



**HUNTINGTON
HIGH
SCHOOL**

**HUNTINGTON HIGH SCHOOL
Oakwood and McKay Road, Huntington, NY 11743**

**Carmela Leonardi.....Principal
Brenden Cusak..... Assistant Principal**

**STUDENT HANDBOOK
2012-2013**

This agenda belongs to:

NAME _____

ADDRESS _____

CITY/TOWN _____ ZIP CODE _____

PHONE _____

STUDENT NO. _____



PLEASE NOTE: The front cover is sensitive to extreme heat. Do not leave in direct sunlight!

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BELL SCHEDULE - 2012-2013

Period 1	7:30 – 8:11
Period 2	8:15 – 8:56
Period 3	9:00 – 9:46
Announcements	9:00 – 9:05
Period 4	9:50 – 10:31
Period	10:36 – 11:17
Period 6	11:22 – 12:03
Period 7	12:08 – 12:49
Period 8	12:54 – 1:35
Period 9	1:39 – 2:20

WELCOME MESSAGE

Welcome to Huntington High School. This handbook was created to help you become acquainted with our school's organization and operation. It contains policies, rules and regulations that each and every student is expected to adhere to. Communication of this information is extremely important to the functioning of a successful school community and to the development of responsibility among students. We at Huntington High School provide opportunities for scholarship, leadership, citizenship and service. Help us continue our tradition of excellence by demonstrating commitment to academic development and showing respect and courtesy toward peers and staff members. Our diversified instructional programs have been carefully developed to ensure that students become self-directed, life-long learners who function as responsible, productive citizens. With your help, we will make 2012-2013 a productive and successful year for the Huntington High School community.

High School Administration and Staff

SCHOOL CALENDAR 2012-2013
(HHS Test Code: 332490)

When there is a discrepancy, the dates listed on the district's calendar should be adhered to in lieu of the ones listed below.

September

5 First Day of School
8 ACT not at HHS
11..... 9/11 Day of Remembrance
13..... Senior Parent Guidance Night 7 p.m.
17, 18..... Rosh Hashanah – School Closed
20..... Meet the Teacher Night 7 p.m.
20, 21..... Senior Portrait Make-Up Days
21..... ACT Registration Deadline for 10/27 ACT
26..... Yom Kippur – School Closed
28..... Pep Rally
28..... Float Night 6-11 p.m.
29..... Homecoming Parade 12 noon
29..... Homecoming Football Game 2 p.m.
29..... Homecoming Dance 7-11 p.m.

October

2 Grade 11 Student & Parent Guidance Night 7 p.m.
3, 4..... Grades 9-11 Portrait Days
6 SAT (Not at HHS)
8 Columbus Day - School Closed
11..... Grade 9 Parent Guidance Night 7 p.m.
12..... Blood Drive
15..... 1st Quarter Progress Reports Mailed
17..... Science National Honor Society Induction 6:30 p.m.
20..... PSAT at HHS 7:45 a.m.
25..... Mini-College Day
27..... ACT @ HHS 7:45 a.m.
27, 28, 29..... Marching Band Championships in Syracuse
31... HHS Safe Halloween 4-6 p.m.

November

2 ACT Registration Deadline for 12/8 ACT
3 SAT at HHS 7:45 a.m.
6 Superintendent's Conference Day – No Classes
6 Parent Teacher Conferences 8–11 a.m.
9 Fall Drama Production 7:30 p.m.
10..... Fall Drama Production 7:30 p.m.
12..... Veterans' Day - School Closed
14..... Poetry Café 2:30 p.m.
14..... Winter Sports Tryouts begin
14..... Grade 10 Student & Parent Guidance Night 7 p.m.
15..... Grades 9-11 Portrait Make-Up Day

15.....PE/Bus/Tech/Health Pride Awards 2:30 p.m.
 19..... 1st Quarter Report Cards Mailed
 20..... National Honor Society Induction 7 p.m.
 21..... District-Wide Emergency Drill (dismissal 15 minutes early)
 22-23 Thanksgiving Recess – Schools Closed

December

1SAT not at HHS
 4 English Honor Society Induction 7:30 p.m.
 5 Financial Aid Night 7 p.m.
 6 Parent/Teacher Conferences 3:45-7:45 p.m.
 8 ACT at HHS 7:45 a.m.
 15..... Annual Wrestling Tournament 9 a.m.
 19..... HHS Winter Concert 7:30 p.m.
 20..... Foreign Language/ESL Pride Awards 2:30 p.m.
 21..... 2nd Quarter Progress Reports Mailed
 24–January 1 Winter Recess – School Closed

January

9 Advanced Placement Information Night 7 p.m.
 10..... Math Honor Society Induction 7:30 p.m.
 16..... National History Day 7 p.m.
 17..... Science Pride Awards 2:30
 17..... Tri-M Music Honor Society Induction 7:30 p.m.
 21..... Martin Luther King Day – School Closed
 22-25 HHS Midterms
 26.....SAT not at HHS

February

2 Playfest 7:30 p.m.
 4 2nd Quarter Report Cards Mailed
 13..... Mid-Winter Concert 7:30 p.m.
 15..... Spelling Bee Finals
 18-22 Mid-Winter Recess – School Closed
 28..... Social Studies Pride Awards 2:30 p.m.

March

4 Spring Sports Tryouts Begin
 8 ACT Registration Deadline for 4/13 ACT
 9SAT not at HHS
 10..... St. Patrick’s Day Parade in Huntington 2 p.m.
 11..... 3rd Quarter Progress Reports Mailed
 14..... Music and Art Pride Awards 2:30 p.m.
 17..... Senior Pops & HHS Orchestra Concert 2 p.m.
 21..... Battle of the Classes 7 p.m.
 22..... Huntington Music Idol Semi Finals 7 p.m.
 25..... Contingency Day
 26-29 Spring Recess – School Closed

April

12..... Blood Drive
12.....Spring Musical 7:30 p.m.
13.....Spring Musical 2 p.m. & 7:30 p.m.
13..... ACT not at HHS
17..... Poetry Café 2:30 p.m.
18..... Math Pride Awards 2:30 p.m.
19..... Huntington Music Idol Finals 7 p.m.
22.....3rd Quarter Report Cards Mailed
24..... Honors Ensemble Concert 7:30 p.m.
25..... Distinguished Seniors Dinner 6:30 p.m.

May

2 Science Research Symposium 6:30 p.m.
3 Grandfriend's Senior/Senior Prom 4-6 p.m.
3 ACT Registration Deadline for 6/8 ACT
4 SAT at HHS 7:45 a.m.
6-17 AP Exams
9 NYSSMA Festival 3-9 p.m.
16..... English Pride Awards 2:30 p.m.
21.....Budget Vote & Election
21.....District Art Show 7:30 a.m.-9 p.m.
22.....District Art Show 7:30 a.m.-8 p.m.
22..... Spring Concert Part I 8 p.m.
23.....4th Quarter Progress Reports Mailed
24..... Contingency Day
27..... Memorial Day – School Closed
28..... World Language Honor Society Induction
29..... Spring Concert Part II 8:00 p.m.
30..... Film Festival at Cinema Arts Center 7 p.m.
31.....Chorus Picnic 4 p.m.

June

1 SAT at HHS 7:45 a.m.
3 Orchestra BBQ
3 Band Banquet
5 Senior Awards Night 7 p.m.
6 Annual Senior Athletic Banquet 6 p.m.
8 ACT at HHS 7:45 a.m.
12..... Senior Recital 7:30 p.m.
11-20 HHS Regents Exams & Finals
20..... Junior/Senior Prom 7-11 p.m.
21..... Last Day of School
21..... HHS Graduation 6 p.m.
27.....4th Quarter Report Cards Mailed

HIGH SCHOOL ADMINISTRATION

Main Office – 673-2001

Principal	Dr. Carmela Leonardi	673-2003
Asst. Principal	Mr. Brenden Cusak	673-2009
Dean of Students	Mr. Paul Caleca.....	673-2007
.....	Mr. Robert Gilmor	673-2007
.....	Mr. Ronald Wilson	673-2007

DIRECTORS/CHAIRPERSONS

Fine and Performing Arts	Ms. Joan Fretz.....	673-2053
Guidance	Ms. Kitty Klein	673-2101
Physical Education/Health	Ms. Georgia McCarthy	673-2018
Foreign, ESL, Bilingual	Ms. Carmen Kasper	673-2104
Humanities	Mr. Joseph Leavy.....	673-2079
(English & Social Studies)		
Mathematics.....	Ms. Marybeth Robinette	673-2077
Science &	Ms. Rae Montesano	673-2078
Instructional Technology		

DEPARTMENTS

Art Office.....	673-2106
Athletic Director, Physical Education.....	673-2018
Athletic Trainer	673-2145
Business Department	673-2009
ESL	673-2104
Foreign Language Department.....	673-2104
Guidance Department	673-2101
Guidance East	673-2013
Guidance West.....	673-2011
Health Office (Nurse)	673-2105
Humanities (English & Social Studies).....	673-2079
Library	673-2073
Math Department	673-2077
Music Office	673-2053
School Psychologist	673-2013
School Social Worker	673-2019
Science Department	673-2078
Security/Lost & Found Office.....	673-2103
Special Education Office	673-2093
Transportation Office.....	673-2032
Youth Counselor	673-2011

WHOM TO CONTACT

High School Telephone Number.....	673-2001
Absence from School (Leave message regarding child)	673-2132
Buses (Transportation).....	673-2032
Discipline Concerns (Grades 9 - 12).....	673-2007
Guidance Services:	
College Information and Planning	
Graduation Requirements	
Parent/Teacher Conferences	
Personal Counseling	
Academic Advisement	
College Counselor.....	673-2131
Ms. Bernadette Walsh	
Guidance East	673-2013
Mr. Lashin	
Ms. Jaramillo	
Guidance West.....	673-2011
Mrs. Hallett	
Mrs. Croke	
Ms. Baglivi	
Psychologists	673-2013
Dr. Mendez	
Dr. DeVito	
Social Workers (part-time)	673-2019
Mrs. Costa	
Mrs. Kohan	
Special Education	
Out of District Coordinator	Katie McCourt 673-2093
Health Records.....	School Nurse..... 673-2105
Lockers	673-2087
Lost and Found	Security..... 673-2103
Parking Permits.....	Security..... 673-2103
Scheduling	Guidance..... 673-2101
Transcripts	Registrar..... 673-2101
Working Papers.....	Guidance..... 673-2011

**STUDENT GOVERNMENT
STUDENT GOVERNMENT OFFICERS
2012 – 2013**

**Advisors: Mr. Fred Bisogno
Mr. Anthony Troffa**

President Todd Colvin
 Vice President Claire Beach
 Treasurer Monica Casabona
 Corresponding Secretary Brent Filippini
 Historian Hannah Pipolo

SENIOR CLASS

**Advisors: Donna Nugent
Lauren Desiderio**
 President Stephanie Rafuse
 Vice Pres. Ryan Lader
 Treasurer Josh Morris
 Rec. Sec. Samantha Dever
 Corr. Sec. Ari Moskowitz
 Historian Katia DeSimone
 Adm Ass't Josh Stickell

JUNIOR CLASS

**Advisors: Gina Colica
Victoria Lombardi**
 President Alex Castillo
 Vice Pres. Zach Burden
 Treasurer Jeremy Gelb
 Rec. Sec. J. Feldman-Stein
 Corr. Sec. Cynthia Gowani
 Historian D. Richardson
 Adm Ass't Joellen Ceide

SOPHOMORE CLASS

Advisors: Pat Dillon
 President Joe Saginaw
 Vice Pres. Liz Corrao
 Treasurer Justin Loturco
 Rec. Sec. Caitlin Knowles
 Corr. Sec. Lana Ziegler
 Historian Darya DeSimone

FRESHMAN CLASS

**Advisor: Eric Bruckbauer
Camille Tedeschi**
 President Alexandra Berwick
 Vice Pres. Ekaterina Koulakova
 Treasurer Sam Latt
 Rec. Sec. Sophia Latt
 Corr. Sec. Kelly Palladino
 Historian Holly LoTurco

ACTIVITIES

A WORLD OF DIFFERENCE (AWOD): Students participate in projects that promote unity among the various ethnic and racial groups at HHS.

BLOOD DRIVE: Twice yearly students work toward generating interest in helping increase blood donations (through two blood drives) from within the high school community.

DISPATCH: HHS's award-winning student newspaper. Students act as reporters, editors, and photographers.

DRAMA CLUB: This club presents three productions a year: a comedy or drama in the fall; PlayFest, a competition of one-act productions, in the winter; and a spring musical.

ENGLISH HONOR SOCIETY: Membership is an honor bestowed on individuals selected for their accomplishments in the field of English and in overall academic achievement. Our members share their love of language and literature with the greater school community, demonstrating their commitment to social responsibility.

ETCETERA: The HHS student literary and art magazine offers students an opportunity to publish their work.

FOREIGN LANGUAGE NATIONAL HONOR SOCIETIES: These clubs honor excellence in the study of French, Spanish, and Italian and serve the community through service and fund-raising.

GAY/STRAIGHT ALLIANCE (G/SA): A coalition of gay, lesbian, bisexual, transgender, and heterosexual individuals offering support, acceptance, and awareness in a safe environment. Students may participate in any number of activities to make sexuality, sexual identity, and gender identity an accepted part of Huntington High School.

GRANDFRIENDS: Students, after completing a five-week training program, visit senior citizens at home.

HABITAT FOR HUMANITY: The students work together with other Suffolk schools to provide simple and decent housing for Suffolk County families. They are responsible for raising awareness, raising funds to build the house and raising the walls of a house.

HISTORY DAY CLUB: Students explore issues affecting society ranging from animal rights to their roles and responsibilities as citizens in our society.

HISTORY NATIONAL HONOR SOCIETY: This organization is designed to aid those students who have a flair for history to be able to become junior historians, to give their voice into the historian community, to aid in the bettering of the history education at their school, and to help the local community retain its history. After one year of being in this society, honorable aspiring historians must submit

at least one research paper on a topic of their wish to the National History Club.

HIGHSTEPPERS: Members strive to increase guard, kick and dance skills, and do some choreography.

H.H.S.YEARBOOK: The Huntingtonian captures in photos our life at HHS. Sports, clubs, and special events are included.

KEY CLUB: This is a school and community service club affiliated with Kiwanis.

MATH HONOR SOCIETY: Mu Alpha Theta - Students work with other students as peer tutors to help them successfully complete regents level math classes.

MATHLETES: Students practice math puzzles and problem-solving techniques to compete with other schools.

NATIONAL HONOR SOCIETY: Activities include tutoring and performing community service. Huntington High School is privileged to have a chapter of the National Honor Society. Membership in the National Honor Society is granted on the basis of faculty selection and such membership is conferred upon those students who have distinguished themselves by being outstanding in the areas of Scholarship, Service, Leadership and Character. The National Chapter's selection guides define these criteria as follows:

Scholarship: Any student who has completed at least sophomore year and has a cumulative grade point average of 90% or better.

Service: Service is defined in terms of performance. Valid questions are: What contributions has this candidate made to the school, community and classmates?

Leadership: The leadership criterion is regarded as highly important for membership selection. Schools may consider leadership roles in both school and community. Leadership may include elected positions, contributions made in the classroom, or positive cooperative behavior in the school situation which would set a good example for other students to follow.

Character: Integrity: No recorded incidents of cheating or of intentional dishonesty. Positive behavior: No record of knowingly violating school regulations. No record of civil offenses within the community. Willing to assist classmates, faculty members, etc. Ethics: Wants to do the "right" thing in most situations.

Students who are interested in becoming members of National Honor Society must contact Mr. Cohen. They will receive complete details to see if they meet the academic requirement. Once this criterion has been met, the student is invited to complete an information packet. Packets will be distributed and the selection process will be explained at a meeting held in October. Attendance is mandatory for all perspective

applicants. Students will be notified by mail as to the decision of the Faculty Council.

NATURAL HELPERS: Students who advise others are supported through this club.

READY STEP: Students compete against other districts in step (dance) competition.

SCIENCE NATIONAL HONOR SOCIETY: Huntington's Science National Honor Society is a vibrant group composed of students who are interested in science and have met the admissions criteria. Members engage in scientific study, participate in competitions, and take part in community service.

SCIENCE RESEARCH: Students who enjoy solving novel science projects enter interscholastic competitions.

STAGE CREW: Students participate in behind-the-scene work with the Drama Club and community productions and concerts.

STUDENT GOVERNMENT: This organization assists in the management of the school, providing a forum for student voice.

TRI-M MUSIC HONOR SOCIETY: Service group for the Music Department.

VIDEO CLUB: Learn the many aspects of video and video production.

VARSITY CLUB: Members raise funds for athletics by selling food at games.

ATHLETICS

GUIDELINES FOR THE STUDENT ATHLETE

1. Medical Requirement:

- a) To be eligible for participation, a student must have passed a physical examination for the activity he/she wishes to participate in. Physical examination reports completed by private physicians must be submitted to the school nurse for approval. **SPORT PHYSICALS ARE VALID FOR ONE (1) YEAR FROM DATE OF EXAMINATION.** The district reserves the right to require a physical examination by the school physician.
- b) All students must submit a health history form in order to be re-qualified by the school nurse prior to each season.
- c) Any student who sustains an injury during practice or game must report it immediately to their coach, athletic trainer and the school nurse.
- d) Any student whose safe participation is in question as a result of the health history interview, an injury, or prolonged absence (5

days) must obtain a medical release from a physician and bring it to the school nurse prior to continued participation in the sport.

2. Attendance Requirement:

- a) To be eligible for interscholastic athletics, a student must be taking at least four subjects including physical education, and be in regular attendance 80 percent of the school time.
- b) To be eligible for an athletic contest or practice, the student must be in school a minimum of six (6) periods for that school day. If any part of the school day is missed, a note from a parent/guardian is required. This note must be presented to the Athletic Director. Only legal excuses/absences are acceptable.
- c) Students are expected to be in all scheduled classes. If students are reported cutting, this information will be given to the Athletic Director and coaches who will consult with students. Repeated cutting may result in temporary or permanent suspension from the team.
- d) Attendance at all practices and games is mandatory. It is the athlete's responsibility to notify the coach in the event **it becomes absolutely necessary to miss a practice or game. This should be a rare occurrence and if the students are unable to contact their coach, they must contact the Athletic Office at 673-2018.**
- e) If an athlete leaves the team prior to the completion of the season, post-season recognition, awards, and credit may be forfeited. The season consists of the regularly scheduled competitions as well as any playoff or post-season competitions the team or individual has qualified for.
- f) Athletes serving In-School Suspension (ISS) or Out-of-School Suspension (OSS) are not permitted to practice or participate in games/scrimmages.

3. Academic Requirement:

All students are expected to pass all subjects. Passing physical education is a requirement for participation in interscholastic sports. Failure to maintain a passing average in all other subjects may result in being placed on probation from the activity, until improvement is displayed, as judged by the Athletic Director. Students on probation will be required to attend study sessions to concentrate on the subject failed. Participation may or may not continue during the probation. Continued academic failure may result in being suspended from the activity.

4. Athletic Equipment:

Athletes are responsible for the care and the return of all athletic equipment that is issued. Any equipment not returned must be paid for. Failure to return or pay for equipment will result in not being permitted to try out for the next sport season. In addition, if students have in their possession any athletic equipment that has not been issued to them, they could face immediate suspension from the team. Such items should be turned into the Athletic Office immediately. These rules will be enforced to protect the community's investment in the athletic program.

5. Athletic Uniforms:

No athletic equipment is to be worn without the consent of the coach. Athletic uniforms are **NOT** to be worn during physical education class. If the student-athlete fails to return or pay for uniforms at the end of a season, he/she may not be eligible to try out for the next sport season.

6. Personal Property:

The school district is not responsible for personal property. It is recommended that all valuables be left at home. Students must provide their own lock to store items in team locker rooms.

7. Transportation:

The district requires that a Transportation Release Form be completed and signed by a parent/guardian and returned to the athletic office each time the release of a student-athlete is sought from the return transportation provided by the district. (TRF is available on the district's website or in the athletic office.)

ATHLETE'S CODE OF CONDUCT

1. Sportsmanship:

It is important for athletes to remember that participation is a privilege that is not to be abused by unsportsmanlike conduct. The District athlete is to demonstrate self-control and respect for other students, teammates, other athletes, officials, and spectators at all times. District athletes are expected to treat opponents with respect before, during and after competitions. Congratulations, shaking hands and other acts of good sportsmanship are expected.

Students are expected to display good citizenship during the school day, on the athletic field, and in the community. You are representing the school district, so you are expected to act accordingly. **Behavior that is less than acceptable will lead to temporary or permanent suspension from the team.**

SPORTSMANSHIP CODE: The athlete must understand and comply with the following code:

1. Follow the proper ideals of sportsmanship, ethical conduct and fair play.
2. Eliminate all possibilities which tend to destroy the best values of the game.
3. Stress values derived from playing a game fairly.
4. Show cordiality and courtesy to visiting teams and officials.
5. Establish positive relations with visiting teams and hosts.
6. Respect the integrity and judgment of game officials.
7. Follow the Section XI, NYSPHSAA and the High School rules of eligibility.
Links: www.sectionxi.org and www.nysphsaa.org
8. Encourage leadership, use of initiative and good judgment by teammates.
9. Recognize that the purpose of athletics is to promote the physical, moral, social and emotional well being of the individual player.
10. Remember that an athletic contest is ONLY A GAME, not a matter of life or death, for any athlete, coach, school, spectator or community.

2. Student Code of Conduct:

All student athletes must comply with the District's Code of Conduct in addition to the Athlete's Code of Conduct.

PROHIBITED BEHAVIORS FOR A DISTRICT STUDENT-ATHLETE

1. Hazing/Harassment:

Hazing, defined as any activity directed against another for the purpose of initiation into any school district sponsored activity, organization, club or team, is a form of harassment whether it is physical or verbal. It is prohibited and should not be condoned by a victim, coach, staff, school administration, fellow students and especially team members. Any student found to have committed an act of harassment against any student in the District, including team members, will be faced with disciplinary action which may include suspension from their athletic team and suspension from school. Team members are fully expected to notify a coach and other school officials if any such behavior is observed.

2. Substance Abuse:

An athlete may not use or be in possession of alcohol, tobacco or illegal substances such as illicit drugs or steroids at any time. An athlete may not use prescription drugs that have been prescribed for another person. Any student found to use alcohol, tobacco, or any

illegal drug on or off school property at any time, including weekends, during the sport season will be suspended from participating in that sport. You have a commitment to your team not only during and after school, but also in the evening and on weekends. If a student-athlete discloses and informs a coach or other school official about his/her substance abuse problem, suspension may be waived if the athlete is willing to take active steps to remedy the problem.

3. Behaviors:

Foul language and insulting remarks are not permissible. Students will not be permitted to fight or strike teammates and opponents unless in the context of a contact sport where such physical conduct is required or permitted. Athletes are expected to obey a coach's directions. Disobedience, unwarranted comments, and other insubordinate behavior may interfere with the coach's ability to conduct a practice and may distract from the time a coach should spend for the purpose of the team. Athletes are expected to communicate with coaches before or after practice to avoid distracting team practices and team goals. Athletes are expected to follow the rules and protocol of their sport and should not intentionally violate the rules of the sport that they are playing during practice or competition.

Special Notice on Social Networking Web Sites:

As a representative of the Department of Athletics and the Huntington Union Free School District, you are always in the public eye. Please keep the following in mind as you participate on social networking web sites:

- Understand that anything posted online is available to anyone in the world. Any text or photo placed online is out of your control the moment it is placed online—even if you limit access to your site.
- You should not post any information, photos, or other items online that could embarrass you, your family, your team, the Department of Athletics, or the Huntington Union Free School District. This includes information, photos and items that may be posted by others on your site.
- Behavioral expectations in the online world are the same as in the real world. Student-athletes could face discipline or sanctions for conduct committed or evident online that violates this code in the Student Code of Conduct.

SPECTATOR BEHAVIOR

Spectators are an important aspect of the District's Athletic program and enhance the accomplishments of the individual athletes. Spectators

are expected to conform to the accepted standards of sportsmanship and may never distract from the accomplishments of the District's athletes. Spectators are capable of creating a negative impression of the District's athletic program and embarrassing District athletes. The following rules of conduct must be followed by all spectators:

1. Respect officials, visiting coaches, visiting players, visiting cheerleaders and visiting spectators. Treat all visitors as guests to our community and extend all courtesies to our visitors.
2. Booing, whistling, stamping of feet, disrespectful remarks and obscene gestures must be avoided and will not be tolerated.
3. Bells, horns or other noise devices will not be allowed during contests.
4. All spectators must refrain from making derogatory comments toward any player, coach or spectator.
5. Absolutely no comment of a personal nature may be made toward a player, coach or official.

These rules and regulations will be enforced. They have been devised to help maintain the integrity of the athletic program here in Huntington and to help each and every student athlete have a safe, successful and enjoyable athletic experience.

PARTICIPATION IN CO-CURRICULAR ACTIVITIES

Beginning in the seventh grade, in order to remain eligible to participate in co-curricular activities, a student who fails two or more subjects on the informals, quarterly grade reports and/or June final grades shall be required to attend extra help before, during or after the school day. Extra help is defined as attending a set number of minutes per week per subject of tutorial assistance. A teacher certified in the required subject area must administer extra help. If no such teacher can be scheduled, the building administration will arrange for alternative tutoring. Extra help shall continue until the student is failing less than two courses. A student failing physical education, even if it is the only course failed, shall not participate in extracurricular sports.

Students, teachers, advisors and coaches will be notified in writing of the failures. Upon notification, tutorial support will be put in place for the students as will the use of daily/weekly student progress reports. The written student notification will state the effective date of ineligibility. The student has the opportunity to appeal before the Eligibility Committee. Such a committee will be selected from administrators, counselors, teachers, advisors, coaches, and will closely

review student progress to determine terms of eligibility or ineligibility for each student reviewed.

A school-sponsored student organization has the right to establish criteria for membership provided such criteria are relevant to the purpose and activities of that group.

ATTENDANCE

Attendance Procedures

Procedure to Report Student's Daily Absence:

Attendance Recording -	673-2132
State child's name, grade, <u>date</u> , nature of absence	
Attendance Office –	673-2100
Fax –	271-6939

Determination of Excused Absences, Tardiness and Early Departures

Based upon our District's education and community needs, values and priorities, the School district has determined that absence, tardiness and early departure will be considered excused or unexcused according to the following standards:

- 1) **Unexcused:** An absence, tardiness or early departure is considered unexcused if the reason for the lack of attendance does not fall into the categories indicated under excused absences. (Examples of unexcused absences include family vacation, babysitting, hair cut, obtaining learner's permit, road test, and oversleeping.)
 - a. A student's absence will be considered unexcused if the parent/guardian fails to notify the attendance office by phone, e-mail, fax or in writing of the reason for the absence.
 - b. The absence will remain unexcused if the school attendance office does not receive notification from the parent/guardian of the reason for the absence within five days of the student's return to school. The school will make reasonable attempts to give the parent/guardian notice within this five day period of the status of the absence as unexcused. The school will make reasonable attempts to actually speak to or otherwise communicate with the parent/guardian. The school will document such attempts in writing. Failure to notify the parent/guardian within the five day period of the status of the absence as unexcused shall not convert the unexcused absence into an excused absence.
 - c. In the presence of extenuating circumstances, the parent/guardian will be given an additional five days to

provide proof that may qualify the unexcused absence(s) as excused. Proof must be submitted within ten days of the student's return to school and must comply with the Board of Education Attendance Policy.

- d. Absences that are recorded within the last five days of the first three quarters or the end of the school year may result in a grade of "incomplete". A note must be submitted no later than five days from the student's return to school or five days immediately after the last day of classes for that school year for the absence to be considered excused. In the presence of extenuating circumstances, the parent/guardian will be given an additional five days to provide proof that may qualify the unexcused absence(s) as excused. The absence will be marked excused if the reason for the absence complies with the Board of Education Attendance Policy.

2) Excused/Verified: An absence, tardiness or early departure may be excused if due to personal illness; illness or death in the family; impassable roads due to inclement weather; religious observance; quarantine; required court appearances; attendance at health clinics and/or urgent doctor/dentist appointments that cannot be scheduled at the end of the school day; approved cooperative work programs; family celebrations (weddings, bar/bat mitzvah, confirmation, etc.); military obligations or other such reason as may be approved by the Superintendent or his/her designee.

3) Exempt: This category includes field trips and approved college visitations. Verification of college visits must be submitted within three (3) days of the visitation. A college seal must be embossed or stamped by the school on their school letterhead for acceptance. No more than five days of college visitations will be accepted as exempt absences for seniors and two days for juniors. Students are encouraged to make campus visits during weekends, holidays, holiday breaks and/or recesses.

The record of each student's presence, absence, tardiness and early departure shall be kept in a register of attendance in the manner consistent with the Commissioner's Regulations. An absence, tardiness or early departure will be entered as "excused" or "unexcused" along with the district code for the reason.

Class Participation

The faculty at Huntington High School believes that classroom participation is related to and affects a student's performance and grasp

of the subject matter and, as such, is properly reflected in a student's final grade. Classroom participation includes that a student is in class on time and prepared to work.

Consequently, for each marking period a certain percentage of a student's final grade will be based on classroom participation as well as the student's performance on tests, papers, projects, etc. Class work, homework, tests, etc. can **only** be made up, for credit, if the absence is **both** excused and verified within the time specifications. Although unexcused absences, latenesses, and withdrawals, etc. cannot be made up for credit, students are encouraged to make up all missed assignments since completing all work will benefit their academic performance.

- Class participation will be consistent by course within each department. As **a minimum**, the class participation grade should be **10%** of a student's grade – **unexcused absences and lateness to class will affect a student's participation grade.**
- Class participation rubrics (percentages) must be included in course outlines that are distributed to students and parents at the beginning of each year and semester course. Students and parents will be made aware of the percentage assigned to class participation in each class, and if requested, the actual percentage awarded for each formal marking period, e.g. 12/15 – 9/10 etc.

All unverified absences, latenesses or early dismissals **MAY NOT BE MADE UP FOR CREDIT**. Each teacher will determine the timetable for making up work due to verified absences, latenesses and early departures as noted in his/her grading policy.

- Class participation may include but will not be limited to: homework, writing homework on the board, attentiveness during the entire period, and participation during class discussion.
- Students **MUST** bring in a note for an absence, lateness or early departure to be considered verified. Verification for make-up will be updated daily by Attendance personnel.

NOTIFICATION OF UNEXCUSED ABSENCES

DAILY NOTIFICATION

Parent Notification

Parents/guardians will be notified by telephone each morning if their child was late or absent (unexcused) 1st or 2nd period. If their child was absent (unexcused) two or more periods that day, notification will also

be made in the evening. Cell phones can be used for this purpose to ensure that calls are received directly by parents. Call the Attendance Office at 673-2100 to make sure your cell phone is on record for this purpose.

In School Procedures

Every week during the school year, students will receive written notification of classes from which they were recorded absent. If the student believes there are errors, he/she must go directly to the teacher for clarification. If a correction is warranted, **the correction will be recorded by the teacher.** Every quarter parents will receive notification of their child's absences and latenesses to all classes.

HIGH SCHOOL ATTENDANCE PORTAL - WE ENCOURAGE PARENTS TO REGISTER ON THE E-SCHOOL ATTENDANCE PORTAL IN ORDER TO ACCESS THEIR CHILD'S DAILY ATTENDANCE. INFORMATION HAS BEEN MAILED HOME ON THE REGISTRATION PROCESS. IF YOU HAVE ANY QUESTIONS, PLEASE CONTACT MR. CUSAK AT 673-2009.

Disciplinary Consequences

Unexcused absence and leaving school without parental permission will result in disciplinary sanctions. Consequences may include, but are not limited to: lunch or after school detention, in-school suspension and denial of participation in interscholastic and extracurricular activities. Parents/guardians will be notified by the building principal, or his/her designee, at periodic intervals to discuss their child's absences or early departures, the importance of class attendance and appropriate interventions. School personnel will address procedures to implement the notification process with the parent/guardian.

Students who fail to serve detention for unexcused absences are subject to denial of school privileges, such as admission to school activities including the prom. Students are notified in writing regarding consequences for cutting.

Education Law Sections 3024, 3025, 3202, 3205 3206, 3210, 321, and 313 & New York Code of Rules and Regulations (NYCRR) Sections 104.1, 109.2 and 175.6

PERMISSION TO LEAVE SCHOOL GROUNDS

No student may leave school grounds while school is in session without specific parental request and administrative approval and without checking out at the Attendance Office (Room 117). Parents who wish to have their son or daughter excused early from school must have the student bring to the Attendance Office the day beforehand, a note from

them requesting to be excused. The Attendance Office will honor no requests for early dismissal presented the same day unless there is an emergency situation. In such cases, the parents themselves must sign the student out or at least call the Attendance Office directly. We appreciate the cooperation of all parents in this regard. Doctor's or dentist's appointments should be scheduled outside of regular school hours. **When this is not possible, an appointment note from the doctor/dentist's office must be presented to the Attendance Office within 24 hours of the appointment or the absences will be unexcused resulting in disciplinary procedures.** Requests for students to leave the school grounds during study halls **will not** be honored. **Students in grades 9 through 11 may not be excused during their lunch periods and/or study halls.** Seniors, who have study halls periods 1 or 9 may be excused only if permission is given by their parents. Paperwork may be obtained in the Guidance Office. Permission slips must be completed and returned to the Attendance Office **before** a student may leave early or arrive late. Seniors with a lunch period and study hall back to back may only leave for their lunch period.

BUSES

1. Student conduct (see Code of Conduct). Bus schedules are available in the Main Office and Room 117. See District calendar for guidelines.
2. ANY DAMAGES TO SCHOOL BUSES WILL RESULT IN PAYMENT AS DETERMINED BY THE BUS COMPANY.

LATENESS TO SCHOOL

If your lateness is a result of a transportation issue, secure a late pass at the front desk. No penalty will occur.

CAFETERIA

All students must eat in the cafeteria and cooperate with teachers and monitors in keeping the cafeterias, commons, and grounds clean. Student ID cards are required to enter the cafeteria. Students must secure a pass in order to leave the cafeteria during their assigned lunch period.

Students may go outside into the designated area after they have eaten lunch. **NO food is to be taken outside the cafeteria.** Insubordination in the cafeteria may result in mandatory alternate lunch assignments. Seniors in good standing may leave school grounds during their assigned lunch period when they exit and enter through designated doors after handing in their I.D. card to the authorized personnel.

COMPUTER ROOM POLICY (201,218,249,250)

The Computer Rooms are open from 7:10 A.M. - 2:30 P.M. Monday through Thursday, and may stay open as late as 3:45 P.M. On Friday and the day before vacation, the Computer Rooms may be CLOSED to students even with a pass after 7th period. No food, liquids, or electronic equipment is allowed in the computer room.

All students not coming with a class must come with a pass:

1. The pass will be returned to the teacher's mailbox at the end of the school day.
2. The pass should have the student's name, CLASS TEACHER'S NAME (NOT Sub's name), date and time.

All students coming on a pass must:

1. Sign in on the clipboard and clip on the pass;
2. Be willing to stay until the end of the period UNLESS just getting a printout and returning to a subject class;
3. Be seated and work on a free terminal;
4. Be able to log on to the system (know own user ID and password.)

All students are expected to have a computer assignment or school project, and be ready to use the computer.

A student may obtain a permanent Computer Room LUNCH PASS (room 249/250 only), that is issued once a semester. This lunch pass allows you to come to the computer room without having to obtain a pass from a teacher or Administrator's office and to leave the computer room during the last 10 minutes of the period to eat lunch in the cafeteria.

HUNTINGTON UNION FREE SCHOOL DISTRICT
BOARD OF EDUCATION POLICY ON INTERNET USE

Internet access is now available to students and teachers in the Huntington Union Free District ("District"). The District and Western Suffolk BOCES ("BOCES") are very pleased to access this service and believe that the Internet offers vast, diverse, and unique resources for both students and teachers. The goal of the Board of Education in providing this service to teachers and students is to promote educational excellence in schools by facilitating resource sharing, innovation, and communication. No student, however, may use the computers unless a signed internet permission slip is on file at the High School.

The Internet is an electronic highway connecting thousands of computers all over the world and millions of individual subscribers. The key concept underlying the Internet is interconnectivity - something that will allow administrators, teachers, and more importantly, students to access an unparalleled array of communication and information sources. Students and teachers have access to general Internet tools including, but not limited to electronic mail (e-mail); Listservs; UseNet News; File Transfer Protocol, (FTP); Telnet; Gopher and the World Wide Web. These electronic search tools enable students and teachers to communicate with people all over the world; access information and news from NASA as well as the opportunity to correspond with scientists at NASA and other research institutions; retrieve public domain software and shareware of all types; join discussion groups on a plethora of topics ranging from Chinese to culture to the environment to music to politics; and access many University Library Catalogs, the Library of Congress, and ERIC.

With access to computers and people all over the world also comes the availability of material that may not be considered to be of educational value in the context of the school setting. As such, BOCES and the District have taken precautions to restrict access to controversial materials. However, on a global network it is impossible to control all materials and an industrious user may discover controversial information. We strongly believe, however, that the valuable information and interaction available on this worldwide network far outweighs the possibility that users may procure material that is not consistent with the educational goals of the District.

Internet access is coordinated through a complex association of government agencies, and regional and state networks. In addition, the smooth operation of the network relies upon the proper conduct of the end users that must adhere to strict guidelines. These guidelines are provided here so that you are aware of the responsibilities you are about to acquire.

Students for Internet use must complete appropriate forms to carry materials that are necessary for their educational welfare. Any materials that do not meet these criteria will be confiscated.

ELEVATOR PASS

If you are physically handicapped, you MUST obtain an elevator pass in the nurse's office.

FIELD TRIPS

No student may participate in a field trip without written parent approval and teacher notification. The same rules of behavior that

apply in school apply while on a trip. The teacher will report any discipline problems and appropriate action will be taken by the grade level principal. Students whose behavior is inappropriate on field trips may be denied permission to attend future trips for the remainder of the school year and may face suspension for violation of school rules. Students may not attend a field trip without the sponsoring teacher's approval. When academic concerns are in question, students may be asked to remain in school and not participate in the field trip experience. Any student who damages a bus will be responsible to pay damages. Students who are absent from a field trip will be considered absent from school and must follow all attendance procedures.

FIRE/EVACUATION DRILLS

New York State Law requires that every school participate in at least **12** Fire/Evacuation Drills each year (eight between September 1 and December 1). When the fire alarm rings all students and personnel will immediately evacuate the building. Each fire alarm will be treated as a real fire emergency. All students and personnel will act accordingly. Swift, rapid and orderly exit from the building is essential. **NO TALKING OR NOISE WILL BE TOLERATED DURING A FIRE DRILL. IT IS ESSENTIAL THAT EVERYONE BE ABLE TO HEAR AND CARRY OUT INSTRUCTIONS UPON WHICH LIVES MAY DEPEND. IN ADDITION, IT WILL BE NECESSARY TO CONDUCT LOCKDOWN DRILLS.**

STUDENT'S RESPONSIBILITIES

1. When the alarm rings, all talking, noise of any kind or activities will immediately cease.
2. Students will follow the direction of the teacher. Quiet is essential so that instructions from the teacher or the PA can be immediately followed.
3. Students will stay in line when leaving with the class and follow the teacher from the building. Knapsacks and personal belongings must be taken from the classroom. Attendance will be taken outside.
4. Students in halls, in transit or in any unsupervised areas will immediately leave by the nearest exit. Students will not go back to their class but will leave by the nearest exit. They will report to the nearest teacher.
5. Students outside must stay with their class and be alert for instructions. Upon completion of the fire drill, students will return in line to their class with their teacher.
6. Students are never to re-enter the building for any reason during an emergency, fire drill or fire.
7. Students may not go to their lockers.

FLYERS, POSTERS AND SIGNS

All such material must be initialed on the front by the advisor or grade level principal before it is posted. NON-SCHOOL EVENTS/FLYERS MUST BE APPROVED BY THE PRINCIPAL BEFORE BEING POSTED ON THE COMMUNITY BULLETIN BOARD IN THE MAIN HALLWAY.

GUIDANCE & COUNSELING

The Huntington High School Guidance Department is committed to helping students achieve their full academic potential, while becoming responsible and independent members of the school and community. Through personal contact with certified and caring guidance counselors, all students are offered the opportunity to explore and evaluate their abilities, needs, and aspirations.

Upon entry into the high school, students are assigned to a guidance counselor, and counselors work closely with students to monitor personal, social and academic needs. Individual and small group conferences are held annually to discuss various topics including graduation requirements, diploma options, credits earned, and other grade level matters. Guidance-sponsored meetings are also provided throughout the year and topics reviewed include: course offerings, extracurricular activities, NCAA, summer involvement, college planning, and financial aid.

The College Office is a resource center where students and parents may review extensive reference materials such as directories and bulletins from colleges, occupational files, and information about scholarships and loans. A college advisor is available to answer questions and meet with students to discuss post-secondary planning. Computers with college search programs and Internet access are also available.

Students and parents are strongly encouraged to get to know their guidance counselor and college advisor.

COURSE LOAD

All students are scheduled for a nine-period day which consists of both required courses as well as electives that allow students to pursue interests. Students must take a minimum of six academic credits plus physical education each year except 12th grade students who have the opportunity to take five academic credits plus physical education (total of 5.5). Study halls will be used to fill up open periods in a student's schedule.

It is important to note that we highly recommend all 12th grade students take a fourth year of math and science, as well as continue with a world language. Please also be advised that colleges expect students to challenge themselves with a full schedule of courses that will strengthen their critical reading, writing and math skills.

GRADING

The grade point average is the average of all grades, including summer school, earned by a student by September of their senior year. A half-year course has half the value of a one-credit course. Thus, the average of English 9 (1 credit) 90, Social Studies (1 credit) 90, and Psychology (1/2 credit) 81, is 88.2 (not 87). Please see the **Summer School** section for important information regarding the calculation of these grades.

Advanced Placement courses receive a weight of 1.1 in the GPA calculations. Thus, a grade of 95 in an AP course (1 credit) has a value of 104.5 in the GPA calculation. All credit bearing courses are counted. Grades of P or F are not counted in the GPA.

By state regulation, a student is entitled to repeat any Regents Exam in order to raise his/her examination grade. If a student retakes a Regents Exam, only the higher score will be reported on the transcript. The new Regents Exam grade does NOT affect the course grade. In order to change a failing course grade, the course itself must be repeated. However, for some courses, where the Regents Exam counts as the final exam, the student will be required to take this test again, even if the student passed the exam earlier, as the test serves as 20% of the course grade for that year.

HONOR ROLL/HIGH HONOR ROLL

HONOR ROLL – A student will be eligible for the Honor Roll if the student achieves a minimum overall weighted average of 85 and the student has no grades less than 65, and no grades of “F”, “NG”, or incompletes for the quarter.

HIGH HONOR ROLL – A student will be eligible for the High Honor Roll if the student achieves a minimum overall weighted average of 95 and the student has no grades less than 65, and no grades of “F”, “NG”, or incompletes for the quarter.

SCHEDULE CHANGE POLICY

Please be aware of the Schedule Change Policy when course selections are made. Careful choices during the course selection process should eliminate the need for schedule changes.

All student course requests for the 2012-2013 school year are final as of June 30th of the preceding year. Therefore, courses may not be dropped after the last day of school.

A student's schedule may **ONLY** be changed under the following conditions:

- A student is mis-scheduled because of inadequate or erroneous information.
- Course failure is made up in Summer School.
- Administrative action becomes necessary due to imbalance of class loads, loss of a teaching unit, unique or unforeseen constraints.
- An additional course is needed to meet graduation requirements.
- A student has already received credit in a scheduled class.

Schedule changes will **NOT** be made for such reasons as:

- Change of teacher
- To arrive to school later
- To leave school earlier
- Change of decision to take a course or preference to take another course
- Change of lunch period

If there are any errors on your schedule (including name, address, or phone number), or you feel that you have a valid request for a change in your schedule, please complete the Change Request Form and return it to the Guidance Department. All students who register for a full credit course are expected to remain in the course for both semesters as scheduling is done on a full year basis.

New for the 2012-2013 school year, students registered in a half year or full year course will only be permitted to withdraw from a class up until the first five weeks (1st Progress Report period). Following the first five weeks, students who choose to withdraw from classes will receive a “WF” on their permanent record. WF indicates that the student was failing at the time of withdrawal.

REQUEST TO CHANGE COURSE LEVEL

Students may request to change a level (Regents, Honors, AP) if they feel that they are inappropriately placed. To change a course level, a consensus must be reached by the student, parent/guardian, counselor, teacher, department supervisor, and Director of Guidance. A meeting may be arranged to discuss the request.

In order to request a change of course level, a student must complete the following steps:

1. The student must meet with counselor to discuss request.
2. The student and parent complete Section 1 of the "Request to Change Course Level" form.
3. The student must meet with his/her teacher and department chair/director to discuss his/her request and obtain the necessary signatures.
4. Once Sections 1, 2, and 3 are complete the student should return the form to his/her guidance counselor.
5. If a consensus is reached to change the course level, the schedule change will be made within 3 days of receipt of a completed form.

EARLY RELEASE/SPECIAL ATTENDANCE

Permission to leave school early in order to maintain jobs after school may be granted to seniors, schedule permitting. If a student has a ninth period study hall and if the student is employed, he/she may request to the administrator responsible for attendance to have permission to leave school (blue cards must be obtained). However, classes scheduled for ninth period will not be changed to accommodate early release.

Special attendance for seniors returning to HHS for a Fifth Year:

1. The counselor shall remind these students that they are on special attendance and must sign in at front desk on a daily basis for attendance credits.
2. Early release (blue cards) will be issued by the Attendance Administrator after the form requesting early release (obtained from the guidance counselor) has been completed and validated by the Administrator.
3. Students on special attendance are required to check in at the front desk once a week to find out if there is a change in schedule (special assemblies, early dismissals, etc.).
4. Students are not to loiter in the cafeteria or in the building or on the school grounds before or after their regularly scheduled school day.

PROMOTION CRITERIA – for the class entering 9th grade in the fall of 2001 and later:

Promotion to Grade 10 – Completion of at least 5 credits, 3 of these credits must be English 9, Global History 9 and at least one Science or one Math credit.

Promotion to Grade 11 – Completion of at least 11 credits; included in these credits must be English 9 and 10, Global History 9 and 10, a minimum of 3 credits total in Math and Science with at least 1 in Math and 1 in Science and a minimum of ¾ credit in Physical Education.

Promotion to Grade 12 – A minimum of 15 credits including English 11 or U.S. History, a minimum of one year of World Language credit (unless exempt as per the IEP), and a minimum of one credit in Physical Education. Exceptions will be made for students who will have probable completion of all graduation requirements by August of the graduating year.

IF ALL GRADUATION REQUIREMENTS ARE NOT MET BY JUNE, STUDENTS MAY NOT PARTICIPATE IN THE GRADUATION CEREMONY.

PARTICIPATION IN GRADUATION EXERCISES

The Board of Education regards the high school graduation exercises as the culminating recognition of the academic achievements of the district's students. In order to participate in this ceremony and share that recognition a student must have completed all the diploma requirements of the New York State Education Department and the Board of Education prior to participation in the graduation exercises. Diploma requirements include successful passing of all required tests, earning sufficient course credits, attainment of required Individual Education Plan goals or other requirements as set forth by state regulation or Board policy.

The policy is effective for participation in the graduation exercises of June 1998 and thereafter.

TESTING (HHS Code: 332-490)

Each student must make course selections that will satisfy his/her diploma requirements. In addition, students should be familiar with any requirements that relate to post-secondary goals. Since most students seek college admission, it is important for all students to be familiar with admission requirements. Most colleges use standardized tests as part of the admissions process. Exams, such as SAT Reasoning, SAT Subject Tests and ACT, assist colleges with selecting potential enrollees, as well as determine a student's placement level upon admission. Please review the following:

College Board Exams:

PSAT - The Preliminary SAT is offered only once a year, in mid-October. While the PSAT is considered "practice" for the SAT, juniors

who achieve a high selection index score are considered for the National Merit Scholarship Qualifying Test (NMQST). Sophomores taking accelerated math and who have very strong verbal skills are also encouraged to take the PSAT's. Unlike the SAT and SAT Subject Tests, students register for this test in Guidance West during the month of September.

The SAT Reasoning Test – This test is a measure of the critical thinking skills that students need for academic success in college. The SAT assesses how well students analyze and solve problems – skills learned in school that will be needed in college. Each section of the SAT is scored on a scale of 200-800, and the writing section will contain two subscores. Students looking to improve their scores may take the SAT Reasoning Test again during the fall of their senior year. SAT Reasoning Test materials are available in the guidance office. Students must register directly with The College Board and may use the registration booklets found in the guidance office, or they may register on-line or by phone.

SAT Subject Tests (formerly SAT II: Subject Tests) – These tests are designed to measure knowledge and skills in a particular subject area. Students take SAT Subject Tests to demonstrate to colleges mastery of specific subject areas. Students who plan to apply to more selective or competitive colleges will want to familiarize themselves with each school's SAT Subject Test requirements. Students must register directly with The College Board.

American College Testing Service Exam (ACT):

The ACT is a test of skills in four areas: English, Mathematics, Reading, and Science Reasoning. The optional writing test measures skills in planning and writing a short essay. The test may be taken by students in addition to or as an alternative to the SAT. Students should discuss the differences between the SAT and the ACT with their guidance counselor and college advisor.

NCAA COLLEGE ATHLETIC INFORMATION

Students who plan to participate in Division I or II athletics as freshmen in college must meet certain criteria, as outlined by the National Collegiate Athletic Association (NCAA). Students considering participation in college athletics should consult their guidance counselor early in their high school career to verify that course selections meet NCAA requirements. In addition, they should be aware of the NCAA conversion scale for participation in athletics. Interested students must file with the NCAA following the completion of junior year. <http://eligibilitycenter.org>

HOME INSTRUCTION

Home Instruction is for students who will be absent due to extended illness. Each student's request will be considered on a case by case basis for unique needs, but in general:

1. A student must be absent 10 consecutive school days before tutoring may be requested.
2. Prior to that time requests for homework assignments will be handled either formally through the Guidance Office or informally through friends/siblings.
3. These 10 days are not "banked" as time being "owed" but instead represent the minimum number of consecutive absences required to initiate a request for home instruction.
4. All parental requests for home tutoring must be in writing accompanied by a doctor's note specifying the condition and duration of the home tutoring. The district physician may review this note if the Student Review Team (SRT) deems it necessary.

SUMMER SCHOOL

In order to attend summer school, a student must meet the following requirements:

1. Students will be asked to show their commitment to passing a course during the year by attending classes consistently and achieving a minimum grade of 50 before they will be permitted to register for the 6 week review version of that course in summer school.
2. The summer school grades will be averaged out with the yearly grade in a 60/40 ratio to determine the new course grade. If a student fails a course with a grade of 50 he will need to achieve an 88 in summer school in order to have a final course grade of 65.
3. Seniors who fail one (1) required course will automatically be able to register for summer school even if their yearly grade falls below 50.
4. Seniors who fail two (2) or more classes needed for graduation will need approval from the Principal and Director of Guidance in order to register for summer school.
5. If special circumstances exist, students may request that the Principal and the Director of Guidance review their eligibility for summer school.
6. As in the past, summer school is provided for remediation, not enrichment. Therefore, only students who fail a course will be eligible for summer school.

I. D. CARDS

Student identification cards must be **worn** at all times. I.D. cards will serve as library cards, admittance to the cafeteria, lunch payment and transportation authorization where appropriate. If an I.D. card is lost, the student must purchase a duplicate through the Dean's Office. A \$3.00 fee will be charged for lost I.D. cards.

INSURANCE (STUDENT)

Effective July 1, 1990 the School District purchased student accident insurance covering all students while they are engaged in a school sponsored activity. The plan is under the sole jurisdiction of the Board of Education and in accordance with the regulations of the Commissioner of Education as well as the Rules and the Game Standards of the New York State Public High School Athletic Insurance.

This is non-duplicating insurance. This means the family insurance, if available, including Blue Cross, Blue Shield or Major Medical, must be used first and only the excess claimed under this plan. Benefits will be paid based on established "reasonable and customary" costs. If a student is injured while playing sports or attending school, the School Nurse or the Athletic Trainer must fill out an incident report.

LIBRARY

The library is open from 7:00 a.m. to 4:30 p.m. Monday through Thursday. On Friday, the hours are from 7:00 A.M. until 2:25 P.M. Students may use the library after school without a pass. At all other times, students are required to present a pass at the circulation desk when entering.

Students may come to the library from classrooms and study halls with a pass signed by their teacher. Students must report directly to the library, turn in the pass, and remain in the library for the entire period.

Students who have lunch periods but prefer to spend the entire period in the library may report directly to the library, inform the person at the desk of that intention, and remain for the entire period. Absolutely no food or drink is allowed in the library.

LUNCH PERIOD: LIBRARY PERSONNEL WILL ISSUE YELLOW LUNCH PASSES. Students who wish to go to the library after they have eaten lunch must secure a pass before period 4. Students are to go to the cafeteria for lunch, show the pass upon leaving and then report directly to the library. The library frequently fills up during the lunch

periods; therefore, students are advised to secure lunch passes as early as possible.

LOCKERS (see Code of Conduct)

Each student receives a locker assignment that remains in effect throughout his/her years at Huntington High School. Students are hereby warned NOT to give their combination to another student. In addition, students are not to share lockers.

If a student's locker is not in working order, he/she should file a written report with the Administrator in charge of lockers. A copy of that report will be sent to the custodian.

These lockers remain the property of the school. Should reasonable suspicion warrant, an administrator may open a student locker with or without the permission of the student to whom it has been assigned.

LOITERING

Clear hallways are essential for health and safety reasons. Students are expected to go directly from class to class. They are not to congregate or loiter in the hallways. When an adult tells them to move along, they are expected to do so. **STUDENTS WHO CONTINUE TO LOITER AFTER THEY HAVE BEEN DIRECTED TO MOVE WILL BE SUBJECT TO DISCIPLINARY ACTION FOR INSUBORDINATION.** Hall sweeps will be conducted periodically. Students caught in the hallway, after the bell and without proper authorization, will be assigned lunch detention. Parents will be notified of repeated offenses and asked to support our efforts to have every student in assigned classrooms/areas at all times.

NOTICE OF NONDISCRIMINATION

The Huntington Union Free School District, Huntington, New York, does not discriminate on the basis of color, creed, disability, marital status, national origin, race, age, religion, sex or sexual orientation in any of its educational programs or activities, or in its employment practices. Title IX of the Education Amendments of 1972, Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973 (as amended), the Americans with Disabilities Act (ADA) and the Age Discrimination Act prohibit discrimination on the bases of sex, race, color or national origin, disability and age respectively. This policy of nondiscrimination includes: recruitment and employment of employees, salaries, pay and other benefits, counseling service to students, student access to course offerings, educational programs and other activities.

Inquiries concerning the application of this policy on nondiscrimination or complaints of discrimination under any of the above referenced bases may be directed to the following individuals designated to coordinate the district's efforts to comply with and carry out its responsibilities under Title IX, Title VI, Section 504/ADA and the Age Discrimination Act. Coordination of activities relating to compliance with Title IX and Title VI are the responsibility of: Office of Human Resources, 155 Lowndes Avenue (Tower St. entrance) Huntington Station, New York 11746, (631) 673-2054.

Coordination of activities relating to compliance with Section 504, the ADA and the Age Discrimination Act is the responsibility of the Assistant Superintendent for Curriculum and Instruction, Huntington School District, 155 Lowndes Avenue, Huntington Station, New York 11746, (631) 673-2054.

HEALTH OFFICE

The Health Office will be open 7:30 a.m. - 2:30 p.m. All students reporting to the Health Office must first obtain a pass from class before logging in. Students are not to report to the nurse during passing time.

ILLNESS AND INJURIES DURING SCHOOL

Injuries should be reported to the school nurse who will give first aid and decide upon further steps. Students who are ill may go home with the consent of the nurse AFTER she has contacted a parent or guardian. When leaving school because of illness, students are required to sign out in the Health Office or they will be charged with cutting class. A student will be released only into the custody of his/her parent or guardian. This absence will count toward the attendance requirement.

IMMUNIZATIONS

All students who are enrolled, or wish to be enrolled, in the Huntington Public Schools must comply with the legally mandated immunizations. Proof that the student has these immunizations must be from a licensed physician or clinic and must be given to the school nurse prior to the student's enrollment.

Each student is required to have:

3 doses of Diphtheria Vaccine

3 doses of Trivalent Oral Vaccine (OPV, IPV or any combination of IPV & OPV)

1 dose live Mumps Vaccine - after first birthday

2 doses live Measles Vaccine - 1 after first birthday and 2nd before entrance to kindergarten

1 dose live Rubella Vaccine - after first birthday
1 dose Varicella
1 Tdap Booster

Please note that all entering ninth graders, tenth graders or any student born during or after 1988 must have three shots of Hepatitis B.

STUDENTS MAY NOT REGISTER AND ATTEND EITHER PUBLIC OR PRIVATE SCHOOL UNTIL THE IMMUNIZATIONS ARE COMPLETED OR ARE IN THE PROCESS OF BEING COMPLETED. Your school nurse will be happy to supply all of the necessary details.

MEDICATIONS

The school nurse will not give medications to students unless there is a written parental permission as well as a physician's order. This includes all over-the-counter as well as physician prescribed medications. Forms that are to be signed by the parents and physician are available at the school nurse's office. **MEDICATION TO BE TAKEN DURING SCHOOL HOURS SHOULD BE LABELED, ACCOMPANIED BY A PHYSICIAN'S AND PARENT'S NOTE, AND LEFT IN THE HEALTH OFFICE.**

PHYSICAL EXAMINATION

New York State Education Law requires a medical examination of all newly entered students, those participating in sports and those in grade 10. While a school exam is available to students, we believe it to be in the best interest of the child's health to have the examination performed by their family physician who is familiar with the child's medical history and can administer the necessary immunizations.

PARKING PRIVILEGES

Only seniors in good standing have the privilege of parking cars in the student parking lot. A parking permit is mandatory. This can be obtained in the Security Office by filling out the application form and presenting the car registration, senior I.D. card and driver's license (Class 5 or D). Violation of Parking Permit Agreement will result in loss of privileges for one week or more. The grade level administrator will determine the amount of time.

The Administration will authorize the Suffolk County Police Department to enter school grounds in order to enforce all parking/traffic/license violations. The police may issue summonses.

Driving on lawn areas will subject the driver to restrictions such as denial of the privilege of bringing vehicle to school, and/or payment for materials and labor to repair lawn.

Be advised that District insurance coverage does not include motor vehicles parked on school property.

Any motorized two-wheeled vehicle (mini-bike, etc.) is subject to the same regulations as a four-wheeled vehicle. Riding a bike on other than prescribed roadways is forbidden. Riders driving bikes on lawn areas will be subject to restrictions on their vehicle such as denial of privilege to bring vehicle to school, and/or payment for materials and labor to repair lawn area.

Parking permits will be withdrawn from students who violate school regulations.

Students holding junior licenses are reminded they are permitted to drive alone ONLY when participating in a state-approved work-study program for which academic credit is granted. Holders of junior licenses are prohibited from driving to and from school under the New York State Vehicle and Traffic Law.

Students are expected to be in their assigned parking spots by 7:25 a.m. Repeated lateness to the first period of attendance will result in the loss of parking privileges. There are a limited number of parking spaces. Assignment is on a first come basis. Students will be placed on a waiting list until parking spaces become available.

PASSES

Students who are in the corridors when class is in session must have a pass from the classroom teacher or office and must show this pass to any staff member who requests it. No teacher will release a student from class without a pass.

During study hall, teachers may issue three passes to each of the following: the library, tutoring center, or computer room. **PASSES TO ANY OTHER LOCATION (GUIDANCE, TEACHER, ASSISTANT PRINCIPAL, TRAINER, ETC.) MUST BE ISSUED IN ADVANCE BY THE PERSON REQUESTING THE STUDENT'S PRESENCE.**

Any student who misuses a pass will be placed on the no-pass list for a period of time determined by the school administration.

PERSONAL PROPERTY

The responsibility for personal property belongs to the student. Money, expensive pens, watches, jewelry, radios, ipods, etc. should be left at home. If it is necessary to bring a large sum of money to school, it is strongly advised that it be deposited in the Security Office for safekeeping during the school day. All students are advised to check valuables with their Physical Education teacher for safekeeping during the gym class.

LOST OR STOLEN ITEMS

The Security Office has been designated as the Lost and Found Office. If a student has had property lost or stolen, a detailed report must be filed with Security.

SENIOR PRIVILEGES

All seniors who are in good standing may leave the building during their lunch periods. They must leave their I.D. cards at the designated area before they leave. All seniors must have a signed Agreement for Senior Privileges form on file in the Main Office.

Seniors may also park in assigned spaces in the school parking lot. A permit must be obtained in the Security Office.

Seniors who return to school late from lunch due to car problems or accident must call the attendance Office (673-2100) before the end of the school day in order for the lateness or absence to class not to count as a cut. A follow-up call by the end of the same day from the parent is also required to substantiate that this absence was not a cut.

SEXUAL HARASSMENT

Sexual Harassment will not be tolerated. Appropriate consequences will follow Board of Education policy.

HUNTINGTON UNION FREE SCHOOL DISTRICT BOARD OF EDUCATION POLICY REGARDING SEXUAL HARASSMENT OF STUDENTS

The Board of Education is committed to safeguarding the rights of all students of the school district to learn in an environment free of any form of sexual harassment. The board recognizes that sexual harassment is not only that conduct which the actor intends to be offensive, but also includes that conduct which the target perceives to be offensive. The board recognizes that sexual harassment of students may originate from a person of either sex against a person of the same sex or the opposite sex and from peers as well as employees, or any

individual who foreseeable might come in contact with students on school grounds or at school-sponsored activities. The Board notes that sexual harassment is a form of discrimination and is a violation of federal and state law in that it constitutes differential treatment on the basis of sex.

The Board condemns any sexual harassment of students, which is either designed to extort sexual favors from students as a condition of academic advance, or has the purpose or effect of creating an intimidating, hostile or offensive learning environment for students. The Board acknowledges that such conduct is illegal, in that it violates the civil rights of students, and under certain circumstances may constitute criminal conduct or may be in violation of the laws against child abuse or maltreatment. The Board also condemns any retaliatory action, which might be taken against anyone filling a complaint of sexual harassment or anyone who appears as a witness to such a complaint.

Any student who believes that he/she has been subjected to sexual harassment in violation of this policy should promptly report the alleged misconduct to any district employee. Any employee receiving such a complaint shall immediately report it to a building principal or the District Title IX Compliance Officer, or the Superintendent of Schools so that appropriate corrective action may be taken at once.

All complaints of sexual harassment shall be promptly and thoroughly investigated by those individuals so designated by the Superintendent's regulations. In the event that the Board learns of offensive behavior or misconduct, or has reason to believe that such conduct has occurred, the Board will, on its own initiative, ensure that the appropriate individuals conduct a thorough investigation. If the investigation reveals that sexual harassment has occurred, appropriate disciplinary measures shall be taken with the harasser.

The Superintendent of Schools shall develop administrative regulation to implement this policy.

Adopted: October 3, 1994

SMOKING BY STUDENTS

In recognition of the health hazards associated with smoking and the addictive quality of nicotine, the Board of Education prohibits smoking and the use of chewing tobacco by students at any time in the school building, on school grounds, or on school buses. Offenders must attend three counseling sessions.

1st Offense: Student shall be assigned to the Non-Smoking Clinic and written notice shall be sent home. **The Suffolk County Department of Health shall be notified that the student is in violation of Suffolk County Law.**

2nd Offense: Student and parents shall have a conference with an administrator and **the Suffolk County Department of Health shall be notified that the student is in violation of Suffolk County Law. The Department of Health may impose fines up to \$500.00 for each incident of smoking on school property.**

3rd Offense: Notification will be sent home and to the Suffolk County Department of Health.

SNOWBALLS

For health and safety reasons, throwing snow or snowballs on school property is prohibited. Students who engage in this dangerous activity will be subject to disciplinary action.

ELECTRONIC DEVICES AND CELL PHONES

NO BEEPERS, EARPHONES, CELLULAR PHONES, RADIOS, IPODS, MP3'S, PLAY STATION 2, OR ELECTRONIC DEVICES OF ANY KIND ARE PERMITTED DURING SCHOOL HOURS.

Students are only permitted to carry materials that are necessary for their educational welfare. Electronic devices and all phones have been known to distract students from instruction and from announcements during drills or emergencies. Any such item that is visible in school will be confiscated. After an electronic device has been taken away three times and a parent or guardian has been notified, the parent or guardian will be asked to come to the school to pick up the device. If the parent or guardian cannot pick up the device, it will remain in the school safe until the last day of the school week at 2:20 p.m.

GAMBLING

Any and all gambling including **dice and card playing** is prohibited on the grounds of Huntington High School. Students who are found with cards or dice or any other gambling paraphernalia will be subject to disciplinary action.

TEXTBOOKS/CALCULATORS/DEPARTMENT PROPERTY

Each student is responsible for the textbooks, materials/ equipment issued. All materials and locks must be returned or paid for before final examinations and regents. Report cards and/or diplomas will be held until all items are returned or fines are paid.

Students who have not returned textbooks by the beginning of the new school year WILL NOT RECEIVE A TEXTBOOK. THEY MAY USE THE COPY OF THE TEXT THAT IS ON RESERVE IN THE SCHOOL LIBRARY UNTIL THEY RETURN THE LOST OR STOLEN BOOK OR PAY FOR THAT BOOK.

SPECIAL NOTE TO SENIORS

You will not receive your cap and gown or your diploma until all textbooks, library books, physical education equipment, and other school property issued to you has been returned or paid for.

PRIVACY OF RECORDS

Records are maintained for each student from his/her entrance into school through graduation. Unless prescribed by law, a parent, legal guardian or person in parental relationship shall have access to the file. Records of the students who are under the aegis of the Committee on Special Education, by law, must be kept confidential. Special laws and regulations apply to such students' records. Information in the files will not be disclosed to any person or agency outside the school, except with permission of the parents of a minor student or by the student when the age of 18 is attained.

PATRIOTIC EXERCISE

The Principal will provide for appropriate patriotic exercises in the school in accordance with the Board of Education policy and the State Law. Students may not be forced to participate in patriotic exercises, but they shall be required to refrain from interfering with the participation of others in such exercises.

STUDENT GOVERNANCE

Students have the right to organize and promote a form of student government that is acceptable to the majority of students in the school. All students have the right to seek and hold office and to vote in school elections.

RIGHT TO ASSEMBLY

Students have the right to organize and assemble for discussion of issues and to demonstrate peacefully at such times and in such places within the school building or upon the school grounds as the Principal of the school may reasonably designate after consultation with the students. Students wishing to assemble must share the responsibility of preventing truancy and infringing on the rights of fellow students who do not wish to participate. However, it is the responsibility of the Principal to protect students against the dangers inherent in a large assemblage.

PERSONAL PROPERTY

Students have a right to be secure in their persons, papers, and effects; however, the Principal or a designee is authorized to conduct a reasonable search of a student if there is a reasonable suspicion to believe that the student has in his/her possession an item which constitutes a violation of the laws or a violation of the rules of the school. The search must be made in the presence of a third party.

The Principal or his/her designee may conduct a search of the school physical plant including lockers, providing there is reasonable suspicion to believe that dangerous or unlawful material(s) or those which may disrupt the learning environment may be present.

FREE SPEECH AND EXPRESSION

Students are exposed to diverse opinions on an infinite number of topics. Students should be allowed to express themselves in writing as well as through conversation. However, student editors and writers of school supported publications may not publish material which:

1. is obscene as to minors according to current legal definitions,
2. is libelous, according to current legal definitions,
3. promotes an activity, which is contrary to school rules or the law.

Students must consult with the Principal before distributing any written material to insure the order of the school is maintained. The Principal may deny the right to distribute material in a manner which would disrupt school order.

TRESPASSERS

Students must leave school grounds upon dismissal unless they are authorized to be in an area that is being supervised by a staff member. Failure to leave the school grounds after being asked to do so may result in an arrest.

VANDALISM

The destruction of school property is unwarranted and illegal. Perpetrators will be prosecuted to the full extent of the law and are subject to school suspension. Students are urged to take pride in the appearance of the building and to keep it clean.

WORKING PAPERS

The New York State Department of Education requires all students age fourteen through eighteen to file an Application for Employment Certificate to be employed. These forms are available in Guidance West, 673-2011.

CODE OF CONDUCT

I. Introduction

The Huntington Board of Education ("board") is committed to providing a safe and orderly school environment where students are entitled to receive and district personnel are entitled to deliver quality educational services without disruption or interference. Responsible behavior by students, teachers, other district personnel, parents and other visitors is essential to achieving this goal.

The district has a long-standing set of expectations for conduct on school property and at school functions. These expectations are based on the principles of civility, mutual respect, citizenship, empathy, character, tolerance, honesty and integrity.

In accordance with the Dignity for All Students Act, no student shall be subject to discrimination or harassment based on a person's actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender/gender identity or sex by school employees or students on school property, on a school bus, or at a school function.

The board recognizes the need to clearly define these expectations for acceptable conduct in school buildings, on school properties, and at school functions, to identify the possible consequences of unacceptable conduct, and to ensure that discipline when necessary is administered promptly, fairly and uniformly. To this end, the board adopts this code of conduct.

Unless otherwise indicated, this code applies to all students, school district personnel, parents and other visitors when on school property or at a school function.

II. Definitions

For purposes of this code, the following definitions apply:

"Disruptive student" means 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.

"Discrimination" means discrimination against any student by a student or students and/or an employee or employees on school property or at a school function including, but not limited to, discrimination based on a person's actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender or sex.

“Parent” means parent, guardian or person who has proven parental relation to a student.

“School property” means in or within any building, structure, athletic playing field, playground, parking lot or land contained within the real property boundary line of a public elementary or secondary school, or in or on a school bus.

“School Bus” means every motor vehicle owned and operated for transportation of pupils, children of pupils, teachers and other persons acting in a supervisory capacity, to or from school or school activities, or, privately owned and operated for compensation for the transportation of pupils, children of pupils, teachers and other persons acting in a supervisory capacity to or from school or school activities. (Education Law Section 11[1] and Vehicle and Traffic Law Section 142.)

“School function” means any school-sponsored extracurricular event, field trip or activity whether on or off school grounds.

“Sexual Orientation” means actual or perceived heterosexuality, homosexuality, or bisexuality.

“Gender” means actual or perceived sex and includes a person’s gender identity or expression.

“Weapon” means:

1. firearm as defined in 18 U.S.C. § 921 for purposes of the Gun Free Schools Act; or
2. any other gun, BB gun, paintball gun, pistol, revolver, shotgun, rifle, machine gun, disguised gun, dagger, dirk, razor, stiletto, knife, switchblade knife, gravity knife, pilum ballistic knife, brass knuckles, sling shot, metal knuckle knife, box cutter, cane sword, electronic dart gun, Kung Fu star, electronic stun gun, pepper spray or other noxious spray, explosive or incendiary bomb; or any other device, object, instrument, material, substance and/or any facsimile thereof that is used, attempted to be used, is threatened to be used to cause, or is readily capable of causing, physical injury or death.

“Probable Cause” means to believe that the subject of the search has violated or is violating the law.

“Reasonable Suspicion” means reasonable grounds for suspecting that the search will turn up evidence that the student has violated or is violating either the law or the rules of school.

“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, at a school function, an act of violence upon another student or any other person lawfully on school property or at the 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 damage or destroy the personal property of any school employee or any person lawfully on school property or at a school function.
 7. Knowingly and intentionally damage or destroy school district property.
- “Controlled Substance”** means a drug or other substance identified in certain provisions of the federal Controlled Substances Act specified in both federal and state law and regulations applicable to this policy.

III. Student Rights and Responsibilities

A. Student Rights

The district is committed to safeguarding the rights given to all students under state and federal law. In addition, to promote a safe, healthy, supportive, orderly and civil school environment, all district students have the right to:

1. The opportunity to take part in all district activities free of prohibited discrimination and harassment in conformity with law regardless of actual or perceived race, color, weight, disability, national origin, ethnic group, religion, religious practice, gender, gender identity, sexual orientation or disability.
2. An educational environment free from intimidation, harassment, or prohibited discrimination based on actual or perceived race, color, weight, national origin, ethnic group, religion, or religious practice, sex, gender/gender identity, sexual orientation, or disability, by employees or students on school property or at a school function.
3. Present their version of the relevant events to school personnel authorized to impose a disciplinary penalty in connection with the imposition of the penalty.
4. Access school policies, regulations, and rules and, when necessary, receive an explanation of those rules from school personnel.

B. Student Responsibilities

All district students have the responsibility to:

1. Contribute to maintaining a safe, supportive and orderly school environment that is conducive to learning and to show respect to other persons and to property.
2. Be familiar with and abide by all district policies, rules and regulations dealing with student conduct.

3. Attend school every day unless they are legally excused and be in class, on time, and prepared to learn.
4. Work to the best of their ability in all academic and extracurricular pursuits and strive toward their highest level of achievement possible.
5. React to direction given by teachers, administrators and other school personnel in a respectful, positive manner.
6. Work to develop mechanisms to control and manage their anger through participation in approved school and/or out of school intervention programs.
7. Ask questions when they do not understand.
8. Seek help in solving problems that might lead to disciplinary action.
9. Dress appropriately for school and school functions.
10. Accept responsibility for their actions.
11. Conduct themselves as representatives of the district when participating in or at school functions and to hold themselves to the highest standards of conduct, demeanor, and sportsmanship and comply with this code of conduct and district policies and rules dealing with student conduct.

IV. Student Use of Electronic Communication Devices

Students are prohibited from using or having on or in an operational mode any paging device, mobile telephone, cellular telephone, laser pointer or pen or any other type of telecommunications or imaging device during instructional time, except as expressly permitted in connection with authorized use in classrooms. While students are permitted to possess such devices during the school day, they are prohibited from using them in any manner which invades the privacy of students, employees, volunteers, or visitors. Students are not permitted to use any form of information technology, including their own personal electronic devices, to intimidate, bully, harass, or threaten others. This type of harassment is generally referred to as cyberbullying. If a student violates this prohibition, then he/she is subject to discipline under this provision and/or any other provision in this code of conduct that may be applicable to the circumstances involved. Students are prohibited from taking photographs or otherwise electronically recording the image of any other person during instructional time except as expressly permitted in connection with authorized use in classrooms.

V. Student Dress Code

All students are expected to give proper attention to personal cleanliness and to dress appropriately for school and school functions. Students and their parents have a primary responsibility for acceptable student dress and appearance. Teachers and all other district personnel

should exemplify and reinforce acceptable student dress and help students develop an understanding of appropriate appearance in the school setting.

A student's dress grooming and appearance, including hair style/color, jewelry, make-up and nails, shall:

1. Be safe, appropriate and not disrupt or interfere with the education process.
2. Recognize that extremely brief garments, including but not limited to, tube tops, net tops, halter tops, spaghetti straps, plunging necklines (front and back) and see through garments are not appropriate.
3. Ensure that underwear is completely covered with outer clothing at all times.
4. Include footwear at all times. Footwear that is a safety hazard will not be allowed.
5. Exclude items that are vulgar, obscene, and libelous or denigrate others on account of actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender/gender identity, or sex.
6. Not promote and/or endorse the use of alcohol, tobacco or illegal drugs and/or encourage other illegal or violent activities.
7. Exclude any combination of clothing and/or items that law enforcement agencies currently consider gang related (these items may change over time).

Each building principal or his or her designee shall be responsible for informing all students and their parents of the student dress code at the beginning of the school year and any revisions to the dress code made during the school year. Provisions of the Dress Code are applicable at all times within the school building and at all school functions. Exceptions or modifications may be authorized by the building principal for a specific school activity on a single event basis. Students who violate the student dress code shall be required to modify their appearance by covering or removing the offending item and, if necessary or practical, replacing it with an acceptable item. Any student who refuses to do so shall be subject to discipline, up to and including in-school suspension for the day. Any student who repeatedly fails to comply with the dress code shall be subject to further discipline, up to and including out of school suspension.

VI. Prohibited Student Conduct

The Board of Education expects all students to conduct themselves in an appropriate and civil manner, with proper regard for the rights and welfare of other students, district personnel, other members of the

school community and other individuals on school grounds, and with proper regard for the care of school facilities and equipment.

The best discipline is self-imposed, and students must learn to assume and accept responsibility for their own behavior, as well as the consequences of their misbehavior. District personnel who interact with students are expected to use disciplinary action only when necessary and to place emphasis on the students' ability to grow in self-discipline.

The board recognizes the need to make its expectations for student conduct while on school property or engaged in a school function specific and clear. The rules of conduct listed below are intended to do that and focus on safety and respect for the rights and property of others. Students who will not accept responsibility for their own behavior and who violate these school rules will be required to accept the penalties for their conduct.

Students may be subject to disciplinary action, up to and including suspension from school, when they:

A. Engage in conduct that is disorderly. Examples of disorderly conduct include but are not limited to:

1. Running in hallways.
2. Making unreasonable noise.
3. Using language or gestures that are profane, lewd, vulgar, and abusive or gang related or that incites others.
4. Obstructing vehicular or pedestrian traffic.
5. Recklessly using a motor vehicle on school property.
6. Trespassing. Students are not permitted in any school building, other than the one they regularly attend, without permission from the administrator in charge of the building. Students serving a penalty of out of school suspension are not permitted on school property during the period of suspension without the express and prior approval of the student's building principal.
7. Misusing computer/electronic communications equipment, including any unauthorized use of computers, software, or internet/intranet accounts; accessing inappropriate websites; or any other violation of the District's Acceptable Use Policy No. 7314.
8. Any act that interferes with or disrupts the normal operation of the school community and/or the school environment.

B. Engage in conduct that is insubordinate. Examples of insubordinate conduct, which include but are not limited to:

1. Failing to comply with the reasonable directions of teachers, school administrators or other school employees or otherwise demonstrating disrespect.

2. Being late for, missing or leaving school and/or class without permission.
3. Skipping detention.
4. Leaving school grounds without prior permission or authorization.
5. Lying to school personnel and/or making false statements to school personnel during the course of an investigation.

C. Engage in conduct that is disruptive. Examples of disruptive conduct include but are not limited to:

1. Failing to comply with the reasonable directions of teachers, school administrators or other school personnel or otherwise showing disrespect.
2. Selling or distributing any item on school grounds without prior approval of the building principal or his or her designee.
3. Using any electronic device during the school day such as, but not limited to, electronic games, beepers, cell phones, picture phones, video games, cameras (digital or otherwise), CD players, iPods, MP3 Players and other similar devices except as expressly permitted in connection with authorized use in classrooms. Unauthorized use of such items includes, but is not limited to, sending or receiving messages (voice and text), making or receiving telephone calls, taking photos, voice recording, videotaping and/or electronically recording the image of a person.
4. Inciting or urging one or more persons to engage in imminent violent conduct on school grounds.
5. Inappropriate sexual public contact or activity.
6. Engaging in any act or conduct that disrupts or interferes with the normal operation of the school community and/or school environment.

D. Engage in conduct that is violent. Examples of violent conduct, which include but are not limited to:

1. Committing, threatening, or attempting an act of violence (such as hitting, kicking, punching, and scratching) upon a teacher, administrator or other school employee.
2. Committing, threatening, or attempting an act of violence (such as hitting, kicking, punching, and scratching) upon another student or any other person lawfully on school property.
3. Possessing a weapon. Authorized law enforcement officials are the only persons permitted to have a weapon in their possession while on school property or at a school function.
4. Possessing, distributing, attempting to distribute, using, or selling fireworks, stink bombs, smoke bombs, explosives, mace or any other device with the potential for creating a public disturbance or harm.
5. Displaying what appears to be a weapon.

6. Threatening to use any weapon.
7. Using a weapon.
8. Intentionally damaging or destroying the personal property of a student, teacher, administrator, other district employee or any person lawfully on school property or at a school function, including but not limited to graffiti or arson.
9. Intentionally damaging or destroying school district property including but not limited to graffiti or arson.
10. Communication by any means, including oral, written or electronic (such as through the Internet, email or texting) off school property, where the content of such communication (a) can reasonably be interpreted as a threat to commit an act of violence on school property; or, (b) results in substantial disruption to the school community and/or school environment.

E. Engage in any conduct that endangers the safety, morals, health or welfare of others. Examples of such conduct include but are not limited to:

1. Lying to school personnel and/or making false statements to school personnel during the course of an investigation.
2. Stealing district property or the property of other students, school personnel or any other person lawfully on school property or at a school function.
3. Defaming, which includes making false or unprivileged statements or representations about an individual or identifiable group of individuals that harm the reputation of the person or the identifiable group by demeaning them. This can include posting or publishing video, audio recordings or pictures (written material, cell phones, Internet, YouTube, etc.).
4. Discriminating, which includes the use of a person's actual or perceived race, age, national origin, ethnic group, religion, religious practice, sex, sexual orientation, gender or gender identity or disability as a basis to deny rights, equitable treatment, or access available to others.
5. Harassing, which includes a sufficiently severe action or a persistent, pervasive pattern of actions or statements directed at an identifiable individual or group which are intended to be or which a reasonable person would perceive as ridiculing, demeaning or threatening. For the purposes of the Dignity for All Students Act, harassment is also defined as the creation of a hostile environment by conduct or by verbal threats, intimidation or abuse that has or would have the effect of unreasonably and substantially interfering with a student's education performance, opportunities or benefits, or mental, emotional or physical wellbeing; or conduct, verbal threats,

- intimidation or abuse that reasonably causes or would reasonably be expected to cause a student to fear for his or her physical safety; such conduct, verbal threats, intimidation or abuse includes but is not limited to conduct, verbal threats, intimidation or abuse based on a person's actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender or sex.
6. Intimidating, bullying, threatening, abusing or extorting any person, including any intimidation, bullying, threatening, abuse or extortion based on a person's actual or perceived race, color, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender or sex.
 7. Hazing, which includes any intentional or reckless act directed against another for the purpose of initiating into, affiliating with or maintaining membership in any school sponsored activity, organization, club or team.
 8. Recruiting and/or initiating students into gang membership or gang related activities; displaying signs of gang affiliation or engaging in gang-related behaviors that are observed to increase the level of conflict or violent behavior.
 9. Selling, using, distributing, displaying or possessing obscene material.
 10. Using vulgar or abusive language, cursing or swearing.
 11. Smoking, using, distributing, selling a cigarette, cigar, pipe or chewing or smokeless tobacco.
 12. Possessing, consuming, smoking, snorting, sharing, selling, using, distributing and/or exchanging alcoholic beverages, illegal substances or possessing, sharing, using, distributing, or selling paraphernalia for the use of such illegal substances, or being under the influence of alcoholic beverages or illegal substances. "Illegal substances" include, but are not limited to, inhalants, marijuana, cocaine, LSD, PCP, ecstasy, amphetamines, heroin, steroids, look-alike drugs, synthetic cannabinoids, and any substances commonly referred to as "designer drugs," and controlled substances, except for those legally possessed or used under the supervision of a licensed health care professional or that is legally possessed or used under any therapy under the federal Controlled Substances Act or any other federal law.
 13. Inappropriately using, consuming, possessing, distributing, exchanging, selling, or sharing controlled substances, prescription and/or over-the-counter drugs.
 14. Gambling.
 15. Indecently exposing the private parts of the body in a lewd or indecent manner.
 16. Initiating a report or warning of fire or other catastrophe without valid cause, misuse of 911, discharging a fire extinguisher, making a

bomb threat or leaving a threatening message(s) on phone answering machines, recording devices or on the Internet.

17. Internet Bullying also referred to as “Cyberbullying” – “Cyberbullying is the use of electronic information and communication devices such as e-mail, instant messaging, text messaging, mobile phones, pagers and defamatory websites to bully or otherwise harass an individual or group through personal attacks or other means.” This may also include electronically sending, receiving or forwarding sexually suggestive, nude or nearly nude photos through text message or e-mail where there is a sufficient nexus to the school environment.

18. Discrimination, Harassment and/or bullying as set forth in the District Dignity for All Students Act Policy No. 1550.

F. Engage in misconduct while on a school bus. It is crucial for students to behave appropriately while riding on district buses to ensure their safety and that of other passengers and to avoid distracting the bus driver. Students are required to conduct themselves on the bus in a manner that is consistent with all other aspects of this code of conduct and all other district policies, regulations and rules. Excessive noise, pushing, shoving, fighting, throwing objects or other dangerous behavior will not be tolerated.

G. Engage in any form of academic misconduct. Examples of academic misconduct, which includes but is not limited to:

1. Plagiarizing
2. Cheating
3. Copying
4. Altering records
5. Accessing other users’ email accounts or network storage accounts and/or attempting to read, delete, copy, modify, and interfere with the transferring and receiving of electronic communications.
6. Violation of the District’s Acceptable Use Policy No. 7314.
7. Assisting another student in any of the above actions.

VII. Disciplinary Penalties, Procedures and Referrals

Discipline is most effective when it deals directly with the problem at the time and place it occurs, and in a way that students view as fair, impartial and uniform. School personnel who interact with students are expected to use disciplinary action only when necessary and to place emphasis on the students' ability to grow in and develop self-discipline.

Disciplinary action, when necessary, will be firm, fair and consistent so as to be the most effective in changing student behavior. In determining

the appropriate disciplinary action, school personnel authorized to impose disciplinary penalties will consider the following:

1. The student's age
2. The nature of the offense and the circumstances which led to the offense
3. The student's prior disciplinary record
4. The effectiveness of other forms of discipline
5. Information from parents, teachers and/or others, as appropriate
6. Other extenuating circumstances

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.

If the conduct of a student is related to a disability or suspected disability, the student shall be referred to the Committee on Special Education and discipline, and if warranted, shall be administered consistent with statutes and regulations relating to discipline of students with a disability or presumed to have a disability. A student identified as having a disability shall not be disciplined for behavior related to his/her disability except as permitted by law and regulations.

A. Penalties

Students who are found to have violated the district's code of conduct may be subject to the following penalties, either alone or in combination. The school personnel identified after each penalty stated below is authorized to impose that penalty, consistent with the student's right to due process.

1. Verbal warning - bus drivers or any member of the district staff
2. Written warning - bus drivers or any member of the district staff
3. Written notification to parent - bus driver, coaches, advisors, guidance counselors, teachers, principal, superintendent
4. Detention - teachers, principal or his/her designee, superintendent
5. Suspension from transportation – principal or his/her designee, superintendent
6. Suspension and/or removal from athletic participation – designated supervisors, coaches, athletic director, principal, superintendent
7. Suspension and/or removal from social or extracurricular activities - activity director, principal, superintendent
8. Suspension of other privileges - principal, superintendent
9. In-school suspension - principal, superintendent
10. Removal from classroom by teacher - teachers, principal
11. Short-term (five days or less) suspension from school -principal, superintendent, board of education

12. Long-term (more than five days) suspension from school - superintendent, board of education
13. Permanent suspension from school - superintendent, board of education.

B. Procedures

The amount of due process a student is entitled to receive before a penalty is imposed depends on the penalty being imposed. In all cases, regardless of the penalty imposed, the school personnel authorized to impose the penalty must inform the student of the alleged misconduct and must investigate, to the extent necessary, the facts surrounding the alleged misconduct. All students will have an opportunity to present their version of the facts to the school personnel imposing the disciplinary penalty in connection with the imposition of the penalty before the penalty is imposed.

COMMUNITY SERVICE
RECORD FORM

LAST NAME: _____
FIRST NAME _____
TOTAL HOURS: _____
GRADE LEVEL: 9 10 11 12 PLEASE CIRCLE ONE
DATE _____
GUIDANCE COUNSELOR: _____

In order for the student to receive proper credit please provide all requested information.

1) BRIEF DESCRIPTION OF ACTIVITY (MUST BE CLEAR AND CONCISE):

NAME (Adult Supervisor of Sponsoring Organization):

TITLE: _____

I certify that this activity has been completed on a volunteer basis and that this student has not received payment for services.

SIGNATURE: _____

TELEPHONE #: _____

NAME OF ORGANIZATION: _____

DATES, TIMES OF SERVICE: _____

TOTAL HOURS: _____

DATE: _____

COMMUNITY SERVICE
RECORD FORM

2) BRIEF DESCRIPTION OF ACTIVITY (MUST BE CLEAR AND CONCISE):

NAME (Adult Supervisor of Sponsoring Organization):

TITLE: _____

I certify that this activity has been completed on a volunteer basis
and that this student has not received payment for services.

SIGNATURE: _____

TELEPHONE #: _____

NAME OF ORGANIZATION: _____

DATES, TIMES OF SERVICE: _____

TOTAL HOURS: _____

DATE: _____

3) BRIEF DESCRIPTION OF ACTIVITY (MUST BE CLEAR AND CONCISE):

NAME (Adult Supervisor of Sponsoring Organization):

TITLE: _____

I certify that this activity has been completed on a volunteer basis
and that this student has not received payment for services.

SIGNATURE: _____

TELEPHONE #: _____

NAME OF ORGANIZATION: _____

DATES, TIMES OF SERVICE: _____

TOTAL HOURS: _____

DATE: _____

COMMUNITY SERVICE
RECORD FORM

4) BRIEF DESCRIPTION OF ACTIVITY (MUST BE CLEAR AND CONCISE):

NAME (Adult Supervisor of Sponsoring Organization):

TITLE: _____

I certify that this activity has been completed on a volunteer basis
and that this student has not received payment for services.

SIGNATURE: _____

TELEPHONE #: _____

NAME OF ORGANIZATION: _____

DATES, TIMES OF SERVICE: _____

TOTAL HOURS: _____

DATE: _____

5) BRIEF DESCRIPTION OF ACTIVITY (MUST BE CLEAR AND CONCISE):

NAME (Adult Supervisor of Sponsoring Organization):

TITLE: _____

I certify that this activity has been completed on a volunteer basis
and that this student has not received payment for services.

SIGNATURE: _____

TELEPHONE #: _____

NAME OF ORGANIZATION: _____

DATES, TIMES OF SERVICE: _____

TOTAL HOURS: _____

DATE: _____

COMMUNITY SERVICE
RECORD FORM

6) BRIEF DESCRIPTION OF ACTIVITY (MUST BE CLEAR AND CONCISE):

NAME (Adult Supervisor of Sponsoring Organization):

TITLE: _____

I certify that this activity has been completed on a volunteer basis
and that this student has not received payment for services.

SIGNATURE: _____

TELEPHONE #: _____

NAME OF ORGANIZATION: _____

DATES, TIMES OF SERVICE: _____

TOTAL HOURS: _____

DATE: _____

7) BRIEF DESCRIPTION OF ACTIVITY (MUST BE CLEAR AND CONCISE):

NAME (Adult Supervisor of Sponsoring Organization):

TITLE: _____

I certify that this activity has been completed on a volunteer basis
and that this student has not received payment for services.

SIGNATURE: _____

TELEPHONE #: _____

NAME OF ORGANIZATION: _____

DATES, TIMES OF SERVICE: _____

TOTAL HOURS: _____

DATE: _____

COMMUNITY SERVICE
RECORD FORM

8) BRIEF DESCRIPTION OF ACTIVITY (MUST BE CLEAR AND CONCISE):

NAME (Adult Supervisor of Sponsoring Organization):

TITLE: _____

I certify that this activity has been completed on a volunteer basis
and that this student has not received payment for services.

SIGNATURE: _____

TELEPHONE #: _____

NAME OF ORGANIZATION: _____

DATES, TIMES OF SERVICE: _____

TOTAL HOURS: _____

DATE: _____

9) BRIEF DESCRIPTION OF ACTIVITY (MUST BE CLEAR AND CONCISE):

NAME (Adult Supervisor of Sponsoring Organization):

TITLE: _____

I certify that this activity has been completed on a volunteer basis
and that this student has not received payment for services.

SIGNATURE: _____

TELEPHONE #: _____

NAME OF ORGANIZATION: _____

DATES, TIMES OF SERVICE: _____

TOTAL HOURS: _____

DATE: _____

COMMUNITY SERVICE
RECORD FORM

10) BRIEF DESCRIPTION OF ACTIVITY (MUST BE CLEAR AND CONCISE):

NAME (Adult Supervisor of Sponsoring Organization):

TITLE: _____

I certify that this activity has been completed on a volunteer basis
and that this student has not received payment for services.

SIGNATURE: _____

TITLE: _____

TELEPHONE #: _____

NAME OF ORGANIZATION: _____

DATES, TIMES OF SERVICE: _____

TOTAL HOURS: _____

DATE: _____