



**Half Hollow Hills  
High School West  
2024-2025**

# **STUDENT AGENDA & HANDBOOK**

*This agenda belongs to:*

Name \_\_\_\_\_

Address \_\_\_\_\_

City/Town \_\_\_\_\_ Zip \_\_\_\_\_

Phone No. \_\_\_\_\_

**HALF HOLLOW HILLS HIGH SCHOOL WEST  
2024 - 2025**

Dr. Michael Catapano, Principal  
Dr. Michael Abrescia, Assistant Principal  
Sara Choit, Assistant Principal  
Mary Lippert, Assistant Principal

**Board of Education**

Diana Acampora  
Nadia Bilal  
Eric Geringswald  
Stephanie Gurin  
Adam Kleinberg  
Dr. John Matthew  
Michael Prywes

**Administration**

Dr. Patrick Harrigan  
Superintendent of Schools  
John O'Farrell  
Assistant Supt. Secondary Education  
Diana Ketchum  
Assistant Supt. Elementary Education  
Anne Marie Caliendo  
Assistant Supt. Finance and Facilities  
Dr. Jeffery Woodberry  
Assistant Supt. for Districtwide Administration

**PTSA**

Lenny Patella, Jenny Buckley.....Co-Presidents

**ASSISTANCE DIRECTORY** (All are 631 area code unless noted)

General Information - Main Office .....	592-3200
Guidance Department .....	592-3220
Attendance Office .....	592-3207
Health Office.....	592-3201
Dr. Michael Catapano, Principal.....	592-3209
Dr. Michael Abrescia, Assistant Principal .....	592-3206
Sara Choit, Assistant Principal.....	592-3205
Mary Lippert, Assistant Principal .....	592-3259
Maria Goldin, Director of Guidance .....	592-3220
Career/College Information - Counseling Center.....	592-3251
College & Financial Aid - Counseling Center.....	592-3251
Homebound Instruction - Counseling Center.....	592-3220
Schedules/Transcripts/Working Papers - Counseling .....	592-3220
Alanon & Alateen Groups.....	654-2827
Drug Abuse - 24 hr. Hotline.....	261-5554
Response - Suicide Prevention.....	751-7500
Community Youth Agency Hotline.....	549-9417

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### Principal's Message:

High School West is a school that ranks in the top 2.2% of all high schools in the nation. We are privileged to be part of school district that values cooperation and collaboration, and works to ensure the success of each student by providing a balanced educational program which includes academics, athletics and the arts.

High School West is made up of extraordinary students, faculty and staff. Each group contributes in creating a supportive atmosphere that benefits all members of our school community. We strive to guarantee that students are provided with an academic experience that prepares them to face the challenges of the 21<sup>st</sup> century and to be productive members of society.

High School West offers many extracurricular activities and interscholastic athletics. These clubs and sports assist in meeting individual student interests, and help to develop social skills, teamwork and school pride.

I encourage you to take advantage of all of the exceptional educational opportunities that High School West has to offer. The faculty and staff are here to provide students with any assistance needed to make this school year a success.

The entire administration team is prepared to support students, staff and parents to continue the High School West tradition of excellence.

I want each member of the school community to consider the need for integrity, respect and accountability in everything we do and say during the school year.

I am proud to be your principal.  
Dr. Catapano

## **CODE OF CONDUCT IMPLEMENTING PROJECT SAVE**

### **INTRODUCTION**

The Board of Education of the Half Hollow Hills Central School District is committed to providing a safe and orderly school environment where students may receive, and District personnel may 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, character, tolerance, honesty and integrity.

The Board recognizes the need to clearly define these expectations for acceptable conduct on school property school property, to identify the possible consequences of unacceptable conduct, and to ensure that discipline when necessary is administered promptly and fairly. To this end, the Board adopts this Code of Conduct (“the Code”).

Unless otherwise indicated, this Code applies to all students, school personnel, parents and other visitors when on school property or attending a school function whether on or off school property.

This document serves as the plain language version of the official Half Hollow Hills Board of Education Policy #5300.

### **DEFINITIONS**

For purposes of this code, the following definitions apply.

- “Bullying” is a hostile activity, which harms or induces fear through the threat of further aggression and/or creates terror. Bullying may be premeditated or a sudden activity. It may be subtle or easy to identify, done by one person or a group. Examples of bullying include, but are not limited to:
  - Verbal bullying includes, but is not limited to, name calling, insulting remarks, teasing, violent threats, frightening phone calls, extortion, taunting, gossip, spreading of rumors and racist slurs.
  - Physical bullying includes but is not limited to, poking, slapping, hitting, tripping or causing a fall, choking, kicking, punching, biting, scratching, spitting, and twisting arms or legs, damaging clothes and personal property or threatening gestures.



- Social or relational bullying includes but is not limited to, excluding someone from a group, isolating, shunning, spreading rumors or gossiping, arranging public humiliation, undermining relationships, teasing about clothing or looks, giving dirty looks or aggressive stares.
  - Cyberbullying includes, but is not limited to, threatening electronic communications via social media, instant messages, text messages, email, blogs, chat rooms, gaming systems, and any social networking sites.
- “Discrimination” is the act of denying rights, benefits, justice, equitable treatment or access to facilities available to all others, to an individual or group of people because of the group, class or category to which that person belongs.
  - “Disruptive student” means any 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.
  - “Gender” means actual or perceived sex, and a person’s gender identity or expression. (N.Y. Education Law § 11.6)
  - “Harassment” means 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 educational performance, opportunities or benefits, or mental, emotional or physical well-being; or conduct, verbal threats, intimidation or abuse that reasonably causes or would reasonably be expected to cause an individual 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 (identity or expression) or sex. (N.Y. Education Law § 11.7)
  - “Hazing” is an induction, initiation, or membership process involving harassment which produces public humiliation, physical or emotional

discomfort, bodily injury or public ridicule or creates a situation where public humiliation, physical or emotional discomfort, bodily injury or ridicule is likely to occur.

- “Parent” means parent, guardian or person in 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 (including at the bus stop) as defined in Vehicle and Traffic Law § 142.
  
- “School function” means any school-sponsored extracurricular event or activity whether on or off school property, including, but not limited to, field trips and foreign travel.
  
- “Student with a disability” means a student classified as having a disability.
  
- “Sexual orientation” means actual or perceived heterosexuality, homosexuality or bisexuality. (N.Y. Education Law § 11.6)
  
- “Violent student” means a student under the age of 21 who:
  - Attempts / commits an act of violence upon a school employee.
  - Attempts / commits, while on school property or at a school function, an act of violence upon another student or any other person lawfully on school property or at the school function.
  - Possesses, while on school property or at a school function, a weapon.
  - Displays, while on school property or at a school function, what appears to be a weapon.
  - Threatens, while on school property or at a school function, to use a weapon.

- Knowingly and intentionally damages or destroys the personal property of any school employee or any person lawfully on school property or at a school function.
- Knowingly and intentionally damages or destroys school property.
- “Weapon” means a weapon or firearm as defined in Half Hollow Hills Board of Education Policy #5300.10

## **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, orderly and civil school environment, all District students have the right to:

- Take part in all District activities on an equal basis regardless of race, color, creed, national origin, religion, gender or disability.
- Present their version of the relevant events to school personnel authorized to impose a disciplinary penalty in connection with the imposition of the penalty.
- Access school rules (Students will be required to sign an acknowledgment that they received a Student Handbook) and, when necessary, receive an explanation of those rules from school personnel.

## **STUDENT RESPONSIBILITIES**

All District students have the responsibility to:

- Contribute to maintaining a safe and orderly school environment that is conducive to
  - Learning and to show respect to other persons and their property.
  - Be familiar with and abide by all District policies, rules and regulations dealing with student conduct.
  - Attend school every day unless they are legally excused and be in class on time and prepared to learn.

- Work to the best of their ability in all academic and extracurricular pursuits and strive toward their highest level of achievement possible.
- React to direction given by teachers, administrators and other school personnel in a respectful, positive manner.
- Work to develop mechanisms to control their anger.
- Ask questions when they do not understand.
- Seek help in solving problems that might lead to discipline.
- Dress appropriately for school and school functions in accordance with the adopted “Dress Code.”
- Accept responsibility for their actions.
- Conduct themselves as representatives of the District when participating in or attending school-sponsored extracurricular events and to hold themselves to the highest standards of conduct, demeanor, and sportsmanship.
- Be forthcoming with information concerning violations of the Code.

#### **STUDENT DRESS CODE**

All students are expected to give proper attention to personal cleanliness and to dress appropriately for school and school functions including extracurricular and athletic activities. Students and their parents have the 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 and at school activities.

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

- Be safe, appropriate and not disrupt or interfere with the educational process.
- Recognize that extremely brief, tight and short garments such as tube tops, net tops, halter tops, spaghetti straps, plunging necklines (front and/or back), see-through garments and garments which expose bare midriffs are not appropriate.
- Ensure that underwear is completely covered with outer clothing.
- Include footwear at all times. Footwear that is a safety hazard will not be allowed.

- Permit head covers in school; however, head cover in classrooms are at the teachers' discretion except for a medical or religious purpose.
- Not include items that are vulgar, obscene, libelous or denigrate others on account of race, color, religion, creed, national origin, gender, sexual orientation, disability or gang related.
- Not promote and/or endorse the use of alcohol, tobacco or illegal drugs and/or encourage other illegal or violent activities.
- Not include attire that may disrupt the educational process.

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. Additionally, the principal or his or her designee shall have the authority to determine what is a violation of the "Dress Code."

This code is designed to be a guide and is by no means all inclusive. Final decision concerning the appropriateness will be made by the building administration or principal.

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 out-of-school suspension. 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.

#### **PROHIBITED CONDUCT**

The Board of Education expects all individuals to conduct themselves in an appropriate and civil manner, with proper regard for the rights and welfare of students, District personnel and other members of the school community, and for the care of school facilities and equipment.

The best discipline is self-imposed, and individuals 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 student's ability to grow in self-discipline.

The Board recognizes the need to make its expectations for 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. Individuals who will not accept responsibility for their own behavior and who violate these school rules will be required to accept the consequences/penalties for their conduct.

The Code of Conduct shall apply to conduct off of school property and/or outside of school functions, for conduct that may endanger the health or safety of pupils within the educational system, or adversely affect the educational process.

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

- Running in hallways.
- Making unreasonable noise.
- Using language, actions or gestures that are profane, lewd, vulgar or abusive.
- Obstructing vehicular or pedestrian traffic.
- Engaging in any willful act, which disrupts the normal operation of the school community.
- 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.
- Computer/electronic communications misuse, including any unauthorized use of computers, software, or Internet/Intranet account; accessing inappropriate web sites; or any other violation of the District's acceptable use policy.
- In addition, students are not permitted on school grounds outside of normal school hours without administrative authorization unless attending a school function or an event sanctioned by the school.

Engage in conduct that is INSUBORDINATE and/or DISRUPTIVE. Examples of insubordinate or disruptive conduct include, but are not limited to:

- Failing to comply with the reasonable directions of teachers, school administrators or other school employees in charge of students or otherwise demonstrating disrespect.

- Lateness for missing or leaving school without permission.
- Skipping detention.
- Being disrespectful or acting inappropriately toward teams, groups of people, or persons visiting the school.
- Inappropriate public sexual contact.

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

- Committing an act of violence (such as hitting, kicking, punching, and scratching) upon a teacher, administrator or other school employee, or attempting to do so.
- Committing an act of violence (such as hitting, kicking, punching, and scratching) upon another student or any other person lawfully on school property, or attempting to do so
- 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.
- Displaying what appears to be a weapon.
- Threatening to use any weapon.
- Damaging, defacing or destroying the personal property of a student, teacher, administrator, other District employee or any person lawfully on school property, including using graffiti or arson.
- Damaging, defacing or destroying school District property.

Engage in conduct that ENDANGERS THE SAFETY, MORALS, HEALTH OR WELFARE OF THEMSELVES AND/OR OTHERS. Examples of such conduct include, but are not limited to:

- The sending, receiving or forwarding of sexually provocative language, nude or nearly nude photos and/or videos through text message, email or other digital means which can be used to hurt, harass and humiliate others. Nude, nearly nude or sexually provocative images or videos of minors constitute child pornography. The possession and/or distribution of child pornography is a serious crime and will be reported as such to law enforcement officials.
- Possessing, consuming, sharing, selling, distributing or exchanging alcoholic beverages or illegal substances or prescription drugs or over-the-counter medicine or being under the influence of any of the

above. Being under the influence of “illegal substances” includes, but is not limited to, inhalants, marijuana, cocaine, THC, LSD, PCP, amphetamines, heroin, steroids, look-alike drugs, and any substances, commonly referred to as “designer drugs.”

- Using or sharing prescription and over-the-counter drugs.
- Possession of drug paraphernalia, including, but not limited to: pipes, bong, rolling papers, grinders, lighters, plastic bags used for packaging and distribution of drugs, scales, vaping devices, and any other items used for distribution, packaging, exchanging or use of drugs, whether in school, at school facilities or at school functions conducted off school grounds.
- Lying to school personnel.
- Stealing/acquiring the property of other students, school personnel or any other person lawfully on school property or attending a school function.
- Defamation, 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.
- Discrimination, which includes, but is not limited to the use of race, color, weight, national origin, ethnic group, religion, religious practice, disability, sex, sexual orientation or gender (including gender identity and expression) as a basis for treating another in a negative manner. See definitions.
- Harassment, including sexual harassment and bullying. See definitions.
- Intimidation, which includes engaging in actions or statements that put an individual in fear of bodily harm.
- Hazing. See definitions.
- Using vulgar or abusive language, cursing or swearing.
- Possessing, smoking, selling, distributing or exchanging a cigarette, cigar, pipe or using chewing or smokeless tobacco, electronic cigarettes, vaping devices, Hookah cigarettes or possessing tobacco products as defined by the Board of Education Policy and Suffolk County Legislation.
- Gambling.
- Selling, using, or possessing obscene material.
- Indecent exposure that is exposure to sight of the private parts of the body, in a lewd or indecent manner.



- Initiating a report warning of fire or other catastrophe without valid cause, misuse of 911, or discharging a fire extinguisher.
- Engaging in any activity that violates any local state or federal law.
- Bullying, which is understood to be a hostile activity, which harms or induces fear through the threat of further aggression and/or creates terror. Bullying involves an imbalance of power or strength and can manifest itself physically, verbally or through non-verbal communication such as gestures or social exclusion.
- Cyber bullying (also known as “digital” or “electronic bullying”) which is the repeated use of information technology such as the Internet, email, social networks, instant messaging services, blogs, cell phones and gaming systems to deliberately harass, threaten or intimidate others. Cyber bullying may involve sending mean, vulgar or threatening messages or images; posting sensitive or private information about another person; pretending to be someone else in order to malign that other person; or intentionally excluding someone from an internet-based group or activity.
- Students may not be in possession of any type of medication. All prescriptions and medications must be given to, and dispensed by, the school nurse.

Engage in HAZING, INITIATION ACTIVITIES, HARASSMENT AND BULLYING:

Hazing, initiation activities, harassment and bullying are abusive and often illegal behaviors that harm victims and negatively impact the school environment by creating an atmosphere of fear, distrust, mean-spiritedness, intimidation and intolerance. Hazing is especially troubling at the middle and high school levels because of issues of adolescence, in which many students are more vulnerable to peer pressure due to the tremendous need to belong, make friends and find approval from one’s peer group. Accordingly, hazing, initiation activities, harassment and bullying will not be tolerated at any level in Half Hollow Hills as they are deemed dangerous, volatile of the law and district policy and immoral.

The purpose of this policy is to ensure a safe learning environment for students and staff that is free from hazing, initiation activities, harassment and bullying and that promotes respect, civility, dignity and equality. Hazing, initiation activities, harassment and bullying activities of any type are inconsistent with the educational goals of the District, and are condemned and strictly prohibited at all times. Moreover, it is the policy

of the District that no student or adult will participate in or be members of any secret fraternity or sorority, athletic team, club or organization that is in any degree related to the school or to a school district activity which engages in any form of hazing, initiation activities, harassment or bullying, whether on school grounds, school buses or at all school-sponsored activities, programs and events, including those that take place at locations outside the district.

### **General Policy Statements**

A. No student, teacher, coach, administrator, paraprofessional, volunteer, contractor or other employee of the District shall plan, direct, encourage, aid or engage in hazing, initiation activities, harassment or bullying.

B. No student, teacher, coach, administrator, paraprofessional, volunteer, contractor or other employee of the District shall permit, condone or tolerate hazing, initiation activities, harassment or bullying.

C. The District strictly prohibits students, teachers, coaches, administrators, paraprofessionals, volunteers, contractors or other employees of the District from engaging individually or collectively in any form of hazing, initiation activities, harassment or bullying on school property, off school property or on a school bus, in connection with any school activity or involving any person associated with the school, regardless of where it occurs.

D. Consistent with this policy, the District's Code of Conduct and the Athletic Code of Conduct, any student who participates in hazing, initiation activities, harassment or bullying will face immediate and strong disciplinary action, up to and including suspension, expulsion, exclusion and loss of the privilege of attendance and participation in extracurricular activities and sports and school events (i.e., graduation, prom, dances, field trips, etc.)

E. Students, teachers, coaches, administrators, paraprofessionals, volunteers, contractors or other employees who participate in hazing, initiation activities, harassment or bullying will also be referred to appropriate law enforcement authorities and may face subsequent prosecution for hazing, harassment or assault.

F. Consent is no defense to a charge of hazing, initiation activities, harassment or bullying. Apparent permission or consent by a person being

hazed, initiated, harassed or bullied does not lessen the prohibitions or penalties contained herein.

G. This policy applies to behavior that occurs on or off school property or on any school bus ride and during, before and after school hours.

Reporting- In order for the District to effectively enforce this policy, it is essential that all victims of hazing, initiation activities, harassment or bullying and persons with knowledge of hazing, initiation activities, harassment or bullying report them immediately. Visit our website at [hhh.k12.ny.us](http://hhh.k12.ny.us) to access forms for reporting any complaints.

School District Action- the District will promptly investigate all complaints, either formal or informal, verbal or written of hazing, initiation activities, harassment or bullying.

Engage in MISCONDUCT WHILE ON A SCHOOL BUS OR AT A BUS STOP:

It is crucial for students to behave appropriately at the bus stop and 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 at the stop and/or on the bus in a respectful manner consistent with established standards for classroom behavior. Excessive noise, pushing, shoving and fighting will not be tolerated.

Engage in MISCONDUCT WHILE AT A SCHOOL-SPONSORED ACTIVITY on or off school property. Examples of such conduct include, but are not limited to:

- Conduct that is disorderly, insubordinate, disruptive, violent, and/or endangers the safety, morals, health or welfare of themselves or others.
- Activation of cell phones, tablets, laptops or any other electronic device, without prior approval from the Principal.

Engage in any form of ACADEMIC MISCONDUCT. Examples of academic misconduct include, but are not limited to:

- Plagiarism
- Cheating
- Copying

- Altering records
- Assisting another student in any of the above actions

#### Student Use of Electronic Devices

To avoid disruption of the learning process and to prevent possible theft, cell phones, tablets, laptops or any other personal electronic devices are not to be activated or visible during the school without prior written approval from the Principal. These items may be confiscated if activated or visible in school, and only released to the student's parent or guardian. However, in the event of a school-related emergency, cell phones may be activated and visible.

Requests for the approved usage of electronic devices during the school day must originate from a teacher and must be accompanied by a detailed description of the intended use. Requests may be granted only for specific time periods as articulated in the description of intended use. Requests for unlimited use within the building or throughout the day will not be approved. Requests will not be accepted from students or their families.

#### **ZERO TOLERANCE FOR DRUGS, ALCOHOL AND WEAPONS**

The Half Hollow Hills Central School District has “zero tolerance” for drugs, alcohol and the possession of weapons. Students who are involved with drugs, alcohol or are in possession of a weapon in the school setting or at a school related event will be suspended from school and automatically referred for a Superintendent's Hearing for an extended out of school suspension. If a student is found to be in possession of an illegal substance of any quantity or a weapon, law enforcement personnel will be called and the student may be arrested at the school. The school administration will cooperate with the police and provide them with any relevant information regarding the incident.

The Half Hollow Hills Central School District's Code of Conduct includes specific prohibition against the possession of drug paraphernalia and weapons (see Prohibited Conduct).

#### Notification of Law Enforcement

The Half Hollow Hills Central School District will notify law enforcement when a student has been found to be in possession of:

- Drugs, alcohol or related paraphernalia
- A weapon

- Child pornography

When a threatening statement is directed to a school, student or group of students, staff members, law enforcement personnel will be notified. This includes, but is not limited to statements made verbally, written, or via digital means (i.e. text messages, social media, email, etc.).

### **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 and impartial. School personnel who interact with students are expected to use disciplinary action only when necessary and to place emphasis on the student's ability to grow in 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:

- Student's age.
- The nature of the offense and the circumstances which led to the offense.
- The student's prior disciplinary record.
- The effectiveness of other forms of discipline.
- Information from parents, teachers and/or others, as appropriate.
- 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.

Students with a disability can be suspended even if the incident is related to his disability if the incident is related to the safety of others. Discipline, if warranted, shall be administered consistent with federal law and Board of Education Policies for disciplining students with a disability, or presumed to have a disability.

### **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 are authorized to impose that penalty, consistent with the student's right to due process.

- Oral warning - any member of the District staff.
- Written warning - coaches, activity directors, guidance counselors, teachers, principal, and Superintendent.
- Written notification to parent - coaches, activity directors, guidance counselors, teachers, principal, Superintendent.
- Detention - teachers, principal, Superintendent.
- Suspension from transportation - principal, assistant superintendent, Superintendent.
- Suspension from athletic participation - coaches, principal, Superintendent, or Superintendent's designee.
- Suspension from social or extracurricular activities - activity director, advisor, principal, Superintendent, or Superintendent's designee.
- Suspension of other privileges - principal, Superintendent, or Superintendent's designee
- In-school supervision - principal, Superintendent.
- Removal from classroom - teachers, principal.
- Short-term (five days or less) suspension from school - principal, Superintendent
- Long-term (Pursuant to Education Law § 3214 -more than five days) suspension from school, subject to a Superintendent's hearing - Superintendent, Board of Education.
- Permanent suspension from school - Superintendent, Board of Education

### **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.

Students who are to be given penalties other than an oral warning, written warning or written notification to their parents are entitled to additional rights before the penalty is imposed. These additional rights are explained below.

### **Minimum Periods of Suspension**

Students who bring a weapon to or possess a weapon in school (See Board of Education Policy #5300.40):

- Any student found guilty of bringing or possessing a weapon on school property will be subject to suspension from school for at least one calendar year. Before being suspended, the student will have an opportunity for a hearing pursuant to Education Law § 3214. The Superintendent has the authority to modify the one-year suspension on a case-by-case basis. In deciding whether to modify the penalty, the Superintendent may consider the following:
  - The student's age.
  - The student's grade in school.
  - The student's prior disciplinary record.
  - Input from parents, teachers and/or others.
  - The Superintendent's belief that other forms of discipline may be more effective.
  - Other extenuating circumstances.

A student with a disability may be suspended only in accordance with the requirements of state and federal law.

Students who commit violent acts other than bringing a weapon to school:

Any student who is found to have committed a violent act, other than bringing a weapon onto school property, shall be subject to suspension from school for at least five days. If the proposed penalty is the minimum five-day suspension, the student and the student's parents will be given the same notice and opportunity for an informal conference given to all students subject to a short-term suspension. If the proposed penalty exceeds the minimum five-day suspension, the student and the student's parents will be given the same notice and opportunity for a hearing given to all students subject to a long-term suspension. The Superintendent has the authority to modify the minimum five-day suspension on a case-by-case basis. In deciding whether to modify the penalty, the Superintendent may consider the same factors considered in modifying a one-year suspension for possessing a weapon.

Students who are repeatedly substantially disruptive of the educational process or repeatedly substantially interferes with the teacher's authority over the classroom:

Any student who repeatedly is substantially disruptive of the educational process or substantially interferes with the teacher's authority over the

classroom will be suspended from school for at least five days. For purposes of this Code, “repeatedly is substantially disruptive” means engaging in conduct that results in the student being removed from the classroom by teacher(s) pursuant to Education Law § 3214 (3-a) and this on four or more occasions during a semester, or three or more occasions during a trimester. If the proposed penalty is the minimum five-day suspension, the student and the student’s parents will be given the same notice and opportunity for a hearing given to all students subject to a long-term suspension. The Superintendent has the authority to modify the minimum five-day suspension on a case-by-case basis. In deciding whether to modify the penalty, the Superintendent may consider the same factors considered in modifying a one-year suspension for possessing a weapon.

### **REPORTING VIOLATIONS**

All students are expected to promptly report violations of the Code of Conduct to a teacher, guidance counselor, the building principal or his or her designee. Any student observing a student possessing a weapon, alcohol or illegal substance on school property or at a school function shall report this information immediately to a teacher, the building principal, the principal’s designee or the superintendent.

All District staff who are authorized to impose disciplinary sanctions are expected to do so in a prompt, fair and lawful manner. District staff who are not authorized to impose disciplinary sanctions are expected to promptly report violations of the Code of Conduct to their supervisor, who shall in turn impose an appropriate disciplinary sanction if so authorized, or refer the matter to a staff member who is authorized to impose an appropriate sanction.

Any weapon, alcohol or illegal substance found shall be confiscated immediately, if possible, followed by notification to the parent of the student involved and the appropriate disciplinary sanction if warranted, which may include permanent suspension and referral for prosecution.

The building principal or his or her designee must notify the appropriate local law enforcement agency of those Code violations that constitute a crime and substantially affect the order or security of a school as soon as practical, but in no event later than the close of business the day the principal or his or her designee learns of the violation. The notification may be made by telephone. The notification must identify the student and explain the conduct that violated the Code of Conduct and constituted a crime.



## HHH ACADEMIC INTEGRITY POLICY

### **Mission Statement**

- I. Half Hollow Hills is an exceptional school district, which promotes intellectual rigor, maintains high standards for all and continuously seeks ways to improve.
- II. It is important for us to ensure that academic achievement has veracity and the product resulting from the academic process in this institution is revered.
- III. To that end, we make every attempt to encourage academic integrity among all of our community members.
- IV. The expectations of academic integrity will be known and accepted, so that all will be discouraged from violating these ideals and the chances of one unwittingly violating them are reduced.
- V. This atmosphere of honesty will foster these virtues in all facets of our community member's lives. Our goal is to contribute to the development of better people and a better society. To achieve these ideals, all students are expected to contribute through their words, actions and commitments, to the development and sustenance of an academic community characterized by respect, honesty, originality, fairness, responsibility and trust.

### **Defining Academic Integrity:**

Academic refers to education, the process of learning and acquiring and sharing knowledge. Integrity has been described by words such as uprightness, reliability, truthfulness, honesty, unimpaired, sound and whole. Taking these two terms together, academic integrity can be viewed as the learning process being whole or unmarred, pure, in a sense, free from corruption.

**Maintaining Academic Integrity** simply put for students means:

“All academic work will be done by the individual to whom it is assigned without unauthorized aid of any kind” (UCSD Policy on Integrity of Scholarship).

**Failure to maintain Academic Integrity** can be grouped into the following broad categories:

- **Plagiarism:** representing in any academic activity the words or idea of another as one's own without proper acknowledgement;
- **Collusion:** scheming by two or more students to defraud;

- **Fabrication:** providing information of an event that never occurred or non-existent facts;
- **Forgery:** imitating or counterfeiting documents, signatures, or any other effort to deceive;
- **Inappropriate possession:** the unauthorized use of materials, data or prior examinations;
- **Examination fraud:** violating the integrity of a test or examination.

\*modified from the Superintendent-College President Partnership – Position Paper.

**Examples of violations include but are not limited to:**

**Plagiarism:**

- ❖ Copying text directly from printed material or the Internet and/or other online resources such as Encarta or Wikipedia without proper citation.
- ❖ Copying pictures from Google Images and inserting them in your project. without proper citations
- ❖ Copying someone else’s homework.
- ❖ Copying an idea or format for a story or poem and claiming it as your own.
- ❖ Copying a passage from a source and crediting it to another source.
- ❖ Copying a portion of another student’s essay and representing it as one’s own.
- ❖ Taking a definition of a word from a dictionary without indicating the source.

**Collusion:**

- ❖ Texting answers to another student.
- ❖ One student doing all of the work on a science lab and providing the answers to the other group members.
- ❖ A group working on a “take home” test that is supposed to be completed independently.

**Fabrication:**

- ❖ Falsifying documents or records related to credit, grades, status, or other academic matters.
- ❖ Administering a survey for a research project and changing respondents’ answers.
- ❖ Missing a test under the false pretense of being in the guidance office or at music lessons.

- ❖ Listing sources in a research paper that were not used.

**Forgery:**

- ❖ A student signing a parent or guardian's signature without the parent's or guardian's knowledge
- ❖ A student signing a teacher's name to a late pass to avoid penalty in another class.

**Inappropriate possession:**

- ❖ Having answers on your hand and looking at them during an exam.
- ❖ Using "crib" notes, or any resources on assessments without the teacher's approval.
- ❖ Storing information in a scientific calculator to assist with a test.

**Examination fraud:**

- ❖ Talking or turning around during an exam.
- ❖ Looking at another student's test to obtain answers.
- ❖ Taking a test period 2 and giving information to a student taking the same test period 5.
- ❖ Posting answers to a test, or information about the test, online.

**Measures to enhance Academic Integrity:**

Pavela (1997) stated, "Control of academic dishonesty will not be accomplished by threat of punishment alone. Ultimately, the most effective deterrent will be a commitment to academic integrity within the student peer group."

- ❖ Ensure that expectations of academic integrity are clear and well-known
- ❖ Involve students in the process of developing expectations
- ❖ Make learning relevant and useful, not just a mechanism to generate grades
- ❖ Minimize exams that require rote memorization
- ❖ Incorporate oral exams
- ❖ Promote a belief in the intrinsic value of learning over outcomes
- ❖ Teach students how to prepare for assessments properly
- ❖ Review material prior to testing and test only what you review
- ❖ Foster a curriculum that requires application of knowledge

- ❖ Be vigilant while proctoring tests
    - Minimize the opportunities to cheat (remove notebooks from desks, no papers/notebooks on the floor, space students as far apart as possible, use 2-3 versions of an exam, if possible)
    - Position yourself physically so you can actively supervise all students closely and effectively
    - Don't leave the room during testing
    - Forbid electronic communication devices (such as cell phones/ipods) in testing sites
  - ❖ Use online plagiarism detection resources, such as Turnitin.com
- \*\*Adapted from Gavigan (2007) & Kennedy (2009).

### References:

Gavigan, K. (2007). A Teacher's Guide on How to Prevent Cheating and How to Discipline After the Fact. Retrieved January, 29, 2009, from [http://www.associatedcontent.com/article/388241/a\\_teachers\\_guide\\_on\\_how\\_to\\_prevent.html?cat=4](http://www.associatedcontent.com/article/388241/a_teachers_guide_on_how_to_prevent.html?cat=4)

**Kennedy, R. (2009). Cheating 101 for Private Schools - 3 Reasons Why Students Cheat. Retrieved January 29, 2009, from <http://privateschool.about.com/cs/forteachers/a/cheating.htm>**

Pavela, G. (1997). Model Code of Academic Integrity. *Journal of College and University Law*, 24, 97-118. Retrieved January 29, 2009, from <http://www.academicintegrityseminar.com/ModelCode/>

University California San Diego: Academic Integrity Policy. Retrieved January 30, 2009, from <http://www.ucsd.edu/portal/site/ucsd>



## VISION STATEMENT

**High School West** is a safe, supportive, collaborative, and nurturing environment where the academic, physical, emotional, and social attributes of the diverse student body are developed. Academic programs, at all levels, challenge students to think independently, critically and imaginatively, create effective problem solvers, prepare students to be college and career ready, and encourage students to be lifelong learners. Our professional staff is committed to implementing best practices and to providing quality instruction to inspire students to reach their full potential. Members of the High School West community – students, parents, and staff – will continue to take pride in themselves and their actions, maintain their integrity, demonstrate respect, accept accountability, act ethically, and be tolerant and sensitive of one another's individuality. Through the collaborative efforts of the entire High School West community, students will be confident, self-reliant individuals who are prepared to be productive citizens in an ever-changing world.

### **HIGH SCHOOL WEST INTEGRITY**

Only free and responsible societies are in a realistic position to offer its citizens the opportunity to seek fulfillment of their individual potential. The cornerstone of such societies is based both on individual integrity and collective honesty.

We at High School West are such a society. We hold that the honesty of our total school population is a mainstay of our attempts to provide for individual growth.

Therefore, we require and maintain the highest standards of integrity for all our members. Cheating or plagiarism in any form will not be tolerated at our school. We will implement and enforce rules designed to enable achievement of our standards.

### **VIOLENCE**

Violence of any type is NOT ACCEPTABLE AT HIGH SCHOOL WEST and will not be tolerated or accommodated in any form. High School West has a zero tolerance policy for violence and violent acts. All threatening statements and actions will be taken seriously.

Students who fight, are involved in a fight, encourage others to fight, or in ANY way contribute to, or participate in a scenario of fighting MAY be subject to arrest, AND WILL receive the maximum term of school suspension; five days, and MAY be subject to a Superintendent's Hearing.

Students involved in a second fight WILL, in addition, to the above, be subject to a Superintendent's Hearing for the purpose of a long-term suspension from High School West. The safety of students and staff can only be accomplished with the full cooperation of the entire school community. Students and parents must be willing to take steps, including testifying if necessary, to assist in achieving the security of all.

### **DISCIPLINE POLICY STATEMENT**

The Board of Education of the Half Hollow Hills Central School District of Huntington and Babylon is based on a belief in democracy and the democratic process. We believe that a sound education includes instruction on how to live in a democracy on a practical level, not just in theory but through curriculum instruction in social studies and civics. To

appreciate the fundamental fact that the rights of the individual can only be preserved by the protection of the rights of others, students must live in a school environment where these rights and responsibilities are actively demonstrated on a daily basis.

We further believe that in addition to teaching and modeling democratic principles in the schools, we have an additional responsibility to provide an educational climate that promotes the optimum learning experience for each student. For the pursuit of excellence to take place in the school community, a code of discipline is essential. In this sense, discipline is not a negative concept but is a body of rights and responsibilities that creates a healthy learning environment where students are physically and emotionally safe and, therefore, able to develop intellectually, creatively, and socially. Students and parents can be assured that the establishment of a district-wide code of discipline supports their own aspirations for excellence education - the goal to which Half Hollow Hills Central School District has historically been dedicated.

Finally, the Board is committed to the adoption of sound principles of child rearing. Longitudinal educational research indicates that children require both responsibilities and limits to develop positive self-regard. The absence of discipline (limits) or, on the other hand, discipline that is overly-harsh tends to develop personalities that are, respectively, overly-aggressive and overly-passive. Both of these personality structures get negative responses from the school community and from society at large. Since positive self-regard depends largely on the attitudes that significant adults display toward appropriate behavior, students then learn self-respect as they get adult approval for their behavior.

The discipline code has been developed to incorporate the policies stated above. When we overview the educational program and our discipline code, we feel confident that we are providing our students with the necessary tools to become good citizens who will make positive contributions to their families, their community, and their country.

## **OVERVIEW**

Good school discipline provides consistency and direction. Students and parents know what specific steps will be taken when a rule is broken and also know the proper steps to take if they are dissatisfied.

Discipline is most effective when it deals directly with the problem at the time and place it occurs and in a way that is viewed as fair and impartial by the student. Therefore, before seeking outside assistance, teachers will first use all their resources to create a change of behavior in the classroom. When the teacher has made every reasonable effort to bring about positive

behavioral change and has been unsuccessful, the student will be referred to the administration who will determine what further action will be most appropriate to effect positive change for the student and for the building. The rules and standards of appropriate behavior apply to conduct on school premises, on school buses, and at school functions of any kind. The expectation is that students will be able to discriminate between appropriate and inappropriate behavior in accordance with their age level and intellectual ability. It is also expected that students will report, to the appropriate school authority, any situation that is considered dangerous or inappropriate.

Students live and function, as do adults, in the community. As citizens, students are also subject to its national, state and local laws and school rules governing various aspects of conduct. Not all laws or rules are easy to follow nor need one necessarily agree with each and every law or rule. If a law or rule seems unjust or inappropriate, citizens have a right to petition our government to change that law or rule. Likewise, parents and students have the right to question the fairness and justness of certain school rules. However, in the meantime, the law or rule must be followed to have an orderly and manageable framework within which to operate.

#### **STUDENTS' RIGHTS AND RESPONSIBILITIES**

The following guidelines are designed to promote understanding among students, parents, teachers and administrators. They have been developed to foster the relationship between the students and those adults responsible for overseeing their growth. In exercising his/her constitutional rights, a student shall not disrupt the educational process, endanger or deprive others of their rights.

#### **DINING AREA: (Cafeteria)**

Right: Students have a right to dine in clean, healthful and safe surroundings.

Responsibility: Students have the responsibility to dispose of trash in the proper receptacles. In the tradition of school pride, students will assume a collective responsibility for the cleaning of the table at which they are dining.

Cafeteria monitors will wash tabletops and chairs after students have removed all refuse.

#### **EDUCATION**

Right: Students have the right to a public education unabridged or impaired because of sex, race, religion, national origin, pregnancy, parenthood, marriage or any reason not related to individual capabilities.



Responsibility: Students have the responsibility to ensure that such expression is in good taste, does not disrupt the educational process, present health or safety hazards or damage public property. Student expressions of speech should be on an elevated level as opposed to being either base or degrading.

### **EXPRESSION**

Right: Students have the right to express themselves in speech, writing or symbolism. Students also have the right to refrain from expressing themselves.

Responsibility: Students have the responsibility to ensure that such expression is in good taste, does not disrupt the educational process, present health or safety hazards or damage public property. Student expressions of speech should be on an elevated level as opposed to being either base or degrading.

### **LEARNING ENVIRONMENT**

Right: Students have the right to an undisturbed school and classroom environment which will ensure optimum learning for all students.

Responsibility: Students have the responsibility to ensure that their actions do not disrupt the school and classroom environment and to participate in their school activities in an acceptable manner.

### **PEACEFUL ASSEMBLY**

Right: Students have the right to peaceful assembly.

Responsibility: Students have the responsibility to secure approval for using school facilities for such assembly to ensure the facilities are appropriate for the function and that such assembly does not disrupt the educational process. (Unavailability of adequate supervision shall constitute grounds for disapproval of such assembly.)

### **POSSESSION AND DISTRIBUTION OF LITERATURE**

Right: Students have their right to possess and distribute literature including, but not limited to newspapers, magazines, leaflets and pamphlets.

Responsibility: Students have the responsibility to submit a copy of such literature to the principal (or designee) in sufficient time for the principal to review and evaluate the material. It is furthermore the student's responsibility to ensure that distribution or possession will not conflict with or infringe upon school activities. It is the student's responsibility to ensure that such material is neither seditious, libelous, nor salacious. The time, place and manner of distribution, if distribution is permitted, shall be

determined by the principal (or designee).

### **PRIVACY**

**Right:** Students have the right to protection from unlawful searches and seizures of their personal possessions or searches of their person. Lockers, desks and other such storage spaces remain the exclusive property of the school, and students have no expectation of privacy with respect to these areas.

**Responsibility:** Students have the responsibility not to endanger themselves, other students, school personnel, or the general public by possessing material or objects which are potentially hazardous and/or prohibited by federal, state or local law, or the provisions of this code. If the principal (or designee) has a responsible basis for believing the student is concealing such objects or material, the principal has a responsibility to conduct a search.

### **RELIGION**

**Right:** Students have the right to their own religious beliefs.

**Responsibility:** Students have their responsibility to ensure that in exercising their own religious freedom, they do not violate the right of religious freedom of others and they do not disrupt the educational process. In our pluralistic society, we expect students to understand and respect the religious beliefs of others.

### **TRANSPORTATION**

**Right:** Students have the right to safe and orderly transportation to and from school when such transportation is provided by the school district.

**Responsibility:** Students have the responsibility to ensure that their conduct contributes to a safe and orderly atmosphere while being transported; to refrain from conduct which will offer a hazard to themselves, their fellow students or the general public; and to refrain from violating federal, state, or local law. Students should be aware that when traveling away from school, their behavior reflects upon themselves, their families, their school and their community.

### **DEFINITION OF TERMS**

#### **ACTIVITY SUSPENSION**

Students who do not cooperate with school policies and rules of behavior will be subject to activity suspension. By definition this means students will not be permitted to stay after 2:00 p.m. for a specific number of days. As with office detention, letters will be sent to the parents' home as well as

placed in students' guidance folder. Grade level administrators will be responsible for enforcing activity suspension assignments.

### **DETENTION**

The student will be required to remain at school beyond the end of the regular school day (2:00 p.m.). When a student is assigned detention he/she will receive a notice that he/she is to go to detention from 2:15 to 3:45 p.m. School officials will make every effort to notify his/her parents. Detention will be conducted as a study period and will be supervised by a professional staff member. The student must bring suitable study materials and must report to the assigned room on time. If the student does not serve the assigned detention, he/she will be assigned two days of detention by the detention teacher. If the student fails to attend a second time, he/she will be assigned a full day of ISS (In School Supervision) by the grade level administrator.

### **INAPPROPRIATE LANGUAGE**

See page 11 – Prohibited Student Conduct

### **IN-SCHOOL SUPERVISION**

ISS is a separation from scheduled classes. The ISS teacher will distribute any class work assignments, supervise their completion and return the completed assignments to the appropriate teachers. When assignments are not available, students are expected to make use of educational materials available in the ISS room. All day In-School Supervision may not exceed five (5) consecutive days. ISS is assigned by an administrator or his/her designee.

### **SUPERINTENDENT'S SUSPENSION**

A Superintendent's Suspension may be imposed after a Superintendent's Hearing occurs. This hearing is conducted for an egregious violation of the Student Code of Conduct (i.e. drugs, alcohol, violence, weapon possession, threatening a staff member, and other serious offenses.)

### **SUSPENSION**

Suspension is a temporary denial of the rights of a student to attend regular day school. This restriction extends to all school-related activities. Suspension is assigned because of a student's inappropriate actions which disrupted the orderly function and/or learning atmosphere of the school. Suspension shall be considered a right of the principal when the seriousness of the charges against a student merits this punishment. The student will be given oral or written notice of the charges and an

opportunity to present his/her view of the issues. In the case of a student whose presence poses a danger to persons and/or property, and/or an ongoing threat of disrupting the academic process, the student may be removed immediately from school. Suspension shall be for a stated time not to exceed five (5) consecutive school days per incident.

#### **RULES AND REGULATIONS**

All rules and regulations are in effect during and after school hours or at any other time when the school and/or grounds are being used by a school group. The rules and regulations also apply to any school activity, function or event, and when students are traveling to or from school. Any student found to be in violation of any one or more of these rules and regulations shall be subject to disciplinary action. These may include but not be limited to, reprimand, repayment for physical damage, cleanup, revocation of privileges associated with school activities, detention, exclusion from class, in-school suspension or suspension.

#### **AREAS OF RESTRICTION**

Whenever a student is not scheduled for a class he/she must report to the cafeteria, unless authorized to report to another area of the building via the possession of a pass. Students are permitted in the patio area of North and South Commons only.

Students are not permitted in the gymnasium or locker rooms except during the period they are scheduled for physical education, at the start/close of their team's sport practices or with written permission from the instructor. Students are not permitted in their cars or in the parking lot (except at the beginning or end of their school day). Students are also prohibited from being in the front or rear or east side of the school building, the outside of the Natatorium, the outside of the generator building, the tennis courts, or football stadium during the school day.

#### **ASSEMBLY BEHAVIOR**

Students are to be seated and act quietly and orderly when entering the auditorium. Assemblies in our auditorium are not rock concerts or sports events. Therefore, shouting, calling out, whistling, etc. are completely inappropriate behavior. The dimming of lights in the auditorium is a signal that the performance is about to begin and that the audience should be silent and attentive. Likewise, someone's stepping to the podium or microphone requires that the audience come to order immediately. It should not be necessary for that person to ask repeatedly for order. Common courtesy demands that all those in the auditorium give the speaker or performers

their complete attention. It follows then that talking to one's neighbor, fooling around, or doing homework while the assembly is in progress is both rude and distracting. The assembly is not over until the person in charge so indicates. Students are to remain in their seats until they are dismissed.

### **ATTENDANCE**

Students are expected to attend school every day. Legal reasons for absence, according to New York State Law, include illness of student or family member, death in the family, and required court appearance. After each absence from school, parent or guardian must contact the school within 24 hours of the absence explaining the cause. All tests and missed work during absence must be made up as soon as possible after returning to school.

In order for students to participate in any after school activity (athletics, clubs, etc.), students must have attended school that day. All students must arrive to school before 10:00 a.m. to be considered eligible unless an administrator approves otherwise. This applies to any school day when class is in session including a day when a “bomb threat” may be insinuated.

### **CLASS CUTTING**

It is expressly understood that class cutting is not permitted. All classes are to be attended daily.

Cut 1: Teacher notifies parent, detention assigned.

Cut 2: Teacher notifies parent, detention assigned.

Cut 3: Teacher notifies parent and sends detention referral to the grade level administrator. The administrator will meet with the student and assign In-School Supervision. Parents will be notified.

Cut 4: Teacher will notify the grade level administrator. The student will be suspended Out-of-School. Conference with parents will be held.

Further cuts could result in one or all of the following: suspension from school activities, field trips, clubs, sports, prom, homecoming and/or loss of parking privileges, Out-of School Suspension and/or alternative placement.

### **TARDINESS**

Tardiness has a negative effect on learning. Time lost in the classroom is irretrievable and disruptive to the learning process.

**School Tardiness:** Tardiness will be excused for the following reasons:

court appearance, medical appointment or sickness. If a student is late for one of the above reasons, a parent must call the attendance office to verify the absence. Notes will not be accepted. If a student reports to school after 7:19 he/she **MUST** sign in at the attendance office. Tardiness after 7:19 will be officially recorded on the student's report card. **Missing the bus and/or oversleeping are not excused lateness.**

**Classroom Tardiness:** A student is tardy to class when he/she is not in the room when the signal to begin class finishes sounding.

The discipline procedure for lateness for each semester is as follows:

First Incident: warning  
Second Incident: warning and teacher notifies parent  
Third Incident: teacher notifies parent and assigns detention after school\*  
Fourth Incident: detention after school  
Fifth Incident: administration notified for disciplinary action.

\* Students who fail to report to detention will be subject to further discipline. Students, who are illegally late to school and as a result miss a class, will be charged with cutting that class.

#### **CAFETERIA**

Students have the responsibility to dispose of trash in the proper receptacles. Everyone sitting at a lunch table has a collective responsibility for the cleanliness of the area. If students do not follow the Code of Conduct or fulfill their responsibilities in the cafeteria, they may lose their privilege to dine in this area.

#### **CARD PLAYING, DICE, GAMBLING, OR GAMES OF CHANCE**

Card playing, dice, gambling, or games of chance are not permitted. Students violating this rule will be referred to an administrator for disciplinary action.

#### **CARE OF SCHOOL PROPERTY**

School property is your property. Take care of it. Treat this property with the same consideration you would for your own home. Take pride in keeping the halls and grounds clean. Throw waste paper into the containers provided. Do not mark-up desks, lockers, etc. since such equipment is expensive and subject to hard wear through the usual daily usage.

**Students found to be responsible for destroying/defacing;-including graffiti-school property will be held liable for the damage and therefore responsible to pay all costs to replace the damaged school property.** Additional administrative action may include detention, ISS, suspension and/or legal prosecution.

#### **CLASS DISTURBANCE**

Students may not disrupt a class or act in any manner to interfere with the teacher's ability to conduct a lesson. Classroom misconduct determined to be extreme or excessive by the teacher or administrator may result in detention, ISS, suspension, or exclusion from class.

#### **MOTORIZED DIRT BIKES**

Motorized dirt bikes are not allowed on school grounds under any circumstances. Students operating unlicensed motorized dirt bikes are subject to school disciplinary measures and referral to local law enforcement agencies.

#### **DRUGS AND DRUG PARAPHERNALIA**

*Please be advised that the Code of Conduct has been revised with new language regarding the definition of "drug paraphernalia" as follows:*

A student shall not possess, use or transport any drugs or drug paraphernalia. This includes, but is not limited to, *pipes, bongs, vaping devices, rolling paper, grinders, cigarette lighters, plastic bags used for packaging and distribution of drugs, scales, and any other items used in distribution, packaging, exchange or use of drugs, whether in school, at school facilities or at school district functions conducted off school grounds.* Violation of this rule will result in suspension from school and notification of parents.

#### **ELECTRONIC DEVICES**

Students may have access to the Half Hollow Hills (HHH) wifi network when at school and may use their devices appropriately during the school day. Students are to understand that this access is a privilege and that access maybe revoked for misuse.

Teachers will determine when electronic devices maybe used within their classrooms. Students not adhering to a teacher's class rules related to electronic devices are subject school discipline as outline in the code of conduct. Students may not photograph, record, videotape, etc. any member of the Half Hollow Hills community or its guests without teacher and/or administrative approval. Inherent in this statement is the prohibition of distribution of any of the above without teacher and/or

administrative approval.

#### **FALSE FIRE ALARMS**

Setting or reporting a false fire alarm is a criminal offense. Therefore, any student responsible for, or having any connection with the pulling of a false fire alarm, will be subject to suspension, immediate arrest and full criminal prosecution.

#### **FALSE REPORTING OF BOMB THREATS**

New York State has a law establishing a felony penalty for making a bomb threat against the school. These threats are now punishable by up to a three-year prison sentence, a \$5,000 fine, and a mandatory one-year driver's license suspension. In addition, the False Reporting Act of 1999 allows the government, schools, and emergency services organizations to recover costs incurred when responding to a false report of a bomb. This law holds individuals, or parents of those under the age of 18 who make bomb threats, liable for the costs of responding to these threats. Therefore, any student responsible for, or having connection with reporting or making of a false bomb threat will be subject to suspension and a Superintendent's Hearing.

#### **FIREWORKS**

Fireworks are NOT allowed on school grounds under any circumstances. Students in possession or using fireworks will be suspended from school, have their parents notified and the law enforcement agencies will also be notified.

#### **FOOD AND DRINK**

In order to keep our school as clean as possible, students may not carry food and drink out of the cafeteria. **Students are not permitted to have food delivered to the building at any time.**

#### **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. Students should follow their schedule until they are directed by the Main Office to go to the Attendance Office. Parents who wish to have their son or daughter excused early from school must sign the student out of school in the Attendance Office. Seniors with parking permits may be excused over the telephone by a parent or guardian. We appreciate the cooperation of all parents in this regard. If possible, doctor's or dentist's appointments should be scheduled outside of regular school hours. No student may leave school grounds for lunch.



**PRESCRIPTION DRUGS**

Students may not possess or distribute any prescription drugs on school grounds. All prescription drugs must be held by the school nurse and distributed to the student by her. Violations will result in disciplinary action and the notification of the police.

**POSTING FLYERS/DISTRIBUTING MATERIALS**

Students may not post flyers or distribute any materials on school grounds without administrative approval. Violation will result in disciplinary action.

**SCHOOL BUS MISCONDUCT**

A bus driver is in complete charge of the bus at all times and acts in the same capacity as a teacher in a classroom. The driver's orders are to be adhered to at all times. This will insure safe conditions for all school bus riders. In addition to the rules included in the Code of Conduct, students are expected to observe the rules as posted on each bus. Violation of the bus rules may be dealt with by suspension of bus privileges, detention, ISS and/or suspension from school.

**SELLING AND FUND RAISING**

Selling of any items, without permission of the administration is prohibited.

**SKATEBOARDING**

Students are not permitted to skateboard on school property. Violation of this rule will result in detention, ISS or OSS.

**SMOKING/VAPING**

Effective January 1, 1995, Suffolk County Law prohibits smoking at any time on school grounds and on school buses. In 2017, New York State expanded Article 13-E of the Public Health Law, also known as the Clean Indoor Air Act (the Act). The Act prohibits smoking and vaping in almost all public and private indoor workplaces. The Clean Indoor Air Act prohibits smoking and vaping in all schools and on all school grounds. Possession of cigarettes, tobacco products or vaping devices by students on school grounds and school buses is also prohibited. Students who do not comply with the policy will be referred to the appropriate administrator.

If a student is found to be in possession of vaping devices, cigarettes and/or lighters/matches on school grounds or a school bus, these items will be confiscated. Violators will be subject to the disciplinary action. The Suffolk County Department of Health will be notified and can levy fines, at its discretion.

**COMPREHENSIVE ALCOHOL, TOBACCO,  
AND OTHER SUBSTANCE USE/ABUSE  
BOARD POLICY**

The Board of Education views, with grave concern, the serious implications of alcohol, drug, and tobacco use by people, specifically young people, all over the United States and especially in the school district.

The district has established a Task Force on Drug and Alcohol and Tobacco Use/Abuse that is designed to promote district wide and individual school prevention programs. Each year, Task Forces develop and implement educational programs for staff, parents, and students. These educational programs provide current factual information on substance use/abuse, promote positive influences as role models, provide learning experiences for students that encourage the development of a repertoire of behaviors empirically associated with resistance to the seductive nature of drugs, and educate and enlist parents in these efforts.

This policy describes the philosophy and the program elements the district will use to promote healthy life styles for its students and staff and to inhibit the use/abuse of alcohol, tobacco, and other substances.

No person may use, possess, sell or distribute tobacco, alcohol or other substances, nor may use or possess drug paraphernalia, on school grounds or at school-sponsored events, except drugs as prescribed by a physician. The terms "alcohol and other substances" shall be construed throughout this policy to refer to the use of all substances including, but not limited to, alcohol, inhalants, marijuana, cocaine, LSD, PCP, amphetamines, heroin, steroids, look-a-likes, and any of those substances commonly referred to as "designer drugs." The inappropriate use of prescription and over-the-counter drugs shall also be prohibited. Additionally, any person who has consumed or used any of the aforementioned substances is prohibited from entering school grounds or school-sponsored events.

**SNOWBALLS**

Because of the obvious safety hazard, it is expressly understood that there is to be no snowball throwing anywhere on school property. Any student violating this rule will be subject to detention, ISS or suspension.

**SORORITIES AND FRATERNITIES**

The school does not sponsor any high school fraternities or sororities. No

activities connected with such unauthorized organizations will be allowed in the school building or on the school grounds.

### **STUDENT IDENTIFICATION CARDS**

All students are required to display their student ID while on school grounds, and must be able to produce their ID card when requested to do so. Students may be required to use their ID to scan-in certain areas of the building. Students are subject to school discipline if they are not properly displaying or unable to produce their IDs.

Students who need a replacement I.D. should go to the Principal's office during their lunch or free period.

### **STUDENT PARKING PERMITS**

Seniors, not including early graduates, who possess a New York State Class D license, may apply for a student-parking permit. Driver's licenses from other states are not acceptable.

School Board policy clearly indicates that **student parking is a senior privilege**. Seniors may apply for a permit from the appropriate administrative office. Permits will be issued to senior students in good standing only after administrative review. **AN INDIVIDUAL'S PARKING PRIVILEGE MAY BE SUSPENDED/REVOKED IF ANY OF THE SCHOOL REGULATIONS ARE VIOLATED.** Students without parking permits are to use school district transportation services.

#### **Parking Regulations:**

1. Reported reckless driving will be reviewed administratively and may result in permanent loss of parking privileges.
2. Parking permit must be displayed hanging from the rear view mirror.
3. All student vehicles must be parked in the area designated for students in the west side parking lot.
3. Parking is not permitted in fire zones (yellow curb areas), kitchen delivery areas, parking spaces noted with XX or handicapped parking zones.
5. Loitering is not permitted in parked cars or in the parking lot during the school day. Students are not permitted in the parking lot or in parked vehicles without administrative approval.
6. Leaving the premises during the school day requires written administrative authorization. Such authorization must be presented to the security personnel at the parking lot exit.
7. In the event of an accident while driving to or from school, the student is to report the incident to the school nurse and the appropriate grade

level administrator.

8. Students should be aware that automobiles parked on the school premises or in the school parking lot are subject to search when officials have reason to believe weapons, drugs or objects prohibited by school policy or state law are contained therein.
9. A student may not transport another student without the prior written permission of both the driver's and passenger's parents and approved by an administrator.
10. In the case of a lost parking permit, a \$10.00 fee will be charged.

### **WEAPONS, EXPLOSIVES, OR ANY OTHER DANGEROUS INSTRUMENTS**

While on school grounds, during school sponsored events, or while under school supervision, a student shall not possess, handle or transport any instrument capable of inflicting bodily harm not otherwise necessary for school activities. Infraction of this rule may result in suspension/expulsion and police action. Explosives, to include fireworks of any type, are not permitted on school grounds. Use or possession of explosives on school grounds, during school sponsored events, or while under school supervision, may result in suspension/expulsion and police action.

In accordance with Board of Education Policy – 5300.40, approved 12/07/98, and the New York State Penal Code -265.06, approved 9/1/94, students who bring weapons on school property will be punished to the maximum extent of both policy and law.

The Board of Education recognizes its responsibility to provide for the health, safety and welfare of the school community and of its students in particular. This may only be met by providing a safe environment at all District facilities and all school related functions whether conducted on or off District facilities.

In accordance with federal and state law, the Board of Education prohibits a student from bringing to school or having in his/her possession on school premises and/or at school related functions held on or off school premises, any weapon or firearm. For purposes of this policy, a firearm is defined as:

- A. Any weapon which will or is designed to or may readily be converted to expend a projectile by the action of an explosive;
- B. The frame or receiver of such a weapon;
- C. Any firearm muffler or firearm silence;
- D. Any explosive, incendiary, or poison gas
  1. Bomb,
  2. Grenade,

3. Rocket having a propellant charge of more than four ounces
4. Missile having an explosive or incendiary charge of more than one quarter ounce,
5. Mine, or
6. Similar device;

**E. Any combination of parts either designed or intended for use in converting any device into a destructive device, and from which a destructive device may readily be assembled.**

Moreover, for purposes of this policy, the term "weapon" and/or "firearm" shall include, but not be limited to, the following dangerous devices: air-gun, spring-gun, BB gun, pellet gun, other instrument or weapon in which the propelling force is a spring, air piston or CO2 cartridge, box cutter, electronic stun gun, electronic dart gun, knife, metal knuckle knife, brass or metal knuckles, kung fu stars, blackjack, chuck-a-stick, billyclub, fireworks as defined by §270.00 of the New York State Penal Law, explosives, dangerous chemicals, facsimiles of weapons, or any object not otherwise necessary for school activities, which could be used as weapon or which appears to be weapon.

Whenever a student is found with a weapon or firearm in his or her possession on school grounds and/or at a school related function conducted off school grounds, the building principal shall automatically suspend the student for a period of five school days in accordance with the provisions of Education Law §3214. Moreover, such student after a due process hearing is provided in accordance with the Gun-Free School Act of 1994 (Education Law §3214) will be subject to a mandatory penalty expulsion for at least one calendar year. The Superintendent may modify the mandatory penalty on a case-by-case basis after considering the following:

Student's age;

1. Student's grade;
2. Student's prior disciplinary record;
3. Parent/Teacher input;
4. Superintendent's belief that other forms of discipline may be appropriate; and
5. Other pertinent circumstances.

A determination to suspend a student for one year is subject to review by the Board of Education Pursuant to Section §3214 of the Education Law.

Regardless of the penalty imposed on the student by the Superintendent, if a weapon or firearm is found in the possession of a student, police authorities shall be summoned immediately for purposes of making arrests. In addition, any student under sixteen years of age who has been determined to have brought a weapon to school will be reported to the county attorney's office for juvenile delinquency proceedings. Any student sixteen years of age or older will be referred by the Superintendent to appropriate law enforcement officials.

Discipline of a student with a disability who is determined to have brought a weapon to school must be made on a case-by-case basis in accordance with the individuals with Disabilities Education Act of Article 89 of the Education Law.

In all cases, weapons shall be confiscated, and parents and the police notified. The confiscated weapons shall be retained by District personnel, subject to requests made by local law enforcement, as evidence in any subsequent criminal prosecution, suspension hearing or disciplinary proceeding.

All middle and high school students will be made aware of this policy on a yearly basis and of the fact that lockers assigned to students are at all times considered to be the exclusive property of the school district and are subject to search upon reasonable suspicion.

New York State Peace Officers and Police Officers are the only people permitted, on school property, to have a weapon in their possession.

#### **TITLE IX**

Title IX is the portion of the Educations Amendments of 1972 which prohibits sex discrimination in federally assisted programs. Specifically, Title IX states:

"No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefit of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance."

Any questions in regard to Title IX should be referred to the Personnel Administrator, 592-3070.

## **GENERAL INFORMATION**

### **"A" DAY - "B" DAY SCHEDULE**

To accommodate science labs and physical education classes, each school day will be designated either as an "A" day or as a "B" day. If school is interrupted by a school closing (e.g., snow, hurricane, etc.), the school "A B" calendar will not be changed.

### **ADULT EDUCATION**

Juniors and seniors seeking enrollment in the Continuing Adult Education Program should do the following:

1. Request permission from the Director of Continuing Education Program. (631-592-3100)
2. Secure written approval from your guidance counselor.
3. Select courses not available in the regular day school program.

### **ANNOUNCEMENTS**

Students who wish to make announcements in regard to club and class activities should first clear the announcements with their faculty advisor or teacher. A copy of each announcement should then be turned into the Main Office by 12:00 noon the day before the announcement is to be made.

### **BULLETIN BOARDS**

Students who wish to post materials should consult with a faculty advisor or an administrator. Displays and bulletins may not be posted without prior approval. Materials are to be posted in the cafeteria (commons), or on the bulletin boards outside the Main Office or the Administrative Assistant's Office on the second floor. Special arrangements or exceptions for poster locations must also be approved by an administrator.

### **CHANGE OF ADDRESS AND/OR TELEPHONE NUMBER**

If you move (within the district) or change your phone number, please notify the registrar in central office at 631-592-3064.

### **COMMUNICABLE DISEASES**

Students returning to school after recovering from a communicable disease must be readmitted through the Health Office. Communicable diseases are German measles, measles, mumps, chicken pox, scarlet fever, conjunctivitis (pink eye) and mononucleosis.

**DELAYED OPENING OF SCHOOL**

In the event of inclement weather, it may be necessary to utilize one of the delayed opening schedules.

PERIOD	ONE HOUR DELAY	TWO HOUR DELAY
1	8:19 - 8:54	9:19 - 9:49
Administrative Time	8:54 - 8:55	9:49 - 9:50
2	9:00 - 9:30	9:55 - 10:20
3	9:35 - 10:05	10:25 - 10:50
4	10:10 - 10:45	10:55 - 11:20
5	10:50 - 11:25	11:25 - 11:55
6	11:30 - 12:05	12:00 - 12:30
7	12:10 - 12:45	12:35 - 1:00
8	12:50 - 1:25	1:05 - 1:30
9	1:30 - 2:00	1:35 - 2:00



### **EARLY GRADUATION**

Early graduation means graduating six months or one year ahead of time. Students interested in graduating early should discuss it first with parents and their counselor.

Students requesting early graduation should submit a letter of application for early graduation to the guidance counselor. The letter should state:

1. The requested date of early graduation.  
(August, January, June, and year).
2. The reason or purpose for early graduation.
3. The agreement of the parent. Such agreement should be accompanied by the signature of the parent.

A counselor will review a request and in a memo to the Principal state:

1. The counselor's recommendation about its feasibility.
2. How the student will complete the necessary remaining requirements for graduation.  
(Regular courses, summer school college courses, etc.)

After review of the above information, the Principal will reply directly to the parents and the counselor in regard to the status of the request.

The last school day in September is the deadline for early graduation requests. It should be noted that students who receive permission for early graduation at the end of the eleventh grade remain members of the junior class.

### **EMERGENCY CLOSING**

**For the most up-to-date information on school and event closings, visit the district website at [www.hhh.k12.ny.us](http://www.hhh.k12.ny.us)**

### **HOMEBOUND INSTRUCTION**

Students who anticipate that an absence from school will exceed one month may request home instruction. Provisions for this assistance may be arranged through the guidance counselor. Parents requesting this assistance are required to provide documentation from their physician. In the case of a communicable disease, the physician's documentation must state whether or not the disease is contagious.

### **HOMEWORK**

Homework is assigned to reinforce classroom instruction and to enable students to assess their own achievement. If a student has difficulty with homework or class work, the student should seek extra help from the classroom teacher.

**Students are expected to network with classmates to obtain homework and class work missed due to absence.**

### **IMMUNIZATION LAW**

Immunization Law 443 and Public Health Law 2164 mandates that no child shall be admitted to school or allowed to attend school in excess of fourteen days without certification or immunization against diphtheria, polio, measles, rubella and mumps. Failure to comply will result in exclusion from school 14 days after school opens in September.

### **JANUARY REGENTS EXAMINATIONS**

A student may request to take a January Regents exam by notifying his/her counselor. A student must have had a full year of seat time in order to sit for an exam. Students who wish to avail themselves of the ability to earn accelerated credit must get approval of the appropriate subject area administrator and school principal. Circumstances that warrant consideration are:

The course was passed the preceding June, but the Regents grade was failing.

1. The June Regents was missed due to illness.
2. Student has already taken the Regents exam but wants to improve his/her grade.

A student who meets these requirements must inform his/her counselor by October 1 that they are eligible to take the January Regents examination.

### **LABORATORY REQUIREMENTS for Science Regents Exams**

Students must satisfy the state mandated minimum laboratory requirements in a science course in order to be admitted to the Regents examination in that subject. All lab requirements must be satisfied by the final day of regular school instruction.

### **LIBRARY MEDIA CENTER**

The Library Media Center is open throughout the school day as well as after school and provides a quiet environment for individual study and research, reading and work on assignments. In order to preserve the right of all students to such an environment, every student has the responsibility to

maintain a sense of quiet in the LMC. Anyone unable to meet this responsibility will be required to leave. Students may use the LMC throughout the day, during their unscheduled time or lunch periods. Food or drink, however, may not be brought into the LMC. Students must have their ID card to enter and use the LMC. Books may be signed out for a two-week period and may be renewed. Students are urged to return or renew all materials on time; students who have overdue materials will not receive quarterly report cards until materials are returned. The LMC subscribes to almost 100 magazines. Current issues may be read in the LMC. Back issues may be used in the LMC or borrowed overnight. Photocopying is available at ten cents per page.

Computer facilities are available. No student may use these computers for any purpose other than for educational reasons. Playing games, entering chat rooms or engaging in other non-educational procedures is not allowed. Audio-visual (A.V.) equipment and materials are stored in the LMC and circulated from there to classrooms.

### **LOCKERS**

Individual lockers and locks are issued to each student with the understanding that the school and the student share joint dominion and control of the locker. Lockers may be inspected periodically as deemed necessary by school administration.

**Students are responsible for personal belongings and for the books and equipment issued to them by the school.** Each student is to use only the locker that has been assigned. Each student is responsible for the contents of his/her assigned locker, therefore students are not permitted to share lockers.

It is the responsibility of each student to safeguard the combination number of the lock.

**IN ORDER TO SECURE YOUR LOCKER, CLOSE IT AND TURN THE LOCKER DIAL ON THE LOCK ONE FULL TURN.**

**If you lose your lock, report it to the Main Office. You can purchase a new one at that time.** If you have a locker problem, report it immediately to the Main Office.

Gym lockers are to be used during physical education classes, intramurals and practices only. Students must secure their belongings at all times. All items are to be removed from gym lockers at the close of each class.

***You should always lock up your possessions.***

**LOST AND FOUND**

The Lost and Found area is located in the Main Office. All articles found in the building should be turned in to this office.

**MAIN OFFICE**

The Main Office is the administrative center of the school. It is open from 7:00 a.m. to 3:00 p.m. each day that school is in session. The Main Office number is 631-592-3200.

**MINI-COLLEGE ORIENTATION DAYS**

The specific dates of Mini-College Days are listed on the College Orientation and Testing Calendar in this handbook. On each of these days approximately thirty admissions representatives from colleges and other post-secondary institutions, together with High School West guidance counselors, will be available to parents and students. Detailed information about each Mini-College Orientation Day will be posted in the Counseling Center.

**PLEDGE OF ALLEGIANCE AND MOMENT OF SILENCE**

The Pledge of Allegiance is recited daily over the loudspeaker. All students are expected to be respectful and participate in this activity including those in hallways and offices.

**PERSONAL PROPERTY**

Students are not to leave personal property in the school building overnight. The school is not responsible for stolen or lost personal property. Students should not leave any personal property unattended.

**PHYSICAL EDUCATION MEDICAL EXEMPTIONS**

If a student requires a medical exemption from physical education, the following steps should be taken:

1. The student must present a doctor's note within one week of the original diagnosis to the nurse.
2. After receiving your medical exemption from the Health Office, you must then report to your P.E. class to obtain your Sportsfolio Program. To gain the necessary PE credit & meet graduation requirements you must complete the Sportsfolio Program.

**PROGRAM REQUIREMENTS**

Students should plan their programs with the intention not only of fulfilling minimum requirements but also of taking full advantage of the many elective courses offered in the various departments. Students must earn a minimum number of credits in order to achieve sophomore class standing (5 units of credit); junior class standing (10 units of credit); senior class standing (15 units of credit).

Students on each grade level are also required to schedule themselves for a minimum number of courses:

- Freshman.....Seven (7) credit-bearing instructional periods plus P.E.
- Sophomores ....Seven (7) credit-bearing instructional periods plus P.E.
- Juniors.....Seven (7) credit-bearing instructional periods plus P.E.
- Seniors .....Six (6) credit-bearing instructional periods plus P.E.

The regular school day consists of nine periods.

**Students are expected to be in school for the full nine periods.** Therefore, they should **not** make any outside commitments, **including employment**, which will prevent them from fulfilling this school obligation.

Late arrival and/or early dismissal from school, with parental permission, are privileges granted only to seniors provided their schedule allows such a privilege.

**N. Y. STATE PUBLIC HIGH SCHOOL ATHLETIC ASSOC.  
SUFFOLK COUNTY SECTION XI  
SPECTATOR CODE OF CONDUCT**

A. Statement of Philosophy

The member schools encourage the attendance of students, parents and interested members of the community at all athletic events. We further encourage their active support of these programs by participating in those activities which lend themselves to stimulating student achievement, good sportsmanship, and school spirit. These activities should be positive in nature and within the guidelines of the Section XI Code of Conduct. It is not our intent to reduce the involvement of spectators or the enjoyment of those who participate. Rather, it is our goal to create an atmosphere which is conducive to healthy athletic competition, safe for those involved, and provides the ideals of sportsmanship and sound educational practices.

**B. Spectator Code of Conduct\***

1. Spectators are an important part of the game and shall at all times conform to accepted standards of good sportsmanship and behavior.
2. Spectators shall at all times respect officials, coaches and players and extend all courtesies to them.
3. Wholesome cheering is encouraged.
4. Stamping of feet, taunting, foul and abusive language, inflammatory remarks, and disrespectful signs and behavior are not acceptable.\*\*
5. Faculty supervised pep bands are permitted during "dead ball time". However, spectator noise makers or sound devices are prohibited.
6. Spectators shall observe and obey the rules and regulations of the school concerning smoking, food and soft drink consumption, use of lavatory facilities and parking of cars.
7. New York State Law prohibits the use or possession of controlled substances of any kind on school property; the law further prohibits any person under the influence of a controlled substance to be on school property.
8. Spectators shall respect and obey all school officials, supervisors, and police at all athletic contests.

\* Violators of this Code are subject to eviction from the area.

\*\* Violations of B4., during a free throw attempt will be penalized by repeating the free throw, if missed. The official will make this decision.

**STUDENT ASSISTANCE FUND (Sponsored by the PTSA)**

The Half Hollow Hills Student Assistance Fund is a service of the Parent-Teacher-Student Association (PTSA). Loans are made available to High School West seniors in need of financial assistance to further their education beyond high school. Guidance Counselors will provide additional information to interested students.

**VISITORS**

Visitors must report to, show government issued identification, and sign in at the Information Desk in the main lobby. If approved by administration, they will receive a visitor's pass. Visits during school hours will be limited. Students may **not** bring guests or family members to school.

**WORKING PAPERS**

Students under 18 who intend to work after school hours or during vacation periods must apply for working papers at the Counseling Center. Despite the attractive features of a part-time job, students should give careful thought to the desirability of taking time and energy from school activities. School responsibilities take precedence over such jobs.

## **SPECIAL PROGRAMS**

### **ADVANCED PLACEMENT**

Advanced Placement courses are offered in English, Foreign Language, Mathematics, Science, Social Studies and Computer Science. These A.P. courses prepare qualified students to take the Advanced Placement Examinations for college credit.

All students who take Advance Placement classes are expected to take the Advanced Placement examination in May. The results from these examinations are reviewed on a national level and are integral to the validation of our program. **All students who choose to take an AP course must complete the course by taking the exam. Students who do not take the exam may not have the AP designation listed on their school transcript. The word “College” will replace the AP designation.** There is a fee for each AP exam. Students enrolling in AP classes must sign, along with their parents, the advanced placement agreement form distributed by the guidance counselors.

### **COLLEGE COURSES**

College courses are C.W. Post college courses taught by qualified Half Hollow Hills teachers. They may carry dual credit: credit toward high school graduation and, for nominal tuition, credit toward a college degree if accepted by a participating college/university.

### **INDEPENDENT STUDY**

Independent Study in World Language is offered after school. Information for enrollment in these classes is available in the counseling center.

### **READING CENTER**

The Reading Center is the site of traditional reading electives as well as individualized elective programs of study in reading at all ability levels.

### **SUNY FARMINGDALE PROGRAM**

The purpose of this program is to open certain Farmingdale programs to seniors. Students must meet admission standards for the programs. Students should consult with a counselor for further details.

### **TECHNICAL SCHOOL PROGRAMS (WILSON TECH)**

Students who have completed 10th grade may apply for admission to a technical school program. All credits earned may be applied toward satisfactory completion of requirements for graduation. The requirements for a Regents endorsement may also be satisfied.

## **TUTORING SERVICES**

Members of the High School West Chapter of the National Honor Society are available to tutor students in all the subject areas. Contact the Honor Society Advisor for information.

In addition, the Guidance Office has a list of certified teachers, employees in our District, who are available for employment as after school tutors.

## **WORK STUDY PROGRAM**

Students may earn credit as well as a salary while learning occupational skills related to a career interest. Work experience takes place at approved work stations in business, industry, and service agencies. Credit is earned in a related class and by the accumulation of successful work hours. This program is designed to facilitate the transition between school and full-time employment. Students must provide their own transportation. They must be 16 years old and recommended by a counselor.

## **STUDENT EVALUATION**

### **REPORT CARDS**

The school year is divided into four marking periods, which will end in November, January, April, and June. Report cards with students' grades and comments will be available on the Infinite Campus Parent Portal approximately one week after the end of each marking period. However, report cards will be held in the main office for students who owe fine money for vandalized school property, overdue library materials, calculators, team equipment, or lost books. If your report card has not been posted after two weeks from the end of the marking period, please contact the Counseling Center.

### **WITHDRAWING FROM A COURSE**

A student's selection of specific courses for a school year involves a commitment to those subjects. It also involves factors such as staffing and classroom usage that have cost implications. Consequently, a student should consider withdrawing from a course only for the most serious academic and personal reasons, and only after consultation with parents, teacher, and guidance counselor.

Official withdrawal should take place no later than the end of the first four weeks of a half-year course or the end of the first eight weeks for a full-year course. An approved withdrawal will result in a W (withdrawn) on the permanent record card. Students who have permission to withdraw after these time periods receive a **WF (Withdrawn Failing)** on the permanent



record card if they had a failing average or a **WP (Withdrawn Passing)** if the average is passing.

### **HONOR ROLLS**

Following each marking period, students who earn outstanding grades are recognized by placement on the High Honor Roll or the Honor Roll.

To achieve High Honor Roll standing, a student must have an overall 90 average with **no failures or incompletes**. Honor Roll status indicates an average of 85 with **no failures or incompletes**.

### **STUDENT ATHLETICS, PUBLICATIONS, CLUBS AND ASSOCIATIONS**

A great many opportunities exist for students to become involved in extracurricular activities, intramurals, and athletics. A description of extracurricular activities and their advisors will be posted shortly after school opens. Not all activities listed on this page qualify as credit towards National Honor Society service. Please see the National Honor Society advisor or an administrator for clarification.

#### **Business Clubs & Organizations**

School Business  
FBLA / Business Honor Society  
DECA

Interact  
Key Club  
National Honor Society  
SEC-Student Executive Council  
SADD

#### **Language Clubs**

Chinese Club/Honor Society  
French Club/Honor Society  
Spanish Club/Honor Society  
Italian Club/Honor Society

#### **Special Interest Clubs**

Art Honor Society  
Arts & Crafts  
Asian Club  
Brainstormers  
Chess Club  
Computer Club/E-Sports  
Cooking & Nutrition  
Coffee & Conversation  
English Honor Society  
Environmental Club  
Euro Challenge Team  
Federal Challenge Club  
Friendship Club  
GSA (Gay Straight Alliance)  
Glamour Gals  
Hills West Media Club  
History Honor Society

#### **Musical Groups & Organizations**

Jazz Band  
Marching/Pep Band  
Cross Campus Chamber Choir  
Cross Campus Wind Ensemble  
Tri-M  
Blue Notes

#### **School & Community Service Organizations**

African American Students Assoc.  
Athletes Helping Athletes

Ichtus Club  
 Mathematics Honor Society  
 Mathletes  
 Muslim Student Association  
 One World Youth  
 Peer AIDS Educators  
 Photojournalism  
 Racial Equity Alliance  
 Rising Stars  
 Regional Quiz Bowl  
 Robotics (FTC)  
 Science Honor Society  
 Science Olympiad  
 Step Team  
 Teen Animal Protectors  
 Trial Advocacy Club  
 Varsity Club  
 WISE – Women in Science  
 Women’s Empowerment  
 Yearbook  
**Intramurals**  
 Badminton  
 Basketball  
 Field Hockey  
 Lacrosse  
 Soccer  
 Softball  
 Swimming  
 Volleyball  
 Weight Training  
 Wrestling  
**Interscholastic Sports**  
 Badminton-Boys & Girls  
 (HSE&HSW)  
 Baseball  
 Basketball -Boys & Girls  
 Boys' Cross Country  
 Cheerleaders  
 Girls' Cross Country (HSE&HSW)

Fencing-Boys & Girls (HSE&HSW)  
 Field Hockey (HSE&HSW)  
 Football  
 Golf -Boys & Girls  
 Gymnastics (HSE&HSW)  
 Boys' Lacrosse (HSE&HSW)  
 Girls' Lacrosse (HSE&HSW)  
 Boys' Soccer  
 Girls' Soccer  
 Softball (HSE&HSW)  
 Swimming-Boys & Girls (HSE&HSW)  
 Tennis Boys’ - Spring  
 Tennis Girls’ - Fall  
 Boys' Track - Spring  
 Girls' Track - Spring  
 Boys' Volleyball (HSE&HSW)  
 Girls' Volleyball  
 Wrestling  
 Winter Track - Boys & Girls

**Sports Related Clubs**

Wrangs

**Theater Groups & Organizations**

Theater West - Fall Drama  
 Theater West - Spring Musical  
 Thespian Society

**Class of:**

Freshmen – Class of 2028  
 Sophomores – Class of 2027  
 Juniors – Class of 2026  
 Seniors – Class of 2025

Students should report to after school activities promptly. Extracurricular advisors and coaches are responsible for supervision.

### **NATIONAL HONOR SOCIETY**

The National Honor Society signifies excellence in all phases of personal development. Each year outstanding members of the junior and senior classes are inducted into the National Honor Society. The screening process is stringent. There are a number of requirements with which interested students should become familiar. You should approach the advisor with any questions you might have on the selection process and be sure to attend information meetings as they are scheduled.

The criteria for selection are:

#### **SCHOLARSHIP:**

Candidates (juniors/seniors) must maintain a 93% cumulative average for all courses in which graduation credits have been earned. This would include high school credit course taken prior to entry into grade 9. Average will be computed by using weighted grades for AP (.5) and honors classes (.3) and true average for all other classes. There must also be no failing grades for classes in which the Pass/Fail option has been selected. For juniors (students having earned a minimum of eleven units of credit toward a New York State high school diploma) requesting consideration for membership, averages, as indicated above, will be computed encompassing grades for 9<sup>th</sup>, 10<sup>th</sup> and the first two quarters of 11<sup>th</sup>. For seniors (students having earned a minimum of sixteen units of credit towards a New York State high school diploma) requesting consideration for membership in mid November, averages will be computed using grades 9 – 11, plus the first quarter of 12<sup>th</sup>. Candidates shall then be evaluated on the basis of character, leadership and service.

#### **CHARACTER:**

The names of all students under consideration will be circulated to the faculty for review. Factors considered in reviewing character include knowledge of student attendance, tardiness, integrity, conduct and attitude in and out of the classroom.

#### **LEADERSHIP:**

The student leader demonstrates initiative and leadership in the classroom, at work, in school and/or community activities, is thoroughly dependable in any responsibility accepted, exercises influence on peers in upholding school ideals and inspires positive behavior in others.

**SERVICE:**

Each student must give time and effort for the good of others through service to the school and/or community. To be eligible for the National Honor Society you must be an active participant in at least three ongoing activities each year. These activities may be extracurricular or outside school programs. *Intramurals may not be used for service credit.* Extracurricular includes Student Government, athletics, music, school plays and all other school clubs. Outside school programs involve community, religious groups, scouts, volunteer work at hospitals, etc. Students **MUST** have community service activity with a **minimum** of 10 hours each year. Our goal is to incentivize students to have passion in their service activity and continue with it over the years.

Seniors must complete the Student Activity Information Sheet for grades 11 and 12. Juniors are to list their activities for grades 9, 10, and 11.

Each of these traits is outlined in the application packet. Interested students should be aware of the application time and be sure to follow the schedule correctly.

Once inducted into the National Honor Society, students must maintain a minimum average of 93%. Members must also continue to demonstrate service. National Honor Society dues are \$25 per year. After warning letters have been sent to parents students will be DROPPED from membership for NOT maintaining any of the four criteria.

## STUDENT GOVERNMENT

Any student wishing to be considered for any school/class office must have demonstrated high standards of character, leadership and scholarship. He/she must be a student in good standing in accordance with school rules and regulations.

**Student Executive Council**

The Student Executive Council coordinates all school-wide activities. The Student Executive Council consists of a President (senior), a Senior Vice-President (senior) a Junior Vice-President (junior), a Sophomore Vice-President (sophomore), a Treasurer (senior, junior, or sophomore, a Secretary (senior, junior, or sophomore) and a Publicity Manager (senior, junior, or sophomore). The Student Executive Council will serve as the predominant student leadership group in the school.

In order to run for Student Executive Council office, a student must submit the following to the Student Executive Council Advisor.

1. A petition signed by at least 100 signatures for a school-wide position and 50 signatures for a Vice President position.
2. Three (3) letters of recommendation from faculty members attesting to their leadership and character.
3. The grade level administrator's recommendation.
4. A Student Executive Advisor approved election speech.
5. A signed statement of agreement to fulfill all responsibilities.

### **Class Officers**

Each grade has four elected officers who are actively involved with issues particular to their grade level. The following qualifications must be satisfied in order to run for President, Vice President, Secretary or Treasurer.

1. A petition of at least twenty-five signatures from classmates.
2. A formal statement of candidacy.
3. A prepared speech which is approved by a class advisor.
4. A signed declaration attesting to the candidate's willingness to serve and maintain school standards.

Meetings of the senior, junior, sophomore and freshman classes will be scheduled during the year as the need arises. Arrangements for class meetings will be made through the faculty advisor with the administrator for student activities.

### **AGENDA BOOKS AS HALL PASSES**

- All students are to use their agenda books as a hall pass whenever they are out of class during classes. The hall pass in the back of the agenda book should be completed and signed by a staff member. Failure to do so may result in disciplinary action.

**PSAT**

Saturday, October 26, 2024 at High School East

**SAT I and SAT II at High School East**

Saturday, October 5, 2024

Saturday, November 2, 2024

Saturday, December 7, 2024

Saturday, March 8, 2025

Saturday, May 3, 2025

Saturday, June 7, 2025

**ACT at High School West**

Saturday, October 26, 2024

Saturday, December 14, 2024

Saturday, February 8, 2025

Saturday, April 5, 2025

Saturday, June 14, 2025

**Advanced Placement Exams**

May 5 – 9, 2025 Monday - Friday

May 12 – 16, 2025 Monday - Friday

**Mini College Dates**

Tuesday, October 22, 2024 (10:30 – 12:00)

Tuesday, March 11, 2025 (12:30 – 2:00)

### ***Half Hollow Hills Internet Use Agreement***

The Half Hollow Hills School District is committed to optimizing student learning and teaching. The district considers student access to a computer network, including the Internet, to be a powerful and valuable educational and research tool, and encourages the use of computers and computer-related technology in district classrooms for the purpose of advancing and promoting learning and teaching.

The computer network can provide a forum for learning various software applications and through online databases, bulletin boards and electronic mail, can significantly enhance educational experiences and provide statewide, national and global communication opportunities for staff and students.

Regulations and handbooks, to be developed by the district will provide specific guidance on this, as well as rules governing the use and security of the district's computer network. All users of the district's computer network and equipment shall comply with this policy and regulation. Failure to comply may result in disciplinary action as well as suspension and/or revocation of computer access privileges.

With access to 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. 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 the network far outweighs the possibility that users may procure materials that are not consistent with the educational goals of the district.

The smooth operation of the network relies upon the proper conduct of end users who must adhere to the following guidelines listed under Internet terms and conditions. These guidelines are provided here so that you are aware of the responsibility you are about to acquire. In general, this requires efficient, ethical and legal utilization of the network resources. If a Half Hollow Hills School District user violates any of these provisions his or her account will be terminated and future access can be denied. The signature at the end of this document is legally binding and indicates the party who signed it has read the terms and conditions carefully and understands the significance.

The Half Hollow Hills Central School District will require all parents/guardians, teachers, and students to execute the release-user

agreement based on the guidelines listed under the following Internet terms and conditions.

#### Internet - Terms and Conditions:

##### 1. Acceptable Use -

The purpose of the Internet is to support research and education in and among academic institutions by providing access to unique resources and the opportunity for collaborative work. The use of your account must be in support of education and research and consistent with the educational objectives of the Half Hollow Hills Central School District. Use of another organization's network or computing resources must comply with the rules appropriate for that network. Transmission of any material in violation of United States or state regulation is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene material, expressions of bigotry, racism, or hate, or material produced by trade secret. Use of commercial activities is generally not acceptable. Use of product advertisement or political lobbying is also prohibited.

##### 2. Privileges -

The use of the Internet is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. Each student who receives an account will be responsible for that account and its usage. Therefore, under no circumstances should your account be shared with anyone other than the School District Internet Coordinator. The District Internet Coordinator or Building Administrator will deem what is inappropriate use and their decision is final. This may result in a revocation or suspension of specific user accounts.

##### 3. Network Etiquette -

You are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to the following:

- Be polite. Do not get abusive in your messages to others.
- Use appropriate language. Do not swear, use vulgarities or any other inappropriate language.
- Illegal activities are strictly forbidden.
- Do not reveal your personal address or telephone number.
- Note that electronic mail (e-mail) is not guaranteed to be private. People who operate the system do have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.



- Do not use the network in such a way that you would disrupt the use of the network by other users.
- All communication and information accessible via the network should be assumed to be property of the Half Hollow Hills Central School District.

4. Security –

Security on any computer system is a high priority, especially when the system involves many users. If you feel you can identify a security problem on the Internet, you must notify a Half Hollow Hills administrator or Internet coordinator. Do not demonstrate the problem to other users. Attempts to log onto the Internet as a system administrator will result in cancellation of user privileges. Any user identified as a security risk or having a history of problems with other computer systems, may be denied access to the Internet.

5. Vandalism -

Vandalism will result in cancellation of privileges. Vandalism is defined as any malicious attempt to harm or destroy data of another user, Internet, or any of the above listed agencies or other networks that are connected to the Internet. This includes, but is not limited to, the uploading or creation of computer viruses.

I understand and will abide by the above Internet Use Agreement. I further understand that any violation of the regulations listed above are unethical and may constitute a criminal offense. Should I commit a violation, my access privileges may be revoked; school disciplinary actions may be taken, and/or appropriate legal action.

User Name (please print)\_\_\_\_\_

User Signature:\_\_\_\_\_Date\_\_\_\_\_

(If you are under the age of 18, a parent or guardian must also read and sign this agreement.)

PARENT OR GUARDIAN

As the parent or guardian of this student, I have read the ***Internet Use Agreement***. I understand that this access is designed for educational purposes. However, I also recognize it is impossible for the Half Hollow Hills Central School District to restrict access to all controversial materials and I will not hold them responsible for materials my child may acquire on the network. Further, I accept full responsibility for supervision if and when my child's use is not in a school setting. I hereby give permission to

the Half Hollow Hills Central School District to issue an account for my child and certify that the information contained on this form is correct.

Parent/Guardian's Name (please print): \_\_\_\_\_

Parent/Guardian's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Grade/Class: \_\_\_\_\_

**DAILY TIME SCHEDULE**

**Bus Arrival: 7:00 a.m. - 7:10 a.m.**

<b>Warning Bell &amp; AM announcements</b>	<b>7:15 - 7:19</b>
<b>Period 1</b>	<b>7:19 - 7:59</b>
<b>Admin. Time</b>	<b>7:59 - 8:00</b>
<b>Period 2</b>	<b>8:05 - 8:45</b>
<b>Period 3</b>	<b>8:50 - 9:30</b>
<b>Period 4</b>	<b>9:35 - 10:15</b>
<b>Period 5</b>	<b>10:20 - 11:00</b>
<b>Period 6</b>	<b>11:05 - 11:45</b>
<b>Period 7</b>	<b>11:50 - 12:30</b>
<b>Period 8</b>	<b>12:35 - 1:15</b>
<b>Period 9</b>	<b>1:20 - 2:00</b>
<b>Shuttle/Announcements: 2:00 - 2:05</b>	

Administrative Offices Open 7:00 - 3:00  
Counseling Center Open 7:00 - 3:00  
Library Media Center Open 7:19 - 3:00

Bus Departure: 2:10 p.m.  
Activity Bus: 4:00 p.m.  
Athletic Bus: 5:15 p.m.

**HALF HOLLOW HILLS CENTRAL SCHOOL DISTRICT  
2024 - 2025 SCHOOL CALENDAR**

Adopted: 1/8/2024

AUG. / SEPTEMBER 2024				
M	T	W	T	F
				30
(2)	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27

August	30	Superintendent's Conference Day
September	2	Labor Day
September	3	First Day of School
October	3-4	Rosh Hashanah
October	14	Columbus Day
November	1	Supt. Conference Day - Diwali
November	5	Supt. Conference Day - Election Day
November	11	Veterans Day
November	27-29	Thanksgiving Recess
December	23-31	Christmas/
January	1	New Year's Recess
January	20	Martin Luther King Day
January	29	Lunar New Year
February	17-21	Winter Recess
March	31	Eid al-Fitr
April	14-18	Spring Recess/Passover
May	23-26	Memorial Day Recess
June	6	Eid al-Adha
June	19	Juneteenth
June	27	Last Day of School

FEBRUARY 2025				
M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

OCTOBER 2024				
M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

MARCH 2025				
M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

NOVEMBER 2024				
M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

**DAYS IN ATTENDANCE EACH MONTH**

August:	0 + 1
September:	20
October:	20
November:	15 + 2
December:	15
January:	20
February:	15
March:	20
April:	17
May:	20
June:	18
<b>TOTAL:</b>	<b>180 + 3</b>

APRIL 2025				
M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

DECEMBER 2024				
M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

MAY 2025				
M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

JANUARY 2025				
M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

JUNE 2025				
M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27

*The Board of Education develops the calendar annually and reserves the right to change this calendar if emergency closings during the school year require additional days.*

**Emergency Closing Days:**

Should a first day be needed, May 23 will be a school day for students.

Should a second day be needed, June 6 will be a Superintendent's Conference Day for staff only.

Notes: There will be 3 half-days at the end of the elementary school year; these days will be June 25, June 26 and June 27.

# **STUDENT CONTRACT**

## **2024 - 2025**

My signature below indicates that I have received my copy of the student handbook for the 2024-2025 school year. I understand that the Half Hollow Hills Student Code of Conduct and the Academic Integrity Policy is contained within this handbook and that I must adhere to the rules and regulations set forth within the Code of Conduct and the Academic Integrity Policy.

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Student's Signature

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Print Name

Grade

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Social Studies Teacher

Period