

SOMERS HIGH SCHOOL



STUDENT HANDBOOK

2021-2022

SOMERS HIGH SCHOOL

P.O. Box 640
Route 139
Lincolndale, New York 10540

914-248-8585
Fax 914-248-8186
Website: www.somersschools.org

PRINCIPAL

Mr. Mark Bayer

ASSISTANT PRINCIPALS

Ms. Karime Flores (Grades 10 & 12)

Mr. Peter Rodrigues (Grades 9 & 11)

DIRECTOR OF SCHOOL COUNSELING AND STUDENT SUPPORT

Mr. Phil Kavanagh

DIRECTOR OF ATHLETICS

Mr. Roman Catalino

Student Handbook/COVID-19 Addendum



In light of the COVID-19 pandemic and the SCSD's commitment to the safety and well-being of its students, faculty, and staff, as well as other members of the community, SHS has created a COVID-19 Addendum to the Student Handbook to help everyone understand and adhere to the social distancing guidelines as put forward by New York State Education Department, the Westchester County Health Department, and the Centers for Disease Control.

This addendum includes policies that are intended to be temporary because we are hopeful that once the pandemic is over, we will be able to return to a campus environment that will no longer necessitate these policies. That said, we are unable to predict how long these policies will be in effect. As with other policies in the Handbook, SHS reserves the right to amend or remove these policies as circumstances warrant.

Athletics/Extra Curricular: All co-curricular activities will take place.

Field Trips: Outside trips for students in grades k-12 will be very limited. As of now, overnight trips will not take place this year.

Lunch: All students will be offered free lunch because of the federal government providing this program for the 2021-22 school year.

Our high school seniors will be allowed to leave campus as in years past.

Schedule: Schools will be back to their regular start and end times.

Visitors: All back-to-school nights will be virtual. Visits to the schools will be limited and must be arranged through the main office at each school.

After school access will be limited and available to groups only upon approval of a building use form which is available in the main office.

Cleaning: Classrooms cleaned daily, and high touch surfaces cleaned multiple times daily. Cleaning logs completed and maintained across the district. Restrooms cleaned 3x a day. Utilize disinfection sprayers across the district which were purchased last year. COVID related signage across the schools. Hand sanitizer stations placed throughout the schools.

Contact Tracing: Quarantine/contact tracing guidance to come from the Westchester Department of Health.

Masks: No masks required outside; Masks required for all individuals inside.

Social Distancing: 3 feet of separation when possible.

Testing for COVID: Partnering with Westchester Department of Health to establish testing. Gateway testing for every individual we have permission to test.

Weekly testing of 20%- Critical to obtain family and employee permission/participation

Ventilation: Complete ventilation report of all systems working as designed.

Windows will be opened throughout the schools as last year.

AC units can be used.

Transportation: Masks worn on buses at all times – both adults and children.

Seats will be assigned. Seating on the bus will be maintained at 3 feet when possible.

Buses will be sanitized following the morning and afternoon runs.

Lunch: Students at individual seats will remain 6 ft apart at lunch.

Students will sign into a location using a QR code.

Desks to remain unidirectional to the greatest extent.

Cafeteria, Commons, Student Life Center.

Outside seating is available on front patio when weather permits.

Increased seating in Auditorium to accommodate additional students.

Desks cleaned by custodial staff between lunch periods.

As a reminder, even if SHS transitions to a fully remote learning environment, our Student Handbook and the District Code of Conduct, that cover how students behave toward each other, faculty, and staff, are still in effect. In particular, adhering to the SCSD's responsible use of technology policy is as important as ever.

Above all else, SHS is grateful for the cooperation and collaboration of our families.

Together, we will do our best to maintain our close-knit community, whether we are working in school or remotely, to educate our students.

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WELCOME TO SOMERS HIGH SCHOOL 2021-2022

Dear Students and Parents:

The purpose of this handbook is to familiarize you with aspects of our school program. The handbook contains valuable information and school policies regarding academic requirements, behavioral expectations, achievement recognition, and co-curricular activities. The student handbook supplements information detailed in the district calendar and the high school course selection guide.

Through the educational and co-curricular programs offered at Somers High School, students are challenged to grow socially and intellectually in an environment that respects their individuality and nurtures their personal development. We feel that students should have a clear understanding of their rights and responsibilities for themselves and as members of a community of learners. Part of preparing students to meet the demands of an ever-changing world involves teaching them life skills such as respect, friendship, responsibility, honesty, perseverance, cooperation, acceptance, initiative and generosity. Our theme of "Respect and Responsibility" encompasses our goal to provide students with opportunities in their classrooms and in co-curricular activities to learn and grow.

To understand and achieve our expectations and objectives, school personnel, students and parents need to communicate and cooperate. This handbook is a step toward that goal. We encourage both students and parents to read the handbook and indicate you have read it by completing the signature page in Family ID.

We wish all our students a successful and enriching school year!

Sincerely,

Mark E. Bayer, Principal



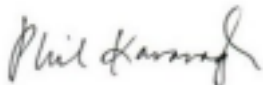
Peter Rodrigues, Assistant Principal



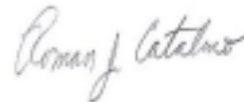
Karime Flores, Assistant Principal



Phil Kavanagh
Director of School Counseling and
Student Support



Roman Catalino, Director of Athletics



SOMERS SCHOOL DISTRICT

DISTRICT ADMINISTRATION - 277-2400

Superintendent of Schools - Dr. Raymond H. Blanch
Assistant Superintendent for Business - Mr. Chris Platania
Manager of Human Resources/Student Services - Mr. Matthew Carr
Director of Special Services - Ms. Stacey Elconin
Assistant Director of Special Services - Mr. Wil Siegel
Director of Learning - Mr. Kevin Guidotti
Assistant Director of Learning - Ms. Claire Comerford

SOMERS HIGH SCHOOL ADMINISTRATION Main Number – 248-8585

Principal - Mr. Mark E. Bayer, ext. 4103
Assistant Principal for Grades 9 & 11 - Mr. Peter Rodrigues, ext. 4203
Assistant Principal for Grades 10 & 12/Dignity Act Coord. - Ms.
Karime Flores, ext. 4204
Director of Athletics - Mr. Roman Catalino, ext. 5503
Director of School Counseling & Student Support - Mr. Phil Kavanagh, ext. 4303

OFFICE STAFF

Attendance Office - Ms. Theresa Pellegrino, x4003
Office Assistant - Ms. Susan Gambelli, ext 4104
Secretary to Principal - Ms. Stacey DiPasquale, ext. 4100
Secretary to Assistant Principal - Ms. Veronica McGrath, ext. 4200
Secretary to School Administrator – Athletics - Ms. Joan Tippet, ext. 5500

COUNSELING CENTER 248-8585 x4317

Director of School Counseling & Student Support - Mr. Phil Kavanagh, ext. 4303
Secretary to the Director - Mr. John Sheridan, ext. 4300
Office Assistant - Ms. Teri Cominsky, ext. 4301
School Counselor - Mr. Angelo Carino, ext. 4302
School Counselor - Ms. Eileen Cawley, ext. 4306
School Counselor - Mr. John Fleck, ext. 4307
Office Assistant - Ms. Susan Gambelli, ext 4104
School Counselor - Ms. Cherlyne Pappas, ext. 4304
School Counselor - Ms. Annia Rivero, ext. 4305
School Counselor - Ms. Michelle Tracy, ext. 4314
School Psychologist - Stefanie Persichilli, ext. 4313
School Psychologist - Ms. Jennifer Pirraglia, ext. 4312
Social Worker - Ms. Kristen Rigaglia, ext. 4310
Student Assistance Counselor - Ms. Nicole Tarr, ext. 4311

SPECIAL SERVICES Main Number – 248-8585

Coordinator of Student Life - Ms. Brenda O'Shea, ext. 4316
Dean of Students - Mr. Marc Hattem, ext. 4102
Food Service Manager – Jill Weisman ext.5700
Librarian - Ms. Christine Drysdale, ext. 4600
Nurse - Ms. MaryAnn Castro, ext. 4400

Speech Therapist - Ms. Kristy Castaldo, ext. 4878
Academic Support Center - Ms. Lindsay Cannone, ext. 4880
Transitional Support Program (TSP) - Ms. Jennifer Pirraglia, ext. 4312
International Baccalaureate Program Ms. Alison Scanlon, ext 4602

SOMERS HIGH SCHOOL FACULTY & STAFF

English Department

Administrative Supervisor – Mr. Peter Rodrigues Ms. Elizabeth O’Shea –

Department Leader

Mr. Matthew Benedetto

Ms. Melissa Braz

Mr. Michael Agostino

Ms. Katherine DeLandri

Ms. Christine Drysdale

Ms. Allison Ferrier

Mr. Samuel Habib

Ms. Kerry Johnstone

Mr. John Murphy

Ms. Melissa Pyrch

Ms. Alison Scanlon

Ms. Erin Stewart

Social Studies Department

Administrative Supervisor – Ms. Karime Flores Ms. Tara Kearns –

Department Leader

Ms. Elizabeth Agostino

Mr. Mark Alesio

Ms. Michelle Bangash

Ms. Stephanie Catania

Mr. Robert Carreira

Ms. Maryann Eskew (ENL)

Mr. Samuel Holland

Mr. Christopher Kollarus

Mr. Kevin Lockwood

Mr. Douglas Packard

Mr. Dean Schuler

Ms. Christine Spencer

Ms. Desiree St. John

Mr. Dan Neilis

Science Department

Administrative Supervisor – Mr. Peter Rodrigues Mr. Christopher Pietris –

Department Leader

Mr. Dames Boire

Ms. Mary Couzis

Mr. Michael DeSousa

Mr. Alex Fry

Ms. Emily Gilsenan

Ms. Lori Kearns

Ms. Christine Lepkowski

Ms. Daria Louch

Mr. William Maelia

Ms. Mary McEwan – Building Tech Leader
Ms. Sarah Palacio
Ms. Danielle Pizzuto
Ms. Melissa Woolsey

World Language Department

Administrative Supervisor – Ms. Karime Flores Ms. Monica Martell –
Department Leader
Ms. Melissa Golia
Mr. Ubaldys Lopez
Ms. Amantina Reyes
Mr. Joseph Saffioti
Ms. Gemma Stoecker
Ms. Anna Timone

Family & Consumer Sciences Department

Administrative Supervisor – Ms. Karime Flores Ms. Melanie Ivey

Math Department

Administrative Supervisor – Mr. Peter Rodrigues Ms. Deborah Hendrie –
Department Leader
Ms. Kirstyn Bucci
Ms. Lindsay Cannone
Ms. Lauren DeFrancesca
Ms. Nicole Fassacesia
Ms. Jennifer Flannery
Ms. Caitlyn Gallucci
Ms. Denise Milmerstadt
Mr. James Pace
Ms. Lauren Pizzolla
Ms. Mary Seaboldt
Mr. Sid Soni
Ms. Laura Vegliante
Mr. Andrew Zenker

Technology Education Department

Administrative Supervisor – Mr. Peter Rodrigues Mr. Edward Amato
Mr. Michael Fry

Art Department

Administrative Supervisor – Ms. Karime Flores Ms. Angela Holder –
Department Leader
Ms. Christine Brooks
Ms. Amy Magaletti
Mr. Paul Monroe
Ms. Colleen Sheehy

Music Department

Administrative Supervisor – Mr. Peter Rodrigues Mr. Terry Reynolds –
Department Leader
Mr. Michael Maino
Mr. Christopher Russo

Special Education Department

Administrative Supervisor – Ms. Karime Flores Ms. Colleen DeRenzis –
Department Leader
Ms. Barbara Bird
Ms. Sara Norton
Ms. Joan Cass
Ms. Kristy Castaldo
Ms. Dawn Kessler
Ms. Christine Martin
Mr. Michael McDonnell
Ms. Anne McGuire
Ms. Tammar Merav
Ms. Gena Ross
Mr. James Ruth
Mr. Matthew Ridgeway
Ms. Deborah Silberberg
Ms. Doreen Stoecker
Mr. Jed Varricchio

Physical Education

Administrative Supervisor – Mr. Roman Catalino Mr. Stephen Carroll –
Department Leader
Mr. Kevin Mullen – Athletic Trainer
Mr. Anthony DeMatteo
Ms. Jamie Pryschlak
Ms. Cheryl Rinaldi
Mr. Michael Sokolofsky

Wellness Department

Mr. Stephen Carroll – Department Leader
Ms. Michael Cleary
Ms. Jamie Pryschlak

Alternative High School

Administrative Supervisor – Mr. Peter Rodrigues Mr. Matthew Ridgeway –
Department Leader, Science
Mr. Douglas Packard – Social Studies
Ms. Jennifer Flannery – Math
Ms. Christine Martin – English

Teacher Assistants/Teacher Aides

Ms. Julia Bacal – Teaching Assistant

Ms. Mary Campbell – Teaching Assistant
Mr. George Clayborne – Teaching Assistant
Ms. Angela Crowley – Teaching Assistant
Mr. James Crowley – Teaching Assistant
Mr. Todd Currie- Teaching Assistant
Ms. Mary Dolce – Teaching Assistant
Ms. Rosann Gaudio – Teaching Assistant
Ms. Stephanie Lado – Teaching Aide
Ms. Patricia Lasher- Teaching Assistant
Ms. Munira Sinanaj – Teaching Assistant
Ms. Josephine Tevere – Teaching Assistant
Ms. Theresa Turco- Teaching Assistant
Ms. Rozmarin Szabo-Bruncaj – Teacher Assistant

Computer Aides

Mr. Ron Tan- Computer Aide
Mr. Zachary Kendra-System Engineer

Library

Ms. Christine Drysdale - Library Media Specialist
Ms. Denise Donnelly – Library Aide

Campus Safety

Mr. Ira Allen – Campus Monitor
Ms. Amy Durham – Campus Monitor
Ms. Linda Siklos – Campus Monitor
Ms. Laura Sposato – Campus Monitor
Ms. Barbara White – Campus Monitor
Mr. Patrick Williams – Campus Monitor
Ms. Tina Gjonaj- Campus Monitor

Cafeteria/Commons Staff

Ms. Jill Weisman – District Manager ext. 5700
Main
Mr. John Auteri – Cook/Manager
Ms. Pamela Lacko
Ms. Betty Markiewicz
Ms. Anne Rubino
Ms. Julie Soden
Ms. Susan Hoferichter
Ms. Jessica Allen
Ms. Christie Scopoletti
Ms. Lisa Dedvukaj
Ms. Jen Williams

Custodial Staff

Mr. Alex Meshaj – Head Custodian

Ms. Anna Alves – Custodian

Mr. Oliver Bennett – Custodian

Mr. Karl Blechner – Custodian

Mr. David Zepeda - Custodian

Mr. Frank DellaCamera – Custodian

Mr. Stephen See – Custodian

Mr. Eric Hurtado- Custodian

Click below for CYCLE DAY SCHEDULE

[03 Cycle Day Schedule 2021-22.pdf\(Shared\)- Adobe Document Cloud](#)

Click below for BELL SCHEDULE

[21-22 Bell Schedule.pdf\(Shared\)- Adobe Document Cloud](#)

Click below for CALENDAR OF EVENTS 21-22

[Somers High School / Somers High School Calendar \(somersschools.org\)](#)

Section 1 EDUCATIONAL PHILOSOPHY

DISTRICT GUIDING INSTRUCTIONAL PRINCIPLES

1. All children can learn
2. Focus on results, with meaningful assessment
3. Aim for mastery: Focus on teaching students to use their minds well
4. Depth of understanding vs. quantity of coverage
5. Student as active learner
6. Relationships based on trust, decency and fairness

SOMERS HIGH SCHOOL INSTRUCTIONAL VISION

Considering our District's Guiding Instructional Principles and what we know about best practices and how children learn, the high school faculty created a vision of classroom instruction. This vision sets the stage for our ongoing program review and staff development efforts.

We believe that our instructional program should provide for:

- Relevant connections to real world
- Active participation/ownership/initiative by students • Different learning styles
- Varied instruction/assessment with appropriate levels of challenge
- Critical thinking and problem solving
- Opportunities to utilize technology
- Opportunities to engage in research
- Students learning from each other
- Opportunities for students to demonstrate their learning in diverse ways
- Opportunities for creativity, individual achievement, and success
- Interdisciplinary connections based on thematic/essential questions
- Experimentation, reflection, and evaluation
- An emotionally safe environment that encourages intellectual and academic risk-taking
- Assessment and remediation of basic skills

EQUAL OPPORTUNITY

In our classrooms, we believe that students will participate actively in their learning by:

- Taking different approaches toward a common goal • Listening actively and teaching each other • Working in small groups, large groups, individually • Using technology
- Setting goals and taking responsibility for their own learning
- Doing research
- Participating in experiential, hands-on learning • Critiquing their own and each other's work against a standard or criteria
- Questioning, exploring and evaluating ideas • Treating others respectfully
- Initiating questions

In our classrooms, we believe that teachers will be:

- Varying their roles as appropriate by modeling, facilitating, lecturing, demonstrating, coaching, observing, participating, encouraging, nurturing, guiding, listening, and mentoring.
- Working with individuals, small groups or large groups
- Encouraging critical thinking
- Differentiating instruction and assessment • Setting clear academic and behavioral expectations

The Board of Education, its officers and employees, shall not discriminate against any student, employee, or applicant on the basis of race, color, national origin, creed, religion, marital status, sex, age, sexual orientation, or disability.

This policy of nondiscrimination includes: access by students to educational programs, counseling services for students, course offerings and student activities, recruitment and appointment of employees and employment pay, benefits, advancement and/or terminations.

SEXUAL HARASSMENT

Statement of Policy

The Board of Education recognizes that sexual harassment of students and staff is abusive and illegal behavior that harms victims and negatively impacts the school culture by creating an environment of fear, distrust, intimidation and intolerance. The Board further recognizes that preventing and remedying sexual harassment in schools is essential to ensure a healthy, nondiscriminatory environment in which students can learn and employees can work productively. The Board is committed to providing an educational and working environment that promotes respect, dignity and equality and that is free from all forms of sexual harassment. To this end, the Board condemns and strictly prohibits all forms of sexual harassment on school grounds, school buses and at all school sponsored activities, programs and events including those that take place at locations outside the district.

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

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

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

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

SEXUAL HARASSMENT REGULATION

This regulation is intended to create and preserve an educational and working environment free from unlawful sexual harassment in furtherance of the district's commitment to provide a healthy and productive environment for all students and employees that promotes respect, dignity and equality.

Sexual Harassment Defined

“Sexual harassment: means unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature when: 1. submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of an employee's employment or a student's education (including any aspect of the student's participation in school-sponsored activities, or any other aspect of the student's education); or 2. submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting an employee's employment or a student's education; or 3. the conduct or communication has the purpose or effect of substantially or unreasonably interfering with an employee's work performance or a student's academic performance or participation in school-sponsored activities, or creating an intimidating, hostile or offensive working or educational environment.

For purposes of this regulation, action or conduct shall be considered “unwelcome” if the student did not request or invite it and regarded the conduct as undesirable or offensive.

Copies of the procedure for complaints alleging harassment or discrimination based upon sex are available for all students and employees in the office of the Assistant Principal.

Section 2 SCHOOL SAFETY

SAFETY MEASURES

Video cameras exist in the main lobbies of all school buildings. Video cameras have also been installed in other areas of the building. In a partnership with the Westchester County Police Department, the district has hired two school resource officers to serve the district. In addition to the video cameras and security personnel as security measures, SHS staff wear identification badges.

VISITORS

All back to school nights will be virtual. Visits to the schools will be limited and must be arranged through the main office at each school. After school access will be limited and available to groups only upon approval of a building use form which is available in the main office.

DELAYED OPENINGS & EARLY DISMISSALS

Announcements concerning any changes in the normal starting or dismissal procedures will be posted on the district web page. These announcements will also be made on the following radio stations: WCBS 880 AM, WFAS 1230 AM OR 106.3 FM, WHUD 1420 AM OR 100.7 FM, - TV STATIONS Cablevision Channel 12, Channel 18/8 and NBC News Channel 4, Fox 5, ABC Channel 7, and RNN.

Delayed openings are used on days when road conditions are expected to improve and/or to give the Town Highway Department more time to clear the roads. All schedules will be delayed by two or three hours (see district calendar for transportation-snow routes). School dismissal will be at the regular time and regular routes will be in effect, road conditions permitting.

Early dismissals occur when emergency conditions exist – such as unsafe driving conditions or loss of heat or water for an extended period of time (see district calendar for transportation-snow routes). Early dismissal time for the High School is 10:30 a.m.

Connect-Ed Emergency Notification System is an internet-based communication tool set up in the District to instantly communicate with all parents/guardians in major emergency situations. This system is designed to allow the District to telephone a message within minutes of an emergency to each of our students' parents/guardians at all their contact numbers. To update any student contact numbers, access the Parent Portal and indicate your student's name, the school and your new contact number.

STUDENT DISMISSAL IN AN EMERGENCY SITUATION

From time to time, the administration may determine that it is safer to maintain students in our schools until road conditions improve, rather than to dismiss them. In such instances, parents are asked NOT to come to school to pick up their children unless a particular family emergency exists. Past experience has found that an influx of traffic into our campus and requests for individual student dismissal unduly complicates matters.

Section 3 INSTRUCTIONAL PROGRAMS AND POLICIES

ALTERNATIVE HIGH SCHOOL

The Somers Alternative High School provides an opportunity for students who are looking for an alternative to the typical high school program. It combines academics with a community-based internship or technical program.

In academics, the students study major subject areas in interdisciplinary classes which are team taught. The approach is project oriented, involving laboratories, research and computer-based learning.

BOCES

Somers High School is affiliated with Putnam/Northern Westchester Board of Cooperative Educational Services. BOCES, operates an excellent Technical Center which provides vocational and prevocational education for Somers' students depending on their interest. Information about courses offered and expectations is available in the Counseling Center.

Only students with a Somers High School parking permit may drive to BOCES. Students are not allowed to transport other students to BOCES.

SOMERS HIGH SCHOOL LIBRARY LEARNING COMMONS

The SHS Library is open weekdays from 7:35am to 3:00pm. Freshmen and sophomores can visit the library during lunch and after school to borrow materials and/or study quietly. Juniors and seniors can visit the library during free periods, lunch, and after school to borrow materials and/or study quietly. Students must sign in upon arrival: masks must be worn in the library at all times, furniture cannot be moved, and there is no eating in the library.

For any books or resources needed from the library, students can stop by in person or scan the QR code that is posted outside the library to access digital resources 24/7. Students can also email our school Librarian Ms. Drysdale, or Ms. Donnelly, the Library Aide.

COUNSELING CENTER

Mission:

We, the Somers Central School District Counseling Department, will nurture our school community by advocating for and promoting a healthy learning environment in order to ensure individual student success in current and future endeavors.

Vision:

An excellent school counseling program ensures that the importance of each student is recognized. We will make a concerted effort to communicate and demonstrate our concerns and commitment to each student. As a result, each student will feel that he or she is valued as a member of the school community. In an exemplary counseling department:

- Attention is focused on facilitating the successful transition of our students between the four schools.
- Each student and family is provided the information, assistance, and support that enable him or her to develop personalized educational and career goals.
- The social-emotional well-being and academic progress of each child are continually monitored, and appropriate services are initiated as needed.
- The resources of the department are available to individual students, families, classes, grade levels, and teachers.
- Professional learning is encouraged and supported in a collaborative environment.

The counselors at Somers High School work through a comprehensive K-12 school counseling program to assist students. Students have the flexibility of seeing any counselor for assistance when a problem arises, if their assigned counselor is not available. Each ninth-grade student works with one counselor who is assigned to them by alpha order or prior siblings. For the 2021-2022 school year, the ninth-grade counselor will follow the students for four years.

The counselors provide many guidance services designed to encourage each individual to make informed, realistic and positive decisions. Counselors will assist students in assessing their goals, their plan of action and whether their behavior is in alignment with what they wish to accomplish. Parents are encouraged to contact their student's counselor if they have any questions or concerns. A triad (student, parent, and counselor) of support is always a more effective way of resolving difficulties.

Topics are delivered through classroom guidance lessons and individual meetings with students. The student /counselor relationship will focus on concerns related to school issues, peer relationships, family and community concerns, goal setting, future planning, progress review and the development

of a positive achievement image. The following is a listing of some of the School Counseling Services that are offered at Somers High School:

Academic:

Academic planning, scheduling and progress monitoring
Parent/student/teacher meetings

Personal/Social:

Mediation and conflict resolution
Orientation Programs
Crisis intervention
Community resource liaison

Career/College:

College and Career Planning
State and National test interpretation
Financial aid and scholarship information

GRADUATION

Each year a commencement program is held for seniors, their families and friends who gather to recognize the accomplishment of graduation from high school.

The graduation ceremony is part of the educational program at Somers High School. Participation in the ceremony is contingent upon meeting all academic and attendance requirements and behavioral expectations set forth by Somers Central School District and New York State Education Department.

August and January graduates may participate in the graduation ceremony the following June.

COURSE ENROLLMENT REQUIREMENTS

Students in grades 9-11 must be enrolled in a *minimum* of 6.5 credits plus physical education per semester. Seniors must be enrolled in a minimum of 5.5 credits plus physical education per semester. However, students typically take more courses and graduate with many credits beyond these minimum requirements. A minimum total of 22 credits are required for graduation by the New York State Education Department.

ADD/DROP COURSE PROCESS

The administration and staff at Somers High School make every effort to offer a variety of courses to accommodate all students in preparing for college or a career. We hope that parents will work together with their children, teachers and counselors to select their initial courses in a thoughtful manner, since a change is not always possible.

The add/drop policy at Somers High School was developed to assist students in making responsible decisions and to provide equitable opportunities for all students in the scheduling of classes. The main purposes of the policy are:

- To encourage students to make informed and well thought out course selections based on their post high school plans.
- To provide academic integrity for seniors in the college process.

- To eliminate major shifts in classes which can be disruptive to the continuity of the academic program.

2021 -2022 Important Schedule Change Deadlines

9/20: Last day to add a fall semester or full-year course without teacher permission. (This is to add a new course, not a level change.)

10/1: Last day to drop a fall semester course without transcript notation (WF/WP), or change a course level without grade transfer. (Note for seniors: any changes should ideally be completed prior to the submission of college applications.)

11/5: Last day to drop a full year course without transcript notation, or change a course level without approval of the receiving teacher.

2/4: Last day to add a spring semester course without teacher permission.

3/3: Last day to drop a spring semester course without transcript notation.

The following policy will be in effect for the 2021-2022 school year:

- All freshmen, sophomores and juniors must take a *minimum* of 6.5 credits each semester, plus Physical Education. Seniors must take a *minimum* of 5.5 credits each semester, plus Physical Education. Independent Study cannot be counted toward these minimum requirements.

Final determination for schedule changes rests with the Principal, his designee, or the Director of School Counseling.

HOMEWORK

It is recommended that all students have a homework buddy in each class. If students miss school due to a legal absence for one to three days, they should call their homework buddy for class assignments. If a student is absent from class, they should be checking Schoology for any missed work that a teacher has assigned. If a student is absent legally for an extensive period of time, they will be provided ample time upon return to school to make up any assessments that might have been missed, however, they should make every effort to keep up with any homework assignments that were given during the absence.

CLASS STANDING

Students at Somers High School take an all-Regents curriculum based on the New York State Standards for graduation.

Each student will receive both a weighted and an unweighted average on their transcript. All courses are included in these averages, including middle school courses that give high school credit (Foreign Language, Math and Earth Science). A weighted average includes Honors and College/Dual Enrollment level courses, which receive a 3-point weight and IB and AP Courses, which receive a 6-point weight.

Weighting of courses is completed in fall and spring of senior year. Weighted grades do not appear on the report cards or transcripts. Unweighted grades are used to determine honor roll status. Weighted grades are used for calculation of averages for qualifying for National Honor Society and for determining the Valedictorian and Salutatorian of the graduating class.

Because of the competitive nature of Somers High School, students are not ranked for college admission purposes. A junior grade distribution and a weighted average distribution will be provided in lieu of a rank in class.

VALEDICTORIAN AND SALUTATORIAN

Each year, the valedictorian and salutatorian for the graduating class are determined using the students' weighted GPA at the conclusion of their junior year.

GRADES AND GRADE REPORTS

Report cards are issued four times each year. The final course grade for a **full-year course** is calculated by the following formula: each quarter is equal to 1/5 of the final grade and the final examination is equal to 1/5 of the final grade. The final course grade for a **half-year course** is calculated by the following formula: each quarter is equal to 2/5 of the final grade; the final examination is equal to 1/5 of the final grade. **The passing grade for each course is 65.** In courses in which a final exam is not given, the final grade is the average of all marking periods. The weighting of Regents exams for those courses that end in a Regents is 10%.

On-line courses approved by the administration will be listed on a student's transcript. Courses taken on-line for personal interest and summer enrichment courses taken on a college campus are not part of the high school transcript. A separate College Record Form can be filed when a student applies to college. Copies of grades received from the program must be on file in the Counseling Center prior to completing this form. Courses used for enrichment may be listed on the transcript as a pass/fail Independent Study if approved by the Principal.

Click below for marking period dates and exams schedule:

<https://documentcloud.adobe.com/link/review?uri=urn:aaid:scds:US:f13c80e1-1c87-4697-841e-d00e7be5ff7b>

Failed courses can be made up by: Taking the course in an approved summer school program or repeating the course the following school year. If students do not attend summer school when they fail a class(es), they **MUST** repeat the course the following school year. "Doubling up" of failed courses and regular courses can only be done in the senior year.

Teachers distribute course expectations at the beginning of each school year outlining their grading procedures. Quizzes, tests, homework, class work, reports, extra work, etc., will carry different weight in different courses and may vary from teacher to teacher. It is the recommendation of the administration that grades be based upon preparation for class, tests, projects, participation and performance in class. Grades or testing are not to be used as disciplinary measures.

All grades for courses in which students are enrolled are available throughout the quarter on the Infinite Campus Parent Portal. Report cards will be posted to the Parent Portal four times a year. Should parents want additional information regarding their child's progress, they should contact the child's teacher(s) or school counselor.

INCOMPLETES

Incompletes for any marking period must be made up by the mid-point of the following marking period. Failure to make up missed work will result in no credit for the assignments missed and could result in a failing grade for the marking period. Students who have incompletes on a report card are not eligible for honor roll status.

HONOR ROLL

"Honor Roll" is one of the ways that academic achievement is recognized at Somers High School. The following criteria is used quarterly to determine honor roll:

1. Students must pass all courses in which they are enrolled, including physical education.
2. Unweighted grades are used in the computation of averages for honor roll.
3. Students who have a rounded 85 or better average will receive “Honor Roll” recognition.
4. Students who have a rounded 90 or better average will receive “High Honor Roll” recognition.
5. Students who have an “incomplete” in any course will not be eligible for honor roll consideration until the incomplete is made up, except for special pre-approved circumstances.

Students who achieve high honor roll or honor roll status:

1. receive quarterly certificates of commendation.
2. for the first three marking periods of each school year will receive special recognition.
3. receive special recognition if they achieve honor roll all four years of high school.
4. Juniors who achieve honor roll status are exempt from study hall for the following marking period.

SUMMER SCHOOL

In order to be eligible to make up failed courses in summer school, a student must:

1. have regularly attended the course(s) which he/she failed for the entire school year. Denial of course credit as a result of our attendance policy or patterns of truancies, cutting and/or lateness will disqualify students from participation.
2. have taken the final examinations in the course(s).
3. have met with the counselor to review summer school options.

Our district participates in the Summer School program. Enrollment in this program is **limited** and contingent upon specific criteria. Students who passed a course but failed the Regents exam will be able to retake the exam at Summer School depending on the number of spaces available.

The criteria for attending Summer School to make up failed courses is as follows:

- Non-graduating seniors get priority in the registration process.
- Priority will then be given to English and Social Studies failures - grades 9-11 in descending Order (i.e., gr. 11, 10, 9).
- Only non-graduating seniors and juniors needing courses for graduation can register for more than one course.
- Students must have been in attendance throughout the school year in accordance with our attendance policy: 16 or fewer absences for a full-year course and 8 or fewer for a semester course. • Students must have taken the final exam in the course.
- Priority is given to students who failed the course with a final average between 55 and 64.
- If space allows, students failing with a final course average between 50 and 54, who also meet the attendance requirement, may be considered.
- Students with a final grade below 50 will be ineligible for the Summer School program.

SOMERS HIGH SCHOOL NATIONAL ART HONOR SOCIETY

The National Art Honor Society was established in 1978 by the National Art Education Association for high school students Grade 10-12 for the purpose of inspiring and recognizing those students who have shown an outstanding ability in art. The chapter’s purpose is to assist student members to attain their highest potential in all forms of art, and to raise awareness of art education throughout the school and community.

In its 6th year, the SHS chapter of the National Art Honor Society invites art students to submit an application. Applicants are expected to have an overall academic GPA of 85 and an Art GPA of 90,

as well as a letter of intention stating what art and belonging to such a society might mean to them. Applications are submitted Early Fall and new members are inducted each year at a Gallery Reception in the Art/Tech Lounge in March.

I. Statement of Purpose: The organization known as the Somers High School National Honor Society (NHS) is open to students in grades 10-12 who have met academic requirements. Students are accepted into the NHS based on established criteria related to scholarship, leadership, character, and service which are evaluated by a faculty council. Under the national guidelines for the NHS students are expected to maintain these standards and will go through a review process to verify they are maintaining them each year. Deficiencies in any area may result in removal from NHS. The NHS sponsors service-oriented activities and an annual induction ceremony.

A. In the 2021-2022 school year, to be eligible **for invitation to** membership, students in grades 10, 11, 12 must achieve an **overall weighted average of 88**.

B. The average is to be derived from **all** courses taken and courses in progress.

II. **Students** must file a formal application which will be evaluated by the Faculty Council. The initial application to the National Honor Society, for eligible sophomores, juniors and seniors **will be posted soon**. No late applications will be accepted.

III. Students who make formal application to the National Honor Society will be evaluated during the academic year on the basis of service, leadership and character.

A. Leadership

Leadership includes but is not limited to holding an office in a school or community activity. Students must participate in a minimum of two school-sponsored activities (excluding NHS) such as clubs, athletics, drama etc. Leadership is demonstrated by:

- leadership in the classroom
- promoting school activities
- contributing ideas that improve the civic life of the school
- taking the initiative to get things done
- inspiring positive behavior in others.

B. Service requirements include both of the following:

1. A minimum of ten hours of teacher assistance or tutorial work to someone other than a sibling. Hours must be documented.
2. Participation in 15 hours of community service, e.g., hospitals, childcare agencies, homes of the elderly etc. At least five of these hours must be to the school community.

C. Character

Character is demonstrated through the following qualities: respect, responsibility, trustworthiness, fairness, caring, citizenship and adherence to school behavioral policies.

D. Attendance at all the meetings and the induction ceremony is mandatory for all current society members and inductees.

V. During each academic year, members already inducted must complete and document at least **15 hours** of community service (5 of which must be for the school community), and **10 hours** of tutoring to non-NHS members and non-family members.

By April 1st of each academic year, all current members of the NHS will be reevaluated according to the national guidelines, school guidelines and behavioral expectations. Serious academic or behavioral incidents can result in disciplinary action including possible dismissal from NHS.

SOMERS HIGH SCHOOL NATIONAL WORLD LANGUAGES HONOR SOCIETY

Statement of Purpose: The organization known as the Somers High School National Foreign Language Honor Society is open to students in grades 10-12 who have met academic requirements. Students are accepted into the NFLHS based on established criteria related to scholarship, leadership, character, and service which are evaluated by a faculty council. Under the national guidelines for the NFLHS, students are expected to maintain these standards and will go through a review process to verify they are maintaining them each year. Deficiencies in any area may result in removal from FLHS. The NFLHS sponsors service-oriented activities and an annual induction ceremony. The induction ceremony will be held in the spring.

A. Scholastic eligibility requirements include:

1. Language Requirements: Students must have a 90% cumulative average in foreign language.
2. General Academic Requirement: Students must have a cumulative GPA of 85% for all high school classes. Weighted averages are used.

B. Students must also exhibit good oral skills and use the language as much as possible.

C. Candidates must be enrolled in Level III, College Level, Advanced College Level or AP of language study in French, Italian, or Spanish. This implies commitment to enroll in the next level of language study if applicable.

D. Students should demonstrate leadership in French, Italian, or Spanish activities and interests, either in a group or as an individual. In addition, six hours of tutoring/services in the student's respective language is required to be completed no later than two weeks prior to the induction. This service is exclusive of the NHS tutoring requirement. This must be documented, verified and handed in on time.

E. Character is demonstrated through the following qualities: respect, responsibility, trustworthiness, fairness, caring, citizenship and adherence to school behavioral policies.

F. Membership in the student's respective language club is required.

G. Interested candidates must complete a form indicating intention to join and provide a list of tutoring hours/service hours. This form must be handed in two weeks prior to the induction.

H. No late forms will be accepted.

I. Students are expected to attend and help at all functions of the society.

J. Attendance at the induction ceremony is mandatory for all current society officers and inductees.

Section 4 STUDENT POLICIES

BEHAVIORAL GUIDELINES FOR STUDENTS

School is a place where teaching and learning occur each day. Students and staff expect a positive atmosphere that facilitates the educational process. When students act respectfully and responsibly, they contribute to a positive learning experience and safe environment. Behavior or actions that are insubordinate, disruptive or endanger the health, safety and welfare of others will not be tolerated. (See *Prohibited Student Conduct* below.) In addition, a student's attire shall be appropriate and not disrupt or interfere with the educational process.

We expect students to:

- Be courteous in language and demeanor.
- Treat their teachers, staff members, other students, the school and its property with respect and dignity.
- Exhibit a consideration and understanding for social, economic, cultural and learning differences, gender issues, sexual orientation and special needs individuals.
- Dress appropriately according to the guidelines of our dress code.
- Be substance free in school and at all school-related events.
- Accept responsibility for what they do or fail to do.
- Use school property responsibly.
- Be in regular attendance at school and in class.
- Fulfill academic obligations and assignments.
- Come to each class with books, materials, and assignments.
- Behave appropriately and respectfully in the school cafeteria and on school buses and cooperate in keeping them clean.
- Make appropriate decisions that will enable them to behave positively at all times.

PROGRESSIVE DISCIPLINE APPROACH

Somers High School uses a progressive approach when addressing discipline matters. This means that a student's first violation will usually warrant a consequence of a lesser degree than future violations, taking into account relevant factors to the severity of that initial action. However, in instances where a student's conduct is dangerous or threatens the safety of others, a more severe form of disciplinary action may be warranted, even if it is the student's first offense.

Understanding consequences as "teachable moments" is essential to a positive approach to discipline. Progressive consequences do not seek to punish. Instead, progressive consequences seek student responsibility and changes in behavior. The goal is prevention of a recurrence of negative behavior by helping students learn from their mistakes.

Every reasonable effort should be made to correct student misbehavior through interventions and resources as the school's disposal. Interventions are essential because inappropriate behavior may be an indication of more serious problems that students are experiencing.

A restorative approach can be used as both a prevention and intervention measure. Restorative processes can help schools build relationships among students, staff and community. When used as

an intervention measure, taking a restorative approach to discipline changes the fundamental questions that are asked when an incident occurs. Instead of asking who is to blame and how students will be punished, a restorative approach asks four key questions:

- What happened?
- Who was harmed or affected by the behavior?
- What needs to be done to make things right?
- How can students behave differently in the future?

PROHIBITED STUDENT CONDUCT

The Board of Education of the Somers Central School District expects all students to conduct themselves in an appropriate and civil manner, with proper regard for the rights and welfare of other students, district personnel, and other members of the school community, and for the care of school facilities and equipment.

The best discipline is self-imposed, and students must learn to assume and accept responsibility for their own behavior, as well as the consequences of their misbehavior. District personnel who interact with students are expected to use disciplinary action only when necessary and to place emphasis on educating students so that they may grow in self-discipline.

The Board recognizes the need to make its expectations for student conduct while on school property or engaged in a school function specific and clear. The rules of conduct listed below are intended to do that and focus on safety and respect for the rights and property of others. Students who will not accept responsibility for their own behavior and who violate these school rules will be required to accept the consequences for their conduct.

Students may be subject to disciplinary action, up to and including suspension from school, when they: (Specific violations pertaining to COVID-19 guidelines are highlighted in yellow)

A. Engage in conduct that is disorderly. Examples of disorderly conduct include, but are not limited to:

1. Running in hallways.
2. Making unreasonable noise.
3. Using language or gestures that are profane, lewd, vulgar or abusive.
4. Obstructing vehicular or pedestrian traffic.
5. Engaging in any willful act which disrupts the normal operation of the school community.
6. Trespassing. Students are **NOT** permitted in any school building, other than the one they regularly attend, **without permission** from the administrator in charge of the building.
7. Computer/electronic communications misuse, including any unauthorized use *or* misuse of computers, software, or internet/intranet account; accessing inappropriate websites, off-campus misuse of electronic communications or misuse of the internet if it is associated with a school event and/or school personnel; or any other violation of the district's acceptable use policy.
8. Possession of any object or substance that threatens the health, welfare and safety of others.

B. Engage in conduct that is insubordinate. Examples of insubordinate conduct include, but are not limited to:

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

C. Engage in conduct that is disruptive. Examples of disruptive conduct include, but are not limited to:

1. Failing to comply with the reasonable directions of teachers, school administrators or other school personnel in charge of students.
2. Inappropriate sexual contact in public.
3. Display or use of personal electronic devices, such as, but not limited to, cell phones, iPods, digital cameras, in a manner that is in violation of district policy.

D. Engage in conduct that is violent. Examples of violent conduct include, but are not limited to:

1. Committing an act of violence (including but not limited to hitting, kicking, punching, and scratching) upon a teacher, administrator or other school employee or attempting to do so.
2. Committing an act of violence (such as hitting, kicking, punching, and scratching) upon another student or any other person lawfully on school property or attempting to do so.
3. Possessing a weapon. Authorized law enforcement officials are the only persons permitted to have a weapon in their possession while on school property or at a school function.
4. Displaying what appears to be a weapon.
5. Threatening to use any weapon.
6. Intentionally damaging or destroying the personal property of a student, teacher, administrator, other district employee or any person lawfully on school property, including graffiti or arson.
7. Intentionally damaging or destroying school district property.

E. Engage in any conduct that endangers the safety, morals, health or welfare of others. Examples of such conduct include, but are not limited to:

1. Subjecting other students, school personnel, or any other person lawfully on school property, to danger by recklessly engaging in conduct which creates a substantial risk of physical injury.
2. Stealing or attempting to steal the property of other students, school personnel or any other person lawfully on school property or attending a school function.
3. Defamation, which includes making false or unprivileged statements or representations about an individual or identifiable group of individuals that harm the reputation of the person or the identifiable group by demeaning them.
- *4. Discrimination, which includes using race, color, creed, national origin, ethnic group, religion, religious practice, sex, gender (identity and expression), sexual orientation, weight or disability to deny rights, equitable treatment or access to facilities available to others.
- *5. Bigotry, which includes expressed intolerance of those who differ.
- *6. Harassment, which includes a sufficiently severe action or persistent pervasive pattern of actions or statements directed at an identifiable individual or group which are intended to be, or which a reasonable person would perceive as ridiculing, demeaning, annoying or threatening. Harassment is also the creation of a hostile environment.
- *7. Intimidation, which includes engaging in actions or statements that put an individual in fear of bodily harm.
- *8. Bullying, which consists of persistent and inappropriate behavior including threats or intimidation of others, treating others cruelly, terrorizing, coercing, and/or habitual put-downs and/or badgering others.
- *9. Hazing, which includes any intentional or reckless act directed against another for the purpose of initiation into, affiliating with or maintaining membership in any school sponsored activity, organization, club or team.
10. Selling, using or possessing obscene material.
11. Using vulgar or abusive language, cursing or swearing.

12. Smoking a cigarette, cigar, pipe, electronic cigarette, vape, or using chewing or smokeless tobacco.
13. Use or possession of electronic cigarettes or vapes.
14. Possessing, consuming, selling, offering, manufacturing, distributing or exchanging alcoholic beverages or illegal substances, or being under the influence of either. "Illegal substances" include, but are not limited to, inhalants, marijuana, cocaine, LSD, PCP, amphetamines, heroin, steroids, look-alike drugs, and any synthetic version thereof whether specifically illegal or not, commonly referred to as "designer drugs" which are substances designed and synthesized to mimic the intended effects and usages of, which are chemically substantially similar to, illegal drugs, which may or may not be labeled for human consumption.
15. Inappropriately using or sharing prescription and over-the-counter drugs.
16. Gambling.
17. Indecent exposure, that is, exposure to sight of the private parts of the body in a lewd or indecent manner.
18. Possessing or distributing pornographic material.
19. Initiating a report warning of fire or other catastrophe without valid cause, misuse of 911, or discharging a fire extinguisher.

* The Board of Education is committed to providing an educational and working environment that promotes respect, dignity, and equality and recognizes that discrimination, such as harassment, hazing, and bullying, make learning difficult. These behaviors interfere with the District's mission to promote social emotional learning and impact not only those who are targeted, but also those who participate in and witness such acts. Because of this, the Board condemns and prohibits all forms of discrimination on school grounds, school buses, and at all school-sponsored activities, programs, and events. Discrimination, harassment, hazing or bullying that takes place outside of school grounds, but which can reasonably be expected to impact or interfere with the learning environment in school, may be subject to disciplinary consequences.

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

G. Engage in any form of academic misconduct. Examples of academic misconduct include, but are not limited to:

1. Plagiarism.
2. Cheating.
3. Copying.
4. Altering records.
5. Assisting another student in any of the above actions.

H. Engage in off-campus misconduct that endangers the health and safety of students or staff within the school or interferes with, or can reasonably be expected to substantially disrupt the educational process in the school or at a school function. Examples of such misconduct include, but are not limited to:

1. Cyberbullying (i.e., inflicting willful and repeated harm and/or harassing, threatening or intimidating messages through the use of electronic text, including but not limited to electronic text on a computer or via the internet and through wireless technology, such as text messaging).
2. Threatening or harassing students or school personnel either over the phone, in person, in writing or via any form of electronic communication including the internet.

3. Using message boards, social networking websites or text messaging to convey threats, derogatory comments or post pornographic pictures of students or school personnel.

ATTENDANCE

Student attendance in all classes is critical for academic success and is a basic responsibility as a member of the Somers High School learning community. Students are expected to attend every class unless legally absent from school. Student absences will accumulate and could result in loss of course credit and can have disciplinary consequences. Daily attendance is a requirement for student participation in extracurricular activities and interscholastic sports.

- To report an absence, you may either email hsattendance@somersschools.org or call 914-248-8585 and select Option 1. All absences and lateness must be followed up with an appropriate Absence Form submitted to the Attendance Office upon the student's return to school. Forms can be found [here](#) or under the Attendance tab of the high school website.

College Visits

It is important for students in grades 11 and 12 to visit the colleges they may want to attend, and pre-approved college visits are considered excused absences. Students and parents are encouraged to plan college visits when school is not in session. For a college visit to be an excused absence, students must provide a completed official absence form signed by a parent or guardian **in advance or within 48 hours** of the absence. (Absence forms can be found [here](#).)

Late Arrival

Any students who are not scheduled for a first period class and who are in good academic standing are eligible for late arrival privileges with administrative and parent or guardian permission. Applications for late arrival may be downloaded from the school website under the "attendance" tab. Applications must be submitted to the main office and the privilege cannot be exercised until an official approval has been granted.

Early Dismissal

Any student whose scheduled classes end before 2:10 pm and who are in good academic standing are eligible for early dismissal privileges with administrative and parent or guardian permission. Applications for early dismissal can be obtained from the school website under the "attendance" tab. Applications must be submitted to the main office and the privilege cannot be exercised until an official approval has been granted. Students who have early dismissal privileges and leave school before the end of the day may not return to school unless for an approved school activity. Students can only leave on the days specified on the application and may not leave any earlier than indicated on the application. This privilege can be revoked if it is abused, or as a disciplinary consequence to other improper student conduct. Students must leave through the Main Entrance and sign out in the Security Office.

SENIOR PRIVILEGES – “DURING FREE PERIODS”

1. Seniors/Juniors in good academic standing are not required to attend study halls.
2. Seniors may use the facilities of the cafeteria and commons, for study time as long as they follow the guidelines under "Cafeteria and Commons" in the HANDBOOK.
3. Seniors/Juniors may also use the library facilities during free periods when these facilities are available. All students must sign in to the Library. Students will be admitted within the first 10 minutes of the period only and should remain until the end of the period.

4. Any senior who is in serious academic or disciplinary trouble, who is repeatedly tardy to school or classes, or who cuts classes will have his/her senior privilege revoked and will be assigned a regular study hall. Seniors who are failing more than one subject will be assigned to a study hall until passing status is achieved. In addition, these seniors will be required to meet with their guidance counselors and teachers.
5. If a senior has a “free” period, he or she may go without passes to the main office, administrative offices, cafeteria and commons, guidance office, library, nurse or computer labs. Care should be taken to move quietly through the halls to avoid disturbing classes in session. Supervisors can give a pass for another location.
6. Seniors should get passes to see individual teachers.

Early Dismissal SENIORS ONLY

12th graders whose scheduled classes end before 2:10 p.m. and who are in good academic standing are eligible for early dismissal privileges with administrative and parent or guardian permission. Applications for early dismissal can be obtained from the school website under the "attendance" tab. **Applications must be submitted to the main office and the privilege cannot be exercised until an official approval has been granted.** Students who have early dismissal privileges and leave school before 2:10 pm may not return to school until after 2:00 p.m. Students can only leave on the days specified on the application and may not leave any earlier than indicated on the application. This privilege can be revoked if it is abused, or as a disciplinary consequence to other improper student conduct. **Students must leave through the Main Entrance and sign out in the Security Office.**

Off Campus Privileges SENIORS ONLY

12th graders who are eligible may apply for an off-campus privilege pass that will allow them to leave school and come back during the school day. Applications for early dismissal can be obtained from the school website under the "attendance" tab. Applications must be submitted to the main office and the privilege cannot be exercised until an official approval has been granted. In order to be eligible for an off-campus pass, students must remain in good academic standing. Excessive tardiness to subsequent classes will result in the revocation of this privilege. This privilege can be revoked if it is abused, or as a disciplinary consequence to other improper student conduct.

When leaving school, **students must exit through the Main Entrance**, and show their Student ID. When returning, students must enter through the main entrance and show their Student ID. If any student leaves or returns to school through any other door, the privilege may be revoked.

ATTENDANCE POLICY RESPONSIBILITIES

It is the responsibility of Somers High School Students to:

- Attend all classes, assemblies, and activities to which they are scheduled or assigned.
- Request or remind your parent or guardian to contact the Attendance Office any time you will be absent.
- Present an official Absence Form (available on the school website under the Attendance section on our website) completed and signed by your parent or guardian to the Attendance Office within 48 hours of absence.

- Proactively arrange with your teachers a schedule for making up missed work, assignments, or tests.

It is the Responsibility of Somers High School Parents or Guardians to:

- Make every effort to have your child in attendance each day.
- Notify the attendance office pertaining to your student’s absence or tardiness.
- Complete and sign the appropriate official attendance form (available on the school website under “Attendance”) and give to your child to present upon return to school.
- Remind your child of his or her responsibility to make up missed work.
- Be sure to excuse any absences/tardiness within 48 hours of the occurrence. After the 48 hours no forms will be accepted without the permission of the administration.
- Be aware that any absence that has not been excused within 48 hours of the absence is considered unexcused. An accumulation of absences or tardies can result in the loss of course credit and disciplinary consequences.
- Be aware that students **cannot call home and request to be dismissed** from school. Instead, they should report to the Health Office if they are feeling ill. Only the Health Office or an administrator can dismiss an ill student from school.
- Be aware that any student who is absent from school, may not participate in an after-school activity. Students must be present for 5 full class periods in order to participate in an after-school activity.

It is the Responsibility of Somers High School Teachers to:

- Take accurate attendance for every class period of instruction.
- Review the attendance policy with students within the first week of school.
- Address classroom attendance issues with students and parents.
- Notify parents/guardians of habitual attendance issues.
- Communicate serious attendance concerns to administration.

It is the Responsibility of Club Advisors and Coaches to:

1. Review attendance policy with students on the first day of practice.
2. Check school attendance daily to ensure that club/team members are eligible to participate.

It is the Responsibility of the Somers High School Administrators to:

- Disseminate the attendance policy to staff, parents, and students.
- Process attendance daily.
- Notify parents of attendance issues.
- Address habitual unexcused absences with consistent consequences.
- Provide forms for parents/guardians to complete and sign for excused absences. • Review attendance procedures periodically to measure effectiveness and make changes as necessary.

USE OF COMPUTERS AND NETWORK

Instructional Expectations

- Students and parents can manage their classes and assignments through Schoology and attendance, grades, and class schedules through Infinite Campus.

- Students are fully responsible for their actions while using computers or the network. If a student uses an electronic device, platform, or computer application in a manner that is disruptive to the educational process, they will be referred to HS Administration.

Per our Student Handbook, “making sending, using or possessing inappropriate photos, videos or video recordings” will result in immediate disciplinary action. This extends to any virtual platform that teachers may be using (Zoom, Schoology Conferences, etc.).

Student use of computers and the network must follow the guidelines outlined in the *District Computer/Network Use Policy*.

While all students may use the computers for specific curriculum-related purposes (recommended by a teacher), students who wish to secure a personal logon ID on the network and access the Internet *must* submit the *District Computer/Network Use Policy* form. This form must be completed and signed by both the student and a guardian/parent. Below are excerpts from this Policy including some additional points of clarification:

The Somers Central School District is pleased to offer students access to the district's computers and network. These provide an invaluable opportunity for students to access an extensive range of information resources and exciting learning opportunities. It is important that all computer users understand and use the district's computers in an appropriate manner.

Just as students have learned social codes and behaviors, which are acceptable at school and home, they need to understand the proper rules and procedures for using the district's computer and network information services.

Since our network is used as part of a school activity, Somer’s Code of Conduct applies to all network activities as well. This Computer Use Policy is an extension of Somer’s existing rules and policies. Before students have access to Somer’s network, it is important that they and their parents review the following rules.

1. Only authorized users may use the computers and the network. Those who do not have parental authorization to use the Internet may not team up with those who do.

2. We expect that when using the school's computers or accessing the network, students will:

- Respect the rights of others using the network. (e.g., they will not disrupt the use of the network or software.)

- Use the Internet only for educational purposes. (Note: Student use of the network and the Internet for game playing or email is not allowed.)

- Use proper etiquette when using the Internet. (e.g., use appropriate language, keep home addresses and phone numbers private.)

- Respect and uphold copyright laws.

Students may not:

- Use the network or Internet to develop programs that harass others or infiltrate a computer, computer system or network.

- Use the network to disrupt the use of the network by others.

- Seek information on, obtain copies of, or modify the files, other data or passwords belonging to others.

- Use the network to access shopping/retail sites.

- Use network to post videos or pictures.

3. Use of Technology and Equipment:

In many of our courses and co-curricular activities, students have real world experiences and opportunities to create products or works in the areas of art, media, technology, writing and research. Student are strictly forbidden to make additional copies, post to the internet, distribute or sell copies, products, or works that are specifically created in any Somers High School course or co-curricular activities or with SHS equipment without the express prior knowledge and permission of the instructor, advisor or coach, and the approval of the principal.

It is important to note that network administrators may review files and communications to maintain system integrity and to ensure that users are using the system responsibly. Users should not expect that documents or files stored on district servers will be private.

Consequences:

Students are fully responsible for their actions while using computers or the network. In addition to provisions in the Discipline Code, consequences for violation of any of the rules stated above include, but are not limited to:

- Suspension of computer/network privileges
- Financial responsibility for willful damage to the network
- Revocation of computer/network privileges
- Suspension from school
- Legal action and prosecution by authorities

STUDENT COUNCIL

Somers High School Student Council offers students leadership opportunities in service to our school and community. Each grade level is represented by a Class Board which includes elected officers and appointed representatives. In addition, the overarching **Student Council** is comprised of elected and appointed student leaders of all grade levels. The **Student Council** organizes school spirit and social events, sponsors school and community service efforts, participates in leadership training opportunities, and provides student liaisons who work regularly with the principal. Student officers of the **Student Council** are also called upon to participate in educational and policy-making committees and to represent the entire student body at special events.

Class Board and **Student Council** officers must meet specific academic and behavioral criteria. Council members run for office and are elected each **year**; however, all SHS students are encouraged to get involved with Student Council and are welcome to attend weekly meetings and get involved in the efforts of this organization

CO-CURRICULAR BEHAVIORAL ELIGIBILITY POLICY

Purpose: The educational and co-curricular programs offered by the Somers Central School District are based on our guiding principles of trust, decency and respect. Participation in co-curricular activities is considered a privilege, not a right, for Somers students. If Somers High School or Somers Middle School students choose to participate in any high school co-curricular activities, they are subject to additional behavioral and academic eligibility requirements as outlined below.

Statement of Purpose:

We believe that students who have the privilege of participating in extracurricular activities should conduct themselves as responsible representatives of the Somers Central School District. In order to ensure this conduct, coaches, advisors and administrators will enforce the Somers High School Code of Conduct and this Co-Curricular Behavioral Eligibility Policy, both of which are issued to all students annually.

Disciplinary Action

Any student engaging in conduct that is egregious or inappropriate, whether on campus or off campus, and/or brings discredit to the Somers Central School District, may be disciplined with a penalty up to and including a suspension from activities for an entire season or beyond, depending upon the circumstances of the incident. Activities include events associated with athletic teams, clubs and school social functions.

Additionally, any student who is issued either an in-school suspension (“ISS”) or out of school suspension (“OSS”) will lose eligibility to participate in co-curricular activities on those days including weekends if the suspension spans those days. Further disciplinary action may extend beyond the ISS or OSS period, depending upon the circumstances of the incident.

The decision to suspend a student's eligibility to participate in co-curricular activities, as described above, shall be made by the building principal or her designee, in consultation with an advisory committee consisting of the coach or advisor and other appropriate administrative personnel, as necessary.

Timeline:

The “seasons” of clubs and activities will be as follows: September to November 30; December 1 to February 28/29; March 1 to end of school year.

Sports seasons are: Fall (August to conclusion of season); Winter (November to conclusion of season); and Spring (March to conclusion of season).

Suspension from athletic participation, extra-curricular activities and other privileges

A student subjected to a suspension from athletic participation, extra-curricular activities or other privileges is not entitled to a full hearing pursuant to Education Law §3214. However, the student and the student's parent will be provided with a reasonable opportunity for an informal conference with the district official imposing the suspension to discuss the conduct and the penalty involved.

CO-CURRICULAR ACADEMIC ELIGIBILITY POLICY

Definition

Participation in co-curricular activities is part of the educational program at Somers High School. Students’ first priority should be their academic responsibilities. Students who participate in co-curricular activities are expected to maintain academic eligibility each marking period by not failing more than one subject. In addition, athletes must pass physical education. Furthermore, any student-athlete falling below a 70 average will be required to attend the A.E.P. (Academic Enrichment Program).

Requirements

To be eligible to participate in high school co-curricular activities and sports, Somers High School students and Somers Middle School students:

1. Shall be taking at least 5 academic credits per semester plus physical education. (Students with special circumstances may seek a waiver from the high school Principal.)
2. Shall not be failing more than one course. (Honor societies have separate standards for induction. Once inducted, #2 applies.)
3. Shall be passing physical education, if a member of an athletic team.

Process of determining and regaining academic eligibility

1. Eligibility is determined at the end of each marking period. A two-week probationary period begins on the last day of the marking period. During the probationary period, students failing more than one subject will have two weeks to attain passing status and remain eligible to participate in co-curricular activities.
2. Fall eligibility is determined by the results of the June final course averages or summer school grades, if a course is being made up.
3. Students can improve their probationary status two weeks into the new marking period by presenting evidence that they are passing the required number of courses. Special reinstatement applications must be completed and signed by subject teachers and presented to the High School Assistant Principal every two weeks. Failure to achieve passing status will result in ineligibility for the next two-week period.
4. During the period of ineligibility, students may continue to participate with their teams or performing groups and attend co-curricular meetings. However, participation in contests, performances, projects or activities may not resume until eligibility is reinstated.

Academic Enrichment Program (AEP)

1. Any student-athlete falling below a 70 average in any one of their classes will be required to attend the Academic Enrichment Program. This program will be available for all student-athletes in grades 9-12.
2. The mandatory Academic Enrichment Program will run Monday – Thursday. The student-athlete will report to a designated area from 2:10 pm-2:50 pm to work with a teacher and/or student tutor.
3. For the Fall season we will begin 3 weeks into the school year. Through our Infinite Campus system, we will be able to monitor any student-athlete falling below the minimum 70 average.

Appeal Process for Academic Eligibility

Appeals of academic eligibility will be subject to review by the High School Principal.

CO-CURRICULAR ELIGIBILITY AND ATTENDANCE

Participation in co-curricular activities, such as practices, rehearsals, club/class meetings or athletic contests) is allowed only if a student attends his/her scheduled classes, including physical education and study halls. In addition, students are expected to arrive at school by 10:30 AM. Students who miss 4 or more periods in any given day may not participate in co-curricular activities on that day. The only exceptions would be seniors who are officially scheduled for late arrival or early dismissal. Any emergency situations that would cause a student to be late for school during periods 1-3 shall be referred to the High School Assistant Principal.

CO-CURRICULAR AND EXTRA-CURRICULAR PROGRAMS

[*Click here for the Somers Athletic Program Handbook*](#)

DRESS CODE

All students are expected to give proper attention to personal cleanliness and to dress appropriately for school and school functions. Students and their parents have the primary responsibility for acceptable student dress and appearance. Teachers and all other district personnel should exemplify and reinforce acceptable student dress and help students develop an understanding of appropriate appearance in the school setting.

A student's dress, grooming and appearance shall be safe, appropriate and not disrupt or interfere with the educational process.

Each Building Principal or his/her designee shall be responsible for informing all students and their parents of the student dress code at the beginning of the school year and any revisions to the dress code made during the school year.

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

DRUG AND ALCOHOL USE

Students are forbidden to use, possess, distribute or sell alcohol or drugs on school grounds, on school buses or at any school sponsored events. This also includes sharing, possessing, distribution, sale or use of prescription medicine or other substances for uses other than that which they are primarily intended. Students are also forbidden to possess or use paraphernalia associated with the use of the above substances including but not limited to rolling papers. **All infractions of these rules will result in disciplinary a 5-day suspension and referral to the Superintendent. Police may also be contacted.**

SMOKING

Smoking is not allowed on the school grounds, in the school building(s), on school buses or at any school sponsored event whether on or off campus.

Students who are reported smoking or in possession of tobacco products will be suspended according to our discipline policy.

Use or possession of electronic cigarettes or vapes is prohibited and will result in suspension and possible referral to the Superintendent.

ACADEMIC HONESTY

At Somers High School we believe that learning occurs in an atmosphere of academic honesty in which students have developed a high sense of responsibility and exhibit a high standard of integrity. This is accomplished through the coordinated efforts of parents/guardians, students and teachers. **Students** – It is expected that students will conduct themselves in such a manner that reflects honesty and their understanding and acceptance of the school policies on academic honesty. **Parents/Guardians** – As partners in the educational process, parents must support the ethical value of honesty and the enforcement of the school's policies on academic honesty in order to maintain and reinforce the importance of integrity in one's own work.

Teachers – Teachers are expected to perform their instructional responsibilities in such a manner as to minimize the potential for dishonesty and to exhibit fairness when implementing the consequences for violating the school's policies on academic honesty.

Academic honesty refers to the use of one's own thoughts and materials in the writing of papers, taking of tests/quizzes, completion of homework assignments and other classroom related activities. All

students at Somers High School are expected to live up to the highest standards of academic honesty. Cheating and plagiarism will not be tolerated. All work assigned during a course is central to

the goals, objectives and expectations of that course. The work is designed to fulfill a specific learning outcome. All student work, therefore, is expected to be created for the specific assignment for which it is intended. Even though the pressure is on the student to excel, we will not tolerate nor condone academic dishonesty. As a learning community it is important to remember that students must learn to fulfill their academic responsibilities with honesty and ethics in order to be successful in the classroom and in life. School leaders, parents, and teachers all serve as role models for our students and must continue to model academic honesty at every opportunity.

Students found to be cheating or plagiarizing, or submitting anything other than their own original work will receive no credit for the assignment or test/quiz. Depending on the circumstances of the cheating or plagiarism, there might be further disciplinary consequences and/or suspension or removal from co-curricular activities.

Cheating

Cheating is defined as the use of someone else's work or material on any test or assignment; or the use of any prohibited means, such as electronic sharing, to enhance one's own performance or that oneself or another student on an examination or assignment.

There are many forms of cheating. Some specific forms of cheating include but are not limited to:

- Stealing another's work, copying homework and graded materials or providing answers or information on any quiz, exam, report or essay
- Changing grades wherever they are recorded
- Using a calculator or other electronic device to store data or graphics for a test
- Copying text from any published or Internet source without documentation
- Submitting work on-line under the name of another person or allowing another person to submit work on-line for you
- Exchanging or "sharing" assignments with other students, either handwritten or computer generated, whether you believe they will be copied or not
- Taking credit for group work when you have not contributed an equal or appropriate share toward the result
- Accessing a test or quiz or questions from a test or quiz in advance of its administration • Sharing the contents of a quiz or test with another student either verbally or through digital or electronic means

Plagiarism

Written expression of well-formulated ideas is an essential skill for academic and career success. Plagiarism interferes with the assessment and feedback process that is necessary to promote academic growth. Plagiarism defrauds the instructor by giving a false view of a student's strengths and weaknesses. It may prevent further instruction in addressing areas of weakness and delay the student in reaching his or her potential. Plagiarism includes, but is not limited to:

- Taking someone else's assignment or portion of an assignment and submitting it as your own
 - Submitting material written by someone else or rephrasing the ideas of another without citing the author's name or source
 - Presenting the work of tutors, parents, siblings or friends as your own
 - Submitting purchased papers as your own
 - Submitting papers, or portions of papers, from the Internet written by someone else as your own • Supporting plagiarism by providing your work to others, whether you believe it will be copied or not
- Any information that is borrowed from another source must be cited as a reference. The more common type of plagiarism is unintentional. Students often paraphrase or summarize a source

without giving credit to the author; this is considered plagiarism. Even though the student does not intend to steal the ideas or words, the offense is just as serious as intentional plagiarism.

The following information helps to further DEFINE and clarify what, exactly constitutes plagiarism. The information is excerpted from the following sources:

- 1) Sebranek, Patrick, Verne Meyer, and Dave Kemper. Write for College- A Student Handbook. Wilmington: Write Source/Great Source Education group, 1997.
- 2) Trimmer, Joseph F. The Essentials of MLA Style- A Guide to Documentation for Writers of Research Papers. Boston: Houghton Mifflin Co., 1998.

“Plagiarism [italics added] is the presentation of another writer’s ideas or words as if they were your own, without acknowledging the source. Most students... do their best to avoid it. Even so, once you have researched your topic, it may be difficult to make the distinction between your own voice and the voices of those you have consulted. That is why a thorough knowledge of plagiarism is important...

While you may not think ‘borrowing’ a phrase or two from an author for your research paper is on par with pirating millions of dollars ‘worth of [music downloads], the principle is the same. The author’s work belongs to the author, and taking it without permission or acknowledgement is stealing. Think of how you might feel if someone passed off your work as his or her own.” (Sebranek et al. 297).

Guidelines to Avoid Plagiarism

WHAT TO DO:

- Indicate clearly when you use anything from another writer’s work, even if only a phrase or single key word, by using quotation marks.
- When summarizing or paraphrasing, distinguish clearly where the ideas of others end and your own comments begin.
- When using a writer’s idea, credit the author by name and also cite the work in which you found the idea.
- Provide a new citation when using additional information from a previously cited work.
- Err on the side of caution by giving credit whenever you suspect you are using information, other than general knowledge, from a source.

WHAT NO TO DO:

- Do not use facts, details, or ideas from a source without indicating in some way that you are doing so.
- Do not confuse your own ideas with others’ ideas discovered during your research. Even if your idea resembles another writer’s, you must credit that writer and the work in which the idea is shared.

The SHS English Department has more information on examples of plagiarism which are given out the first week of school. Students will read over this document and sign it to evidence their understanding of plagiarism.

PROHIBITED ITEMS

The following items cannot be brought to or used in school: drugs, alcohol, drug paraphernalia (including but not limited to rolling papers, pipes etc.) cigarettes, e-cigarettes, vapes, chewing tobacco, weapons (including toy or replica), pyrotechnic or incendiary devices (including but not limited to lighters, matches and ammunition), water guns, etc. or any other items inappropriate for school or that could cause harm to oneself or to others.

TECHNOLOGICAL, COMMUNICATION AND MUSIC EQUIPMENT

Since technology and its uses are ever changing, we continue to evaluate its purpose and necessity in school. To that end, students will be allowed to bring to school certain items which enhance academic learning such as laptops, tablet computers (PLDs), and calculators. However, it is imperative that students follow guidelines regarding the use or prohibition of the devices listed below during school hours. **Students must understand that they, not the district, are responsible for the equipment at all times and must take precautions to protect their belongings.** If a student is using an electronic device in a manner that is disruptive to the educational process, school staff has the right to confiscate such items. If a student fails to turn a device over to a staff member, such behavior will be considered insubordination.

- Cell phones can be brought to school. However, they should not be used during instructional time and must be stored in a backpack, locker or purse.
- Personal listening devices can be brought to school but can **ONLY** be used in the fitness center or cafeteria during the school day. These devices cannot be used during class, or in offices or the library. At the teacher's discretion, these devices may be used in study halls.
- It is strongly recommended that very expensive items NOT be brought to school.

SHS ADMINISTRATIVE DISCIPLINARY ACTION

The purpose of this chart is to outline infractions of our discipline policy and consequences for inappropriate behavior at school or at any school related event or trip. Disciplinary consequences include, but are not limited to, a range of actions from verbal warnings to out of school suspension. Depending on the specific circumstances or severity of the offense,

- a suspension longer than five days might be warranted. In such cases, the matters are referred to the Superintendent of Schools who will conduct a hearing and can issue a penalty that extends the suspension beyond five days.
- a referral to the police might be necessary.
- follow-up by guidance counselor, student assistance counselor or school psychologist might be appropriate to help students and their families address social, emotional, or substance use issues.
- restitution for damages to school property or the property of others might be necessary.

In the chart below, "**ISS**" refers to in-school suspension. Students assigned to our in-school suspension program receive their academic assignments and are supervised in an alternative setting in the school building for the duration of the school day. Students must leave school grounds immediately at dismissal.

"**OSS**" refers to out of school suspension. In such cases, students are not allowed to attend school or be on school property. They receive their academic assignments, and in some cases, home tutoring is provided depending on the duration of the suspension, or specific learning needs or age of the student.

State mandated attendance policy provides for denial of course credit for excessive absences from school and/or classes (see page 29). According to our Board of Education policy, students run the risk of losing course credit for excessive absence from class.

<u>OFFENSE</u>	<u>FIRST</u>	<u>SECOND</u>	<u>THIRD</u>	<u>FOURTH</u>
LATE TO SCHOOL	Warning	*See Lateness policy below		
LATE TO CLASS	Warning and/or Detention by Teacher	Detention by Teacher	Admin. Detention	Admin. Detention
CUT CLASS (see also attendance)	1 Detention Per Class Cut	2 Detentions Per Class Cut	3 Detentions Per Class Cut	I.S.S.
NOT CHECKING IN WHEN LATE	Warning	1 Detention	2 Detentions	I.S.S.
TRUANCY	I.S.S.	I.S.S.	I.S.S.	I.S.S.
GAMBLING OR GAMES OF CHANCE	Warning and/or Detention or I.S.S. - 1 day	I.S.S. 1-3 days	I.S.S. 3-5 days	O.S.S.
FORGERY OF NOTES, PASSES, ETC.	Warning or I.S.S. or O.S.S.	I.S.S. or O.S.S.	I.S.S. or O.S.S.	I.S.S. or O.S.S.
LEAVING GROUNDS OR SCHOOL BUILDING TO ANY UNSUPERVISED AREA OUTSIDE	1 day I.S.S.	2 days I.S.S.	I.S.S. 3-5 days	O.S.S.

<u>OFFENSE</u> OR OFF CAMPUS W/OUT PERMISSION	<u>FIRST</u>	<u>SECOND</u>	<u>THIRD</u>	<u>FOURTH</u>
MISSING TEACHER DETENTION	1 Admin. Detention + Original Detention	2 Adm. Detention + Original Detention	I.S.S. + Original Detention	O.S.S. + Original Detention
MISSING ADMINISTRATI VE DETENTION	2 days of Detention Added	I.S.S. 1 day plus Original Detention Assigned	I.S.S. 3-5 days + Original Detention Assigned	O.S.S. + Original Detention
MISUSE OR INAPPROPRIA TE USE OF SCHOOL TECHNOLOGY OR EQUIPMENT	Warning, Detention I.S.S. or O.S.S.	Detention, I.S.S. or O.S.S.	I.S.S. or O.S.S.	O.S.S.
DISRUPTIVE, UNSAFE OR INAPPRROPRI ATE BEHAVIOR ON SCHOOL BUS	Warning, Detention I.S.S. or O.S.S Denial of bus trans. 1 week	Detention, I.S.S. or O.S.S. Denial of bus trans. 2 weeks	I.S.S. or O.S.S. Denial of bus trans. 1 month	O.S.S. Denial of bus transportatio n
MISUSE OF LATE BUS PASS	Warning, Detention	Detention, I.S.S.	I.S.S. or O.S.S.	O.S.S.

<u>OFFENSE</u>	<u>FIRST</u>	<u>SECOND</u>	<u>THIRD</u>	<u>FOURTH</u>
	I.S.S. or O.S.S. Denial of late bus 1 month	or O.S.S. Denial of late bus 2 months	Denial of late bus 1 semester	Denial of late bus 1 school year
OF CIGARETTES, OR ANY TOBACCO PRODUCTS SMOKING CIGARETTES OR CHEWING TOBACCO, POSSESSION OF LIT CIGARETTE	I.S.S 2 days	I.S.S. 3 days	I.S.S. 5 days	O.S.S.
MISUSE OF CAR PARKING PRIVILEGES (see also rules or driving & parking)	2 weeks Loss of Parking Privileges	1 Month Revocation of Parking Privileges	Permanent Revocation of Parking Privileges	
INAPPROPRIA TE ATTIRE VIOLATIONS OF DRESS CODE	Warning/cha nge of clothing/or send home	ISS/change of clothing/or send home	I.S.S. or O.S.S.	O.S.S.

<u>OFFENSE</u>	<u>FIRST</u>	<u>SECOND</u>	<u>THIRD</u>	<u>FOURTH</u>
VERBAL ABUSE, SEXUAL HARASSMENT, DISRESPECT OR HAZING, HARASSMENT OF OR MAKING INTIMIDATING THREATS TO OTHERS VERBAL OR OTHERWISE	Warning and/or Detention or I.S.S. or O.S.S.	I.S.S. or O.S.S.	I.S.S. or O.S.S.	O.S.S.
MAKE, SEND, USE OR POSSESS INAPPROPRIATE PHOTOS, VIDEO OR AUDIO RECORDINGS	Warning, and/or I.S.S., O.S.S., possible police action, Confiscation of Device	I.S.S. and/or O.S.S. 5 days, possible police action, confiscation of device, possible referral to Superintendent	I.S.S. and/or O.S.S. 5 days, possible police action, confiscation of device, possible referral to Superintendent	I.S.S. and/or O.S.S. 5 days, possible police action, confiscation of device, possible referral to Superintendent
USE OF UNACCEPTABLE LANGUAGE	Warning, Detention I.S.S. or O.S.S.	Detention, I.S.S. or O.S.S.	I.S.S. or O.S.S.	O.S.S.
DISRUPTIVE BEHAVIOR	Warning, Detention	Detention, I.S.S.	I.S.S. or O.S.S.	O.S.S.

<u>OFFENSE</u>	<u>FIRST</u> I.S.S. or O.S.S.	<u>SECOND</u> or O.S.S.	<u>THIRD</u>	<u>FOURTH</u>
INSUBORDINATION	Detention or I.S.S. or O.S.S.	I.S.S. or O.S.S.	O.S.S.	O.S.S.
FIGHTING	I.S.S. or O.S.S.	I.S.S. or O.S.S.	O.S.S. 5 days	O.S.S. 5 days
DESTRUCTION OR DEFACING OF SCHOOL PROPERTY	Detention, I.S.S., or O.S.S.	Detention, I.S.S. or O.S.S.	I.S.S. or O.S.S.	O.S.S.
STEALING	I.S.S. or O.S.S., Possible Police referral	O.S.S. Possible Police referral	O.S.S. Possible Police referral	O.S.S. Possible Police referral
POSSESSION OR USE OF TOY OR REPLICA WEAPONS	Detention I.S.S. or O.S.S.	I.S.S. or O.S.S.	I.S.S. or O.S.S.	I.S.S. or O.S.S.
INCENDIARY DEVICES INCLUDING MATCHES AND LIGHTERS OF ANY KIND	Detention I.S.S. or O.S.S.	I.S.S. or O.S.S.	I.S.S. or O.S.S.	I.S.S. or O.S.S.
POSSESSION OR	O.S.S. 5 days	O.S.S. 5 days	O.S.S. 5 days	O.S.S. 5 days

<u>OFFENSE</u>	<u>FIRST</u>	<u>SECOND</u>	<u>THIRD</u>	<u>FOURTH</u>
USE OF WEAPONS	Referral to Superintendent, Police referral	Referral to Superintendent, Police referral	Referral to Superintendent, Police referral	Referral to Superintendent, Police referral
POSSESSION, USE OF VAPE DEVICES E-CIGARETTES	O.S.S. Possible police referral	O.S.S. 5 days Referral to Superintendent Possible police referral	O.S.S. 5 days Referral to Superintendent Possible police referral	O.S.S. 5 days Referral to Superintendent Possible police referral
POSSESSION OF DRUG PARAPHERNALIA	O.S.S. 5 days Possible police referral Referral to Superintendent And Referral to Superintendent	O.S.S. 5 days Referral to Superintendent Possible police referral	O.S.S. 5 days Referral to Superintendent Possible police referral Possible police referral	O.S.S. 5 days Referral to Superintendent
BEING UNDER THE INFLUENCE OR USING ALCOHOL AND/	O.S.S. 5 days Referral to Superintendent	O.S.S. 5 days Referral to Superintendent	O.S.S. 5 days Referral to Superintendent	O.S.S. 5 days Referral to Superintendent

<u>OFFENSE</u>	<u>FIRST</u>	<u>SECOND</u>	<u>THIRD</u>	<u>FOURTH</u>
OR DRUGS	Possible police referral	Possible police referral	Possible police referral	Possible police referral
POSSESSION OF DRUGS OR ALCOHOL	O.S.S. 5 days Referral to Superintendent Possible Police referral	O.S.S. 5 days Referral to Superintendent Possible Police referral	O.S.S. 5 days Referral to Superintendent Possible Police referral	O.S.S. 5 days Referral to Superintendent Possible Police referral
POSSESSION OF ALCOHOL OR DRUGS WITH INTENT TO SELL, OR SALE OF ALCOHOL OR DRUGS	O.S.S. 5 days Referral to Superintendent police referral	O.S.S. 5 days Referral to Superintendent police referral	O.S.S. 5 days Referral to Superintendent police referral	O.S.S. 5 days Referral to Superintendent police referral
FALSE ALARMS, ARSON, BOMB THREATS, POSSESSION, USE OR SALE OF PYROTECHNIC OR INCENDIARY DEVICES	O.S.S. 5 days Referral to Superintendent Police referral	O.S.S. 5 days Referral to Superintendent Police referral	O.S.S. 5 days Referral to Superintendent Police referral	O.S.S. 5 days Referral to Superintendent Police referral
VIOLATION OF COMPUTER	Consequences can include suspension or			

<u>OFFENSE</u>	<u>FIRST</u>	<u>SECOND</u>	<u>THIRD</u>	<u>FOURTH</u>
NETWORK USE POLICY	revocation of computer network privileges, and suspension from school			
OTHER	Administrative Discretion Teachers may give students detention for class management concerns.			

SUSPENSION

*During the 2021-2022 school year, students who do not follow the safety guidelines detailed in the COVID-19 Addendum may face disciplinary consequences. These infractions may include, but are not limited to, not following procedures on safely wearing a mask, or adhering to social-distance guidelines.

Suspension is a temporary denial of a student's right to attend instruction and to take part in school sponsored activities. During the time of suspension, whether in-school or out-of-school suspension, a student will not be able to participate in, or be a spectator at, any school-sponsored activities. The following guidelines apply:

1. All one-day school suspensions last until a student is readmitted the following day. A one-day school suspension on Friday continues until Monday at 7:35 a.m.
2. When students are suspended from school, they are suspended until school resumes the day following the end of their suspension. All multiple-day school suspensions which are in effect on Friday continue through the weekend. In case of a school vacation, reinstatement occurs on the day school resumes.
3. There are additional guidelines for students who are academically and behaviorally ineligible to participate in co-curricular activities.

IN-SCHOOL SUSPENSION (ISS)

Students are expected to follow these guidelines:

1. Be on time. Unexcused lateness will be considered an “unacceptable” day and will result in additional time at the end of the day or make up time the next day in in-school suspension.
2. Be prepared to comply with the time requirements of ISS:
 - a) 7:35 a.m. – 2:08 p.m.
 - b) no visitors
 - c) no hall passes.
3. Report to the Attendance Office immediately upon arrival to school.
4. Come prepared with all textbooks and study materials since no passes to lockers will be issued.
5. iPods, radios, cell phones, or other electronic devices are prohibited.
6. Be responsible to complete all work assigned.
7. Bring a lunch from home or money for lunch. Suspended students will not be allowed to go to the cafeteria.
8. Follow all directions given by administrators, the monitor in charge and all other staff members.
9. Work in silence. Remain in assigned seat at all times.
10. Refrain from attending or participating in extracurricular activities during and after school on the day(s) of suspension.
11. Meet, if required, with guidance counselor, the student assistance counselor, or the school psychologist as infraction(s) warrant and upon recommendation of administration or parents.
12. Must leave the school building and the school property immediately upon being dismissed.

RULES FOR ADMINISTRATIVE DETENTION

1. After school detention is from 2:10-2:45 p.m.
2. Extended detention can be from 2:10-4:00 p.m.
3. Students must report to the assigned detention room on time; students who arrive late will make up time at the end of the session.
4. Enough schoolwork should be brought in order to be constructive throughout the detention period.
5. Silence is to be maintained during detention.
6. No food or drink is allowed during detention.

LOCKERS

Each student will be assigned a locker. Somers High School lockers remain the exclusive property of Somers High School. Students have no expectation of privacy with respect to their lockers, desks and any school storage facility. The following rules apply to the use of lockers:

1. Students may not change assigned lockers. A locker is issued to each student for the first three years, and then again, a new locker in the senior year here at Somers High School. It must be locked at all times. Physical Education lockers must also be locked at all times.
2. Students are responsible for the contents of their respective lockers. The school district is NOT responsible, nor will there be insurance reimbursement for lost or stolen items from hallway or physical education lockers.
3. Students will take appropriate care of their lockers.
4. Problems with lockers should be reported to the Assistant Principal's office.
5. Locker combinations will not be given to persons other than the student to whom the locker is issued.

RULES AND REGULATIONS - SCHOOL FUNCTIONS

All school rules apply at any SHS function. The following are the special rules and regulations for attending dances and school functions (i.e. games, shows, activities, etc.) at Somers High School or at off campus locations:

1. All guests of SHS students for dances and proms must be registered and approved by school administrators.
2. A student must arrive at a dance no later than one hour after the start of the dance unless special permission has been granted by the principal or assistant principal.
3. No backpacks, gym bags, etc. can be taken into the building on the evening of a school dance.
4. When students choose to leave a dance or activity in the building, they will not be permitted to return and will be asked to leave the school grounds.
5. Any student who arrives or is found to be at a school function under the influence of alcohol or other drugs will be disciplined according to school policy. Parents will be notified.
6. Students who are suspended, either in or out of school (ISS or OSS), may not attend, or be a participant or spectator at co-curricular activities.
7. Serious infractions of the school's code of conduct may result in students being ineligible to participate or attend future school sponsored events.

RULES AND REGULATIONS FOR PROMS AND DANCES

1. All school rules and consequences regarding student behavior, substance use or possession, and smoking are in effect at all school functions. Certain events may require permission slip and agreement to a special contract.
2. If a student leaves the prom before it has ended, he or she may not return. Personal belongings, such as cameras, pocketbooks, jackets, are to be brought into the prom. However, no backpacks, gym bags, etc. can be taken inside the prom. No one will be allowed to go to vehicles after entering the prom. Students will not be allowed to leave and come back into the prom to change clothes for after-prom activity.

3. Students and guests whose conduct is unacceptable **in any way** will be requested to leave the premises by the chaperones. Parents will be notified.
4. All guests of SHS students must be registered and approved by school administrators.
5. Students and guests who arrive under the influence of alcohol or drugs will be disciplined according to school policy. Parents will be contacted and required to take these students/guests home.
6. All students must be bused directly to and from Somers High School to the prom location following the promenade event that evening. Any student who has special circumstances must receive prior permission from the school's administration or class advisors.
7. The school is not responsible for any personal items lost or stolen.

SOMERS SPECTATOR CODE OF ETHICS - BE PROUD, BE LOUD, BE POSITIVE!

Please demonstrate good sportsmanship at all times by:

- Showing team support by making only positive comments and using appropriate language.
- Showing respect for the judgment of coaches, officials and referees.
- Acknowledging fields, courts and equipment as the players' domain during contests.
- Monitoring the safety of children in bleachers and stands.
- Respecting the law: All public schools are smoke-free and vape-free environments.

Our school district supports relationships that are based upon trust, decency and fairness. We expect cooperation and respect by all athletes and spectators.

Spectator Guidelines:

- Follow the directions of chaperones and event staff.
- All middle and elementary school aged children must be accompanied by and chaperoned by adults.
- No tailgate parties are allowed on school grounds.
- No barbecues or open fires are allowed on school grounds.
- Parking lots will be monitored from the arrival to the departure of spectators.
- No alcohol, illegal drugs or smoking, including vapes, are allowed on school grounds.

When our athletic fields become available, please note the following:

- All vehicles must be parked in lots, not on the lawns of SHS or Primrose.
- Parking will be guided and designated by game day staff starting in the back of the high school, to Primrose and then the front of SHS.
- Vehicles traveling North on Route 139 will enter through the Primrose entrance.
- Vehicles traveling South on Route 139 will enter through the SHS entrance.
- Exit after contests will be directed through SHS and Primrose.
- There is no parking or waiting in vehicles in the front SHS driveway as this is a fire/emergency vehicle lane.
- There will be extra staff and police supervision to accommodate large crowds.
- Spectators must remain in game viewing areas only.
- All fields in back of the main field bleachers are off limits to spectators and visitors.
- There is no ball playing or loitering allowed on other fields or in other areas.

SENIOR PRIVILEGES – “DURING FREE PERIODS”

1. Seniors/Juniors in good academic standing are not required to attend study halls.

2. Seniors may use the facilities of the cafeteria and commons, for study time as long as they follow the guidelines under "Cafeteria and Commons" in the HANDBOOK.
3. Any senior who is in serious academic or disciplinary trouble, who is repeatedly tardy to school or classes, or who cuts classes will have his/her senior privilege revoked and will be assigned a regular study hall. Seniors who are failing more than one subject will be assigned to a study hall until passing status is achieved. In addition, these seniors will be required to meet with their guidance counselors and teachers.

DRIVING AND PARKING (Student)

***Students who drive to SHS: Only Seniors will be allowed to drive and park at the HS. Any student who drives must attend our Driver Safety program and must apply for a parking permit through parent square.**

RULES OF STUDENT DRIVING AND PARKING

It is noted that parking on school grounds is a privilege and, as such, students who are guaranteed parking spaces are expected to abide by school rules.

Infractions of the regulations in the student handbook can result in suspension or loss of driving privileges. Further, police may be called to ticket illegally parked cars and/or tow trucks may be called to remove inappropriately parked cars at owner's expense. The parking lot is part of the high school campus. All school rules that apply to the inside of the building, such as no smoking; apply to the parking lots as well.

*Consequences for failure to comply with driving and parking regulations are:

First offense	Suspension of driving privileges for two weeks
Second offense	Suspension of driving privileges for 30 days.
Third offense	Loss of parking privileges for the remainder of the year.

*Any misuse that endangers the health, safety and welfare of others can result in immediate, long-term suspension or revocation of parking privileges.

A. Students who abuse or misuse the privilege of driving to and parking on school property are subject to disciplinary action. Examples of misuse are:

- repeated lateness to school.
- reckless driving or speeding on school grounds.
- leaving school grounds without permission.
- parking in the faculty, Primrose parking lots.
- parking in fire zones, handicapped spaces, or visitors' spaces.
- transporting truant students from school grounds.
- no students are allowed to park in the Primrose Elementary School parking lots.

B. Application Process

1. Students must complete an online form through parent square and submit a photocopy of their driver's license. Students can only apply for a parking permit for a vehicle registered to their parents/guardians.

C. Expected Behavior of Students with Parking Permits

1. Students must always drive in a safe manner and observe the posted 10-mph speed limit on school grounds.
2. Permission must be obtained from the attendance office if students need to go to their cars during the school day.
3. Administration has the right to inspect a vehicle at any time and reserves the right to use drug sniffing dogs in its inspection of vehicles. If an administrator believes there is cause to inspect a car, student must provide the administrator access.

Any student who leaves the property during the school day, not related to dismissal from the nurse for illness, must sign out at the Attendance Office and may do so only after providing written permission from a parent or guardian. Any student leaving school without prior permission are subject to appropriate disciplinary actions as outlined in the Student Handbook.

SCHOOL TRIPS, FIELD TRIPS

To be eligible for participation, students must be in regular attendance throughout the school year. Students who have demonstrated an inability to cooperate and obey rules, either in school or on previous trips, may jeopardize their opportunity to attend.

A permission slip signed by a parent or guardian is required for all trips. Students absent from class because they have attended an authorized school trip or field trip are responsible for:

1. Handing in any homework assignments due on the date of absence, or before leaving on a trip, if requested by a teacher.
2. Finding out and preparing on time the homework assignment due the day of returning to class after being absent.
3. Completing any missed exam or quiz according to the timeline established by the teacher.

STUDENT FEES, FINES AND CHARGES

Textbooks are provided by the school district without charge to the students. Students are expected to exercise reasonable care in the use of school equipment. Any damage done to library books, textbooks or other school equipment due to misuse or negligence must be paid for by students. Fees will also be charged to students for lost library books borrowed under their name.

Section 5 STUDENT SERVICES

STUDENT ASSISTANCE DIRECTORY

The following list is intended to direct students to the person or place where assistance may be found to resolve some frequently encountered problems. Students should always feel free to seek assistance from their guidance counselors or any other staff member who might be able to help. A “Ready Reference Guide” with similar information is mailed home.

Academic Concerns Teacher, School Counselor, Administrators Academic Eligibility Policy
 Assistant Principal
 Accident Forms Nurse
 Attendance, Absence or Lateness Attendance Office
 College Career Information Counseling Center, Computer Labs
 Daily Announcements Main Office and Counseling Center
 Discipline Dean of Students or Assistant Principals
 Drug and Alcohol Problems Student Assistance Counselor or Counseling Center Honor Roll
 Questions Counselor
 Illness Nurse
 Leaving School Early Nurse or Attendance Office
 Locker Problems for Hall Lockers For 2020-2021 school year no lockers will be assigned
 Lost and Found* Main Office or Cafeteria/Commons
 Parking Permits Senior Class Assistant Principal’s Office
 Personal Problems Teacher, School Counselor, Student Assistance Counselor, Psychologist, Administration, Coordinator of Student Life
 Problem with Another Student Teacher, Counselor, Administration
 Problem with Teacher Counselor, Administration
 Report Cards Counseling Center, Assistant Principal
 Schedule Changes Counseling Center
 Scholarships or Financial Aid Counseling Center
 Student Council Ms. Brenda O’Shea, Ms. Doreen Stoecker
 Study Hall Assistant Principal
 Tardiness Attendance Office
 Transcripts of Record Counseling Center
 Working Papers Assistant Principal’s Office

*** Theft of personal property should be reported immediately to the teacher in charge and appropriate class principal. The school district cannot assume financial responsibility for lost or stolen items.**

If you have a problem/question about:	Contact:	How:
Classroom performance	Your child’s teacher	(914) 248-8585 Or e-mail teacher - sample e-mail address (use first name initial & last name): jdoe@somersschools.org
Overall academic performance (HS)	Counselor	(914) 248-8585 then individual counselor extensions on p. 6

Discipline in school or on bus	Assistant Principals Grades 10, 12 Grades 9, 11	(914) 248-8585 ext. 4204 ext. 4203
Transportation – bus routes/times	Royal Coach Lines Bus Co.	(914) 243-3032 or 243-3052
Bus – stops, assignments	Director of Transportation	(914) 277-3180
Transportation: out-of-district	Director of Transportation	(914) 277-3180
Requests for homework (absent student)	Counseling Center	(914) 248-8585 ext. 4317
Health concerns	MaryAnn Castro, Nurse	(914)-248-8612
Athletics/information about events	Athletic Office	(914) 248-8585, press 5
Athletic program general questions/concerns	Athletic Office	(914) 248-7315
<p><u>General information</u> District/school website: www.somersschools.org PTA website: www.somersptacouncil.org</p>		

WAYS TO CONTACT TEACHERS

While our district encourages parent-school communication, parents are asked to bear in mind matters of practicality when contacting teachers. Elementary teachers hold full responsibility for each and every aspect of the education of up to 25 young children. Secondary teachers have daily responsibility for a caseload of up to 125 students. Therefore, while every effort will be made to keep parents informed of their child's progress, there are practical limits to the extent to which ongoing communication is possible.

Nonetheless, teachers will make every reasonable effort to keep parents informed of progress through scheduled report cards, progress reports and other means of personal contact, as practical and warranted. From time to time, parents may want to contact a teacher about a particular issue. Teachers vary in the preferred means of contact. Therefore, each school will publish a directory of how best to contact each child's teacher.

Each teacher has an e-mail account via the school district which can be accessed by substituting the staff member's first initial and last name into the following format: jdoe@somersschools.org While parents may choose e-mail as an initial point of contact with a teacher, it should be understood that some teachers do not have access to e-mail on a regular basis, and only check their account once

in a 24-hour period, during school days only. Therefore, e-mail should not be used for emergency contact purposes. As noted, each teacher will designate his/her preferred means of contact from parents. Teachers generally will choose to regard e-mail as a mechanism for quick exchanges with parents to arrange for a meeting or other means of contact.

Teachers can also be contacted via voicemail. As with email, teachers only have the opportunity to check voicemail during school days, once within a 24-hour period. In the event of an emergency, therefore, it is best to contact the school office, or guidance office by phone in order to ensure a timely response.

NURSE/HEALTH SERVICES

*** Expectations for Masks/Face coverings:**

- While riding the school bus and while in school, masks must be worn at all times. The only exceptions are while seated and eating lunch in designated areas of the building. Teachers will give mask breaks outside when social distancing is ensured. Any student who does not adhere to this policy will be referred to Administration and/or Dean of Students.
- If a student does not have a mask, we will have extra masks available. Masks are located in the Main Office (Attendance), Health Office, and the Security Office.
- As per recent Health Department guidelines, bandanas, handkerchiefs, and gaiters are not acceptable face coverings. Face masks with the adjustable valves are also not allowed.
- Administrators, teachers, and other school personnel have the right to inspect a face covering.

Health and Safety:

- Families will be expected to complete a digital health questionnaire daily before sending their child to school. For students riding the bus, the questionnaire needs to be completed before getting on. The district will be using an app called EZSCRN. More information will be sent home prior to the start of school.
- Any student not feeling well while in school should report to the Nurse's Office. If it is determined that the symptoms resemble those associated with COVID-19, the student will be transferred to the Isolation Room and will be held there until a parent/guardian can safely pick them up. In this event, the parent/guardian will be notified immediately. The student may not return to school until they are either cleared by a doctor or present a negative COVID-19 test result.
- Students must maintain 3ft. of distance from each other and staff members whenever possible. Signs and floor markings will be present around the school as reminders.
- Hand Sanitizing stations will be placed throughout the school, in hallways, common areas, and classrooms. Students must sanitize their hands when entering the building and classrooms. While handwashing is ideal, the use of hand sanitizer is encouraged. Students may bring their own hand sanitizer as well. Signage has been added to bathrooms to encourage good hand hygiene.

The health office is located near the main office. If a student becomes ill in class or needs first aid, he/she should ask for permission to go to the nurse. Teachers will write a pass. *Should a student's health issue be urgent, the student is to notify the teacher immediately.* If a student has to go home sick, a parent/guardian is called to pick up the student. No student will be allowed to go home with another student. If students miss a class because they were at the nurse, such absences will be recorded and will count towards total class absences.

Students who are required to take prescribed medication during the school day are to leave these medications with the school nurse. When the medication(s) must be taken, the student is to report to the school nurse to receive the medication(s). **School policy prohibits students from**

carrying prescription or over the counter medication on his/her person in the school building or on the school grounds. If a student needs to carry an inhaler, written orders from a physician and parental permission slip must be on file in the health office. Note: See medical authorization form on our website under “Forms”.

Parents and students are encouraged to contact the school nurse regarding any health issues that may impact a student’s performance during the school day. Together we can be sure every student’s educational potential is met. Parents’ and students’ cooperation in providing information to the school for emergency phone numbers is extremely important. Where physical examinations are required, we will expect cooperation in seeing that students are either examined by their own physician or that they report promptly for the appointment which has been set up for them to be examined by the school physician. Students are encouraged to bring health related questions and concerns to the health office during study halls, free periods, lunch and after school.

ANNOUNCEMENTS

The Pledge of Allegiance is led by a student over the P.A. and is at the beginning of Period 2 classes.

Routine daily announcements are provided to all teachers in a daily bulletin typed in the Main Office. Announcements are posted on our website on a daily basis. Announcements to be made must be **signed by club or class advisors, coaches or staff and approved by an administrator** and brought to the Main Office prior to noon for the bulletin of the following day.

The bulletin board outside the Counseling Center will contain all information related to college representative visits, scholarships, college open houses and summer programs.

Only in special cases, and with the approval of the principal or the assistant principals, will announcements be made over the public address system.

All posters put up in the school building must be approved by an administrator or they will be removed immediately.

CAFETERIA and COMMONS

Lunch Procedures:

- Lunch will be available for purchase in the Cafeteria and the Commons. Areas that are designated for our students to eat will be the Cafeteria, Commons, Student Life Center, and designated outdoor areas. No other places in the building will be permissible for eating lunch.
- Cash payments or transactions will not be accepted at this time. Students must use their accounts to make purchases. Options for putting money into your account includes MySchoolBucks, or bringing cash or check to our Food Services coordinator Ms. Weisman before 9AM during school days. Ms. Weisman will deposit these funds directly into the student’s account.
- Students will be allowed to remove their masks **ONLY** while seated and eating in the designated eating areas. Students will be seated at individual desks arranged 6 ft apart to ensure proper social distancing. The desks may not be moved for any reason.

SCHOOL BUSES

Students who take the bus:

- will adhere to social distancing protocols
- will wear protective masks while riding to and from school
- will only be allowed to take their assigned bus to and from school. Riding a different bus home is strictly prohibited.
- will exit buses in a staggered manner and enter SHS through various entry points based on the drop-off location (either the main entrance or the elevator entrance).

Somers High School

2021-2022 Student Handbook

Students and Parents are required to indicate that they have read and acknowledge the Student Handbook by clicking "*I approve*" in the parent square form corresponding to this document.