



# WARRIORS

Student Handbook

2019-2020

# Comsewogue School District

[www.comsewogue.k12.ny.us](http://www.comsewogue.k12.ny.us)

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## Comsewogue High School

Michael Mosca	Principal
Robert Cassagne	Assistant Principal
Timothy Dornicik	Assistant Principal

COMSEWOGUE HIGH SCHOOL  
565 Bicycle Path  
Port Jefferson Station, New York 11776

September 2019

Dear Students,

This student handbook has been prepared to give you a clear understanding of the school program here at Comsewogue. It is meant to be a guide for you. It briefly outlines the school rules and regulations. These "rules of the road" help us maintain an orderly and respectful environment.

We want you to become fully involved in your school. The end of the handbook lists many of the activities offered here at your high school. Take advantage of the full range of opportunities Comsewogue provides to engender school spirit, to promote citizenship and values, to create an environment of respect and civility, and offer a complete and challenging education to assist in your growth and maturity. We expect great things from you. Let's make the 2019-2020 school year the best ever!

Sincerely,

Michael Mosca  
Principal

Timothy Dornicik  
Assistant Principal

Robert Cassange  
Assistant Principal

# Code of Conduct

The Board of Education is committed to providing a safe and orderly school environment where students may receive and district personnel may deliver quality educational services without disruption or interference. Responsible behavior by students, teachers, other district personnel, parents, and other visitors is essential to achieving this goal.

School discipline is the shared responsibility of school district employees, parents, and students. Because of this, all parties will work together to make certain appropriate policies are instituted and effectively applied.

The district has a long-standing set of expectations for conduct on school property and at school functions. These expectations are based on principles of civility, mutual respect, citizenship, character, tolerance, honesty, and integrity. (Copies of the Code of Conduct in its entirety are available at the District Office.)

# Student Bill of Rights

All Comsewogue students have the right to each of the following:

- A learning environment free from physical danger.
- A school free from harassment and ridicule.
- A clean and healthy school environment.
- Security for personal and school property.
- A school which protects them from those who would steal their ideas through cheating and plagiarism.
- Instruction free from disruption.
- Orderly and secure lunch periods.
- School sponsored social events free from disruption.
- Access to all district activities on an equal basis, regardless of race, sex, religion, or national origin.
- A student discipline policy that guarantees their due process rights by providing them the opportunity to present their version of the facts prior to the imposition of any disciplinary penalty.

# Student Harassment, Bullying Prevention and Intervention

- The Board of Education is committed to providing an educational and working environment that promotes respect, dignity and equality. The Board recognizes that discrimination, such as harassment, hazing and bullying, are detrimental to student learning and achievement. These behaviors interfere with the mission of the district to educate its students and disrupt the operation of the schools. Such behavior affects not only the students who are its targets but also those individuals who participate and witness such acts.
- To this end, the Board condemns and strictly prohibits all forms of discrimination, such as harassment, hazing and bullying on school property, school buses and at all school-sponsored activities, programs and events.
- Discrimination, harassment, hazing or bullying that takes place at locations outside of school grounds which can be reasonably expected to materially and substantially interfere with the requirements of appropriate discipline in the operation of the school or impinge on the rights of other students are prohibited, and those students or employees who commit those acts may be subject to disciplinary consequences.

## Definitions

### What is Bullying?

Bullying is understood to be an unwanted aggressive behavior among school aged children that acts on a actual or perceived power imbalance. The behavior is repeated or potentially repeated over time. In order to facilitate implementation of this policy, provide meaningful guidance and prevent behaviors from rising to a violation of law, this policy will use the term bullying (which is usually subsumed under the term "harassment") to describe a range of misbehaviors such as harassment, hazing, intimidation or discrimination. The accompanying regulation provides more guidance regarding the definition and characteristics of bullying.

### What is Cyber Bullying?

Cyber Bullying is the electronic posting of mean-spirited messages about a person. It is often done anonymously or via social media.

### **What is Discrimination?**

Discrimination is the act of denying rights, benefits, justice, equitable treatment or access to facilities available to all others, to an individual or group of people because of the group, class or category to which that person belongs. These categories are enumerated in the section, under Harassment, below.

### **What is Hazing?**

Hazing is an induction, initiation or membership process involving harassment which produces public humiliation, physical or emotional discomfort, bodily injury or public ridicule or creates a situation where public humiliation, physical or emotional discomfort, bodily injury or public ridicule is likely to occur.

### **What is Harassment?**

Harassment has been defined in various ways in federal and state law and regulation. The Board recognizes that these definitions are important standards, but the Board's goal is to prevent misbehavior from escalating in order to promote a positive school environment and to limit liability. The New York State Dignity for All Students Act, ("DASA"), effective July 1, 2012, defines harassment "as the creation of a hostile environment by conduct or by verbal threats, intimidation or abuse that has or would have the effect of unreasonably and substantially interfering with a student's educational performance, opportunities or benefits, or mental, emotional or physical well-being; or conduct, verbal threats, intimidation or abuse that reasonably causes or would reasonably be expected to cause a student to fear for his or her physical safety." The harassing behavior may be based on any characteristic, including but not limited to a person's actual or perceived: race, color, weight, national origin, ethnic group, gender, religion, religious practice, disability, sex, sexual orientation, or gender (including gender expression and identity).

Should you or someone you know feel as if there may be a bullying incident, please contact one of the following adults to help resolve this issue and assure that the atmosphere at Comsewogue High School remain harassment free.

### **Social Workers**

631-474-8185, 631-474-8183

Ms. Sanchez, Ms. Zummo, Ms. Guidone

## **Guidance Counselors**

631-474-8185

Ms. Bell, Ms. Clyde, Ms. Fiore and Mr. Tremblay

## **Psychologists**

631-474-8188, 631-474-8187

Dr. Wolf, Dr. Spencer

## **Assistant Principal**

631-474-8181

Mr. Dornicik

## **Assistant Principal**

474-8176

Mr. Cassagne

## **Principal**

631-474-8178

Mr. Mosca

# **Student Responsibilities**

All Comsewogue students have the following responsibilities:

- To be familiar with and abide by the district policies, rules, and regulations pertaining to student conduct.
- To work to the best of their abilities in academic and extracurricular pursuits.
- To hold themselves to the highest standards of conduct, demeanor, and sportsmanship.
- To be in regular attendance of school and in class.
- To contribute to the maintenance of an environment that is conducive to learning.

This Code of Conduct applies to students while they are on school property, before, during, and after school. This Code also applies at all school-sponsored events, and while students travel in district approved vehicles. It has been

designed to foster an environment of respect. It is based on three clear expectations:

- **We expect you to be where you belong.**
- **We expect you to do well in your classes.**
- **We expect you to be respectful.**

We, your teachers, administrators, and staff, commit to you that we will be where we belong, we will help you do well in your classes, and we will respect you.

A student is subject to suspension from school or other disciplinary action when the student engages in any conduct that is disruptive or endangers the health, safety, and welfare of himself/herself and/or others. A disruptive student interferes with the teacher's authority over the classroom.

## **Student 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. All district personnel should reinforce acceptable student dress.

Students who violate the student dress code will be required to modify their appearance by covering or removing the offending item, and if necessary or practical, replacing it with an acceptable item. Upon referral, the principal will determine whether a student's attire is sufficiently disruptive of the educational process to warrant the student's removal from the educational environment.

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.

A student's dress, grooming, and appearance, shall:

- Be safe, appropriate and not disrupt or interfere with the educational process.
- Include footwear at all times. Footwear that is a safety hazard will not be allowed.

- Not include items that are vulgar, obscene, libelous, or denigrate others on account of race, color, religion, creed, national origin, gender, sexual orientation, or disability.
- Not promote and/or endorse the use of alcohol, tobacco, or illegal drugs and/or encourage other illegal or violent activities.
- Clothing or accessories that constitute a safety hazard will not be allowed. This includes “spiked” necklaces, bracelets, etc.
- Hats are permitted.

## **Prohibited Student Conduct**

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 the students' ability to grow in self-discipline.

Students who will not accept responsibility for their own behavior and who violate school rules will be required to accept the penalties for their conduct.

Students may be subject to disciplinary action up to and including suspension from school, when they engage in conduct that is disorderly, insubordinate, disruptive, violent or endangers the health, safety, or welfare of themselves or others. Examples of such conduct include, but are not limited to:

- Inappropriate language, which is the use of abusive and/or vulgar and/or profane language either in general communication or directed at another person.
- Inappropriate cafeteria behavior, which is characterized by the misuse of food and the disruption of the environment.
- Harassment, which is any crude, intimidating, bothersome, or insulting behavior.
- Disruptive noise, which is any noise that is excessive, intolerable, or interferes with the learning process of others. Such noises include, but are not limited to:
  - Whistling;
  - Screaming/yelling;
  - Loud (car) noises;
  - Amplified music.
- Insubordination, which occurs when a student disregards a directive of a teacher, school administrator, or other school employee. Insubordination

also includes insolent and disrespectful behavior. Students are expected to follow the directions given by all adults connected with the school including but not limited to: faculty, substitute teachers, monitors, cafeteria and custodial staff, security personnel, secretarial staff, and bus drivers.

- Objectionable physical behavior is not tolerated. Examples of such behavior include, but are not limited to, fighting, throwing objects, shoving, running in the halls, and using offensive gestures.
- Inappropriate displays of affection are unacceptable in school or on school grounds. Students must conduct themselves in a manner which reflects respect for both themselves and others.
- Dishonest actions such as cheating, plagiarism, writing papers or homework for others, and forging notes are never acceptable.
- Misuse of computer/electronic communication including any unauthorized use of computers, software or Internet accounts; accessing inappropriate websites; or any other violation of the District's Acceptable Use Policy.
- Smoking a cigarette, cigar, pipe, or using chewing smokeless tobacco, or e-Cigarettes
- Possessing, consuming, selling, distributing, or exchanging alcoholic beverages or illegal substances, or being under the influence of either.
- Selling, using, or possessing weapons, or any items which can be construed as a weapon, such as laser pointers, box cutters or contraband of any kind.
- Engaging in misconduct while on a school bus. Once a child boards the bus, and only at that time does he/she become the responsibility of the school district. Such responsibility will end when the child is delivered to the bus stop at the end of the school day. In view of the fact that a bus is an extension of the classroom, children 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.
- Any other violations of an individual's civil rights.

## **Disciplinary Action for Unacceptable Behavior**

Student discipline shall be commensurate with the seriousness of the violation. When appropriate, disciplinary actions will be progressively applied; a student's first violation merits a lighter penalty than subsequent violations.

All relevant factors shall be taken into account in determining an appropriate penalty. However, where an offense is so serious or egregious, progressive discipline will not apply.

The range of penalties which may be imposed for violations of the student disciplinary code include the following:

- Verbal reprimand
- Detention/parent notification
- Denial of school privilege
- Alternative Learning Center
- Suspension (out of school)
- Superintendent's Hearing and extended suspension

## **Illegal Conduct and Discipline**

### **Illegal Student Behavior**

Some behavior is so seriously wrong that it violates both school district and New York State law. Examples of such behavior include, but are not limited to, the following:

- Making a bomb threat - **a felony**
- Fighting or engaging in violent behavior
- Stealing
- Vandalism
- Selling, using, or possessing weapons (or what may be construed as a weapon), fireworks, alcohol, controlled substances, or contraband of any kind.
- Reckless endangerment of the health, safety, and welfare of others. This includes being in possession of or the use and/or sale of drugs.
- Initiating a false fire alarm.

### **Disciplinary Actions for Illegal Behavior**

Any suspicion of illegal student behavior must be immediately reported to the principal or assistant principal who will investigate the case thoroughly. The principal will determine the appropriate disciplinary action. Penalties for such behavior include:

- Suspension from school and a Superintendent's Hearing
- Filing of an official police report
- Pressing of formal charges
- Removal from school to an alternative educational setting

The Superintendent of Schools will be informed of disciplinary action in a manner consistent with existing administrative regulations.

## **Attendance Policy**

Educational success demands consistent school attendance. The Comsewogue School District seeks to ensure that all of its students receive an education that maximizes opportunities for each pupil to realize his/her potential. Studies have shown a positive correlation between consistent school attendance, academic success, and graduation from high school.

The Comsewogue School District will strive to provide a welcoming, caring environment, whereby each member of the school community feels wanted and secure. Parents/Guardians are expected to make sure that their children attend school on a regular basis. To implement a successful attendance policy, the cooperation of all members of the education community, including parents, students, teachers, administrators, and support staff is needed.

## **Strategies Employed to Accomplish Objectives**

The administration and support staff would like to work closely with parents/guardians to ensure regular attendance for all students. The Comsewogue School District will implement the following strategies to ensure the effectiveness of this attendance policy.

Increase awareness of the policy among parents/guardians by:

- Sending home a plain language summary of this policy at the start of the school year.
- Discussing the policy at Open School Night annually.
- Including references of the components of this policy in district newsletters and publications.

- Including a summary of attendance requirements in the district calendar.
- Reminding them of attendance requirements when daily phone calls are made to verify student absence.
- Including a copy of policy on the [District's Website](#).

Increase awareness of the policy among students by:

- Including a copy in the student handbook for 9-12 grade students.
- Discussing attendance requirements at grade level assemblies at the beginning of each school year.
- Including reminders of attendance expectations in student publications such as the school newspaper.
- Including a copy of policy on the [District's Website](#)

Increase awareness of the policy among staff by:

- Including a copy of the policy in each teacher's handbook.
- Explaining the policy at new teacher orientation.
- Reviewing the policy at the beginning of the school year with all faculty and staff to clarify individual roles in its implementation.
- Re-emphasizing policy specifics at grade level and departmental meetings throughout the year.

## **Minimum Attendance Required for 9th–12th Grade Students**

The high school attendance requirement states, in part, that to be granted academic credit for any course, a student must earn a passing grade in the course and attend each class a minimum of 85% of the time.

Students will not receive course credit if absent for more than:

- Full year course – 28 days
- Full year alternating day course – 14 days
- Half year course – 14 days

In each course, when a student exceeds the maximum number of absences, this student's work will continue to be evaluated. A notation of "no grade" for all subsequent reporting periods will be entered on the report card. Students who have failed to meet the attendance requirements will be denied academic credit but will be responsible for completing course assignments while they audit the course. The student will forfeit his/her right to attend summer school at Comsewogue for each course he/she audits if he/she is absent more than 65

days – 33 for a half-year course. Summer school requires previous and continuous seat time in the particular course. If a student is eligible to take a Regents Examination, pursuant to Commissioner's Regulation, the score will be noted on the student's permanent record.

## **Applicability**

- This policy shall apply to students in grades 9-12 and for accelerated 8<sup>th</sup> grade students enrolled in courses where they earn high school credit.
- This policy shall apply to each course independently.
- This policy shall apply to classified students unless otherwise noted in their Individualized Educational Program or 504 Plan.

Students attending classes at other facilities, such as a BOCES center, shall be subject to the attendance policies at those other facilities. If the student attends Comsewogue High School on a part-time basis, this policy shall apply to the portion of the student's program that requires his/her attendance at Comsewogue High School.

- New students to the high school who enroll after the first semester shall be entitled to half the number of allowable absences for each scheduled course.
- Students who transfer from one class to another during the school year will have their class attendance transferred to the new class.

## **Attendance for Credit**

- At the high school level, grades 9-12, any students with more than 28 days of absences for a full year course, or 14 absences for a one-half year course, may be denied credit for that course. Three tardies to any given class will count as one absence. All excused and unexcused absences will be deducted from the maximum allowable total in each course.
- An absence documented by a physician's note is considered a medical exemption, and is not calculated in the total number of absences per class. In addition, mandated court appearances, approved college visits, appropriate cooperative work programs, military obligations, school sponsored field trips, in or out of school suspension, home tutoring, school scheduled appointments, and music lessons will not be calculated in the total number of absences in each class.

## Excused and Unexcused Absences

Excused absences are defined as absences, tardiness, and early departures from class or school due to personal illness, illness or death in the family, impassable roads or weather, attendance at medical appointments, or other such reasons as approved by the principal.

All absences must be accounted for. It is the parent's responsibility to notify the school health office within 24 hours of the absence and to provide a written excuse upon the student's return to school. Without verification, the absence will be recorded as unexcused. All students with an absence are expected upon their return to consult with their teachers regarding missed work. For grading purposes, only those students with excused absences will be given the opportunity to make up a test or other missed work and/or turn in a late assignment for inclusion in their final grade. Make-up opportunities must be completed by a date specified by the student's teacher for the class in question.

All other absences are considered unexcused absences. At the secondary level, it is the student's responsibility to provide documentation for all in-school appointments. These absences count against the student's "attendance for credit" policy.

## Notification Sequence

The following refers to the notification process pertaining to the number of absences in a single course. A student may be notified several different times if excessive absences exist in more than one class.

As soon as possible after the 7<sup>th</sup>, 14<sup>th</sup>, 21<sup>st</sup>, and 28<sup>th</sup> absence from a full year course, the high school administration shall send written notification via **SchoolTool**, to the student's parent/guardian and guidance counselor. The letters shall notify the parent/guardian as follows:

- After the 7<sup>th</sup> absence: The student has been absent one fourth the number of maximum absences and may lose credit if absences continue.
- After the 14<sup>th</sup> absence: The student has been absent half the number of maximum absences and may lose credit if absences continue.
- After the 21<sup>st</sup> absence: The student has only seven absences remaining and will lose credit if absences exceed the limit.

- After the 28<sup>th</sup> absence: The student will not receive credit due to excessive absenteeism.

Similarly, as soon as possible after the 6<sup>th</sup>, 10<sup>th</sup>, and 14<sup>th</sup> absence from a half year course, or a full-year alternating day course, the high school administration shall send written notification to the student's parent/guardian and guidance counselor. The letters shall notify the parent(s)/guardian(s) as follows:

- After the 6<sup>th</sup> absence: The student has been absent nearly half the number of maximum absences and may lose credit if absences continue.
- After the 10<sup>th</sup> absence: The student has only four absences remaining and will lose credit if absences exceed the limit.
- After the 14<sup>th</sup> absence: The student will not receive credit due to excessive absenteeism.

In every letter to a student's parent/guardian, a request will be made for the parent/guardian to contact the child's guidance counselor. The impact of excessive absences on the student's education, possible intervention strategies to eliminate the problem, and the consequences associated with the student's absenteeism will be discussed. The parent/guardian will have an opportunity to confer with the school staff; however, a conference with the parent/guardian is not a prerequisite to denying academic credit to a student who has failed to meet the attendance requirements. The prime responsibility for the student's attendance in class rests with the student.

## **Appeals Process**

A parent has the right to file a written appeal for review by the appeals committee. The appeals committee will consist of one administrator, one guidance counselor, and one teacher. The written appeal, including all supporting documentation, must be received by the building principal within ten days of the date of the loss of credit letter. The parent and/or legal guardian will be required to accompany the student to the hearing. As part of the appeal procedure, the guidance counselor will request an update from each of the student's subject teachers. The committee will then rule on whether the student will continue as a regular student in the class or be placed on audit. The final decision will rest with the principal. Any further absence during the appeals process may result in dismissal of appeal and loss of credit.

## **Incentives and Consequences for Attendance Patterns**

The following is a list of possible incentives to encourage good attendance.

- Students with perfect attendance will be invited to a quarterly celebration.
- Participation in extracurricular activities for students who meet attendance standards.
- Recognition award to 100% attendance each term.
- Attendance record used when considering issuance of working papers.
- Attendance record used when considering issuance of a parking privilege.

Each school, where the administration deems appropriate, may use the following list of sanctions to discourage poor attendance.

- Loss of the right to play sports.
- Loss of the right to participate in extracurricular activities.
- Loss of the right to attend school-related field trips.
- Loss of parking privileges.
- Revocation of student's employment permit.
- Attendance at meetings with parents, administration, and counselor to discuss impact of excessive absences.
- Repetition of course or grade level due to excessive absences.
- Disciplinary consequences including but not limited to:
  - Detention
  - Alternative Learning Center

## **Attendance**

The school places the highest priority on attendance. In the event of student absence or lateness, parents/guardians should call the Attendance Office at 631 474- 8192.

Students who have been absent, must present to the Attendance Office, upon their return, a note signed by a parent or guardian stating the reason for the absence. Students are responsible to make up all work missed while they were absent. Absence from school automatically prohibits participation in after school activities on the day(s) of the absence. This includes plays, sports, proms, etc. and any other school activity.

# Automobiles

Only **SENIORS** are granted the privilege of parking their cars on school grounds. To qualify for this privilege, seniors must meet the following conditions:

- Every student driver must present a valid senior driver's license, car registration, and insurance card. Upon presenting these, along with a completed student/parent contract and parking registration form, the student will be issued a parking sticker. This sticker must be displayed inside the front window of the vehicle.
- Under no circumstance may a student go to his/her car during the school day, or take a car off school grounds before dismissal without a written pass from the high school office.
- Careful driving practices and reduced speed limits (5-10 mph) must be observed in the school-parking field.
- **In order to maintain driving privileges, seniors must be eligible and may not exceed the 1<sup>st</sup> attendance warning of seven illegal absences in any class.**
- VIOLATORS OF THESE REGULATIONS WILL HAVE THEIR PARKING PERMITS REVOKED AND WILL NOT BE PERMITTED TO USE THE PARKING FIELD.

Please Note: Motor Vehicle Regulations prohibit students from driving to and from school with a Junior License.

## Bell Schedule

Bus Arrival	7:05
Period 1	7:10 - 7:54
Period 2	7:57 - 8:41
Period 3	8:44 - 9:28
Period 4	9:31 - 10:15 (Lunch Period)
Period 5	10:18 - 11:02 (Lunch Period)
Period 6	11:05 - 11:49 (Lunch Period)
Period 7	11:52 - 12:36 (Lunch Period)
Period 8	12:39 - 1:23
X-Time*	1:29 - 2:05

\*X-time should be used to begin extra help sessions, make up tests, or lessons, etc. No sports or other activities during X-time. If you are not with a teacher you MUST go home.

# Books and School Property

Textbooks, books, supplies, equipment, etc. are provided for student use. These items should be used properly and kept in good condition. Students are held responsible for lost or damaged books, supplies, equipment, etc.

## Cafeteria

Breakfast will be available to students from 6:50 a.m. until 7:09 a.m. Food will not be served again until lunch periods. Parents/guardians of students with special medical needs should inform the school nurse.

All students are invited to use the cafeteria and must be considerate of their fellow students. **Students are expected to clean up after themselves** and throw trash in the designated containers. Students who do not keep their eating area clean, or are disrespectful of their fellow students, will be subject to disciplinary action, and may lose their cafeteria privileges.

Food and drinks are to be consumed **only in the cafeteria**. Students without a scheduled lunch period may make arrangements with their teachers to bring lunch to class.

## Closed Campus

Comsewogue High School operates as a **closed campus**. No student will be allowed to leave the campus during the school day without administrative approval - on a specific written pass. Parents must provide a note with a valid phone number for verification.

## Eligibility

### Academic Eligibility

Academic achievement, appropriate behavior, and good attendance are expected of students at Comsewogue High School. A student wishing to participate in any school activity must meet certain standards in order to be eligible for such participation. Indeed, participation in extra-curricular and co-curricular activities is conditional and based on good behavior, consistent

attendance, and solid academic achievement. Report cards and five-week interim (progress) reports will be used to determine academic eligibility. The fourth quarter report card issued in June, which contains final marks, will be used to establish academic eligibility for the following September.

- Students with two (2) or more failing grades/comments on any report card/progress report are declared ineligible. Ineligible students may not participate in any extra-curricular or co-curricular activity, including “one-time” events.
- Probation – Students are automatically placed on probation after they have been ineligible. Probation is not an intermediate step before ineligibility. It occurs after a student has been ineligible. This includes the last report card in June. Probation lasts until the next Report Card/Progress Report if and only if the student has met the requirements described in this policy. Students may participate in all activities while on probation.
- Students who are ineligible to participate in extracurricular activities may appeal their ineligibility. The Appeals Committee consists of the Principal, the Assistant Superintendent for Student Services, the Assistant Principal, and a teacher. Students must submit a completed appeals packet to the Principal in order to request a hearing. The appeals packet consists of a Teacher Verification Form, a Student Data Form, and report cards/progress reports. The hearing on the appeal will take place within three (3) school days after the submission of the completed packet. Students will be notified of the committee’s decision the school day after the hearing. During the time the appeal is pending, the student will be ineligible to participate in any extracurricular activities.
- Students who are ineligible will be required to attend X-time extra help sessions as one of the conditions of becoming eligible. Students who are on academic probation will likewise be required to attend extra help classes at X-time.

## **Disciplinary Eligibility**

- Students may also become ineligible as a result of serious disciplinary or attendance issues. In addition, students who have been suspended out-of-school for nine (9) or more days in any school year will be ineligible to participate in any extra-curricular or co-curricular activity for the remainder of the school year.
- Students on suspension may not participate in any after-school activities for the period of the suspension.

- Students suspended from school by virtue of Superintendent's Hearings may not participate in extracurricular activities for the period of suspension determined by that hearing.

## Emergency School Closings

In the event of inclement weather or emergency closings, the following radio stations will provide information:

- WALK 1370 AM
- WALK 97.5 FM
- WHLI 1100 AM
- WBAB 1440 AM
- WBLI 106.1 FM

Also: News 12, [District Website](#), Mobile App Notifications, Twitter ([@comsewoquehs](#)), and Connect-Ed phone messages.

## End of School Day

Students are expected to leave the school grounds promptly at the end of period 8. Students may only remain beyond period 8 for extra help, to make up tests and lessons, participate in athletics, or a club or other faculty supervised activity.

**Students are not permitted to remain in the school unsupervised.**

## Electronic Devices

Although electronic devices are permitted in class, at the discretion of the teacher, it is expected that they will be used appropriately. Also, the taking of videos and photos of others is prohibited and can be subject to discipline.

## Guidance

Every student has been assigned a guidance counselor. The school counselor is available to assist you in a variety of areas, from course selection, and future planning, adjustment to school, and dealing with crisis situations that might

occur in your world. Your counselor is an excellent resource. Make an appointment to see your counselor often during the school year. Get to know your counselor well, and let the counselor get to know you.

## **Lateness To Class And Class Cutting**

Students are expected to be in their assigned classes on time. Students will be assigned a detention if they arrive late for class three (3) times during a marking period. Habitual lateness to class and cutting of classes will result in administrative action.

## **Photo ID Cards**

**All Comsewogue High School Students are required to carry badges identifying them as students at Comsewogue High School.** Such badges must be made available for visible inspection when requested by a member of the High School Staff.

## **Leaving Early**

A student who must leave school before the end of the instructional day must be signed out of school in the attendance office by a parent or person in parental authority. Students who must leave school due to illness **will not be sent home unless they are picked up by a parent/guardian.**

## **Lunch Periods**

**Students are not permitted outside the school building during their lunch period.** This includes the parking lots, the backyard (ramp), and the entrance/exit areas.

## **Media Center - Lunch Periods**

Students who wish to use the Media Center during their lunch period must get a pass first from a teacher who is on duty in the cafeteria.

## **Passes**

A student must have a yellow hall pass signed by a teacher if he/she wishes to go from one part of the building to another during class time. A student may not be in the halls without a pass.

## **Peer Sexual Harassment: Board of Education Policy**

The Board of Education of the Comsewogue School District is committed to safeguarding the right of students within the School District to learn in an environment that is free from all forms of sexual harassment. Sexual harassment of students is a form of discrimination, and as such, is prohibited by law. Therefore, the Board condemns all unwelcome behavior of a sexual nature which is either designed to extort sexual favors or has the purpose or effect of creating an intimidating, hostile, or offensive environment.

Peer sexual harassment is unwanted and unwelcome sexual behavior directed towards a student by another student which interferes with a student's right to get an education or to participate in school activities. Conduct is unwelcome if it is not requested or invited and is regarded as undesirable or offensive. Peer sexual harassment may result from words or behaviors that offend, stigmatize, or demean a student on the basis of sex. Such misconduct undermines the integrity of the District's academic relationships, debilitates morale, and therefore, interferes with the learning effectiveness of both the victims and their peers.

The target of the harassment and perpetrator need not agree about what is happening. It is irrelevant that the harasser had no intention of sexually harassing the victim. Sexual harassment can be the result of a one-time or multiple-time occurrence. The fact that an individual may have accepted the conduct on one occasion does not prevent him or her from indicating that the same conduct has become unwelcome on a subsequent occasion. The Board recognizes that peer sexual harassment can originate from a student of either sex against a student of the opposite or same sex.

Forms of sexual harassment may include, but are not limited to:

- Verbal - Sexual innuendos; suggestive comments; jokes of a sexual nature; sexual propositions; threats; questions about a person's sexual practices; lewd comments; sexual insults; suggestive or insulting noises; and inappropriate pressure to date.

- Non-verbal - Sexual notes; pictures or graffiti; suggestive or sexual gestures or looks.
- Physical - Unwelcome touching, pinching, brushing against and grabbing of body parts; kissing; fondling; sexual intercourse or sexual contact as defined by statute.

Students, or anyone acting on their behalf, are encouraged to report any incident of peer sexual harassment to the District as soon as possible pursuant to the Grievance Procedure. Each school in the District has two designated Title IX Representatives, who are responsible for investigating the complaint immediately, thoroughly and impartially. The Board further condemns and prohibits any retaliatory behavior against any complainant or witness. Appropriate corrective action, up to and including suspension of a student, may be taken at once. In the absence of a victim's complaint, the Board upon learning of, or having reason to suspect the occurrence of peer sexual harassment, will ensure that an investigation is promptly commenced by appropriate individuals.

A copy of this policy and its accompanying Grievance Procedure are to be distributed to all students and employees and should be posted in appropriate places.

Education Amendments of 1972, Title IX  
New York State Penal Law, Article 130  
Adopted: 2/2/98 & 3/2/98

## **Peer Sexual Harassment: Grievance Procedure**

### **What is Peer Sexual Harassment?**

Peer Sexual harassment is unwanted and unwelcome sexual behavior directed towards a student by another student which interferes with a student's right to get an education or to participate in school activities. Conduct is unwelcome if it is not requested or invited and is regarded as undesirable or offensive. Peer sexual harassment may result from words or conduct that offend, stigmatize, or demean a student on the basis of sex.

The target of the harassment and the perpetrator do not have to agree about what is happening. Sexual harassment experienced by students is not always easily recognizable. It can be a one-time or multiple occurrence.

Some examples are:

- unwelcome touching, brushing up against, pinching and grabbing body parts;
- sexual notes or pictures;
- sexual graffiti;
- being cornered, forced to kiss someone, or coerced to do something sexual;
- making suggestive or sexual gestures, looks, verbal comments, or jokes;
- spreading sexual rumors or making sexual propositions;
- pulling someone's clothes off, up or down;
- pulling your own clothes off, up or down;
- inappropriate pressure to go out on a date;
- snapping someone's bra; and
- questioning or commenting on someone's sexual practices.

Sexual harassment by one's peers can be obvious or more subtle; but in either case, the complained of behavior is unwelcome and has the effect of making the target feel uncomfortable or intimidated or creating a hostile environment. The fact that a student may have accepted the conduct does not mean that he or she welcomed it. Also, the fact that a student willingly participated in the conduct on one occasion does not prevent him or her from indicating the conduct has become unwelcome on a subsequent occasion. Peer sexual harassment can originate from a student of either sex against a student of the opposite or same sex.

### **What Students Who Are Victims of Peer Sexual Harassment Should Do?**

It is very important that victims of peer sexual harassment, or anyone acting on their behalf report any incident of peer sexual harassment to the District as soon as possible. Because sexual harassment is a form of sexual discrimination, it is illegal and will not be tolerated. The District has established clear sanctions and consequences for any violations of its peer sexual harassment policy.

Each school in the District has two people designated as Title IX Representatives. They have been trained to help you and to take your complaint seriously. They are responsible for investigating the complaint immediately, thoroughly, impartially and ensuring that you are not a victim of any resulting retaliation. Students or their parents may contact either of the Title IX Representatives, a teacher, counselor, or administrator to make the school aware that a problem of alleged peer sexual harassment exists. A friend, parent, or trusted adult may be brought to this meeting. The person who receives the complaint must report it to the Building Principal immediately. The Title IX Coordinator in the District is the Assistant Superintendent for Instruction and is available at 290 Norwood Avenue, Port Jefferson Station, New York 11776, (631) 474-8110.

### **What Students Can Expect the School to Do Once It Becomes Aware of an Allegation of Peer Sexual Harassment?**

Once the school becomes aware of the alleged sexually harassing conduct, the school will want to know what actions the student (or parent) is seeking in response to the harassment. The school must promptly investigate to determine what has occurred and then take appropriate steps to resolve the situation. The specific steps in an investigation will vary depending on the nature of the allegations, the age of student(s) and other factors.

It may be appropriate for a school to take interim measures during the investigation, such as placing the student(s) in separate classes, or in extreme cases, notifying law enforcement authorities. In all cases, the school will make every effort to prevent public disclosure of the names of all parties involved, except to the extent necessary to carry out its investigation. In any case, the school will take reasonable and age-appropriate steps to end the harassment, eliminate any hostile environment that has been created, and prevent any future harassment. Each situation is fact sensitive so that the steps taken will be tailored to the specific situation. The student will be informed periodically during the investigation about the status of the case, and notice of the outcome of the investigation will be provided.

### **Time Frames for the Major Stages of the Complaint Process**

- Any complaint concerning peer sexual harassment received by a teacher, counselor, or administrator will be forwarded in writing within

twenty-four hours to either the Building Principal or Title IX representatives.

- Upon receipt of a complaint of peer sexual harassment, the Title IX Representative will initiate a thorough investigation into the complaint by the end of the next business day following such receipt.
- Throughout the investigatory process, follow-up will be conducted by the Title IX Representative to ensure that (a) both the students and their witnesses are protected from retaliatory acts; and (b) the alleged harassing behavior has been eliminated.
- The complaining student and the alleged harasser will be informed periodically throughout the investigation about the status of the case. Notice of the outcome will be provided as expeditiously as possible.
- The Title IX Representative will summarize the findings of the investigation and forward such results to the Building Principal and Assistant Superintendent for Instruction within 24 hours of completing the investigation.

## **Appeals Process**

If a student disagrees with the outcome of the building level I investigation, he or she has the right to appeal the decision to the District's Title IX Coordinator. A student also has the right to file a complaint with the U.S. Department of Education's Office for Civil Rights or with the New York State Department of Education.

## **Spectator and Audience Conduct**

Students and parents are reminded that they represent the school when they are a fan at an athletic event, or a member of the audience at a play, concert, assembly, etc.

We urge them to set an example for those around them by being enthusiastic and respectful.

Audience members are expected to behave in a manner respectful of the individuals on stage.

Federal, state, and county law prohibit smoking on school property.

Persons behaving inappropriately at any school event are subject to eviction from that event. Where applicable, students will also be subject to school disciplinary action.

## **Visitors**

Students are not permitted to bring visitors to school.

## **Student Activities**

Participation in the many student activities available to Comsewogue students is encouraged. Students who succeed best at Comsewogue are invariably those who participate in extracurricular and co-curricular activity program.

## **Student Government (T. A. S. K.)**

The government organization of the student body is composed of representatives from each grade in the school. It serves as an advisory group to the school administration, helping to decide matters affecting students.

Class Officers: Each class has a President, Vice-President, Secretary, and Treasurer to help plan class activities.

## **Constitution for the High School Student Government**

### **Article I: Name**

The name of this organization shall be the Comsewogue High School Student Government.

### **Article II: Purpose of the Organization**

The purpose of this organization will be to serve as an intermediate agent between the administration and the student body; to meet the political, social, educational and recreational needs of the student body; foster community relations; and to promote among the students an understanding of school traditions and foster school spirit.

### **Article III: Membership**

Membership to this organization is open to any member of the student body in good standing. Term of office shall be one school year.

## **Article IV: Duties of the Executive Board and Class Officers**

All Executive Board and Class Officers/Council Members must adhere to all articles and requirements set forth in this constitution.

## **Positions**

### **President**

Duties of the President include:

- Preparing and distributing agenda before each meeting to advisor.
- Presiding at meetings: discouraging long, drawn-out and argumentative sessions; encouraging committees to file reports; refers new business; only votes in the case of a tie; keeping meetings formal and on schedule.
- Selecting individuals, with the advisor, to serve as committee chairperson; helping each committee member to understand his/her assignment; assisting in supplying essential information, material and other details.
- Having the power to eliminate routine such as role call, reading of minutes, etc.
- Executive Board: Attending Board of Education meetings.
- Addressing the resolution of issues discussed by the Student Government.
- Facilitating all fundraising for association/class.

### **Vice President**

Duties of the Vice President include:

- Assisting the President in various tasks, such as planning special projects and meetings.
- Presides at meetings in the President's absence.
- Oversees Charity Fund-Raising Committee and all charity fundraisers and programs.
- Assists committee chairpersons in preparing reports, obtaining materials and meeting deadlines.
- Taking and checking attendance at all meetings.
- Attend PTA meetings.

### **Secretary**

Duties of the Secretary include:

- Keeping accurate and complete official record and files of the TASK/Class in a safe and convenient place, including minutes, attendance, correspondence and newsletters.
- Writing letters and correspondence; promptly answer all correspondence.
- Reading any correspondence.
- Recording and typing meeting notes within two days of the meeting and distributing to Advisor and President within timeline.
- Reading minutes from previous meeting, recording motions and actions taken at the meeting.
- Distributing agenda at meetings and collecting materials for absent members.

### **Treasurer**

Duties of the Treasurer include:

- TASK: Collecting all TASK funds; Class: collecting all class funds.
- Making prompt and accurate deposits and withdrawals of money with assistance of advisor(s).
- Keeping current and precise records of all money; retaining receipts, expenditures and current balances.
- Working closely with advisors, to ensure funds are kept properly according to the school's financial policies and regulations.

### **Publicist**

Duties of the Publicist include:

- Advertising all events sponsored by TASK and/or Class by making posters.
- Speaking to advisors about submitting public address announcements.
- Updating Welcome Board on a rotating basis in a timely fashion. Updating Class Bulletin Board with Class Assistant in a timely fashion.
- Submitting class events/calendar to President and TASK Advisor.

### **Class Assistant (Officer Position)**

Duties of the Class Assistant include:

- Assisting with all Class fund-raising.
- Assisting Publicist with all publicity and posters.

### **Council Member**

There shall be only active members for each grade level to represent their class. Council members must have followed all election guidelines and been unsuccessful candidates. Current officers and advisors will select council

members to represent their grade. Their primary focus will be to assist the TASK/Class and to involve the student body. Council Members are voting members of the Student Government but are not recognized at graduation.

### **Article VII: Policies and Procedures for Attendance Policy**

- TASK and Classes will have at least two after-school meetings per month. Attendance is mandatory.
- All Class Officers must be present at all Class Meetings and at least one TASK meeting a month. All TASK Officers must be present at all TASK meetings. Presidents must give an agenda or the meeting to the advisor within two days of the meeting.
- All TASK and Class Officers/Council Members are required to attend monthly meetings, TASK functions and Class functions.

### **Meetings**

The Order of Business shall be the following:

- Call to Order
- Roll Call
- Reading of Minutes
- Treasurer's Report
- Secretary's Report
- Board of Education Report when applicable
- Class Reports
- Old Business
- New Business
- Advisor's Report
- Adjournment

The President shall hold authority.

Any CHS club or organization is welcome to attend all monthly after-school meetings to discuss school matters.

### **Article V: Qualifications of Officers and Council Members**

- All candidates, officers and members must have and maintain a minimum GPA of 80.

- The TASK President must be a Senior or Junior at the start of the term and must have been involved in TASK/Class for at least one full year.
- The TASK Vice-President must be a Junior/Senior at the start of the term and must have been involved in TASK/Class for at least one full year.
- The TASK Secretary, Treasurer, Publicist must be a Junior or a Senior at the start of the term and must have been active in TASK/Class for at least one full year.
- Class Officers (President, Vice President, Secretary, Treasurer, Publicist) may be any member of the student body wishing to run for office who has no disciplinary records, has been involved in class activities for at least one year and are approved with a letter of recommendation by two academic subject teachers (i.e. English, Social Studies, Science or Math) and one other subject teacher. Advisors can also select class assistants and council members to represent their grade.

## **Article VI: Faculty Advisors**

The role of the TASK advisor(s) and Class Advisor(s) shall be to advise, support and mediate.

## **Article VII: Policies and Procedures**

### **Attendance Policy**

All Officers and members have been elected/chosen to represent and serve their student body, and thus, Student Government should be a top priority.

- All TASK/Class Officers and Council Members are required to attend all TASK/Class functions, including meetings, dances, fund-raisers, and community/school related events.
- A note must be presented to the advisor in advance of an absence explaining the reason for the absence.
- TASK After-School Monthly Meeting(s) are mandatory for TASK members with one mandatory after school meeting a month for ALL student government members. All officers/members must attend the meeting in its entirety and should be on time.
- Excused absences include school absence, conflicting athletic competitions and academic help. A note is required from the coach and/or teacher to the TASK Advisor. Excessive absences because of these reasons may result in disciplinary action.

- Consequences for excessive absences include possible removal from TASK/Class.

### **Dress Code**

All TASK and Class Officers/Council Members must dress appropriately for community functions and fundraisers (Back to School Night, tours, etc). Gentlemen are encouraged to wear shirts and ties; Ladies are encouraged to wear knee-length skirts or dressy pants with nice shoes. No jeans or sneakers; skirts must be an appropriate length; no athletic attire. Exceptions include TASK/Class T-Shirts/Sweatshirts, athletic uniforms and medical excuses.

### **Grounds for Removal from TASK/Class Government**

- Not fulfilling duties of position.
- Misuse of position.
- Excessive Absence (4 after-school monthly meetings or 3 or more from mandatory functions, including excused absences.)
- In-School Suspension or Out of School Suspension for any reason.
- Excessive violation of the dress code.
- Grade average drops below an 80 for one marking period.
- Recommendation by TASK/Class advisors.
- Any officer or member of the Student Government in jeopardy of removal must be notified of such in a confidential meeting with the Executive Board (includes President and Vice Presidents of all classes and TASK), TASK Advisor, and Class Advisor; a member of CHS administration may also be involved in this meeting. At least two days' notice will be given for this meeting and attendance by all parties is mandatory. At this time, the member may explain their case.

The Executive Board, advisors and representative from administration will meet and confidentially discuss the matter to decide upon appropriate action to be taken (behavior modification plan, removal from office, further corrective action.)

The decisions made at this meeting will be communicated to the member by the President, with copies for all in attendance at the meeting.

Any appeals to the final decision of the board must be forwarded to the High School Principal within five days of the decision.

Failure to follow any requirements of a behavior modification plan will result in immediate removal from TASK/Class Government.

In the event of removal, the procedure for filling a vacant procedure will be followed. High school administrators have the right to override this process and immediately remove TASK/Class members from office based upon disciplinary infractions.

Mid-year meetings will be held with all officers/members and TASK/Class Advisors to ensure duties are being met.

### **Resignation**

A letter of resignation providing a minimum of two weeks' notice must be given to the TASK Secretary, TASK Advisor and Class Advisor.

### **Filling of Vacant Positions**

- In the event of a vacant position, TASK will hold nominations among active and qualified association members to fill the vacant position.
- In the event of a vacant class officer position, the Class will hold nominations among active and qualified class officers/members to fill the vacant position.
- In the event of a vacant Class Assistant position, the current officers will appoint a new assistant from active council members.
- In the event of a council member vacancy, the position will not be filled.

### **Article VIII: Impeachment**

- A petition with the signatures of 10% of the student body, or two-thirds of the elected officers, is necessary to impeach any member.
- Within two weeks of the signed petition being received by the TASK Advisor and Class Advisor(s), a special meeting will be held. At this time, the accused party will have the opportunity to defend him/herself against the charges. A two-thirds vote of elected Executive Board will be required to remove the accused person from office.

- Any appeals to removal from office must be made to the High School Principal within five days of the decision.
- In the event of impeachment, the procedure to fill a vacant position will be followed.

### **Article IX: Voting Power**

Every student government member in good standing has the power to cast one vote. Council members will not vote in impeachment proceedings. The TASK President only votes in the event of a tie.

### **Article X: Amendment Process**

Amendments to this constitution must be ratified by a two-thirds vote of TASK and Class Officer/Members and the High School Principal.

### **Article XI: Election Process**

Elections for the upcoming years Student Government members must be held in April with campaigning held in March. TASK officers will pick the date of elections and the start and finish of campaigns. In the event that an out-of-school field trip falls on the day of the elections, it is up to the TASK officers to reschedule. During the beginning of elections/campaigns all candidates will be asked to provide a brief outline of reasonable and attainable goals for their role in Student Government (TASK or Classes.) When campaigning there must be single ballot elections only. All campaign posters, flyers etc. must be taken down 24 hours prior to Election Day. The day before or two days before elections, speeches will be given in an assembly. If any candidate is caught campaigning the day of elections will be immediately disqualified. All campaign propaganda other than the items listed is strictly prohibited (ex: candy, food and beverage items) Candidates must be present on Election Day. Voting will take place in Social Studies classes and ballots will be placed in sealed ballot boxes. Results will be counted after school and will be announced within two school days.

## **National Honor Society**

Election into the society is one of the highest honors any high school student can achieve. Requirements for admission include a 90 percent average, and

activities demonstrating leadership and service during your high school career. Attendance at National Honor Society meetings and school events that require volunteers is mandatory.

## **Yearbook, Literary Magazine, Newspaper**

These school publications are prepared by students with faculty advisors. All students are invited to work on them.

## **Club Activities**

- Academic Club
- Art Club
- Art Honor Society
- Athletes Helping Athletes
- Band
- B.U.T.Y.
- Choral Groups
- Comsewogue Connections Club
- Drama Club
- English Honor Society
- Fashion Club
- French Honor Society
- Girls Leaders Club
- Greenagers
- Internship Club
- Interscholastic Sports
- Italian Honor Society
- Jazz Band
- Law Club
- Math League
- L.E.A.P
- LGBT Club
- Literary Magazine Club
- Math Honor Society
- National Honor Society
- Ninth Grade Math Team
- Peer Pals
- Robotics Club
- S.A.D.D.
- Science Club
- Science National Honor Society
- Social Studies Honor Society
- Spanish Honor Society
- S.U.S.S.
- T.A.S.K. (Student Gov't)
- Technology Club
- Tri-M
- Warriors of Faith
- Yearbook

Please see the Class & Club Booklet for a full description of CHS clubs and activities.