

BREWSTER HIGH SCHOOL

50 Foggintown Road Brewster, NY 10509

845-279-5051

<p><u>Critical Thinking</u></p> 	<ul style="list-style-type: none">• Conveys the ability to solve problems, reflect and use logical reasoning.• Collects, assesses, and analyzes relevant information to create, innovate, change and improve.• Habitually takes intellectual risks without prompting.• Applies skills to real life situations.
<p><u>Collaboration & Communication</u></p> 	<ul style="list-style-type: none">• Exhibits the ability to work as a team member to discuss, negotiate, problem solve and compromise to achieve a common goal.• Shares the responsibility and communicates effectively and confidently to accomplish a common goal.• Consistently works with others to acquire information needed to complete a task or a goal.
<p><u>Adaptability</u></p> 	<ul style="list-style-type: none">• Displays the ability to be open-minded and engage in dialogue with others to consider multiple viewpoints.• Brings a sense of courage to unfamiliar situations.• Exhibits the ability to accept criticism, admit mistakes and view failure as an opportunity to learn.
<p><u>Civic Responsibility</u></p> 	<ul style="list-style-type: none">• Projects the ability to make a difference in the civic life of our communities.• Promotes and contributes to the interconnectedness of our communities through both political and nonpolitical activities.
<p><u>Perseverance</u></p> 	<ul style="list-style-type: none">• Puts forth a “stick to it” attitude and possesses stamina and persistence.• Works confidently until the goal is met and the task is accomplished.• Overcomes and learns from mistakes through the adoption of a “not yet” growth mindset.

Brewster High School 2019-2020

Regular Bell Schedule		PLC Friday Bell Schedule	
Arrival	7:45		Meetings 7:50-8:45
Warning Bell	7:48		Warning Bell 8:48
Period 1	7:50-8:30		Period 1 8:50-9:24
Period 2	8:33-9:15		Period 2 9:27-10:01
Period 3	9:18-9:58		Period 3 10:04-10:38
Period 4	10:01-10:41		Period 4 10:41-11:15
Period 5	10:45-11:25		Period 5 11:18-11:52
Period 6	11:29-12:09		Period 6 11:55-12:29
Period 7	12:13-12:53		Period 7 12:32-1:06
Period 8	12:57-1:37		Period 8 1:09-1:43
Period 9	1:40-2:20		Period 9 1:46-2:20
PLC Friday Dates			
October 25			February 28
November 22			March 27
December 13			April 17
January 7			May 22
Two Hour Delay Bell Schedule		Three Hour Delay Bell Schedule	
Arrival	9:45		Arrival 10:45
Warning Bell	9:48		Warning Bell 10:48
Period 1	9:50-10:17		Period 3 10:50-11:17
Period 2	10:20-10:47		Period 4 11:20-11:47
Period 3	10:50-11:17		Period 5 11:50-12:17
Period 4	11:20-11:47		Period 6 12:20-12:47
Period 5	11:50-12:17		Period 7 12:50-1:17
Period 6	12:20-12:47		Period 8 1:20-1:47
Period 7	12:50-1:17		Period 9 1:50-2:20
Period 8	1:20-1:47		
Period 9	1:50-2:20		
Shortened Bell Schedule - Bus Evacuation Drill			
Arrival	7:45		Period 5 10:38-11:17
Warning Bell	7:48		Period 6 11:20-11:59
Period 1	7:50-8:29		Period 7 12:02-12:41
Period 2	8:32-9:11		Period 8 12:44-1:23
Period 3	9:14-9:53		Period 9 1:26-2:05
Period 4	9:56-10:35		2:05-Bus drill conducted followed by regular dismissal at 2:20.

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INTRODUCTION TO BREWSTER HIGH SCHOOL

Brewster High School (845) 279-5051

Brewster High School is a public high school, composed of grades 9-12, with approximately 1,250 students. It is currently accredited by the Middle States Association and is registered by the New York State Department of Education.

District Office – (845) 279-8000

BOARD OF EDUCATION TRUSTEES

Sonia Mesika- President

Kerry F. Cunningham- Vice President

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Daniel Heintz- Trustee

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Bi-Monthly Meetings

CENTRAL ADMINISTRATION

Superintendent of Schools – Dr. Laurie Bandlow

Assistant Superintendent for Curriculum, Instruction, and Assessment – Dr. Michelle Gosh

Assistant Superintendent for Finance and Operations - Victor Karlsson

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Director of Technology and Innovation – James Treloar

Director of Special Education - Elizabeth Kennedy

Special Education Administrator – TBA

Director of Physical Education, Health and Athletics – Dean Berardo

Director of School Facilities and Operations – Andrew Bates

Supervisor of Transportation – Mary E. Smith

Director of Food Service – Cathy Hancock

BREWSTER HIGH SCHOOL

ADMINISTRATION

Principal - Ms. Nichole Horler

Assistant Principal - Mr. Carlos Rodriguez

Assistant Principal - TBA

I. ACADEMIC PROGRAM

A. Graduation Requirements

(Subject to change based on New York State Board of Regents Approval)

Regents Diploma

Advanced Designation Regents Diploma

Required Courses		Required Courses	
English	4	English	4
Social Studies	4	Social Studies	4
Math**	3	Math	3
Science**	3	Science	3
Modern Language	1	Modern Language	3
Art/Music	1	Art/Music	1
Health	.5	Health	.5
Physical Education	2	Physical Education	2
Sequence/Electives	3.5	Electives	1.5
Total		Total	
	22.0		22.0

Required Exams (passing score of 65 and above)	Required Exams (passing score of 65 and above)
English Language Arts	English Language Arts
Algebra CC	Alg. CC., Geo., Alg. II/Trig.
Regents Global Studies	Regents Global Studies
Regents U.S. History	Regents U.S. History
Regents Science	Two Regents Science

Students are required to have completed one unit of credit in a modern language by the end of their freshman year or pass the New York State Proficiency Exam.

There are many different pathways to graduation. This [link](#) will provide guidance and direction for the various methods of obtaining a HS diploma.

To earn advanced designation students must complete one of the following:

1. Language other than English (LOTE) - 3 Credits
2. Career and Technical Education (CTE) - 5 Credits and LOTE 1 Credit
3. Art and/or Music - 5 Credits and LOTE - 1 Credit

B. Criteria for Class Standing

All Students in Brewster High School are classified according to the number of units which they have earned.

Sophomore	5 units
Junior	10 units
Senior	15 units

To advance from one grade to the next, the student must successfully complete English, Social Studies and Physical Education.

C. Weighting/ Grading System

Since we are an all Regents school, we do not weight Regents courses. Advanced Placement (AP) classes will be weighted with a multiple of 1.08 times the final grade. Advanced, and any other college credit-bearing course, will be weighted with a multiple of 1.04 times the final grade. Weighted grades do not appear on the report card. Students must successfully complete a course in order to receive weighted points. Successful completion means a passing grade of 65% or higher.

1. For ranking purposes, your average will not be less than 50.
2. If a student is unhappy with the grade earned for a Regents course and/or Regents exam, he/she can:

Re-take only the Regents exam in August. The higher grade is placed on the transcript.
3. The official transcript, when used for post secondary purposes, indicates that your average has been weighted and ranked.
4. Incompletes: Students who receive an incomplete must make arrangements with the appropriate teacher. The student has two (2) weeks after the marking period ends to fulfill the course requirements or the incomplete will become a failing grade of 50%.
5. Academic Integrity: It is a student's obligation to submit work that only he or she has done, and not allow another student to copy his or her work. Cheating, stealing, copying, plagiarizing any assignment, or allowing another student to do so with your work, will result in the following:
 - A grade of 0% with NO opportunity to rewrite the assignment or retake the exam
 - Parental and administrative contact

D. Grading Notifications

The Infinite Campus Parent Portal is a secure web-based information resource where parents/guardians may view their child's contact information, attendance record, class schedule, and grades at any time. Please contact the Main Office at BHS for more information.

1. Progress Reports

Student progress reports will no longer be mailed home however, student grades are available on Infinite Campus through the Parent Portal. The midpoint marking period dates are as follows:
Quarter 1.....October 11, 2019
Quarter 2.....December 20, 2019
Quarter 3.....March 13, 2020
Quarter 4.....May 15, 2020

2. Report Cards
Report cards are issued four times a year: mid-November, early February, late-April and the end of June. Parents should be aware of these dates for the purpose of reviewing academic progress. You should direct all questions concerning incomplete grades or omitted grades directly to the teacher responsible for issuing this grade. The minimum passing grade is 65 percent.
3. Incompletes
Students who receive an incomplete must make arrangements with the appropriate teacher in order to clear up this matter as soon as possible. The student has two (2) weeks after the marking period ends to fulfill the course requirements or the incomplete will become a failing grade of 50%.
4. Course audit
A student may choose to audit a course provided he/she receives permission from the high school administrator and the course instructor. Students who are enrolled in a course on an audit basis will not receive credit for the course. In order to remain in good standing in an audited course, each audited student must complete all assignments and exams and will abide by all attendance policies, unless modified by the teacher. A student may be removed from an audited course at the discretion of the high school administration and the course instructor.

E. Testing

1. Regents/Honors
Any student enrolled in a Regents level course that culminates in a final or Regents Exam must take that exam when directed by the school, either in January or June. Science Honor sections will all end in a Regents exam.
2. School Level Exams
All students who take a year-long course may be assessed through a mid-term examination in January. For those courses that are non-regents level, the course will be assessed through a school assessment or a final at the conclusion of the course.
3. Advanced Placement
All students who are enrolled in an AP course must take the exam(s) in May. Exams are administered Monday, May 4, 2020 through Friday, May 15, 2020. Students use [Total Registration](#) to register and pay for the exams. There will be no exceptions.
4. PSAT TEST DATES:

F. Ranking of Students

Other than the top 10, students at BHS are not ranked individually. Senior students in the top 20% will be ranked by deciles, with the remainder of the class ranked by quintile. We will also choose a valedictorian and salutatorian using the weighted grade point average. Honor roll designations and National Honor Society eligibility will be determined using weighted averages.

G. Acknowledgement of Academic Achievement

1. Honor Roll and High Honor Roll
 - Eligibility for these honors is dependent upon the weighted average of the student. However, if any individual is taking a class on a pass/ fail basis and the remainder of the class is not uniformly being assessed similarly, he/ she is ineligible for the Honor and/or High Honor Roll.
 - In order to be considered for the Honor and/or High Honor Roll; the student must take all courses for a numerical grade rather than a pass/ fail.
 - No grade shall be less than 65.
 - In order to be considered for the Honor Roll and/or High Honor Roll, a student cannot have an incomplete, new, or tutor, in lieu of a grade at the close of the quarter. Students who have an approved medical excuse will be required to make up the work in order to be eligible for High Honor Roll and Honor Roll. High Honor Roll
 - High Honor Roll - 92.5 weighted average or better and have no failing grade during the marking period. Honor Roll - 87.5 weighted average or better and have no failing grade during the marking period.
2. Brewster Scholars' Program

Students who achieve high honor roll status for three consecutive marking periods each year qualify for the Brewster Scholars' Program. To be eligible no incompletes are allowed. Students and parents are invited to attend a ceremony in their honor to recognize academic excellence.
3. Brewster Education Foundation Seven Year Scholar's Award

Established in 1996, the Brewster Education Foundation sponsored scholarship recognizes and awards students who have demonstrated The Foundation's Motto, "Excellence In Education." To be a recipient of the Seven Year Scholars Award, a student must be a registered student in the Brewster Central School district from 6th grade until all credits for graduation are satisfied, while maintaining High Honor Roll status every quarter throughout that time.
4. Top Ten

Official rank is determined after the 6th semester. To determine the valedictorian and salutatorian, students will be re-ranked after the 3rd marking period of senior year.

H. Trade and Technical Education Prerequisites:

- The student will provide a written statement providing a rationale for attending BOCES, which includes what sparked your interest, what challenges you may face, why you want this type of career path, and what has attracted you to the BOCES program.
- Student must have passed all subjects by the end of the first semester of his/her sophomore year.
- The student must have a minimum of 10 credits by the end of his/her sophomore year. The student will be notified in June if this requirement was not met.
- The student must not have been suspended from Brewster High School for more than 5 days during their freshman and sophomore years combined.
- The student may not have a history of more than seven unexcused absences from any full credit class or four unexcused absences from any half-credit class during the sophomore year.
- Students enrolled in BOCES must maintain a passing grade average, attend regularly, and have fewer than five absences during the school year, and exhibit appropriate school behavior.

II. SCHOOL ATTENDANCE

A. New York State Regulation

Children between six and sixteen years of age must attend full time educational instruction. Students over the age of sixteen, if they are enrolled, are subject to the laws and regulations requiring regular attendance. As an accredited school, we are required to classify absences as either legal or illegal for New York State.

B. Philosophy

Our first priority is that students be in each class as much as possible. In order for learning to take place, the student needs to be present. We also operate under guidelines from New York State which recommend that students be present for 85% of classes in order to have earned enough "seat time" for credit. Our policy is designed to keep parents and students informed of their attendance status in each class, and to create a process for dealing with situations in which a student's attendance is reaching the point at which we can expect that student learning may be significantly impacted and/or there is a possibility that credit could be lost. Under the tenets of our policy, we try to inform parents of potential attendance issues in stages so that we can work together to monitor the situation and avoid any further accumulation of absences or tardies. *Throughout the process we examine the nature of absences to look for patterns and/or*

habits which might not have been noticeable in the short term, but which are accumulating in a way that may pose a problem in the future. Every situation is unique and we approach each with understanding and attention to what is best for each student. In the event that absences and/or tardies continue to accumulate, we will discuss loss of credit, summer school, and the possibility of the student salvaging his or her possibility for credit in the class through our probationary program. Our goal is to keep students in the class and learning.

C. Classifying Absences

Most absences, including personal illness, which is the most common, are legal according to New York State, but must still be accounted for in order to keep track of student's total absences from classes. Though these absences are recorded as "Absent with Parent Excuse" in our system, the school is still responsible for monitoring total absences, even those that are legal and excused, for the purposes of ensuring that students are present for the minimum amount of instruction that is required in order to confer credit for the class.

The Commissioner of Education of New York State has defined the following as reasons for legal absences: personal illness, illness or death in the family, impassable roads or weather, religious observance, quarantine, required court appearances, attendance at health clinics, approved college visits, military obligations, disciplinary detention or an incarcerated youth, or for such other reasons as approved by the Commissioner.

1. College Visitation Days – Juniors and seniors are allowed three (3) college visitation days a year. Students are to present a note prior to the day the student is planning the visit. These visitation days will not be included in the attendance policy and will not affect a student's perfect attendance. Upon return from the college visit, a note on college letterhead or an appointment card must be submitted to the attendance office.
2. An absence from a class or from school for the day due to a school-sponsored activity, such as a field trip, assembly, mandatory testing, or rotating lesson (music) will not count as time missed because such an absence is an extension of the school's academic program.
3. An absence from a class or from school for the day due to an administratively assigned suspension will not count as a day missed.

D. Unexcused Absences

Truancy – Any absence that does not fall within the parameters expressed above outlining legal absences will be declared illegal, with or without parent consent, and will result in disciplinary action. A student who is truant from school (missing more than three classes in a day) will not be entitled to attend or participate during that day or evening in any extracurricular activities or

athletic events. The school is not required to accept a written excuse offered by a parent/guardian when it has evidence of truancy.

Vacation – Absences for family and/or any other type of vacation are considered to be illegal under New York State guidelines and will be recorded as such.

E. Lateness

The school day begins at 7:45 with all students in their first period class at 7:50 a.m. Students arriving between 7:50 a.m. and 8:10 a.m. must report directly to their first period class and will be marked late by their teacher. Students arriving after 8:10 must sign-in at the attendance office in order to be admitted into school.

Note: Seniors who have the privilege of signing in late must be present by 8:30 a.m.

Being late for the following claimed reasons will be recorded as unexcused unless the absence has been approved by the administration or unless it is substantiated by a valid written excuse signed by a parent/guardian: sickness, a doctor's appointment, medical emergency, a death in the family, impassable roads, religious observations, court orders or other legally compelled appearance, approved college visits, military obligations, or other such reasons.

Any students arriving late to school without a legal note or arriving after 10:45 a.m. will not be permitted to participate in extracurricular activities or athletics that day. Students must attend five full periods in order to participate.

*For the purposes of monitoring student “**seat time**” over the course of the year, 4 unexcused “lates” to class will be counted as one (1) absence.*

F. Procedures

The attendance office is located in the main office area. The phone number of the attendance office is: 279-5051, ext.1112. Attendance is taken every period of the day. It is the responsibility of the parents to notify the attendance office by phone when their child is absent. The absence must be followed up by a note from the parent/guardian explaining the absence. The attendance office will call to verify an absence when parents fail to notify the attendance office the day of the absence.

G. Absence Codes

Absent w/ Parent Excuse is our most common code. Any absence which the state has classified as “legal” can fall under this category, as long as we have been notified by the parent with a note or phone call. It is important to note that even though these absences are legitimate in the eyes of NY State, they are still recorded as absences here at school. This includes doctor appointments, dentist, etc. Though a note helps us to clarify and record the absence, the time missed still counts toward the total per class.

Absent Unexcused is usually a class cut, truancy, or absence that has not been verified by a parent. Obviously these are the absences which concern us the most and which we target for intervention most frequently.

Medically Excused is a long term absence during which home instruction has been provided (e.g. recovery from surgery, long-term illness, etc.). The only difference between this absence and an Absent w/ Parent Excuse absence is that because home instruction is provided these are not counted as a part of the total number of absences which we track for students.

H. Attendance Monitoring and Notification

1. At the 10th, 15th, and 20th absence in a one credit course, the parent/guardian will receive a letter regarding the absences of their son/daughter. The guidance counselor is available to meet with the student to discuss the poor attendance and to review the attendance regulation. Adjustments are made to these notification points for classes which include a lab period and/or those which don't meet every day.
2. At the 15th day of absence in a one-credit course or the 7th day of absence in a half credit course, the parent or guardian will receive written notification from the Assistant Principal and he/she will meet with the student. At the conference, the student will be advised by the Assistant Principal that the student may be in danger of losing credit.
3. On the 20th day of absence in a one-credit course or the 10th day of absence in a half-credit course, the Assistant Principal will send written notification by mail to the parent/guardian notifying him/her that the student may now be denied credit because the student is not in compliance with the attendance regulations. The student and parent(s) will be notified that they will be assigned an appointment with the Assistant Principal to explain the nature of the absences. The student will also be advised to continue attending the course prior to the committee's review. The student is required to attend all classes in the course while the decision is pending.

I. Final Stage Procedures

Unfortunately, despite our best efforts, we do have some students reach the final stage of having accumulated twenty (20) or more absences in a single course over the course of the year. Our first priority at this point is to look closely at the nature of the absences and then meet with the student, parents, and teachers to determine a probationary arrangement which might help the student to still receive credit for the course assuming that they earn a passing grade. Should this not be successful, we work to develop a plan which allows the student to continue attending so that they can retain the ability to attend summer school to recoup the credit. Finally, if all else fails, the student will be dropped from the class and denied credit, resulting in the student also being disqualified from attending summer school, which is closed to students who have failed or been denied credit for attendance reasons. At this point it may

also be necessary to make adjustments to a student's daily schedule to compress existing course work and eliminate additional study halls.

III. STUDENT SERVICES

A. Course Selection

In February, counselors will be meeting individually with each student to review graduation requirements and to select courses for the following school year. The course selection process will be completed online and will require parental approval. In the spring, a list of courses that the student has selected will be sent home. If there are any incorrect courses or placement issues, it must be taken care of at this time. Parents are invited to discuss these selections with the counselor as necessary. By late August each will be able to revise their schedule on Parent Portal in Infinite Campus.

B. Procedure for Dropping and Adding a Course

Any student who wishes to drop a course will need to fall within the criteria listed in the [Course Selection Guide](#), which can be found on the webpage of the Guidance Department.

Add Deadline: The end of the 5th school day of the semester.

Drop Deadline: The end of the 5th school day of the semester.

C. Guidance Counselors – (845) 279-6074

Ms. Beth Jones ext. 1310

Mr. Michael Marschner 1311

Mr. Michael Aponte 1122

Ms. Jessica McCann 1119

Mrs. Kate Simmons 1121

The counselors work closely with students and their parents, advising them on both academic and nonacademic courses and electives. The counselors also work closely with teachers and often coordinate meetings with teachers, parents, and students on matters of academic concern. The counselor is essentially the “student advocate” who confers with any member of the school administration and staff on behalf of the student. Counselors are available throughout the entire school day.

Counselor assignments allow for an efficient and thorough presentation of individual and group programs. Counselors have established group sessions to cover not only the normal dissemination of information, but also any program of interest that may be considered necessary: e.g., social values, behavior modification, career information, occupational and college selection procedures, scheduling, etc.

D. School Psychologists

Catherine Murray – 845-279-5051 ext. 1122

Keisha Ortiz– 845-279-5051 ext. 1120

The school psychologist performs extensive educational testing and evaluation of students. In addition, she is available on a referral basis from teachers and administrators for students who require assistance in certain areas.

E. School Social/Mental Health

Eliza Love – 845-279-5051 ext. 1123

The school social worker is the connection between the home and school. She also runs individual and group counseling sessions.

Ms. Erin Alvarez - 845-279-5051 ext. 1126

The Mental Health worker will work individually with students who struggle with mental health issues or are in crisis. The goal is to insure that students have a healthy relationship with school and peers

F. College/Career Room

The College/Career Room is an extension of the services offered by the Student Services Department, and is available to all students and their parents. It is staffed by school aides who publicize, supervise and assist in the visits of college admissions personnel. It serves as a browsing room filled with catalogues, reference books, college applications, financial aid material, and many career reference sources. It is open daily from 8:30 a.m. to 2:30 p.m. Students are reminded to sign the attendance sheet when meeting with college representatives and are to use the room for research purposes only. In addition, no materials are to be taken from the room at any time. All scholarship listings may be found in this room after April 1st.

IV. ACADEMIC INTERVENTIONS

Brewster High School implements a number of interventions to assist struggling students. The following can be initiated by the student, teacher, administrator and/or parent.

A. Extra Help

Students are encouraged to approach their teacher when additional assistance outside of regular classroom time is needed. Teachers will post their extra help sessions, totaling one hour a week.

B. Case Conference

The guidance counselor will contact the teachers of the student with an agreeable date that the teachers, guidance counselor, parent(s) and student will attend. Issues and strategies to improve student performance will be discussed.

C. MTSS (Multi-Tiered Support System)

The building MYSS team identifies students at risk for poor learning or behavioral outcomes, monitor student progress, provide evidence-based interventions and adjust the intensity and nature of those interventions depending on a student's responsiveness. Struggling children are identified through a poor performance on a class wide, school wide, or district wide screening intended to indicate which children may be at risk of academic or behavioral problems. A child may also be identified through other means, such as teacher observation. The school provides the child with research-based interventions while the child is still in the general education environment and closely monitors the student's progress (or response to the interventions), and adjusts their intensity or nature, given the student's progress. MTSS typically has different levels of intensity: Tier 1, Tier 2, or Tier 3.

V. STUDENT CONDUCT

The Board of Education expects all students to conduct themselves in an appropriate and civil manner, with proper regard for the rights and welfare of other students, district personnel, and other members of the school community, and for the proper care of school facilities and equipment. The best discipline is self-imposed, and students must learn to assume and accept responsibility for their own behavior. We encourage students to take responsibility when appropriate, for attempting to resolve conflicts with peers. Passive participation by a student (choosing to remain present) at an illegal or forbidden act could result in disciplinary consequences for that student.

The rules of conduct listed below are intended to focus on safety and respect for the rights and property of others. Students who will not accept responsibility for their own behavior and who violate these school rules will be required to accept the penalties for their conduct. The following guidelines regarding student behavior are designed to address student conduct in general and are certainly not comprehensive, nor do they represent the "final word" on all discipline issues. As per New York State Education Law 3214, it is understood that administration has the prerogative of exceeding or adjusting the steps which are outlined here depending upon the seriousness of the situation. In addition to these guidelines, progressive consequences will ensue in the event of repeated offenses.

A STUDENT MAY BE SUBJECT TO CORRECTIVE ACTION, DISCIPLINARY CONSEQUENCES, OR SUSPENSION FROM SCHOOL WHEN THE STUDENT:

- A. Engages in any form of academic misconduct, including but not limited to:**
- Lateness for, missing or leaving school or class or homeroom without permission or excuse.

- Cheating- including but not limited to copying, using unauthorized help sheets and the like, illegally obtaining tests in advance, substituting for a test-taker, and other forms of unauthorized collusion.
- Plagiarism
- Altering school records.
- Assisting another student in any of the above actions.

B. Engages in conduct which is disorderly, including but not limited to:

- Engaging in any willful act which disrupts the normal operation of the school community.
- Fighting or threatening behavior.
- Discharging a fire extinguisher or falsely setting off a fire alarm.
- Trespassing: Students are not permitted in any school building, other than the one they regularly attend, without permission from the designated authority in the school office.
- Making unreasonable noise.
- Using abusive or obscene language or gestures.
- Disturbing any lawful assembly or meeting of persons.
- Obstructing vehicular or pedestrian traffic.
- Creating a hazardous or physically offensive condition by any act that serves no legitimate purpose.
- Defacing school property.
- Accessing unauthorized or unsupervised areas, on school grounds.
- Accessing an area on school grounds that is not in accordance with the student's schedule.
- Running in the hallways.
- Senior pranks.
- Computer/electronic communications misuse. Including any unauthorized use of personal electronic equipment, cell phones, computers, software, or Internet/Intranet account; accessing inappropriate Websites; or any other violation of the District's responsible use policy (See district website).
- Students using cell phones or other electronic devices for purposes of taking pictures and or videos of other students on school grounds, including classrooms or locker rooms. Students using these devices to record other students or adults. Students posting videos, pictures, and recordings on social media.
- Violating cafeteria behavioral expectations. Food is to be eaten only in the cafeteria or designated areas. Students are expected to sit on chairs or benches and not to have their feet on the tables. There is to be no throwing or misuse of food.
- Violating traffic regulations on school property.

C. Engages in conduct that is insubordinate, including but not limited to the following:

- Failing to comply with the reasonable directions of teacher, school administrators, or other school employees in charge of students, or otherwise demonstrating disrespect.
- Lateness from, missing, or leaving school without permission.
- Skipping detention.
- Lying to school personnel.

D. Endangers the safety, morals, health or welfare of self and/or others by any act, including but not limited to:

- Lying, plagiarism or committing forgery.
- Defamation, which includes making false or unprivileged statements or representations about an individual or identifiable group of individuals that harm the reputation of the person or the identifiable group by demeaning them.
- Discrimination, which includes the use of race, color, creed, national origin, religion, gender, sexual orientation, or disability as a basis for treating another in a negative manner.
- Harassment, which includes a sufficiently severe action or a persistent, pervasive pattern of actions or statements directed at an identifiable individual or group, which are intended to be or which a reasonable person would perceive as ridiculing or demeaning.
- Hazing, which includes any intentional or reckless act directed against another for the purpose of initiation into affiliating with or maintaining membership in any activity, organization, club or team
- Selling, using, or possessing obscene material.
- Using vulgar or abusive language, cursing or swearing.
- Indecent exposure, that is, exposure to sight of the private parts of the body in a lewd or indecent manner.
- Stealing or participating in the theft of money or material from other students, school personnel or other person lawfully on school property or attending a school function including the knowledgeable receipt of stolen goods.
- Gambling
- Smoking a cigarette, an electronic cigarette, electronic vaporizer, cigar, pipe, or facsimile of or using chewing or smokeless tobacco.
- Possessing, consuming, selling, distributing, and/or exchanging alcoholic beverages, illegal substances, possession of drug paraphernalia or being under the influence of either alcoholic beverages and/or illegal substances. "Illegal substances" include, but are not limited to, inhalants, cannabis, cocaine, LSD, PCP, amphetamines, heroin, steroids, look-alike drugs, and any substances commonly referred to as "designer drugs."
- Inappropriately using or sharing prescription and over the-counter drugs or possessing prescription drugs without prior notification to the school nurse.

- Initiating a warning of fire or other catastrophe without valid cause, misuse of 911, or discharging a fire extinguisher.
- Vandalizing, willfully damaging or destroying or attempting to cause damage to school or personal property or willfully removing or using public or private property without authorization.
- Misbehaving on school buses and van by physically harming other students or driver, damaging property, refusing to obey the driver, or causing persistent disruption.
- Selling, using or possessing weapons, fireworks or other dangerous instruments or contraband capable of inflicting physical injury, or causing damage to property. Authorized law enforcement officials are the only persons permitted to have a weapon in their possession while on school property or at a school function.
- Extorting money, goods, or favors from any member of the school community.
- Reckless driving.
- Reporting a false bomb scare.
- Causing a false fire alarm.
- School safety violations- not using designated exits, entrances, not signing in and out at the front desk

Dignity for All Students Act (DASA)

The following Dignity for All Students Act statutory definitions will be added to the Codes of Conduct, if they are not already listed:

In accordance with the Dignity for All Students Act, School District policy and practice must ensure that no student is subject to discrimination or harassment, based on a person's actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender/gender identity or sex by school employees or students on school property, on a school bus, or at a school function.

School Property means in or within any building, structure, athletic playing field, playground, parking lot, or land contained within the real property boundary line of a public elementary or secondary school; or in or on a school bus (Education Law Section 11[1]).

School Bus means every motor vehicle owned and operated for the transportation of pupils, children of pupils, teachers and other persons acting in a supervisory capacity, to or from school or school activities, or, privately owned and operated for compensation for the transportation of pupils, children of pupils, teachers and other persons acting in a supervisory capacity to or from school or school activities (Education Law Section 11[1] and Vehicle and Traffic Law Section 142).

School Function means a school sponsored extracurricular event or activity (Education Law Section 11[2]).

Disability means (a) a physical, mental or medical impairment resulting from anatomical, physiological, genetic or neurological conditions which prevents the exercise of a normal bodily function or is demonstrable by medically accepted clinical or laboratory diagnostic techniques or (b) a record of such an impairment or (c) a condition regarded by others as such an impairment, provided, however, that in all provisions of this article dealing with employment, the term must be limited to disabilities which, upon the provision of reasonable accommodations, do not prevent the complainant from performing in a reasonable manner the activities involved in the job or occupation sought or held (Education Law Section 11[4] and Executive Law Section 292[21]).

Employee means any person receiving compensation from a school district or employee of a contracted service provider or worker placed within the school under a public assistance employment program, pursuant to title nine B of article five of the Social Services Law, and consistent with the provisions of such title for the provision of services to such district, its students or employees, directly or through contract, whereby such services performed by such person involve direct student contact (Education Law Section 11[4] and 1125[3]).

Sexual Orientation means actual or perceived heterosexuality, homosexuality, or bisexuality (Education Law Section 11[5]).

Gender means actual or perceived sex and includes a person's gender identity or expression (Education Law Section 11[6]).

Under the Dignity Act, there are currently 11 protected classes, groups or characteristics. The Dignity Act prohibits any discrimination based on actual or perceived characteristics. Although not required to be listed in the Code of Conduct, School Districts may choose to add the definitions of the 11 protected classes, groups or characteristics, (particularly to the student's plain-language version of the Code of Conduct), if they are not already listed:

1. Harassment means 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; such conduct, verbal threats, intimidation or abuse based on a person's actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender or sex (Education Law Section 11[7]).
2. Race means a group of persons related by a common descent or heredity. For purposes of enumeration the U.S. Census Bureau uses terms such as:

“White/Caucasian”, “Black/African American/African descent”, “Asian”, “Biracial”, “Hispanic/Latino” etc. to describe and classify the inhabitants of the United States.

3. Color means the term refers to the apparent pigmentation of the skin, especially as an indication or possible indication of race.
4. Weight means aside from the obvious meaning in the physical sciences, the word is used in reference to a person’s “size”.
5. National Origin means a person’s country of birth or ancestor’s country of birth.
6. Ethnic Group means a group of people who identify with each other through a common heritage, including language, culture, and often a shared or common religion and or ideology that stresses ancestry.
7. Religion means specific fundamental beliefs and practices generally agreed to by large numbers of the group or a body of persons adhering to a particular set of beliefs and practices.
8. Religious Practice means a term including practices and observances such as attending worship services, wearing religious garb or symbols, praying at prescribed times, displaying religious objects, adhering to certain dietary rules, refraining from certain activities, proselytizing, etc.
9. Sex means the biological and physiological characteristics that define men and women (MALE and FEMALE denote “sex”.)
10. Gender means the socially constructed roles, behaviors, activities and attributes that a given society considers appropriate for men and women. (MASCULINE and FEMININE denote “gender”.)
11. Sexual orientation means the sex to which a person is sexually attracted. Someone attracted primarily or exclusively to members of the opposite sex is characterized as straight or heterosexual. Someone attracted primarily or exclusively to members of the same sex is characterized as homosexual. A person with a strong or viable attraction to both genders is characterized as bisexual or pansexual. *Refer to policy #5311.4*

E. Engage in conduct that is violent. Violent behavior includes but is not limited to:

- Committing or attempting to commit an act of violence while on school property or at a school function (such as hitting, kicking, punching, and/or scratching) upon a teacher, another student, administrator, other school employee or any other person lawfully on school property or at a school function.
- Displaying what appears to be a weapon while on school property or at a school function.
- Threatening to use any weapon while on school property or at a school function.
- Intentionally damaging or destroying the personal property of a student, teacher, administrator, other District employee, or any other person lawfully on school property, or at a school function, including graffiti or arson.
- Intentionally damaging or destroying school District property.

- Assaulting or willfully injuring another person, including fighting and/or engaging in violent behavior while on school property or at a school function.
 - Willfully or maliciously burning of property.
- F. Inciting or conspiring with another person to commit or attempt any of the acts enumerated above.

VI. USE OF SURVEILLANCE CAMERAS

It is the Board's policy to ensure the safety of staff, students, facilities and property. Surveillance cameras will be placed in public and common areas, such as stairwells, hallways, cafeterias, parking lots and playgrounds, and not in private areas such as locker rooms. Video recordings or footage from the District surveillance cameras may be used in student's disciplinary proceedings. Any video surveillance will be the sole property of the District and stored in a secure location.

VII. CORRECTIVE ACTIONS AND CONSEQUENCES

Disciplinary action, when necessary will be firm, fair, and consistent as to be the most effective in changing student behavior. In determining the appropriate disciplinary action, school personnel authorized to impose disciplinary penalties will consider the following:

- The nature of the offense and the circumstances that led to the offense
- The student's prior disciplinary record
- Past precedent in dealing with similar student issues
- Information from parents, teachers, and/or others, as appropriate.

Discipline is most effective when it deals directly with the problem at the time and place it occurs, and in a way that students view as fair and impartial. School personnel who interact with students are expected to use disciplinary action only when necessary, and to place emphasis on the student's ability to grow in self-discipline.

A. Disciplinary and Corrective Actions

It is the Board's desire that student discipline is progressive, thus a student's first violation *may* merit a lighter penalty or action than subsequent violations; however, depending upon the nature of the violation, any one of these penalties/actions can be implemented. The following penalties and/or actions may be implemented, either alone or in combination, for violation of the Student Code of Conduct:

- Oral warning
- Written warning
- Notification to parents

- Student conference
- Detention
- Extended detention
- Teacher conference
- Restorative practices
- Parent conference
- Referral to legal action, police
- Suspension from transportation
- Removal from a particular class
- Suspension from after or extra- curricular activities such as newspaper, athletics, drama, music, etc.
- In-school suspension
- Out-of-school suspension
- Referral to outside agencies
- Probation- PINS
- Consent to discipline

Drug and Alcohol Offenses

Given the seriousness of any offense involving drugs or alcohol, the school has assigned the following minimum consequences to any action involving them:

Offense	Consequence
Alcohol	5 Day OSS/Hearing or pending penalty
Drug (possession)	5 Day OSS/Hearing or pending penalty
Drug (distribution)	5 Day OSS/Hearing or pending penalty

Smoking/Vaping

Smoking on school grounds is illegal and is considered a very serious offense. Any student caught smoking, *or in possession of tobacco products or E related products and/or matches and/or a lighter* may be suspended. Repeat offenders will be denied school privileges (unsupervised bathroom access, etc.) and may be recommended for Superintendent's Hearing.

B. Behavioral Interventions

1. Teacher Detention – A student who is assigned a teacher's detention must report to the teacher's room just as he or she would report to an administrative detention. Failure to report to an assigned teacher detention will cause the automatic assignment of two additional detentions (one teacher and one administrative detention).
2. Administrative Detention - A student who is assigned to an Administrative Detention must report to the designated place on the date assigned, and bring enough materials to do homework or read. Students must be silent the entire period. Failure to report to an assigned detention or failure to behave properly during detention may result in an additional and elevated consequence. (Working after school is NOT an excuse to miss or be exempt from an assigned detention).

3. Extended Detention – A student who is assigned to Extended Detention must report to the designated place on the date assigned, and bring enough materials to do homework or read. Extended Detention will be held on Wednesdays only from 2:30 p.m. to 5:05 p.m. Students will be dismissed in time to catch the 5:15 p.m. bus. Failure to report to Extended Detention or failure to behave properly during Extended Detention may result in the assignment of a Saturday detention.
4. In-School Resolution - Students are assigned by their grade level administrator. During this time the student will complete classroom assignments prepared by the teacher and monitored by a faculty member in the In-School Resolution Room.

C. Out-of-School Suspension

Out-of-School Suspension (OSS) is reserved for those acts that the administration deems most serious and/or threatening to the health, welfare and/or safety of students at BHS. When a suspension is warranted, parents do have the opportunity for an informal hearing with an administrator and complaining witness (in some instances this will be the administrator). *A student who is suspended from school is not permitted to be on school grounds or to participate in any extracurricular activities until they have officially returned to school, i.e. proms, sporting events, concerts, assemblies, etc.*

D. Principal's/Superintendent's Hearings

1. Principal's Hearing /Consent to Discipline – A student who commits a serious offense or who is the subject of repetitive referrals may be required to appear at a Principal's Hearing. The purpose of this hearing is to state clearly to the student and the parent/guardian the seriousness of the offense and what will be the course of action if the infractions continue.
2. Superintendent's Hearing – A student who commits a very serious offense or who is the subject of repetitive referrals, may be required to appear at a Superintendent's Hearing. The purpose of this hearing is to determine whether the student body and the individual student can be better served by an extended suspension beyond that of five days. The student and his parents or guardians will be notified by the Superintendent's office and may be represented by an attorney at this hearing. Violent behavior, theft, and the possession of drugs or alcohol, are among (but not the only) very serious offenses which may lead to Superintendent's Hearings.

E. Bus Conduct

1. Board of Education Policy - The behavior of students on buses of the Brewster Central School District is a matter of major importance since the health and welfare of the students is jeopardized when behavior is not appropriate. The students, parents, administrators and transportation staff will work together to establish and maintain consistent procedures which

result in appropriate behavior on buses and effective resolution of inappropriate behavior. Students are expected to follow the same rules and regulations for appropriate and safe behavior on the bus as they would within the school.

2. Consequences - Students who do not follow bus rules or the instructions of bus personnel will be subject to disciplinary action. The school administrator(s) will assess the action in conjunction with the transportation department referral and assign the suitable consequence.

F. Recognition of Responsible Student Behavior

Brewster High School also takes time to recognize those who contribute to the positive atmosphere of our school community.

Students of this caliber are recognized in the following ways:

- a. Honor / High Honor Roll
- b. Annual Classroom Achievement and Improvement Awards
- c. Brewster Scholars' Ceremony
- d. Leadership Seminars
- e. Athletic Awards Night
- f. Graduation Awards
- g. Scholarships
- h. Recognition Ceremony

VIII. STUDENT EXPECTATIONS

A. Behavioral Expectations

1. Bathroom Behavior

It is the intent of Brewster High School to keep all bathrooms open for the entire school year. It is the student's responsibility to treat these facilities with respect, and to utilize them for the proper reasons. The school bathrooms are not intended to be used as centers for socializing or as smoking lounges. Students who repeatedly congregate in the bathrooms, or otherwise misuse or vandalize the bathrooms will be disciplined by the administration.

2. Cafeteria Behavior

Students are expected to report to the cafeteria by the time the bell rings. The lunch period is to be spent in the cafeteria and, if open, the designated outside area. Students reporting to a teacher after they finish lunch are to show the cafeteria aide a pass signed by the teacher to whom they are reporting. Students will not be given passes by the cafeteria aides. While in the cafeteria, students are expected to demonstrate appropriate behavior. Each student is responsible for cleaning his place at the table. Loud, unruly behavior will not be tolerated, nor will the throwing of food.

3. Dress

The primary responsibility for a student's attire resides with the student and parents or guardians. The school district and individual schools are responsible for seeing that student attire does not interfere with the health or safety of any individual and that student attire does not contribute to a hostile, intimidating, or disrespectful atmosphere for any individual. To ensure effective and equitable enforcement of this dress code, school staff shall enforce the dress code consistently and in a manner that does not reinforce or increase marginalization or oppression of any group based on race, sex, gender identity, gender expression, sexual orientation, ethnicity, religion, cultural observance, household income or body type/size.

- Students are allowed to wear clothing of their choice that is comfortable and expresses their self-identified gender. Students should not wear clothing or accessories with offensive images or language, including profanity, hate speech, and pornography.
- Students may not wear clothing or accessories that will interfere with the operation of the school, disrupt the educational process, invade the rights of others, or create a reasonably foreseeable risk of such interference or invasion of rights.
- A safe learning environment should be maintained in classes where protective or supportive clothing is needed, such as science classes where eye and body protection may be needed, or Physical Education classes where athletic attire is needed.
- Hats and hooded sweatshirts may be worn but must allow the face to be visible to staff, and not interfere with the line of sight of any student or staff.
- Students may not wear clothing that reveals visible undergarments (visible waistbands and visible straps are allowed.)
- Students may wear ripped jeans as long as underwear and buttocks are not exposed.
- Students may not wear violent language or images or language or images depicting drugs, alcohol, or any illegal activity.

Students will only be removed from spaces, hallways, or classrooms as a result of a dress code violation. Students may be provided three (3) options to be dressed more to code during the school day.

- Students may be asked to put on their own alternative clothing if already available at the school.
- Students may be provided with temporary school clothing to be dressed more to code for the remainder of the day.
- If necessary, parents or guardians may be called to bring alternative clothing for the students to wear for the remainder of the day.

4. Emergency Response Drills

Emergency response drills are an important part of school life and must result in serious and appropriate student conduct. Be aware of your surroundings and listen for directions from faculty and staff..

5. Lockers

Each student will be assigned a lock and a locker. Students should not change lockers without permission nor should they share them with other students. Students are responsible for the upkeep and maintenance of their locks and lockers. It will also be the student's responsibility to pay or repair any damage or vandalism done to their lock or locker. Students are also advised not to keep valuables in their lockers, as the school will not assume responsibility for lost or stolen articles. It is the high school administrator's prerogative to search a student's locker when deemed necessary. "Lockers, desks and other such storage spaces remain the exclusive property of the school, and students have no expectation of privacy with respect to these areas." (New York State School Law 12:62-63).

6. Nurse

Students not feeling well are to first report to their classroom teacher before going to the nurse. The classroom teacher will write a pass for the student to get into the nurse's office. Students not feeling better after several periods will be sent home by means of their parents. The nurse's office is not a place to socialize and the room should be left available for students who legitimately do not feel well. Students who misbehave in the nurse's office will be sent back to class.

Prescription and non-prescription medication (i.e. Tylenol, Advil, cough medicines) are to be under the direct supervision of the school nurse and must be accompanied by a physician's order and written parental consent.

7. Passes

Students are expected to obtain a pass from their teacher when leaving during the class period. Students in the hall without a pass will be addressed by a faculty or staff member and may be referred to administration.. When arriving late to a class, a student should present a late pass to the teacher. Students arriving late to class without a pass can face both teacher disciplinary action and administrative action.

8. Visitors

Brewster High School students may not have visitors while school is in session. It is considered disorderly conduct and trespassing for any person or persons to loiter in or around public school buildings or grounds without permission. All visitors must enter through the main lobby entrance and present proper identification

9. After school

Students are expected to leave school property at 2:20 PM dismissal time unless they are participating in a co-curricular activity, scholastic sport, staying for detention, or obtaining extra help from an academic teacher. These students may take the 3:15 or 5:15 activity bus with a bus pass written by a coach, co-curricular advisor, or academic teacher. Students are not permitted to stay after school for any other reason. Students will be referred to an administrator and parents/guardians will be contacted.

B. Academic Expectations

1. Teacher Responsibility - Homework

- a. The teacher is expected to be clear about what is required for homework, what the criteria is for evaluating the completed work, and the date by which the work is due. The teacher should assign relevant homework assignments that either reinforce or expand the work done in the classroom.
- b. The teacher is expected to inform parents if homework is consistently not completed. This is in addition to the normal written reporting system.
- c. The teacher should provide students with timely feedback on homework assignments.

2. Student Responsibility - Homework

- a. It is the student's responsibility to provide quality products to the best of his/her ability.
- b. The student should complete homework within the timeline given.
- c. The student should make the teacher and/or parent immediately aware of any difficulties and seek extra help, as necessary.

3. Parent Responsibility - Homework

- a. Parents should provide an environment that facilitates effective homework/study time.
- b. Parents should model an attitude that supports the importance of homework and should be aware of and check progress reports and report cards.
- c. Parents should communicate with school personnel as concerns develop.
- d. Parents should monitor Infinite Campus for student grades.

4. Field Trips

Students attending field trips will not be allowed to go on the field trip unless a permission slip signed by their parent or guardian is presented to the teacher in charge of the trip. The code of conduct in effect applies to all field trips.

5. Study Halls

Some students may be assigned to a quiet study hall if their schedule permits. These students are to consider the study hall as a class and are

expected to be there on time and to use the period effectively. Any student cutting study hall will be treated as if he/she cut a class. Seniors have the option of going to the cafeteria or the library. In the cafeteria, students are allowed to talk quietly amongst themselves. In the library, appropriate and respectful behavior is expected.

6. Textbooks/School Materials

All students are given textbooks or other school materials to be complement or supplement the instruction given in the classroom. This is done with the expectation that this school investment will be properly safeguarded. Any unreasonable damage done to these materials will result in fines being assessed to the student. It is strongly recommended that textbooks are covered with book covers. Lost textbooks must be paid for to be replaced.

C. Daily Life

1. Morning Announcements

The Pledge and some daily announcements will take place every morning. Students are expected to be attentive during this time and to remain silent while listening to the announcements. If a student has an announcement to be read, it must be submitted the day prior via email to hs-announcements@brewsterschools.org. All of the school announcements will be email in English and Spanish to all faculty, staff and students. It is the expectation that everyone read the announcements on a daily basis.

2. Lost, Found, Damaged

Lost and found articles may be claimed by students in the cafeteria alcove. No student, visitor, parent or any other reimbursed non-employee of the district will be reimbursed for lost, stolen or damaged personal property brought on school premises for any purpose. The district will not reimburse students or other nonemployees for the cost of replacing or repairing dental work, eyeglasses, hearing aids or other prosthetic devices which are destroyed or lost as a result of injuries sustained during the course of the school day.

3. PLC Friday

The BCSD is a professional learning community which strives to continuously improve student learning through utilizing our own resources. In order to provide that time, BHS will operate on a delayed opening on selected Fridays (See dates on page 3). All students in grade 9 will report to school by 7:50 for Freshman Assemblies. Students in grades 10, 11, and 12 have the option of reporting to school at the regular time or to arrive by 8:47. Those students reporting to school on time will report to the cafeteria, or gym. Those students who report to school at the normal time are required to stay on campus in a supervised area, at all times.

4. Parking

All automobiles parked on school grounds must be registered with the school and must display the Parking Permit Tag.. Parking is limited to the designated student parking areas only. Only Seniors may obtain parking permits Juniors may apply for a [parking permit](#) in the Spring before their Senior year. Students will sign a [contract](#). The school is NOT responsible for the automobile or its contents. Vehicles should be locked at all times. The parking lot and vehicles are off limits during the school day. Cars will be towed at the owner's expense. Remember that being late for school or for individual classes or exhibiting repeated inappropriate behavior are grounds for suspension of a parking permit. Parking is a privilege, not a right. Students who do not have valid parking permits are prohibited from parking on school grounds. Students who park on school grounds without a parking permit may be referred to administration through the following progression:

1. Issued a notice of warning, parents contacted
2. Extended Wednesday detention, notice which the student must sign, parent/guardian notification.
3. Saturday detention, conference with parent/guardian
4. Suspension of parking permit

5. Bus Protocol

Bus Passes - No student will be allowed to change buses or his/her bus stop unless it is for the purpose of work. A Change of Bus form is to be obtained from the main office, filled out by the student, and signed by the parent. The transportation office will then verify the work status of each request before a permanent bus pass card for the purpose of work is issued.

Activity Buses - Activity buses run at two separate times each school day, 3:15 p.m. and 5:15 p.m. These bus runs are an extra service provided by the district. Activity buses run on main roads and are not for convenience, but for efficiency. Bus stops are not necessarily the same as your child's assigned stop. State law allows for high school students to walk up to two miles to a bus stop. A student wishing to ride on these buses must obtain a pass from the teacher or coach that they stayed after school with. The Main Office will not provide passes nor will the bus driver allow students without passes.

IX. STUDENT ACTIVITIES

A. Extra Curricular Activities

1. Extra-curricular activities are an integral part of the total education program of Brewster High School. The extra-curricular program provides a natural extension of the regular educational offerings and presents opportunities for students to develop interests and talents in a variety of literary, musical, dramatic, etc. endeavors.

- If a student is suspended on the day an event occurs, he/she may not attend that event i.e. Proms, Banquettes, Senior Picnic, athletic or extra curricular events etc.

B. Clubs and activities

Students are encouraged to get involved in their school and select a club or activity that is relevant to their interests. There are a variety of options that are available. Below is a list of clubs and activities Brewster High School offers.

<i>CLUB/ACTIVITY</i>	<i>MEETING DAY</i>	<i>LOCATION</i>	<i>TIME</i>	<i>DESCRIPTION/PURPOSE</i>	<i>ADVISOR</i>
Bear Facts		Rm 215	2:30	School newspaper	Robert LoAlbo Cynthia Amuso
Dance Team	twice a week			Performs in local events and at halftime for home football games.	Laura Bald
Democratic Congress	Thursday	Rm. 201	2:30	Student government of BHS, different than class government, open to all	Mary Hoey/Nicole O'Sullivan
Drama Advisor Fall	Fall	PAC		Performs the Drama in the fall	Alex Siriani
Engineering Club	Varies	Science			Ed Schmidt
FRESHMAN CLASS	once a week	Varies	Varies	Government of the freshman class in accordance with Democratic Congress. Elections in June.	Denise Maslak
Gay/Straight Alliance (GSA)	Thursday	Rm. 276	2:30	Promotes a culture of acceptance, awareness, education and support for all students.	Rebecca Archer
Habitat for Humanity	weekly	Varies		clean up various locations, gardening, work at Habitat work site	Rob Gallacher/Nicole O'Sullivan
JUNIOR CLASS	Friday	Rm. 274	2:30	Government of the junior class.	Andra Thut
Marching Band	Varies	Varies		Performs in local events and at halftime for home football games.	Brian Sanyshyn

Marching Band Asst.	Varies	Varies		Performs in local events and at halftime for home football games.	
Marching Band Color Guard	2-3 days/week		2:30	Performs in local events and at halftime for home football games.	Kathryn Parapugna
Math Team					Lawrence Maggiotto
Gaming Club					Erin Alvarez
Model United Nations	Varies	Varies	Varies	address global issues and attend conferences	Thomas Mullane
National Art Honor Society	Monday	Rm. 118	2:30	Committed to recognizing students who demonstrate outstanding ability in the visual arts, sponsor art shows, visit museums, volunteer in community service projects.	Janet Tallevi
National Honor Society (by application only)	Meets twice a month on Thursday	LGI	2:30	A nationally recognized leadership and service organization. Candidates are selected as Juniors and serve one year.	Jamie Flanagan/ Liz Ramirez
Resume (Yearbook Club)	Mondays	Room 112	2:30-5pm	Layout & design BHS yearbook distributed at end of school year.	Pam Beadle
Robotics	Wednesdays	Rm.153	2:30		Rebecca Greenfeld
SALTY Hands (Cystic Fibrosis Club)	Meets once a month	Rm. 110	2:30	To raise money and awareness for Cystic Fibrosis.	Marla Egan
Sci-Tech Club	Monday		2:30	Students engage in science and technology related activities	Rob Leonard
Science Honor Society (by application only)	3rd Friday of the Month	Rm. 267	2:30	Members are involved in enrichment, tutoring and some volunteering in	Laura Bald

				science-related occupations.	
Semper Fi	weekly			Veterans, walk a thon, packages for troops	Rob Gallacher/ Teri Schumacher
SENIOR CLASS	Varies	Varies	Varies	Government of the senior class.	Shannon Riley/ Jen Walsh
SOPHOMORE CLASS	Wednesday	Rm. 151	2:30	Government of the sophomore class.	Susan Lussier
Special Olympics	Varies	Varies		Provide individuals with intellectual disabilities the opportunity to compete in athletic events	Denise Maslak/ Donna Schneider
STUDENTS AGAINST CANCER	TWICE A MONTH	RM. 209	2:30	SUPPORT FOR STUDENTS AND FAMILIES DEALING WITH CANCER, RAISE RESEARCH FUNDS AND RELAY FOR LIFE	Michelle Villano
The Challengers	Friday	Rm. 151	2:30	Goal through activities is to challenge people to be kinder and more tolerant creating a better BHS.	Susan Lussier
Ursus	Thursday	Rm.	2:30	Literary Magazine at BHS	
Varsity Club (by application only)	Wednesday	Rm. 202	2:25	As a Varsity athlete, help plan sports clinics and award ceremonies.	Kyle Wood

X. ATHLETICS

A. Overview

The Brewster Central School District takes pride in providing a program of interscholastic athletic activities for its students. We believe that athletics can be one of the most wholesome, exciting and valuable activities in which our students can possibly participate.

Athletics teach students work ethic, teamwork and goal setting. Students are expected to represent BHS in a positive manner, exhibiting good sportsmanship and respect to officials, opposing teams, spectators and one another. We provide the following interscholastic activities:

FALL		WINTER		SPRING	
Boys	Girls	Boys	Girls	Boys	Girls
Cross-country	Cheerleading	Basketball	Basketball	Baseball	Softball
Football	Cross-country	Ice Hockey	Cheerleading	Golf	Lacrosse
Soccer	Field Hockey	Indoor Track & Field	Gymnastics	Lacrosse	Track & Field
	Swimming	Skiing	Indoor Track & Field	Tennis	
	Tennis	Wrestling	Skiing	Track & Field	
	Volleyball	Swimming			

Student-Athlete Expectations

1. School Conduct

We expect athletes to be gentlemen or ladies at all times.

Disrespect towards teachers or school employees, fighting, disobedience or profanity will not be tolerated. Students should represent BHS in a positive manner.

2. School Attendance

In order to participate in extracurricular activities a student must attend (5) five class periods in that particular day. (See attendance policy for more information). Athletes who continue to be late to school will face athletic consequences in addition to that imposed by the main office.

3. Practice Expectations

All student athletes are expected to attend all practices, with the following exceptions:

- Absences from school – If an athlete is absent from school, he/she will not practice that day.
- Illness – If an athlete is sent home, he/she cannot practice that day, but will notify the coach that he/she has been sent home.
- Doctor's note – If an athlete has been previously ill or injured, a doctor's note is required stating the nature of the injury, how long he/she is to be excused, and practice limitations.
- Parental note – If an athlete must be excused from practice for family or personal reasons, a note from his/her parents must be presented beforehand. However, continued use of this practice cannot be tolerated.
- Nurse's excuse – If an athlete presents a nurse's excuse he/she will not participate in practice that day, but may attend and observe.
- Physical Education participation – If an athlete does not dress and participate in physical education class, he/she will not practice or play in a game that day.

- Refer to the Code of Ethics located on [Family ID](#) for more information.

B. Athletic Awards Night and Intramurals

Athletic Awards nights are scheduled three times a year following each sport season (usually December, March and June). All high school athletes and their parents are invited to attend. Each coach then has a few moments to give out an M.V.P. and/or most improved award. Varsity teams also recognize their all-league, all-section representatives at this time. The second part of the evening may take place in individual classrooms with each sport giving out its own awards, including letters, pins, and certificates.

Our intramural program (weight training) runs throughout the school year.

XI. BREWSTER NETWORK / INTERNET AND COMPUTER DEVICE - Responsible USE POLICY

Please Refer to the Brewster High School website under the Board of Education Tab, 4526- Computer Use in Instruction - Responsible Use. Students receiving a computer device from the district are required to read and sign the policy.

Parents/Guardians are also required to read and sign the policy.

The Brewster Central School District has actively pursued making advanced technologies and increased access to learning opportunities available to our students and staff. The Board believes that this computer technology will help propel today's schools into the information age by allowing students and staff to access and use information sources from distant computers, communicate and share information with individuals or groups of other students and staff, and significantly expand their knowledge base. The Internet is a tool for lifelong learning and only begins to open the door to many new learning opportunities for students.

With access to computers and people, many aspects of the world become available that may not be considered of educational value in the context of the school setting. The Brewster Central School District will take all available precautions to restrict access to controversial materials of questionable educational value. On a global network, however, it is impossible to control all materials that users may discover. The Board believes that the valuable information and interaction available on this worldwide network far outweighs the possibility that users may procure material that is not consistent with the education goals of the Brewster Central School District.

CONDITIONS AND RULES FOR USE:

A. Acceptable Use

The purpose of the Internet is to facilitate communications in support of research and education by providing access to unique resources and opportunities for collaborative work. To remain eligible as a user, the use of the Internet must be in support of and consistent with the educational objectives of the Brewster Central School District. All users accessing the Internet through school district facilities must comply with any and all existing rules and acceptable use policies that are incorporated into this document. Transmission of any material in violation of any United States or state regulation is prohibited. This includes, but is not limited to, copyrighting material, threatening or obscene material, or material protected by trade secret.

Use of commercial activities, product advertisement and political lobbying are prohibited unless under the direct supervision of a classroom teacher.

B. Privilege

The use of the Internet is a privilege, not a right. Inappropriate use, including any violation of these conditions and rules, may result in the cancellation of privilege.

The Brewster Central School District, under this agreement, reserves the right to determine appropriate use and may deny, revoke, or suspend student Internet privileges for failure to follow the proper rules for Internet use, as outlined in the terms of this agreement.

C. Monitoring

The district reserves the right to review any material stored on its computer equipment and to monitor file server space and user accounts in order to make a determination on whether specific uses of the network are inappropriate.

D. Network Use

All users are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:

- All communication shall be conducted appropriately including using proper language and etiquette at all times.
- Users will not engage in activities that are prohibited under state or federal law.
- Users will not reveal their personal address or phone numbers to anyone on the Internet unless under the direct supervision of a classroom teacher.
- Electronic mail (email) is not guaranteed to be private messages relating to or in support of any illegal activities shall be reported to the proper authorities and may result in the loss of user privileges.

Students must get permission from their instructors before using the network or accessing any specific file or application.

Laptops: If a student violates the Brewster Responsible Use Policy or is misusing their network or internet privileges, any teacher should report this violation to the Helpdesk. Teachers can request that student's access to either the school network or the Internet be suspended. The duration of the suspension is as follows: 1st Offense – 1 week, 2nd Offense – 5 weeks, 3rd Offense – 10 weeks

E. No Warranties

The Brewster Central School District makes no warranties of any kind, whether expressed or implied, for the Internet Service it is providing. All users need to consider the source of any information they obtain, and consider how valid that information may be. The Brewster Central School District is not responsible for the accuracy or quality of information obtained through the Internet.

F. Security

Security on any computer system is a high priority, especially when the system involves many users. Users who have passwords must not allow others to use their password. Users should also protect their password to ensure system security and their own privilege and ability to continue to use the system.

Attempts to log on to the network as a system administrator may result in cancellation of user privileges.

Any user with a history of inappropriate computer usage may be denied access to the network by the district.

G. Vandalism and Harassment

Vandalism and harassment will result in cancellation of user privileges. Vandalism is defined as any malicious attempt to harm, modify, or destroy any programs, data or other material, on the network or on the internet. This includes, but is not limited to, the uploading or creating of computer viruses and destroying computer hardware.

Harassment is defined as the persistent annoyance of another user, or the interference of another user's work. Harassment includes, but is not limited to, the sending of unwanted email.

Vandals will be held financially and legally responsible for the repair or replacement of property caused by willful, malicious or unlawful acts. Perpetrators will be prosecuted to the fullest extent of the law.

H. Encounter of Controversial Material

Users may encounter material that is considered controversial and which students, parents, teachers, or administrators may consider inappropriate or

offensive or of little educational value. It is the user's responsibility not to initiate access to such material.

Any user violating these rules is subject to the loss of network privileges and any other district disciplinary options.

XII. ATTENDANCE POLICY

5100 ATTENDANCE

Overview

It is the goal of the Brewster Central School District to ensure that each student attend school the maximum number of days possible and to afford each student the opportunity to meet his/her potential.

Purpose

Good attendance and class participation are essential ingredients for academic success. Any absence from class is detrimental to the learning process. Classroom lessons foster and require social interaction, development of effective communication skills, and critical thinking in addition to subject mastery. Textbook or make-up assignments are not an adequate substitute for classroom attendance and participation.

In order to achieve educational goals and to maintain a true academic environment, students must attend their classes at least the required number of times.

ATTENDANCE REQUIREMENTS

I. Applicability

All students of compulsory education age who reside legally within the District must attend school. Legal school age and legal residence are determined by the Board of Education in accordance with state requirements as set forth in New York State Education Law §§ 3202, 3205 to 3208, 3209 to 3210, and 8 NYCRR § 100.2.

II. Notification Regarding Attendance Policy

A. Student Notification

1. School handbooks shall include a summary of the District's attendance policy. The policy itself shall be distributed to all current students.
2. If a student misses a class period or school day without an excuse, a designated staff person may review attendance requirements with the student upon his/her return to school.
3. School newsletters, publications, and the district website may include periodic reminders of attendance requirements.

4. The attendance policy will be explained to all students by administrators at the beginning of the school year.

B. Parent/Guardian Notification

1. All parents/guardians will be provided with a plain language summary of this policy at the beginning of each school year. It will be included in a handbook and posted on the District website.
2. At registration, the District will provide each new student's parent/guardian with a copy of the attendance policy.
3. At the elementary and middle school level, if a student is absent from school without notification from parent/guardian, a designated staff person will contact the parent/guardian regarding the absence.
4. At the high school level, if a disciplinary referral is made for excessive class cuts or school absences without an excuse, parents/guardians will receive a copy of the written referral.

C. Faculty/Staff Notification

Each member of the faculty/staff will be given a copy of this policy, including any subsequent amendments in their handbook. This policy will be distributed to new teachers upon commencement of employment.

D. Community Notification

Copies of this policy will also be available to any member of the community upon request.

E. Child Protective Services (CPS) Notification

The District will share this policy with local Child Protective Services (CPS) upon request to ensure a common understanding of excused and unexcused absences, tardiness and early departures and to work toward identifying and addressing cases of educational neglect.

III. Guidelines

The District recognizes an important relationship between class participation and class performance. Consequently, each teacher will consider classroom participation as well as the student's performance on homework, tests, papers, and projects, etc. When a student is absent, with or without an excuse, he/she misses the opportunity for class participation. Any absence from class, that is not made up, may result in a loss of points from the student's class participation grade.

A. Absences

1. Absences counted under the attendance/grading policy include:

- a. All absences (whether excused or unexcused) not excluded below;
- b. Lateness to class more than 20 minutes; and
- c. Any period of Out-of-School Suspension ("OSS") where a student does not accept alternative instruction.

2. The following should NOT be counted as absences under the attendance policy:

- a. In-School Suspension ("ISS");
- b. Any period of OSS where student accepts alternative instruction;
- c. Attendance at a special education program or service, including home tutoring, offered by a public school or an approved private school or facility when a student is homeless, disabled or incarcerated. (See §175.6 of the Regulations of the NYS Commissioner of Education.)

B. Make-Up Policy

1. When a student misses a class or school day due to an excused absence, upon returning to class the student must make arrangements with the teacher to make up any missed work.
2. Make-up assignments must be completed by the date specified by the student's teacher for the particular class. Upon satisfactory and timely completion of the make-up assignment, any earned points will be included when calculating the student's final grade.
3. Reasonable make-up opportunities will be given to students with absences due to:
 - a. personal illness;
 - b. illness or death in the family;
 - c. impassable roads or weather;
 - d. religious observance;
 - e. quarantine;
 - f. required court appearance;
 - g. attendance at health clinics;
 - h. approved college visits;
 - i. approved cooperative work programs;

j. military obligations; or

k. such other reasons as may be approved by the Commissioner of Education

4. Students who are unable to attend a class period/day due to their participation in a school-sponsored activity (e.g., field trip, music lessons, etc.) and who arrange with their teachers to make up missed work, shall be given credit for class participation on the class period/day missed.

C. Consequences for Exceeding Absences Without Making Up Class Work - High School

1. Any student who does not meet the course requirements of 85 percent attendance AND does not make up assigned class work pursuant to section III (C) will have consequences as outlined in the school handbook.

IV. Attendance Taking Procedures

A. Grades K-12

B. Attendance shall be recorded during each class period of scheduled instruction (including instructional or supervised study activities).

V. Maintenance of the Attendance Register

A. For each student, the Register of Attendance must include:

1. Name

2. Date of Birth

3. Date of Enrollment

4. Parent/Guardian's Full Name

5. Address where student resides

6. Phone number(s) where parent/guardian may be contacted

7. ALL absences, tardiness, or early departures during any school day, in whole or in part, excused or unexcused

8. Appropriate coding to identify the nature of the absence (full day, class cut)

9. Dates of school closings for all or part of the day of scheduled instruction due to extraordinary circumstances, including, but not limited to, adverse weather conditions, heating problems, lack of water or fuel, or destruction or damage to a school building

10. Date a student withdraws from or is dropped from enrollment.

B. The Board of Education shall designate a teacher or an employee other than a teacher as Attendance Officer. The entries in the Register of Attendance shall be verified by oath or affirmation by the Attendance Officer (or designee).

C. When additional information is received from a student during a student/staff conference that requires corrections to be made to a student's attendance records, such corrections will be made immediately. Notice of the change will be sent to appropriate school personnel (e.g., homeroom teachers, attendance officer, etc.)

VI. Multi-Tier Interventions

The District will maintain a system of specific incremental intervention strategies to identify and alleviate attendance problems in their early stages. This early intervention system will occur within the Response to Intervention (RtI) multi-tier intervention process which begins with a referral to the school's RtI Problem Solving Team. The referral can be made by a teacher, school counselor, psychologist, social worker or administrator. Some interventions may include, but are not limited to the following intervention tiers:

- Tier I applies to all students which is outlined in this policy underneath Section 2 about the attendance requirements for students, staff and parent notifications. The student code of conduct and attendance policy will be translated into Spanish and provided for our families who have identified Spanish as their preferred language of communication.
- Tier II is reserved for members of the student body who have been late or absent at least five or more times within a two week timeframe. This would not apply to situations described in this policy underneath section 3B. These interventions include, but are not limited to: letters to parents to document cumulative lateness and absences, phone calls made by members of the RtI team, teachers and administrators, letters or phone calls to parents in their preferred language of communication inviting them to a meeting with the RtI team, notify parents about not keeping children out for the full day in cases when there is a doctor's appointment, collaboration with local physicians and other community based organizations to encourage them to remind parents of the importance of returning their children to school after their doctor's appointment.
- Tier III is reserved for members of the student body which addresses the more chronic cases that require intensive interventions. These include, but are not limited to: home visits by members of the RtI team, contact with community based organizations including faith based organizations, and Children Protective Services which is referenced underneath section 2E in this policy.

VII. Appeals

A. All appeals will be made directly to the principal or other designated administrator who will make the final decision regarding the withholding of credit.

B. Appeals may be made to:

1. challenge the number of absences on record; or
2. consider "extenuating circumstances."

C. Parent/Guardian will have up to 20 calendar days from the issue of the written Notification of Denial of Credit to appeal. (If parent/guardian is successful on appeal, the Register of Attendance will be changed to reflect the outcome of appeal process.)

VIII. Returns to District

Students who leave the district and subsequently return must still honor the attendance policy. All previous class absences will still count for that academic year.

Cross-ref:

4710, Student Evaluation, Promotion And Placement

Adoption date: May 27, 1997

Revised: September 24, 2001

Revised: June 10, 2002

Revised: August 8, 2005

Revised: June 8, 2009

Revised: May 22, 2012

Revised & Adopted: March 1, 2016

Revised & adopted: July 11, 2017

BREWSTER CENTRAL SCHOOL DISTRICT

XII. PHONE DIRECTORY OF SUPPORT AGENCIES

Family Violence Hotline.	800/942-6906
Narcotics Anonymous	212/929-7300
Planned Parenthood	845/278-7313
Child Protective Services (CPS)	800/342-3720
Putnam Family and Community Services	845/225-2700
Putnam County Youth Bureau	845/808-1600
Putnam County Dept. of Health	845-808-1390
Substance Abuse Hotline	877-8-HOPENY

Teen Pregnancy Hotline	. . .	800/550-4900
Alcohol Abuse Hotline	. . .	800/225-4646
Suicide Prevention Hotline	. . .	914/946-0121

The inclusion of the contact information above is for informational purposes only. It is not intended to be a recommendation of any of the organizations listed above, nor is it intended to be an endorsement of the views and/or opinions of any of these agencies.

HOSPITAL

Putnam Hospital Center	845/279-5711
Hudson Valley Hospital Center	914/737-9000
Arms Acres	845/225-3400
Four Winds Hospital	914/763-8151 800/528-6624

POLICE

Village of Brewster Police	845/279-3618
Putnam County Sheriff	845/225-4300
Carmel Police	845/628-1300
NYS Troopers	845/279-6161

24 HOUR EMERGENCY - 911

Crisis Hotline	845/225-1222
Arbor House (Runaway Safe House)	845/279-2588
Child Abuse Hotline	800/342-3720
Domestic Violence Hotline	845/628-2166
Poison Control	800/222-1222
Women's Center	845/628-9284

BREWSTER FIRE DEPARTMENT	845/279-3555
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