





BREWSTER HIGH SCHOOL

Student Handbook

2024-2025



	Brewster CSD Profile of a Brewster Graduate	
<u>Critical Thinking</u> 	<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. 	
<u>Collaboration & Communication</u> 	<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. 	
<u>Adaptability</u> 	<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. 	
<u>Civic Responsibility</u> 	<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. 	

F

Perseverance



- 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.

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 1,000 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

District Board Of Education

Mrs. Kerry Cunningham	President
Ms. Cynthia MacGregor Fox	Vice-President
Ms. Jamie Callanan	Trustee
Ms. Jennifer Carpiello	Trustee
Ms. Melissa Finateri	Trustee
Mr. Scott Seaman	Trustee
Mrs. Leonor Volpe	Trustee

CENTRAL ADMINISTRATION

Superintendent of Schools – Dr. Michelle Gosh

Assistant Superintendent for Curriculum, Instruction & Assessment – Mrs. Maggie Andriello

Assistant Superintendent for Finance and Operations - Mr. Victor Karlsson

Assistant Superintendent for Human Resources – Mr. Stephen Hancock

Director of Technology and Innovation – Mr. James Treloar

Director of Special Education - Mrs. Amelia Carpanzano

Assistant Director of Special Education (6-12) – Mrs. Sarah Vazquez

Assistant Director of Special Education (K-5) - Ms. Amalia Berdecia

Director of Physical Education, Health and Athletics – Mr. Dean Berardo

Director of Literacy and Professional Learning - Ms. Jennifer Nilsen

Director of School Facilities and Operations – Mr. Glen Freyer

Supervisor of Transportation – Ms. Mary E. Smith

Director of Food Service – Ms. Cathy Hancock

BREWSTER HIGH SCHOOL ADMINISTRATION

Principal - Ms. Nichole Horler

Assistant Principal - Mr. David Carpanzano

Assistant Principal - Mrs. Lauren Cole

Regular Bell Schedule

		Arrival	7:40		
		Warning Bell	7:43		
		Period 1	7:45-8:27		
		Period 2	8:30-9:12		
		Period 3	9:15-9:57		
		Period 4	10:00- 10:42		
		Period 5	10:46-11:28		
		Period 6	11:32-12:14		
		Period 7	12:18-1:00		
		Period 8	1:04-1:46		
		Period 9	1:50-2:35		

One Hour Delay

Two Hour Delay

Arrival	8:40		Arrival	9:40	
Warning Bell	8:43		Warning Bell	9:43	
Period 1	8:45 - 9:21		Period 1	9:45-10:14	
Period 2	9:24 - 10:00		Period 2	10:17-10:46	
Period 3	10:03 - 10:39		Period 3	10:49-11:18	
Period 4	10:42 - 11:18		Period 4	11:21-11:50	
Period 5	11:21 - 11:57		Period 5	11:54-12:23	
Period 6	12:01 - 12:37		Period 6	12:27-12:56	
Period 7	12:40 - 1:16		Period 7	1:00-1:29	
Period 8	1:19 - 1:55		Period 8	1:33-2:02	
Period 9	1:58 - 2:35		Period 9	2:06-2:35	

Three Hour Delay

Bus Drill (early dismissal followed by 20 min. drill)

Arrival	10:40		Arrival	7:40	
Warning Bell	10:43		Warning Bell	7:43	
Period 1	10:45-11:07		Period 1	7:45 - 8:26	
Period 2	11:10-11:32		Period 2	8:29 - 9:10	
Period 3	11:35-11:57		Period 3	9:13 - 9:53	
Period 4	12:00-12:22		Period 4	9:56 - 10:36	
Period 5	12:26-12:48		Period 5	10:39 - 11:19	
Period 6	12:52-1:14		Period 6	11:22 - 12:03	
Period 7	1:18-1:40		Period 7	12:06 - 12:47	
Period 8	1:44-2:06		Period 8	12:50-1:31	
Period 9	2:10-2:35		Period 9	1:34 - 2:15	

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	22.0	Total	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., Algebra II
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

Community Service Graduation Requirement: Brewster High School students do an amazing job of positively contributing to the community. At Brewster High School, we track community service (hours and tasks) via **SchoolLinks**. By definition, community service is, “voluntary (unpaid) work intended to help people”. The minimum requirement for community service is **20 hours total**.

ALL Seniors are required to take Personal Finance.

Communication RE: School Links will be sent via ParentSquare and shared directly by our Guidance Department.

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 weigh Regents courses. Advanced Placement (AP) classes, as well as dual enrollment courses, such as SUPA, Manhattanville, DCC, and WCC classes, will be weighted with a multiple of 1.08 times the final grade. Honors courses 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 for the entire academic year.

1. For ranking purposes, your average will not be less than 55 for the first 3 Marking Periods. The 4th Marking Period will reflect the student's actual reported grade. It is this grade that will be averaged with the other 3 Marking Periods.
2. If a student is unhappy with the grade earned for a Regents course and/or Regents exam, he/she can retake the Regents exam in August, if offered. Please note that BHS does not offer all Regents exams in August. Only 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 55%. If a student requests an Incomplete and additional time to complete and submit assignments, he/she is automatically ineligible for Honor Roll or High Honor Roll for that marking period.
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 and end-of-marking period dates are as follows:

	Marking Period 1	Marking Period 2	Marking Period 3	Marking Period 4
Midpoint	October 9, 2024	December 20, 2024	March 19, 2025	May 23, 2025
Ends	November 15, 2024	February 7, 2025	April 25, 2025	June 27, 2025

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 55%. If a student requests an Incomplete and additional time to complete and submit assignments, he/she is automatically ineligible for Honor Roll or High Honor Roll for that marking period.

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. Students in Honors/Advanced sections can opt into the Regents, but must decide by early March. Departments and/or individual teachers will discuss Regents and/or Regents expectations in their class syllabi.

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

AP exams are administered from Monday, May 5, 2025 through Friday, May 16, 2025. **All students enrolled in an AP course must take the AP exam for that course. NEW! (25-26) Students that fail to sit for the AP exam will lose the AP weighting for the class.** Students are to use [Total Registration](#) to pay for the exams. **They must register with the College Board for the course (done in class with their teacher) by November 13, 2024.**

4. PSAT TEST DATES:

All 10th and 11th graders will take the PSAT on Wednesday, October 16, 2024 at Brewster High School - Code #330500. 9th graders will attend student improvement sessions while 12th graders will attend Narcan and First Aid training.

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 after seven semesters. 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 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 Honor Roll and/or High Honor Roll.
 - High Honor Roll: 93.0 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.
- Students 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.

I. SCHOOL ATTENDANCE

“Just showing up is the greater part of genius”. This statement sums up the philosophy behind Brewster High School’s attendance policy. We cannot know what you are capable of intellectually if you do not show up. We cannot support your academic needs if you are not here.

Please review this policy carefully. If you have questions at any time, please do not hesitate to ask a counselor or administration. Please note: This is a broad outline of Brewster High School’s attendance policy. Be aware that individual teachers may require stricter adherence because of the intensity of material and classroom participation. This applies to tardy policies as well. The administration supports teacher-initiated policies that maintain maximum use of time for instruction.

Attendance Policy

1. In accordance with State Education Law, the Board of Education requires each child between the ages of six and seventeen to regularly attend school full time. It is the legal responsibility of the local school district to know the whereabouts of every student for safety reasons. The Board of Education recognizes that attendance is an integral part of a student’s performance in school. Therefore, it is the basic responsibility of both the student and the parent/guardian to ensure that the student arrives on time and attends all classes.

Brewster High School administration acknowledges that learning takes place when students actively participate in class, successfully complete assignments, and pass tests. In order for students to demonstrate their understanding of the subject matter and to actively participate in the learning process, they must be present in class. Brewster High School will endeavor to identify attendance patterns, design improvement efforts, close gaps in student performance, and increase school completion.

2. All absences will count against the student according to the attendance policy except:
 - a. Suspension and illnesses resulting in homebound instruction as per State Education Law, unless the student is offered alternative instruction which he/she does not attend.
 - b. Curricular alteration of a student’s schedule, school testing, curriculum based field trips, excusals by the school nurse, administration, and/or guidance.

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 and dentist appointments, etc. Though a note helps us to clarify and record the absence, the time missed still counts toward the total per class. **Excessive absences from class, although excused by a parent, may still result in an official notice home.**

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.

All other absences are considered unexcused absences. Examples of unexcused absences include going to work, running errands, going on vacation, going shopping, and attending seasonal events.

Students are required to be on time and in attendance for every class for which they are registered.

Students are considered in attendance if they attend school for a minimum of half the school day or 5 periods a day. **Students NOT in attendance for at least 5 periods a day cannot participate in athletic and/or co-curricular activities after school that day.**

All absences must be accounted for. It is the parent or guardian's responsibility to notify the Attendance Office (ext 1112) within 24 hours. If notification is not received the students will be recorded with an unexcused absence (i.e. cut).

Please refer to your school calendar when planning vacations. Any vacations that interfere with your child's ability to attend school will be considered unexcused absences. Teachers are not obligated to provide work for these absences.

The following are examples of excused legal absences:

1. Illness - Students may not call themselves in sick; calls can only be made by parents/guardians
2. Death in the family
3. Impassable road conditions
4. Religious Observance
5. Quarantine
6. Court
7. Health treatment
8. College visits

A parent/guardian should call the Attendance Office either before the date of the absence, if it is known, or before 10:00am on the actual day of the absence. If a call is not made, the student must bring a note written and signed by a parent, guardian, or doctor to the Attendance Office on the day they return to school. Students whose absences have not been excused within 48 hours will be considered truant and unexcused.

After a legal absence, it is the student's responsibility to meet with teachers immediately upon their return to school to establish a make-up schedule for missed work.

3. In implementing the policy set forth above, students, who are unable to attend school or a class due to participation in a school sponsored activity, may arrange with their teachers to make up any work missed. All students with an excused absence, tardy or early dismissal are expected, upon their return, to consult with their teachers regarding missed work.

High School Credit Policy

Class credit **may not** be given when a student exceeds:

- 18 absences in a full-year course
- 9 absences in a semester course

When a student is absent from one or more classes on a given day, our automated phone system, Parent Square, will notify the household around 10:30 am, and again that evening. Upon receiving this phone call, the parent/guardian is to contact the Attendance Office to confirm the absence. Failure to do so will result in the absence being treated as a cut from class.

- When a student accrues 8 absences in a full-year course or 4 absences in a semester course, the school will contact home.
- When a student accrues 16 absences in a full year course or 8 absences in a semester course, a conference **will** be arranged by the counselor with student and parent. A concerted effort will be made to resolve any difficulties concerning absences. At this time, tutoring, extra help or other support services may be recommended.
- When a student accrues 18 absences in a full year course or 9 in a semester course, the parent will receive administrative notification that an attendance review meeting is **mandated**. A meeting between student, parent, and administration, shall be held to determine further action. The student's teacher and/or counselor may be invited to provide documentation or assistance.
- When the student reaches 19 absences in a full year course or 9 in a half-year course, the parent **may** receive administrative notification that no credit can be earned. The student may remain in that course with administrative or teacher permission. Continued absences in the course may result in further administrative action and/or the involvement of CPS or PINS and/or both. Those students who do not receive credit because of excessive absence, shall be deemed having not completed the course, and have to repeat it.

A student's failure to follow through with the determinations set forth in the attendance hearing will have an administrative hearing to determine disciplinary action.

Appeals Process: The purpose of having an appeals process is to ensure that all absences are treated equally and that there is accuracy and fairness in the application of the policy. The appeals committee shall consist of:

- The teacher(s) of the class(es) for which credit is being denied
- An administrator
- The student's guidance counselor

The committee will review the absences and consider whether there were extenuating circumstances concerning the student's absences. All supporting documentation should be provided at this time. The committee will resolve the matter in a timely fashion and the decision will be communicated in writing to all parties involved.

If the committee waives the attendance policy, the student may remain in the course and receive credit. Continued absences in the course will result in the student being dropped from the class by the principal. All final decisions are determined by the principal, Ms. Nichole Horler.

Disciplinary Consequences: Unexcused absences, tardiness and early departures will result in disciplinary sanctions as described in the District's Code of Conduct. Those penalties may include detention, ISR, PINS, home visit etc.

Impact of attendance on parking privileges and co-curricular activities:

Parking privileges – a student who accumulates

- 12 absences before the end of the second marking period
- 24 absences before the end of the fourth marking period

will lose parking privileges for the remainder of the year.

In order to participate in any after school activities, a student must be **present for at least five periods** on the day of the activity and must attend all scheduled classes during that time. Continuous absence from classes may result in dismissal from co-curricular activities or athletics.

Late Arrival – Early Dismissal – Reduced Schedules

The school day begins at 7:45 with all students expected in their first period class at this time. Students arriving after this time **must sign-in at the attendance office** in order to be admitted into school.

Scheduled late arrival/early dismissal to school is available only to seniors who have the credits to graduate. Some students may have a reduced schedule as a result of disciplinary issues or administrative recommendation. This may take place with administrative approval only. Students on a "reduced" schedule may only remain in the building with administrative permission.

Note: Seniors who have the privilege of signing in late must arrive on time for the beginning of their first scheduled class. **Excessive latenesses may result in the loss of parking privileges, as per your contract.**

*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.*

Summary of Attendance Policy: Show up on time, all the time.

Tardiness: Being late to a class can be due to over socializing in the halls, poor use of time, poor planning, or just being rude. **Any other reason will require a pass attached to it.** Tardiness is an invasion of other students' learning time and a hindrance to your own instruction. Teachers are not obligated to repeat portions of the class for unexcused tardies. Please keep in mind, teachers may institute disciplinary procedures of their own regarding tardiness. This may include after school make up, or detentions.

Hallways: Between classes you may socialize, use the restroom, talk to teachers, and generally make your way to class. A hall-pass is required if you are tardy. If a teacher holds you back because of an important discussion, or you visit the nurse's office, guidance office, or another classroom for academic reasons between classes, get a pass. Lastly, **while it may be tempting to go to the cafeteria during class, it is not allowed.** Being caught in the cafeteria when you are supposed to be in class will lead to meeting an administrator. One other thing about hallways – be nice! We know they are crowded. Being nice means no obscene language, no pushing, no threats and no loitering. Make the best of it and move to your class as efficiently and nicely as possible.

Cutting: Cutting refers to unexcused absences from a subject or activity to which a student has been assigned, including Study Halls and assemblies. There are no permitted cuts at Brewster High School.

Classroom Consequences of Cutting:

- A grade of “zero” will be assigned to any work not completed or due on the day of the cut.
- Students cannot and should not expect their teachers to assist in making up work missed because of a cut.

Disciplinary Consequence of Cutting: Failure to attend class (cutting) will not only jeopardize a student's academic performance but will lead to disciplinary actions, including, but not limited to: in-school suspension, extended detention, lunch detention, loss of parking and other privileges, and possible withdrawal from the class or activity in question.

Extra and Co-Curricular Academic Eligibility

Criteria

1. Students that have a grade of 65 or less in any subject will be placed on academic support.
2. Students must use the Student Eligibility Form to prove that they are in good standing in order to play in games or participate in other extra-curricular activities.
3. To remain eligible, students must adhere to the prescribed interventions, demonstrate effort, and complete all necessary work and/or additional requirements as specified and signed off by the teacher. Students progress will be evaluated each week for the next 5 weeks by the MTSS and Data Committee.
4. If students have not made progress to raise their grades to a passing level by the next 5 week report, they will be ineligible to play in games, performances or significant events, BUT will still be eligible to practice with their group.
5. If a student is placed on academic support and their season ends, the student

MUST continue to adhere to the intervention(s). If you don't, you may be ineligible for a future season.

6. Impact of attendance on athletics, extra and co-curricular activities:
 - a. a student who accumulates 9 absences before the end of the second marking period or 18 absences before the end of the fourth marking period may lose extra curricular privileges.
 - b. Students must be in attendance for a minimum of 5 periods (in school by 10:40 am) on activity days in order to be eligible for participation. This includes games and school plays. Continuous absence from classes may result in dismissal from co-curricular activities or athletics.
 - c. If a student cuts class they may be ineligible to participate in after school activities and be subject to discipline.

Timeline

Fall	Mid-marking period	Meeting to discuss academic probation and interventions
	End of marking period	Eligibility for Fall/Winter activity deadline
Winter	Mid-marking period	Meeting to discuss academic probation and interventions
	End of marking period	Eligibility for Winter/Spring activity deadline
Spring	Mid-marking period	Meeting to discuss academic probation and interventions
	End of marking period	Eligibility for Spring/following Fall activity deadline
**eligibility for following Fall season, may be dependent on final grades/attendance from previous year		

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 review 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. Carly Allan ext. 1125

Ms. Dennise Barahona ext. 1119

Mr. Michael Marschner ext. 1311

Ms. Kate Simmons ext. 1121

Ms. Kate Hammond ext. 1310

Ms. Jessica McCann ext. 1130

Mr. Niko D'Agnese

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 via [“YouCanBook.Me”](#). Students must schedule an appointment prior to visiting the Guidance Suite.

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.

BCS Guidance-Social Emotional Wellness Specialist, **Ms. Jessica McCann**, can be reached at ext 1130.

2024-2025 Schedules: The portal will be open with schedules during the week of August 21st. Please make sure to have access to your schedule electronically for the first day of school. Counselors will **not** be printing schedules. Questions? Use - [YouCanBook.Me](#) - to meet with your counselor.

D. School Psychologists

Ms. Diana Phan – 845-279-5051 ext. 1122

Ms. Keesha 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 Worker/Mental Health

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 ensure that students have a healthy relationship with school and peers.

Ms. 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.

MindfulMoment Room (MMR): The Mindful Moment Room (MMR) at BHS is designed to be used for 5 - 15 minutes to allow students and staff a safe space of retreat, respite, and/or to maintain or restore balance in their daily life. Staff and Student Ambassadors are available to assist visitors to the MMR and offer mindfulness techniques and other stress management tools and skills for peaceful conflict resolution, improved focus and concentration, greater control and awareness of thoughts and emotions, improved self-regulation, and relaxation. Students are expected to sign into the MMR using E-HallPass; attendance will be monitored by BHS faculty and staff.

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 catalogs, reference books, college applications, financial aid material, and many career reference sources. It is open daily. 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. 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.

B. MTSS (Multi-Tiered Support System)

The building MTSS team identifies students at risk for poor learning or behavioral outcomes, monitors student progress, provides evidence-based interventions and adjusts the intensity and nature of those interventions depending on a student's responsiveness. Struggling children may be 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.

Consequences are subject to the discretion of the school administration.

To access the BCSD Code of Conduct, please refer to the district [website](#).

A STUDENT MAY BE SUBJECT TO A CONSEQUENCE WHEN THE STUDENT:

A. Engages in any form of academic misconduct, including but not limited to:

- 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.
- Theft
- 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.
- Recording staff or faculty without permission.

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 vans by physically harming other students or bus 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 s11[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.

Cell Phones - Due to inappropriate and excessive use of cell phones in schools, BCSD has instituted a cell phone policy. The policy should curb the non-instructional use of cell phones and encourage all students to focus on learning.

The Brewster High School cell phone policy is as follows:

1. Cell phones may be used on school grounds before school, during lunch, and after school.
2. Cell phone use is prohibited in classrooms, restrooms, and school offices, unless otherwise stated by a teacher.
3. During the instructional day, cell phones must remain out of sight and in silent mode. You should use the shoe racks that are provided to you in each room or leave your phone in your bookbag.
4. Unless explicitly allowed by a staff member, headphones and other listening devices may only be used in the hall, before school, during lunch, and after school.

5. If students need to place an emergency phone call during the day, they should request to go to the Main Office to use an office phone.
6. Students may be subject to disciplinary action if their use of their cell phone disrupts the school's educational environment. Examples of this include, but are not limited to: cheating, bullying, harassment, unlawful recording or photographing, violating other school rules.
7. The school and its staff are not responsible for any damage to or theft of a student's cell phone. Students must properly secure and take care of their own phones.

If student's violate Brewster High School's cell phone policy, the following may occur:

- **First offense:** The student will be warned by a staff member. The staff member will email the student and administration to make the warning official.
- **Second offense:** The student's cell phone will be confiscated by a staff member and held in the Main Office until the end of the school day. Before being allowed to take their phone at the end of the day, students must discuss and review the cell phone policy with a staff member.
- **Third offense:** The student's cell phone will be confiscated and held in the Main Office until the end of the school day. The student's parents will be contacted and informed of his/her refusal to follow the school's cell phone policy.
- **Fourth offense:** The student's cell phone will be confiscated and held in the Main Office until the student's parents are able to come to pick it up. The student will receive after-school detention and will be prohibited from bringing their cell phone back on school grounds for two weeks.

Brewster High School administration reserves the right to adjust these consequences on a case-by-case basis. For example, extreme behaviors that break the law or are an act of bullying or harassment may result in suspension.

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, cafeteria, 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. 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 consequences 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. **Consequences**

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
- Lunch 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 – If a teacher intends to hold a student for teacher detention, he/she must contact a parent within 24 hours. A student who is assigned a teacher's detention must report to the teacher's room at the end of the instructional day (by 2:40pm) until 3:15pm. Failure to report to an assigned teacher detention will cause the automatic assignment of two additional detentions (one teacher and one administrative detention).
2. Lunch Detention - A student who is assigned Lunch Detention should report to the Main Office at the beginning of their lunch period. Staff will take the student's lunch order and bring the food to the student, who will eat and remain in the Office for the duration of the period.
3. Extended Detention - A student who is assigned Extended Detention must report to the Main Office at 2:40pm on the Thursday after Extended Detention is assigned. Extended Detention will run from 2:40pm - 5:00pm. Students may be picked up or take the Late Activity Bus home at **5:00pm**. Failure to report to the 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).
4. In-School Resolution (ISR) Room - 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. *A student who is suspended in in-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.*

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. In order to use school bathrooms, students **MUST** complete an E-HallPass. Passes may be denied if the bathroom capacity has been met. It is important to close your ticket upon your return to class. Please note, the bathrooms may be locked between classes. Students will use E-hallpass to go to the bathrooms. Monitors will be available to unlock bathrooms for students and ensure proper social distancing. There should be NO videos or pictures taken in bathrooms, as bathrooms are a private space for students. Students found to be taking videos and/or photos of other students may be subject to disciplinary action.

2. Cafeteria Behavior

Students are expected to report to the cafeteria or LGI (Seniors) during their scheduled lunch period. **Students found in the cafeteria during class time (academic period and/or study hall) may face disciplinary actions.**

While at lunch, students are expected to demonstrate appropriate behavior. Each student is responsible for cleaning his/her place at the table. Loud, unruly behavior will not be tolerated, nor will the throwing of food.

Breakfast - The cafeteria will be open for breakfast until 7:40am. When the bell rings for first period, all students are expected to report and be on-time to class. NO students will be excused from an academic class for breakfast. The cafeteria will remain open for breakfast for students in Study Halls during periods 1-3. There will be NO toasters in the cafeteria.

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. Questions pertaining to appropriate school dress and/or attire should be addressed with school administration.

- 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.
- Students are not allowed to wear hoods in the building. Hats are allowed in the building, but not in the PAC or during the Pledge.
- 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 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 and appropriately social distance.

5. Lockers

If a student would like access to a school locker, combinations can be requested in the Main Office. Please note, if you were previously assigned a locker, that locker is still yours to use.

6. Nurse

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 an E-HallPass from their teacher when leaving during the class period, including, but not limited to, time in between a Science class and lab time. 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

All visitors should be announced/expected, enter through the main lobby entrance, and present proper identification.

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.

9. Deliveries

Brewster High School does not allow deliveries of **ANY** kind during school hours (7:40 am - 2:40 pm). Deliveries will be turned away and are not the responsibility of the school.

10. After School

Students are expected to leave school property at their dismissal time, unless they are attending a teacher-led extra help session, or to participate in an extra-curricular, school sanctioned club (see schedule below). At no time is a student allowed in the school building unsupervised.

Students may **not** walk up Farm-to-Market Road to the deli and return, or visit other campus buildings and return. Options are as follows: take the bus home at the end of the school day OR stay for the aforementioned reasons and take the activity bus home at 3:25pm or 5:00pm.

BHS athletes will be communicated to by their respective coaches.

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.
 - d. Specific homework guidelines, by class, will be reviewed in class, by teachers.
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 must report to the Senior Lounge (LGI) and remain there for the duration of their Study Hall. In the cafeteria, students are allowed to talk quietly amongst themselves.
6. Textbooks/School Materials
- All students are given textbooks or other school materials to 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 emailed in English and Spanish to all faculty, staff and students. It is the expectation that everyone reads 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. 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. At this time, **ONLY** Seniors may obtain parking permits. No juniors or students other than seniors will be permitted to park at school. There are no exceptions. Doctor's notes will not be accepted. See your school email for application. Contact Mrs. Gagliardi, who is the liaison, for any questions related to parking.

Juniors may apply for a parking permit in the Spring before their Senior year. Applications will be sent to Juniors in the spring for the following year.

****Any students who park on campus without a parking permit will be called to the main office; 1st offense - warning, 2nd offense - extended detention (Wednesday's 2:30-5pm).**

NEW: Attendance will be monitored closely to ensure students are attending school and classes regularly. Regular and timely attendance will be addressed on a quarterly basis. Parking may be suspended and/or revoked for repeated offenses. In such cases, it will be the responsibility of the student/family to make alternate arrangements.

- 10 lates/quarter = one week of suspended parking
- 20 lates/quarter = two weeks of suspended parking

Students will sign a contract once a spot is assigned. 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. Please refer to your Student/Parent contract for expectations. 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. Loss of parking privileges
4. 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 (279-4700) will then verify the work status of each request before a permanent bus pass card for the purpose of work is issued. No student will be permitted to ride a bus home that they are not registered for.

Activity Buses - Activity buses run at two separate times each school day, 3:25 p.m. and 5:00 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.
2. 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. **This list will be updated for the 2024-2025 school year by September 13, 2024.**

[BHS Clubs & Activities 2024-25](#)

All students that participate in ANY sport and/or co-curricular and/or extra-curricular club or activity MUST abide by our eligibility requirements (see above for more detailed information). Further information will be provided during Orientation, as well as at practices, meetings, and rehearsals.

X. ATHLETICS (Communication is forthcoming from the Director of Athletics, Mr. Dean Berardo).

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	
<u>Boys</u>	<u>Girls</u>	<u>Boys</u>	<u>Girls</u>	<u>Boys</u>	<u>Girls</u>
Cross-country	Cross Country	Basketball	Basketball	Baseball	Softball
Football	Cheerleading	Ice Hockey	Cheerleading	Golf	Lacrosse
Soccer	Soccer	Indoor Track & Field	Gymnastics	Lacrosse	Track & Field
Volleyball	Volleyball	Skiing	Indoor Track & Field	Tennis	Flag Football
	Field Hockey	Wrestling	Skiing	Track & Field	
	Swimming	Swimming			
	Tennis				

Student-Athlete Expectations

1. School Conduct

We expect athletes to be respectful at all times. Disrespect towards teachers or school employees, fighting, disobedience or profanity will not be tolerated. Athletes should represent BHS in a positive manner.

2. Extra Curricular Academic Eligibility

Criteria

1. Students that have a grade of 65 or less in any subject will be placed on academic support.
2. Students must use the Student Eligibility Form to prove that they are in good standing in order to play in games or participate in other extra-curricular activities.
3. To remain eligible, students must adhere to the prescribed interventions, demonstrate effort, and complete all necessary work and/or additional

requirements as specified and signed off by the teacher. Students progress will be evaluated each week for the next 5 weeks by the MTSS and Data Committee.

4. If students have not made progress to raise their grades to a passing level by the next 5 week report, they will be ineligible to play in games, performances or significant events, BUT will still be eligible to practice with their group.
5. If a student is placed on academic support and their season ends, the student MUST continue to adhere to the intervention(s). If you don't, you may be ineligible for a future season.
6. Impact of attendance on athletics, extra and co-curricular activities:
 - a. a student who accumulates 9 absences before the end of the second marking period or 18 absences before the end of the fourth marking period may lose extra curricular privileges.
 - b. Students must be in attendance for a minimum of 5 periods (in school by 10:40 am) on activity days in order to be eligible for participation. This includes games and school plays. Continuous absence from classes may result in dismissal from co-curricular activities or athletics.
 - c. If a student cuts class they may be ineligible to participate in after school activities and be subject to discipline.

Timeline

Fall	Mid-marking period	Meeting to discuss academic probation and interventions
	End of marking period	Eligibility for Fall/Winter activity deadline
Winter	Mid-marking period	Meeting to discuss academic probation and interventions
	End of marking period	Eligibility for Winter/Spring activity deadline
Spring	Mid-marking period	Meeting to discuss academic probation and interventions
	End of marking period	Eligibility for Spring/following Fall activity deadline
**eligibility for following Fall season, may be dependent on final grades/attendance from previous year		

3. 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.

4. 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.

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

Please Refer to the Brewster High School website under the Department of Technology & Innovation , [5800- Computer Use in Instruction - Responsible Use](#). Students and their parents or guardians are required to read and sign the policy in order to use the school network and district devices.

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 the 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 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.

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.

BREWSTER CENTRAL SCHOOL DISTRICT

XII. PHONE DIRECTORY OF SUPPORT AGENCIES

Family Violence Hotline.	800-942-6906
Narcotics Anonymous	212-929-7300
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
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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

<u>BREWSTER FIRE DEPARTMENT</u>	845-279-3555
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