

Niagara Falls High School



2019-20 Parent-Student Handbook

www.nfschools.net

"HOME OF THE WOLVERINES"

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NIAGARA FALLS HIGH SCHOOL PARENT - STUDENT HANDBOOK

Mark R. Laurrie
Superintendent of Schools

Members of the Board of Education

Ronald Barstys	Robert M. Restaino
Earl Bass	Anthony Paretto
Vincent Cancemi	Russell J. Petrozzi
Rev. Kevin Dobbs	Nicholas Vilardo
Paul Kudela	

MISSION STATEMENT

Learning for all whatever it takes

Belief Statements

- ❖ We believe that all people have unique skills and talents.
- ❖ We believe every person can learn.
- ❖ We believe the rate at which people acquire skills varies.
- ❖ We believe people must be given unlimited opportunity to progress.
- ❖ We believe in the inherent dignity, goodness, and worth of each individual in the learning community.
- ❖ We believe our strength is in our diversity; which is honored, addressed, and incorporated in all we do.
- ❖ We believe the quality of life for the community of Niagara Falls will be enhanced through learning.
- ❖ We believe learning is a life-long process.
- ❖ We believe the central part of the learning process is a trusting relationship among everyone in the community.
- ❖ We believe every member of the community can learn from each other.
- ❖ We believe learning must be useful and relevant.
- ❖ We believe it is the role of the community to provide the necessary resources to learn.
- ❖ We believe learning requires a safe, supportive, and orderly environment.
- ❖ We believe the learner is ultimately responsible for his/her own learning.
- ❖ We believe personal wellness promotes learning.

ADMINISTRATION & GENERAL INFORMATION

Cynthia Jones

Chief Educational Administrator

Main Office Phone 278-5800 Fax 286-7964

Team 1: - Student's Last Name A - G

Phone 286-7990 Fax 286-7953

Edward Ventry – Team Administrator

Marc Catanzaro – Dean of Students

Nicole Gall – Counselor Grades 10 – 12 (A-Ch)

Marc Daul – Counselor Grades 10 – 12 (Ci-Go)

Rose Rajczak – Counselor Grade 9, Teams 1F and 1G

Don Bass – Dean of Students Grade 9, Teams F and G

Team 2: - Student's Last Name Gr - O

Phone 286-7995 Fax 286-7994

Carrie K. Buchman – Team Administrator

Dennis Balogh – Dean of Students

Adam Bianco – Counselor Grades 10 – 12 (Gr-K)

Tammy Novak – Counselor Grades 10 – 12 (L-O)

Maria Mascaro-Sinatra – Counselor Grade 9, Team 2J

Cori Cuddahee – Dean of Students Grade 9, Team J

Team 3: - Student's Last Name P - Z

Phone 286-7995 Fax 286-7994

Cheryl Vilardo – Team Administrator

Brian Carey – Dean of Students

Rachel Rotella – Counselor Grades 10 – 12 (P-Si)

Terrell Rodgers – Counselor Grades 10 – 12 (Sk-Z)

Maria Mascaro-Sinatra – Counselor Grade 9, Teams 3H and 3I

Don Bass – Dean of Students Grade 9, Team H

Cori Cuddahee – Dean of Students Grade 9, Team I

Counseling Office 286-7927
Clinic-1st Floor 286-7909 Clinic-4th Floor 286-7940

NOTICE IS HEREBY GIVEN THAT THE BOARD OF EDUCATION OF THE SCHOOL DISTRICT OF THE CITY OF NIAGARA FALLS, NEW YORK, DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, NATIONAL ORIGIN, SEX, OR HANDICAP IN THE EDUCATIONAL PROGRAMS AND ACTIVITIES, WHICH IT OPERATES.

The Harry F. Abate Elementary School, Gaskill Prep School, Cataract Elementary School and Niagara Falls High School have been designated as accessible for mobility-impaired persons.

The Title IX and 504 Compliance Coordinator is:

Maria A. Massaro, Administrator for Human Resources
School District of the City of Niagara Falls, New York
630 – 66th Street
Niagara Falls, New York 14304
Telephone: (716) 286-4225

ENTRANCES TO NIAGARA FALLS HIGH SCHOOL

Bus Students	Enter through Art Guild doors only.
Student Drivers	Students must register in the main office and park in the area designated for students between the yellow lines in the front parking lot. Enter the school on the North Side Main Entrance (Porter Road).
Walkers	Enter Main Entrance (Porter Road) doors.
Visitors	Enter Main Entrance (Porter Road) and park in designated visitor spaces near the theatre between white lines.

Visitors

1. All visitors coming into the building during the school day must report directly to the Main Office.
2. Students from schools outside our district will not be allowed to visit the school. Exceptions to the visitation policy must be cleared through Niagara Falls High School Administration.
3. No uninvited visitors will be allowed during school hours. Invited visitors must have permission from NFHS Administration at least 24 hours in advance.

INFORMATION GUIDE FOR STUDENTS

Where do I go for?

BOCES Problems	Team Office/Dean's Office
Career Information	Counseling Office
Clubs or Organizations	Curriculum/Assessment Office
Locker Trouble	Control Room (room #153)
Lost and Found	Control Room (room #153)
Lost ID (Identification Card)	Main Office
Lost Laptop Computer	Team Office
Lost Schedule	Counseling Office
Parking	Main Office
Passes	Your Teacher
Peer Conflicts	Dean's Office
Academic Problems in Class	Teacher or Counseling Office
Remaining after School	Teacher
Sickness	Clinic – Health Services
Sign Up for Sports	Coach
Social or Personal Problems	Counseling Office
Tardy to School	Main Door
Working Papers	Counseling Office

Emergency School Closing

If school must be closed because of bad weather or other emergencies, parents and students will be notified in the early morning, or if possible, the evening before by an all call, radio and television announcements. Notified stations are: WHLD, WBEN, WECK, WBLK, WEBR, WGR, WKSE, WUFO, AND WYRK; and OSC 21 television. If schools are closed in the morning, they are closed all day for all activities including sports practices and games, evening classes or special evening programs unless otherwise announced. It should not be necessary to call the school for this information.

Student ID's

To ensure a safe and orderly educational environment, each student will be issued a picture identification badge to be used for attendance purposes, bus pass and admission to school activities.

Failure to present student ID will be considered insubordination and will result in disciplinary action. Replacement IDs may be purchased for \$1.00 in the Main Office.

Student Locks And Lockers

Only locks assigned by the school are allowed on school lockers: unauthorized locks will be removed, this applies to all lockers. Each student must assume responsibility for his locker and its contents. The school cannot be responsible for lost or stolen items. Lockers should be kept locked at all times when not in use. Students are advised not to share their locker or lock combination with friends. If a student loses his/her assigned lock, he/she will be assessed a \$5.00 fee. The district has the right to inspect all lockers.

Hallway Passes

Students are required at all times to use **Official Permit** passes for travel during the school day. These passes are to be used whenever a student leaves a scheduled classroom. They should not be abused. The teacher has the right to deny the use of passes if they feel it is not appropriate for the student to leave class.

In an effort to reduce hallway traffic during lunches and to keep food out of other areas of the building, students will only be allowed to leave the cafeteria with a special pass (not the Office Permit) from the Library Media Center and/or the Peace and Calm (P.A.C.) Lunch.

Also, staff members may pick students up from the cafeterias in person for the purposes of make-up work, test retakes, extra help, etc., but must keep the student with them for the entire period.

In addition, students will not be issued passes to go to the cafeteria at times other than their lunch period to get snacks or food.

Fire Drills/Evacuation Drills

In compliance with the law, 8 fire drills and 4 lockdown drills will be held in order to provide instruction for evacuation of the building. Signs are posted in each room denoting the direction of the appropriate exit and staff members are informed of emergency procedures.

Clinic



There are two health offices at NFHS, each staffed with a Registered Nurse and a Health Associate. The main focus of the health office is to support an optimal level of wellness for the students and staff.

The health offices provide many services including:

- Care of ill/injured students. Please be sure the Health Office has updated phone numbers on file in the event of an emergency.
- New York State mandated screenings that include height, weight, and vision for all students, and scoliosis and hearing for selected grades.
- Physicals are done weekly for interscholastic sports, working papers and NYS mandates, which include new students and 10th grade students.
- Dispensing of medication, prescription and over the counter, require written permission from a licensed health care provider that includes name of medication, dosage and frequency. The medication must be brought to the health office in the original container clearly labeled with the student's name. Parent/guardian written permission is also required.
- If your child is injured and/or requires crutches, a cast, cane, wheelchair, and/or use of the elevator, written permission is required by a licensed health care provider for your child to attend school. No student will be allowed to remain in school without appropriate documentation from their physician.
- All Health Care Providers physical education excuses must be processed through the Health Office with clearance from their physician prior to attending classes.
- Students returning to school from medical home teaching must report to the Health Office with clearance from their physician prior to attending classes.

The Health Services policy states that each student must have a pass signed by his or her teacher to come to the Health Office. The Nurse will have them sign in and assess their needs. A call to the parent will be made if they have a temperature over 100 or are vomiting. If it is an emergency situation, immediate care will be provided, emergency procedures will be followed and parents will be notified. It is **very important that we have all parent information and correct telephone numbers**. It is also extremely important that the Nurses have correct and up-to-date medical information regarding your child. Any child coming to the Nurse's Office and requests to call a parent because they are not feeling well may do so. You know your child better than anyone. Students that do not have a temperature of 100 or greater, are not vomiting, and do not request to call home may rest in the Nurse's Office for approximately 15 minutes and will then be sent back to class.

Health records are kept as follows:

Students Last Name Letters A - L: 4 th Floor Health Office Phone: 286-7940 - Fax: 286-7034 Students Last Name Letters M - Z: 1 st Floor Health Office Phone: 286-7909 - Fax: 278-5809
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Cafeteria Services

The weekly school lunch menu is published in the Sunday Niagara Gazette. The cafeteria serves a wholesome and balanced breakfast and lunch program based on completion and submission of the Household Income Eligibility form distributed by NFHS. A la carte items such as white milk and chocolate milk may also be purchased.



Breakfast Schedule:

Breakfast will be served at 7:10 a.m.
Students are to report directly to the Blue/Yellow Cafeteria
Breakfast ends at 8:15 a.m.

Student Expectations for the Cafeteria

- Report to lunch as any other class.
- Sit on a chair. Do not move chairs from one area to another.
- Do not remove food, drinks, trays, or utensils from the cafeteria.
- Be courteous and respectful to friends, faculty and staff. Cafeteria staff has the authority to remove you from the lunch line and the cafeteria and assign you to an alternative location for your lunch.
- Do not sell or solicit anything unless approved by the school.
- No food or drinks “ordered in” from outside the school building are allowed.
- Before leaving, clean up and push in chairs. All students seated at their table are responsible for the cleanliness of that table or area at dismissal time. Deposit lunch litter in garbage cans.
- Responsible behavior is expected, nothing less will be tolerated.
- You may not leave the cafeteria without a pass. Arrange for passes prior to reporting to the cafeteria. Passes are required to go to the Library Media Center and Peace and Calm (P.A.C.) lunch.

Household Income Eligibility Form

All students are required to have an application on file in their Team Office, regardless of income eligibility. Any student who received a lunch during the 2018-2019 school year, will automatically receive one during the month of September 2019. **A new application must be filed during the month of September 2019 for all students!** Applications for the 2019-2020 school year are available in the Team Offices.

School Bus Information

Safety is a paramount consideration in school transportation. Distracting a bus driver can seriously endanger the lives of all who are riding on the bus. The regulations governing student bus conduct are as follows:

- Students must remain in their seats while the bus is in motion.
- Hands, feet, etc., are to be kept to you and inside the bus.
- All food and beverages must remain in closed containers.
- Cigarettes, liquor, and drugs are prohibited.
- Only appropriate and respectful language and gestures are acceptable on the bus.
- Glass objects cannot be transported.
- Only safe objects, which can be held on one's lap, are permissible on the bus.
- Students must always wait for the driver's signal before crossing approximately fifteen feet in front of the bus.
- Excessive noise is distracting to the driver, and will not be tolerated.
- Damages resulting from vandalism will be charged to the students involved.

Failure To Comply With Bus Regulations

Failure to comply with bus regulations may result in the loss of transportation privileges or other disciplinary actions.

For Transportation Information Call 286-4239



STUDENT DRIVERS



PERMISSION TO DRIVE TO SCHOOL AND USE OF THE STUDENT PARKING LOT IS A PRIVILEGE.

- The student parking lot is limited; therefore, seniors will be given first preference for a parking space. Additional spaces will be awarded to juniors on an as needed basis. Parking permits will not be issued to freshmen and sophomores. Students who drive to school must register their cars in the Main Office.
- Students must bring a copy of their driver's license, proof of insurance and registration when they apply for a parking permit. The permit will be a hangtag and must be hung on the rear view mirror with the tag number visible. A \$5.00 refundable deposit will be required when the application is submitted. If a tag is lost there will be a one-time only replacement at a cost of \$10.00.
- Students placed on the Academic Ineligible List will have their driving and parking privileges revoked.

Parking Regulations

- All vehicles parked on the school grounds must be registered with the school and display the current parking permit affixed so that the number is visible on the rear view mirror. If a tag is lost there will be a one-time only replacement at a cost of \$10.00.
- No temporary permits will be issued. Permits are not transferable.
- An application form must be completed and approved, and a parking permit issued before a vehicle can be driven to school.
- Parking is strictly limited to the student parking area (front lot) between the yellow lines. FACULTY/STAFF, VISITOR AND HANDICAPPED parking is marked accordingly. Any student vehicle parked illegally will be towed at the owner's expense.
- All students must be licensed and covered by insurance.

- There is to be NO LOITERING in the parking lot.
- There will be no speeding or any form of reckless driving on school grounds.
- **SPEED LIMIT IS 15 MPH.**
- The parking facilities at NFHS are an extension of the school.
- Student vehicles may be subject to search if there are reasonable grounds to believe that drugs, alcohol, stolen property or other contraband might be present in that vehicle.
- Truancy related to driving will result in immediate SUSPENSION of driving privilege.
- Parking regulations are strictly enforced. It is considered a privilege to park on school grounds. Suspension/Revocation of driving privileges, towing of vehicles, and/or suspension from school may occur when violation of the regulations occur.
- Pedestrians and busses will be given the right of way at all times.
- Under the vehicle and Traffic law, Section 1670, all rules and regulations governing school grounds is entirely under the discretion of the school officials.
- Students applying for and receiving a parking permit fully understand their responsibility in following these rules.
- All student vehicles must be locked. The school is not responsible for the vehicle or its contents.
- **VEHICLES MUST BE PARKED BETWEEN TWO YELLOW LINES.**
- Students who do not follow the procedures will be considered insubordinate.

FAILURE TO COMPLY WITH THE ABOVE REGULATIONS COULD IMMEDIATELY RESULT IN REMOVAL OF STUDENT DRIVING PRIVILEGE, ISSUANCE OF A TICKET OR TOWING AT OWNER'S EXPENSE.



Scheduling Requirements

- Students may not take more than one (1) course in a required area. However, they may take more than one course in a subject area if one of those subjects is an elective or an AIS class.
- Courses must be taken and passed in sequential order (i.e. 9th grade- English 1, 10th grade-English 2, 11th grade-English 3).
- Students are required to retake failed courses in summer school, if offered.
- At least 6.5 units of course work is required of all students.

Schedule Changes

Student programming for the current school year began in January of the previous school year. The allocation of staff to schools and courses is determined by the courses students selected. At this time, the school district budget has been passed and the staff is firmly in place. There is very little opportunity for schedule changes. Therefore, student schedules will not be changed except for the following extenuating circumstances:

- a summer school course has been failed,
- a senior needs to meet graduation requirements,
- changes as needed by the school,
- a student's schedule does not reflect at least 6-1/2 credits.

Report Cards

Report cards are mailed to the student's home at the end of each quarter (10 weeks) of the school year. You should receive report cards during the months of November, February, April, and June. Progress reports will be sent at the following intervals: 5, 15, 25 and 35 weeks. A grade of 65% or better is considered passing. Final grades are determined by averaging each quarterly mark, as well as attendance, interaction, participation, preparation, and the final exam mark (the final exam is 20% of the final mark). Be sure to inform the school immediately of a change of address to insure you receive the student's report card. If you do not receive a report card when due, please contact the Counseling Center.

Parent Portal

The District utilizes PowerSchool, a software application that tracks students' schedules, grades, attendance, and other records. PowerSchool contains a feature called "Parent Portal" that allows a student's parent(s) or guardian(s) to view the student's school information from any computer with internet access. Parent Portal also allows parents or guardians to view grades to date (report cards and progress reports), schedules, assignments and messages from teachers and school bulletins. Students will also be able to view their records. The system is very easy to use for persons of average technology ability. If you can shop on-line, you can use this system!

In order to use Parent Portal, you must first create one account for your use. The only requirement is that you have an e-mail account, through any provider you choose. During the creation process, add all your children to that account. (Parents can create accounts

for their individual use). Directions to create an account are below. Your student's Access ID and Access Password were previously mailed to you. If you still need this information you can contact our helpdesk at 286-4212. If you have more than one child, you will need each student's Access ID and Access Password.

If you have questions about setting up your account, please call 286-4212. If you have questions about your child's information, please call the school your child attends.

Directions to Access Parent Portal

We are pleased to introduce you to the PowerSchool Parent Portal. Parents and guardians can have one login to access all of their student's grades and attendance in one place. Also, parents and guardians will not have to share logins as each parent or guardian can set up his or her own unique login and password. Please follow the directions below to get started using the PowerSchool Parent Portal.

1. Go to the "PowerSchool Parent Portal" log in page:

<https://ps.nfschools.net/public>

2. Choose Create Account
3. At the top of the screen fill in your information including new password, which must be at least 6 characters.

First Name – Enter your first name.

Last Name – Enter your last name.

Email – Enter your email address.

Desired User Name – Enter the user name you would like to use when logging into the PowerSchool Parent Portal. The user name must be unique. If you enter a user name that is already in use, you will be prompted to select or enter another user name.

Password – Must be a minimum of 6 characters. When entering your password a colored bar will appear to the right – this indicates the strength of the password.

The more color that fills up the bar, the stronger the password.

Re-enter Password – Re-enter your password. The password you enter must match the Password field.

4. At the bottom of the screen enter the Student Name, Access ID, Access Password, and choose a relationship to link your student(s) to your new login. If you have more than one student you can enter all of their names, Access IDs, and Access Passwords on this page. Once all information has been entered click enter.

Once you click enter you will be taken to the Parent Portal log in screen and should see the following:

You can now log into the Parent Portal using the User Name and Password you created. Once you are logged into the Parent Portal you can manage your account by clicking the Account Preferences button. If you have more than one student, you will see buttons to switch between your student's information.

Final Exams

The Niagara Falls Board of Education requires all students to take final examinations in courses in which they are enrolled.

Niagara Falls City School District Graduation Requirements

Students must complete and pass the following courses:

- English 4 credits
- Social Studies 4 credits
- Mathematics 4 credits
- Science 4 credits
- Art or Music 1 credit
- Physical Education 2 credits (.5 unit each year for 4 years)
- Second Language 1 credit
- Health 0.5 credit
- Electives 1.5 credits

22 total credits

REGENTS/LOCAL DIPLOMA REQUIREMENTS

In addition to the 22 credits required, students will earn a Niagara Falls City School District Regents Diploma by attaining a passing grade on the following **5 Required Regents Examinations**:

Traditional Pathway	Alternative Option
Algebra 1/Common Core	One Math (e.g. Algebra 1/Common Core)
Living Environment	One Science (e.g. Living Environment)
Global History and Geography	One Social Studies (e.g. Global History and Geography)
U.S. History and Government	
English Language Arts/Common Core	English Language Arts/Common Core
	One Pathway Assessment: (Sequence examination in: Science (Earth Science), Math (Geometry) or Social Studies (US History))

REGENTS DIPLOMA WITH ADVANCED DESIGNATION

Students must complete 22 credits AND earn a 65% or higher on the following **Regents Examinations**:

<p><u>Traditional Combination:</u></p> <ul style="list-style-type: none"> • Living Environment* • Algebra 1/Common Core** • Geometry/Common Core** • Global History and Geography • Earth Science* • English Language Arts/Common Core • US History and Government • Algebra 2/Common Core** <p style="text-align: center;">= 8 RE Assessments</p> <p>*2 sciences (1 must be life science and 1 must be physical science)</p> <p>**3 mathematics</p>	<p><u>Alternative Option:</u></p> <p>STEM (Mathematics) Pathway Combination: ELA, 1 social studies 4 mathematics, 2 science (1 must be life science and 1 must be physical science) = 8 Assessments</p> <p>STEM (Science) Pathway Combination: ELA, 1 social studies, 3 mathematics, 3 science (1 must be life science and 1 must be physical science) = 8 Assessments</p> <p>Pathway Combination (other than STEM): ELA, 1 social studies, 3 mathematics, 2 science (1 must be life science and 1 must be physical science), 1 Pathway (other than science or mathematics such as a 5 credit sequence in Music, Art or CTE) = 8 Assessments</p>
<p>In addition to each of these combinations a student must pass a Foreign Language locally developed LOTE (Spanish 3) examination.</p>	

*** For more specific information on Diploma types, please contact the student's counselor.**

UNIT REQUIREMENTS FOR GRADE LEVEL PLACEMENT

Assigning students to a grade is based on the number of credits the student has accumulated.

<u>Placement</u>	<u>Accumulated Credits</u>
Grade 10 Roll Call	4.5 credits
Grade 11 Roll Call	9.5 credits
Grade 12 Roll Call	15.5 credits

Counseling Center

Every student is assigned to a counselor by last name. When a student is having a problem in school, the counselor is responsible for meeting with the student in order to identify the problem, and develop a plan to resolve the problem.

Counselors will:

- help students learn about themselves and their relationships with others,
- assist students in planning their school program, and
- provide information about careers and/or colleges.

Students are encouraged to see their counselor on a regular basis. Appointments are needed and should be made by contacting the Counseling Center. A sign-up appointment sheet is available.

The following services and information are available through the Counseling Center:

Consultations and Individual Counseling
Student Orientation
College Catalogs, Files and Handbooks
Career Information/Financial Aid
Program Development
Aptitude Testing and Interpretation
Vocational Interest Surveys

NFHS Career Center

The mission of the Career Center is to aid students along the path to the future. The objective is to provide every student the opportunity to explore every option available to them beyond high school, whether it is college, vocational school, the military or immediate entrance into the work force. For more information, please contact the Career Center.

Student Assistance Programs

Pupil Service Team

A team of professionals including counselors, school psychologists and teachers, who work together to develop plans for students who are experiencing academic or emotional difficulties.

Progress Reports

Should you want an update of your child's progress for one or more courses between report cards, please contact the Counseling Center to arrange a conference with the teacher(s) or have a written progress report delivered to you. Progress reports will not be provided the week before quarterly marks close or during the two weeks after quarterly marks close. Progress reports are also available through your child's counselor. Please keep in mind that you can access the Parent Portal at any time and view "real time" data.

Make-Up Work Policy

Schoolwork must be made up whenever a student is absent from school or from a class. A zero is assigned until the work is made up. **IT IS THE RESPONSIBILITY OF THE STUDENT TO ASK TEACHERS FOR ASSIGNMENTS, TESTS AND CLASSWORK THAT WAS MISSED DUE TO AN ABSENCE FROM SCHOOL.** Students have up to one week to make-up work after returning to school. (Missed final examinations will result in a zero grade.) At the discretion of the administration, the period of time allotted for make-up work may be extended.

Extra Credit Work

Teachers are not required to assign extra credit work. If extra work is assigned, it must be in accordance with the following:

- all required class work must be complete,
- extra credit work must be related to the course and unit under study.

Parent/Teacher Conferences

There will be two (2) school-wide Parent/Teacher Conference days. The first will be on Tuesday, November 19, 2019 and the second will be on Tuesday, February 18, 2020.

Summer School

Summer school is provided to students who failed courses. Students must be recommended for summer school by the Administrator of Niagara Falls High School. Students who have poor attendance records during the regular school year may not be recommended for summer school. Students can take up to two (2) courses in summer school.

ELL – English Language Learners

This program is designed to assist students who speak another language. The program is centered around the ELL Resource Room, which is scheduled for one period a day. Students follow a regular schedule and are included in all classroom activities.

Clubs and Organizations

Niagara Falls High School has many clubs and organizations that students can participate in. Information on these can be obtained through the website (nfschools.net), OSC 21 channel and morning announcements.

Standards for Academic Eligibility to Participate in Extra-Curricular Activities

One of the basic goals of the Niagara Falls School District is that of academic achievement. The school district seeks to motivate all students to perform at the highest possible level. Toward that goal, it is important and very relevant that all students understand and be aware of the significance of maintaining high academic standards. Students will be required to maintain certain standards for academic eligibility to participate in extra-curricular activities.

The following guidelines have been established for NFHS for the 2019-20 school year.

1. All students are required to pass 4 units, plus physical education, at the 10, 20, 30 week marking periods and final grade in order to be eligible to participate in extra-curricular activities. 3 of the 4 required units must be core subject area courses (Language Arts, Math, Science, Social Studies = Core Subjects.)
2. All students must be present a minimum of 3 full consecutive class periods on the day of the activity to participate in the activity.
3. Students participating in extra-curricular activities must maintain an 85% attendance rate for the 10, 20, 30 and 40 week marking period in order to be eligible to participate in activities.

* An appeal process will be put in place for extenuating circumstances. The appeal will require appropriate documentation.

Extra-curricular activities are those activities under the direction and organization of the Niagara Falls City School District that are conducted outside of the regular curricular program.

ATTENDANCE/TARDY POLICIES/PROCEDURES

Attendance Policy

Every student has the right to the educational opportunities that will enable the student to develop to his or her fullest potential. To maximize these opportunities, it is the responsibility of the student to attend every class every day. Regular attendance and promptness are expected in all classes and are essential for student success.

Dual Attendance Reporting

Attendance is reported to you in two (2) ways. First, the report card provides you with attendance information recorded in roll call. Secondly, the report card also provides you with the total number of absences, year-to-date, from each class.

When the numbers for roll call and each class do not agree, it is recommended that you contact your child's teacher(s) to discuss the discrepancy. Please do not hesitate to contact the Counseling Center for assistance. These matters can also be discussed at parent/teacher conferences.

Procedures for Attendance

Step 1: Attendance is taken during Roll Call.

Step 2: All students will be monitored for attendance at the classroom level by the instructor.

Step 3: Students who are absent may be contacted by the school through an automated dialing system, or a phone call from school staff.

Step 4: After a student has repeatedly missed school illegally, the Deans of Students or counselor will notify the Pupil Service Team who may contact the parent or guardian.

Attendance/Tardies

It is extremely important that both parents or guardians and students cooperate in order that accurate information is kept regarding student attendance.

Students not in their classroom are considered either absent or tardy. If students arrive to school late they should:

1. Report to the Security Desk at the Main Door.
2. Bring an excuse explaining why they are late.
3. If students do not have a note, they should submit one from a parent or guardian to their roll call teacher the following day explaining the tardiness.
4. Excessive tardiness to class may result in disciplinary action.

Any student not following the procedures listed above will be considered truant, and will be subject to disciplinary actions.

Students who arrive to class after the late bell;

- Should be allowed into class
- Teacher will conference with student on importance of being on time to class
- If the student is chronically tardy to class, a referral should be submitted to the dean

If students are absent, a written note signed by parent or guardian should be provided to the student's roll call teacher. Failure to do so within 5 days constitutes an illegal absence.

The Following Are Considered Legal Absences:

- sickness of student
- serious sickness or death in the immediate family
- impassable roads or weather making travel unsafe
- religious observance days (state approved)
- quarantine
- court appearances

Examples Of Illegal Absence:

- visiting
- hunting
- vacation
- missed the bus
- needed at home
- caring for baby or sibling

Permission To Leave School

Students who have a dental, medical, or other appointment during the school day must bring a signed, dated note from their parents or guardian to the main office before school begins. **If appointments cannot be confirmed by telephone or by the parent or guardian in person, the students will not be permitted to leave school.** The school will only release students to parents/guardians who are listed as contacts in our data system. Parents/guardians will be expected to enter the school and display picture identification before we will release their child.

NO STUDENT, UNDER ANY CIRCUMSTANCE, IS TO LEAVE SCHOOL OR SCHOOL GROUNDS WITHOUT BEING OFFICIALLY EXCUSED. THE ONLY PERSONS IN THE HIGH SCHOOL AUTHORIZED TO OFFICIALLY EXCUSE STUDENTS ARE THE BUILDING ADMINISTRATORS AND/OR THE SCHOOL NURSES.

***FAILURE TO FOLLOW THE ABOVE PROCEDURES WILL RESULT IN DISCIPLINARY ACTION.**

Emergencies

It is required that a current emergency telephone number be on file with the school where parents or guardians may be reached during school hours. Providing a current working phone number is the parent's or guardian's responsibility.

If a student becomes ill or is involved in an accident on school property during school hours, it should be reported to the nurse's office immediately. If it is determined that the student is to leave school, the school nurse will contact the parent or guardian and dismiss the student from school.

Withdrawal from NFHS or Transfer to Another School

When a student withdraws from school, these procedures are to be followed:

1. Parent or guardian must give approval.
2. Parent or guardian must contact the Counseling Center with the reason for withdrawal; and should be present with the student.
3. All school books, locks, etc., must be turned in before withdrawal is complete.
4. If transferring to another school, a transfer form will be completed and carried by the student to their new school.
5. In specific cases student must have an exit interview with an administrator.

School Dances, Prom and other School Functions

The following rules and procedures have been established:

- ◆ School dance and prom guest forms must be completed properly and turned in by the due date listed.
- ◆ **9th grade students are not permitted to attend the prom or participate in any prom related activities.**
- ◆ Students must be attending school, in good standing, in order to participate in school dances, the prom and any other school or senior related activities.
- ◆ Prom guest must be under the age of 21. Anyone aged 21 or older cannot attend.
- ◆ Seniors attending the CEC must be approved by the CEC Administrator.
- ◆ Students attending the CEC who are NOT seniors may NOT attend the prom.

*** The CEA of Niagara Falls High School and school Administration reserves the right to deny any individual from any school activity.**

Administrative Disciplinary Procedures

In accordance with the NFCSD Code of Conduct, each student is responsible for exercising self-discipline and control in all actions. In accordance with school regulations, ALL personnel employed by the Niagara Falls School District are responsible for maintaining student discipline.

Zero Tolerance, Metal Detector and Canine Narcotic Search Policies have been adopted by the Niagara Falls Board of Education. **The following paragraphs are only abbreviated versions of these policies.** The full version of the NFCSD Code of Conduct is available at the Main Office or www.nfschools.net.

Zero Tolerance

The Board of Education has determined that the tolerance level for misconduct of any nature that threatens the safe and orderly environment of our schools is zero. The Board expects that appropriate disciplinary action will be taken should such misconduct arise, to the extent that any student, found to be acting in a violent or threatening manner, to staff or other students, on or near school property, will be immediately subjected to disciplinary action.

Metal Detector

The Metal Detector Policy expressly forbids all employees, students, non-employee volunteers or any other persons who work subject to the control of school authorities as well as all visitors to school buildings, from carrying weapons either on their person or in their bags, backpacks, parcels or lockers on school property or in school buildings.

Canine Narcotics Searches

The Board of Education expressly forbids all employees, students, non-employee volunteers or any other persons who work subject to the control of school authorities as well as all visitors to school buildings, from using, possessing, selling or distributing alcohol, drugs or drug paraphernalia in any form on school property, in school buildings, or at school sponsored events, except drugs as prescribed by a physician.

The Board of Education will implement the procedures put forth in this policy when, in the opinion of the Superintendent of Schools or designee, the procedures are necessary for the maintenance of a safe and drug free environment in the schools.

Smoking

Many reliable studies over the years have shown that there are health hazards associated with smoking. These health hazards include lung cancer, respiratory infection, decreased exercise tolerance, decreased respiratory function, bronchoconstriction and bronchospasm. Additionally, many studies have shown that breathing second-hand smoke is a significant health hazard.

The State of New York, in recognition of the health hazards associated with the use of tobacco, has amended Education Law and Public Health Law in Chapter 565 of the Laws of 1994 to prohibit the use of tobacco in schools. The Federal Government has likewise prohibited smoking in schools with the passage of the Pro-Children Act of 1994, part of the Title X of the Goals 2000: Educate America Act Public Law 103-227.

Students are not allowed to bring tobacco into the building or use tobacco in the building or on school grounds. Students with tobacco will have to turn it over to a staff member and it will not be returned. Students caught smoking may be suspended. Students, faculty, staff, and visitors are not permitted to use electronic cigarettes, personal vaporizers, or electronic nicotine delivery systems on school property.

Student Responsibilities

All Niagara Falls High School students have the responsibility to:

- Understand and be responsible for their actions.
- Contribute to establishing and maintaining a safe and orderly school environment that is conducive to learning and generates mutual respect and dignity for all.
- React to direction given by teachers, administrators and other school personnel in a respectful, positive manner recognizing that the school staff may discipline students for inappropriate behavior from the time of departure from home until arrival at home as well as during any school function.

The Board of Education recognizes the need to make its' expectations for student conduct clear while students are on school property or engaged in a school function. The Board of Education, therefore, hereby establishes the following categories of misconduct as those which may result in disciplinary action up to and including suspension from the Niagara Falls City Schools. The examples listed are generally descriptive of the most obvious types of misconduct falling within the categories of disorderly conduct, insubordination, disruptive conduct, violent conduct, and endangerment. Students who violate these school rules will be subject to consequences and penalties for their conduct.

The following are examples of conduct that interfere with the good order of the school or the proper functioning of the education process. These are general guidelines for Niagara Falls High School. **Additional policy and/or procedures can be found in the NFCSD Code of Conduct, Summary Document, updated June 2019.**

- A. **Disorderly Conduct**
- B. **Insubordination**
- C. **Endangerment**
- D. **Disruptive Conduct**
- E. **Violence**
- F. **Truancy**
- G. **Use/Abuse of Alcohol and/or Other substances by Students**
- H. **Sexual Harassment/Misconduct**
- I. **Bus Conduct**
- J. **Academic Misconduct**
- K. **Bullying**
- L. **Cyberbullying**

Bullying

1. DEFINITION

Bullying may be a single act or repeated act of aggressive behavior by one or more students in order to intentionally hurt another person, physically or emotionally.

2. CHARACTERISTICS

Characteristics of bullying may include but are not limited to:

- Intentional harm-doing
- Repeated over time
- A relationship in which there is an imbalance of power or a perceived imbalance of power

3. POSSIBLE EXAMPLES

Direct Bullying:

- Hitting, kicking, shoving, spitting
- Taunting, teasing, racial slurs, verbal harassment
- Threatening, obscene gestures

Indirect Bullying:

- Spreading rumors
- Defamation of character
- Cyberbullying

The examples above are not meant to be an all inclusive list.

The Niagara Falls Board of Education is committed to provide a school environment free of discrimination and harassment. Alleged incidents involving possible student bullying are to be reported to those in charge, such as teachers or administrators.

Cyberbullying

1. DEFINITION

Cyberbullying is willful and repeated harm inflicted through the use of computers, cell phones and other electronic devices.

2. FORMS OF CYBERBULLYING

Possible forms of cyberbullying include:

- Emails or Instant Messages at a specific person
- Websites/Social Network Sites
- Cell phones/text messages
- Chat rooms

3. INTERVENTION

The Niagara Falls Board of Education is committed to provide a school environment free of discrimination and harassment. Alleged incidents involving possible cyberbullying are to be reported to those in charge, such as teachers or administrators.

The Commissioner of Education has held that a school district can discipline a student for off-campus conduct that “adversely affects the educative process or endangers the health, safety or morals of students.”

School Officials can generally intervene/discipline if conduct/speech:

- Substantially or materially disrupts learning
- Interferes with the educational process or school discipline
- Utilizes school technology to harass
- Threatens other students or infringes on their civil rights

The New York State Dignity for All Students Act (Dignity Act)

Effective July 1, 2012

The goal of the Dignity Act is to create a safe and supportive school climate where students can learn and focus, rather than fear being discriminated against and/or verbally and/or physically harassed.

- The Dignity Act states that NO student shall be subjected to harassment or discrimination by employees or students on school property or at a school function based on their actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender, or sex.
- The Dignity Act amended Section 801-a of New York State Education Law regarding instruction in civility, citizenship and character education by expanding the concepts of tolerance, respect for others, and dignity.
- The Dignity Act also amended Section 2801 of the Education Law, instructing Boards of Education to include language in the codes of conduct to comply with the Dignity Act.

To learn more about the Dignity for All Students Act, visit: www.p12.nysed.gov/dignityact

Time Out Study Hall (T.O.S.H.)

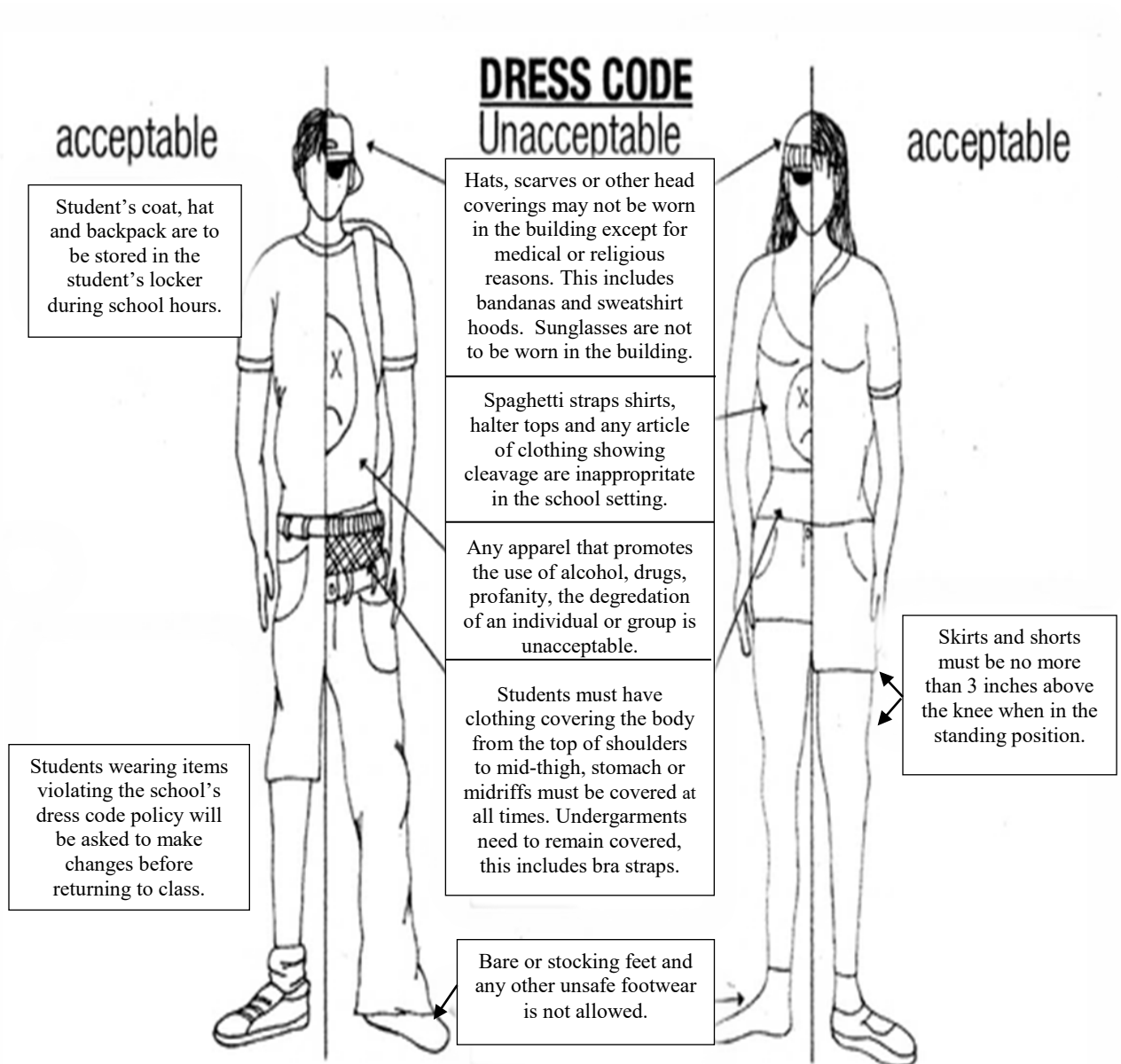
An Administrator or Dean may assign students to T.O.S.H. The T.O.S.H. Room is designed to be an educational alternative to out-of-school suspension. The amount of time a student is assigned to the T.O.S.H. Room will vary according to the frequency and seriousness of their behavior. Students are required to complete daily assignments. The goal of the T.O.S.H. Room is to assist the student in adjusting to acceptable school behavior, and to return the student to class as soon as possible with a solution to the situation.

General Student Expectations

- GYM BAGS and BACKPACKS - Students may bring gym bags and back packs to school to carry their books and materials to their lockers. Note: All backpack/bags are subject to search and seizure at any time.
- **Food will not be allowed in hallways or classrooms, nor should food be taken out of the cafeteria.**
- Ipods, MP3 Players, Tablets, CD players, radios and headphones should be placed in your locker upon entering school and remain there until dismissal from school. All coats, jackets, hats, scarves, bandanas, and headbands must be kept in your locker. **Any of the above equipment may be confiscated if displayed during the school day. All items will be returned only as outlined in the Code of Conduct.**

Appropriate Dress and Grooming

The student's appearance is the responsibility of the student and his parents/guardian. Your mode of dress, personal appearance, cleanliness, and personal behavior all determine how people perceive you and also demonstrate personal pride. Your dress and grooming should be clean, neat, and not indecent (appropriate for school).



The items listed above are only some examples that violate the Student Appearance Code. Please reference the NFCSD Code of Conduct (Summary 2019). *Any mode of dress or personal appearance which is disruptive, distracting and/or disturbing to the progress of the educational program or activity will not be permitted.*

Student Appearance Code

The Niagara Falls School Community believes that the students' appearance should at all times be appropriate for school and school functions. The student's individual dress and appearance is primarily the responsibility of the student and his/her parents. The student's appearance should be clean and neat and should not be distracting to other members of the school community or a safety or health risk to the student or others. All District personnel should exemplify and reinforce acceptable student dress and help students develop an understanding of appropriate appearance in the school setting.

The following minimal standards are enforced:

1. Headgear should not be worn in the building or classroom except for a medical or religious purpose. All hoods should be down during school day.
2. Footwear must be worn at all times. Certain footwear that poses a hazard will not be allowed.
3. All underwear must be completely covered with outer clothing and all apparel should be fastened appropriately.
4. Above the waist apparel must cover all of one's person except the arms and a modest opening at the neck and may not be of transparent materials. Blouses, shirts and sweaters are to cover shoulders, back, chest and stomach.
5. Extremely brief garments such as tube tops, net tops, halter tops, spaghetti straps and plunging necklines are not appropriate and may not be worn.
6. Sleeveless team jerseys cannot be worn without a tee-shirt with arms worn under it.
7. All fashions should be no more than three inches above the top of the knee when the student is in a standing position.
8. If a student chooses to wear layered fashions, each and all layers shall comply with the student appearance code.
9. All articles which advertise, display or represent items depicting such themes as alcoholic beverages, tobacco, items with abusive, suggestive, controversial or gang-related themes or colors are prohibited.
10. Bandanas are not to be worn/displayed on any part of the body including head, neck, wrist, leg or worn hanging from a pocket or attached to any object.
11. All articles that carry messages that are suggestive, vulgar, obscene, libelous or denigrate others on account of race, color, religion, ancestry, national origin, sex, sexual orientation or disability are prohibited.

12. During the school day, all coats, hats, jackets, scarves, backpacks, gym bags, athletic equipment, walkman, ipods, mp3 players, radios, cellular telephones, beepers and other electronic equipment of any kind are to be kept in lockers and deactivated. (Within the discretion of school administrators students may be permitted to carry drawstring single pocket and /or mesh bags). See below for disciplinary procedures for unauthorized use of cellular telephones/wireless communication devices.
13. Any other mode of dress or personal appearance not covered by the above, which is dangerous, disruptive, distracting and/or disturbing to the progress of the educational program or activity, is prohibited.

Each Administrator shall be responsible for informing students and their parents of the Student Appearance Code at the beginning of the school year and any revisions to the Appearance Code made during the school year.

Students who violate the Student Appearance Code shall be required to modify their appearance by covering or removing the offending item. Students who are unable to do so shall be retained until the end of the day or until a parent or designee brings an acceptable change of clothing to the school.

Students who refuse to comply with the Student Appearance Code shall be subject to discipline up to and including independent study room for the day. Any student who repeatedly fails to comply with the appearance code shall be subject to further discipline, up to and including out of school suspension.

Cellular Telephones



High School Level (Grades 9-12)

Disciplinary Procedures for Unauthorized Use of Cellular Telephone, Wireless Communication Device or any other Electronic Devices

Students are permitted to possess cellular devices, wireless communication devices or any other electronic device. These devices may be utilized on a limited basis in the following areas of the school: Cafeteria, Hallways, Classroom, Library and Study Hall (only with permission of teacher).

Headphones are permitted in the hallways and cafeterias. However, a “one-ear bud” policy will be implemented. For safety purposes, students are required to have the ability to hear directions or instructions from staff.

If the use of the device is deemed to be dangerous, disruptive, and/or hindering to the progress of the educational program or school environment by teachers, school administrators or other school employees responsible for students, disciplinary action may be taken against the student.

Using recording devices (including but not limited to cameras, video cameras, tape recorders, cell phones or i-pods) to record incidents or individuals while anywhere in the school building or on school grounds without authorization is prohibited. Irrespective of authorization, it is never permissible to use such devices in lavatories, locker rooms or changing rooms.

Disciplinary Procedures:

First Infraction – Immediate confiscation of the cellular telephone, wireless communication device, or any other electronic device from the student. Device to be returned to identified owner by the main office and/or dean’s office at the conclusion of the school day. Parent/guardian to be notified and informed regarding penalties for repeat offenses.

Second Infraction – Immediate confiscation of the cellular telephone, wireless communication device, or any other electronic device from the student. Parent/guardian to be notified and informed regarding penalty for repeated offense. Device to be returned to the parent/guardian of the student upon their request and retrieval.

Third Infraction or Repeated Infractions – Immediate confiscation of the cellular telephone, wireless communication device, or any other electronic device from the student. At the discretion of the Administrator, student is subject to TOSH or a short-term suspension not to exceed 5 days. Device to be returned to the parent/guardian of the student upon their request and retrieval. Parent/guardian to again be notified and informed regarding penalty for the repeat offense.

Telephones



If a student needs to use a telephone during the school day for an emergency only, he or she must obtain the teacher's permission, and under the teacher's supervision, use the classroom telephone. Calls will be limited and screened.

Care Of School Property

Students are expected to take pride in their school. For health, safety, and general cleanliness reasons, proper maintenance of the school building, grounds and all school property by students is expected. (This includes the cafeteria, classrooms, lavatories, locker rooms, hallways, student lockers and textbooks.) Littering and graffiti are not allowed. Lockers assigned to students are school property. There is to be no writing on the inside or outside of school lockers. The same rules apply to lockers assigned in Physical Education Class.

LAPTOP COMPUTER DISTRIBUTION, USE, AND COLLECTION



The Niagara Falls City School District believes the primary purpose of the public schools of Niagara Falls is to educate children. Basic to the education process is the ability of all children to communicate easily and accurately to the best of their ability. The school district further believes that an important ingredient of the instructional program is for all students to receive and have equal access to technology hardware that is essential to the development of lifelong communication skills necessary for success in the global community.

The following procedures are recommended with respect to laptop distribution, use and collection:

A. Terms and conditions of acceptance

Students are bound by the terms and conditions of the Computer Agreement Form which they and their parents sign prior to receiving the computer and further by the Niagara Falls City School District Telecommunications Acceptable Use of On-Line Services Policy IFAC, IFAC-R, a full version of which may be viewed from the District web site, www.nfschools.net.

Use of the School District issued laptop computer is a privilege, which may be revoked as a result of unacceptable or inappropriate use by a student. Students who violate the terms and conditions of acceptance may be subject to the following:

1. Suspension if determined appropriate by school administration.

Loss of laptop computer privileges for a period of time to be determined by:

- a. School administration and/or
- b. Superintendent after hearing in the case of long-term suspension.

2. The following list is meant to supplement Telecommunications Acceptable Use of On-Line Services Policy IFAC, IFAC-R.

Unacceptable use shall include but not be limited to:

- a. Intentional breakage
- b. Installation of pornographic material and/or viewing/visiting a pornographic website
- c. Installation of games and non-educational material
- d. Initiating a virus
- e. Fraudulent, illegal or criminal activity
- f. Theft of another laptop or laptop parts
- g. Racist materials as may be destructive to other members of the school environment
- h. Changing the configuration or the computer and/or initiating any type of software

- i. Hacking – breaking entering and/or tampering with a computer system without permission of the owner
- j. Libel – publicly defaming people as may be destructive to other members of the school community, or disrupt the orderly school environment
- k. Copyright violations – illegal duplication or distribution of commercial software and/or using another’s ideas as your own
- l. Such other activities that may reasonably be determined by the school administration and/or superintendent after hearing as unacceptable or inappropriate

B. Process for Obtaining a Laptop

Students must fill out a Student Laptop Request Form and complete and sign the Student Computer Agreement Form. The Student Computer Agreement Form must be signed by the parent or guardian as well. Both forms then need to be submitted to the Team Administrator for approval. Seniors will be issued laptops first.

C. Broken or Damaged Laptop/Laptop Parts

Students who report and/or bring in broken or damaged laptops or laptop parts will be subject to the following:

Determination by school administration regarding whether damage was caused by the intentional misuse of equipment.

- a. If it is determined that the damage was intentional, the student will be required to pay to have the laptop and/or the part(s) repaired or replaced.
- b. If it is determined that the damage was unintentional or occurred as a result of a defect in the equipment, the student will have the laptop and/or the part(s) replaced by the school at no cost to the student.

D. Lost or Stolen Laptops

Students who report theft of the laptop computer will be subject to the following:

Determination by school administration regarding whether laptop was stolen due to student carelessness.

- a. If it is determined that the theft was a result of the student’s carelessness, the student will not receive another laptop for the balance of the school year. The student will be expected to complete assignments using equipment located in the school when his/her schedule allows.
- b. In cases where theft was not the result of student carelessness (ie. theft from home, school, etc.) the student and/or parent must produce a police report and/or insurance report to be considered for a replacement/loaner laptop, if available. If a replacement/loaner is not available, the student will be expected to complete assignments using equipment located in the school when his/her schedule allows.

E. Return Procedures for students who are no longer attending Niagara Falls City School District.

1. Student who is leaving the District
 - a. When the student comes in to meet with an administrator, or guidance counselor the laptop is secured or arrangements are made for the student to return it to the building.
 - b. In the event the computer is not returned as described herein, procedure in number three below will be followed.

2. Student who is suspended
 - a. When the student is suspended, the laptop will be collected by the school prior to the student leaving school. Return of the laptop to the student will be at the discretion of the Superintendent or the Niagara Falls High School administrators.
 - b. In the event the computer is not returned as described herein, procedure in number three below will be followed.

3. Student who has stopped attending School
 - a. A registered or certified letter is mailed to the parent and student indicating that the student is no longer attending school. The student is directed to return the laptop to an administrator within five (5) days of the receipt of the letter. The student is advised that failure to return the laptop within the five-day period may result in legal action.
 - b. If the student does not come to school as requested in the registered or certified letter, the following will occur:
 1. A resource officer and school official will go to the student's home to collect the laptop.
 2. If the parent or student is not home, a letter will be left at the residence and also forwarded via registered or certified mail, stating that the laptop should be returned within 48 hours or legal action may be pursued.
 3. If the parent and/or student does not respond to the registered or certified letter, legal action may be taken. In addition, a resource officer and school official will return to the home to attempt to retrieve the laptop.

DAILY CLASS SCHEDULE

WE HAVE AN A/B DAY ROTATION

PERIOD	BEGINNING TIME	ENDING TIME
1	7:30 a.m.	8:15 a.m.
1A	7:45 a.m.	8:29 a.m.
2	8:19 a.m.	9:18 a.m.
3	9:22 a.m.	10:09 a.m.
4/Lunch A	10:13 a.m.	10:43 a.m.
5	10:47 a.m.	11:00 a.m.
6/Lunch B	11:04 a.m.	11:34 a.m.
7	11:38 a.m.	11:51 a.m.
8/Lunch C	11:55 a.m.	12:25 p.m.
9	12:29 p.m.	12:42 p.m.
10/Lunch D	12:46 p.m.	1:16 p.m.
11	1:20 p.m.	2:08 p.m.
12	2:12 p.m.	3:00 p.m.
13	3:04 p.m.	3:52 p.m.

Student Schedules contain room numbers, which are broken down as follows:

- 1st number = the floor
- 2nd number = the tower
- 3rd number = the room

Example: Room 222 is located on the second floor, in Tower 2, Room 2 as you proceed down the hallway.

