

Massena Central High School



2017-2018

MASSENA CENTRAL HIGH SCHOOL
84 Nightengale Avenue
Massena, New York 13662

Telephone (315) 764-3710

School WebSite

www.mcs.k12.ny.us

MASSENA NORTHERN STAR

(Words and Music by Floyd Hutsell)

Dear Massena Northern Star,
unto thee our tribute bring.
Ever guide us when afar and inspire
our hearts to sing.
Tho' in lowliness or fame, may we honor
thy dear name.
And where'er we are thru thy gates ajar,
Shine on, O Northern Star.

Little city of the snow, where the winds of winter reign.
Little land where blossoms grow, when sweet summer comes again.
How we love thy changing scene,
purest white or fairest green.
So where'er we are thru thy gates ajar.
Shine on, O Northern Star.

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SEX DISCRIMINATION GRIEVANCE PROCEDURE

The Massena Central School District declares that it does not discriminate on the basis of sex, marital, or parental status as required by the Title IX Amendments of 1972. This policy of non-discrimination includes the areas of: access by students to educational programs, course offerings or activities; counseling services for students; recruitment and appointment of employees; employment pay and benefits.

Any student of the district who alleges the practice of discrimination on the basis of sex, marital, or parental status has a right to pursue the grievance procedure. A copy of that procedure is available by request from the main office.

SEXUAL HARASSMENT

Sexual harassment, interpreted to mean unwanted and unsolicited, sexually suggestive touches, remarks, and/or gestures, is prohibited in the Massena Central School District.

Students or staff who allege sexual harassment (by either another student or adult within the district) have the responsibility to report the incident to the building principal.

When reporting the incident, aggrieved students/or staff shall state the problem, and present supportive evidence. The person hearing the grievance shall investigate the incident and if substantiated, shall: (a) take the appropriate disciplinary action against the offending student(s), or (b) report the incident to the Superintendent of Schools (if staff is involved) (cf. School Board Policy).

STUDENT ELECTIONS

Any student who wishes to be a candidate for an elected office may obtain a copy of the "Requirements for Students Running for a Class Office" in Student Affairs. Upon satisfactory completion of this form, each candidate may obtain a petition. A candidate must obtain fifty student signatures to appear on a ballot for an office. Elected Offices are: President, Vice President, Secretary and Treasurer. Candidates have a minimum of four days for the purpose of campaigning for office. Voting will take place the day after the close of student campaigns using paper or electronic ballots.

MASSENA CENTRAL SCHOOL DISTRICT
2017-2018 CALENDAR

SEPTEMBER

- 1 No School: Staff Development Day
- 4 No School: Labor Day
- 5 First Day of School
- 29 End of 5 Weeks

OCTOBER

- 3 Senior College Fair in Ogdensburg
- 9 Columbus Day
- 10 OCP: To Kill a Mockingbird (All Students Attend)
- 13 BOCES Manufacturing Day

NOVEMBER

- 3 Marking Periods Ends
- 9 No School: Staff Development Day (All Day)
- 10 No School: Veterans' Day
- 15 Parent Conferences 12:00-3:00 p.m. and 5:00-7:00 p.m.
- 22-24 Thanksgiving Recess

DECEMBER

- 8 Fifteen Weeks Progress Reports
- 22 - Jan. 1 – No School: Winter Break

JANUARY

- 2 Classes resume
- 15 No School: Martin Luther King's Birthday
- 22- 25 Regents Exams
- 25 End of 1st Semester
- 26 Start 2nd Semester

FEBRUARY

- 19-23 Mid-Winter Recess

GUIDANCE SERVICES

All entering ninth grade students are assigned to the freshman counselor. In grade 10, students are assigned based upon last name to a counselor who will typically work with that student for the remainder of his high school career. Counselors can assist with:

- 1) educational planning and support
- 2) post-high school planning
- 3) personal, social, emotional issues
- 4) career planning and job shadowing

Your counselor may send you passes for appointment times, but you are always welcome on your own. Pre-signed passes are not required. Remember, counselors are available to help and advise, not to make decisions for students. They are here to assist you.

WORKING PAPERS

Students under 18 who are interested in working papers may pick up applications in the Main Office. These can be secured from the Main Office Secretary daily from 8:30 AM – 3:30 PM.

Jobs cannot fall any time within the school day except under special circumstances. These opportunities known as Early Work Releases, are limited to seniors ONLY who are in good academic standing. Failure to maintain good grades can result in the loss of this privilege.

GUIDELINES FOR STUDENTS WITH EARLY DISMISSALS FOR WORK

Seniors must fill out an application for Early Work Release if they wish to work during the school day. No job may interfere with an educational program necessary for graduation and, under most circumstances, students must carry a minimum of four units of credit. Work releases can be revoked for poor attendance, failing grades or loss of job. Applications are available in the Guidance Resource Center.

EMPLOYMENT HOURS FOR MINORS

Students wishing to work while attending school are reminded of New York State legislation regulating "Employment Hours for Minors Working While School is in Session." Regulations are available in the Main Office.

MARCH

- 2 Twenty Five Week Reports
- 8 Parent Conferences from 5:00-7:00 p.m.
- 29 No School: Staff Development Day
- 30 Holiday Break

APRIL

- 6 Thirty Week Reports
- 23-27 Spring Recess

MAY

- 10 Academic Banquet from 6:00-8:00 p.m.
- 11 Thirty Five Week Reports
- 12 Junior Prom from 8:00-11:00 p.m.
- 16 National Honor Society Induction at 7:00 p.m.
- 28 No School: Memorial Day

JUNE

- 5 Global Studies Transitional Regents (All Sophomores)
- 5 Awards Ceremony 6:30-8:30 p.m.
- 11 Last Day of Classes
- 11 Senior Picnic
- 12-22 Regents
- 20 Final grades are due
- 22 Graduation Rehearsal at 11 a.m. at Massena Arena
- 23 Graduation at 1 p.m. at Massena Arena

INTERSCHOLASTIC SPORTS

Fall

JV Football - Mr. Letham
Varsity Football - Mr. Zappia
Boys' Varsity Soccer - Mr. Slack
JV Boys' Soccer – Mr. McKinley
Girls' Varsity Soccer – Mr. R. Hayes
Girls JV Soccer – Mrs. Trimboli
Girls' Swimming – Ms. Aumand
Cheering – Ms. Brault
Volleyball – Mrs. Farrell

Winter

Varsity Wrestling – Mr. Perrine
Boys Varsity Basketball – Mr. Carrier
Boys JV Basketball – Mr. Downs
Boys Varsity Hockey - Mr. Trimboli
Girls Varsity Hockey – Mr. Paquin
Girls Varsity Basketball – Mr. Shope
Girls JV Basketball – Mrs. Farrell
Rifle – Mr. McBath
Winter Track – Mr. Zaza

Spring

Varsity Baseball – Mr. Paquin
JV Baseball – Mr. Lashomb
Varsity Softball – Ms. Macaulay
JV Softball – Ms. Charleson
Varsity Track – Mr. Diagostino
Mr. Zaza
Boys Varsity Lacrosse – Mr. Covell
Girls Varsity Lacrosse – Mr. Slack
Golf – Mr. Matejczik

Dear Student:

Welcome to the 2017-2018 school year! We hope it will be a great year for each of you! At Massena, there are countless opportunities available for you to choose from. We offer extensive academic, athletic and extra-curricular outlets. The high school encourages all students to take part in our many activities. Please take a moment to look through your planner for lists of these. We know that students who feel connected to school have a far greater chance of success.

We look forward to a great year at MCHS and are grateful to have an opportunity to work with you all. Each year presents students with a new opportunity to experience success. For some of you, there is a chance to continue the great work you have always done and for others, there is a chance to begin again and grow to become the student you always knew you could be. Please know that the entire staff at MCHS is committed to helping every student achieve their goals and dreams for the future. We have great pride in our students and look forward to a great school year.

Best of Luck in 2017-2018!

MCHS staff

SCHOOL SAFETY

Massena Central High School is dedicated to the safety and security of all students. Video cameras, monitored hallways, restricted entrances, and visitor passes are a few measures used to meet this goal. Students who see or hear suspicious activity that may compromise safety should immediately contact a teacher or administrator. Such activity may include but is not limited to: threats, violent language/behavior, suicide ideation, severe depression, weapon possession and perceived intruders to the building.

BULLYING: PEER ABUSE IN SCHOOL

Bullying – A negative act carried out repeatedly over time. It involves a real or perceived imbalance of power, with a more powerful child or group attacking those who are less powerful. Bullying can take three forms: physical (including but not limited to hitting, kicking, spitting, pushing, taking personal belongings); verbal (including, but not limited to, taunting, malicious teasing, name calling, making threats); psychological (including, but not limited to, spreading rumors, manipulating social relationships, or engaging in social exclusion, extortion or intimidation).

Cyber Bullying – includes, but is not limited to the following misuses of technology: harassing, teasing, intimidating, threatening, or terrorizing another student or staff member by way of any technological tool, such as sending or posting inappropriate or derogatory e-mail messages, instant messages, text messages, digital pictures or images, or Web site postings (including blogs).

Cyber bullying may occur both on campus and off school grounds and may involve student use of the District internet System or student use of personal digital devices while at school, such as cell phones, digital cameras, and personal computers to engage in bullying.

Cyber bullying has the effect of: physically, emotionally or mentally harming a student; placing a student in reasonable fear of physical, emotional or mental harm; placing a student in reasonable fear of damage to or loss of personal property; and creating an intimidating or hostile environment that substantially interferes with a student's educational opportunities.

Any student who believes that he/she is being subjected to bullying/cyber bullying behavior, as well as any other person who has knowledge of or witnesses any possible occurrence of bullying/cyber bullying, shall report the behavior to any staff member or Student Affairs. Appropriate action will be taken after an investigation of the complaint.

Massena High's Positive Behavior Guide

Behavior Expectations

1. **Be respectful** (self, others, property)
2. **Be responsible** (be there, be ready)
3. **Be safe**

Assembly Behavior

1. Walk at a safe pace directly to and from the assembly.
2. Move directly to your seats and wait quietly.
3. Be polite and courteous to everyone.
4. Follow adult instructions.

Cafeteria Behavior

1. Respect the rights of all those around you.
2. Use respectful language. No swearing!
3. Stay in line.
4. Pay for what you consume.
5. Keep cafeteria spotless. Clean up after yourself!
6. Push in chairs.
7. Follow adult instructions.

Hallway Behavior

1. No public displays of affection.
2. Use respectful language. No swearing!
3. Be on time for class. Move directly and at a safe pace to your class.
4. Respect the rights of all those around you.
5. Follow adult instructions.

School Grounds Behavior

1. Be polite and courteous to everyone.
2. No public displays of affection.
3. Use respectful language. No swearing!
4. Leave the grounds cleaner than you found them.
5. School grounds are drug and smoke free zones.
6. Treat all property and equipment with care.
7. Follow adult instructions.

WEAPONS

Swift disciplinary action to include Superintendent Hearing and possible expulsion will be the consequence for those students who bring weapons on school property or on school transportation vehicles or to their work site. Weapons are defined as:

1. Any knife
2. Cutting instrument or tool
3. Nun chuck stick
4. Firearm, shotgun, rifle or cutting tool
5. Tear gas, pepper gas or any other solution/spray which is intended to do physical harm
6. Explosives such as fireworks, blasting caps, pipe bomb, M-80's, and smoke bombs
7. Dangerous apparel including but not limited to: studded or spiked belts, wristbands, rings or chains
8. Any other tool or device capable of inflicting serious bodily injury (see Board Policy #3411 re: Weapons)

ACTIVITIES

Clubs and activities usually meet during Period 12 on designated days. Students interested are invited to join. Listen to morning announcements as to when and where each club/activity will meet.

Anchored Pitches	LBGTQ
Advanced Science Club	National Honor Society
Art Club	Shakotinkonhriostha
Band	Spanish Club
Chess Club	Spanish Natl. Hon. Society
Chorus	Stage Crew
Drama Club	Student Council
Flag Squad	Whiz Quiz
French Club	
French Natl. Hon. Society	
Interact	

Dress Code Behavior

The Massena Central School District recommends a mode of dress based upon the best interest of the entire student body, as well as the individual. To that end, MCHS staff will enforce the following dress code. Clothing worn at MCHS must:

1. Be safe, appropriate and not disrupt or interfere with the educational process.
2. Recognize that shirts and blouses in the high school must provide full frontal coverage and cover the following: midriff, shoulders, back, sides, and armpits. No see-through garments. If a skirt or shorts are worn, they must be at least mid-thigh in length.
3. Ensure underwear is completely covered with outer clothing. Students must wear pants and shorts pulled up to the top of the waist.
4. Include footwear at all times.
5. Not include the wearing of hats of any style other than in the hallway. Bandanas are not allowed in the school at any time. Hoods must come down when the students are in the building.
6. Not include items that are distracting or offensive, lewd, vulgar, obscene, 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 or illegal drugs and/or encourage other illegal or violent activities, promoting illegal firearms or weapons.
8. Not include chains, sharp dog collars or bracelets, or anything that could cause injury.
9. Not include sunglasses in the building.

BUS TRANSPORTATION

Students in grades 9-12, living a distance of 1 1/2 miles or farther from the school, are provided school bus transportation to and from school. You are expected to be at the assigned pick-up point, by the side of the road, and ready to board the bus as soon as it arrives. The drivers are instructed not to stop unless you are ready.

Expected conduct on the bus is the same as in school. The driver has complete authority to seat you and request a code of conduct that will ensure safe riding for all concerned. These rules have been set with the Transportation Supervisor. Inappropriate behavior could result in suspension off the bus.

When the bus arrives at MCHS, students are expected to go directly into the building. They are not to go to the parking lot or anywhere else on or off the school grounds.

Parental questions should be directed to the Transportation Supervisor at 764-3700, Ext. 3020. Violation of the rules of conduct can result in the loss of the privilege of riding the bus.

Buses are provided at 3:05 PM for any student living beyond 1- 1/2 miles who is participating in activities, is assigned to detention, or is requested by a teacher to remain for academic reasons. A bus pass is required.

BOCES students may be assigned to a specific bus and seat, and must ride the school transportation, unless advance permission is secured otherwise from the Office 111. Bus drivers have the same authority on the bus as teachers in the classroom.

ELECTRONIC DEVICES

Students in Grade 9-12 are allowed to use, any paging device, mobile phone, cellular phone, electronic pen, or any other telecommunication or imaging device in designated areas during designated time. They are as follows:

1. Arrival time until the beginning of first period, students may have electronic devices anywhere in the building.
2. End of period 11 until departure from the building, students may have electronic devices anywhere in the building.
3. During Lunch A, B, and C students may use their electronic devices in the cafeteria only.
4. In the hallways during the 3 minute switch between classes, students may use their electronic devices. Electronic device use in the hallways is not permitted when classes are in session.

STUDENT ACCIDENT POLICY

The school accident insurance policy is an excess policy. On all accidents, the student must first use their parents' group insurance policy before using the schools. The insurance covers accidents only.

ACTIVITY PERIOD - PERIOD 12

The official school day is 7:40 AM to 3:02 PM. Students who have not satisfactorily completed their classroom responsibilities may be detained by their teachers until 3:02 PM. On most days, teachers are available to work with students during these periods. Those students in need of extra help should arrange to work with their teachers these periods. The primary purpose of 12th period is to provide extra help for those students who need it. If a student has met all classroom obligations and has not been requested to report to a teacher or assigned to detention, he/she has the option of participating in a regularly scheduled activity or going home after period 11. Students are not permitted to wander around the school building during this period.

TOBACCO/OTHER DRUGS

Students involved in the use or possession of any tobacco product, the possession or use of alcohol, or the possession or use of other drugs are in violation of school policy and the law. Students found to have used or to be using, in possession of, selling, or distributing alcohol and/or other substances (i.e., alcohol, inhalants, prescription drugs, marijuana, cocaine, LSD, PCP, amphetamines, heroin, steroids, look-alikes, and any substances commonly referred to as "designer drugs") and students possessing drug paraphernalia (on school grounds or while attending school-sponsored activities) will be subject to the following consequences:

1. The parent/guardian will be notified.
2. An appropriate law enforcement agency will be notified of any criminal activity, and school officials will cooperate fully.
3. The appropriate disciplinary consequences will be invoked per the school's policy.
4. The student may be referred to one of the school counselors.

HEALTH SERVICES

The Nurse's Office is open whenever school is in session. In cases of an accident or sickness, report immediately, if possible, to the office. If unable to report personally, send word for assistance. Before reporting to the Nurse's Office, secure a pass from your homeroom or classroom teacher. Naturally, in case of an emergency, the pass requirement is waived.

Physical examinations are required of grade 10 students, new students and athletes. These are conducted by the school physician. Also required are height, weight and vision exams for grade 10 students and scoliosis check for all 9th graders. These are done by the school nurse. All health records are kept in the Nurse's Office until the student turns age 30; then the records are destroyed.

It is imperative that a current, signed emergency card be on file in the nurse's office for every student.

A written order from a doctor is required for all medications, including nonprescription drugs, given in school. Written orders for prescription and nonprescription medications should include:

- a. Student's name and date of birth
- b. Diagnosis
- c. Name of medication
- d. Dosage/route of administration
- e. Frequency and time of administration
- f. Self-administration orders, if indicated
- g. Conditions for "as necessary" medications
- h. Date, doctor's name, title, signature and phone number
- i. Intended effect of medication
- j. Side effects
- k. Date of initiation and termination
- l. Other medications being taken

Medication orders must be renewed annually or when there is a change in medication or dosage. Pharmacy labels, or parent notes, do not constitute a written order from a doctor. In addition, a written statement from a parent/guardian requesting administration of medications in school is required. The parent/guardian must assume responsibility to have medication delivered directly to the nurse's office.

BELL SCHEDULE

Release from lobby	7:20
Warning bell	7:35
Announcements & Period 1	7:40 - 8:25
(first 5 min. for announcements & attendance)	
Period 2	8:29 - 9:11
Period 3	9:15 - 9:57
Period 4	10:01 - 10:43
<u>Lunch A</u>	<u>Lunch B</u>
Lunch A 10:43-11:12	Period 5B 10:47-11:29
Period 5A 11:14-11:56	Lunch B 11:29-11:56
Period 6A 12:00-12:42	Period 6B 12:00-12:42
	Lunch C 12:15-12:42
	Period 10 12:46 - 1:28
	Period 11 1:32 - 2:16
	Period 12 2:25 - 3:02

ALTERNATE SCHEDULES

	1 hour in PM		1 hour in AM		2 hours in AM
Period	Time	Period	Time	Period	Time
1	7:40-8:13	1	8:40-9:13	1	9:40-10:07
2	8:17-8:50	2	9:17-9:50	2	10:11-10:38
3	8:54-9:27	3	9:54-10:27	3	10:42-11:09
4	9:31-10:04	4	10:31-11:04	A,5-6	11:13-11:40
10	10:08-10:41	A,5-6	11:08-11:41	B,7-8	11:44-12:11
A,5-6	10:45-11:18	B,7-8	11:45-12:18	C,8-9	12:15-12:42
B,7-8	11:22-11:55	C,8-9	12:22-12:55	4	12:46-1:13
C,8-9	11:59-12:32	10	12:59-1:32	10	1:17-1:44
11	12:36-1:09	11	1:36-2:15	11	1:48-2:15
Assy.	1:13-2:15	12	2:25-3:02	12	2:25-3:02
12	2:25-3:02				

FAILING STUDENTS

At the conclusion of each 5 weeks, students who have not met their academic responsibilities will be restricted to study halls. Seniors participating in an early release for work program who are in academic jeopardy may have their release privileges rescinded.

STUDENTS' CARS/MOTORCYCLES

Students with a valid driver's license may be eligible to drive to school and park on school grounds. Students need written permission of parents and possession of a parking permit, which may be obtained from Office 111. The cars/motorcycles are to be parked in the designated area of the parking lot. Students are to lock cars/motorcycles upon arrival at school and ARE NOT TO USE THEM FOR ANY REASON DURING THE SCHOOL DAY EXCEPT FOR EXCUSED PURPOSES AND AT DISMISSAL TIME. Cars/motorcycles parked on school property are subject to search as if they were school lockers. Speed limits and other traffic regulations on school property must be obeyed. Violation of the above rules may result in withdrawal of the privilege to bring a car/motorcycle on school property. Illegally parked vehicles may be towed at the owner's expense.

LOCKS/LOCKERS

Each student is assigned two lockers, one in the hall and the other in the gym locker room. Students are reminded that lockers are the property of the school, and can be searched at any time by school personnel. It is the student's responsibility to keep the locker locked at all times. If students do not use the lockers properly they could lose this privilege. Students are not to be in an unassigned locker. If you do not lock your locker, we cannot help you if materials are stolen.

Purses, book bags and coats are to be kept in the lockers at all times.

LUNCH PERIOD

Every effort is being made to provide time and facilities to enable each individual student the opportunity to enjoy the lunch period. It is each student's responsibility to demonstrate the self-discipline necessary to insure the success of the program. Students can bring their own lunch, buy a complete lunch, purchase a la carte (including pizza), or use any combination of the above. Menus are balanced and are published for each calendar month in advance. Students with dietary problems should make special arrangements with the nurse's office.

Food or drink is not permitted in the gymnasium, library, or computer labs. It is at each staff member's discretion to permit food or drink in their classroom and will be outlined within the classroom expectations provided to students.

ATTENDANCE

It is each student's basic responsibility to be in school every day, on time, and attend all classes unless specifically excused for state approved reasons. These excused reasons are set by the New York State Education Department and cannot be changed. They include: sickness, sickness or death in the family, religious observance, quarantine, required court appointments, attendance at health clinics, college interviews, military obligations, and approved cooperative work programs. Absences due to a school related activity are considered excused absences. All other absences are considered unexcused and class work/tests may not be able to be made up.

Any student who arrives to school after 7:40 AM must report to the Attendance Office and obtain an admittance slip. Without this admittance slip a tardy student will not be admitted to homeroom or class. Students with chronic tardiness will be referred for discipline. Students with unexcused absences will be disciplined according to the provisions set forth in the district's Code of Conduct.

GRADUATION REQUIREMENTS

The following NYS graduation requirements apply to all students entering high school:

<u>Units (credits) for Regents Diploma</u>		<u>Units (credits) for Advance Regents Diploma</u>
4	English*	4
4	Social Studies*	4
3	Mathematics*	3
3	Science*	3
1	Modern Language	3**
1	Art/Music	1
.5	Health/Healthy Lifestyles	.5
2	Physical Education	2
3.5	Electives	1.5
22	Total	22

*For all entering students the English III Regents, Global History & Geography Regents, US History Regents, Math Regents and a Science Regents must be passed with a 65 or better. For the Advanced Diploma, a second science (one of which is Living Environment/Biology) and 2 Math Regents must be passed.

**Must complete one of the following:

- 3 credits in a language other than English
- 5 credits in career and technical education
- 5 credits in the arts

Students are encouraged to meet with their guidance counselors to discuss the graduation requirements as well as their current standing on an annual basis.

FORWARDING STUDENT RECORDS

It is the policy of the Senior High School to forward copies of your records upon request to other educational institutions and the Armed Forces. These records are limited strictly to educational materials unless the student signs a clearance form on all other records.

FIELD TRIPS

The same school rules and regulations hold true when students are on field trips as they do on school property. Students need teacher and parental permission to participate on the field trip.

Parents are requested to call and inform the Nurse's Office if students are to be out of school for any reason. The Nurse's telephone number is 764-3710, Ext. 3101. Students must bring a **written excuse** signed by a parent/guardian for any absence. Upon returning to school after an absence.

MINIMUM CLASS ATTENDANCE

Days absent can be made up. Following an excused absence, the student will: (a) make up his/her work within FIVE school days or (b) within the prescribed five days and under extenuating circumstances, make other arrangements with the teacher to gain a time extension.

REPORT CARDS - HONOR ROLL

Report cards are issued four times a year at the end of each 10-week marking period. The grades are posted to the student's permanent record card, which is the basis for transmitting records to colleges and employers. The minimum passing grade for earning credit in any course is a final average of 65. Regents examinations may be passed with a grade of 65 or better. Course credit will be earned if a Regents exam score of 65 is achieved or exceeded (cf. Board Policy Manual). Marks from all courses are calculated in the GPA (grade point average).

Honor rolls will be released each marking period. An average of 92% or better with no grade under 85 is necessary to be eligible for High Honors, and 85% or better with no mark under 80 for Honors.

ACADEMIC BANQUET ELIGIBILITY

In order to be eligible for the Academic Banquet, students must have a 92% average for the first three marking periods of the current school year.