HIGH SCHOOL EAST

Student Handbook

Building Administration

Mr. Paul Perskin, *Principal*
Mr. Adetokunbo Kareem Agoro, *Assistant Principal*
Mr. Shaun Hantzschel, *Assistant Principal*
Mr. Brett Kindelmann, *Assistant Principal*
Ms. Adriana Mendrinos, *Assistant Principal*

Board of Education

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Stephanie Gurin
Dr. Leonard Patella
Michael Prywes
Dina Shulman
Donna Smawley
Colin Specter

Central Office Administration

Mr. John O'Farrell, *Superintendent of Schools*
Dr. Milton Strong, *Assistant Superintendent for Education Operations*
Ms. Anne Marie Marrone Caliendo, *Assistant Superintendent for Business*
Mr. Michael Truocchio, *Assistant Superintendent for Human Resources*

HALF HOLLOW HILLS

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Puja Malhotra, *Vice President of Fundraising*
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Andrea Wan, *Secretary*
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Roxy Singh, *Delegate to Council*
Nichole Floropoulos & Geetika Rametra, *Past Presidents*

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COMMUNITY ASSISTANCE DIRECTORY

General Information-Main Office 592-3100
Guidance Department 592-3150
Attendance Office 592-3135
Nurses' Offices 592-3101/3127
Ms. Jennifer Grant, Director of Guidance 592-3150
Alanon & Alateen Groups Alcohol Related Problems 669-2827
(help for family and friends of an alcoholic)
Alcohol Hotline 549-8700
Alcoholics Anonymous *(24 hour hotline)* 654-1124
Amityville Drug and Alcohol 789-3700
Babylon Youth Bureau 422-7660
Career/College Information: Counseling Center 592-3150
Change of Address and/or Phone: Main Office 592-3100
Changing Schools: Main Office 592-3100
College & Financial Aid: Counseling Center 592-3150
Family Service League of Huntington 427-1768
Homebound Instruction: Assistant Principal 592-3108
Huntington Crisis Counseling Hotline 549-8700
Huntington Drug & Alcohol 271-3591
Huntington Hotline *(Suicide Prevention)* 549-8700
Jewish Counseling Services 724-6300
Locker Problem: Assistant Principal 592-3128
Long Island Council of Churches 727-2210
Lost and Found: Main Office 592-3100
Madonna Heights 643-8800
National Runaway Switch Board – Hotline 1-800-786-2929
Parking Permits: Assistant Principal 592-3115
Personal Problems: Counseling Center 592-3150
Poison Control Hotline 24 Hour 1-800-222-1222
Reach C.Y.A 549-9417
Response: Suicide Prevention 751-7500
Sanctuary Project *(Runaway Prevention)* 271-2183
Schedule Problems: Counseling Center 592-3150
South Oaks Hospital 264-4000
Student Attendance: Attendance Office 592-3135
Suicide Prevention: Middle Earth Switchboard 1-516-679-1111
Town of Huntington Youth Bureau 351-3061
Transcripts: Counseling Center 592-3150
Working Papers: Counseling Center 592-3150

HALF HOLLOW HILLS CENTRAL DISTRICT
CODE OF CONDUCT

Implementing Project SAVE and the Dignity for All Students Act

BOARD OF EDUCATION

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Dr. Leonard Patella
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ASSISTANT SUPERINTENDENT FOR EDUCATION OPERATIONS

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High School West
Ms. Maria Belfiore

Candlewood Middle School
Mr. Matthew Mayo

West Hollow Middle School
Ms. Allison Beyersdorf

Otsego Elementary School
Dr. Stacy Gillespie

Paumanok Elementary School
Mr. Steven Vitolano

Signal Hill Elementary School
Dr. Maryann Fasciana

Sunquam Elementary School
Ms. Karen Littell

Vanderbilt Elementary School
Ms. Lana Long Louis

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, 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.

Definitions

For the 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, 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 bi-sexuality. (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.

New York State Dignity For All Students Act (DASA)

No student shall be subjected to harassment, intimidation, discrimination, or bullying by any school employee or student. All forms of harassment, intimidation, discrimination or bullying are strictly prohibited and will not be tolerated on school property and at school functions.

The Dignity Act (DASA) includes, but is not limited to the following 11 protected classes, groups or characteristics. The Dignity Act prohibits any discrimination based on actual or perceived characteristics. Students in Public Schools in New York State are protected from discrimination, harassment and persecution on the basis of actual or perceived: Race, Color, Weight, National Origin, Ethnic Group, Religion, Religious Practice, Sex, Gender, Sexual Orientation, and Disability.

In compliance with Section 801-a of New York State Education Law and the Dignity Act, all schools in the Half Hollow Hills Central School District will provide instruction in civility, citizenship and character education by expanding the concepts of tolerance, respect and dignity.

The Half Hollow Hills Central School District encourages student, family and community involvement in the reporting and prevention of discrimination and harassment. A Dignity Act Coordinator (DAC) has been appointed to each school building within the District. The Dignity Act Coordinator or the Principal's designee will investigate all reports of discrimination or harassment related to DASA.

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.
- Attire that may disrupt the educational process is unacceptable. 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.

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. See Board of Education Policy #5300.40. 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, images, 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. In cases where a student engages in such conduct, and school officials have reason to believe the images involved constitute child pornography, a referral will be made to the appropriate 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, cannabinoids, cocaine, 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, bongs, e-cigarettes, vaporizing devices, rolling papers, grinders, lighters, plastic bags used for packaging and distribution of drugs, scales, 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, or concealing the truth from, 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, vaporizers, device, 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 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*** to access forms for reporting any complaints.

School District Action- the District will promptly investigate all complaints, 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

<u>Student Use of Electronic Devices</u>

To avoid disruption of the learning process and to prevent possible theft, cell phones, tablets, laptops or any other electronic devices are not to be activated or visible during the school day *(7:15 a.m.- 2: 00p.m. at the high schools, and 7:45 a.m.-2:40 p.m. at the middle schools)* 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 /school personnel 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 suspend-

ed, 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.

Revised July 2014

PRINCIPAL'S MESSAGE:

"Success is a science; if you have the conditions, you get the result." The words of Oscar Wilde reflect the significance of preparation and understanding; two basic ingredients that will certainly guide students on a path to best realize their goals. Similar to how an explorer utilizes a compass, we welcome you to the Student Handbook. The purpose of this resource is to serve as an informative guide throughout the year. Inside you will find pertinent information that emphasizes school policies and different aspects of our programs.

Additionally, this handbook serves as a pact which clearly outlines your rights as a student as well as clearly highlights expectations for acceptable student behavior. Please take the time to read and become familiar with its contents. It is an honor to serve as your principal, and as such, I pledge in being a staunch advocate for the rights of every member of our school community, likewise, I expect that right to be respected unequivocally; and will hold all members of our school community accountable for their actions as well.

As an institution steeped in a rich tradition of excellence, with an equally dedicated administration, staff and faculty; High School East is nationally recognized as one of the finest schools in the country. The rich academic offerings coupled with a wide variety of extracurricular opportunities and a strong interscholastic athletic program will assuredly provide no boundaries to the limit of one's experiences.

As we embark on a new school year, you are encouraged to get involved and to be a positive contributor to our amazingly rich and diverse school community. For all the resources a school may provide, its student body has and will continue to be its most valuable. It is your passion, thoughts and ideas, and above all your spirit that makes High School East truly come to life. Looking forward to an outstanding year!

Sincerely,
Mr. Paul Perskin, Principal

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 in education, a goal for which the Half Hollow Hills Central School District has historically been dedicated to providing the community.

Finally, the Board of Education 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 ONLY)*
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 table tops and chairs after students have removed all refuse. **Eating is prohibited in the Student Center.**

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 undisrupted 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 the 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 not seditious, libelous, or 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 the 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 abide with school policies and rules of behavior will be subject to an activity suspension. By definition, this means students will not be permitted to stay on school premises after 2:10 pm for a specific number of days as assigned by building administration. If an activity suspension is enacted, a letter will be sent to the child's parents.

DETENTION

Student will be required to remain at school during and/or beyond the end of the regular school day (2:00 pm). When a student is assigned detention he/she will receive a notice that he/she is to go to detention for said time. 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 member of the professional staff. The student must bring suitable study material 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 "Prohibited Student Conduct" in Student Code of Conduct.

IN-SCHOOL SUPERVISION

In-School-Supervision (ISS) school level consequence in which the assigned student is separated from their regularly assigned schedule. 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 material available in the ISS room. Full day ISS assignments may not exceed five (5) consecutive days. ISS is assigned by a building administrator. At that time, school officials will make every effort to notify a student's parents in a timely fashion.

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 disrupt the orderly function and/or learning atmos-

phere of the school. Suspension shall be considered a right of the principal when the seriousness of a particular charge against a student merits this action.

The student will be given oral or written notice of the charge(s) and an opportunity to present his/her view of the issue(s). In the case of a student whose presence poses a danger to person(s) 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.

SUPERINTENDENT'S SUSPENSION

A Superintendent's Suspension may be imposed after a Superintendent's Hearing occurs. This hearing is conducted for the most serious and egregious violations of the Student Code of Conduct. This may include, but not limited to situations involving drugs, alcohol, violence, weapon possession, threatening a staff member, and other serious offenses.

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. This may include but not limited to reprimand, repayment for physical damage, cleanup, revocation of privileges associated with school activities, detention, exclusion from class, In-School Supervision or Out-of-School Suspension.

AFTER SCHOOL ACTIVITIES

Students in the building between 2:10 pm and 5:20 pm are to be spectators and/or participants in supervised activities only. These activities may be curriculum based or a co-curricular activity such as a club and/or sport. Students not involved in these activities, but who remain after school, are subject to school discipline. Students who have not arrived at an approved activity by 2:20 pm may be subject to school discipline as well.

ASSEMBLY BEHAVIOR

When students enter the auditorium and/or lecture hall for a presentation, they should proceed to their seats in an orderly and calm fashion. Students should treat all guests with respect and give them their undivided attention. Therefore, shouting, calling out, whistling and other inappropriate behavior will not be tolerated. At the end of a particular presentation, building administration or their assigned designee will dismiss students.

ATTENDANCE

Students are expected to attend school every day, and arrive at the scheduled time, 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.

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 am to be considered eligible unless an administrator approves otherwise. This applies to any school day when class is in session.

ATTENDANCE / ABSENCE

Excused calls should take place the same day as the absence. A note should be submitted the day the student returns; however, if there are extenuating circumstances, a note will be accepted no later than one week following the absence. No changes will be made after that time. All tests and missed work during the absence must be made up as soon as possible after returning to school.

BALL PLAYING

After school hours, athletic endeavors are permitted in designated areas with supervision only.

BIAS CRIMES

New York State's Dignity for All Students Act seeks to provide a safe and supportive environment free from discrimination, intimidation, taunting, harassment, and bullying on school property, a district transportation and/or at a school function. Respect and dignity for others include: an awareness and sensitivity in the relations of people, including but not limited to, different races, weights, national origins, ethnic groups, religions, religious practices, mental or physical abilities, sexual orientations, gender identity, and sexes (New York State Education Department, 2019).

In addition, committing hate crimes such as desecrating a cross or placing a swastika with the intent to harass, annoy, threaten or alarm another person is against school regulations. Students who commit bias crimes that use these symbols will be subject to school disciplinary action and furthermore this misconduct will be reported to local law enforcement authorities.

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 markup desks, lockers, etc. since such equipment is expensive and subject to hardware 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, exclusion from class, ISS and/or Out-of-School Suspension.

CHEATING

Cheating on an assignment and/or tests is in direct conflict with the academic integrity policy of High School East. Students found guilty of cheating and/or plagiarizing assignments, which includes copying information directly off the Internet without proper referencing, will be given a zero for that assignment or test and teachers will promptly notify the parents. In addition, students should never leave a classroom with any form of an assessment. **Please note:** Current and prospective members of the National Honor Society will also face a disciplinary hearing to determine the continuation of their membership. Administrative discipline may also be applied. Class notes may be shared but may not be sold to other students. Please refer to the full **Half Hollow Hills Academic Integrity Policy** (page 53) for more information.

CLASS CUTTING

It is expressly understood that class cutting is not permitted. Since an important part of each subject grade is based on class participation, an illegal absence from class may result in lower marks on an individual's report card. Classes are to be attended daily. Infractions of this rule will result in the following disciplinary actions as per the Board of Education Policy #5100 (approved October 24, 2016):

Disciplinary Action for Unexcused Absences

Unexcused absence 1: Teacher notifies parent, detention is assigned.

Unexcused absence 2: Teacher notifies parent, detention is assigned.

Unexcused absence 3: Teacher notifies parent and detention is assigned. Teacher gives written notice to the grade level administrator who meets with the student.

Unexcused absence 4: Teacher notifies the grade level administrator. The grade level administrator will meet with the student and assign ISS (In School Supervision). A conference with the parent will be held.

Unexcused absence 5: Teacher will notify the grade level administrator. A conference with the parent will be held. The student will be subject to OSS (Out-of-School Suspension).

Attendance/Grade Policy:

The Board of Education recognizes that class attendance is essential to good student performance. Consequently a student's final grade may be based on classroom participation as well as the student's performance on homework, tests, papers, projects, etc. Students are expected to attend all scheduled classes. Unexcused absences, tardiness and/or early departures may affect a student's class participation grade for the marking period.

Students who are truant and/or found cutting multiple classes during a specific day will receive disciplinary action which may include In-School Supervision and/or Out-of-School Suspension for a term to be designated by building administration.

The **New York State Commissioner's Regulation on Student Cutting** has determined that if a student has cut class on the day of a test, project, or graded experience, a cut will be recorded with the appropriate administrative action. A grade of zero will be entered and averaged for the examination, project, or graded experience and the student will not be afforded the opportunity of a make-up.

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 and/or administrator will result in disciplinary action which may include detention, exclusion from class, ISS and/or Out-of-School Suspension.

CONTROLLED SUBSTANCE ABUSE

Any student found using, possessing, administering, dispensing, or under the influence of drugs, narcotics or alcohol in or around the school building or during school sponsored functions will be suspended, and in the case of drugs, turned over to a representative of the Suffolk County Police. In such cases the maximum penalty will be applied. **(See Code of Conduct)**. Additionally, any student who is present within a group of students when a

controlled substance is being used or when a controlled substance or drug paraphernalia is visible is subject to school discipline. Any student exercising control over a locker, bag or any other item concealing drugs is subject to school discipline.

DIRT BIKES

Dirt bikes or unregistered vehicles are not allowed on school grounds under any circumstances. Students operating unlicensed vehicles are subject to school disciplinary measures and referral to local law enforcement agencies. Registered vehicles may only be operated by licensed drivers on designated school roadways.

ELECTRONIC DEVICES

Smart phones, iPods, MP3 players, headphones, and other electronic devices not required for classes or other academic purposes should not be activated during school hours. The use of technology in the classroom will always be at the discretion of the teacher. If a student decides to utilize their device and/or accessories on schools grounds, they willingly take full responsibility for their respective device as the school is not responsible. In addition, for the safety of all students, headphones should not be worn in the halls. In this day and age, it is imperative that all students remain present and in the moment for important impromptu announcements and /or directives. However, the Student Center, Cafeteria and Library will serve as technology friendly areas for students. In addition, please carefully review the notice in regard to social media. Students found to be in violation of the Code of Conduct, which involves the use of smart phones and/or electronic device(s) may result in their device being confiscated by building administration.

Additionally, students may not photograph, record, videotape, etc. any member of the Half Hollow Hills community, including other students, or its guests without prior teacher and/or administrative approval. Inherent in this statement is the prohibition of the distribution of any type of material as outlined above.

EXTORTION

Students should not solicit money from other students in any area of the school, especially in the cafeteria. Taking or threatening to take the property of others through intimidation or other means shall result in parent notification, provision for return of property, and referral to law enforcement agencies. In addition, a student may receive disciplinary action which may include detention, exclusion from class, ISS and/or Out-of-School Suspension.

FALSE FIRE ALARMS / FALSE REPORTING

Setting or reporting a false fire alarm is a criminal offense. Therefore, any student found 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. In addition, the false reporting of information to building and/or district administration, whether verbally and/or electronically is a violation of the Code of Conduct. This type of behavior will result in an investigation and if warranted, disciplinary action which may include detention, exclusion from class, ISS, Out-of-School Suspension and/or a Superintendent's Hearing.

FALSE REPORTING OF BOMB THREATS

New York State has a law establishing a felony penalty for making a bomb threat against schools. 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 service

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.

FIELD TRIPS

A student may be excluded from attending field trips if one or more of his/her teachers believes that the student would benefit from attending classes or has been suspended out of school or has been in "In School Supervision" on a regular basis. Any student who has been suspended out of school for drug or violence related incidents will be excluded from participating in any field trips for the remainder of the school year.

FIREWORKS

Fireworks are not allowed on school grounds under any circumstances. Students in possession or using fireworks will be suspended from school and law enforcement agents may be notified. Student may also be subject to a Superintendent's Hearing.

GAMBLING

Playing games of chance for money is not permitted. Students are not permitted to play dice, or card games, under any circumstances. Students violating this rule will be referred to an administrator for immediate action which may lead to detention, ISS or Out-of-School Suspension.

HALL PASSES

Any student who asks permission to leave the classroom must have their Student Agenda Book **"Hallway Passport"** section – signed by the teacher or an official, blue school pass only.

HARASSMENT

An individual, or a group of individuals, is guilty of aggravated harassment when annoying, threatening, or alarming another person(s) because of a belief or thought, or perception regarding such person's race, color, national origin, ancestry, gender, religion, religious practice, age, disability or sexual orientation. This includes any hazing or initiation *(e.g. Frosh Fridays, team induction, or others).* Violators will be subject to school discipline at the least, and may also be charged under section 240.31 of the New York State penal law.

INTERNET USER 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 regulations. 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 material 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 material that is 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.

LASER POINTERS

Laser pointers are not allowed on school grounds under any circumstances. Such items will be confiscated and students will be subject to disciplinary action.

MEDICATIONS

A student may not carry any medication whether prescribed or over-the-counter. All medications must be in an original container or prescription bottle and can only be administered by the school nurse. A doctor's note and parental permission is required. Forms may be picked up in either Health Office.

OTHER BEHAVIOR TERMED OFFENSIVE

A student must comply with the lawful direction of any teacher, principal or other authorized school personnel during any period of time when the student is under the authority of such school personnel. Violence, force, noises, coercion, threat, intimidation, fear, passive resistance, or any other misconduct is not permitted. Students should not use inappropriate or profane language or gestures when interacting with members of the school community. These actions interfere with the orderly function of the educational process. Violation of the rules may result in detention, ISS or suspension.

PERMISSION TO LEAVE SCHOOL GROUNDS

No student may leave school grounds while school is in session without specific parental request and/or administrative approval and without checking out at the Attendance Office. Parents who wish to have their son or daughter excused early from school must call the Attendance Office. The parent or an adult designee must sign the student out. Students will not be released to anyone but the parent or an adult designee of the parent. We appreciate the cooperation of all parents in this regard. Doctor or dentist appointments should be scheduled outside of regular school hours.

PETS

Students are not permitted to bring their pets to school without the permission of building administration.

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.

SCHOOL DRESS

The Half Hollow Hills Code of Conduct has continually outlined proper school attire. An extract from page 10 of the student handbook states:

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. When it pertains to student dress, please review a few examples of inappropriate dress stated below:

- Wearing shirts that allow a student's midriff or upper body to show.
- Wearing shorts or garments that are too short.
- Wearing shirts with thin or "spaghetti" straps. Undergarments should not be exposed.
- Wearing pants and/or shorts below the waistline, which expose one's underwear.
- Wearing hats and do-rags. Garments worn for religious purposes are acceptable.
- Wearing items that depict themes that are lewd, illegal and/or obscene.

SELLING AND FUNDRAISING

The selling of any items on school property and/or events including but not limited to candy, T-shirts, tickets, etc. without the permission of building administration is prohibited. Violations of this rule will result in a referral to building administration which may enact consequences, such as, detention, exclusion from class, ISS and/or Out-of-School Suspension.

SKATEBOARDING

Students are not permitted to skateboard on school property due to the health and safety risk this activity presents. Violation of this rule will result in a referral to building administration which may enact consequences, such as, detention, exclusion from class, ISS and/or Out-of-School Suspension.

SMOKING / NO SMOKING LAW COMPLIANCE

Be advised that by Board of Education Policy, State and County Laws, smoking is prohibited on all property and facilities of the Half Hollow Hills School District. **There are to be no exceptions to this practice.**

Possession or use of cigarettes or any tobacco product is not permitted on school grounds or at any school sponsored functions. **In addition, electronic cigarettes, vaporizing devices, hookah cigarettes or any other products that simulate smoking are not permitted on school grounds** (Please review more information under Vaping)**.**

Any student violating this rule will be subject to disciplinary consequences up to and including suspension from school as well as formal notification to the Department of Health.

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 lifestyles 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 term "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, cannabinoids, 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 is also 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 & SLEIGH RIDING

Because of the obvious safety hazard, it is expressly understood that there is to be no snowball throwing or sleigh riding anywhere on school property (This excludes any part of the school's outdoor education program). Any student violating this rule will be subject to disciplinary action which may include detention, exclusion from class, ISS and/or Out-of-School Suspension.

SOCIAL MEDIA

Providing a safe and orderly environment while upholding the dignity and respect of all members of our school community continues to be an ongoing focus of the Half Hollow Hills School District. As the use of technology and social media platforms grow, the stream of information and access to our students continues to increase as well. As we respect the right of individuals to utilize social media platforms to communicate, this type of social networking comes with an enormous level of responsibility for everyone within our school community.

It is important to understand that the intent of the sender is not at the center of the focus, but the **reasonable foreseeability** that a particular communication may promote a disturbance to the school community. Therefore, issues raised through the use of social media/texting that meet this description, whether on school grounds or not, will be investigated, and if warranted, be assigned disciplinary action in accordance to the District's Code of Conduct. Characteristics of inappropriate social media use include, but are not limited to:

- Threatening social media posts of and/or with weapons
- Threatening social media posts that threaten and/or intimidate others
- Inappropriate language and/or comments of an ethnic and/or racial nature
- Inappropriate language and/or comments regarding other students (rumor, innuendo, etc.)
- Posting and/or forwarding inappropriate images and content

Please know that some cases will be referred to the Suffolk County Police Department for further review/investigation.

SORORITIES & FRATERNITIES

High School East 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 will be issued a photo ID card upon the opening of school. All students are required to prominently display their student ID (ID should be visible and worn in front of the student) while on school grounds and must be prepared to show it when asked by school personnel. Similar to period to period attendance, a record will be kept of ID usage. Students who fail to wear their ID will be subject to disciplinary action. Students who need a replacement ID should go to the Attendance Office during their lunch or free period.

STUDENT PARKING PERMITS

Seniors only, not including early graduates, who possess a New York State (no other state) **Class D** license may apply for a student parking permit if they have fifteen or more school

credits. Pupils park their cars at their own risk, and any damage or vandalism that may happen to the automobile while it is parked is solely the responsibility of the owner and/or driver of the vehicle. (B.O.E. policy #5454) School Board rules clearly indicate that student parking is a **senior privilege**. Permits will be issued to senior students in good standing only after administrative review. Parking privileges may be suspended if any of the parking regulations are transgressed or if a student is repeatedly tardy to school. Students without parking permits should use school district transportation services.

Parking Regulations:

1. Only vehicles registered to applicant or applicant's family may be driven to school. One permit will be issued to each student.
2. Reported reckless driving will be reviewed administratively and will result in temporary or permanent loss of parking privileges.
3. The parking permit will come in the form of a tag which is to be hung from the rearview mirror while on school grounds. **THE PERMIT MAY BE USED ONLY FOR THE VEHICLE FOR WHICH IT WAS ISSUED.**
4. All student vehicles must be parked in the area designated for students on the west side parking lot. **These areas are marked by white lines**. Parking is not permitted in fire zones (yellow curb areas), faculty, kitchen delivery or handicapped 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 before the end of a regular school day requires written administrative authorization. Such authorization must be presented to the security personnel at the parking lot exit.
7. Students must follow directions of parking lot attendants who are employed to enforce school regulations.
8. In the event of an accident occurring while driving to or from school, it is the student's (driver's) responsibility to file a report with the school immediately upon arrival at school.
9. The maximum speed allowed on school grounds is 5 mph.
10. Vehicles may not occupy two lanes.
11. Students must use entrances and exits according to the posted signs.
12. Under NO circumstances are vehicles to interfere with the arrival or departure of our school buses.
13. The paved area which leads behind the West Gym is off limits to vehicles.
14. The school and school authorities are not responsible for any damage or vandalism done to vehicles while on school property.
15. Students should be aware that automobiles parked on the school premises or in the school parking lot are subject to search at any time, and especially when officials have reason to believe weapons, drugs, or objects prohibited by school policy or State law are contained therein.
16. If you violate school rules (ex: lateness, cutting, etc.) you may lose your parking permit.
17. Students must present their student ID when instructed to do so by school employees.

TARDINESS

Tardiness has a negative effect on learning. Time lost in the classroom is irretrievable and disruptive to the learning process. Illegal absences from school are considered cutting of all classes missed that day. Consequences for tardiness are outlined in Board Policy #5100, adopted on October 24, 2016.

School Tardiness: If a student reports to school late, he/she should sign in at the Attendance Office. Lateness will be officially recorded on the student's report card.

A parental phone call is required at the time of tardiness. If tardiness is illegal or occurs frequently, the student is subject to disciplinary action. Seniors who are tardy are subject to revocation of parking privileges.

Students arriving late to school must report to the Attendance Office to be signed in and issued a late pass. All latenesses will be considered unexcused. If a parent or legal guardian feels the reason for lateness should be excused, he or she must personally call the Attendance Office at 592-3135, and give the reason for the lateness. Only the following reasons are acceptable: illness, doctor's appointment, court case or family emergency. No other reasons are acceptable. If it is determined that the lateness is considered excused, the information will go on the student's record as noted. Under no circumstances will a student be issued an excused pass if the call is made by any individual other than the parent or legal guardian.

Excuse calls should take place the same day as the lateness; however, if there is an extenuating circumstance the parent or guardian may call no later than one week after the lateness. No changes will be made after that time. Notes will not be accepted.

Classroom Tardiness: A student is tardy to class when he/she is not in the room when the signal to begin class ends. Tardy students are subject to teacher discipline to include home contact, detention, and/or referral to administration.

TEXTBOOKS

Any book issued to a student becomes his/her responsibility. Students must put their names in the textbook that is assigned to them. All students must legibly fill out the textbook card with their name, teacher's name and date. If the book is lost, stolen, misplaced, damaged, etc., the student must make restitution. Students must return the book assigned to them as indicated by textbook number. All other books turned in are the property of the school district.

THEFT

A student guilty of theft, possession of stolen goods, or selling of stolen goods will be placed in detention or ISS or suspended from school. The student and/or parent will be held financially responsible for the restitution of property. Incidents of theft will be reported to law enforcement agencies.

TRESPASSING

Any student using the facilities or present on property without appropriate authorization may be considered to be trespassing. Trespassers will be asked to leave by school personnel. Refusal to cooperate will result in referral to the principal, contacting the parents or guardian and possibly notifying the police. Additional disciplinary action may be necessary.

VAPING

Vaping, as it is commonly called, is a process in which a liquid is vaporized and inhaled. While most devices contain high concentrations of nicotine with a variety of flavors that appeal to minors, in some cases, the liquid contains THC; the active ingredient in

marijuana. These devices operate on a battery charge and contain heating coils that, when not properly maintained, have the potential to combust without warning. These devices pose a serious health risk to all those that use them; particularly our students. In the state of New York, recently signed legislation added electronic cigarettes and vaporizers to the Clean Indoor Air Act; which bans the use of these devices on the grounds and within all public facilities throughout New York State, including all schools within our district. Due to the seriousness of this activity, students found in possession of and/or using these devices on school grounds are in violation of New York State law as well as the Half Hollow Hills School District Code of Conduct. As a result, the following disciplinary actions(s) will be carried out in cases involving electronic cigarettes, vaporizers, vaping paraphernalia, etc.

Please Note: A student's first offense with a nicotine-based vaporizer and/or related paraphernalia will result in strong disciplinary action and/or counseling which may also include consequences, such as a five-day out of school suspension. Additional offenses or activities that involve the sale and/or transaction, or the possession and/or use of nicotine-based vaporizers and/or related paraphernalia will result in increased disciplinary action.

The possession and/or use of vapor liquids and/or paraphernalia that contain controlled substances, such as THC oil, will result in a five-day out of school suspension and a referral to the Superintendent of Schools for further disciplinary action along with a possible referral to the Suffolk County Police Department.

VIOLENCE

Violence of any type is **NOT ACCEPTABLE AT HIGH SCHOOL EAST** and will not be tolerated or accommodated in any form. High School East has a policy of zero tolerance for violence as per the airline analogy, "You are what you say." Threats are a serious matter and students will be disciplined accordingly. All threatening statements 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 and MAY be subject to a Superintendent's Hearing. Students who are involved in a second fight WILL, in addition to the above, be subject to a Superintendent's Hearing for the purpose of expulsion from High School East.

The safety of students and staff can only be accomplished with the full cooperation of the whole school community. Students and parents must be willing to take any steps, including testifying if necessary, to assist in achieving the security of all.

WEAPONS, EXPLOSIVES AND 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, and the New York State Penal Code 265.06, 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:

- Any weapon which will or is designed to or may readily be converted to expend a projectile by the action of an explosive;
- The frame or receiver of such a weapon;
- Any firearm muffler or firearm silencer;
- 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;

Any combination of parts either designed or intended for use in converting any device into a destructive, 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:

1. Student's age;
2. Student's grade;
3. Student's prior disciplinary record;
4. Parent/Teacher input;
5. Superintendent's belief that other forms of discipline may be appropriate; and
6. 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 Education 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 Assistant Superintendent for District Wide Administration at 592-3025.

GENERAL INFORMATION

"A" DAY "B" DAY SCHEDULE

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

ADULT EDUCATION

Adults over the age of 18 years may register for these classes.

ANNOUNCEMENTS

Students who wish to make announcements in regard to club and class activities should first clear the announcements with their faculty advisors. A copy of each announcement should then be turned into the Main Office by 9:00 am the day before the announcement is to be made.

BULLETIN BOARDS

Students should feel free to approach an administrator and request that materials be posted. Displays and bulletins may not be posted or removed without permission. Materials for posting are to be approved by the advisor in charge or an administrator. Materials are to be posted on bulletin boards, not masonry walls. Masking tape should be used. No election poster/flyer will be displayed. All material to be posted is limited to the area between the west gym and Main Office. Posters displayed outside this area will be removed.

CLUBS & ACTIVITIES

A wealth of opportunities exist for students to become involved in extracurricular athletics, publications, clubs, and associations. A description of extracurricular activities and their advisors are posted shortly after school opens on our website or by clicking on the following link **(High School East Extracurricular Book).**

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

CHANGE OF ADDRESS AND/OR TELEPHONE NUMBER

If you move (within the district) you must provide proof of new residency to the Registration Office at Central Office.

For change of contact information, you must send an email to parentportal@hhh.k12.ny.us.

COMMUNICABLE DISEASES

Students returning to school after recovering from a communicable disease must be readmitted through the school's Health Office. Communicable diseases including but not limited to German measles, measles, mumps, chicken pox, scarlet fever, conjunctivitis (pink eye), and mononucleosis. All concerns should be directed to the Health Office at 592-3101 or 592-3127.

COUNSELING CENTER

Students are encouraged to become familiar with the Counseling Center early in their high school career. Student and Counselor should get to know each other as soon as possible so that the student can benefit from the multitude of programs and assistance available through the Counseling Center. The Counselors assist students with educational planning, interpretation of test scores, occupational and career information, study skills, personal, home, school and/or social concerns, and any other situation that the student feels he/she would like to discuss. Students are assigned a School Counselor with whom they will work throughout high school. Whenever possible, guidance appointments should be made during non-instructional periods. Students can arrange to see a counselor by making an appointment in the Counseling Department. The Center is open from 7:20 am to 2:00 pm (592-3150).

GRADUATION CREDIT REQUIREMENTS

In order to earn a diploma, every student must earn a minimum of 22 credits in addition to meeting specific New York State testing competencies. Only those students who successfully fulfill the diploma requirements are permitted to participate in graduation exercises.

For the most up-to-date information regarding graduation requirements, refer to the Course Offerings Catalog (available in the Guidance Office) and online at:

http://www.nysed.gov/curriculum-instruction/general-education-and-diploma-requirements

DELAYED OPENING OF SCHOOL

The following schedule has been approved by the Assistant Superintendent for delayed openings at both High School East and High School West:

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

EARLY DISMISSAL PASS

As stated earlier, students are not permitted to leave school early unless they have approval from an administrator. However, seniors are eligible for an early dismissal pass which will allow them to leave High School East after their last scheduled class (student must be enrolled in 5 instructional periods and physical education. In order to so, students and parents must complete the appropriate form available on the HSE website. It must also be digitally signed by a parent or guardian, and the student. When leaving school grounds,

students must show the security guard their "Early Dismissal Pass." Failure to follow early dismissal rules could result in the loss of parking and/or early dismissal privileges.

When processed, passes can be picked up in room 742. If you have multiple children in the senior class, please fill out a form for each child. If you have any questions and/or special circumstances, please call 592-3114.

EARLY GRADUATION

Early graduation means graduating six months or one year ahead of time.
Students interested in graduating early should discuss this with their 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.

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**

HOMEBOUND INSTRUCTION

Homebound instruction will be offered only after a student's 20th consecutive day of absence. 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. At home library services are also available. Contact the outreach librarian at the Half Hollow Hills Community Library at 421-4530, Ext. 64.

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 classwork the student should seek extra help from the classroom teacher. **It is the student's responsibility to obtain homework and classwork 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:

1. The course was passed the preceding June, but the Regents grade was failing.
2. The June Regents was missed due to illness.
3. The 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 1st that they are eligible to take the January Regents examination.

LABORATORY REQUIREMENTS FOR SCIENCE REGENTS EXAM

The laboratory requirement for entry into a Regents science examination is a minimum of **1200 minutes** of hands-on lab with satisfactory laboratory reports. This is found in each New York State Regents Core Curriculum in science, as well as the Commissioner's regulations.

LIBRARY MEDIA CENTER

The Library Media Center is open during the school day *(7*:00 am - 4:00 pm*)* to provide 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 and/or computer lab throughout the day, during their unscheduled time or lunch periods. Food or drink, however, may not be brought into either area. Students electing to use either facility during a free period must arrive on time and remain for the entire period. Once the five minute grace period has ended, students will not be admitted without a pass. Students who wish to use the library during part of their lunch period can pick up a library pass at the start of the period from the librarian. This pass will give a student an opportunity to eat lunch first and then leave the cafeteria for the remaining twenty minutes to use the library.

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 material will not receive quarterly report cards until materials are returned.

Graduating seniors who have not returned books will be denied a cap and gown for graduation.

The LMC subscribes to over 100 magazines. Current issues may be read in the LMC. Periodicals do not circulate. Photocopying is available at ten cents per page. Computer facilities for information retrieval are available. See a librarian about using this service.

Audio visual (A.V.) equipment and materials are stored in the LMC and circulated from there to classrooms. Arrangements can be made for students to use equipment in the Center in connection with an assignment or project.

The Library will be open for two hours, after school, each day.

LOCKERS

Hall individual lockers are issued to each student with the understanding that the school and the student share joint dominion and control of the locker. Lockers are the property of the school district and subject to inspection as determined necessary or appropriate. **Students are responsible for everything in their locker including personal belongings, books, and/or equipment issued to them by the school.** Each student is to use only the locker that has been assigned. Students are not to share lockers. It is the responsibility of each student to safeguard the combination number of the locker. Students should not store valuables in their lockers. **BE SURE TO SECURE YOUR LOCKER WITH THE PAD LOCK. DO NOT REMOVE THE SCHOOL LOCK FROM THE ASSIGNED LOCKER.**

Gym lockers should be used during physical education classes, intramural and practices only. Students **MUST** bring their own locks to be used on their gym lockers. **All students should secure their possessions in lockers with a lock in the locker room. Students using the West Gym Boys and Girls locker rooms may lock their items in a locker in the caged locker area for additional security.** If you have a locker problem report it immediately to the physical education teacher. **THE SCHOOL IS NOT RESPONSIBLE FOR LOST OR STOLEN PERSONAL PROPERTY THAT IS NOT SECURE IN GYM LOCKER.**

All hall and gym lockers are the property of the school system and subject to inspection as determined necessary or appropriate.

LOST AND FOUND

The Lost and Found area is located in both the Main Office and the East Office. All articles found in the building should be turned in to these offices.

MAIN OFFICE

The Main Office is the administrative center of the school. It is open from 7:00 am to 3:00 pm each day that school is in session. The Main Office number is 592-3100.

MINI COLLEGE ORIENTATION DAYS

High School East hosts a fall and spring mini-college day, where between forty and fifty admission representatives from colleges and other post-secondary institutions, along with school counselors, meet with prospective students to discuss post-secondary plans. Detailed information about each Mini-College Orientation Day will be posted in the Counseling Department.

PLEDGE OF ALLEGIANCE & MOMENT OF SILENCE

The Pledge of Allegiance is recited and a moment of silence is provided daily over the loudspeaker. Appropriate respect is required. Students who choose not to pledge to the flag may remain seated or step outside the room. They are, however, expected to behave respectfully and not disrupt the atmosphere of those who recite the pledge.

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 be alert to the fact that personal property should be secure at all times. Do not leave personal property unattended. Do not leave bookbags, books, handbags, etc. out of your sight.

PHYSICAL EDUCATION MEDICAL EXEMPTIONS

If a student requires a medical exemption from physical education, the student must present a doctor's note within one week of the original diagnosis. Students are required to complete a "Sportsfolio" if they are medically exempt.

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. Following are the **minimum** number of instructional periods for which a student in each grade must be scheduled:

- **GRADES 9, 10 & 11:** 7 Instructional Periods + Physical Education + Lunch
- **GRADE 12:** 5 Instructional Periods + Physical Education + Lunch

The regular school day consists of nine periods. Students enrolled in 9th, 10th and 11th grades 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.

NEW YORK, STATE PUBLIC HIGH SCHOOL ATHLETIC ASSOCIATION: 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 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, is safe for those involved, and which 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 of 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 B.4 during a free throw attempt will be penalized by repeating the free throw.*

VISITORS

Visitors must sign in at the main entrance. All visitors will be required to provide a valid NYS Issued ID to receive a visitor's pass. Visits during school hours will be limited, which includes alumni unless otherwise permitted by building administration. Students may not bring guests 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. The hours are 7:20 am to 2:30 pm daily. 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 (AP) COURSES

Advanced Placement courses are offered in Art, English, World Languages, Mathematics, Science, Social Studies and Computer Science. AP courses prepare qualified students to take the Advanced Placement Examinations in May for college credit. All students who enroll in an Advanced Placement class are expected to take the Advanced Placement examination in that subject. AP Exams occur during the month of 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 corresponding AP 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.

All students enrolled in an **Advanced Placement (AP)** course must commit to taking the AP exam aligned with their course by **November 1st**. **Students who register late will be assessed a $40.00 per exam late fee. Additionally, a $40.00 per exam cancellation fee will be assessed for any exam order canceled after the College Board's announced deadline**. (Students who are not enrolled in an AP course seeking to take an exam "independently" must adhere to the same deadline).

The College Board grants the **AP Capstone Diploma** to students who earn scores of **3 or higher in AP Seminar and AP Research and on 4 additional AP Exams** of their choosing. (Students must qualify for this distinction **prior to graduation** in order to receive recognition.) The AP Seminar and Research Certificate is granted to students who earn scores of 3 or higher in both AP Seminar and AP Research.

COLLEGE COURSES

The Long Island University **"High School Scholars"** program offers high school students enrolled in *Honors College English, Honors College Calculus and/or Marketing Principles (College Marketing), College Accounting II, College Business Law II, College Sports Marketing, and/or College Contemporary Issues in Education*, a unique opportunity to accelerate their college education. Through dual-credit courses—applicable toward both the high school diploma and a bachelor's degree. Enrolled students seeking dual credit are required to pay a significantly reduced fee to earn college credit.

Stony Brook University's **"Accelerated College Education (ACE)"** Program provides students with the academic challenges of a college-level curriculum within the high school setting. Enrollment in ACE courses may provide future opportunities to students, such as the ability to enroll in higher-level college courses or to complete a four-year degree in a shorter amount of time. Students enrolled in *College French 12, College Italian 12, College Spanish 12* and *The Digital Generation: Creating a Professional Web Presence through Social Media* are eligible for this program. Enrolled students seeking dual credit are required to pay a significantly reduced fee to earn college credit.

EXTRA HELP

Teachers are available for extra help for 90 minutes weekly. Each teacher will post an extra help schedule at the beginning of the school year. It is suggested that students discuss and arrange extra help sessions with their teachers.

STUDENT AIDES

Opportunities exist for students to earn service credit as student aides. A student may apply to serve as a laboratory aide, library aide, office aide, physical education aide, or as a department aide in a subject area. Students should contact teachers in the area that interests them. Teachers will confer with the department supervisor and the student's guidance counselor.

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 East Chapter of the National Honor Society are available to tutor students in all subject areas. Contact the Honor Society Advisor or a guidance counselor for information.

STUDENT EVALUATION & PERFORMANCE

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/student portal approximately one week after the end of each marking period.

WEIGHTING OF COURSES

The Weighting System involves:

- The grouping of courses into academic ability levels according to their academic difficulty.
- Computation of class average by the use of multiple factors applied to marks obtained in courses.
- A student not achieving a minimum grade of 85 percent in an AP, Honors, or College-Credit bearing course is encouraged to transfer to another level course in the department.

DETERMINING THE WEIGHTED VALUE OF A COURSE

The difference between the final grade earned in a course and 100 is multiplied by one of the following:

Course Level	Weight
Advanced Placement (AP) Courses	.50
Honors & College-Credit Bearing Courses	.30
Regents Courses	.10
Non-Regents & Elective Courses	0

Example: A Student Earns a Final Course Grade of 80				
A. P. Level Course	100 -80 20	20 x.50 10.00	**80** +10 **90**	**= True Final Grade** = Bonus Points **= Weighted Final Grade**
Honors & College-Credit Course	100 -80 20	20 x.30 6.00	**80** +6 **86**	**= True Final Grade** = Bonus Points **= Weighted Final Grade**
Regents Level Course	100 -80 20	20 x.10 2.00	**80** +2 **82**	**= True Final Grade** = Bonus Points **= Weighted Final Grade**

Non-Regents/ School Elective	100 -80 20	No Weight	**80 = True Final Grade**
Independent Study Course Grades Are Not Included in the GPA Calculation			

EXPLANATION OF COURSE WEIGHT

- **AP:** represents all Advanced Placement courses (most challenging available).
- **Honors/College-Credit:** represents courses (indicated by courses number in the course offering booklet) which include content of Regents syllabus with more difficult assignments, greater comprehensiveness, and more extensive enrichment.
- **Regents:** represents courses outlined in the State syllabus for grade level and any Regents strand culminating in a New York State Regents or Common Core examination.
- **Non-Regents/Elective:** represents courses of study developed by the State or the school district and terminates in a school examination or project.

TRANSCRIPTS

Students earn both a "True" average (based on raw grades) and "Weighted" average (based on academic difficulty) on their transcripts. The grade point average computed at the end of Grade 11 will be indicated on the student's transcript as they begin the college application process.

Important: High school transcripts may include specific academic courses taken in the middle school that culminate in a New York State Regents assessment. NY State school law (8 CRR-NY II E §100.4(d)) specifies that courses that culminate in a Regents assessment taken before grade 8 cannot be included in the credit count for a high school transcript. NYS Regents assessments taken prior to grade 8 shall be indicated on a student's transcript. With the exception of credit for World Languages, students cannot earn diploma credit for coursework completed in a registered NYS school or district prior to grade 8. This is true even for courses that grade 7 students take in the high school setting Guidance on Grade 8 Acceleration for Diploma Credit (P-16 News and Notes, December 2007).

GRADE REPORTING PROCESS

School policy requires that grades be numerical. Any numerical grade below 65, however, is recorded as F on the quarterly report card. The final average is a numerical grade.

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 (4) weeks for a half year course** or the end of the **first eight weeks (8) for a full year course**. An approved withdrawal by the course teacher and grade level administrator after these time periods will result in a **WF (Withdrawal Failing)** or **WP (Withdrawal Passing)** on the transcript and permanent report card.

HONOR ROLLS

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

- **High Honor Roll Status:** a student must have earned an overall **90** percent average **(NO rounding up of grade or average)** in all classes with no failures or a grade of incomplete.
- **Honor Roll Status:** a student must have earned an overall **85** percent average **(no rounding up of grade or average)** in all classes, with no failures or a grade of incomplete.

NATIONAL HONOR SOCIETY

Join the High School East National Honor Society Information Page For Additional Information By Clicking Here.

Purpose: Excellence in all scholarship, leadership, character and service are the cornerstones of High School East's Chapter of the National Honor Society. Outstanding members of the junior and senior classes are inducted annually into this organization. The screening process is outlined in the application packet, which will be available to academically qualified students after the second marking period. Once completed, the packets are reviewed by a faculty committee which determines, in accordance with the bylaws of the National Honor Society, the students to be inducted. Members of the National Honor Society provide service to the school and community in various capacities.

CRITERIA FOR SELECTION (click here and review the following):

A. **SCHOLARSHIP:**

- Juniors must have earned a minimum of 11 units of credit toward a New York State high school diploma for initial consideration.
- Candidates must obtain a minimum **93% National Honor Society average** (not True or Weighed average) which is determined by the calculated grades earned through the 5th semester of high school (midpoint of Grade 11). All courses in which graduation credits have been earned are included in this formula. This would also include any high school credit bearing course taken prior to entry into grade 9.
- **Determining National Honor Society Grade Point Average Eligibility**:
  - **AP** and **Honors** course grades taken by a student will be calculated differently than Regents or Elective courses.
  - **AP courses** will be computed using their weighted value **(.5)**
    - Ex. a 90 AP final course grade would earn a 95 in the NHS computation
  - **Honors courses** will be computed using their weighted value **(.3)**
    - Ex. a 90 Honors final course grade would earn a 93 in the NHS computation
  - **Regents and Elective courses** earn their true average only. No weight is factored.
  - The NHS Average is determined at the midpoint of the school year; therefore, a student will earn half the value of the course grade to that point, not the full value, plus half the value of the earned weight.
    - Ex. a 95 midyear average in an AP course will earn 47.5 (= half of 95) credit, plus a weighted value of 1.25 (half the value of 2.5) converting the midyear average to a 48.75.
    - Ex. a 91 midyear average in an Honors course will earn 45.5 (= half of 91), plus a weighted value of 1.35 (half the value of 2.7) converting the midyear average to a 46.85.

B. CHARACTER:

Content of student discipline records and faculty evaluations will be scrutinized and weighed heavily by the Faculty Council, and may be grounds for exclusion.

C. SERVICE:

Community and School Service must be performed from September of junior year through the application due date.

COMMUNITY SERVICE

- All community service must be performed through a non-profit community service organization.
- 10 Hours of Community Service must be documented for each individual date performed, the hours it was performed (ie: 1:30-2:30 pm), and include separate signatures for each day of community service.

MUST BE COMPLETED THROUGH A NON-PROFIT ORGANIZATION

- Assisting at a temple or church event/activity
- Youth Group Activities
- Nursing Home/Hospital Volunteer
- HHH Community Library
- Food Drives (not related to school clubs)
- Volunteering at Homeless Shelters or food banks
- Fundraising for a specific cause. Such as Habitat for Humanity, Breast Cancer.

Not Acceptable Forms of Service

- Volunteering in an office/business, unless that business is not for profit.
- You may not volunteer at a dance studio, karate studio, etc. since these are for profit organizations
- Tutoring/Babysitting/Helping Neighbor
- Activities in the community that are requirements as an active member in a school club.

SCHOOL SERVICE

- School service hours include any non-club related activity that benefits the school environment and/or assists in the operation of the school.
- Active Membership (attending 75% of meetings) in TWO HSE school clubs; or
- Participation in one sports team (only HHH sponsored sports will count); or
- Participation in Fall Drama/ Spring Musical; or
- Volunteering to help out in school offices or a teacher in the building for 10 hours
- Active Membership in a club will be determined by attendance records and the club advisor.

There are very specific requirements about activities that count as school service and as community service. Failure to complete the appropriate activities will impact your acceptance into the National Honor Society.

***Please Note:** If you are currently participating in or thinking of services other than those listed above, you must submit a short write-up to the NHS advisors to confirm that these hours are acceptable; otherwise, they may not be. Falsely listing participation in a club or community service activity on an application is grounds for elimination from consideration.

CRITERIA FOR MAINTAINING MEMBERSHIP

A. Scholarship
- Students are required to maintain a minimum cumulative National Honor Society average of 93%. Only AP and Honors courses will be weighted for National Honor Society consideration. AP courses will be weighted .5 and Honors courses .3, as noted above.
- Should a student not maintain a 93 average for one quarter, probationary measures will be taken.
- Should a student not maintain a 93 cumulative National Honor Society average for more than one quarter, the student will be dismissed from National Honor Society.

B. Character
- Out of school suspension warrants immediate dismissal from National Honor society.
- Violations of the code of conduct will be considered in assessing maintenance of membership and may result in dismissal from National Honor Society and/or a meeting with the Faculty Council.
- If you are involved in an incident of cheating as recognized by the HSE student handbook, the incident will be reported to the Faculty Council who will determine your status as a NHS member.

C. Member Requirements
- Attendance at all meetings is mandatory.
- Payment of dues is required.
- Peer tutoring is required.

D. Service
- Mandatory volunteer service hours are required monthly for each member.
- Hours considered for maintaining membership must be either school service (not including clubs) or community service through a non-profit organization.
- Service hours must be submitted in a timely manner. Should a student not submit service hours for one month, probationary measures will be taken.

Please Note: Should a student not submit service hours for a second month, the student will meet with the faculty council who will determine the student's status within the organization. This may include dismissal from the organization.

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
- Use online plagiarism detection resources, such as Turnitin.com
- 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

****Adapted from Gavigan (2007) & Kennedy (2009).**

References:
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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

STUDENT GOVERNMENT

The Half Hollow Hills High School East Student Government is an organization devoted to the good and welfare of both the school and the community. With that purpose in mind, social and service activities are organized, funds are allocated and student government elections are held. Meetings are open to all students and faculty members who are invited to participate in discussions at weekly meetings.

The Student Government consists of an Executive Board of Class Officers. The Executive Board meets weekly.

The Executive Board of Class Officers consists of a Chairperson and Vice-Chairperson. Each respective class will elect the following class officers; President, Vice President, Secretary and Treasurer.

The Chairperson may be a junior or a senior and serves as the leader of both branches of all branches of Student Government.

To run for a Class Government office, a potential candidate must present a petition signed by 50 classmates. Besides the student petition, the candidate and his/her parents sign a petition which indicates that they will adhere to the following:

- Officers must demonstrate academic competency and maintain passing averages in all classes.

- Officers must demonstrate good character and behavior appropriate for a student leader. Officers who receive any form of suspension will be removed from office.
- Officers must attend regularly scheduled Student Government and class meetings.
- Officers must attend and participate in the planning of all activities of Student Government and the class they represent.
- Failure to maintain these standards will result in removal from office.

During the week prior to student elections, students running for office will be profiled in a designated showcase as per Student Government guidelines.

STUDENT GOVERNMENT CLASS MEETINGS

Meetings of the senior, junior, sophomore and freshman classes will be every Wednesday at 2:15 pm in the Student Center and more often if needed.

Arrangements for class meetings will be made through the faculty advisor with the administrator for student activities

IMPORTANT DATES FOR 2026-2027 SCHOOL YEAR

PSAT Exam
Saturday October 17, 2026 (Digital) @ High School East

SAT Exam Schedule	
SAT @ High School East	September 12, 2026 (Digital)
SAT @ High School East	October 3, 2026 (Digital)
SAT @ High School East	November 7, 2026 (Digital)
SAT @ High School East	December 5, 2026 (Digital)
SAT @ High School East	March 6, 2027 (Digital)
SAT @ High School East	May 1, 2027 (Digital)
SAT @ High School East	June 5, 2027 (Digital)

ACT Exam Schedule	
ACT Exam @ High School West	September 19, 2026
ACT Exam @ High School West	October 17, 2026
ACT Exam @ High School West	December 12, 2026
ACT Exam @ High School West	February 27, 2027
ACT Exam @ High School West	April 20, 2027
ACT Exam @ High School West	June 12, 2027

AP Exam Schedule	
Advanced Placement Exams	May 3-7, 2027 / May 10-14, 2027

Mini-College Dates (Sponsored by the North Shore Consortium)	
Thursday, October 22, 2026	**12:30 pm - 2:00 pm (periods 8-9)**
Thursday, March 18, 2027	**10:20 am - 12:00 pm (periods 5-6)**

HSE Bell Schedule

Morning Transportation

Bus Arrival	7:10 am - 7:20 am

Regular Bell Schedule

First Bell	7:15 am
Period 1	7:19 am - 7:59 am
Morning Announcements	7:59 am - 8:00 am
Period 2	8:05 am - 8:45 am
Period 3	8:50 am - 9:30 am
Period 4	9:35 am - 10:15 am
Period 5	10:20 am - 11:00 am
Period 6	11:05 am - 11:45 am
Period 7	11:50 am- 12:30 pm
Period 8	12:35 pm - 1:15 pm
Period 9	1:20 pm - 2:00 pm

Afternoon Transportation

Shuttle Bus	2:05 - 2:15 pm
Bus Departure	2:10 pm
Activity Bus	4:00 pm
Athletic Bus	5:20 pm

Office Hours

Administrative Office	7:00 am - 3:00 pm
Library Media Center	7:15 am - 3:20 pm
Counseling Center	7:20 am - 3:00 pm

2026-2027 SCHOOL CALENDAR

HALF HOLLOW HILLS CENTRAL SCHOOL DISTRICT
2026 - 2027 SCHOOL CALENDAR

Approved: 1/12/2026

SEPTEMBER 2026				
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		

OCTOBER 2026				
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

NOVEMBER 2026				
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				

DECEMBER 2026				
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	

JANUARY 2027				
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

September	1	Superintendent's Conference Day #1
September	2	First Day of School
September	4 & 7	Labor Day Weekend
September	21	Yom Kippur
October	12	Columbus Day
November	3	Election Day/Superintendent's Conference Day #2
November	11	Veterans Day
November	25 - 27	Thanksgiving Recess
December	24 - 31	Christmas/
January	1	New Year's Recess
January	18	Martin Luther King Jr. Day
February	15 - 19	Winter Recess
March	9	Eid al-Fitr/Superintendent's Conference Day #3
March	26 & 29	Easter Recess
April	19 - 23	Passover/Spring Recess
May	17	Eid al-Adha
May	28 & 31	Memorial Day Recess
June	25	Last Day of School

DAYS IN ATTENDANCE EACH MONTH

September:	18	+ 1
October:	21	
November:	16	+ 1
December:	17	
January:	19	
February:	15	
March:	20	+ 1
April:	17	
May:	18	
June:	19	
TOTAL:	180	+ 3

180 # Student Attendance Days
3 # Conference Days
183 Total # Days
183 Total Days

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.

FEBRUARY 2027				
M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26

MARCH 2027				
M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

APRIL 2027				
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

MAY 2027				
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				

JUNE 2027				
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		

Should a first day be needed, May 28 will be Superintendent's Conference Day #4.
Should a second day be needed, the District will pivot to remote instruction for students.
Notes: There will be 3 half-days at the end of the elementary school year; these days will be June 23, June 24 and June 25.