

**ROBERT CUSHMAN MURPHY JUNIOR HIGH SCHOOL**  
**351 Oxhead Road**  
**Stony Brook, New York 11790**

**2009-2010 STUDENT HANDBOOK**

Vincent Vizzo  
Principal  
730-4800

Patrick J. DiClemente  
Assistant Principal  
730-4800

Robert Neugebauer  
Dean of Students  
730-4857

Guidance Office – 730-4840  
Guidance/Pupil Personnel Services  
Leah Jantzen - Lead  
Erin Connolly  
Amy Poulos  
Jeffrey Pomerantz  
Joan Zeller  
Debbie Rakowsky

**This School Agenda Belongs To:**

**Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Homeroom:** \_\_\_\_\_

**Emergency Contact:** \_\_\_\_\_

# R. C. MURPHY JUNIOR HIGH SCHOOL

## 2009-2010 BELL SCHEDULE

	GRADE 7	GRADE 8	GRADE 9	Two-Hour Delayed Opening
Student Arrival Time	7:35	7:35	7:35	9:45
Period 1	7:45 - 8:27	7:45 - 8:27	7:45 - 8:27	9:45
Homeroom	8:27 - 8:30	8:27 - 8:30	8:27 - 8:30	
Period 2	8:33 - 9:15	8:33 - 9:15	8:33 - 9:15	10:19
Period 3	9:18 - 10:00	9:18 - 10:00	9:18 - 10:00	10:51
Period 4	10:03 - 10:45	10:03 - 10:45	10:03 - 10:45	11:23
Period 5	10:48 - 11:30 LUNCH	10:48 - 11:30	10:48 - 11:30	11:55
Period 6	11:33 - 12:15	11:33 - 12:15 LUNCH	11:33 - 12:15	12:27
Period 7	12:18 - 1:00	12:18 - 1:00	12:18 - 1:00 LUNCH	12:59
Period 8	1:03 - 1:45	1:03 - 1:45	1:03 - 1:45	1:31
Period 9	1:48 - 2:30	1:48 - 2:30	1:48 - 2:30	2:03

**Late Buses: 4:10 P.M. and 4:50 P.M.**

**Delayed Opening Schedule: Students are to report to Homeroom upon arrival at 9:45 AM. The abbreviated schedule for the day will be announced over the P.A. during Homeroom.**

**ROBERT CUSHMAN MURPHY  
JUNIOR HIGH SCHOOL**

**STUDENT HANDBOOK**

I want to take this opportunity to welcome you to R. C. Murphy Junior High School. I hope the summer has been restful and the beginning of a new school year finds everyone in good health, spirit, recharged, and ready to have the best possible year at Murphy. Speaking for myself and the rest of the staff, we are dedicated to doing everything possible to ensure that you have a great year in school.

We encourage you and your parents to read through our student handbook together because it will provide a good foundation to begin the school year in a positive manner. We are providing each student with a planner that can help you organize your work and provide information to your parents. Take good care of it and use it daily.

For your information, R. C. Murphy is named after a famous scientist and ornithologist, Robert Cushman Murphy, who lived in Stony Brook until his death in 1973. There is a gallery of photos and exhibits in the lobby of the main entrance highlighting some of Mr. Murphy's accomplishments.

Have a great year!

Sincerely,

*Vincent Vizzo*

Vincent Vizzo  
Principal

## **ACADEMIC/COURSE INFORMATION**

### **Honor Roll**

Recognition for outstanding academic performance is given at the end of each of the four quarters. All grades, at all levels, count in determining eligibility for the Honor Roll, with the exception of reading and physical education. However, a failure grade in any course will automatically eliminate a student from placement on the Honor Roll.

Eligibility is according to the following standards:

**HIGH HONORS** 90-100 average

**HONORS** 85-89.99 average

### **National Junior Honor Society**

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

1. **Scholarship:** A minimum cumulative grade point average of 90 for six consecutive marking periods while at R. C. Murphy.
2. **Leadership:** Demonstration of active participation, enriching the classroom activities (i.e. fulfilling assignments, striving to individual's academic potential); ability to generate a positive influence with peers and participation in school activities and community programs (i.e. The Ward Melville Heritage Organization's Youth Corp, Kiwanis, church, synagogue).
3. **Service:** Evidence of active participation and involvement in school/community programs beginning July 1<sup>st</sup> of the year of application whose aim is to make a direct contribution to the lives of others. A minimum of 10 hours is required.
4. **Character:** It must be demonstrated that a student upholds the rules and standards of the school and the laws of society. She/he shall exhibit a high degree of trustworthiness, reliability and truthfulness. She/he is respectful in words and actions toward his/her peers, teachers, administrators and school staff.
5. **Citizenship:** A student who demonstrates this quality understands the importance of civic involvement and participates in activities, such as scouting, community organizations and school clubs. There is evidence of a high regard for freedom, justice and the American form of

government.

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

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

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

### **National Junior Honor Society Dismissal Procedures**

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

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

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

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

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

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

### **Student Awards**

Student award programs (i.e. National Global Language Honor Society, Science Fair, Ninth Grade Moving Up Day) are conducted during the spring semester in recognition of student achievements. Dates are noted on the district calendar or through direct mailings.

### **ATTENDANCE**

At R. C. Murphy we are interested in every student learning to his/her full potential. To learn, you must be in class. When you are absent from school, please ask your parent to report your absence by calling the Health Office (730-4810) on the morning of your absence and provide a note with a reason for your absence upon returning to school. All students arriving at school after 7:45 AM need to sign in at the security desk and follow established sign-in procedures. Frequent unexcused lateness/ absences from class will result in appropriate disciplinary action. Period-by-period attendance will be taken for all three grades. The ninth graders will be under the attendance for credit policy. If you must leave early (to attend a required court appointment or an emergency doctor/ dentist appointment), you are to present an excuse note to the Health Office before Homeroom on the day of early dismissal. The secretary will give you a dismissal pass which you are to present to the appropriate classroom teacher. The student will then come to the Health Office at the appropriate time to meet his/her parent. Should the student return before the end of the

school day, he/she should go directly to the Health Office. The student will be given a pass to present to his/her teacher. Parents are encouraged to schedule professional appointments after school, whenever possible.

## **BEHAVIOR POLICY**

At R. C. Murphy Junior High School appropriate behavior is the concern and responsibility of everyone. Students who engage in behaviors that violate the Code of Conduct may be subject to:

1. Detention – after school or during lunch time
2. In-School Support (also known as In-School Suspension) – suspension from classes and assigned to a self-contained classroom with a teacher who supervises the completion of classroom assignments for that day (counseling and mediation can take place)
3. Out-of-School Suspension – suspension from the school building for up to five days during which time home tutoring is available.
4. Out-of-School Suspension which Exceeds Five Days – requires a formal hearing with the student, parents, and the Superintendent of Schools at which parents and school authorities may have legal counsel.
5. Suspension of school bus privileges
6. Suspension from after-school activities
7. Locker Search – held if suspicion of alcohol, drugs, or weapons exists
8. Police Referral – required by law for illegal activities such as drug use or sale, possession or sale of weapons, and bomb threats
9. Parent Involvement – through written communication, phone conversations, and meetings at school with all personnel who can be helpful in resolving the problem
10. Counseling and Mentoring – in collaboration with guidance counselors, school psychologist, school social worker, and teachers
11. Restitution – to the school or an individual

## **BUS TRANSPORTATION**

Transportation is assigned by the District Office. Students should ride assigned buses only. They should remain seated and respect the rights of others.

### **Alternate Bus**

Students who request permission to ride a bus other than the bus to which they have been assigned, must bring a note signed by their parent(s) to the Main Office.

### **Late Buses**

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

### **Bus Procedures and Regulations**

1. Students will receive an assigned bus stop and an AM pick-up time by mail during the month of August.
2. Parents will be informed of all bus incidents involving their child.

3. If a child is involved in, or responsible for, a bus incident, he/she will be warned and disciplined accordingly if it is the first incident. A second incident could involve a five-day bus suspension and a third incident will involve bus suspension for an extended period of time.
4. Parents are liable for individual acts of vandalism on the part of their children.
5. Late bus runs do not follow normal school stops. A list of stops is posted on the windowed wall of the Main Office for your convenience.

## **CAFETERIA**

We have two cafeterias in which to eat lunch. Each can seat approximately 175 students. You may select either cafeteria and seat yourself at any table.

### **Student Cafeteria Rules**

1. Walk. Do not run, push or fight.
2. Do not throw food or any other objects.
3. Speak in a normal voice. Do not shout or make loud noises.
4. Sit appropriately with feet on the floor.
5. Do obtain a pass before leaving the cafeteria.
6. Seat no more than six students per table.
7. Do not leave the cafeteria with food or drinks.
8. Do not panhandle money or anything else.
9. The soda and snack machines are off limits during the lunch period/school day.
10. Do return your tray and utensils to the proper area.
11. Do place containers and refuse in the proper recycling or garbage bins.

## **CO-CURRICULAR ACTIVITIES**

We hope to be able to sponsor a similar number of clubs as have been run in the recent past, including such titles as:

Art/Scenic Artists Club  
Best Buddies  
Creative Writing  
Get a Voice Club  
Global Language Honor Society  
Greenhouse Club  
Home and Careers Club  
Leaders Club  
Math Team 7/8 & Math Team 9  
Musical Production  
National Junior Honor Society  
Newspaper  
RCM Jazz Ensemble  
Science Bowl Competition  
Science Olympiad  
Select Girls Chorus  
Set Design & Building/Technology Club  
Sound and Lighting  
String Ensemble/Bluegrass Club

**CODE OF CONDUCT SUMMARY      BOARD POLICY 5300**

Pursuant to New York State Law Section 2801, the Project SAVE legislation, each school district and board of cooperative educational services (BOCES) must adopt a code of conduct developed in collaboration with student, teacher, administrator and parent organizations, school safety personnel and other school personnel. At its June 26, 2001 meeting, the Three Village Board of Education approved Policy 5300-*Code of Conduct*. In addition, each year the district must mail a plain language summary of the Code of Conduct prior to the beginning of the school year and make the summary available thereafter upon request. This summary is not all-inclusive so it is recommended that you read the complete policy, which is available at each school building and at the Emma Clark Library.

The code of conduct includes:

- a. provisions regarding appropriate and acceptable conduct, dress and language on school property and at school functions, and provisions regarding acceptable civil and respectful treatment of teachers, school administrators, other school personnel, students and visitors on school property and at school functions, the appropriate range of disciplinary measures which may be imposed for violation of such code, and the roles of teachers, administrators, other school personnel, the board of education and parents;
- b. standards and procedures to ensure security and safety of students and school personnel;
- c. provisions for the removal from the classroom and from school property, including a school function, of students and other persons who violate the code;
- d. disciplinary measures to be taken in incidents involving the possession or use of illegal substances or weapons, the use of physical force, vandalism, violation of another student's civil rights and threats of violence;
- e. provisions for detention, suspension, and removal from the classroom of students, including provisions for the school authorities to establish policies and procedures to ensure the provision of continued educational programming and activities for students removed from the classroom, placed in detention, or suspended from school;
- f. procedures by which violations are reported and determined and the discipline measures imposed and carried out;
- g. provisions ensuring the code of conduct and the enforcement thereof are in compliance with state and federal laws relating to students with disabilities;
- h. provisions setting forth the procedures by which local law enforcement agencies shall be notified of code violations which constitute a crime;
- i. provisions setting forth the circumstances under and the procedures by which a complaint in criminal court, a juvenile delinquency petition or person in need of supervision petition as defined in articles three and seven of the family court act will be filed;
- j. circumstances under and procedures by which referral to appropriate human service agencies shall be made;
- k. a minimum suspension period for students who repeatedly are disruptive of the educational process or substantially interfere with the teacher's authority over the classroom, provided that the suspending authority may reduce such period on a case by case basis to be consistent with any other state and federal law;

- I. a minimum suspension period for acts that would qualify the pupil to be defined as a violent pupil, provided that the suspending authority may reduce such period on a case by case basis to be consistent with any other state and federal law.

In addition to the above items the Three Village Code of Conduct includes policies that formerly appeared in the Board Policy Manual under different numbers that have been replaced by this code. The table of contents for the Code of Conduct is as follows:

5300.01	Introduction
5300.05	Definitions
5300.10	Student Rights and Responsibilities
5300.15	Essential Partners
5300.20	Student Dress Code
5300.21	Internet/Network Use
5300.25	Prohibited Student Conduct
5300.26	Weapons Policy
5300.30	Reporting Violations
5300.35	Disciplinary Consequences, Procedures and Referrals
5300.40	Alternative Instruction
5300.45	Discipline of Students with Disabilities
5300.50	Corporal Punishment
5300.55	Student Searches and Interrogations
5300.60	Visitors to Schools
5300.65	Public Conduct on School Property
5300.70	Dissemination and Review

While much of the Code of Conduct is not substantively different from what had been expected or required of students, staff, visitors, parents/guardians, etc. in the past, there are some significant changes:

1. Teacher Removal of a Disruptive Student

In Subsection 5300.05, *Definitions*, the code defines a “disruptive student” as an elementary or secondary student under the age of 21 who is substantially disruptive of the educational process or substantially interferes with the teacher’s authority over the classroom. In Subsection 5300.35, *Disciplinary Consequences, Procedures and Referrals*, a teacher may remove a disruptive student from class for up to two days, from his or her class only. This subsection outlines the protocol that must be followed should a teacher find this to be necessary. Any disruptive student removed from the classroom by the classroom teacher shall be offered continued educational programming and activities until he or she is permitted to return to the classroom.

2. Violent Student or a Substantially Disruptive Student

For the purposes of this Code of Conduct, a “violent student” means a student under the age of 21 who:

1. Commits an act of violence upon a school employee, or attempts to do so.
2. Commits, while on school property or at a school function, an act of violence upon another student or any other person lawfully on school property or at a school function, or attempts to do so.
3. Possesses, while on school property or at a school function, a weapon.

4. Displays, while on school property or at a school function, what appears to be a weapon.
5. Threatens, while on school property or at a school function, to use a weapon.
6. Knowingly and intentionally damages or destroys the personal property of any school employee or any person lawfully on school property or at a school function.
7. Knowingly and intentionally damages or destroys school district property.

For the purposes of this Code of Conduct any student, other than a student with a disability, who repeatedly is substantially disruptive of the educational process or substantially interferes with the teacher's authority over the classroom will be suspended from school for at least five days. For purposes of this Code of Conduct, "repeatedly is substantially disruptive" means engaging in conduct that results in the student being removed from the classroom by teacher(s) pursuant to Education Law §3214(3-a) and this code on four or more occasions during a semester.

### 3. Child Abuse Reporting

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

### 4. Internet/Network Use

This is not a required component of the Code of Conduct but the district included it as Subsection 5300.21, *Internet/Network Use*, to emphasize the importance of acceptable use of the Internet and the district's network. The district reserves the right to monitor all Internet/Network access in order to maintain educational goals. Users have no expectation of privacy for any materials created, copied, downloaded, or accessed by the user on the workstation including hard copies of such materials.

### 5. Dissemination of Code of Conduct and Review

According to Subsections 5300.70, *Dissemination and Review*, this code must be reviewed and evaluated for effectiveness by the Board of Education annually. A copy of the code must be filed with the Commissioner of Education no later than 30 days after adoption. Students must be provided a summary of the code at the beginning of the school year, new and current staff must be provided with a copy of the code, and parent/guardian of district students must be mailed a copy of the summary prior to the start of school.

The Code of Conduct is available in its entirety in the Board Policy Manual at all district buildings and at the Emma S. Clark Library. Should you have any questions regarding the policy, please contact Cheryl Pedisich, Assistant Superintendent for Educational Services at 730-4060.

## **DRESS CODE FOR STUDENTS BOARD POLICY**

The responsibility for student dress and general appearance shall rest with individual students and parents. However, the Board of Education requires students to attend school in appropriate dress and jewelry that meet health and safety standards and do not interfere with the learning process. The Board also requires students to wear appropriate protective gear in certain classes and activities (i.e. consumer science, art, physical education, athletics, technology, science lab). Hats, clothing, jewelry, and other attire which display an expression or insignia that is obscene or libelous, that advocates prejudice or violence, promotes the use of or advertises drugs or alcohol, or is disruptive, are forbidden.

The building Principal and other designated staff members shall have the authority to

require a student to change his/her attire should it be deemed inappropriate pursuant to this policy.

### **ELECTRONIC DEVICES**

Cell phones, beepers, headphones, etc. are not to be visible during the school day. In case of emergency, students are permitted to use designated phones. If used during the school day, a detention will be assigned.

### **EMERGENCY DRILLS**

A fire emergency exit plan is posted in each room. Students should familiarize themselves with the plan. Classroom teachers will assist students with a review of alarm procedures. When the fire alarm sounds, students will immediately stand, forming a line, and follow teacher instruction as they leave the room. Running is not permitted. Students are not permitted to talk during a fire drill and are to remain with their class. No one is to return to the building until the signal is given by the Principal or an authorized representative.

### **FIELD TRIP BEHAVIOR**

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

### **GUIDANCE SERVICES**

Guidance services are available for every student in the school. These services include assistance with educational planning, review of test scores, occupational information, extra help, home school and/or social concerns. Individual or group counseling is available for any situation students feel they would like to discuss with a counselor. Counselors are also available to parents and teachers to help identify an individual student's needs and develop a program that best meets those needs. Students and/or parents wishing to visit a counselor should contact the secretary in the Guidance Office to arrange for an appointment (730-4840).

### **HALL PASSES**

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

### **HEALTH OFFICE**

The Health Office provides an ongoing health program and is available for emergency cases such as accidents and sudden serious illnesses. The school nurse at R. C. Murphy Junior High School is on duty from 7:30 AM to 2:45 PM. The telephone number is 730-4810.

All state and local immunization requirements must be up to date in order to attend school. A fully completed and filed Emergency Health Form is also required of every student in the school.

Students must have a pass from a teacher to be admitted to the Health Office. If you are involved in an accident or become seriously ill in school, ask your teacher for a pass to the nurse. If you know that you are ill before coming to school, remain at home. The Health Office is not intended as a substitute for your family doctor.

The nurse will not dispense medication unless a confirming note is on record in the Health Office from your family physician and your parent. The medication is to be brought to the Health Office with the prescription label and instructions from home and physician.

Students requested by the nurse will receive passes from the Health Office and are to report at the time indicated. Passes for early or late dismissal from class are provided when deemed necessary for the safety or health of the student.

Students who leave school because of illness without going to the nurse for a medical dismissal are in violation of school rules and are subject to a penalty. Students who have to leave the building early for personal/family reasons must bring a note from home stating the reason.

### **HOMEROOMS**

Homeroom begins each morning at 8:27 AM following Period 1. During Homeroom the Pledge of Allegiance is recited and daily announcements are read.

### **HOME TUTORING**

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

### **INFORMATION CENTER**

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

#### **Library Services**

Students are encouraged to use the library services, resources, and facilities during the school day from 7:45 AM to 4:00 PM for doing research, assignments, reading, and studying. Recreational magazines are available for you to read.

#### **Procedures**

1. Students should report to the library as soon as they get to school in order to obtain a pass.
2. Present your pass to your teacher for his/her signature at the start of the period.
3. Report promptly to the library and present your pass. A daily student attendance list will be

kept.

## **ACADEMIC CENTER**

The Academic Center is an opportunity for us to provide educational support to students beyond the classroom. By offering to the students a varied schedule where all staff members are available at unique times, we are communicating that enriching instruction is a cooperative effort among our entire faculty. The Center is about motivating students to take an extra step in succeeding and the ability as a staff to further our fostering of intellect and growth.

✚ Interested students are to visit the Academic Center between 7:25 and 7:40 AM for a pass that will allow entry later that same day. No passes will be distributed outside of the Academic Center or outside of the 7:25 – 7:40 time period. No passes will be distributed in advance of the actual day of extra help.

✚ No more than five students will be scheduled to work with an individual teacher during the professional period.

✚ In the morning, students will only be issued a pass at the academic center upon expressing an interest to visit for support during a lunch period or a study hall. No student will be excused from a class for the Academic Center and no student should arrive at the Center to take an exam. It is not a testing center.

## **INTERNET/NETWORK USE BOARD POLICY**

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

The Three Village Central School District will provide guidance to students as they utilize Internet resources to conduct research and other studies related to the district curriculum. Because the Internet is a global network, it is impossible to control all materials accessed through the Internet or transmitted by users. However, the district shall take precautions to control access to materials which: (1) promote violence or advocate destruction of property including, but not limited to, access to information concerning the manufacture of destructive devices such as explosives, fireworks, smoke bombs, and incendiary devices or the like; (2) promote pornography or other sexually oriented material; (3) advocate or promote violence or hatred against particular individuals or groups of individuals or advocate or promote the superiority of one racial, ethnic, or religious group over another; and (4) advocate and promote violence or drug and alcohol abuse.

The Superintendent of Schools working with the Director of Information Systems shall establish regulations governing the use and security of the district's computer network

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

## **LOCKERS**

Each student is assigned a locker for the storage of books and equipment. Your locker is not a place to store valuables. R. C. Murphy is not responsible for any personal property lost, stolen, or damaged (on school grounds or school sponsored trips). Do not share your combination with friends or acquaintances. It is the student's responsibility to see that his/her locker is kept locked at all times. **Only school combination locks are to be used.** Since lockers are a permanent part of the building, students are expected to keep them in good condition.

## LOST AND FOUND

A "lost and found" for personal clothing items is located in the hallway in front of the gym. Students who have lost books should first check with their teachers and the Department Office and then in the Main Office. If lost books are not recovered within a few days, the teacher should be notified. Personal items such as coats, instruments, etc., are not covered under any school insurance.

## MARKING PERIODS AND REPORTS

Progress reports are available for viewing on the Parent Portal at the mid-point of each quarter. Report cards for the first three quarters are available for viewing on the Parent Portal about one week after the end of the marking period. The final report card is mailed home and available for viewing on the Parent Portal in late June. *Dates can be found in the District calendar.*

**Teacher Override** – Teachers can override the purely numerical averaging system and give the student a failing grade in cases where the student fails two or more quarters of a full-year course or one quarter of a semester course. A teacher who is considering the use of an override failing grade will notify the student and his/her parents in writing at least five weeks before the course ends.

**Same Course Repeated** – If a course is repeated, both grades appear on the transcript and are used for averaging. Only one credit is issued.

**Repeated Regents Exams** – If a Regents exam is repeated, the higher grade is used. The final course average is not recalculated.

## PROPERTY AND VALUABLES

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

## RULES AND REGULATIONS FOR NIGHT FUNCTIONS

1. Parents should observe that students enter the building using the auditorium entrance located on the north side of the building.

2. No student will be permitted to leave the activity until it is completed and he/she is called for by a parent/guardian.
3. Students are not permitted to smoke either in the school, on school grounds, during activities, or while waiting to be picked up.
4. Students who are suspected of being under the influence of alcohol or other drugs will have their parents called immediately.
5. Any child who has to be sent home for any disciplinary reason will be banned from school activities for one month for the first offense and for the remainder of the semester for the second offense. Students under the influence of alcohol/drugs will be subjected to the District's policy (a three-week suspension from all activities).
6. Students **must be picked up promptly at the completion of the activity**.
7. Dances are for Murphy Junior High School students only.
8. At music performances or scheduled games, students and guests are expected to remain seated for the entire performance.

### **SCHOOL STORE**

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

### **SEXUAL HARASSMENT OF STUDENTS BOARD POLICY**

In January of 1994, the Three Village Board of Education adopted a policy on the sexual harassment of students. The policy appears below. The administrative regulation regarding this policy (the procedures for investigation of complaints) is available in the Main Office. Students who believe they have been subjected to sexual harassment are to report the incident to the building Principal, or appropriate school employee such as Dean, teacher, guidance counselor, nurse, social worker, or other responsible adult.

#### ***Sexual Harassment of Students***

*Sexual harassment in the educational environment is illegal. Therefore, the Board of Education condemns all sexual harassment and forbids employees, agents, and students from engaging in such activity. The Board also strongly opposes any retaliatory behavior against complainants or witnesses. The Board of Education is committed to maintaining a learning environment free from all forms of sexual harassment.*

*The Equal Employment Opportunity Commission's (EEOC\*) definition of sexual harassment in the work place will be applied to the educational environment as follows:*

*(1) submission to such conduct is made either explicitly or implicitly a term or condition of a student's right to a fair and equal educational opportunity.*

*(2) submission to or rejection of such conduct by a student is used as the basis for educational decisions affecting such student, or*

*(3) such conduct has the purpose or effect of unreasonably interfering with a student's performance or creating an intimidating, hostile, or offensive learning environment.*

*Conduct is deemed to be sexual harassment when it consists of unwelcome conduct of a sexual nature. Sexual harassment is not dependent upon the alleged harasser's intention. It is*

*irrelevant that the alleged harasser had no intent to sexually harass the person. The Board recognizes that sexual harassment can originate from a person of either sex against a person of the opposite or same sex, and from peers as well as district employees or visitors.*

*Students who believe that they have been subjected to sexual harassment should report the alleged misconduct immediately pursuant to Administrative Regulation, so that an investigation can begin at once. Upon a finding of sexual harassment, corrective action, up to and including discharge of an employee and permanent suspension of a student, may be taken. In the absence of a victim's complaint, the board, upon learning of, or having reason to suspect, the occurrence of sexual harassment, will cause an investigation to be promptly commenced by appropriate individuals.*

*The Superintendent of Schools will oversee the implementation of procedures on reporting, investigating, and remedying allegations of sexual harassment.*

## **VISITORS TO MURPHY**

Only enrolled students, faculty, staff, parents, and/or persons on school matters are to be in the building at any time during school hours or when school activities are taking place. Students are not to make any arrangements for friends or relatives to visit school during school hours nor invite friends to be on the school grounds at any time. Visitors entering the building are to sign in at the Security Desk and pick up a visitor's pass.

**R. C. MURPHY JUNIOR HIGH SCHOOL**

**Vincent Vizzo, Principal**  
**Patrick J. DiClemente, Assistant Principal**  
**Robert Neugebauer, Dean of Students**  
**Leah Jantzen, Pupil Personnel Services Lead**  
**Kerri Golini, Chairperson Global Languages**  
**Catherine Duffy, Chairperson English**  
**John Andrszkiewicz, Chairperson Social Studies**  
**Rocco Vetro, Chairperson Mathematics**  
**Patrick McManus, Chairperson Science**  
**Dawn Mason, Supervisor Special Education**  
**Steve Restivo, Chairperson Phys. Ed./Health**

**CENTRAL OFFICE**

**Donald Webster,**  
**Interim Superintendent of Schools**

**Cheryl Pedisich,**  
**Asst. Superintendent of Educational Services**  
**Jeffrey Carlson,**  
**Asst. Superintendent of Business Services**

**BOARD OF EDUCATION**

**John K. Diviney, President**  
**David A. Micklos, Vice-President**  
**Carol Leister**  
**Diane Peritore**  
**Frank McIntosh**  
**Jonathan Kornreich**  
**Glen T. Whitney**  
**Andrea Wilson, District Clerk**