West Hempstead
Secondary School
Grades 7-12

Student Agenda 2026-2027

West Hempstead Secondary School
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…life-long quest for learning

The WHSS is committed to integrating different virtues of learning identified as mastery, identity, and creativity. In this compelling learning environment, students and staff have opportunities to develop knowledge and skill **(mastery)**, they come to see their core selves as vitally connected to what they are learning and doing **(identity)**, and they have opportunities to enact their learning by producing something rather than simply receiving knowledge **(creativity)**.

The goal is for learners to be apprenticed into expertise through inquiry where developed knowledge is generative and unconstrained. It is learning how to find and solve problems and design solutions by using the stances and strategies of expert practitioners.

Name _____

Address_____

City _____ State _____

Zip _____ Phone _____

Student No. _____ Homeroom_____

LEARNING AND LEADING WITH *HABITS OF MIND*



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WEST HEMPSTEAD UFSD
SCHOOL CONDUCT AND DISCIPLINE CODE

This document is in addition to the School Conduct and Discipline Code which sets the standard for conduct and discipline for the District. Additions found in this document are meant to be specific to students in Grades 7 through 12.

It is our hope and expectation that all members of the West Hempstead Secondary School community – **students, faculty, administration, support staff and parents** – will contribute to and accept responsibility for an orderly and respectful school climate. Good discipline is a major component of a productive educational environment.

We believe that a full understanding of this policy on the part of all members of the educational community is critical to the successful administration of this policy. The disciplinary philosophy of West Hempstead Secondary School reflects the desire for optimal learning opportunities by providing consistent expectations in student behavior.

As the primary teacher of our students**, parents and guardians** also play a key role in the maintenance of good discipline at West Hempstead Secondary School. They are needed to play active roles in working with and supporting the Discipline Policy.

All the **adults** in school are working together towards the common purpose of helping you grow and achieve both academically and socially. Therefore, it is your responsibility to show respect to those who are working for your well-being. The best way for students to show respect is to follow directions as given, adhere to classroom expectations, and use proper language and a calm tone when speaking to others.

Students should show respect for fellow students and teachers. Classroom behavior, including language and actions, should be appropriate and contribute to a positive learning environment. The best way for students to manage their own appropriate behavior is to remain fully engaged in all classroom assignments and discussions.

ADD/DROP POLICY
Courses cannot be dropped beyond one week after the first interim mailing. Special circumstances must be approved by the Principal and Director. There are no schedule changes during the first five school days except with the exception of an administrative error. No indication will be made on the report card and/or transcript for courses dropped within the first two weeks of enrollment. After this date, dropped courses will be listed with a “W.”

ADVANCE PLACEMENT COURSES AND EXAMS
Students in AP Courses are encouraged to complete a summer assignment and take the AP exam. The District will pay for the cost of one AP Exam each year. If students drop an AP Course, updated transcripts will be sent to colleges.

ATTENDANCE/LATENESS

The district attendance policy requires regular attendance to all classes. Students must make up work missed when they have excused absences. Students are not permitted to make up work for unexcused absences. Students with 20 absences (excused and unexcused) in a full-year course will not receive credit for that course. For a half-year course, students with ten (10) absences will not receive credit for that course.

Students denied credit must meet with their School Counselor to begin the appeal process. Students MUST be present 75% of the time in class in order to be eligible for summer school. In all cases, when a student is denied credit, the student must remain enrolled in class and adhere to all school policies and expectations.

Exclusions of the rule:

1. A long-term illness exceeding five (5) days which must be accompanied by a doctor's note
2. Approved College Visits – up to three (3)
3. Court Appearance
4. Class Trip
5. Death in Family
6. Approved School Program or School Business
7. Religious Observance Days

When a student is absent from school, a parent or guardian must call the Attendance Office at 516-390-3239 by 9:00 AM to notify the school of the child's absence, or upon a student's return to school, he/she must bring a written note from the parent or guardian confirming the absence. **ABSENCE NOTES MUST BE HANDED IN WITHIN FIVE (5) DAYS OF THE ABSENCE. AFTER FIVE (5) CONSECUTIVE DAYS, NOTES/CALLS WILL NOT BE ACCEPTED, AND THE ABSENCES WILL REMAIN UNEXCUSED**. In the evening, between the hours of 6 PM and 7:30 PM, phone calls will be made, by computer message, to parents who have failed to call the school during the day to excuse their child's absence. The message will indicate that the child has one or more unexcused class absences. If the school cannot establish the reason for a student's absence using the above procedure, it will be assumed that the student is truant.

LATENESS: Students must report to the Attendance Office. Even if a student does not have a note, he/she must report to the Attendance Office. Notes must indicate a valid and excused reason for the lateness (see legal absences). Students may not participate in any school-sponsored activity (dances, plays, concerts, games, etc.) if they are absent or arrive to school later than 9:25 AM. Students who are dismissed early cannot participate unless they receive permission from an administrator. Exceptions must be cleared with an administrator. A student late to class three times may be assigned to detention. Students who are regularly late to school will face additional consequences, including student eligibility.

APPEAL PROCESS

- The student must meet with his/her School Counselor to complete necessary paperwork
- If an appeal is approved, the student must adhere to the terms of the student contract agreed upon by the teacher, student, school counselor and principal

Absences cannot be cleared after the student has been denied credit.

CLASS ATTENDANCE

Students are required to attend all their scheduled classes. Cutting of any class will cause the student to be subject to disciplinary measures and loss of extra-curricular participation.

EARLY DISMISSAL DUE TO ILLNESS

During the school day, students who feel ill may ask their teacher for a pass to the nurse. Students should not attempt to care for themselves. In the event an ill student is to be sent home, the nurse will call the parent to pick up the student in the nurse's office. Updated emergency telephone numbers are, therefore, most important.

Only the school nurse can dispense medication in school with parental permission. If a student is on medication, he/she must bring a note from the doctor stating this and must take said medication in the nurse's presence.

The school physician is required by State Law to examine all students who participate in interscholastic sports. A physician's note to be excused from Physical Education class will be required within one week after a disability begins stating the condition, doctor recommendations and length of time for the disability.

IMPORTANT: Under no circumstances may a student leave school without a parent being present to sign him/her out. Only 12th-Grade students, with parental approval through a note, may leave. A parental dismissal note must be submitted PRIOR to the student leaving school. Students in Grades 7 through 11 MUST be signed out by a parent or guardian. Parents cannot give a student verbal permission to leave school. If a student has an emergency or has a legitimate appointment, he/she must always sign out of school legally and obtain parental permission before leaving. To leave without signing out or submitting a dismissal note prior to leaving will cause the student to get cuts for those classes missed. **THOSE CUTS WILL NOT BE CLEARED AFTER THE FACT WITH A NOTE FROM HOME. EVEN THOUGH THE CAUSE FOR LEAVING IS LEGITIMATE, ALL STUDENTS LEAVING WITHOUT FOLLOWING THESE PROCEDURES WILL TEND TO CREATE MULTIPLE CUTS WHICH WILL OFTEN AFFECT ELIGIBILITY AND COURSE CREDIT.**

EARLY DISMISSAL – SENIORS – LAST PERIOD

Seniors with a Study Hall during last period can be dismissed early if they complete a special form and get parental permission and permission from the principal. Seniors must be passing in all classes and be eligible for early dismissal. Lateness to classes and unexcused absences

will impact this privilege. Seniors who are dismissed **MUST** leave the building and the property immediately and not loiter. Failure to abide by this policy will result in forfeiture of the Early Dismissal privilege.

SPORTING EQUIPMENT, SCOOTERS, SKATEBOARD, BICYCLES AND E-BIKES

Students must store all sporting equipment, skateboards and scooters in their lockers. All students who ride their bicycles to school must lock them in the designated areas on the bicycle racks. The school is not responsible for damage to or theft of these bicycles. Bicycles should be walked on school property for the safety of pedestrian traffic. E-bikes or motorized scooters are strictly prohibited on school grounds and may be confiscated.

BUS BEHAVIOR/INFORMATION

Riding on the school bus to and from school, and on school field trips, is a privilege and must be done in a safe way. Students should remain seated and exhibit self-control on the bus so that the driver may protect the safety of the passengers. Lost bus passes can be replaced at District Office for a $5.00 fee. *Bus privileges can be revoked for disciplinary reasons*.

WE Transport, Inc. 516-561-7070

CAFETERIA

Students are expected to be on time for lunch as with any other class. Students should be quiet and follow the directions of lunchroom staff. Tables and all areas should be kept clean with all trash thrown away. Students should maintain a conversational tone when talking with each other and should proceed in an orderly fashion when lining up for lunch, snack, and outside time.

To run the cafeteria in an effective manner, the following rules should be followed:

- Courtesy and proper manners are expected at all times.
- Students must keep their table and surrounding area clean.
- There will be no throwing of food or anything else.
- There will be no running or rough play.
- Lunchroom supervisors will determine all procedures for their lunchroom.
- The student cafeteria is open for breakfast from 7:30 AM to 7:50 AM. The cafeteria is open during Periods 4, 5 and 6 for lunch.
- Students should go to their lockers before lunch and not after.
- Grade 12 students returning early from outside should report to the cafeteria until the bell.
- Students MUST stay in the cafeteria or by the bleachers/basketball court during lunch. DO NOT go to the front of the building or any other location.
- No student can have food delivered to the school by an outside vendor during school hours.
- No student can bring food back to the school from an outside vendor.

RESPECT FOR PROPERTY

School property, and the personal property of others, should be treated in the same way you would wish your own belongings to be treated. Permission should be sought before touching someone else's property. Anyone who willfully destroys school property through vandalism, arson or larceny, or who creates a hazard to the safety of our students, will be suspended and referred to the proper law enforcement agency.

CELL PHONES AND OTHER ELECTRONIC DEVICES

The Board of Education recognizes that students may have personal electronic devices that can perform different functions. Such devices include "internet-enabled devices" defined as: any smartphone, tablet, smartwatch or other device capable of connecting to the internet and enabling the user to access content on the internet, including social media applications, but do not include any such device supplied by the District for educational purposes. These devices can create significant distractions in the school environment, negatively impact student mental health, contribute to disciplinary infractions, and reduce student engagement. Additionally, in an emergency, the use of personal electronic devices can distract students from following the directions of staff or emergency responders, contribute to the spread of misinformation, create congestion in the emergency response system, and interfere with the District's emergency response protocols.

The District is not responsible for stolen, lost or damaged personal electronic devices brought to school. The District assumes no responsibility or liability for ownership, storage, or oversight of any personal electronic device.

Student may **not** use internet-enabled devices during the school day (including all classes, homeroom periods, lunch, recess, study halls, and passing time) on school grounds.

Parents should call the Main Office to contact their child during the school day.

Students are required to follow the guidelines for use set out in the District Code of Conduct and the Acceptable Use Policy (5170) at all times. Consequences for misuse will follow guidelines in the District's Code of Conduct.

COMPUTERS/ACCEPTABLE USE POLICY

The Acceptable Use Policy is mailed home in the summer packet and made available on the school web page. Students and parents should carefully review this policy. Students and parents must sign the Acceptable Use Agreement, and return the completed form to the Main Office. Failure to abide by the terms of the Computer Acceptable Use Policy can lead to penalties including, but not restricted to, limitations on the right to use school computers, detention and suspension from school.

DETENTION

Students must serve detention the day it is assigned or the next school day. Failure to report to an assigned detention period will result in further disciplinary action. Students who have failed to

attend an assigned detention due to a day's absence should serve the detention the day they return to school. It is the student's responsibility to notify parents that detention must be served. Students may also attend an extra-help session and receive credit for the detention (pick up a form from the assistant principal before attending the extra help session). Individual teachers may also assign their own personal detentions.

DISCIPLINE AND EXPECTATIONS

Listed below are the behaviors West Hempstead Secondary School students are expected to demonstrate at all times.

General Rules and Regulations:

- Refrain from any disruptive or dangerous action to yourself or others.
- Obey all safety regulations.
- Smoking, including electronic devices, is not permitted anywhere on school district property.
- No running in the hallway.
- No gambling or card playing.
- Lateness to class or school is unacceptable.
- Classroom passes should be used for three (3) minutes and less.
- No student may leave school grounds without school and parental permission.
- Vulgar or inappropriate language is not acceptable.
- Respect the rights, individual opinions and backgrounds of others.
- Do not deface any school property in any way.
- Do not lie or cheat in any way.
- Do not steal the property of others.

The following protocol sets forth suggested punishments for a variety of behaviors requiring disciplinary action. Other behaviors not specifically mentioned below may also result in disciplinary action, Superintendent's hearing or notification of law enforcement.

PROTOCOL: A range of consequences for particular behaviors may include but not be limited to student conferences, student/parent conferences, and school or teacher detention loss of privileges **(includes loss of cafeteria and/or bus privilege, parking privileges or participation in school trips, athletic and club participation or other school activities or events),** special assignments, assignment to In-School Suspension (ISS), Out-of-School Suspension (OSS), ineligibility, and notification of juvenile authorities or law enforcement. The following will offer more specific actions and identify particular protocols concerning more specific behavior. Any of these consequences may be employed depending upon circumstances. Under no circumstance should this list of Actions and Consequences limit the power of the Principal, Assistant Principal, teachers or designees in any manner.

OFFENSE	FIRST	SECOND	THIRD	FOURTH
Arson/bomb scare false alarm	Parent/police notification. Five (5) days OSS. Superintendent hearing including parents.			
Gambling of any kind	1 day ISS	2 days ISS	1 day OSS	3 days OSS
Explosive Substances (Firecrackers, Cherry Bomb, Stink Bombs, etc.)	Up to 5 days OSS. Parent/Police notification. Superintendent hearing.			
Class cuts of any kind	Minimum 1 day detention or ISS. Contact to parent by teacher 3 cuts or more in the same day ISS	1-2 day ISS. Administrative parent contact.	1 day OSS for one or more cuts. Parent conference.	2 day OSS. Parent conference with administrator and guidance counselor
Cutting detention	Two (2) additional detentions	1 day ISS. Parent conference.	3 days ISS. Parent conference.	Principal Hearing could result in loss of privileges and activities. Possible Superintendent hearing including parents.
Truancy	1 day ISS. Referral to child study team. Zero issued for all grades for absences unverified. Parent conference.	2 days ISS	1 day OSS	2-5 days OSS
Forgery/altering passes or notes	1 or 2 day detention depending on severity. Parent contact.	1 day ISS. Parent conference	3 days ISS. Parent conference	5 days OSS. Superintendent hearing.
Disruptive activity in the hallway/café or school bus, such as yelling, screaming, running, etc.	Minimum 1 day detention or ISS. Parent notification.	1 day ISS. Parent notification.	I day OSS. Parent notification.	3 days OSS. Parent conference.

Harassment, harassing threats (racial, sexual, etc.). Can be student to student or student to staff member.	Minimum 2 days ISS depending on situation. Parent notification.	2-5 days OSS. Parent notification, DASA investigation	5 days OSS, DASA Investigation. Possible Superintendent hearing including parents. Police notification	
Hazing/bullying including cyber bullying that has school references	1 day OSS. Parent conference.	3 days OSS. Parent conference. DASA investigation.	5 days OSS. DASA investigation. Superintendent hearing including parents.	
Illegally on school grounds	Police Notification			
Illegal parking on school grounds	Warning and/or minimum 1 day detention.	1 day ISS. Parent contact. Loss of privilege. Length to be determined by administrator	2 days OSS. Loss of driving priv for one month. If no priv currently lose senior driving for one month when eligible.	
Driving recklessly/speeding on school grounds	1-3 days ISS. Suspension of driving privilege	2 days OSS. Suspension of driving privilege.	5 days OSS. Suspension of driving privilege.	
Permits – misuse of parking permits	Suspension of parking privilege up to 2 weeks	Suspension of parking privilege up to 1 month	Suspension of parking privilege for the remainder of the year.	
Inappropriate attire/dress code	Change clothing into school provided t-shirt. Parent notification. Refusal to change may result in 1 day ISS.	Change clothing into school provided t-shirt. Minimum 1 day detention. Parent contact.	Change clothing. 1 day ISS. Parent conference.	
Inappropriate displays of affection	Staff discretion/verbal warning	Parent contact	Parent conference	
Inappropriate language/offensive gestures (general use)	Minimum 2 days detention or ISS.	1 day ISS. Parent contact	2 days OSS. Parent conference.	1 day OSS. Parent conference.
Inappropriate language directed to staff/faculty or students	Minimum 1 day ISS. Parent contact.	Minimum 2 day ISS or OSS. Parent contact	1-3 days ISS. Parent conference.	5 days OSS. Superintendent hearing including parents.

Insubordination	Depending on severity, detention or possible suspension	Depending on severity, detention or possible suspension	5 days OSS. Superintendent hearing including parents.	
Lewd behavior	2 days ISS parent conference	3-5 days OSS.	5 days OSS Superintendent hearing.	
Leaving school grounds during day by foot or by car	1 day ISS. Parent contact. Suspension of priv (decided by admin) for one week.	1 day OSS. Parent conference. Loss of privilege for 1 month.	2-5 days OSS. Loss of privilege for remainder of year. Parent conference.	
Misbehavior during detention.	Parent contact. Removal of student from current detention. 2 days add'l detention.	Parent contact. 1 day ISS.	3 days OSS. Parent conference	5 days OSS. Superintendent hearing including parents.
Not signing into main office when tardy	Minimum 1 day detention. Parent contact	3 days detention. Parent conference.	1 day ISS. Parent conference.	3 days ISS. Parent conference.
Preventing investigation or preventing faculty/staff from stopping physical altercation.	Minimum 1 day ISS. Parent contact	2 days ISS. Parent contact.	3 days ISS. Parent conference.	5 days OSS. Superintendent hearing including parents.
Violation of computer policy/ improper use of the internet or network	Warning to 5 days suspension depending on the situation. Superintendent hearing including parents' restitution for damages, loss of computer privilege for the remainder of year.			
Plagiarism/cheating/ ghost writing	Zero for any school assignment and parent notification by teacher	Zero for any school assignment. 1 day ISS Parent conference.	Zero for any school assignment. Up to 5 days suspension. Superintendent hearing including parents.	
Possessing, selling, passing or administering, alcohol and or/illegal chemical substances while on school property or at a school activity	1-5 days OSS or 5 days OSS with Superintendent hearing including parents. Police notification.			

Disrupting the learning environment	Warning to 5 days OSS depending on the situation.			
Reckless physical behavior	Minimum 1 day ISS, up to 5 days OSS			
Fighting	3-5 days OSS. Parent contact	5 days OSS. Superintendent hearing including parents.		
Smoking including e-cigarettes, any electronic devices etc. on school grounds	Parent contact. Minimum 2 day OSS.	Parent conference 3 days OSS	Parent contact 4 days OSS.	
Stealing exams	5 days OSS. Superintendent hearing including parents.			
Theft	1-3 days OSS. Police notification depending on situation.	5 days OSS. Superintendent hearing. Police notification.		
Under the influence of drugs or alcohol (legal or illegal) at any time on school property	5 days OSS. Police involvement. Superintendent hearing including parent.			
Vandalism/graffiti	Detention to 5 days OSS, depending on situation. Restitution/restoration of destroyed property. Parent conference. Superintendent hearing. Police notification.	5 days OSS restitution/resolution of destroyed property. Police notification. Superintendent hearing including parents.	5 days OSS restitution/resolution of destroyed property. Parent conference. Superintendent hearing.	
Act of violence against teacher, staff member or student.	5 days OSS. Superintendent hearing. Police notification.			

Weapons (or any object used as a weapon to threaten or do harm to an individual)	Parent/police notification. 5 days OSS. Superintendent hearing including parents.			
Sale of items of any kind	Minimum 1 day detention	1 day ISS	1 day OSS	3 days OSS
Inappropriate use of mobile device including, but not limited to, video or audio recordings and photographs	Minimum 1 day ISS	1 day ISS	2 days OSS	Superintendent hearing
Disrupting the learning environment with the use of cell phone or mobile device	Teacher or building administration confiscation of cell phone or 1 day ISS. Parent notification.	Confiscation by building administration to 1 day ISS	2 days ISS	

BULLYING/INTIMIDATION/HARASSMENT

All children have the right to attend school in a safe, welcoming, and caring environment which is free from discrimination or harassment. The WHUFSD is committed to providing a healthy and productive environment for all students that promotes respect, dignity and equality. Effective July 1, 2012, The Dignity for All Student Act (DASA) specifically ensures this for New York State public-school students. For more information on this recent legislation, please refer to our Code of Conduct.

CLASSROOM BEHAVIOR

Students should show respect for fellow students and teachers. Classroom behavior, including language and actions, should be appropriate and contribute to a positive learning environment. The best way for students to manage their own appropriate behavior is to remain fully engaged in all classroom assignments and discussions.

DRUGS/ALCOHOL IN SCHOOL

A student who is found selling, using, or in the possession of any illegal substance, drug paraphernalia or alcohol is subject to immediate suspension and arrest. This also includes all school functions.

HALLWAY/CORRIDORS/STAIRS

Good safety should be exhibited in the halls and stairways at all times. Respect your fellow students and faculty. Move at a safe but deliberate manner to your next class.

LANGUAGE
Language is very powerful. The use of appropriate language helps to create a positive environment that is conducive to learning free of conflict. Language on school grounds should be respectful of others including faculty, staff and fellow students.

LOITERING
Students are NOT permitted to loiter in the school building or outside the building after they are dismissed. If students have extra-help, club meetings, detention or athletics, they should report to their assigned areas when dismissed. This policy includes seniors with early dismissals.

RESPECT FOR FACULTY/STAFF, PROPERTY AND EACH OTHER
Tolerance for others' opinions and thoughts helps us learn. Students should recognize a diversity of backgrounds and opinions as a key to the learning process. By listening to others, students may discover varying ways of looking at problems. "Treat others as you would have others treat you." This is accomplished by listening without interrupting, keeping your hands to yourself, and using appropriate language to show respect for others.

All the adults in school are working together towards the common purpose of helping you grow and achieve socially, emotionally, and academically. Therefore, it is your responsibility to show respect to those who are working for your well-being.

Property in school, whether it is personal or school property, should be treated in the same way you would wish your own belongings to be treated. Permission should be sought before touching someone else's property.

THE SCHOOL AND THE LAW
Any unlawful act taking place on school grounds, school activities or buses not only makes the student subject to penalties which the courts may prescribe but also may result in suspension.

ELIGIBILITY
Careful monitoring of student achievement is crucial to the success of all students participating in extracurricular activities at West Hempstead Secondary School. Eligibility is based on grades and attendance, including lateness, from the previous quarter. Eligibility for fall activities is based on the final grade of the previous year. This includes, but is not restricted to, sports, clubs, field trips, parking privileges, early dismissal, lunch dismissal, open campus, and other special events.

- A student failing **two or more** courses for a marking period will be placed on probation for the quarter.
- A student with **five or more absences unexcused and/or 12 or more tardy unexcused** for a marking period will be placed on probation for the quarter.
- A student on academic probation will receive a weekly progress form which is to be filled out by the teacher(s) and returned by Thursday of each week.

- Probationary students are permitted to participate in practices/games and/or club meetings and activities permitted the weekly report is satisfactory.
- Participation in extracurricular activities will be monitored on a week-to-week basis.
- The school shall provide opportunities for students to attempt to remediate areas of academic failure or weakness while on academic probation. Such opportunities may include, but not be limited to, mandatory daytime student support center, extra help sessions, supervised after-school study periods (Homework Center, Academic Intervention Classes, etc.), and counseling.
- The student **must attend** assigned mandatory extra help **before** attending practices, games, or events.

IMPORTANT: Students who attend summer school and successfully pass courses may be deemed eligible at the start of the school year by the Appeals Committee. Eligibility will be on a case-by-case basis.

Please Note: The Eligibility Committee, who will be determined by the Principal, will consider exceptions to this policy on a case-by-case basis. Any exception granted by the Eligibility Committee will be accompanied by a set of prescriptive measures that must be followed by the student involved. Any breach of these prescriptions will result in the immediate return of the student's ineligible status. Parents/Guardians have a right to appeal their child's ineligible status. Please contact building administration for further details.

EMERGENCY SCHOOL CLOSING

If schools must be closed because of an emergency, Channel 12 Cable News, www.news12.com, and the district website (www.whufsd.com) will carry the information. Please listen for the complete announcement which will state: **WEST HEMPSTEAD PUBLIC SCHOOLS** will be closed.

OFFICE HOURS

You should always seek extra help from your teachers if you do not understand an assignment, if the work is difficult or if you have been absent and have missed assignments and class discussions. Teachers are available for extra help for an hour after school (2:45 PM to 3:45 PM) or for a half hour before school starts and a half hour after school is finished (7:15 AM to 7:45 AM and 2:45 PM to 3:15 PM) on Mondays, Wednesdays, and Thursdays. Students can attend their own teacher's extra help or another member of that department's extra help. A teacher will sometimes request a student to stay after school it if is apparent that the student is having difficulty with the work. This is not to be thought of as a punishment, but rather as a desire of the teacher to help you make the progress of which you are capable. Extra Help Days are posted in the Main Office, School Counseling Office and the Secondary School's website.

FIRE DRILLS

At regular intervals, Fire Drills are required by law and are an important safety precaution. It is essential that when the first signal is given, everyone obeys orders promptly and clears the building by the prescribed route as quickly as possible. The teacher in each classroom will give the students instructions. It is important that the students are to remain silent throughout the drill. Once outside, students are to remain with their classes until the "All Clear" is sounded.

GRADING

Final Grade: The final grade will be determined as follows:

Full Year Course: Each of the 4 quarters will count 20%. Mid-Term will count 5%, and the Final Exam will count 15% to determine the final course grade. In courses without Mid-Term or Final Exams, each quarter will count 25%. In courses with a final exam and no mid-term, each quarter will be 20% and the final exam is 20%.
Semester Courses: 40% for each quarter and 20% for the final exam. If there is no final exam, each quarter will count 50%.

Unweighted Average:

1. Straight total of all grades divided by the number of credits taken.
2. Subjects not included in computing unweighted average are: Remedial courses, courses with letter grades and Physical Education.

Weighted Average: Honors and college-level courses carry a 7% weight. AP courses carry a 12% weight. All other courses are not weighted. Physical Education is not included in the weighted average.

Class Ranking: Is based on the weighted average. Ranking is determined after 7 semesters (4 semesters must be in WHSS). There will be NO re-ranking. *Ranks will not show on the transcript or be reported to colleges or students. If requested, we can report the standing of a student based on percentages. Example: The student is in the top 5% or 10% of the class*.

Graduation Participation: Participation in the West Hempstead Secondary School graduation ceremony is an earned privilege. Only those students who meet **ALL** the requirements by June will be allowed to participate in the graduation ceremony. Any student who needs to take summer school courses or required tests in order to satisfy graduation requirements **WILL NOT** be allowed to participate in the June graduation ceremony.

Summer School: Students MUST be present 75% of the time in any class in order to be eligible for summer school.

SCHOOL COUNSELING

Counseling services are available to every student in the school. The counselor, school social worker, and psychologist monitor the child's academic and social progress throughout the school year. In addition to helping students in need of assistance, the counselor teaches study skills, conducts small group workshops, facilitates peer mediations, and works closely with parents and teachers throughout the scheduling process. Discussion groups are conducted on self-esteem topics for students who are in need of these services. Students wishing to speak with a counselor should go the School Counseling Office to make an appointment before/after school or during lunch.

HONOR ROLL

Honor Roll

1. Marking Period (each 10 weeks) weighted average of 85 or better.
2. No failing grades or incompletes in any subject area.
3. Subjects not included in computing Honor Roll are: Remedial courses and courses with letter grades

High Honor Roll

1. Marking Period (each 10 weeks) weighted average 90% or better.
2. No failing grades or incompletes in any subject area.
3. Subjects not included in computing High Honor Roll are: Remedial courses and courses with letter grades.
4. No grade below 80%

Principal's List

1. Marking Period (each 10 weeks) weighted average 95% or better.
2. No failing grades or incompletes in any subject area.
3. Subjects not included in computing High Honor Roll are: Remedial courses and courses with letter grades.
4. No grade below 85%.

IDENTIFICATION CARDS

Students are issued an ID card at the beginning of each year which should be carried at all times. Lost ID cards can be replaced in the School Counseling Office for a fee of $5.00.

LIBRARY- MEDIA CENTERS

Use of the Media Center is a privilege, and appropriate behavior is required. Students who want to use the Media Center during lunch will follow this procedure:

Media Center Hours: 7:15 AM – 2:45 PM – Monday to Friday

- Plan ahead. If you plan to sign up for the Media Center, bring whatever books and supplies you will need to you to your lunch period.
- Wait at least 10 minutes. Eat your lunch in the cafeteria; no food or drinks are allowed in the Media Center!
- Get a pass before you leave. Ask a teacher on cafeteria duty.

- Go directly to the Media Center. Turn in your pass. Once you hand in your pass, you must remain in the in the Media Center until the end of the period.

The Media Center is a place for quiet study and research. Books, magazines, and computers are available. Assistance will be given to any who need it.

LOCKERS

Each student is assigned a locker where books and personal belongings can be kept. Sharing of lockers is not permitted. Students may only access their lockers at the beginning and end of the school day and immediately prior to and after their lunch period. Lockers remain the property of the WHUFSD and are subject to inspection at any time. Non-school locks will be cut from lockers with advance notice.

MEDICAL

Any accident in the school building, on the school grounds, at practice sessions, or athletic events sponsored by the school must be reported immediately to the person in charge, to the Main Office, and the school nurse.

Section 903 of the State Education Law, which provides for annual physical examinations of all pupils, has been amended to provide periodic examinations. The pertinent amendment provides as follows: A health certificate shall be furnished by each child upon entering school and on entering first, third, seventh, and tenth grades thereof. An examination of any child may be required by the local school authorities at any time to promote the educational interests of such a child. However, an annual physical examination is recommended.

This examination may be performed either by the family physician, physician assistant or nurse practitioner or the school doctor. Notices will be sent home in the fall and the spring concerning this program. Scoliosis screening will take place at least once each school year for all students in Grades 5 through 9 while vision and hearing screenings which be administered to all students enrolled in school and in Grade 10. Students who feel ill must visit the Nurse's Office first. The nurse will call home if necessary. Students must receive the nurse's permission before leaving the building. Any students who miss a class without having the nurse contact their parents will be considered as having an unexcused absence. No student may leave school grounds for any reason without prior permission of the Principal or an Assistant Principal.

All medication, including non-prescription drugs given in school, must have a written order from a licensed prescriber. A written statement from Parent/Guardian requesting administration of medications ordered by prescriber is required. The Parent/Guardian must assume responsibility to have the medication delivered directly to the Health Office in a properly labeled original container. Please contact the Nurse's Office if you have any questions regarding medications.

NATIONAL HONOR SOCIETY

Admission to the National Honor Society is based upon service, leadership, character, and scholastic achievement. Candidacy requires a minimum of a 90% (no rounding) cumulative average with no failing grades or incompletes or "No Credits."

In addition to maintaining the required high scholastic average, Honor Society members are called upon to fulfill multiple needs within our community as leaders in training for the future. This includes peer tutoring, the Quiz Bowl fundraiser, the annual blood drive and volunteering at The Ronald McDonald House.

In order to be considered for admission into the Society, candidates **MUST** obtain 3 positive recommendations from faculty members, coaches or employers, and have accumulated 15 service credits prior to midyear of their junior year. Service credits must be school sponsored and completed in Grades 9-11. **SERVICE CREDITS MUST BE VERIFIED WITH A SIGNATURE FROM THE ADVISOR ON THE NHS APPLICATION**.

These credits include:

Type of Service Credit	Point Value (per year, grades 9-11)
Editor or team captain	3 points per year
Club or Class officer	3 points per year
Class Night Representative	2 points per year
Sports team or Cheer	2 points per year
Show cast or stage crew	2 points per year
General club membership	1 point per year
Outside community service or organizations (not school related)	1 point per every 10 hrs and **cannot exceed/count** toward more than 4 service credits.

At the heart of The National Honor Society is our core value of service. In order to ensure that each member continues to fulfill our values, once inducted, the following will be required of you in order to obtain The National Honor Society honor cords at graduation. Failure to complete the required service will result in your not being recognized at graduation, and your membership fee will be returned.

WORLD LANGUAGE HONOR SOCIETY

Requirements for selection are:

- Language study of Level 3 or higher
- Good character as exemplified by honesty and concern for others
- An average of the two quarters and midterm to date of a 90
- An excellent work ethic as exemplified by class attendance and work product. **Please note that students who are ineligible may not be inducted.**
- Teacher recommendation

NATIONAL ART HONOR SOCIETY

Requirements for selection are:

- An average of 90%
- The recommendation of an art teacher and one additional teacher.
- Willingness to further the growth of visual art in the community.
- To graduate with NAHS honors and earn the right to receive an honor cord for graduation, members must remain in good standing by attending meetings regularly and participating in community service based art events until the graduation date.

TRI-M HONOR SOCIETY

Requirements for selection are:

- Candidates must be currently enrolled in a music ensemble and/or class for the current school year at West Hempstead Secondary School.
- Must exhibit leadership, service, and character in their activities while at West Hempstead Secondary School.
- Must have a cumulative average of 90 or higher in their music class for the second marking period with an average grade of 80 or higher in the academic subjects.
- Must participate in two Secondary School performing groups, which includes the HS musical or Pit Orchestra. (Participation must be maintained to keep membership).
- Must complete at least one of the achievements listed below in the year previous to application year:
    1. Perform at the NYSSMA solo festival at level IV or higher, achieving a score 26-28 or an A- or above (depending on the level).
    2. Perform in either one All State Festival, or All County (Div IV or V) or LISFA (Div. IV or V)
- Members must attend 80% of meetings and participate in society activities. Five hours of music community service is REQUIRED to maintain membership.

NATIONAL STEM ACADEMY HONOR SOCIETY

Students eligible for the National Stem Academy Honor Society must demonstrate a genuine appreciation and interest in the field of STEM (Science, Technology, Engineering and Mathematics). Requirements for selection are:

- An overall average in all STEM-related subjects of 90 or higher with an overall GPA of 85 or higher.
- Teacher/mentor recommendation
- Completion of application
- Ten (10) service credits of STEM-related volunteer hours.

NATIONAL JUNIOR HONOR SOCIETY

Requirements for selection are:

- A student must exhibit the "Five Pillars" of the NJHS during the course of their 7th and 8th grade years. Those five pillars are: scholarship, service, leadership, character, and citizenship.
- The scholarship pillar can be accomplished by meeting the criteria for honor roll or high honor roll for the first 6 quarters of their 7th and 8th grade years.
- In addition, students must meet the pillars of service, leadership, character, and citizenship through their active participation in school and/or community organizations, including NJHS philanthropy, and being a good citizen of WHSS for at least 6 quarters.

OPEN/CLOSED CAMPUS

- Only eligible seniors will be permitted to go out for lunch.
- Each senior MUST complete four hours of community service each quarter in order to go out for lunch.
- Each senior must have a parent permission letter on file.
- Seniors MUST attend a Driver's safety assembly with a parent scheduled for early September in the evening.
- Seniors MUST follow all the rules with regard to entering and exiting the building.
- Failure to follow any of the guidelines listed above will result in suspension of open campus privileges.
- Principal reserves the right to cancel open campus privileges due to weather or any emergency situation.

PARKING

1. <u>General Parking Regulations</u>

a. Visitors should park in designated "Visitor" spots or from 8:15 AM to 2:00 PM only. No visitor parking is allowed in the bus parking area.

b. Parking in areas designated "No Parking" or "Fire Lane" is prohibited.

c. No vehicle may be driven at a speed in excess of 10 MPH on any school ground or property.

2. Student Parking

Permission to drive and park on campus is reserved for Grade 12 students who are in possession of a senior (D) license and who have been issued a West Hempstead Secondary School student parking sticker.

Students requesting a permit must report to the AP Office in the Secondary School with their license, vehicle registration and proof of insurance. Permits must be displayed from the rearview mirror and must not be lent to other students. A $10.00 deposit is required and will be refunded when the pass is returned.

Seniors may park only in areas designated for student parking and not in the staff parking area.

Seniors must drive safely in the parking lot. Students may not sit on or in cars, nor should any other students be in any senior's car during the school day.

Parking on campus is a privilege that is provided to responsible young adults. This privilege will be suspended and/or revoked if rules are not followed. **Ineligible students will lose parking privileges for the quarter they are ineligible**. Violations of regulations may also be subject to enforcement by the Nassau County Police Department.

PASSES

No student should leave class without a hall pass. Passes are not given to go to the Cafeteria. Students out on a pass should remember that THEY SHOULD RETURN TO CLASS PROMPTLY. Passes should NOT be issued BEFORE 8:15 AM or AFTER 2:15 PM.

POWERSCHOOL: The Student Management System that updates student attendance and grades in real time

We encourage all students and parents to regularly check their child's progress in PowerSchool. Families should be in the habit of checking PowerSchool at least weekly to monitor grades, attendance, and missing assignments. Interim reports are available to be viewed on PowerSchool approximately every five weeks. Report cards are available to be viewed quarterly. All students are subject to the eligibility policy.

PHYSICAL EDUCATION

Physical Education is required each semester throughout the Secondary School experience. There is a strict dress policy which is reviewed at the beginning of the year and periodically throughout the year. Students are assigned a locker and given a lock at the beginning of the year which must be returned at the end of the year. There is a $5.00 fee for locks that are lost or not returned**. DO NOT KEEP VALUABLES IN THE LOCKER ROOM. KEEP THEM IN YOUR HALLWAY SCHOOL LOCKER.**

Students who are legally absent from school for a maximum of two times in a quarter will not be required to make up the missed Physical Education classes. Anything over two legal absences in the quarter, students will have two weeks from the date of the legal absence to make up the class. Makeups will be offered as follows:

- Makeup classes are offered. See instructor to arrange how to make up excused classes.

Any student participating in make-up Physical Education classes must actively participate the entire session in order to receive credit.

POSTERS

All posters or announcements to be displayed anywhere in the building must be approved by an administrator before being put on display. Attach only to surfaces that will not be marred by masking tape. Do not use paste, cellophane tape or thumbtacks, and do not attach to painted walls or varnished surfaces. Once the advertised activity is over, the organization responsible must remove the posters or it will be denied permission to display posters in the future.

PROGRAM AND PROGRAM CHANGES

The programming process begins in December. Course descriptions are prepared and distributed to all students. Departmental recommendations are made for each student, and these are given to the counselors. The counselors will review the recommendations and will meet with the students. Student course selection lists will be mailed home in the spring. Teachers, directors, students, parents and the counselors all play an important role in programming. The principal makes the final decision concerning all course placements. Students are required to take a full schedule of courses. Every effort will be taken to avoid scheduling students for Study Hall unless this is in the best interest of the student. Schedules will NOT be changed for convenience (change a lunch period, prefers another instructor, etc.).

REPORT CARDS/INTERIM REPORTS

Report cards are distributed every ten weeks to notify parents of progress. Report cards are posted on PowerSchool. If you would the report card to be mailed home for each marking period, complete the form which is sent home in the summer mailing. Students owing book fines or books to West Hempstead School District must pay before they receive report cards at the end of the year. Students in 12th grade must settle all book accounts before receiving diplomas. The school is not responsible for lost or stolen books.

Report Cards will not be released at the end of the school year unless all obligations (return of textbooks, library books, uniforms, detention, etc.) have been met. Lost books and other school items must be paid for if lost. Schedules for the new school year will also be withheld.

Interim progress reports will be sent at approximately the midway point between each report card. Please check the district calendar for the posting dates of the interims and the report cards.

SEXUAL HARASSMENT

West Hempstead Secondary School prohibits all unwelcome behavior of a sexual nature which may have the effect of creating an intimidating, hostile or offensive learning environment. Sexual harassment can take many forms. This can include but not be limited to:

- Touching or grabbing
- Comments about your body
- Sexual remarks or suggestions
- Name calling
- Conversations that are too personal
- Pornographic pictures, stories or comments
- Dirty jokes
- Obscene gestures
- Staring in a way that seems too personal

Sexual harassment is unwanted and unwelcome behavior that interferes with your life. No one has the right to harass another person. If you think that you are being harassed, report the alleged misconduct to your counselor, principal, and/or parents so that corrective action can be taken. You have the right to do something about it.

SMOKING

Smoking is **strictly** prohibited in the school building, on all school grounds, and at all school activities whether home or away. Failure to comply can result in a one (1) day out-of-school suspension at minimum.

STUDENT COUNCIL

The Student Council is an organization through which the students may express their opinions, assist in the administration of the school and participate in the management of school enterprises and community activities. The Council promotes leadership, initiative and school spirit in the student body. Each spring, a president, vice-president, secretary and treasurer are elected to carry on the work of the following year.

STUDENT DRESS CODE

All students are expected to give proper attention to personal cleanliness and to dress appropriately for school and school functions. Students and parents have a primary responsibility for acceptable student dress and appearance. Teachers and other school personnel should exemplify appropriate dress in order to model the proper attire in a school setting.

A STUDENT'S DRESS, GROOMING AND APPEARANCE (INCLUDING JEWELRY) SHALL:

1. Be safe, appropriate and not disrupt or interfere with the educational process.
2. Recognize that extremely brief garments such as tube tops, net tops, halter tops, spaghetti straps, plunging necklines (front and back) and see-through garments are not appropriate.
3. Ensure that underwear is completely covered with outer clothing.
4. Include appropriate footwear in school and at all school functions.

5. Not include the wearing of headgear anywhere in the school building except for a medical or religious purpose. Hoods may not be worn in the building at any time. Hats must be kept in lockers during the school day.
6. Not include items which are vulgar, obscene, and libelous or denigrate others on account of race, color, religion, creed, national origin, gender, sexual orientation or disability.
7. Not promote and/or endorse the use of alcohol, tobacco, illegal drugs, and/or encourage other illegal or violent activities or endorse or promote any gang or fraternity affiliation. Any apparel that is worn and is identified by the police as being gang colors or gang related should be banned.
8. Ensure clothing completely covers torso.

Students who Violate the Code: Shall be required to modify their appearance by covering or removing the offending item, and if necessary and possible, replacing it with an acceptable item.

Students who refuse to abide by the Dress Code are Insubordinate:
Students who refuse to abide by the dress code shall face disciplinary action including assignment to ISS or OSS. Disciplinary consequences shall be incremental.

SUSPENSION
During a period of suspension, a child must be kept home during school hours. While suspended, the child may not be in school, around the school building or participate in any school activity. This would be considered trespassing. If a child violates this rule, he/she is subject to arrest. Parents should call the Principal's office as soon as possible to arrange a meeting to discuss the facts of the suspension and arrange for the child's return to school.

VISITORS
All visitors to any school building in West Hempstead MUST BE ISSUED A VISITOR'S PASS. It is recommended that visitors make an appointment by telephone prior to visiting the school.

WEAPONS IN SCHOOL
As per West Hempstead School District policy 5124 and SAVE legislation, a student who is found guilty of possession of a weapon on school grounds and/or at a school function conducted off school grounds, after a Superintendent's hearing, shall be subject to a penalty of suspension of one year or more. The Superintendent will determine the penalty on a case-by-case basis after considering the following:

- Student's age
- Student's grade
- Student's prior disciplinary record
- Parent/teacher input
- Superintendent's belief that other forms of discipline may be appropriate
- Other pertinent circumstances

INTERSCHOLASTIC GIRLS
Badminton - Varsity
Basketball - JV/Varsity
Bowling - JV/Varsity
Cheerleading - JV/Varsity
Flag Football - Varsity
Lacrosse - Varsity
Soccer - JV/Varsity
Softball - JV/Varsity
Swimming - Varsity
Tennis - Varsity
Track Indoor - Varsity
Track Outdoor - Varsity
Cross Country - Varsity
Volleyball – JV/Varsity
INTERSCHOLASTIC BOYS
Baseball-JV/Varsity
Basketball – JV/Varsity
Bowling – JV/Varsity
Cross Country – Varsity
Football-JV/Varsity
Lacrosse-JV/Varsity
Soccer-JV/Varsity
Tennis-Varsity
Track Indoor - Varsity
Track Outdoor - Varsity
Volleyball – JV/Varsity

CLUBS FOR GRADES 7-8
Art and School Beautification
Chess Club
Coding Club
Comic Book and Graphic Novel Club
Cooking Club
Dignity and Tolerance Club
Double Dutch Club (Grades 7-12)
Drama Club
Homework Center
Mathletes (Math Olympiads)
National Junior Honor Society
Science and Robotics Club
Student Council
Yearbook, *Transition*, Art Editor
Yearbook, *Transition*, Editor

CLUBS FOR GRADES 9-12
African American Cultural Club
Band (Marching)
Crochet Club (Grades 7-12)
Dance Band
Double Dutch Club (Grades 7-12)
Debate Club
Drama
ENL Club
Environmental Club
GSA
Ink Blot
Key Club
Leadership Club
Mathletes 9-12
Moot Court
National Art Honor Society
National Honor Society
National STEM Honor Society
National Tri M Honor Society
National World Language Honor Society
Next Gen Med
Rampage
SADD
Student Council
Wandering Minds
Yearbook (Westerly)

Students found in possession of a weapon will be referred to the criminal or juvenile justice system**.** Every child has the right to go to school in a safer, secure environment. This policy, together with your support and our combined vigilance, will continue to make West Hempstead Secondary School a place where students are safe and able to learn.

BELL SCHEDULE

HALL BELL	7:45
Warning Bell	7:50
Period 1	7:55-8:36
2	8:40-9:25
3	9:29-10:10
4	10:14-10:55
5	10:59-11:40
6	11:44-12:25
7	12:29-1:10
8	1:14-1:55
9	1:59-2:40

Students are required to wait in the cafeteria until the hall bell rings at 7:45 AM. At the 7:50 warning bell, all students should be moving to class so they are in class by 7:55 AM.