

## ***GENERAL INFORMATION***

### **ATTENDANCE**

At Paul J. Gelinus JHS, we are interested in every student learning to his/her full potential. To learn, you must be in class. **When you are absent from school, please ask your parent to report your absence by calling the Health Office (730-4710) on the morning of your absence, and provide a note with the reason for your absence upon returning to school.**

#### **Late Arrival**

All students arriving to school after 7:35 a.m. need to sign in at the security desk and follow established sign-in procedures. A note from the parents must be provided with an explanation for the lateness.

Frequent unexcused lateness/absence to class will result in appropriate disciplinary action. Period by period attendance will be taken for all three grades. The 9<sup>th</sup> graders will be under the attendance for credit policy.

#### **Attendance for Credit Policy**

For the following classes, any student with greater than 27 days of absences for a full year course, or 14 absences for a one-half year course may be denied credit for that course: all Grade 9 classes, Grade 8 Spanish I, Grade 8 French I, Grade 8 Italian I, Grade 8 Algebra I Honors, Grade 8 Earth Science Honors, Grade 8 Earth Smart, Grade 8 Algebra I Honors Theory, Grade 8 Geometry Honors Theory, and Grade 8 Computer Programming I.

**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. Parents will be contacted by mail at appropriate intervals prior to the student reaching the thresholds described above.

#### **Anticipated Early Dismissal**

If you must leave early (to attend a required court appointment or an emergency doctor/dentist appointment), you are to present an excuse note to the Health Office before Homeroom on the day of early dismissal. The secretary will give you a dismissal pass which you are to present to the appropriate classroom teacher. The student will then come to the Security Desk at the appropriate time to meet his/her parent.

Should the student return before the end of the school day, he/she should sign in at the Security Desk. The student will be given a pass to present to his/her teacher.

Parents are encouraged to schedule professional appointments after school, whenever possible.

### **BUS TRANSPORTATION**

Transportation is assigned by the District Office. Buses leave at the end of each day at approximately 2:30 p.m. Students should ride assigned buses only. They should remain seated and respect the rights of others.

### **Alternate Bus**

Students who request permission to ride a bus other than the bus to which they have been assigned, must bring a note signed by their parents(s) to the Main Office where they will be issued a bus pass for that day.

### **Late Buses**

Late buses have been scheduled to transport children who have stayed late at school to participate in extra-help classes, clubs, activities, or athletic events, at the following times: 4:10 p.m. and 4:50 p.m.

### **BUS PROCEDURES AND REGULATIONS**

1. Students will receive an assigned bus stop and an a.m. pick up time during the month of August.
2. Parents will be informed of all bus incidents involving their child.
3. If a child is involved in, or responsible for, a bus incident, s/he will be disciplined accordingly if it is the first incident. A second incident could involve a five-day bus suspension and a third incident will involve bus suspension for an extended period of time.
4. Parents are liable for individual acts of vandalism on the part of their children.
5. Late bus runs do not follow normal school stops. A list of stops is posted for your convenience on the windowed wall of the Main Office.

### **CAFETERIA**

While in the cafeteria students are expected to maintain a clean and orderly environment. Each student is expected to clean up after themselves and engage in appropriate conduct.

### **CHILD ABUSE REPORTING**

In **Subsection 5300.15, *Essential Partners***, members of the Board of Education are now required, as are all certificated school personnel, to report in writing to the building Principal any knowledge of child abuse.

### **INTERNET/NETWORK USE**

The Board of Education of the Three Village Central School District desires to have students and staff use modern technology to meet the information needs of their work and assignments. As a result, the District will provide students and staff with access to the Internet/network. Access to the Internet/network will enable students and staff to explore thousands of libraries and databases. Internet/network access from school computers and through district network is reserved solely for educational purposes. The District reserves the right to monitor all Internet/network access in order to maintain educational goals.

Inappropriate use of the Internet/Network System is prohibited and is subject to discipline, including written reprimand and cessation of access privileges. (Ref.: Policy 4526 Internet/Network Use)

### **EVACUATION DRILLS**

A fire emergency exit plan is posted in each room. Students should familiarize themselves with the plan. Classroom teachers will assist students with a review of alarm procedures.

When the fire alarm sounds, students will immediately stand, forming a line, and follow teacher instruction as they leave the room. Running is not permitted.

Students are not permitted to talk during a fire drill as well as a lockdown drill and are to remain with their class. No one is to return to the building until the signal is given by the principal or an authorized representative.

### **FIELD TRIP BEHAVIOR**

Disciplinary infractions in school at any time during the course of the school year are cause to prevent a student from participating in educational field trips, sporting events and other related co-curricular activities. Unacceptable and serious behavior incidents, in the judgment of the school administration, are cause to deny a student to participate in these activities, as well as in the ninth grade year-end trip. Violation of any school rule while on a field trip or at any school-sponsored function could result in detention or suspension and suspension from extracurricular events for up to three months.

### **GUIDANCE SERVICES**

Counseling services are available for every student in the school. These services include assistance with educational planning, review of test scores, occupational information, extra help, home, school and/or social concerns. Individual or group counseling is available for any situation students feel they would like to discuss with a counselor. Counselors are also available to parents and teachers to help identify an individual student's needs and develop a program that best meets those needs. Students and/or parents wishing to visit a counselor should contact the secretary in the Guidance Office to arrange for an appointment (730-4740).

### **HALL PASSES**

Students who leave an assigned class must carry a pass with them. Students who leave class for emergencies (illness or disciplinary referral) should be escorted to the Health Office/Deans' Office.

### **HEALTH OFFICE PROCEDURES - 730-4710**

The school must have on file in the Nurse's Office every student's doctor's name and address and an alternate residence and guardian where the student might be cared for if the parent cannot be contacted during school hours. This procedure may become necessary in case of sickness or injury which might occur during the school day or during a school activity. Please be certain that your contact card is completely filled out and promptly returned to school after distribution. Give special attention to completing the name, address, and phone number of the alternate resident and guardian.

If a student becomes ill during school hours, the assistance of the school nurse should be sought. Do not leave the building without notifying the nurse.

Use of the elevator and special transportation must be requested by a doctor in the form of a prescription or doctor's note and approved through the Health Office.

### **All prescribed medication should be taken under the nurse's supervision.**

1. The parent must submit a written request to the school authorities accompanied by a written request by the family physician. The frequency and dosage of a prescribed medication must be indicated.
2. The medication must be brought to school by an adult in a labeled bottle (medication, dosage and frequency or time/s for dispensing).

### **Immunization**

By law, you must be immunized - you must submit proof of immunization protection to the school authorities.

"Acceptable proof" is a written doctor's statement. Without acceptable proof, you will not be permitted to enter school or allowed to attend classes. For further information, contact the Health Office at 730-4710.

### **Sports Physicals**

Sports Physicals are conducted in the fall, spring and during the summer. The dates are announced throughout the year.

### **HOMEROOM/ADVISORY**

The basic function of Homeroom is to provide the necessary time for daily opening exercises, completing school reports, and taking attendance, etc. Each day there will be announcements which contain information regarding special events, club meetings, results of previous day's athletic activities, academic achievements, dances, etc.

### **HOME TUTORING**

Home tutoring is available for students who are absent from school for twenty (20) or more consecutive days. Requests for home tutoring are handled through the Health Office. If you are absent from school less than twenty days, contact the Health Office for daily assignments. Home tutoring is not available to students who are absent from school less than twenty consecutive days.

### **INFORMATION CENTER**

The Information Center is an integral part of the instructional program. Its primary purpose is to provide students and teachers with educational resources and services. Its procedures and regulations have been structured to help students become more independent and more responsible for themselves and their actions.

### **Library Services**

Students are encouraged to use the library services, resources and facilities during the school day from 7:35 a.m. to 4:00 p.m. for doing research, assignments, reading and studying.

### **Procedures**

1. Students can obtain a pass to the Library in the cafeteria during lunches or from their study hall teacher.
2. Present your pass to your teacher for his/her signature at the start of the period.
3. Report promptly to the library and present your pass. A daily student attendance list will be kept.

All users of the district's computer network and equipment shall comply with this policy and those regulations. Failure to comply may result in disciplinary action and/or revocation of computer access privileges.

### **LOCKERS**

Each student is assigned a locker for the storage of books and equipment.. **Paul J. Gelinis Junior High School is not responsible for any personal property lost, stolen or damaged (on school grounds or school sponsored trips).**

Do not share your combination with friends or acquaintances. It is the student's responsibility to see that his/her locker is kept locked at all times. **Only school combination locks are to be used.** Lockers are school property and students have no reasonable expectation of privacy with respect to them. Student lockers may be subject to search at any time by school officials, without prior notice to students and without their consent.

### **LOST AND FOUND**

Students who lose personal articles should look for them in the Lost and Found located in the cafeteria, before or after school or during your lunch period. Textbooks found on school property will be returned to you if your name appears on the textbook label.

### **MARKING PERIODS AND REPORTS**

Quarter 1, Quarter 2, and Quarter 3 report cards are posted on the Parent Portal. The final report card is mailed home in late June. Dates can be found on the district calendar. Please check the Parent Portal throughout the year for updates.

### **NATIONAL JUNIOR HONOR SOCIETY**

Criteria for eligibility to the Catherine Walsh Chapter of the National Junior Honor Society is established by a Faculty Council as directed by the National Junior Honor Society. This criteria includes the following:

1. Scholarship: A cumulative grade point average of 89.5 and above for four consecutive marking periods during 7<sup>th</sup> and 8<sup>th</sup> grade years.
2. Leadership: Demonstration of active participation, enriching the classroom activities (i.e. fulfilling assignments, striving to individual's academic potential); ability to generate a positive influence with peers and participation in school activities and community programs (i.e. The Ward Melville Heritage Organization's Youth Corp; Kiwanis, church, synagogue).
3. Service: Evidence of active participation and involvement in school/community programs beginning July 1 of the year of application whose aim is to make a direct contribution to the lives of others. **A minimum of 10 hours is required.**
4. Character: It must be demonstrated that a student upholds the rules and standards of the school and the laws of society. She/he shall exhibit a high degree of trustworthiness, reliability and truthfulness. She/he is respectful in words and actions toward his/her peers, teachers, administrators and school staff.
5. Citizenship: A student who demonstrates this quality understands the importance of civic involvement and participates in activities, such as scouting, community organizations and school clubs. There is evidence of a high regard for freedom, justice and the American form of government.

Membership is determined by majority vote of a Faculty Council. Council decisions are based upon a thorough review of:

1. Information sheets provided by academically eligible students.
2. Letters of recommendation.
3. A survey of the faculty, administration and staff.

Students who submit inaccurate information on their information sheets face automatic disqualification for that school year.

### **NATIONAL JUNIOR HONOR SOCIETY DISMISSAL PROCEDURES**

Members of the National Junior Honor Society are expected to maintain the high standards of scholarship, leadership, service, character and citizenship which gained them selection by the Faculty Council. In the case of a student who fails to maintain these characteristics, the following steps shall be taken:

**STEP 1** - Verbal warning from advisor.

**STEP 2** - Written warning identifying the specific problem(s).

**STEP 3** - Hearing of the case by the President and members of the Executive Council of The Catherine Walsh Chapter of The National Junior Honor Society (student officers).

**STEP 4** - Hearing on the subject of dismissal by the Faculty Council.

Once a student has been dismissed from membership in the National Junior Honor Society, the dismissal is permanent.

### **NIGHT FUNCTION RULES AND REGULATIONS**

1. Parents should observe that students enter the building using the auditorium entrance located on the north side of the building.
2. No student will be permitted to leave the activity until it is completed and s/he is called for by a parent/guardian.
3. Students who do not follow the code of conduct will have their parents called immediately.
4. Any child who has to be sent home for any disciplinary reason will be banned from school activities for one month for the first offense and for the remainder of the semester for the second offense. Students under the influence of alcohol/drugs will be subjected to the district's policy (a three-week suspension from all activities).
5. **Students must be picked up promptly at the completion of the activity.**
6. Dances are for Gelinus Junior High students only.
7. At music performances or scheduled games, students and guests are expected to remain seated for the entire performance.

### **PROPERTY AND VALUABLES**

Students are responsible for the proper care of textbooks, supplies, and furniture provided by the school. Students who damage books or property will be required to pay for the damage done or replace the items.

### **SCHOOL STORE**

Our school store offers stationery and school supplies at discount prices. It also provides the student body with specialty articles carrying the Patriot Logo. The store is open during lunch periods, and is located across from Cafeteria A adjacent to the auditorium.

### **VISITORS**

#### **Student Guests**

Under no circumstances are students allowed to bring a friend or guest to the school.

All visitors to the school must enter through the designated single point of entry. There they will be required to present photo identification, sign the visitor's register and will be issued a visitor's identification badge, which must be worn at all times while in the school or on school grounds. The visitor must return the identification badge to the Principal's office before leaving the building.