



# 2017 2018

## Huntington Public Schools

### Transportation Guide & General Information

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**IMPORTANT**  
BUS ASSIGNMENT INFORMATION LABEL

Please see "How to Use the Transportation Guide" on page 2

# SCHOOL OPENS WED. SEPT. 6

**HUNTINGTON UNION FREE SCHOOL DISTRICT**  
P.O. Box 1500 - Huntington, NY 11743

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## From the Desk of... **JAMES W. POLANSKY**, Superintendent of Schools

Dear Parents/Guardians,

As you prepare your children for the onset of a new school year, we are making final preparations for a seamless opening, including those related to transportation. Huntington is characterized by the charm of its Long Island north shore landscape. Nonetheless travel along its undulating and winding roads can be difficult to manage, particularly during peak traffic hours and inclement weather events. Travel precautions become even more prominent for our bus drivers who are charged with maneuvering a large vehicle filled with school-age children.

Providing safe and timely bus transportation is a primary school district objective and one that we will not compromise. The costs associated with meeting this objective in Huntington are significant. Last year, the district spent more than ten million dollars on transportation, including the contracting of 53 large buses and 89 vans. Note that in many cases, state and local regulations require us to transport children with special needs on small buses or vans. We have made every attempt to structure our bus runs so that they are both logistically practical and fiscally responsible.

As in the past, we have made every effort to establish in-district bus runs that are no longer than forty minutes in length. We remain dedicated to ensuring that kindergarten youngsters are not dropped off at a stop without an adult or other responsible person present to receive them. Please keep in mind that traffic patterns and delays, right hand stops for safety purposes, severe weather, and our need to schedule buses to make multiple runs can provide challenges. All such challenges are considered by our transportation department, in conjunction with bus company staff, as routes and schedules are constructed.

The school district's transportation staff and administration are in routine contact with the management of Huntington Coach Corporation, the company that provides transportation services to our district. Huntington Coach staff members clearly understand the critical nature of maintaining mechanically safe vehicles, competent drivers, and a high quality communication system.

Bus schedules associated with each district school are included in this brochure. Bus stops and start times are clearly indicated. During the first few weeks of school, we ask that you please be patient as we adjust our schedules based on unanticipated needs and unforeseen circumstances. Ms. Vita Virgilio (HUFSD Transportation Coordinator), building principals, district directors, school and Huntington Coach staff members are committed to providing the safest and most efficient transportation system possible. All will work diligently to resolve any issues that you may encounter.

Thank you for your understanding and I wish you and your children a productive and rewarding 2017-2018 school year.

## A letter from... **KEVIN J. CLIFFORD**, President Huntington Coach

We at Huntington Coach Corp. and our Roy K. Davis Bus division are your local school transportation companies. It is our responsibility and pleasure to serve you and your family by transporting your children to and from school each day.

With that in mind, we wanted to take this opportunity to provide you with information about our company that we hope you will find of interest.

- Our company began as a public transit company in Huntington in 1927.
- For the past 54 years, we have been the primary transportation provider for the local school district in Huntington and many surrounding areas.
- Today, we operate a fleet of approximately 800 large buses and smaller vans in transporting the children of Huntington area to and from school each day.
- Every driver is drug tested upon application and randomly tested throughout the year. They also take a complete Department of Motor Vehicles physical exam, and a state a State Education physical performance test each year.
- All our drivers are fingerprinted and background checked through the Motor Vehicle Department, the FBI, the Criminal Justice Department and the NYS Megan's Law database.
- Every driver is initially trained by our State recognized and certified in-house training group. In addition they receive regular, ongoing training as set forth by the State Education Department. We supplement this State required training with our own continuing driver education programs.
- Each and every driver possesses a Commercial Driver's License, having successfully completed written and road tests administered by the New York State Motor Vehicle Department.
- All of our vehicles are housed in our secured yard in Huntington, and all drivers are physically seen by supervisors before and after each route.
- We also maintain a full Safety and Training Division for on the road surveillance, as well as accident investigation should such an event occur.
- We recently requested and underwent a thorough evaluation of our safety and security practices by the Department of Homeland Security. We received a near perfect score, unprecedented in our industry.
- All of our buses and vans now run on Ultra Low Sulfur Diesel Fuel, reducing our Sulfur emissions by over 95%. In fact, we are the only company in New York State to be recognized with the prestigious "Gold Level Green Fleet" Certification by the National School Transportation Association and the US Environmental Protection Agency.
- We have been officially recognized as one of the best maintained fleets by the New York State Department of Transportation, and were selected as having one of the top ten maintenance departments in the United States by School Bus Fleet Magazine.

While we are proud of our reputation, accomplishments and rewards, nothing is more important to us than our commitment to the safe and dependable transportation of your children to and from school each day.

Have a safe and enjoyable school year!

## HOW TO USE THE TRANSPORTATION GUIDE

On the front cover of this guide you will find two labels: 1) mailing address label 2) bus assignment information label.

You will need to review the bus assignment information label to determine your child's assigned bus stop and route number.

The following information appears on the bus assignment label:

Name of Student:	Bus Stop:
P/U Route:	AM Pick – Route #
Bus Stop:	AM Bus Stop Location\PM Drop-Off Route #
D/O Route:	PM Bus Stop Location

In the back of this guide, you will find all district bus routes listed by School, Route Number and Route Start Time. You will need to locate your child's assigned Bus Route to determine the Route Start Time. As the bus drivers become accustomed to the routes, pick-up and drop-off times will vary. For the first week of school, please have your child at the bus stop 45 minutes before the listed start time. Once the pick-up time becomes consistent, you can adjust your schedule.

If you need assistance in determining your bus assignment, or have any questions or concerns regarding transportation, please contact the Transportation Office at 631-673-2032.

# IT'S GOOD PRACTICE BACK-TO-SCHOOL SMARTS



School bells are ringing again, which means it's time for students to make the transition from summer frolic to serious learning. Whether it's kindergarten, elementary school, junior or high school, heading back to class often produces anxiety and always requires preparation.

Here are some helpful hints for parents and students alike to conquer jitters and help ensure a successful and fun year of hitting the books.

**HEALTHY DIET:** Mental concentration is at its peak when students stick to healthy, balanced meals that include bread, grains, cereals, fruits, vegetables, milk products, meat, poultry and fish. Parents should be creative when packing young children's lunch boxes; try replacing the traditional peanut butter and jelly sandwich with low-fat peanut butter and fresh fruit slices.

**GOOD STUDENTS ARE HOME-GROWN:** When parents help their children develop qualities such as self-control, cooperation, empathy, confidence and a sense of independence, the chances for success in school are greatly increased. Confident, well-adjusted children are more willing to attempt new tasks, and try again if they don't succeed the first time. Another tip: a U.S. Department of Education report indicates that watching television for more than 10 hours a week may lower academic performance – so limit your kid's tube time and encourage them to become bookworms or use the computer to enhance their learning.

**HAND HYGIENE:** We all know that cleaning properly helps prevent disease-causing germs from entering the body. And according to the Centers for Disease Control and Prevention, hand washing is one of the most important means of preventing the spread of infection. Doctors recommend that hands should be washed for 10-15 seconds, making sure to get between the fingers and under the nails.

**INTERESTS AFTER SCHOOL:** Students who explore and experience the world beyond school are at a great advantage – curiosity is a powerful stimulus that improves the brain's capacity to learn and retain knowledge. Trips to museums, zoos, libraries, and other community resources are easily accessible, promote inquisitive thinking, and spark creativity in the classroom.

**SCHOOL BUSES:  
WHY THEY ARE  
YELLOW?**

According to historians, a horse drawn cart was the first vehicle used to take students to school back in the late 1800's. It wasn't until the 1930's that buses were manufactured specifically for transporting students to and from school. The National Minimum Standards Conference in 1939 recommended a uniform color so buses carrying students would be recognized nationwide. Yellow was chosen because of its clear visibility even in foul weather conditions.

## TIME TO BE EXTRA CAUTIOUS WHEN SCHOOL OPENS

When a stopped school bus flashes its red light (s) approaching from either direction, even in front of the school parking lots, you must stop before reaching the bus. You should stop at least 20 feet away from the bus. You can identify this bus by a "SCHOOL BUS" sign, the red lights on the top, and its unique yellow/orange color.

Before a school bus stops to load or unload passengers, the driver will usually flash yellow warning lights. When you see them, slow down and be prepared to stop.

Once stopped for a school bus, you may not drive until the red lights stop flashing or when the driver or traffic officer waves you on. This law applies on all roadways in New York State. You must stop for a bus even if it is on the opposite side of a divided highway.

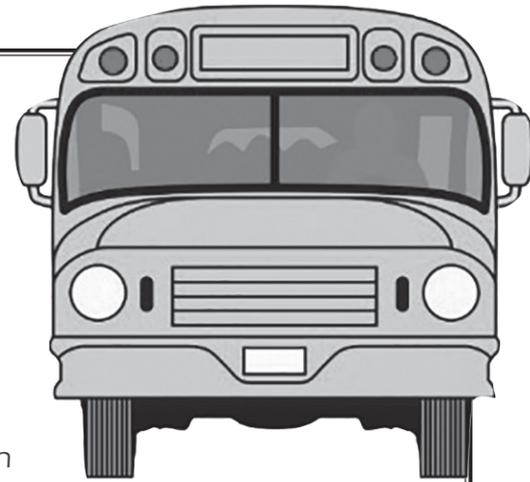
The fine for passing a stopped bus ranges from a minimum of \$250 for a first violation to a maximum of \$1,000 for three violations in three years. In addition, if you are convicted of three such violations in three years, your license will be revoked for a minimum of six months.

### SCHOOL HOURS 2017 – 2018

<u>School</u>	<u>Principal</u>	<u>Phone #</u>	<u>Grades</u>	<u>School Hours</u>
HUNTINGTON HIGH SCHOOL	Brenden Cusack	631-673-2003	9th-12th	7:30 am – 2:20 pm
J. TAYLOR FINLEY MIDDLE SCHOOL	John Amato	631-673-2020	7th – 8th	8:00 am – 2:55 pm
JACK ABRAMS STEM MAGNET SCHOOL	Donna Moro	631-673-2060	4th – 6th	8:45 am – 3:05 pm
WOODHULL INTERMEDIATE	Traci Roethel	631-673-2030	5th – 6th	8:45 am – 3:05 pm
FLOWER HILL PRIMARY	Marlon Small	631-673-2050	K – 4th	9:20 am – 3:40 pm
JEFFERSON PRIMARY	Valerie Capitulo-Saide	631-673-2070	K – 4th	9:20 am – 3:40 pm
SOUTHDOWN PRIMARY	Scott Oshrin	631-673-2080	K – 4th	9:20 am – 3:40 pm
WASHINGTON PRIMARY	Marsha Neville	631-673-2090	K – 4th	9:20 am – 3:40 pm
ST. ANTHONY'S	Gary Gregan	631-271-2020	9th – 12th	8:05 am – 2:30 pm
ST. PATRICK SCHOOL	Sister Maureen McDade	631-385-3311	K – 8th	7:50 am – 1:50 pm



# SCHOOL BUS TRANSPORTATION RULES AND REGULATIONS



The Huntington School District is proud of its bus safety record. It must be remembered, however, that bus safety depends greatly on the behavior of the students who ride the bus. Safety on the school bus is not solely the responsibility of the school principals or the bus drivers. Safety is a matter of teamwork, that requires the constant support and attention of students, parents and school personnel.

## RESPONSIBILITY OF PARENTS

Parents should discuss the transportation regulations with their children. The importance of observing these regulations should be stressed not only for his/her own safety but to protect all persons who ride the school bus.

1. Parents are responsible for the actions and safety of students walking to and from bus stops.
2. Parents are responsible for stressing the importance of respecting the property and rights of others, whether on the bus or waiting at the bus stop.
3. Parents are responsible for the conduct of their students at the bus stop.
4. Any parental concerns in relation to school bus transportation or the school bus drivers must be directed to the Transportation Coordinator at 631-673-2032.
5. Parents should help the driver maintain his/her schedule by making sure that students are ready on time and waiting at the bus stop. The drivers have been instructed not to wait for students. For safety reasons, please do not allow a student to run after a bus that has departed from the bus stop.
6. Parents are to give written permission to the school principal and the bus driver for the child to be left off at a stop other than his/her designated stop, or to go home on another bus.
7. The driver will not stop at places other than designated bus stops. Only the Transportation Coordinator has the authority to change or add a bus stop.

## BUS MISCONDUCT

1. The driver must warn the children in the bus that continued misbehavior will result in disciplinary action.
2. If misconduct occurs on a bus, the bus driver will fill out a Bus Behavior Report of the incident.
3. After review by both the bus company and the District Transportation Office, the report will be forwarded to the school principal.
4. The Principal will take appropriate disciplinary action and forward two (2) copies of the Bus Behavior Report showing disposition of the case to the District Transportation Office.
5. Recommended disciplinary action for student offenses are as follows:

**1st offense** – warning

**2nd offense** – one (1) day bus suspension

**3rd offense** – three (3) days bus suspension

**4th offense or more** – conference in office of the Transportation Coordinator

## RESPONSIBILITY OF STUDENTS

Students who ride the bus must adhere to the following conduct and safety rules. Students who do not adhere to these rules will be reported to the school principal or his/her designee for disciplinary action.

1. When crossing the street, students should only cross when they can see the driver's face and wait for a signal from the driver that it is safe to cross the street. Always cross the street 10 feet in front of the bus, never cross the street behind the bus. Students should never reach for anything that has fallen near or under the bus.
2. Students must follow the instructions of the bus driver at all

times. The bus driver is the adult responsible for safety on the bus and deserves the same courtesy and respect as a parent or teacher.

3. Students must arrive at the bus stop on time, at least five minutes, and no more than ten minutes, before the scheduled pick-up time. While waiting, the students must stay on the side of the road, away from traffic, or off the road if possible. Students must wait for the bus to come to a complete stop before approaching the bus.
4. Students must respect the property of others, especially if the bus stop is in front of someone's house. Inappropriate behavior at the bus stop will lead to disciplinary action by the building principal. (See Responsibility of Parents #3)
5. Students must not open windows unless authorized by the driver. Students must keep their heads, hands and/or other parts of their bodies inside of the bus windows at all times.
6. Students should talk quietly in the bus and keep noise to a level acceptable to the bus driver. Vulgar language and indecent talk are not permitted and will be reported to the building principal for disciplinary action.
7. Students should treat the bus equipment with respect. Damage to the bus seats or other equipment will be paid for by the offender(s). Students are expected to help keep the bus clean and properly dispose of any litter they bring onto the bus.
8. Students may not bring large objects on the bus (i.e. large musical instruments, science experiments, bulky sports equipment). Aisles must be kept clear at all times. If the object can not be held on the student's lap it should not be brought on the bus.
9. Students should take a seat immediately upon entering the bus. Students may not leave their seats, or kneel on their seats, while the bus is in motion.
10. Students are expected to be courteous to the bus driver and their fellow passengers.
11. Students are not permitted to eat or drink on the school bus.
12. Students must never smoke or light matches on the school bus. Violations of the smoking policy are punishable by the Suffolk County Department of Health with a fine up to \$500 for each offense.
13. Students must never throw objects on the bus or out of the bus.
14. Horseplay is not permitted on or around the school bus.
15. Students must never tamper with the latches on emergency doors or windows.
16. If a bus breaks down on a run, the children must remain on the bus until a relief bus arrives.

## DIGNITY FOR ALL STUDENTS ACT

In accordance with the Dignity for All Students Act, New York Education Law, Article 2, the District continues to strive toward creating an environment free of harassment, bullying, including cyberbullying, and/or discrimination and will foster civility in the schools to prevent and prohibit conduct and/or acts which are inconsistent with the District's educational mission. This environment extends to school buses, the behavior on which is addressed with the District Code of Conduct, a document that is revised and re-adopted annually.

A district-wide committee developed the Huntington Schools Code of Conduct. The full code will be made available to all students at the beginning of the school year through a general assembly. Enclosed is a summary of this code and copies of the full code will be available for public review in the main office of each school. Staff will receive copies of the code and an in-service education program to ensure effective implementation.



# THE CODE OF CONDUCT SUMMARY

The goals of the Board in adopting the HUFSD Code of Conduct are to clearly define expectations for acceptable conduct in school buildings and on school properties, to identify the possible consequences of unacceptable conduct and to ensure that discipline, when necessary, is administered promptly, fairly and

## STUDENT DRESS CODE

Students are expected to dress in an appropriate manner and to maintain personal cleanliness. The code addresses students' dress, grooming and appearance including hairstyle and color, jewelry, make-up and nails. Students' appearance must be safe, appropriate and non-disruptive. The following rules apply:

- No extremely brief garments, including net tops, tube tops, halter tops, spaghetti straps, low necklines, and see through garments;
- Underwear must be completely covered with outer clothing;
- Safe footwear must be worn at all times;
- Clothing may not be vulgar, obscene, libelous, or denigrate others on account of race, color, religion, creed, national origin, gender, sexual orientation or disability.
- No clothing may promote or endorse the use of alcohol, tobacco or illegal drugs or encourage other illegal or violent acts.
- No clothing or item may be worn that law enforcement officials consider to be problematic.

## STUDENT RIGHTS AND RESPONSIBILITIES

The code outlines both the rights and responsibilities of students. All district students have the right to:

1. An educational environment free from bullying, intimidation, harassment, or prohibited discrimination.
2. Take part in all events and activities free from bullying, intimidation, harassment, or prohibited discrimination.
3. Present their version of events leading to any possible disciplinary action.
4. Access to school rules and explanations of those rules when necessary.

### Students have the responsibility to:

- Contribute to maintaining a safe, supportive and orderly school environment, and refrain from acts of bullying, intimidation, harassment, or prohibited discrimination.
- Know and abide by the rules and regulations pertaining to student conduct.
- Attend school daily and be on time.
- Work to the best of their ability and react to direction from district staff in a respectful and positive manner.
- Learn to control their anger appropriately, with assistance if necessary.
- Ask questions and seek help in solving problems.
- Dress appropriately for school and school events.
- Accept responsibility for their actions.
- Conduct themselves as representatives of the district when attending or participating in extracurricular events using the highest standards of conduct, demeanor, and sportsmanship.

## PARTNERS

The code lists expectations of the district's essential partners in this effort including parents, teachers, coaches, advisors, guidance counselors, psychologists, social workers, support staff, principals, administrators, the superintendent, and the board of education. A list of these responsibilities is available in the full Code of Conduct document.

## PROHIBITED STUDENT CONDUCT

All students are expected to conduct themselves in an appropriate and civil manner, respectful of others. Students must learn

uniformly. The code applies to all students, school district personnel, parents and other visitors when on school property or attending a school function.

In order to clarify and bring uniformity to conduct and discipline throughout the district, the code defines many pertinent terms.

to assume and accept responsibility for their own actions as well as consequences of their misbehavior. Discipline will be used when necessary and to place emphasis on the student's ability to grow in self-discipline. Students may be subject to disciplinary action for the following violations:

- Disorderly conduct;
- Insubordinate conduct;
- Disruptive conduct;
- Violent conduct;
- Conduct that endangers the safety, morals, health or welfare of others;
- Misconduct on a school bus;
- Academic misconduct including plagiarism, cheating, altering records;
- Lateness to class/cutting.

These violations are outlined in greater detail, along with specific examples, in the Code of Conduct document.

## REPORTING VIOLATIONS

Students and staff are expected to report violations of the code promptly to the appropriate staff. Staff authorized to impose disciplinary sanctions are expected to do so in a prompt, fair and lawful manner. Weapons, dangerous instruments, alcohol, or illegal substances will be confiscated immediately with notification to parents and appropriate disciplinary sanctions imposed, if warranted, which may include permanent suspension and referral for prosecution.

## DISCIPLINARY PENALTIES, PROCEDURES AND REFERRALS

Discipline is most effective when it deals directly with the problem at the time and place it occurs in a way that is fair, impartial and uniform. School personnel who interact with students are expected to use disciplinary action to place emphasis on students' ability to grow in the area of self-discipline. As a general rule, discipline will be progressive. This means that a student's first violation will usually merit a lighter penalty than subsequent violations. The following factors will affect the determination of effective discipline:

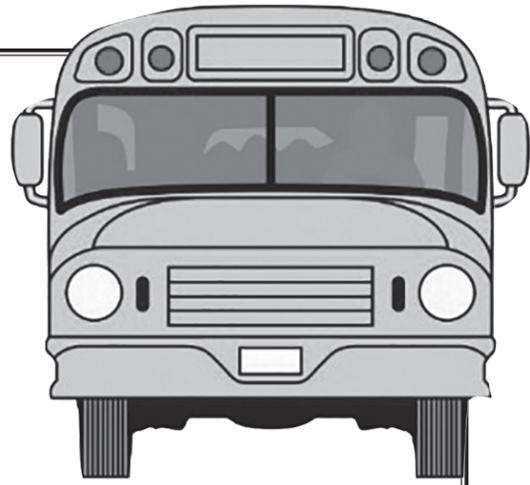
- Student's age;
- Nature of offense and circumstances leading to it;
- Student's prior disciplinary record;
- Information from parents, teachers and/or others, as appropriate;
- Other extenuating circumstances.

If the conduct of a student is related to a disability or suspected disability, the student will be referred to the Committee on Special Education. Discipline, any removals of more than 10 days, will be administered on the basis of whether or not there is a connection between the student's disability and the infraction committed.

Penalties and procedures for specific misconduct are listed in the Code of Conduct. Each form of discipline is defined and described.

## ALTERNATE INSTRUCTION

When a student of any age is removed from a class by a teacher or from school, the district will take immediate steps to provide alternate means of instruction for the student.



# THE CODE OF CONDUCT SUMMARY (CONT'D.)

## DISCIPLINE OF STUDENTS WITH DISABILITIES

The Board recognizes that students with disabilities receive certain procedural protection in the school disciplinary process. When it is necessary to suspend, remove or otherwise discipline students with disabilities, the Board is committed to ensuring that the procedures followed are consistent with the safeguards required by applicable laws and regulations.

## STUDENT SEARCHES AND INTERROGATIONS

Authorized school officials may question a student about an alleged violation of law or the district code of conduct. The superintendent, principals, assistant principals, administrative assistants and the school nurse may conduct searches of students and their belongings if there is reasonable suspicion to believe that the search will result in evidence that the student violated the law or code of conduct. Searches require documentation by the staff member.

Police may enter the school property to question or search a student only if they have a search warrant, probable cause to believe that a crime has been committed on school property, or been invited by school officials. In these instances, students must be informed of their legal rights; remain silent if they so desire; or request the presence of a parent or an attorney.

## CORPORAL PUNISHMENT

Corporal punishment of any student by any district employee is strictly forbidden. However, in situation where alternative procedures and methods cannot reasonably be applied, physical force may be used to:

- Protect oneself, another student, teacher or any person from injury;
- Protect the property of the school or others;
- Restrain or remove a student whose behavior interferes with the orderly exercise and performance of school district functions, powers and duties if that student has refused to refrain from further disruptive acts.

## PESTICIDE APPLICATION NOTIFICATION

Dear Parent, Guardian and School Staff:

A New York State law went into effect July 1, 2001 that requires schools, to inform all staff and persons in parental relation that pesticides may be used periodically throughout the school year.

The Huntington Union Free School District is required to maintain a list of staff and persons in parental relations who wish to receive 48-hour prior written notification of pesticide applications. Written notification will be provided to you 48 hours prior to pesticide applications in district buildings and or fields and will include the following:

- The specific date and location of the application (outdoor applications may include an alternate date due to potential weather conditions).
- The name of the products, including the EPA pesticide registration number.

If you would like to be notified, please complete and return the form below and mail it to the Facilities Department, Huntington Union Free School District, P.O. Box 1500 Huntington, NY, 11743. If you have any questions regarding this notice, please contact George Austin at 631-673-2127.

If an emergency pesticide application is necessary to protect against an imminent threat to human health, prior to the actual applications, good faith effort will be made to supply the written notification to those on this registry.

**Please indicate below if you wish to be notified by mail or E-mail**

Name \_\_\_\_\_

Address \_\_\_\_\_

E-mail Address \_\_\_\_\_

Building (s) you wish to be notified if receiving pesticide applications \_\_\_\_\_

\_\_\_\_\_ Notify me by mail

\_\_\_\_\_ Notify me by E-mail

You may request to be added to the registry at any point during the school year by completing this application and submitting it to the Facilities Department. This application form will be the only means for registering for 48-hour written pesticide notification.



## **Part-Time Food Service Workers Needed in Huntington School District**

- **Earn Money While Your Children Learn**
- **Follow School Calendar**
- **You Will Have Off When Your Children Are Home from School**

**Call 631-673-2185  
for more information or to apply**