



Calhoun High School Student Handbook

Administration

Nicole Hollings, Principal
Anthony DeMartinis, Assistant Principal
Michael Hughes, Assistant Principal
Mark Melkonian, Assistant Principal

Building Chairpeople

Nicole Rhodes – Science	Christina Cone – Social Studies
Renee Owenburg – World Languages	Danielle Caliendo – Mathematics
Theresa Catalina – Special Education	Kim Serpe – English
Sheila Mullin – Special Education	

Building Coordinators

Peter Palazzo – Attendance Dean
Peter Palazzo – Athletic Coordinator

ATTENDANCE INFORMATION

THE ATTENDANCE POLICY, ADOPTED BY THE BOARD OF EDUCATION, BECAME OPERATIONAL IN SEPTEMBER OF 2002. PLEASE SEE THE SCHOOL CALENDAR FOR DETAILS. STUDENTS WITH POOR ATTENDANCE AND/OR LATENESS TO SCHOOL OR CLASS MAY HAVE POINTS DEDUCTED FROM MARKING PERIOD GRADES. PLEASE SEE AN ABRIDGED VERSION OF THE POLICY IN OUR DISTRICT'S SCHOOL CALENDAR AND PERTINENT INFORMATION NOTED BELOW.

LEGAL AND ILLEGAL ABSENCES

Students enrolled in school are required by New York State Education Law to attend regularly. The following are legal excuses for absences or tardiness:

1. PERSONAL ILLNESS
2. ILLNESS OR DEATH IN THE FAMILY
3. IMPASSABLE ROADS OR HAZARDOUS WEATHER CONDITIONS
4. RELIGIOUS OBSERVANCE
5. PRESENCE REQUIRED IN COURT
6. ATTENDANCE AT A SCHOOL-SUPERVISED PROGRAM
7. SENIORS ONLY: COLLEGE VISITS (MAXIMUM OF 3) WITH OFFICIAL PROOF FROM EACH COLLEGE VISITED.

When students are absent from school for any reason NOT listed above (even if they have the knowledge and consent of their parents), THEY MAY BE CONSIDERED TRUANT.

THE FOLLOWING REASONS FOR ABSENCE ARE NOT CONSIDERED VALID UNDER THE NEW YORK STATE EDUCATION LAW:

1. VISITING RELATIVES OR FRIENDS
2. VACATIONING
3. MOTOR VEHICLE BUREAU APPOINTMENTS (Subject to administrative review)
4. BABYSITTING OR HELPING AT HOME
5. WORKING
6. SHOPPING
7. VEHICLE BREAKDOWN
8. OVERSLEEPING

CLASS MAKE-UPS

The Attendance Policy allows for up to three make-ups per marking period in each course that exceeds the absence limit. The limit for absences each quarter is 5 absences. The course assignment is to be made up by the student as per specific arrangements set forth by the classroom teacher. Students with excessive absences and/or latenesses to class are strongly advised to work closely with individual teachers to avoid confusion regarding make-up requirements and expectations.

REPORTING ABSENCES

When students are legitimately absent from school, **PARENTS** ARE REQUIRED TO PHONE THE ATTENDANCE OFFICE BETWEEN 7:00 A.M. AND 9:00 A.M. TO EXPLAIN THE REASON. The number to be called is **992-1312** or **992-1354**.

In addition, each student is required to bring a note written and signed by a parent or guardian to the Attendance Office **on the first day of his or her** return to school. Notes must contain the following information:

1. The student's name
2. The date(s) of absence

3. The reason for absence
4. A home or business number where the parent can be reached

Notes must be signed by a parent/guardian and must be presented to the school's Attendance Office. Classroom teachers do not adjudicate or verify "official" attendance notes. Please be advised that even if a student has notes from the parent/guardian explaining absences, if the student is above the limit of absences for a particular quarter (5), they may be subject to the 15-point penalty outlined in the Board policy and in the school calendar. Doctor's notes are considered to be legal documentation for students that are excessively sick in a given quarter and should be given to the attendance office whenever possible for an absence.

AN UNVERIFIED ABSENCE WILL BE CONSIDERED AN ILLEGAL ABSENCE FROM SCHOOL UNLESS PROPER NOTIFICATION IS RECEIVED. IT IS IMPERATIVE THAT THE SCHOOL BE NOTIFIED AND THAT A NOTE BE SUBMITTED FOR EACH ABSENCE. IF AN ABSENCE IS NOT VERIFIED BY A PARENT IN WRITING WITHIN **FIVE SCHOOL DAYS**, IT WILL BE TREATED AS AN ILLEGAL ABSENCE FROM EACH CLASS.

FIRST PERIOD CLASS

All students are required to be in school on time to report to first period by 7:30 AM. Lateness to school will have a negative effect on a student's performance level and will result in disciplinary action. Three latenesses to class equal one absence. Upperclassmen with no Period 1 class may report to school when their first class of the day is scheduled.

DOCTOR'S NOTES

If an absent student has been hospitalized or is under a physician's direct care at home as an "out patient", it is essential that a doctor's note be submitted to the Attendance Office as soon as possible, or no later than the first day of re-entry to school.

PART-DAY RELEASE FROM SCHOOL

There are occasions when students need special permission to leave school for a portion of the day. They may request early release by bringing a note to the Attendance Office before 7:30 A.M. The note must include the student's full name, grade, home telephone number, the reason for the request and the parent's signature. If the parent cannot meet the pupil at school at the time he/she is to be dismissed, the parent will be called and verbal permission will need to be granted to allow the student to leave.

A STUDENT LEAVING THE BUILDING WITHOUT PERMISSION OF A SCHOOL ADMINISTRATOR WILL BE MARKED AS CUTTING.

ABSENCE FOR MEDICAL OR DENTAL APPOINTMENTS

A student will not be excused from any part of the regular school day for medical or dental appointments. All such appointments must be made for after-school hours. On rare occasions, when there is difficulty adhering to this rule, the pupil must receive approval from his or her grade administrator to keep the appointment by presenting a note or excuse signed by a parent or guardian IN ADVANCE OF THE APPOINTMENT. The note must also show the time of the appointment and the phone number of the parent and doctor.

CUTTING / LATENESS POLICY

Regular school attendance, home study, productive participation in classes and proper behavior are the most important building blocks for constructing a successful high school academic experience. Our district's attendance cutting and lateness policy is designed to help and encourage all students to develop good habits regarding school attendance and promptness to all classes. Students should be reminded that excessive lateness to classes can result in academic grade penalties just as is the case for excessive absenteeism.

THE FOLLOWING IS AN OUTLINE OF THE SCHOOL DISTRICT POLICY ON CLASS "CUTTING".

DEFINITION: A CUT OCCURS WHEN:

- A. The student is absent from class and he/she is not on record with the Attendance Office as being “legally” absent, late, excused early or on a field trip.
- B. The student is absent from class and has signed in “ILLEGALLY” AT ANY TIME DURING THE SCHOOL DAY.
- C. An illegal absence from school is, in effect, a “cut” in every scheduled class.

SUBJECT CLASSES: Unexcused absences from subject classes are not permitted. Parents will be informed by letter when a cut occurs, and AFTER SCHOOL DETENTION WILL BE ASSIGNED FOR EACH CUT. The letter informing parents of the cut will list the date of the assigned detention. IN ADDITION, a progression of interventions will occur if cutting persists:

PROCEDURES

FIRST CUT: A) TEACHER speaks to student and checks official attendance records to determine occurrence of cut. B) ATTENDANCE COORDINATOR calls parent at home or work to confirm cut and notify parent of detention assignment. C) Follow-up cut letter sent to parent after verification. D) Detention will be assigned as soon as possible by the ATTENDANCE COORDINATOR. Detention assignment slips will be given to teachers for distribution to students.

SECOND CUT: Repeat all procedures as described for first cut in A through D. In addition: E) COUNSELOR will contact student and parent to discuss academic implications of class cutting. F) ATTENDANCE COORDINATOR notifies PPS Administrator and grade level Assistant Principal of all second cuts.

THIRD CUT: Repeat A through D. In addition, G) ASSISTANT PRINCIPAL meets with parents with option to give multiple detentions/up to three days suspension from school/exclusion from after-school activities for a prescribed period of time.

Discipline is progressive. Our goal is for students to be in school and in their classes learning. We will work with students and parents as partners to make that happen.

CLOSED CAMPUS

NINTH GRADERS ARE REQUIRED TO REMAIN IN THE BUILDING FOR THE ENTIRE SCHOOL DAY. TENTH, ELEVENTH AND TWELTH GRADERS MAY LEAVE THE BUILDING ONLY DURING THEIR ASSIGNED LUNCH PERIODS OR OFF PERIODS. 11th and 12th graders must have parental permission to be able to leave the building during Periods 1-4.

Students may also use our library and resource centers during unassigned periods and are encouraged to do so. Ninth grade students should remain in the cafeteria for their lunch period. Should you not be allowed to attend class for an emergency or any other reason, you must then immediately report to an administrator.

EMERGENCY CLOSING OF SCHOOL

Should it become necessary to close the school because of severe weather conditions or other reasons, information will be listed on the District Website, www.bellmore-merrick.k12.ny.us and a district-wide automated phone message will be sent out. Announcements will be made over radio stations WGSM (740), WINS (1010), WHLI (1100), WOR (710), WBAB (102.3) and Channel 12 News on cable television between 6:00 A.M. and 9:00 A.M.

ENTRANCES AND EXITS

Students will be allowed to enter and exit the school building through the Broadway doors and the doors by the main office. Students must present their ID card upon entry and re-entry to the building. If the student does not have his/her ID, students will report to the attendance office to print out a paper pass. If the ID is lost, the student must go to the main office to request a new ID.

BETWEEN 7:30 A.M. AND 2:15 P.M. ANY STUDENT WISHING TO ENTER OR LEAVE THE BUILDING MUST DO SO THROUGH THE DOORS CLOSEST TO THE MAIN OFFICE OR THE REAR MAIN EXIT/ENTRANCE (Broadway Doors). ALL VISITORS TO THE BUILDING MUST ENTER THROUGH THE DOORS BY THE MAIN OFFICE.

EXTRA-HELP

Teacher extra help schedules are available on the website. Teachers are generally available after school for extra help and some have extra help hours before school begins. Please communicate with the teachers directly and consult our website for specific hours for teachers.

NO EXTRA-CURRICULAR ACTIVITIES, INCLUDING ATHLETICS AND CLUBS, ARE TO BEGIN UNTIL AFTER 2:35 P.M. It is important that this procedure be followed to insure that the students have after-school extra help available to them.

STUDENTS WISHING TUTORIAL ASSISTANCE IN ADDITION TO THE EXTRA-HELP OFFERED EACH MONDAY, WEDNESDAY AND THURSDAYS BY INDIVIDUAL TEACHERS SHOULD SEE EITHER THE ADVISOR FOR THE HONOR SOCIETY OR A GUIDANCE COUNSELOR. COUNSELORS WILL MAKE RECOMMENDATIONS FOR TUTORS FROM A LIST DISSEMINATED TO EACH SCHOOL.

THE CALHOUN LIBRARY

To access library tools such as online resources, Follett ebooks, and other guides, go to <http://calhounlibrary.weebly.com/>. The library is open after school until 3:30 PM on Mondays and Fridays and until 4:30 on Tuesday, Wednesdays, and Thursdays.

ADMINISTRATIVE PROCEDURE FOR TUTORING

In compliance with regulations of the New York State Education Department, no tutoring for which payment is received by a teacher may be carried out in the school building of the school system. Furthermore, no teacher in the Bellmore-Merrick Central High School District shall receive payment of any sort for tutoring or instructing any pupil enrolled in which he or she is the regular teacher of that pupil.

SCHOOL COUNSELING AND WELLNESS CENTER

GUIDANCE COUNSELORS

Each entering student is assigned to a guidance counselor. Counselors provide personal and academic counseling on an individual basis. In addition, the counselors conduct approximately 320 small group-guidance sessions per year. These sessions are mandatory for all students, instructional in nature and cover topics with which we feel students should be familiar. A student wishing to consult with his or her counselor is encouraged to make an appointment with the guidance secretary. Appointments can be made before and after school or anytime a student is not scheduled to be in a class.

COLLEGE PLANNING

Our District's College Planning guide can be found on our website at [http://www.bellmore-merrick.k12.ny.us/Assets/Curriculum Instruction Assessment/030916 College Planning Guide 16-17.pdf?v=925](http://www.bellmore-merrick.k12.ny.us/Assets/Curriculum%20Instruction%20Assessment/030916%20College%20Planning%20Guide%2016-17.pdf?v=925)

SCHOOL PSYCHOLOGISTS AND SOCIAL WORKERS

The school psychologists and social workers provide a wide range of educational and clinical services to the students and families of Calhoun. Included in these services are individual and group counseling, psychological testing and helping teachers to work better with students who have learning problems. The school psychologists and social workers also lead discussions in courses such as health and psychology and supervise clubs that engage students in afterschool activities. The school psychologists and social workers work with students in both special education and mainstream classes. If you would like to discuss any educational, personal or family problem, you are welcome to stop in the Counseling and Wellness Center to make an appointment with a member of the staff.

SCHOOL COUNSELING AND WELLNESS CENTER

The School Counseling and Wellness Center will provide individualized services for students and families after the school day from 2:30 to 5 on Wednesday afternoons. A school psychologist and 2 other members of our PPS staff will be available for helping students and parents with guidance related, social, and emotional health issues.

COURSE CATALOG

Our District's Course Catalog can be found on our website at [http://www.bellmore-merrick.k12.ny.us/Assets/Curriculum Instruction Assessment/010416 2016-2017 Course Catalog.pdf?t=635875056823400000](http://www.bellmore-merrick.k12.ny.us/Assets/Curriculum%20Instruction%20Assessment/010416%202016-2017%20Course%20Catalog.pdf?t=635875056823400000)

For additional guidance information, visit our website at http://www.bellmore-merrick.k12.ny.us/schools/shchs_guidance

GENERAL SCHOOL BEHAVIOR

SUSPENSIONS

There is a general expectation that students meet the highest standards of school behavior and citizenship. The following actions may lead to automatic suspension from school:

- Threatening harm to others
- Fighting in school or on the way to or from school
- Bullying/Harassing other students either on-line or in person
- Vandalizing school or personal property
- Forging notes
- Excessive cutting of classes
- Insubordination to any faculty or staff member
- Possessing/Using drugs or alcohol on school grounds
- Possession of drug paraphernalia
- Having a weapon on school grounds

All students should be aware of the Code of Conduct which can be found on our website at [http://bellmoremerrick.ss.syntaxcom.com/Assets/Student Information/5300-Code of Conduct-06-27-2012.pdf](http://bellmoremerrick.ss.syntaxcom.com/Assets/Student%20Information/5300-Code%20of%20Conduct-06-27-2012.pdf)

ELECTRONIC DEVICES

Technology should be used as a support and help in learning. The BMCHSD has a BYOD (Bring Your Own Device) policy and technology is used to a great extent in our learning environment. Electronic devices cannot be used in class without the direction of the classroom teacher. Inappropriate use of an electronic device in a

classroom will result in the confiscation of the device. Upon the first offense, the item will be returned to the student at the END of the school day. Subsequent offenses will compel a parent to retrieve the device. We are also beginning a 1:1 initiative that will give students a chromebook for academic use throughout their high school experience.

SMOKING

Smoking and vaping are not permitted in our school, on school property adjacent to our school, or at school functions. Any infraction will be treated as a disciplinary matter and will result in suspension. Possession or use of a vape will result in a suspension.

PROPER ATTIRE

Students are expected to dress appropriately in the school environment. They should not wear attire that causes a disturbance or distraction which may interfere with the teaching/learning process. Students who dress inappropriately (i.e., tops that reveal a bare midriff, shorts/skirts that are extremely short, or clothing that is imprinted with offensive comments or the promotion of illegal products) will be asked to change.

ALCOHOL/DRUG DETECTION

Any student who exhibits symptoms of physical ill health or deviant behavior which could be caused by the influence of drugs or alcohol shall be accompanied to the nurse or the nurse shall be brought to the student. The student's physical state shall be evaluated by the nurse who shall contact a school administrator. Both shall decide the necessary actions to be taken to preserve the health of the student.

If there is a reasonable doubt concerning the welfare of the student in terms of the need for immediate care, the parent will be notified by the building administrator and the case treated as any other emergency. Where parents are unavailable, the person listed as emergency contact should be notified. As rapidly as possible, the student should be referred to an area where treatment can be given – the emergency room of a hospital, a doctor's office or the student's home under the care of the family doctor.

THE PRINCIPAL OR ASSISTANT PRINCIPAL, WITH THE ADVICE OF THE SCHOOL NURSE AND/OR THE SCHOOL PSYCHOLOGIST, WILL TAKE WHATEVER STEPS SEEM WARRANTED IN THE SITUATION FOR OBTAINING IMMEDIATE MEDICAL ASSISTANCE. THESE STEPS MAY INCLUDE CALLING THE FAMILY PHYSICIAN, THE SCHOOL DOCTOR, THE NASSAU COUNTY POLICE AMBULANCE SERVICE OR THE LOCAL FIRE DEPARTMENT AMBULANCE SERVICE.

In any life-threatening situation, when parents or emergency contact cannot be reached, the nurse and/or building administrator shall depend upon ambulance transportation to the emergency room of a hospital. (A designated member of the school personnel shall accompany the student and remain until the parent arrives.)

If the student appears to be in no danger, but is obviously under the influence of a drug or alcohol and is unfit for instruction, he or she shall remain in the Health Office under careful observation and supportive concern. The parent shall be notified by the nurse or the building administrator of the symptoms that are being exhibited and be requested to take the student home. Consultation with the school psychologist or guidance counselor may be included.

In all cases where the student has left the school under these conditions, the parent will be required by the building Administrator to accompany the student to school before readmission. The student is to have been examined by a medical doctor who must state in writing that he has examined the student and that in his judgment the student is now able to function in a public setting.

A staff member who has knowledge of a student sale/use of and/or possession of narcotics or alcohol in school is to report this information to the Principal or an Assistant Principal. THE SCHOOL ADMINISTRATOR WILL, WITH THE ADVICE OF THE SCHOOL ATTORNEY, WORK COOPERATIVELY WITH LAW ENFORCEMENT AGENCIES AND COMMUNICATE WITH THEM WHATEVER INFORMATION IS NECESSARY TO DETERMINE THE SOURCE OF THE ILLEGAL SUBSTANCE.

A STUDENT WHO IS APPREHENDED ANYWHERE ON SCHOOL PROPERTY FOR SELLING, USING OR POSSESSING ILLEGAL DRUGS OR ALCOHOL WILL BE SUSPENDED FROM SCHOOL IN ACCORDANCE WITH DISTRICT SUSPENSION POLICY. THE PRINCIPAL AND THE DESIGNATED ASSISTANT PRINCIPAL MAY NOTIFY THE SCHOOL ATTORNEY AND THE POLICE IN ORDER TO DETERMINE THE PROCEDURES TO BE FOLLOWED. PARENTS WILL THEN BE CALLED IN FOR AN IMMEDIATE PRINCIPAL'S HEARING. THE SCHOOL WILL ASSIST THE PARENTS IN MAKING CONTACT WITH APPROPRIATE AGENCIES AND WILL RE-ADMIT THE STUDENT WHEN A PROGRAM OF ACTION TO HELP THE CHILD HAS BEEN WORKED OUT.

HALL PASSES

Students traveling in the school building or on school grounds while classes are in session must be in possession of an official school pass.

Any student going to or returning from a regularly staffed and supervised school location must obtain an official school pass from the supervisor in charge.

Typical Supervised Locations

- | | |
|-------------------------------|------------------------------------------|
| 1. Classrooms and labs | 6. Administrative and Attendance offices |
| 2. Guidance Office | 7. Cafeterias |
| 3. Social Worker/Psychologist | 8. Study Halls |
| 4. Nurse/Health Office | 9. Resource Rooms |
| 5. Library | 10. Physical Education areas |

NOTE: Any student requesting permission to leave a supervised area to go to a boys' or girls' bathroom must obtain a school pass from a supervisor/teacher. If it is believed that the privilege is being abused, appropriate action will be taken.

LOITERING ON SCHOOL GROUNDS AFTER SCHOOL HOURS

Please be aware that the Board of Education policy and Nassau County regulations strictly prohibit **LOITERING** on school grounds after school hours and particularly after dark. Disturbances of any kind will cause school personnel and/or neighbors to have police respond as necessary to enforce applicable laws. This may also result in suspension.

HEALTH SERVICES

A school nurse is in the building at all times during the school day. If a student becomes ill during the day, he or she should get permission from his or her teacher to go to the Health Office. There the nurse will determine whether the student should be sent home, allowed to rest for the period or returned to class. **STUDENTS ARE NOT PERMITTED TO LEAVE THE SCHOOL GROUNDS WITHOUT AUTHORIZATION FROM THE SCHOOL NURSE OR BUILDING ADMINISTRATORS.**

If a student has an accident while in school, he or she will be taken to the nurse who will administer first aid. If additional treatment is necessary, the student's parents will be notified at once. **IT IS ESSENTIAL THAT EVERY STUDENT FURNISH THE SCHOOL WITH AN EMERGENCY PHONE NUMBER WHERE A PARENT OR AUTHORIZED ADULT CAN BE REACHED.**

INTERSCHOLASTIC ATHLETICS

Calhoun High School offers a full range of team and individual sports in three seasons: fall, winter and spring. Participation in a sport serves to enhance a person's high school career, teaches important human relations skills and serves to draw students to lasting friendships. Specific inquiries about the program may be made to Mr. Diodati.

FALL SPORTS

Football
Soccer (girls and boys)
Tennis (girls)
Cross Country (girls and boys)
Swimming (district girls)
Volleyball (girls and boys)
Badminton (boys)
Cheerleading
Kickline

WINTER SPORTS

Wrestling
Basketball (girls and boys)
Bowling (district girls and boys)
Swimming (district boys)
Track (girls and boys)
Rifle (district)
Ice Hockey (district)
Cheerleading
Kickline

SPRING SPORTS

Baseball
Softball
Track (girls and boys)
Tennis (boys)
Golf (district girls and boys)
Lacrosse (girls and boys)
Badminton (girls)

EXTRA-CURRICULAR ACTIVITIES

We continue to encourage all students to tryout/join our teams and clubs. The interpersonal experiences gained from these activities become a major component of each youngster's education at Calhoun. A complete description of clubs and the schedule of meetings can be found on our website at http://www.bellmore-merrick.k12.ny.us/schools/shchs_clubs

GUIDELINES FOR STUDENT ELIGIBILITY TO PARTICIPATE IN EXTRACURRICULAR ACTIVITIES

The guidelines have been instituted with the understanding that through participation as a member of a team or club, students have the opportunity to influence, positively or negatively, their school's reputation and standing in the community. Sports and activities are very important in the lives of most students. The purpose of these guidelines is to create standards to live up to in order to increase the quality of the activity for all participants. These guidelines have been developed to augment existing codes and policies and to clarify for students, parents, coaches and advisors the expectations that our schools have for those who participate in extra-curricular activities.

Students are expected to lead by example and to encourage everyone to set high standards for themselves. Any action which may put an extracurricular activity in a negative light must be avoided. These guidelines have been created to ensure that these high standards are maintained.

When a student has violated the Code of Conduct, there may be a discussion among the coach/advisor, grade administrator, guidance counselor, student and parent about possible suspension from the activity in addition to a school consequence. These are difficult discussions and decisions should be made with the best interests of the student in mind while also recognizing that sports and activities are a privilege that have responsibilities attached to participation within them.

ACADEMICS: Students who represent their high schools should do all possible to maintain passing grades in all classes. If a student is failing, extra help sessions are available and students must attend them and put forth serious effort. Each coach/advisor will review all of their students' academic report cards at the end of each marking period. Students who have failed will be required to attend extra help and provide the coach/advisor with proof of

attendance. The district has an academic eligibility policy. If students are failing two or more classes, they are placed on probation for a five week period. If they are still failing at the end of the probation period, they will be ineligible and cannot participate in any athletic or extracurricular activity.

[http://www.bellmore-merrick.k12.ny.us/Assets/Athletics/120616_Eligibility for Extracurricular Co-curricular and Interscholastic Activities.pdf?t=636166157153870000](http://www.bellmore-merrick.k12.ny.us/Assets/Athletics/120616_Eligibility_for_Extracurricular_Co-curricular_and_Interscholastic_Activities.pdf?t=636166157153870000)

SMOKING/VAPING: The policy follows that of the school, except that on the third offense the student will be suspended from the team or club. This suspension will be of a suitable duration and will be ruled upon by the appropriate administrator.

DRUGS AND ALCOHOL: The appropriate administrator may order that the student be removed from the activity. Appeals either from the student, parent, or coach/advisor must be made to the principal.

ATTENDANCE: In order for a student to participate in practice, a meeting or a contest, he/she must be in school for a minimum of four class periods during the day. Parental notes will be honored to excuse lateness to school but the rule stated above will still apply. College interviews or visitations and school-sponsored trips are considered in-school attendance as long as they are approved by the Attendance Office.

Grade level administrators and/or the Attendance Dean will confer with the coach and the student to determine if the attendance infraction requires further participation sanctions.

CALHOUN HIGH SCHOOL POLICY ON ACADEMIC INTEGRITY

Calhoun High School deems academic integrity to be of paramount importance as preparation for college and for the rest of a student's life. We firmly believe that cheating in **any** form is **not** to be tolerated. Once an incident of cheating has been determined by a staff member, the parent is to be notified and a zero will be given for the work in question. A conference may be set up involving all parties to further discuss the matter which may result in disciplinary action. A file will be maintained by the appropriate guidance counselors of students who have violated the academic integrity code for the purposes of (1) identifying repeat offenders and (2) selecting students for honor societies and other school and community awards. Repeat offenders will be dealt with on a case by case basis.

At the start of the term teachers will have classroom discussions as to exactly what cheating is and why it is unethical and immoral. In its most basic form, academic dishonesty may be defined as putting one's name on any work (including homework) which is not one's own. In particular, students will be clearly instructed in the different forms of plagiarism (whether from a book, downloaded from a computer, etc.) and the proper methods of citation.

NATIONAL HONOR SOCIETY

In addition to an 87.5 unweighted average, eligible students are expected to be actively engaged in a variety of school activities in order to demonstrate school service and leadership. Involvement should last throughout the year, and students must show a strong on-going commitment to the club/team by attending meetings and participating in the planned activities. Advisors and coaches are asked to rate all eligible students on their level of commitment and leadership. *School service is important each year; therefore, students are encouraged to get involved in ninth grade and continue this involvement throughout their high school career.*

Additional information about the NHS and our departmental honor societies can be found on our website at

http://www.bellmore-merrick.k12.ny.us/Assets/Sanford_H_Calhoun_High_School/040317_Honor_Society_Info.pdf?t=636268142491870000

LOCKERS

ALL LOCKERS ARE THE PROPERTY OF CALHOUN HIGH SCHOOL AND WILL UNDERGO PERIODIC INSPECTION BY CUSTODIAL AND ADMINISTRATIVE PERSONNEL.

The following general precautions regarding the use of lockers should be taken by all students:

1. Use only the locker assigned to you. Never change your locker without permission and NEVER share a locker with anyone.
2. DO NOT, under any circumstances, give your combination to anyone. No other student should open your locker for you. If something must be removed from your locker and you cannot do it yourself because of special circumstances, get assistance from your grade administrator.
3. Never kick or bang on the locker door. If it cannot be opened in the normal way, report the matter to the Attendance Office (room 105).
4. Be sure to spin the tumbler dial several times after you have closed your locker so that there is no possibility that it can be opened without use of the combination. NEVER LEAVE YOUR LOCKER UNLOCKED!
5. Do not accumulate unnecessary material in your locker. Do not leave food in the lockers.
6. **IT IS NOT ADVISABLE TO LEAVE MONEY OR OTHER VALUABLES IN YOUR LOCKER. YOUR WALLET OR POCKETBOOK SHOULD BE KEPT ON YOUR PERSON AT ALL TIMES. ABSOLUTELY NO VALUABLES SHOULD BE BROUGHT TO ANY PHYSICAL EDUCATION AREA INCLUDING GYM AND LOCKER ROOMS. THE SCHOOL DISTRICT IS NOT RESPONSIBLE FOR VALUABLES LOST OR STOLEN FROM STUDENT LOCKERS ANYWHERE IN THE BUILDING. VALUABLES OR EXCESSIVE CASH SHOULD NOT BE BROUGHT TO SCHOOL.**
7. Two high quality combination locks are issued to each student, free of charge, only once during the four years of high school; one for the gym locker and the other for the hall locker. A replacement fee of \$5.00 per lock will be charged should any lock be lost or damaged.

VISITORS

Students may not bring friends or relatives to school as guests without specific written approval of the principal.

PLEDGE OF ALLEGIANCE

All students and teachers shall comply with the Education Law, Section 802, relating to the Salute to the Flag. In the event that a student chooses not to participate, said student may remain seated and must allow others to exercise their rights in a meaningful way WITHOUT INTERRUPTION.

TEXTBOOKS AND SCHOOL PROPERTY

Textbooks, uniforms and other materials for classes and activities are provided by the school district and issued by a teacher, coach or advisor. Students are expected to care for all school property. **IF THE MATERIALS ARE LOST, DAMAGED OR STOLEN THROUGH NEGLIGENCE, STUDENTS WILL BE HELD RESPONSIBLE.** Losses must be reported immediately and fines must be paid for items lost, damaged or vandalized. Any student owing materials may have his or her report card, transcript or diploma withheld until payment is made. Records of materials owed are kept in the Attendance Office.

WORKING PAPERS

All students over fourteen (14) but under eighteen (18) need working papers to secure employment. Students should apply for working papers when they start looking for a job. They may obtain all appropriate forms in the Main Office.

THE PARENT PORTAL

To register for the parent portal, please go to http://www.bellmore-merrick.k12.ny.us/parentsstudents/infinite_campus_parent_portal

FORMS

To access forms regarding all aspects of programs at Calhoun High School, please refer to our website at http://www.bellmore-merrick.k12.ny.us/schools/shchs_forms

ADDITIONAL INFORMATION

To access other pertinent information, please refer to our website at http://www.bellmore-merrick.k12.ny.us/schools/sanford_h_calhoun_high_school