disposal. Students must agree to abide by and sign the following **Rules of Acceptable Computer Use** in order to use the Saint Demetrios Computer Network.

### RULES OF ACCEPTABLE COMPUTER USE

- 1) All programs and files on the computer are private property. Do not erase, rename, or make anyone else's files or programs unusable.
- 2) No software is to be installed on or hardware connected to the Computer Network System.
- 3) Do not use the Saint Demetrios Computer Network for any unlawful or non-learning purposes (i.e. game playing).
- 4) Do not attempt to circumvent any of the security provisions of the Computer Network (i.e. passwords, rights, disk usage). Any attempt to do so is considered improper and will be treated as a disciplinary matter.
- 5) Do not illegally copy the copyrighted software provided by Saint Demetrios High School. **The use of illegally copied software is considered a criminal offense and is subject to criminal prosecution by the Software Publishers of America and law enforcement authorities.**
- 6) Do not intentionally write, produce copy, propagate, or attempt to introduce any computer code or program (virus) designed to self-replicate, damage or hinder the performance of any computer, file, or software.
- 7) Do not use the Saint Demetrios Computer Network or its computers to generate offensive, obscene, abusive, or threatening messages, documents, or files.
- 8) Do not intentionally damage or altar Saint Demetrios Computer Network, its program or files, or any individual programs or files that do not belong to you.
- 9) Do not tamper with computer systems, printers, hardware, or other associated equipment except as directed by a teacher or the Director of Technology.

## **GUIDELINES FOR INTERNET USE**

Saint Demetrios students will have access to the Internet through the Saint Demetrios Computer Network. When using the Internet through Saint Demetrios's connection, students are representatives of Saint Demetrios High School and must comport themselves in a responsible and ethical manner. All of the rules previously stated also apply to the use of the Internet. **All uses of the Internet will be for legitimate purposes only. Using or importing offensive, obscene, libelous, disruptive, or inflammatory language, pictures, or other materials is strictly prohibited.**

## **CONSEQUENCES**

Any violation of Saint Demetrios' **Rules of Acceptable Computer Use** will result in disciplinary action. Misuse of the Computer Network will result in the loss of the Network and/or computer privileges and may result in suspension from school. In addition, should any damage be incurred to any computer equipment due to gross negligence or intentional abuse, the person(s) involved will be held financially liable. The school may, at any time, electronically monitor student use of the computer network.

## **LOCKERS**

Students are assigned lockers at Student Orientation. All incoming freshmen and transfer students are required to purchase a school lock. All student lockers should be locked at all times. The school is not responsible for articles missing from lockers. The Administration reserves the right to inspect lockers at any time. Students are allowed to go to their lockers only three times during the school day; once at the beginning of the day, before lunch, and then, finally, at the end of the school day. Excessive use of the locker may result in loss of the locker privilege.

## **VALUABLES**

Students are cautioned not to bring large sums of money or items of value to school. **Students, not the school, are responsible for their personal property.** Money and valuables should not be left in lockers or book bags.

## **VISITORS**

All parents must register in the Main Office and obtain a visitor's pass. Students are not allowed to bring guests and/or visitors to school.

## **TELEPHONES**

The school has one pay phone for student use. The front lobby phone may be used freely before and after school. During school hours, students may use this phone for emergency purposes only and with permission of and Administrator.

## **CHANGE OF ADDRESS**

The Main Office must be notified of any change in address or changes in home, work, and emergency contact phone numbers.

### **LOST AND FOUND**

Any articles found on school property should be taken to the Main Office. Lost items may be claimed from the school receptionist.

### **LIBRARY**

The Library is open school days from 9:00 a.m. – 3:30 p.m.

### **MOTOR VEHICLES**

While it may be necessary for a student to drive to school, it is also his/her responsibility to arrive early enough to find a parking space. No student will be given permission to leave the building to move his/her vehicle from an illegal to a legal spot. Students are not permitted to park in the faculty lot.

### **FIRE DRILL PROCEDURES**

The procedure for the fire drill should be automatic and is to be followed to the letter of the law. **NO ONE, STUDENT TEACHER, STAFF MEMBER or CUSTODIAN** should ever assume such a drill is just an exercise. Such nonchalance has cost lives **elsewhere**. It will again!

Students should note that the natural giddiness they may experience at such times as fire drills is really an expression of nervousness. As such there is nothing unnatural in this reaction. However, the reaction must be controlled. Otherwise the same nervousness is quite likely to be expressed in terms of panic, something that could prove fatal for a member of our school community. Students can control this nervousness by rigid execution of the procedure of the drill.

- As soon as the fire signal rings, there is to be absolute silence.
- There is to be instant evacuation of the building.
- The teachers will accompany their students out of the building.

### **EVACUATION PROCEDURES**

- Leave room lights on.
- Last person out of the room closes the door.
- No student or teacher is to hold or assign someone to hold the door for others.
- Basement: out the rear of the building through the parking lot to the street.
- 3<sup>rd</sup> and 5<sup>th</sup> Floors: go down stairwell adjacent to the Middle School, out of the front of the building, turn right and walk until clear of the school.
- 2<sup>nd</sup>, 4<sup>th</sup> and 6<sup>th</sup> Floors: go down stairwell to the left of the elevator, out of the front of the building, turn right and walk down ½ block past the school.
- If any of the above routes are blocked quietly take the other route.
- Students who are in the “cafeteria” will go down the stairwell to the left – as you facing the stage- and out the front of the building.

## CLOSING OF SCHOOL

In the event it becomes necessary to close school due to inclement weather or emergency, the announcement will be given to the radio stations or TV stations, as soon as the decision is reached. Our school is identified on the air by District 30. In addition, a message will be sent via our School Messenger system and also noted on our school website.

## STANDARD OF CONDUCT & DISCIPLINE

### DISCIPLINE POLICIES

**This list is not intended to be all-inclusive. Infractions not listed are subject to disciplinary measures by the administration.**

These standards of conduct apply in school during school hours, before and after school while on school property, within one square block from the school, and at all school-sponsored events.

All Students are expected to conduct themselves appropriately at all times. Detention, suspension from school or possible expulsion from the School will result if any of the following infractions occur:

1. Behaving in a manner which disrupts the educative process (e.g. making excessive noise in a classroom, halls or building, running in halls/stairs, etc.)
2. Food and drink are not permitted in classrooms or building, unless otherwise designated.
3. Students will not be out of class without a valid pass during the class period.

Consequence: 4 hours of Saturday detention and/or Out-School Suspension.

4. Students will not bring cell phones or other electronic devices on school premises.

Consequence: items will be confiscated and will not be returned until parent comes to the school.

5. During lunch, students will remain within designated boundaries and maintain a safe and clean environment. Exhibiting unsuitable behavior in the cafeteria.
6. Students are to comply with all requests and show respect to teachers and staff members at all times.
7. **School binders or books, notebooks, or folders with tag names, slogans, and graffiti will not be allowed on our school premises and will be confiscated.**
8. Damaged textbooks and library books will be billed to the student.
9. Not being in assigned place on school premises.

10. Cutting classes.
11. Leaving class or school premises without permission of school personnel.
12. Being late for school or class.
13. Wear apparel that is disruptive to the educational process.
14. **Students must leave the school premises immediately after their last class and go directly home, unless they are to participate in a school sponsored activity or attend a tutoring lesson.**
15. Smoking. **Use of Tobacco and Lighters/matches.** Students in possession of smokeless tobacco/cigarettes and/or lighters/matches (includes the locker and garments/jackets, book bags, etc.) in or near the school grounds **will be expelled from school.**
16. Engaging in scholastic dishonesty (cheating) includes homework and testing.
17. Using profane or obscene language or gestures.
18. Lying or giving false information verbally or in writing to school personnel.
19. Engaging in sexual harassment.
20. Inappropriate Touching (Public display of affection is not appropriate in the school setting)
21. Defying the lawful authority of school personnel (e.g. repeated violations).
22. Engaging in or causing poor behavior outside school premises.
23. Engaging in vandalism or other intentional damage to property belonging to school staff or other students.
24. Bringing unauthorized visitors to school.
25. Falsely activating a fire alarm. Consequence: Expulsion from school. **A full report will be made to the Fire Marshal and the local police.**
26. Engaging in theft.
27. Possessing or using illegal drugs or alcohol.
28. Gambling.
29. Truancy.

## Description of Discipline Actions

### SCHOOL DETENTION

**School Detention every Saturday from 9:00 a.m. to 12:00 p.m. Students assigned to detention shall be prompt, bring study materials and follow directions of the Detention Supervisor at all times. No food, drink, toys, games, walkmans, etc. will be permitted in the room. Failure to attend detention shall result in further disciplinary action: additional detention and/or Out-School Suspension.**

### OUT-SCHOOL SUSPENSION:

1. Students who have failed to serve Saturday Detention on the assigned date.
2. A level of discipline employed by the Assistant Principal.

### CLASSROOM STRIKE SYSTEM

**First Referral:** Student is referred by a teacher or staff member to the Assistant Principal, Dean, or Counselor due to a violation of school or classroom rules. The inappropriate behavior is discussed with the students and the parents are notified by phone and writing of the incident. *Strike 1 is issued.*

**Second Referral:** Student is referred by a teacher or staff member to the Assistant Principal or Dean. A parent conference is held with the teacher, administrator, student, and parent as and attempt to resolve the issue. *Strike 2 is issued.*

**Third Referral:** Student is referred by a teacher or staff member. A grade of F (failure) will be recorded on the student's permanent record. *Strike 3 is issued.*

### INFORMAL CONFERENCE

A school official (administrator, teacher, and/or counselor) will talk to the student and try to reach an agreement regarding how the student should behave.

### FORMAL CONFERENCE

A conference is held between the student and one or more school officials. During this conference the student must agree to correct his/her behavior.

### REMOVAL FROM CLASS

Students may be removed from a class for one or more days or for the semester for serious discipline infractions. When removed for a day or two, the student is expected to make up all work missed. If the student is removed from the class for the semester, a grade of F (failure) will be recorded on the student's permanent records.

## Course Descriptions

**ART 1: - STUDIO IN ART:** 1 credit Prerequisite: None Studio art is traditionally defined as art that is enjoyed visually, experimenting with multiple mediums such as pencil, colored pencil, marker, scratchboard, clay and paint such as watercolor, tempera and acrylic. This course hones your creative side and aids in the development of your skills and imagination through fun and interesting projects. It allows you to create beautiful and original artwork. Interesting fun facts about art history will help formulate project development. The students will be learning new ways to make connections between the arts and STEAM through innovative lessons. This course is a prerequisite to other art electives offered. This course fulfills state and graduation requirements.

**WEB DESIGN:** ½ credit This course is designed to introduce students to various skills, methods, and techniques related to basic web design, including image optimization, basic animations & basic code. The main focus of this class will be the student's ability to apply engineering design skills and ideas to produce web pages and web sites. Students will use problem solving skills to create and insert tables and frames on their pages for unity and structure, as well as designing techniques within the realm of visual communication.

**COMPUTER ANIMATION:** ½ credit This class introduces students to the basic terminology, concepts and principles of computer animation and motion graphics used in our everyday world. Through the incorporation of STEAM components of technology and art, students will use current technologies and applications of design to create various animated projects.

**DANCE APPRECIATION:** ½ credit This course is an introduction to dance as an art form with emphasis on technique, historical perspectives, observation, and analysis of dance performance. Students will participate in exploration of the creative process, and appreciate expressive experiences in dance.

**COMMON CORE ENGLISH 9** -1 credit Prerequisite: English 8. This course will develop students' abilities in all areas of the language arts including developing critical thinking and viewing skills, written communication skills, and literary comprehension skills, such as close-reading and annotation. Full-length works, such as *To Kill a Mockingbird* and *Julius Caesar* will be studied in addition to poetry, nonfiction and informational texts. Basic Requirements: a research-based argument essay, outside readings, formal essays, in-class writing, research related assignments, vocabulary work. Students will be assessed via unit exams, essays, homework assignments, classwork, and a midterm. The course concludes with a final examination. Assignments in this class are designed to reflect the NYS C.C.

**COMMON CORE ENGLISH 10-1** credit - Prerequisite: English 9. After successful completion of English 9, this course will continue to develop students' abilities in all areas of the language arts including developing critical thinking and viewing skills, written communication skills, and literary comprehension skills, such as close-reading and annotation. Full-length works, such as Othello, Anthem, Animal Farm and Fahrenheit 451 will be studied in addition to poetry, non-fiction and informational texts. Vocabulary is assigned and is also chosen from the readings. Basic Requirements: a research-based argument essay, outside readings, formal essays, in-class writing, research related assignments, vocabulary work. Students will be assessed via unit exams, essays, homework assignments, classwork, and a midterm. The course concludes with a final exam. Assignments in this class are designed to reflect the NYS C.C.

**COMMON CORE ENGLISH 11** 1 credit Prerequisite: English 10. After successful completion of English 10, students embark on a study of classic high school literature. Full-length works may include, but are not limited to: Catcher in the Rye, Of Mice and Men, Lord of the Flies, The Crucible, and Macbeth will be studied in addition to poetry, non-fiction and informational texts. Students are prepared for the Common Core English Regents through an emphasis on reading, writing, speaking, critical thinking, and listening skills. Assignments in this class are designed to reflect the NYS Common Core Standards. Basic Requirements: analytical papers, outside readings, research assignments, a research paper, quarterly exams, midterm and final examinations. All students are required to take the ELA Common Core Regents Examination.

**COMMON CORE ENGLISH 12:** 1 credit In this course, students will have the opportunity to improve their reading, writing, listening, and vocabulary skills. Novels, plays, and short stories will be read. Literature, including A View from the Bridge, A Streetcar Named Desire, and A Child Called It, is a fundamental component of the program. The purpose of the course is to reinforce each student's communication skills. The literature focuses on human nature and the human ability to cope with the environment. Basic Requirements: daily/weekly assignments, a formal research paper, midterm and final examination.

## **Health**

**HEALTH EDUCATION:** ½ credit Prerequisite: None This course covers topics related to decision making, human sexuality, home and family life, mental health, effects of smoking and alcoholism, knowledge of nutrition, communicable diseases, and harmful effects of drugs. **HEALTH EDUCATION IS A REQUIRED COURSE FOR GRADUATION.** Included in curriculum will be instruction on hands-only cardiopulmonary resuscitation (CPR) and the use of an automated external defibrillator (AED). Students will be able to recognize the signs of possible cardiac arrest and will be provided the opportunity to demonstrate compressions necessary to perform hands-only CPR. Students will be provided awareness in the use of the AED. Basic Requirements: individual class project, tests, notebook, homework, and parenting project.

**PHYSICAL EDUCATION** – (Grades 9 -12): ½ credit (each course) 9<sup>th</sup>-12<sup>th</sup> Grade Physical Education helps students learn the value and benefits of lifelong physical activity. Just as important, they learn that physical activity can and should be fun. Therefore they are more likely to become and remain active throughout their lives. The object of this course is to have students learn how to create an activity and fitness plan, set individual goals, assess their status and progress, manage their time and responsibilities, and overcome barriers to regular physical activity. Students will experience the various components of health-related fitness, activity and wellness through participation in the many labs and activities

**COMMON CORE ALGEBRA 1:** 1 credit Prerequisite: Completion of Math 8. This is the first mathematics course in high school. The main focus of this course will be using algebra to help with a wide variety of problem solving. Topics covered in this course include linear equations, quadratic equations, absolute value functions, radicals, exponential functions, and systems of equations, statistics, and probability. Students will take the Algebra Regents at the end of this course. Basic Requirements: Unit tests, quizzes, homework, notebook, quarterly exams, midterm, and regents exam in June.

**COMMON CORE GEOMETRY:** 1 credit Prerequisite: Successful completion of Algebra course and regents. This is the second mathematics course in the high school. This course focuses on the study of geometric relationships. Topics covered in this course include constructions, formal and informal proofs, transformational geometry, and coordinate geometry. Students will take the Geometry Regents at the end of this course. Basic Requirements: Unit tests, quizzes, homework, notebook, quarterly exams, midterm, and regents exam in June.

**COMMON CORE ALGEBRA 2 :** 1 credit - Prerequisite: Successful completion of Algebra and Geometry course and Regents, with a minimum course average of 80% and/or teacher recommendation. This course is the third mathematics course in the Regents curriculum and will meet 3 out of the 4 day cycle. This mathematics course is the final course of the three units of credit required for an Regents diploma with Advanced Designation. The depth of study and the pace of content coverage are consistent with a regent's level course. The course content includes the number system, advanced topics in algebra, relations and functions, logarithms, circular functions with trigonometry, basic sequences and series, probability, binomial theorem and statistics with standard deviation. The students will take the Common Core Algebra 2 Regents exam in June.

**PRE-CALCULUS:** 1 credit - Prerequisite: Minimum course average of 80%, passing Algebra2/Trigonometry regents and/or teacher recommendation. Pre-Calculus is designed as a preparatory and transitional course to college mathematics. This course is recommended for students whose past achievement in math has been average or above. The course content includes matrices, sequences and series, exponential and logarithmic

equations, theory of equations, trigonometry, functions and their graphs, conic sections, analytic geometry. This course is aligned with the Common Core Standards.

**COLLEGE ALGEBRA:** 1 credit Prerequisite: Successful completion of Algebra 1. This is a senior math class designed to prepare students for introductory level college math courses as well as success on college placement exams. The course will highlight the basics of all major areas of mathematics including: logic, number and set theory, elementary algebra, the history of math, and probability. Basic Requirements: Unit tests, homework, quizzes, projects, midterm and final exams.

**CHORUS:** 1 credit Prerequisite: None The choral program is designed to enable students to master correct vocal techniques as they apply to choral music. Control of breathing, phrasing, tone production, and diction are stressed. Choral music of all styles and periods are examined and prepared for performance. This course is designed for all students as well as the vocal music major. Basic Requirements: Chorus members are required to perform in all scheduled school concerts, and attend scheduled voice lessons. Quarterly performance tests, midterm, and final exam are also given.

**MUSIC APPRECIATION** 1/2 Credit Music Appreciation is a class made available to those students who would like to further their appreciation and knowledge of music throughout history. Class will consist of reading and listening exercises, discussing different musical techniques and genres, and what made these musical styles popular in their time. We will also explore the influences of each musical period, starting with Renaissance and leading all the way to modern popular music. Students are expected to come to class prepared with writing utensils, notebooks, and folders, and folders, and class will culminate in the presentation of an extensive music research project.

**EARTH SCIENCE REGENTS:** 1 credit Prerequisites: Science 8 or Biology R (in 8th grade) This course provides an in-depth study, through the investigative analysis of scientific concepts, of the following topics: Observation and Measurement of the Earth, Rocks and Minerals, Dynamic Crust, Erosional and Depositional Processes, Geologic History, Meteorology, and Astronomy. Upon completion of this course the student will have a greater understanding of the world around them and beyond. This course will culminate with a laboratory practical and a Regents examination. Basic Requirements: Completion of quizzes, unit exams, midterm, and homework assignments. Minimum of 1200 minutes of laboratory work, completed before the Regents can be taken.

**THE LIVING ENVIRONMENT REGENTS:** 1 credit -This course is designed to teach students to understand and apply scientific concepts, principles and theories pertaining to the living environment and to recognize the historical development of ideas in science. The topics covered are based upon the New York State Regents core curriculum to which students are prepared to explain, both accurately and with appropriate depth, the most important ideas about our living environment. Topics include: genetics, evolution, ecology, plant and animal physiology, reproduction, principles of classification, animal behavior, unity and the diversity of living things. The course culminates in the Regents Examination. Basic Requirements: Critical to understanding science concepts is the use of scientific inquiry to develop explanations of natural phenomena. As a pre-requisite for admission to the Regents examination, students must have successfully completed a minimum of 4 labs per quarter (16 for the year) including the four New York State mandated labs. Basic requirements include topical exams, midterm exam and completion of a minimum of 30 hours of laboratory work expressed in 16 written laboratory reports before Regents can be taken.

**CHEMISTRY REGENTS:** 1 credit -Prerequisite: Successful completion of Living Environment/Biology This course is for students who want a conceptual approach to the world of chemistry. Topics to be covered include those in the New York State Physical Setting: Chemistry Core Curriculum. The basic areas include Atomic Structure, Periodic Relationships, Matter & Energy, Chemical Formulas & Equations, Mathematics of Chemistry, Bonding, Nuclear Chemistry, Kinetics & Equilibrium, Acid-Base Theory, Organic Chemistry and Redox. Regents level chemistry should be considered an essential course for college-bound students. Course presentation and concept reinforcement is accomplished using lecture, chemical demonstrations, homework, lab exercises and mathematical concepts including problem solving. The course culminates in the Regents Examination. Basic Requirements: A minimum of four written Laboratory Reports per quarter and the completion of 30 hours of laboratory work, expressed in a minimum of 16 written Laboratory Reports. Other forms of assessment include tests, quizzes, classwork and homework

**PHYSICS REGENTS:** 1 credit- Prerequisite: Achieving a 70 average in Regents Chemistry This course is designed with content and pace consistent with the N.Y.S. Regents syllabus. The basic areas covered are mechanics, energy, wave phenomena, electricity and magnetism, and atomic and nuclear physics. Course presentation and concept reinforcement is accomplished using lecture, demonstrations, homework, projects and lab exercises. Problems are primarily one step problems. Regents level physics should be considered an essential course for college-bound students, and critical for those planning a career in any technical area. The course culminates in the Regents Examination. Basic Requirements: The students will be graded on tests, quizzes, labs and homework. They must complete a minimum of 4 labs per quarter and these labs must be expressed in 16 written laboratory reports in order to take the physics regents.

**GLOBAL HISTORY and GEOGRAPHY I:** - Prerequisite: Social Studies 8 1 credit  
This 9th grade course begins with a study of the river civilizations of the ancient Middle East, and then moves chronologically through the histories of Europe, Asia, Africa, and the Americas, ending with the Age of Reason at the end of the 17th century. Skills that have been mastered in previous grades are continuously reinforced. Basic Requirements: a notebook, tests, quizzes, homework, DBQ and thematic essays, midterm and final examinations.

**GLOBAL HISTORY and GEOGRAPHY II:** -Prerequisite: Global History and Geography I 1 credit  
This 10th grade course begins with the 18th Century Age of Revolution in Europe, and moves through two centuries of revolution, industrialization, imperialism, ideology, and war, arriving at our own time by the end of the course. There are traditional daily or weekly assignments. The Regents Exam is given at the end of the course, based on work in both 9th and 10th grades. Basic Requirements: notebook, tests, quizzes, DBQ and thematic essays, midterm and Regents Exam.

**U.S. HISTORY AND GOVERNMENT:** -Prerequisite: Global History & Geography I and II 1 credit. This course is designed to develop in the student an appreciation and understanding of the American heritage. It is concerned with an analytical study of six topics: (1) The Constitutional Foundations for the United States, (2) Industrialization, (3) The Progressive Movement; Responses to the Challenges Brought by Industrialization and Urbanization, (4) At Home and Abroad; Prosperity and Depression 1917-40, (5) the U.S. in an Age of Global Crisis, Responsibility and Cooperation, and (6) A World in Uncertain Times 1950-present. The study of periods and events in American History is examined in relation to how the government of the United States functions. The course has links to the 10th grade as well as to elective courses. The emphasis is on a document-based approach to an appreciation and understanding of the American heritage. There are traditional daily or weekly assignments. A great deal of emphasis is placed on concepts and understandings, and there are opportunities to employ the inductive method to arrive at generalizations. The Regents Exam is given at the end of the course. Basic Requirements: notebook, tests, quizzes, homework, and DBQ and thematic essays, midterm exam and Regents exam.

**ECONOMICS:** ½ credit -Prerequisite: U. S. History and Government  
While all five of the New York State Education Department Learning Standards for Social Studies are appropriately addressed in all courses, the Economics course concentrates particularly on Standard 4: “Standard 4: Economics - Students will use a variety of intellectual skills to demonstrate their understanding of how the United States and other societies develop economic systems and associated institutions to allocate scarce resources, how major decision making units function in the United States and other national economies, and how an economy solves the scarcity problem through market and non-market mechanisms.”

**PARTICIPATION IN GOVERNMENT:** ½ credit - Prerequisite: U. S. History and Government While all five of the New York State Education Department Learning Standards for Social Studies are appropriately addressed in all courses, the Government course concentrates particularly on Standard 5: “Standard 5: Civics, Citizenship, and Government - Students will use a variety of intellectual skills to demonstrate their understanding of . . . the governmental system of the United States; . . . the United States Constitution; the basic civic values of constitutional democracy; and the roles, rights, and responsibilities of citizenship, including avenues of participation.” This one semester course is designed to develop, in students, the ability to identify public policy issues and undertake systematic analysis with respect to these. They will learn how to: (1) organize and present information on public policy issues, (2) formulate and evaluate public policy, and (3) implement a public policy. Information gathering skills, such as using the library, using surveys, and gathering information from knowledgeable people will be stressed. Emphasis is placed on project papers that will trace the steps that create a public policy.

Basic Requirements: notebook, tests, quizzes, homework, projects, and final exam.

**COMPUTER PROGRAMMING:** 1 credit Students will complete individual laboratory assignments on computer in addition to their regular classroom instruction. Course content includes: a general description of a computer, role of computers in modern society, simulations, designing and writing programs using various Computer Languages. Basic Requirements: tests, projects, notebook, final project.

**COMPUTER APPLICATIONS:** 1 Credit This course is designed to sample several computer applications including word processing, desktop publishing spreadsheets, Internet use/safety and web design. Career exploration and business systems will be key components of the curriculum.

## **Technology I**

Technology I is the first in a series of three Technology courses a student must complete to satisfy their 1 credit requirement at South Middle School. Students study the history of technology, explore the science and mechanics of simple machines, and work on various problem solving activities.

## **Technology II**

Technology II is the second in a series of three courses that satisfy the NYSED requirement for Technology Education on the middle school level. Students are introduced to current technologies and study them in great detail in our STEM Lab. Modules include Alternative Energy, Transportation Tool Usage and more. The problem solving/hands-on learning includes building an egg crash or compressed air vehicle that meets prescribed criteria and constraints. Students also research, design, construct.

### **Technology III**

Technology III is the third in a series of three courses that satisfy the NYSED requirement for Technology Education on the middle school level. Students are introduced to current technologies and study them in great detail in our STEM Lab. Modules include 3D printing, bridge design, orthographic perspective drawing, CAD, construction and building, alternative energy, transportation and more. Hands-on learning/problem solving includes designing and building a toothpick bridge that is crushed and an efficiency ratio is determined. Students will build several different types of circuits and then create an integrated electrical circuit/nightlight from scratch. Students are expected to develop an understanding of electricity, energy, communications, and transportation through several problem solving and decision-making activities. 3D designing is explored and a project is designed and printed using the 3D printer.

**INTRODUCTORY Greek I:** These introductory courses are designed to introduce students to spoken and written language. Through reading and writing, vocabulary and structures are taught and reinforced. Included are practical vocabulary and structures needed for communication in everyday life. These courses are for incoming freshmen and upper-class students who wish to enroll in Greek I at the novice level. 1 Credit

**Greek II:** This intermediate course is the beginning of the Checkpoint B syllabi. The classes expand on the fundamentals introduced in level 1. Students will develop a mastery of speaking, listening, reading and writing comprehension skills. Classroom instruction focuses on communicative situations and cultural experiences. Classes are conducted in Greek. 1 credit

Prerequisites: Introductory Greek and Checkpoint A Proficiency Examination.

**Greek III:** This course provides the continuing Greek student with greater communicative skills in the target language. Continued emphasis is placed on the four skills of speaking, listening, reading and writing as well as cultural understanding. All NYSED curriculum topics will be reviewed in preparation for the Checkpoint B Comprehensive Examination at the end of the school year. One credit Prerequisite: Greek II

**Greek IV: CONVERSATION AND CULTURE** These courses will further develop fluency in the four language skills (listening, speaking, reading and writing) with special emphasis on the development of conversational competence. Special attention is given to the acquisition of language that is essential for purposes and situations common to daily social interactions. The student will effectively communicate in the target language through diverse, interactive activities. The student will also develop an understanding and appreciation of the culture. One credit Prerequisite: Greek III AND Checkpoint B Examination