



**HUNTINGTON  
HIGH  
SCHOOL**

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

**Brenden Cusack.....Principal  
Gamal Smith ..... Assistant Principal  
Lisette Lors, Ed.D..... Assistant Principal**

**STUDENT HANDBOOK  
2019-2020**

*This agenda belongs to:*

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY/TOWN \_\_\_\_\_ ZIP CODE \_\_\_\_\_

PHONE \_\_\_\_\_

STUDENT NO. \_\_\_\_\_



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### **BELL SCHEDULE - 2019-2020**

Period 1	7:30 – 8:11
Period 2	8:15 – 8:56
Period 3	9:00 – 9:41
Announcements	9:41 – 9:46
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**

We wish you a warm welcome to Huntington High School and hope you have an exciting start to the 2019-20 school year. As you join your fellow Blue Devils for the upcoming year, we ask that you use the information herein to familiarize yourself with all that Huntington High School has to offer. Additionally, this book contains important material which outlines a number of the expectations of our school. It is important for you to be aware of the policies, rules and regulations that govern our learning environment, so that you can reach your full potential and serve as role models for your peers. Huntington High School provides many outstanding opportunities for leadership, academic challenge, social responsibility and service. We look forward to seeing you take advantage of all the instructional programs and extracurricular activities that will foster your growth as a student and an individual. Always remember...**you** are Huntington High School, and this school is what you make it. It is a special place because you make it so. Do your best and have a wonderful school year!

High School Administration and Staff

**SCHOOL CALENDAR 2019-2020**

**(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**

2 ..... Labor Day – School Closed  
4 ..... First Day of School  
5 - 6 ..... Grades 9-11 Portrait Days  
14 ..... ACT not at HHS  
17 - 18 ..... Grade 9-11 Portrait Make Up Days  
19 ..... Homecoming Celebration @ HHS 6-9 PM  
19 ..... Senior Parent Guidance Night @ HHS 7 PM  
19 – 20 ..... Sr. Portrait Make-Up Days  
20 ..... HHS Pep Rally  
20 ..... Float Night 6–11 PM  
21 ..... Homecoming Parade 11:00 AM  
21 ..... Homecoming Football Game 1:30 PM  
26 ..... Meet the Teacher Night @ HHS 7 PM  
30 ..... Rosh Hashanah (School Closed)

**October**

1 ..... Rosh Hashanah (School Closed)  
5 ..... SAT not @ HHS  
9 ..... Yom Kippur (School Closed)  
10 ..... Financial Aid Night @ 7PM  
11 ..... HHS Blood Drive  
14 ..... Columbus Day – School Closed  
15 ..... 1<sup>st</sup> Quarter Progress Reports Posted  
16 ..... PSAT/NMSQT (11<sup>th</sup> Graders Only) @ HHS  
17 ..... AWOD Training 2:30-6:30 PM @ HHS  
22 ..... Grade 9 Parent Guidance Night 7 PM – HHS Auditorium  
23 ..... Mini-College Day – Grades 11 & 12 – Periods 2 & 3  
23 ..... HHS Poetry Café – 2:30 PM  
23 ..... Science National Honor Society Induction @ HHS 6:30 PM  
26 ..... ACT @ HHS  
26 - 27 ..... NYS Marching Band Championship – Syracuse, NY  
29 ..... Grade 10 & 11 Parent/Student Guidance Night 7 PM @ HHS Auditorium  
31 ..... Safe Halloween @ HHS 4-6 PM

**November**

1 ..... Grade 12 – Sr. Group Photo – HHS Gym @ 7 AM  
2 ..... SAT@HHS  
5 ..... Superintendent’s Conference Day – No Classes  
5 ..... HHS Parent/Teacher Conferences  
6 ..... HHS Open House 11 AM  
6 ..... HHS Elective Fair  
11 ..... Veteran’s Day – School Closed  
12 ..... HHS Winter Sports - tryouts begin

18.....1<sup>st</sup> Quarter Report Cards Posted  
 21..... Art & Music Pride Awards 2:30 PM @ HHS - Room 140  
 22.....Fall Drama Production 7:30 PM @ HHS  
 23..... Fall Drama Production 2 PM & 7:30 PM @ HHS  
 26..... National Honor Society Induction @ HHS 7 PM  
 27..... District-Wide Emergency Drill (dismissal 15 minutes early)  
 28-29 ..... Thanksgiving Recess – Schools Closed

**December**

3 ..... English National Honor Society Induction @ HHS 7 PM  
 5 ..... HHS Parent/Teacher Conferences 4 PM – 8 PM  
 5 - 8 ..... NYSSMA All State Winter Conference – Rochester, NY  
 7 ..... SAT not @ HHS  
 10..... HHS Orchestra & Chorus Winter Concert 7:30 PM @ HHS  
 14..... ACT at HHS  
 19..... English Pride Awards 2:30 PM @ HHS - Room 140  
 20..... 2<sup>nd</sup> Quarter Progress Reports Posted  
 23-January 1 ..... Winter Recess – School Closed

**January**

1 ..... Winter Recess – School Closed  
 3 ..... HHS Guidance Alumni Day  
 3 ..... HHS Chorus Cabaret Night @ 7 PM  
 8 ..... Grade 8 Orientation @ HHS 6:30 PM  
 9 ..... Math National Honor Society Induction @ HHS 7PM  
 13-17 ..... HHS In-class Midterms  
 16..... Math Pride Awards 2:30 PM @ HHS – Room 140  
 16..... Tri-M Music Honor Society Induction 7 PM @ HHS – Room 140  
 20..... Martin Luther King Day – Schools Closed  
 21-24 ..... HHS Regents Exams (no classes)  
 29..... National History Day 6:30 PM @ HHS  
 30..... Social Studies National Honor Society Induction @ HHS 7PM

**February**

3 ..... 2<sup>nd</sup> Quarter Report Cards Posted  
 8 ..... ACT not @ HHS  
 12..... HHS Band Winter Concert @ HHS – 7:30 PM  
 13..... World Language/ENL Pride Awards 2:30 PM @ HHS - Room 140  
 14..... Spelling Bee Finals (periods 7 thru 9)  
 17-21 ..... Mid-Winter Recess – School Closed  
 27..... Art National Honor Society Induction @ HHS 7:00 PM  
 28..... HHS K-Factor@ 6:00PM

**March**

9 ..... Spring Sports Tryouts Begin  
 13..... HHS Pi Day Celebration @ 2:30 PM  
 13..... HHS/WH March Madness @ HHS Gym – 7:00 PM  
 9 ..... SAT not at HHS

16..... 3<sup>rd</sup> Quarter Progress Reports Posted  
 18..... Mini College Day Grade 11 – Periods 2 & 3  
 13..... PSAT 10 (For 10<sup>th</sup> Grade Students only)  
 19..... PE/Business/Technology/Reading Pride Awards 2:30 PM @ HHS  
 21..... AWOD Training

**April**

3 ..... HHS Musical @ 7:30 PM HHS Auditorium  
 4 ..... HHS Musical @ 2 PM & 7:30 PM HHS Auditorium  
 4 ..... ACT not @ HHS  
 8 ..... HHS Poetry Café @ 2:30 PM HHS Library  
 9-17 ..... Spring Recess – Schools Closed  
 22..... HHS Honors Ensemble Concert @ HHS 7:30 PM  
 23..... Social Studies Pride Awards 2:30 PM @ HHS Room 140  
 19-26 ..... Spring Recess – Schools Closed  
 27..... 3<sup>rd</sup> Quarter Report Cards Posted  
 28..... Blue Devils Marching Band Open House @ HHS 6 PM – 9 PM  
 29..... HHS Distinguished Seniors’ Dinner @ 6:30 PM

**May**

2 ..... SAT at HHS  
 4-15 ..... AP Exams  
 8 ..... HHS Senior/Senior Prom @ HHS 4 – 6PM  
 18 ..... HHS Science Research Symposium 6:30 PM  
 19..... Budget Vote & Election 6 AM – 9 PM  
 19..... District Art Show 7:30 AM - 9 PM & Fashion Show 4 PM & 7 PM @ HHS  
 20..... District Art Show 2:30 PM – 7 PM @ HHS  
 20..... HHS Spring Concert Part I - 7:30 PM  
 21..... Science Pride Awards 2:30 PM – Room 140  
 21..... World Language/ELL National Honor Society Induction 7 PM  
 25..... Memorial Day – School Closed  
 27..... HHS Spring Concert Part II - 7:30 PM  
 27..... 4<sup>th</sup> Quarter Progress Reports Posted  
 28..... HHS Senior Athletic Banquet – 6 PM

**June**

1 ..... HHS Film Festival 7PM @ Cinema Arts Center  
 2 ..... HHS US History & Government Regents  
 3 ..... HHS Senior Scholarship Night 7:00 PM  
 6 ..... SAT at HHS  
 13..... ACT @ HHS  
 15..... Senior Departmental Awards 7:00 PM  
 16..... HHS Last Day of Classes  
 17-25 ..... HHS Regents Exams  
 18..... HHS Senior Music Showcase @ HHS 7 PM  
 17..... HHS Last Day of Classes  
 25..... HHS Senior Prom  
 26..... 4<sup>th</sup> Quarter Report Cards Posted  
 26..... HHS 159<sup>th</sup> Commencement 6:00 PM

## HIGH SCHOOL ADMINISTRATION

### Main Office – 673-2001

Principal .....	Mr. Brenden Cusack .....	673-2003
Asst. Principal .....	Dr. Lisette Lors .....	673-2009
Asst. Principal .....	Mr. Gamal Smith .....	812-4020
Dean of Students .....	Mr. Paul Caleca.....	673-2007
.....	Mr. Robert Gilmor .....	673-2007
.....	Mr. Ronald Wilson .....	673-2007

### DIRECTORS/CHAIRPERSONS

Fine and Performing Arts .....	Mr. Eric Reynolds.....	673-2053
Guidance .....	Ms. Kitty Klein .....	673-2012
Physical Education/Health .....	Ms. Georgia McCarthy .....	673-2018
World, ENL, Bilingual.....	Ms. Judy Goris-Moroff .....	673-2104
Humanities .....	Mr. Joseph Leavy.....	673-2079
(English & Social Studies)		
Mathematics.....	Ms. Kathy Aufiero .....	673-2078
Science.....	Ms. Jill Johanson.....	812-2393
Security.....	Mr. Jarrett Stein.....	673-4773

### DEPARTMENTS

Instructional Media .....	673-2073
Art Office .....	673-2106
Athletic Director, Physical Education .....	673-2018
Athletic Trainer .....	673-2145
Business Department.....	673-2009
ENL.....	673-2104
World 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.....	673-2169
Math Department.....	673-2077
Music Office.....	673-2053
School Psychologist .....	673-2013
School Social Worker.....	812-4021
Science Department.....	673-2078
Security/Lost & Found Office .....	673-2103
Security – District-Wide.....	673-4773
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 (Attendance Recording).....	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. Saladin	
Guidance West .....	673-2011
Ms. Bonilla	
Mrs. Croke	
Ms. Brunoni	
TBD	
Psychologists .....	673-2013
Dr. Mendez	
Dr. DeVito	
Social Workers.....	812-4021
Ms. Kathryn Costa	
Ms. Maria Canonica	
Special Education	
Out of District Coordinator .....	Katie McCourt ..... 673-2093
Health Records.....	School Nurse..... 673-2105
Lockers.....	Dean's Office ..... 673-2007
Lost and Found .....	Security ..... 673-2103
Parking Permits.....	Security ..... 673-2103
Scheduling .....	Guidance ..... 673-2101
Transcripts .....	Guidance ..... 673-2101
Working Papers.....	Guidance ..... 673-2011

## **COMMUNITY RESOURCES**

- **Response of Suffolk County-** Volunteer-based crisis hotline that provides support, counseling, and referral assistance over the phone 24/7.  
631-751-7500
- **Huntington Sanctuary-** Assists youth between the ages of 12-21 who run away or at the risk of running away from home.  
631-271-2183
- **Suicide Hotline-**National network that links callers to a certified crisis center nearest the caller's location.  
1800-784-2433
- **LGBT Network-** Provides social support services for lesbian, gay, bi-sexual, and transgender youth.  
631-665-2300
- **Good Shepherd Hospice-** Educates and supports families who are grieving the death of a loved one.  
631-465-6262
- **Family Service League-** Helps individuals, children, and families to mobilize their strengths and improve the quality of their lives at home, in the workplace, and in the community.  
631-427-3700
- **Huntington Drug & Alcohol Treatment and Prevention-** Offering individual, group, and family counseling to individuals who are abusing substances, those who are at risk of becoming drug involved and their families.  
631-271-5497
- **VIBS Family Violence and Rape Center-** Assists survivors of domestic violence, rape, and sexual assault. 24 hour hotline  
631-360-3606
- **Daytop, Inc.-** Offers substance abuse treatment services to teens and adults.  
631-351-7112
- **Sagamore Children's Psychiatric Center-** Provides services for students experiencing an emotional/behavioral crisis due to family problems, abuse, neglect and problems in school.  
631-370-1700
- **Comprehensive Psychiatric Emergency Program (CPEP)-** This is a hospital-based emergency psychiatric service open 24 hours a day, 7 days a week. This is the designated entry point into the mental health system.  
631-444-4000



**STUDENT GOVERNMENT  
STUDENT GOVERNMENT OFFICERS  
2019– 2020**

**Advisors: David Moriarty  
Danielle Raguzin**

President ..... Chris Mavrogian  
 Vice President ..... Gabriel Jaudes Medina  
 Treasurer ..... Paul Katigbak  
 PR Coord ..... Lucas Kelly  
 Rec. Sec. .... Natalie Ciccone

**SENIOR CLASS**

**Advisors: Kristin Fortunato  
Paige Furman**

President Daniela Ramos Campos  
 Vice Pres. Julien Rentsch  
 Treasurer Oskar Kilgour  
 PR Coord. Steli Vlahos  
 Rec. Sec. Neil Jean-Baptiste

**JUNIOR CLASS**

**Advisors: Jordan Schessler  
Amelia Saggese**

President Isaiah James  
 Vice Pres. Taylor Case  
 Treasurer Jorge Parada-Cisneros  
 PR Coord. Charlotte Maggio  
 Rec. Sec. John Holly

**SOPHOMORE CLASS**

**Advisors: Trish Avelli  
Donna Nugent**

President Teddi Carnesi  
 Vice Pres. Victoria Mangan  
 Treasurer Cassidy Casabona  
 PR Coord. Katie Browne  
 Rec. Sec. Erin Ye

**FRESHMAN CLASS**

**Advisors: Alona Regan  
Cindy Espejo-McGivney**

President Rachel Morina  
 Vice Pres. Ella Kamenstein  
 Treasurer Mackenzie Ahern  
 PR Coord. Leigh Hepworth  
 Rec. Sec. Neha Rathore &  
 Leah Sheran

## **ACTIVITIES**

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

**ART HONOR SOCIETY:** This organization works to inspire and recognize those students who have a profound love of art and/or demonstrate creative talent. Students in the Art Honor Society work to promote art in the school, community and internationally through various activities and service projects. The students help one another to achieve the highest standards and share the importance of art education throughout the district and the community.

**DISPATCH:** Huntington High School'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; Senior Follies, a spoof of Huntington High School, 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.

**ENVIRONMENTAL CLUB:** Students work together to improve our school and global environments with a focus on sustainability and Earth friendly advocacy.

**ETCETERA:** The Huntington High School student literary and art magazine offers students an opportunity to publish their work.

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

**GAY/STRAIGHT ALLIANCE (GSA):** 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.

**GRADE LEVEL CLASS LEADERSHIP:** Student government/class leadership is an excellent way to get involved in the Huntington community. Students who participate in their class government help to plan major events such as homecoming, float night and the prom, in addition to smaller fundraisers throughout the year. Class leaders are responsible for motivating the members of their class and the entire student body to participate in school sponsored events.

**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.

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

**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 Huntington High School. Sports, clubs, and special events are included.

**INTERACT CLUB:** This is a community service based club that works closely with the Rotary and gives students the chance to make a real difference in communities both local and abroad while having fun. Interact club carries out community service projects that help others while developing friendships, leadership skills and making international connections.

**KEY CLUB:** This is a school and community service club affiliated with Kiwanis. Twice yearly students work toward generating interest in helping increase blood donations (through two blood drives) from within the high school community.

**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.

**MOCK TRIAL:** Participants compete against Suffolk County high schools in mock trials with students advocating as lawyers and witnesses. The purpose of Mock Trial is to enhance a student's confidence in public speaking and educate them on the legal system.

**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?

### **NATIONAL HONOR SOCIETY (cont.)**

**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 prospective 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.

**ROBOTICS TEAM:** Members will have an opportunity to learn teamwork, engineering, programming, problem solving and critical thinking skills all while having fun. Students learn important STEM\* (Science, Technology, Engineering, and Math) concepts that can help them throughout their academic and professional careers. Team members will use various tools to build robots and machines, program them to perform specific tasks, troubleshoot problems, and refine their strategies to address practical challenges.

**SCIENCE NATIONAL HONOR SOCIETY:** This organization encourages and recognizes scientific and intellectual thought, advance student knowledge of civic community to encourage a dedication to the pursuit of scientific knowledge that benefits all humankind. Membership is open to all Juniors and Seniors who are currently enrolled in a Regents level or higher course and have completed 2 years of Regents level or higher science. Students must have a minimum science average of 90%, an overall scholastic average of at least 85%, and a minimum math average of 80%. Students must be enrolled in a science course while they are members of the society.

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

**SOCIAL STUDIES HONOR SOCIETY:** This organization will work to honor successes in, dedication to, and passion for the study of History. Members will play a role in local preservation, engage in charitable works, highlight success in Social Studies and provide the community and students opportunities to engage in history and current affairs.

**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.

**UNITED AMIGOS:** This is a club of dedicated, multicultural students who take pride in assisting the ENL pupils to achieve success at Huntington High School. These students provide mentoring, social and tutoring services to anyone in need.

**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 or may be required to complete a minimum amount of practices for a safe and healthy return to competition.

**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, you must be in school a minimum of six (6) periods for that school day. If you must miss any part of the school day, a note from your 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 you are reported cutting, this information will be given to the Athletic Director and your coach will consult with you. 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 you are unable to contact your coach, you 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.
- e) 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:**

As an athlete, you are responsible for the care and the return of all athletic equipment that is issued to you. Any equipment that you do not return must be paid for. Failure to return or pay for equipment issued to you will result in your not being permitted to try out for the next sport season. In addition, if you have in your possession any athletic equipment that has not been issued to you, it could result in the immediate suspension from the team you are participating on. 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, signed by a parent/guardian and returned to the athletic office at least 24 hours prior to the contest 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](http://www.sectionxi.org) and [www.nysphsaa.org](http://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 wellbeing 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, vaping devices, 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 District 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 Students Daily Absence:**

Attendance Recording - 673-2132

State child's name, grade, date, nature of absence, parent contact info.

Attendance Office – 673-2100

e-mail – [hhsattendance@hufsd.edu](mailto:hhsattendance@hufsd.edu)

#### **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, haircut, 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 parents 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.

Perfect attendance awards will only be issued to students who have no absences, excused or unexcused, during the prescribed period, with the exception of school sanctioned field trips and college visits only. Students must be present for all periods during each day (7:30 AM until 2:20 PM) in order to receive the award.

### **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) 1<sup>st</sup> or 2<sup>nd</sup> 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.

**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 THE ASSISTANT PRINCIPAL'S OFFICE AT 673-2009.**

#### **In School Procedures**

If the student believes there are errors in their attendance, he/she must go directly to the teacher for clarification. If a correction is warranted, **the correction will be recorded by the teacher.**

#### **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. All students must present the appropriate bus pass to the bus driver when boarding.
2. Student conduct (see Code of Conduct). Bus schedules are available in the Main Office and Room 117. See District calendar for guidelines.
3. 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 AM - 2:30 PM 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.

For 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** Emergency Drills each year. This includes 8 Fire/Evacuation drills, and 4 Lockdown drills (eight before December 31). All emergency drills will be treated as a real emergency. **NO TALKING OR NOISE WILL BE TOLERATED DURING ANY EMERGENCY DRILL. IT IS ESSENTIAL THAT EVERYONE BE ABLE TO HEAR AND CARRY OUT INSTRUCTIONS UPON WHICH LIVES MAY DEPEND.**

### **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 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. Our primary goal is to help students increase their focus on college and career readiness. Through personal contact with certified and dedicated 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 school counselor who will work closely with them and monitor their personal, social and academic needs. Individual and small group conferences are held annually to discuss various topics including graduation requirements, diploma options, credits earned, career exploration and other grade level matters. Guidance-sponsored events are also provided throughout the year and topics reviewed include: course offerings, career exploration, extracurricular activities, NCAA, summer involvement, college planning, and financial aid. All students are provided with access to the Student Portal so they can monitor their progress and access report cards and transcripts throughout the year.

The College Office is a resource center where students and parents may review reference materials such as directories, bulletins, 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 school 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 12<sup>th</sup> grade students who have the opportunity to take five academic credits plus physical education (totaling 5.5 credits). Study halls are used to fill up open periods in a student's schedule.

It is important to note that we highly recommend all 12<sup>th</sup> grade students to take a fourth year of math and science, as well as continue with 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 refer to the **Summer School** section for important information pertaining to 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 weighted GPA calculation. All credit bearing courses are counted. Grades of P or F are not counted in the GPA.

According to Commissioner Regulations (NYS Part 100), a student is entitled to retake 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 2019-2020 school year are final as of June 30<sup>th</sup> of the preceding year.

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 an 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 a Change Request Form and return it to your school counselor. 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.

**Students registered in a half year or full year course will only be permitted to withdraw from a class up until the first ten weeks (1<sup>st</sup> Formal Marking period). Following the first ten 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 LEVELS**

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 the request.
2. The student and parent completes 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 the 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. However, classes scheduled for ninth period will not be changed to accommodate early release.

**PROMOTION CRITERIA** – for the class entering 9<sup>th</sup> 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  $\frac{3}{4}$  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. The exception is for Special Education students who may be included in Commencement exercises per Board of Education policy (and NYSED guidelines).**

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 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.



### **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: 332490)

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 (PSAT 10).

*The SAT's* - 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. The critical reading and math sections of the SAT are scored on a scale of 200-800, and the writing section (optional) is scored separately. Students looking to improve their scores may take the SAT 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* – These one hour exams 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.

**NCAA 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 school 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 should pick up a copy of the High School/College Student Athlete Handbook from Guidance and 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 an extended period of time. 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 in order for tutoring to be initiated.
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 physician'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 both 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. Students who have not met the lab requirement during the regular school year will be permitted to register for science courses in summer school with the lab component.
7. 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 carried** at all times. I.D. cards will serve as library cards, admittance to the cafeteria and various school functions, lunch payment and transportation authorization where appropriate. If an I.D. card is lost or misplaced, 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 7:30 AM to 4:30 PM Monday through Thursday. On Friday, the hours are from 7:30 AM until 2:25 PM. 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

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. Absolutely no food is permitted in the library.

### **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 7:20 AM - 2:20 PM. 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. The Health Office restroom is reserved for students under the nurses' care and for those having medical emergencies.

### **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. **Students should not contact their parents via their cellular telephones or any other electronic device unless otherwise directed by the nurse.** 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, guardian or designee.

Injuries that require the use of crutches, wheelchairs, elevator, and/or five minute pass **must** have documentation from a physician stating that these items are necessary. Documentation should be brought to the nurse **prior** to attending class. Please be aware that students will not be permitted to navigate the building until appropriate documentation is received. **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 within 14 (fourteen) days of the first day of attendance. **STUDENTS WHO ARE NON COMPLIANT WITH IMMUNIZATION REQUIREMENTS AS PER NEW YORK STATE LAW SECTION 2164 MAY BE EXCLUDED FROM SCHOOL.** 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, IN THE ORIGINAL CONTAINER, ACCOMPANIED BY A PHYSICIAN'S AND PARENT'S NOTE, AND LEFT IN THE HEALTH OFFICE.**

## PHYSICAL EXAMINATION

New York State law requires a health examination for all students entering the school district for the first time, students participating in sports, students who wish to obtain working papers, and those in 10<sup>th</sup> grade. The examination must be completed by a New York State licensed physician, physician assistant, or nurse practitioner. Please submit the completed physical examination forms to the nurse's office.

## **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 only). 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 are expected to be in their assigned parking spots by 7:25 AM. Repeated lateness to the first period of attendance may 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. Students who do not utilize their assigned space for a period of 18 days may be directed to surrender said parking space to a student on the waiting list. Parking spaces are only to be used by the student who is registered for the parking space and may not be borrowed or otherwise transferred by a student.

### **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 may be placed on the no-pass list for a period of time determined by the grade level dean.

### **PERSONAL PROPERTY**

The responsibility for personal property belongs to the student. Money, expensive pens, watches, jewelry, radios, iPods, ear buds 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 Main Office for safekeeping during the school day. All students are advised to check valuables with their Physical Education teacher for safekeeping during the physical education 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 Front Desk before they leave. All seniors must have a signed Agreement for Senior Privileges form on file in the Dean's 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 Dean's Office (673-2007) as soon as possible 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. Seniors who return late without a valid reason will lose their senior privilege for one week. Subsequent infractions will be handled progressively.



**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. E-cigarettes or other vaporizers are prohibited on school grounds as well. Offenders may face disciplinary action and Suffolk County Department of Health may be notified which can result in the imposition of fines of up to \$500 for each incident.

#### **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**

Unauthorized use of cellular phones and other electronic devices may result in confiscation of the device. 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. Electronic devices brought to school by students are not the responsibility of Huntington High School.

#### **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 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 seventeen 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. 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 and 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 “Cyber bullying” – “Cyber bullying 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 N. 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. Referral to Huntington Youth Court – principal, superintendent, board of education
13. Long-term (more than five days) suspension from school - superintendent, board of education
14. 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.**

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**

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**

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**

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: \_\_\_\_\_

