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Ms. Celestine Mercado, Psychologist	Mr. Mark Graziani, Social Worker
Mrs. Cynthia Mandel, Psychologist	Ms. Kristen Tizzano, Psychologist
Ms. Jennifer Provda, Social Worker	Mr. Brendan Bouzas - Social Worker

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Announcements

Announcements are made over the public address system or via video announcements each morning. Each morning, they are posted on the Walt Whitman High School website, which can be accessed via a link through the South Huntington UFSD site (www.shufsd.org). When necessary, additional announcements are made in the afternoon, at the conclusion of 9th period. Announcements for morning broadcast must be brief and submitted by a faculty member to the Main Office Assistant Principal by 7:10 AM via email.

Attendance and Absence

Under New York State Law, pupils must attend school every day while enrolled unless there are necessary causes for absence, such as personal illness, death in the family, or religious observance. In the event of absence, a parent or legal guardian must call the Attendance Office (631-812-3840) to advise us of the reason for the absence.

State Law requires that on the day following an absence, a written excuse for the absence must be submitted to the Attendance Office. This excuse must be signed by a parent or guardian and must include the following information:

1. Current date
2. Student's full name
3. Date of absence
4. Reason for absence

Students failing to comply with this regulation may be referred to the Assistant Principal's Offices.

All work must be made up within the time set by each teacher. A mark of incomplete for work not made up could result in course failure. If a student is absent near the end of a marking period and it is physically impossible to make up the work, an incomplete may be given until the work is satisfactorily completed during the next marking period. Note that a grade of incomplete cannot be issued at the completion of the fourth marking period due to incomplete or missing classwork.

Students must be present within the first 10 minutes of their period 1 class to be permitted to participate in any co- or extra-curricular activity on a given day. This includes after-school practices and rehearsals. If extenuating circumstances exist (e.g., doctor's appointment), an official note must be submitted by the student to the appropriate administrator **prior to** the event. Refer to the high school Eligibility Policy for detailed information in this regard.

Automobiles and Parking

Only students who are officially members of the Junior or Senior Classes and who possess a valid, unrestricted, Class D or M license will be permitted to drive/park on school property.

New York State Vehicle and Traffic Law prohibits students with learners' permits or junior licenses from driving to school unless accompanied by a parent or legal guardian. Since the District provides regular bus transportation, a student should have a valid reason for driving an automobile to school instead of riding the bus.

Students have the privilege of parking in the rear parking lot behind the South Cafeteria and outside the North Gym. The faculty parking lot is off-limits to students. All vehicles must be registered with security even if the vehicle is used only occasionally. Students violating this regulation will be subject to disciplinary action. Parking permit stickers must be clearly displayed. **Unregistered or illegally parked cars may be towed away at the owner's expense.** Use this [Student Parking Application 24/25](#) to apply for a parking permit.

Student parking areas are off-limits during the school day. Students will not be permitted access to their vehicles during the school day unless approved by an administrator. Loitering in automobiles or leaving school property illegally will be subject to disciplinary action. All vehicles should be locked when parked on school property. The school assumes no responsibility for the safety of your vehicle or its contents. Also, understand that student vehicles may be subject to search as warranted.

Drivers must drive carefully and obey the school speed limit of 15 miles per hour at all times. Reckless behaviors will disqualify students from driving to school for a period determined by the administration and may result in further disciplinary action. **Student parking privileges are contingent upon maintaining good attendance and good behavior. If a student loses parking privileges due to poor attendance or behavior, (s)he may earn these privileges back if improvement is shown.**

Bell Schedule (lunch periods in orange)

<u>Regular Schedule</u>		<u>Delayed Opening</u>	
Buses Arrive	7:10 AM	Buses Arrive	9:10 AM
Period 1	7:25 AM-8:10 AM	Period 1	9:25 AM-9:52 AM
Period 2	8:15 AM-8:55 AM	Period 2	9:57 AM-10:24 AM
Period 3	9:00 AM-9:40 AM	Period 3	10:29 AM-10:56 AM
Period 4	9:45 AM-10:25 AM	Period 4	11:01 PM-11:28 PM
Period 5	10:30 AM-11:10 AM	Period 5	11:33 PM-12:00 PM
Period 6	11:15 AM-11:55 AM	Period 6	12:05 PM-12:32 PM
Period 7	12:00 PM-12:40 PM	Period 7	12:37 PM-1:04 PM
Period 8	12:45 PM-1:25 PM	Period 8	1:09 PM-1:36 PM
Period 9	1:30 PM – 2:10 PM	Period 9	1:41 PM–2:10 PM
Buses Depart	2:16 PM	Buses Depart	2:16 PM

Buses

School buses are an extension of school property. The same quality of self-discipline and respect for others' rights which students exhibit on school grounds, is expected on school buses. Students who do not abide by the rules governing school property may be denied the privilege of riding the bus.

Students participating in any after-school activities must arrange for transportation as there are no late buses from Whitman.

Cafeterias

Cafeterias will continue to offer complete breakfast and lunch menus, as well as, á la carte items. Items may be purchased using cash or using the ID/Debit Card system. Students must scan their student ID card with each purchase. Students attempting to use ID/Debit Cards, other than their own, will be subject to disciplinary action. Information on the Debit Card system will be provided by the District School Lunch Office prior to the onset of the school year.

The following rules, along with all other rules that govern student behavior during the school day, apply in the cafeterias:

1. Tables must be kept clean.
2. Trays, utensils, and garbage must be discarded appropriately.
3. Sitting on tables or standing on chairs is not permitted.
4. Gambling is not permitted.
5. Loitering is not permitted in the halls adjacent to the cafeterias.
6. No playing music that is audible by others.

Students are reminded that a clean cafeteria is not only necessary for health reasons, but is also a reflection on the school and themselves, as individuals. Also note that hand sanitizers have been placed strategically in both cafeterias. Students are encouraged to use them prior to and following every meal.

Campus Security

In an effort to secure the safety of students and the security of the building:

1. Students must enter (upon arrival in the morning) through one of three entrances only – by the Main Office, Performing Arts Center, or Student Parking Lot (behind the South Cafeteria).
2. Students must remain inside the building during academic periods. Students are allowed outside (onto the horseshoe driveway) only during passing, in between periods.
3. At no time should students open any exterior doors to let in other students, staff members, or visitors.

Care of Personal Property

The responsibility for students' personal property is theirs alone. **Large sums of money, expensive pens, watches, jewelry, wallets, hand bags and all expensive, unnecessary electronic items should be left at home. Under no circumstances should items of value be left unattended in an unlocked locker or out of a locker.** If an item is lost or missing, students should check the "lost and found" in the Main Office or Custodial Receiving area. A **Report of Lost Items** (available in the grade level administrative office) should be filed. These reports are designed to facilitate the return of found items to their owners. The school cannot assume responsibility for articles kept in hallway or gym lockers. If a student believes that a personal item of value has been stolen, the grade level administrator should be contacted.

Care of School Property

Students should treat school property with the same consideration one has for items in his or her home. Students who damage or vandalize school property will be prosecuted to the full extent of the law. Students must not mark up desks, lockers, etc. Willful destruction of school property will result in strong disciplinary action.

Chromebooks

All students are supplied with a Chromebook for academic use and are responsible for these throughout the year. It is the responsibility of the student to bring this Chromebook to school on a daily basis. Any issues with the Chromebook should be reported immediately by visiting room 618 during any lunch period or prior to first period (opens at 7:00am).. Chromebooks should never be left unattended and should be placed in a locked locker when not with the student. Students will be assessed fines for lost or damaged Chromebooks. A lost Chromebook must be immediately reported to **Dr. Muller in Room 225**. A limited number of Chromebook chargers are available for purchase in the Wildcat Den. It should be noted that Chromebook use is continually monitored remotely so please adhere to the Technology Use Agreement.

Class Rank

Rank for the graduating class (seniors) is based on a rolling weighted average of the marks earned in grades 9, 10, 11 and the first semester of grade 12. Accelerated courses in 8th grade will be included in the rank. Please note the Principal's List, including the positions of valedictorian and salutatorian, is established based upon **this three and one-half year rank**. To qualify as class valedictorian or salutatorian, it is necessary to have been enrolled as a student for one full school year (i.e., grade 9, 10, or 11) in the South Huntington Schools.

Clubs and Intramurals

Walt Whitman High School provides a wide variety of clubs and intramurals and encourages student participation. A list of these follows:

- | | |
|--|--|
| <input type="checkbox"/> African-American Heritage | <input type="checkbox"/> Mythology |
| <input type="checkbox"/> Ambassadors | <input type="checkbox"/> National Art Honor Society |
| <input type="checkbox"/> Animal Shelter/Rescue | <input type="checkbox"/> National English Honor Society |
| <input type="checkbox"/> Asian Heritage | <input type="checkbox"/> National Honor Society |
| <input type="checkbox"/> Bible Club/The Whitman Refuge | <input type="checkbox"/> Natural Helpers |
| <input type="checkbox"/> Book Club | <input type="checkbox"/> Newspaper (The Paw Print) |
| <input type="checkbox"/> Business Honor Society | <input type="checkbox"/> Open Gym |
| <input type="checkbox"/> Chamber String Ensemble | <input type="checkbox"/> Peer Educators |
| <input type="checkbox"/> Chess Club | <input type="checkbox"/> Pickleball |
| <input type="checkbox"/> Coding Club/Girls Who Code | <input type="checkbox"/> Ping Pong |
| <input type="checkbox"/> Color Guard | <input type="checkbox"/> Pit Orchestra |
| <input type="checkbox"/> Crochet | <input type="checkbox"/> Poetry |
| <input type="checkbox"/> DECA | <input type="checkbox"/> Psychology |
| <input type="checkbox"/> Digital Arts/Photography | <input type="checkbox"/> Recording Studio (The Collective) |
| <input type="checkbox"/> Finance | <input type="checkbox"/> Red Cross |
| <input type="checkbox"/> Fishing | <input type="checkbox"/> Robotics |
| <input type="checkbox"/> Fitness Center | <input type="checkbox"/> SADD |
| <input type="checkbox"/> Forensics | <input type="checkbox"/> SAGA |
| <input type="checkbox"/> Hellenicats(Greek/American Culture) | <input type="checkbox"/> School Store |
| <input type="checkbox"/> Freshman Class | <input type="checkbox"/> Science Honor Society |
| <input type="checkbox"/> Gardening/Environmental Club | <input type="checkbox"/> Senior Class |
| <input type="checkbox"/> Girl's Leaders | <input type="checkbox"/> Social Studies Honor Society |
| <input type="checkbox"/> GSO (General Student Organization) | <input type="checkbox"/> Sophomore Class |
| <input type="checkbox"/> Interact | <input type="checkbox"/> Speech & Debate |
| <input type="checkbox"/> Jazz Band | <input type="checkbox"/> Spikeball |
| <input type="checkbox"/> Jewish Association | <input type="checkbox"/> Star Wars |
| <input type="checkbox"/> Junior Class | <input type="checkbox"/> Step Team |
| <input type="checkbox"/> Kickline/Dance Team | <input type="checkbox"/> Table Tops (Games) |
| <input type="checkbox"/> Lamplighters | <input type="checkbox"/> Taylor Swift |
| <input type="checkbox"/> Latino Dance | <input type="checkbox"/> The Whit Podcast/Amateur Radio |
| <input type="checkbox"/> Latino Heritage | <input type="checkbox"/> Theater Honor Society |
| <input type="checkbox"/> Literary Magazine Online (Xanadu) | <input type="checkbox"/> Video Game |
| <input type="checkbox"/> Marching Band | <input type="checkbox"/> Video Yearbook |
| <input type="checkbox"/> Marine Biology/Conservation | <input type="checkbox"/> Whitman Chorale |
| <input type="checkbox"/> Math Honor Society | <input type="checkbox"/> World Language Honor Society |
| <input type="checkbox"/> Mathletes | <input type="checkbox"/> Yearbook |
| <input type="checkbox"/> Muslim Students Association | <input type="checkbox"/> Yoga |

Code of Behavior

Refer to the district's code of conduct for more specific information which can be accessed with the following link
[South Huntington Code of Conduct.pdf](#)

The South Huntington Code of Conduct seeks to empower all children to maximize their potential by providing them with a safe and secure environment where everyone is treated with respect thus enabling them to develop the positive social and moral skills necessary to become contributing members of society.

The entire text of the district's code of conduct can be found at the South Huntington Schools website, under "Parents", under "Code of Conduct".

1. Infractions

Parents will receive formal written notification of illegal class absence, lateness to school, and all infractions that require internal or external suspension.

Infractions that generally merit detention or in-school suspension are as follows: excessive lateness, leaving school property, insubordination of a minor nature, and illegal absence from class.

Infractions that generally merit external suspension are as follows: fighting, more significant insubordination, continued and excessive violation of the rules, refusal to serve internal suspension or detention, vandalism, drug-related activities, and other serious infractions of school rules. Conduct that materially and substantially interferes with the educational process is prohibited, including the use of obscene language or gestures, profane language or gestures or harassing language or gestures. This type of conduct is also grounds for external suspension.

Students found in possession of weapons (knives, guns, etc., or facsimiles thereof), alcohol, drugs including marijuana, or drug paraphernalia will receive a five-day external suspension and will automatically be referred to the Superintendent's office for a hearing and further action.

All infractions that require suspension are reported to the parent via a letter signed by the Principal. Parents are advised of suspensions by phone prior to the dates that are to be served. In the event of an external suspension, parents are entitled to an immediate conference with the Principal and any or all witnesses to discuss the matter further.

2. Illegal Absences from Class

With an ever-increasing amount of instructional material being presented daily in class, it is imperative that students miss as little class time as possible. The following disciplinary procedure is to be used for illegal absences:

Illegal Absences: The teacher will speak to the student, notify the parents, and submit an attendance referral.

Classwork, quizzes, and exams missed as a result of an illegal absence will result in a grade of zero, which will be factored into the quarterly average.

Chronic absenteeism will result in loss of student privileges as well as meetings with the grade level administrator and/or the attendance officer.

3. Lateness to School

Tardy students are those who arrive after the 7:25 AM bell has rung. Students must sign-in on the side of the building where their class is located. North Wing (400, 500, 600 halls) sign-in will take place by the Main Office entrance and South Wing (100, 200, 300 halls) sign-in will take place by the Performing Arts Center entrance.

Tardy students must present a note from a parent or guardian identifying the reason on or following the day of lateness. Repeated unexcused lateness will result in disciplinary action. Please note that reasons such as oversleeping and missing the bus will not be considered "excused." According to NY State law, repeated tardiness is to be treated as unlawful absence and chronic offenders will be disciplined accordingly.

4. Lateness to Class

Please note that **three late arrivals** to a given class will be treated as an illegal absence (see section 2 above).

5. Smoking/Vaping

By law, all public buildings in Suffolk County are smoke-free. Smoking (e-cigarettes, vapes, and chewing tobacco included) is not permitted in the building or outside on District property at any time. Infractions are subject to disciplinary action and/or mandatory counseling sessions.

6. School Events

The following code will govern the conduct and dress of all students and guests attending events:

- A. The appearance or dress of the student reflects the standards of the school. Students are to wear acceptable clothing at all events.
- B. For their protection, all students will be expected to remain within the physical limits designated for the event. Since all necessary facilities are available in the building, no students will be readmitted once they leave the premises.
- C. Smoking/Vaping is not permitted at any time in the school or on the grounds.
- D. All litter such as papers, wrappers, or soda cans should be placed in the appropriate receptacles. Only through everyone's cooperation can we maintain a clean and pleasant environment in which to hold events.

7. Suspension

Internal: Students may be internally suspended for an entire school day or a portion of the day. While in the internal suspension room, students are expected to complete all assigned work for the day. Students must turn in any electronic devices, including cell phones, while in the suspension room. When the duration of the internal suspension is an entire day, students may not participate in any extracurricular activities such as athletic events, musicals, clubs and intramurals..

External: Students who are suspended must assume the responsibility for making up assignments. They may not enter school property at any time during the suspension period. Students who appear on school property during a period of suspension are subject to further disciplinary action. Suspended students may not participate in any extracurricular activities during the period of suspension. This includes school-sponsored activities off property. Please refer to the High School Eligibility Policy for details in this regard.

8. Detention

At the discretion of the administration, a student may be assigned disciplinary measures such as detentions. Students in **grades 11-12** will serve detentions in **room 218**, students in **grades 9-10** will serve detentions in **room 406**.

DIGNITY FOR ALL STUDENTS ACT (D.A.S.A.)

The South Huntington Board of Education recognizes that learning environments that are safe and supportive can increase student attendance and improve academic achievement. A student's ability to learn and achieve high academic standards, and a school's ability to educate students, is compromised by incidents of discrimination or harassment, including but not limited to bullying, taunting and intimidation. Therefore, in accordance with the Dignity for All Students Act, Education Law, Article 2, the District will strive to create an environment free of bullying, discrimination and/or harassment and will foster civility in the schools to prevent and prohibit conduct which is inconsistent with the District's educational mission. Since cyberbullying is a form of bullying, the term "bullying" as used in this policy will implicitly include cyberbullying even if it is not explicitly stated.

The South Huntington School District condemns and prohibits all forms of bullying, discrimination and/or harassment of students and staff based on actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender, or sex by school employees or students on school property and at school-sponsored activities and events that take place at locations off school property. While the above groups are specified in New York State regulations, the district values each and every member of our school district, and this policy ensures that all students are free from being harassed. In addition, any act of bullying, discrimination and/or harassment outside of school-sponsored events, which can reasonably be expected to materially and substantially disrupt the education process, may be subject to discipline.

At least one (1) employee at every school shall be designated as the Dignity Act Coordinator(s). The Dignity Act Coordinator(s) will be thoroughly trained to handle human relations in the areas of race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender (identity or expression) and sex. The South Huntington Board of Education has appointed the Principal as the Dignity Act Coordinator for Walt Whitman High School. The Principal can be reached through the Walt Whitman main office (812-3800).

The South Huntington School District will investigate all complaints of harassment and discrimination, either formal or informal, and take prompt corrective measures, as necessary. Complaints will be investigated in accordance with applicable policies and regulations. If, after an appropriate investigation, the District finds that this policy has been violated, corrective action will be taken in accordance with District policies and regulations, the Code of Conduct, and all appropriate federal or state laws.

The District will annually report material incidents of discrimination and harassment to the State Education Department as part of the Uniform Violent and Disruptive Incident Reporting System (VADIR).

Dress Code for Students for Regular School Hours and Indoor School Activities

By law, inappropriate or indecent items of attire may be banned. Cleanliness and decency in clothing are required at all times. A student's dress and appearance must be safe, appropriate and must not disrupt or interfere with the educational process. For reasons of safety and health, footgear (that does not present a safety hazard) is required for all students on school property. Undergarments must be completely covered with outer clothing. When an individual's behavior, actions and/or attire undermine or are detrimental to the learning environment, the student will be accountable to school authorities. In the final analysis, the building administration has the right to interpret, according to the District Code of Conduct, what violates a reasonable standard of conduct and appearance.

The following is an excerpt from said Code:

1. The following are inappropriate for school: extremely brief garments such as tube tops, net tops, halter tops, spaghetti straps (muscle shirts for boys), plunging necklines (front and/or back) and see-through garments.
2. (a student's dress should) not include items that are vulgar, obscene, libelous or those that denigrate others on account of race, color, religion, creed, national origin, gender, sexual orientation or disability...nor prompt and/or endorse the use of alcohol, tobacco or illegal drugs and/or encourage other illegal or violent activities.

Also note that:

- *Shorts and skirts must be of appropriate length and fit. For example, four inches above the knee would be considered appropriate.*
- *Shirts and blouses are expected to cover the entire midriff.*
- *Hats, rags, other headgear, or beads may not be worn **or carried** within the confines of the school building*
- *Chains may not be attached to any articles of clothing.*

Electronics Policy

All devices must be put away upon entering a classroom unless the teacher states otherwise.

Students are allowed to:

- Listen to music using their personal electronic devices in the hallways DURING PASSING and in the cafeterias using one earbud
- Use personal electronic devices in the cafeterias
- Use personal electronic devices at their **teacher's discretion** in classrooms.

Students cannot:

- Use electronic devices in the hallways DURING academic periods
- Take photos or video of the building, or other students, with their devices unless authorized by a teacher or administrator
- Play music that is audible to others
- Place or receive phone calls without the approval of an administrator
- Text

All devices must be put away upon entering a classroom unless the teacher directs otherwise. In addition, students are required to leave their cell phones with their teachers when leaving the room during academic periods (bathroom, office, etc.). Failure to properly comply with this policy will result in disciplinary consequences including but not limited to, having the device confiscated.

Eligibility Code for Participation in Co- and Extracurricular Activities

Co- and extracurricular activities should be an integral part of each student's high school career. Nevertheless, the Board of Education, the High School administration and faculty regard participation in such activities as a privilege. This privilege shall be dependent upon the attendance, academic standing and disciplinary record of each student.

Please refer to the full text of the High School Eligibility Code. This code can be accessed via either the District or Whitman Webpage.

Final Examinations, Exemption

Students shall be excused from final school examinations in **elective courses, advanced level courses** and **certain required courses not ending in a Regents/Checkpoint Examination (example: Economics, English 12)** if they achieve a 90% (or better) average of all marking period grades:

Half-Year Subjects: A 90% average for the two marking periods qualifies a student for exemption.

Example:

1st or 3rd Quarter	85
2nd or 4th Quarter	95
$180 / 2 = 90$ average	

Full-Year Subjects: A 90% average for the four marking periods qualifies a student for an exemption.

Example:

1st Quarter	85
2nd Quarter	95
3rd Quarter	90
4th Quarter	90
$360 / 4 = 90$ average	

Note that final examinations for the following courses **as well as all courses ending in a Regents Examination**, are mandatory. Students will **not** be exempt from finals in the following courses regardless of their final average:

English 9H & 9R	Global History and Geography 1H & 1R	English 10H & 10R
Advanced Algebra	Algebra IA	All Languages 9, 9H, 10, 10H and 11

Teachers may not excuse students from a Regents examination.

Emergency/Fire Drills

1. The signal for a fire drill will be a series of rings from the fire bell system.
2. Students in all rooms stand and pass in single file, following the directions posted in all rooms. Students may pass in double file if the room has direct access to an exit.
3. Students with a handicapping condition will be escorted by the teacher to a designated room for further assistance.
4. Students and staff must focus on evacuating the room promptly and without confusion.
5. The last student out should close the classroom door; outside doors must also be closed after all students have exited.
6. Teachers accompany students from their rooms.

7. The lines formed outside the building should be far enough away from the building to be out of danger from falling debris and to permit fire-fighting vehicles and equipment to pass.
8. **Our goal is to empty the building in 120 seconds. All students must evacuate the building unless otherwise directed. Failure to do so will result in disciplinary action.**

Other Emergency Procedures

There are basically, five types of Emergency Response Procedures (#1 being the evacuation procedure listed above [Fire Drills]):

2. Lockdown Procedures

In the event of a situation/crisis where an inside occurrence deems it safer to remain in-place in the building, the building will be locked down.

3. Lockout Procedures

In the event of a situation/crisis where an outside occurrence deems it safer to lock the exterior of the building, administration will call for a 'lockout' by which the exterior will be secured but all other normal day-to-day procedures continue.

4. Hold-in-Place Procedures

In the event of a situation/crisis where an internal incident requires students and staff movement to be limited, a 'hold-in-place' may be initiated. This is intended to keep students and staff out of the affected area until the situation can be rectified.

5. Sheltering Procedures

In the event of a situation where it would be safer to remain in the building and prepare students for an outside occurrence, the shelter-in-place procedure will be employed.

Graduation Requirements
New York State Diploma Requirements

The following course requirements apply to all classes:

Regents Diploma	Regents w/Advanced Designation	
English	4 units	4 units
Social Studies	4 units	4 units
Mathematics	3 units	3 units
Science	3 units	3 units
Health	½ unit	½ unit
Art and/or Music	1 unit	1 unit
Physical Education	2 units	2 units
Foreign Language	1 unit	3 units
Elective Credits	<u>3½ units</u>	<u>1½ units</u>
TOTAL	22 units	22 units

Students are required to have completed one unit of credit in a foreign language by the end of their freshman year.

The following testing requirements apply to all classes. In order to obtain a Regents Diploma, passing grades must be attained as follows:

<u>Regents Diploma*</u>	<u>Regents Diploma with Advanced Designation*[#]</u>
English Language Arts Regents***	English Language Arts Regents***
Algebra I Regents*** Algebra I, Geometry and Algebra II.	A 3-Regents sequence including
Global History & Geography Regents	Global History & Geography Regents
U.S. History & Government Regents	U.S. History & Government Regents
Science Regents	Living Environment Regents <u>and</u> any Physical Setting Regents
Checkpoint B World Language Exam**	

*The designation of w/Honors is added to either the Regents or Regents w/ Advanced Designation Diploma for those who obtain an average of 90% on the required Regents Examinations.

[#]The annotation of Mastery in Math is added to a Regents w/ Advanced Designation Diploma for those who score 85 or better on each of 3 Regents Examinations in Mathematics. The annotation of Mastery in Science is added to a Regents w/ Advanced Designation Diploma for those who score 85 or better on each of 3 Regents Examinations in Science.

** May substitute an approved 5 unit sequence in Art, Music or Occupational Education Sequence.

***Students meet the NYS Common Core Standards of Career and College Readiness by scoring 80 or above on a Math Regents and 80 or above on the English Language Arts Regents. Students are encouraged to retake a Math or English regents if they do not meet these standards.

Seal of Biliteracy for New York State

The Seal of Biliteracy is a formal recognition on the high school diploma of a student's proficiency and achievement in English and a Language other than English. It is issued to recognize high school graduates who have attained a high level of proficiency in listening, reading, speaking and writing in English and one or more other languages.

In order to receive this recognition, a student must accrue 3 proficiency points in English and 3 proficiency points for the other language. Points can be accrued as follows:

Requirements to Demonstrate Proficiency in English
(1 point) Score 80 or higher on the Common Core English Regents Exam OR (for ELLs) Score 75 or above on two Regents exams other than English, without translation
(1 point) ELLs: Score 290 or higher on the NYSESLAT.
(1 point) Complete all 11 and 12 grade ELA courses with an average of 85 or higher
(1 point) Score 3 or higher on AP English Language or English Literature Exam
(2 points) Present a culminating Project, scholarly essay or portfolio
Requirements to demonstrate proficiency in a Language Other than English
(1 point) Complete a College level or AP level World Language course, with a grade of 85 or higher in both the course and the final exam
(1 point) Provide Transcripts from a school in a foreign country showing at least three years of instruction in grade 6 or beyond with a grade B or higher

(1 point) ELLs Complete all required HLA Coursework and score 85 or higher on courses and final exam
(1 point) Score at the Proficient Level on a Checkpoint C World Language Assessment (AP exam).
(2 points) Present a culminating project, scholarly essay or portfolio.

To earn points by completing a culminating project, scholarly essay or portfolio, a student must fill out an application and have their research project approved by an advisor. The application must be submitted by March 1, 2024. Applications are available in the Guidance Office. After submitting the written project, the student must conduct an oral presentation of the project to The Walt Whitman High School Biliteracy Committee. All work, including the oral presentation, must be completed by May 20, 2024.

All students are required to achieve scores of 65 or better on all 5 required Regents examinations (only exception as follows):

Multiple Pathways to Graduation – 4+1

The 4+1 pathway option is effective beginning with students who first entered grade 9 in September 2011 and thereafter, or who are otherwise eligible to receive a high school diploma in June 2015 and thereafter.

Under the new “4+1” pathway assessment option, students must take and pass four required Regents Exams or NYSED approved alternative assessments (one in each of the following subjects: English, Math, Science, and Social Studies) and a comparably rigorous assessment for the fifth required exam to graduate. The fifth assessment required for graduation may include any one of the following assessments:

- Either an additional Regents assessment or a NYSED approved alternative, in a different course in Social Studies or in English (Humanities Pathway); or
- One additional Regents Examination in a different course in mathematics or science or a NYSED approved alternative (STEM Pathway); or
- A pathway assessment approved by the Commissioner (which could include a Biliteracy [LOTE] Pathway); or
- A CTE pathway assessment, approved by the Commissioner following successful completion of a CTE program (CTE Pathway); or
- An arts pathway assessment approved by the Commissioner (Arts Pathway).
- A CDOS pathway approved by the Commissioner following successful completion of a CDOS program.

Grade Level Status:

The following guidelines are followed to determine the *grade-level status* of students:

- **Sophomore Status:** a minimum of 5 credits; 4 of those credits must be earned in English, Social Studies, Math, Science, or a foreign language.
- **Junior Status:** a minimum of 10 credits; 8 of those credits must be earned in English, Social Studies, Math, Science, or a foreign language.
- **Senior Status:** a minimum of 15 credits; 11 of those credits must be earned in English, Social Studies, Math, Science, or a foreign language.

Exceptions:

- Students who attend Wilson Tech programs will be required to obtain the specified number of credits, but they will not be subject to the provisions regarding subject area selection.
- Students who receive Special Education and ESL services will be evaluated on an individual basis.

Implications:

- Only juniors or seniors who possess a valid senior driver's license may obtain campus driving privileges.
- Only juniors or seniors who possess a valid learner's permit may participate in driver's education classes
- Only juniors or seniors may invite others to their respective proms.
- Only seniors may be featured in the senior section of the yearbook.
- All other grade level distinctions will be made on the basis of academic status, not chronological age or years of attendance.

Hall Passes

Students must obtain a valid blue hall pass in order to go from one building location to another during class time. They will be required to present the pass along with their physical ID card (which will be scanned) to teachers on duty and/or security staff. Students are not permitted to enter classrooms other than their own, during an academic period.

Honor Roll

The Honor Roll and High Honor Roll are intended to recognize those students who have demonstrated exemplary academic performance during a given marking period. Honor Roll/High Honor Roll designation will be indicated on respective report cards. The following should be noted:

1. Honor Roll Eligibility requires a weighted quarterly average 85 - 94.99%. High Honor Roll Eligibility requires a weighted quarterly average of 95% or above. It should be noted that these averages will not be rounded up. Any failing grade will lead to Honor Roll ineligibility regardless of the overall quarter average.
2. A student must carry a minimum of four "major subjects." A "major subject" is one that meets five class periods per week.
3. Absences totaling more than 50% of the total possible attendance for the marking period and failure to take examinations that, in the opinion of the teachers, give evidence of satisfactory achievement will preempt a student from placement on either the Honor or High Honor Roll.
4. No student may receive an "incomplete" in any course. In addition, a comment associated with misconduct in class or insufficient information on the report card renders the student ineligible for either Honor or High Honor Roll.

Identification Cards

Students are issued identification cards at the beginning of each school year. The cards may also be used as "debit cards" in the school cafeteria.

Students are required to carry physical identification cards on their persons, at all times, from the time they enter the school building until the time they exit. They are to present such cards at any time they are asked to do so by any school staff member, including when entering the cafeterias, when paying on the cafeteria line, and when utilizing bathrooms. One duplicate card will be provided free of charge each year. Charges are assessed for each card issued beyond the duplicate (\$3.00 per card) thus, students must be responsible for keeping track of their cards. Although charges are incurred once cards are printed, students are encouraged to return duplicate cards to the Main Office for safekeeping and re-issuance, as needed. "ID fine letters" are sent home every two months throughout the year; fines can be paid in the Whitman Main Office or the School Lunch Office located within the District Administration building. Unpaid fines may

result in a delay in the release of your end-of-year academic records. Failure to present the card appropriately may result in disciplinary action.

Internet/Computer Accounts

Recognizing the importance of technology to the educational process, the District provides students with the tools necessary to effectively navigate the Internet and their own computer accounts.

Students must electronically sign and file the *SHUFSD Computer Technology and Internet Use Agreement*, cosigned by their parents, in order to gain access to the Internet and accounts through the District's network. The Computer Technology and Internet Use Agreement policy was developed by the Board of Education in order to establish guidelines within which computer accounts and the Internet may be accessed and utilized during school hours. The policy applies to all computer use through the District Network.

Library

The library contains more than 20,000 volumes, approximately 70 periodicals and newspapers and a collection of books, including digital books,, is equipped with terminals for Internet access and serves as an access point to numerous online databases.

All circulating material may be borrowed for two weeks, with the privilege to renew. Reference materials may be borrowed for overnight use. The library opens at 6:45 AM daily and remains open during school hours. Students may use the library during a Study Hall period by coming directly to the library, arriving before or at the bell and signing in at the onset of the period. Lunch period passes may be obtained anytime prior to the beginning of the student's lunch period on the morning of the visit. After eating lunch, a student must show the pass to a cafeteria duty teacher and obtain that teacher's signature before departing the lunchroom for the library. In the Library, an atmosphere conducive to learning will be maintained throughout the year.

Lockers

1. Students are permitted access to their lockers between classes. They must possess a pass to access their lockers during class periods, but such requests will be kept to a minimum.
2. Lockers must be kept closed and locked at all times. Only one student will be assigned to a locker. Students are permitted to use their own lockers only. Combinations are not to be shared with other students under any circumstance.
3. If a locker is out of order, it should be reported to the Custodial Office or an Assistant Principal's Office, where another locker will be assigned or arrangements will be made to have the locker repaired.
4. Please be reminded that locks and lockers are the property of the school and are made available to students for their convenience. The school reserves the right to inspect lockers for any purpose it deems necessary.

Locker combinations work simply. Take the combination 9-18-13:

- Turn knob right two or more complete turns, stopping at 9;
- Turn knob left one complete turn, past 9, stopping at 18;
- Turn right to 13 and stop;
- To lock, simply close it and spin the knob.

Lost and Found

Most personal items such as lost books, wallets, pocketbooks etc. are sent to the Main Office. Other items may be brought to the Custodial Offices in the North or South Receiving areas. The school cannot assume responsibility for articles kept unsupervised or unsecured.

Marking Procedures

REPORT CARDS

Final marks will be based on 4/5 classwork (quarter grades) and 1/5 final examination or Regents grade. Examples are as follows:

<u>Full-Year Course</u>		<u>Half-Year Course</u>	
1 st Quarter	80	1 st quarter	80
2 nd Quarter	75	2 nd Quarter	70
3 rd Quarter	70	150 x 2 = 300	
4 th Quarter	80	Final Exam	78
Final Exam	90		
	<u>395/5</u>		<u>378/5</u>
Final Mark	79	Final Mark	76

In a Regents course, the Regents examination will be considered the final exam. Students excused from school final examinations, having achieved an average of 90% or better, will divide the total of the four marking period grades by 4 to obtain a final mark. For pertinent courses, refer to the prior section on “exemptions.”

Weighted Marks for Determining Rank in Class

Courses are grouped according to academic difficulty, with each level of difficulty factoring into class rank accordingly. Courses are generally designated as Advanced Placement, Honors, Regents, or electives, each carrying proportionate weight. Rank in class calculated using weighted final grades will appear on each student's transcript. Please note: students enrolled in AP courses are required to take the AP Exam in May. Failure to sit for the exam will result in the class being weighted as an honors level class.

REPORT CARD AND PROGRESS REPORT DATES

Report Card Dates:

First Marking Period -	Closing Date:	November 4, 2024
	Report Cards Posted:	November 14, 2024
Second Marking Period -	Closing Date:	January 24, 2025
	Report Cards Posted:	February 4, 2025
Third Marking Period -	Closing Date:	April 4, 2025
	Report Cards Posted:	April 11, 2025
Fourth Marking Period -	Closing Date:	June 19, 2025*
	Report Cards Posted:	July 1, 2025

* State and/or final exams follow

INFINITE CAMPUS

Report Cards are accessible on-line through the parent and student portal of the Infinite Campus Student Management System. Infinite Campus can be accessed from the district web page (www.shufsd.org – click on the menu; click on quick links; click on either student or parent portal).

National Honor Society

Membership in the National Honor Society is granted on the basis of faculty selection and conferred upon those students with outstanding scholarship, service, leadership and character. The National Chapter Selection Guide defines these criteria as follows:

Scholarship – Students who maintain a cumulative average of 90% or higher.

Service – Contribution the candidate has made to his/her school, classmates and community.

Leadership – This may be demonstrated through elected positions, contributions made in the classroom and community, or cooperative behavior in the school situation that sets a good example for others to follow.

Character/Integrity – No recorded incidents of cheating or dishonesty; positive school behavior and attendance records; no record of civil offenses within the community; willingness to assist classmates, faculty members, etc.

Induction into the National Honor Society will take place once during the school year, usually in early May. Those students who applied and failed to gain admission will be afforded a second opportunity in the early Fall of their senior year. The selection procedure at Whitman is as follows:

- Academically eligible students will be invited to apply for membership.
- Students must have accrued a minimum of 20 community service hours in 9th through 11th grade to apply for membership.
- Prior to being issued an application packet, students and parents must sign and submit a “Statement of Understanding,” acknowledging their awareness of the induction criteria outlined above. They are also provided with a sheet that delineates the proceedings and reviews all criteria.
- The National Honor Society advisor subsequently holds a formal meeting with eligible/interested students to distribute application packets and discuss the entire application process. Students are asked to submit three reference forms, one of which must come from an individual who can reliably report/confirm a student’s completion of “service.”
- A list of academically eligible students who decide to apply will be distributed to the faculty. Faculty will comment privately (closed ballot) on the eligibility of any potential member with whom they are acquainted. They will make comments associated with the remaining criteria specified by the National Chapter (i.e., service, leadership, and character). The chairperson of the selection committee will collect the ballots.
- Each member of the selection committee (composed of 12 members, representing a cross-section of high school departments) will be assigned a group of potential members and designated as the advocate for each of these students. The faculty advocate will evaluate the information presented for each of the students, and present the evaluation and recommendation to the faculty selection committee. A majority vote of the selection committee is required to admit a new member.
- The number of faculty members who comment on a candidate is significant. At the end of two and a half years at Whitman, students will usually have had a minimum of eighteen classroom teachers, plus those faculty members with whom they have had contact in extracurricular activities. Where exceptions to this minimum occur, as in cases where students attend Wilson Tech, consideration is given to those extenuating circumstances.
- Students should be aware that if a faculty member is privy to knowledge of an incident of cheating or dishonorable behavior, and if said faculty member chooses to report the incident to the selection committee, the selection committee has no choice but to disqualify that student from consideration for membership under the guidelines of the National Chapter.

- There is no arbitrary ceiling placed upon the number of students who may be inducted. All students who qualify in the areas of scholarship, service, leadership and character will be considered.

Maintenance of Membership

Article VIII Section 1 of the National Honor Society Constitution states:

Membership in local chapters is an honor bestowed upon a student...Once selected, members have the responsibility to continue to demonstrate these (selection criteria) qualities.

Members are required to attend at least eight of the ten general meetings and complete 30 hours of community service before a designated time (usually in April). Fifteen of these hours must be completed at Walt Whitman events that are held outside of the school day. In January (mid-year point), hours will be calculated and confirmed. If a member has not completed 15 hours by this time, he/she will be placed on probation and will have until a designated February date to complete 15 hours of service. If a member does not have 15 hours completed by the designated February date or 30 hours by the designated April date, that member will be dismissed from the chapter.

Nurses

Health services are under the supervision of school nurses. The Nurses' Office is in the 200-wing, next to the South Gym and diagonally opposite the Guidance Office. The nurses are on duty at 7:25 AM.

The nurses provide emergency services for those who take ill and for those who are involved in accidents during school hours. Limited medical supplies are available, such as emergency dressing, antiseptics for injuries, and emergency treatments for minor illnesses. To comply with State law, nurses cannot dispense medications nor are they permitted to splint or tape sprains. Arrangements for more extensive medical care will be made when emergency situations arise.

All students who must leave the building due to illness must report to the Nurses' Office first. Students who leave due to illness without reporting to the nurse for medical dismissal are subject to disciplinary action according to the school's Code of Conduct. A student visiting the Nurses' Office must possess a pass from a staff member.

Students returning to school under medical care/with physical limitations will be prohibited from attending classes until a doctor's note is presented at the Nurses' Office.

Note: Students are prohibited from possessing any prescribed or over-the-counter drugs during the school day unless authorized by a medical professional and cleared through the Nurses' Office. Under no circumstances should students share such medications with other students.

Passes - Out of School

Permission to leave the building during the school day can be obtained only if the request from the parent or guardian is made **in writing**. This request must also be confirmed by phone or through face-to-face contact. Every effort should be made to make appointments after school hours. Passes will be granted only when absolutely necessary. Furthermore, students will only be released to parents or guardians, or their designees. Under no circumstances will students be released to other students.

Students requesting out-of-school passes should present their notes as early as possible. The note must include the following information:

1. Current date
2. Student's full name
3. Date to be excused
4. Reason for request

5. Signature of parent or guardian
6. Telephone number (home or business) where a parent can be contacted
7. Doctor's or dentist's name and address if a medical or dental appointment is involved.

Passes for all students will be issued in the main office. All students with passes will report to the Main Office to sign out prior to leaving campus.

Passing between Classes

1. Five minutes is adequate time to pass from one class to another. Students are expected to be prompt and in their seats before the bell rings. A warning bell rings one minute prior to the start of class.
2. If a student is required to miss class for any reason, that student should always report to class first and then ask to be excused.
3. Students repeatedly late to class despite teacher efforts to correct the problem will be referred to the appropriate grade level administrator. The Main Office does not issue late passes for tardiness.

Physical Education

In New York State, four years of Physical Education are mandated for all high school students. Students must be enrolled in Physical Education during every semester in which they are enrolled in school. Attendance and participation play an important role and as such, failure to participate adequately and conscientiously would mean non-fulfillment of the basic requirements necessary for successful completion of Physical Education requirements for the year. Seniors facing such a predicament could seriously jeopardize their chances for graduation since they will have failed to fulfill the State mandate. All students will earn a ½ credit each year for passing a Physical Education course. **Active attendance is required. Students who miss more than 15 classes will not receive physical education credit for the year.**

Regents Examination Policy

The policy is as follows:

1. **A passing grade on a Regents examination does not automatically constitute a passing grade for the course.** To receive course credit, a student must have a passing average at the conclusion of the course and exam. If a student does not complete the course with a passing average, the course must be repeated either in summer school or regular day school the following year.
2. Students who fail a course for the year and fail the Regents examination must repeat the course either in summer school or regular day school before they are eligible to take the Regents examination a second time.
3. Students who pass the course but fail the Regents examination will be allowed to take the Regents examination a second time without any requirement for additional classwork. Additional preparation is advisable, but it is not required.
4. Students who pass the course and pass the Regents examination will be allowed to retake the Regents examination for a higher grade if so desired. The last time a student can retake a Regents, for the purpose of obtaining a higher grade, is the August before their Senior year commences. It is the responsibility of the student to submit the appropriate paperwork to the Guidance Office. If the new score is higher than the original score, that new score will be used to recalculate the final mark in the class as long as the student completes the proper paperwork through the guidance office.
5. Students who have not taken a course but would like to take a Regents examination must formally demonstrate skills and knowledge comparable with those expected from students who have completed the course before they are allowed to take the Regents examination, as per the guidelines specified by the New York State Education Department (Section 100.5 of the Commissioner's Regulations). Such requests should be presented to the Principal.

6. Students must adhere to all New York State testing procedures during the administration of exams (including but not limited to prohibitions against receiving or providing information and the use of communication devices), as read to them by proctors, or risk having their Regents/RCT exams invalidated.

7. As per State requirements, students taking Regents examinations in Science must display evidence of satisfactory completion of 1200 minutes (27 periods) of laboratory contact time. This evidence is in the form of satisfactorily evaluated laboratory reports.

Schedules

Walt Whitman High School offers students and parents multiple opportunities to view and alter student schedules before the end of the prior school year (clerical error, missing courses). To provide you with the opportunity to speak with a counselor about your child's schedule, counselors are available during the scheduling process and on designated days during the summer.

Our philosophy is that scheduling changes during the school year are detrimental to the learning environment and disrupts the educational process. Waiting to address and alter schedules until the beginning of a new school year also limits a student's options for class selections.

With this in mind, change in schedule requests will not be honored at the beginning of the school year. All changes must be completed before the first day of school.

Level Changes

Students may level change 10 school days after quarter 2 grades are posted on Infinite Campus. Once the school year starts, students cannot drop a course in the fall semester, other than to receive a study hall. Students wishing to add additional spring courses would be allowed to do so until the start of the second semester.

Dropped Courses

Students wishing to drop a course must adhere to the following procedures:

- **Full year courses:** Students may drop 10 school days after the last day of Quarter 1, without penalty. After that point, students will receive a WP (Withdraw Pass) or a WF (Withdraw Fail) which will appear on a student's transcript.
- **Half-year courses:** Students may drop a course within six weeks of the start of the course, without penalty. After that point, students will receive a WP (Withdraw Pass) or a WF (Withdraw Fail) which will appear on a student's transcript.

Scholarships

Each year, schools, colleges, service clubs, business firms and other groups send announcements about scholarships that are available. We inform our student body about these scholarships during the course of the year via periodically distributed Senior Newsletter, Naviance and via ParentSquare.

Many colleges grant scholarships only after direct application plus the filing of the Free Application for Federal Student Aid (provided by the U.S. Department of Education.)

Colleges may also require completion of the *CSS/Financial Aid Profile*, which is available from the College Board. All forms are available in the Guidance Office. The Guidance Office also conducts Financial Aid Night for parents and students during the month of October.

Some scholarships are awarded based on examination scores. For example, the Preliminary Scholastic Aptitude Test—National Merit Scholarship Qualifying Test (PSAT/NMSQT) is administered during the fall of a student's junior year.

Science Laboratory Requirements

Each of the four Regents science courses (Living Environment, Physical Setting Earth Science/Chemistry/Physics) is associated with a mandated laboratory requirement. Laboratory activities enhance classroom instruction, providing hands-on experiences that demonstrate skills, as well as an understanding of key concepts and ideas. As per State requirement, students must complete at least 1200 minutes of laboratory contact time, as evidenced by satisfactorily graded written reports.

As per Board-approved Whitman requirement, students must satisfactorily complete a minimum of 70% of all laboratory activities performed during a given marking period in order to earn a passing grade. Lab reports will count toward 25% of a student's grade. Students who are unable to meet the laboratory requirement by May 15 will not be permitted to take the associated Regents examination. Lab reports from previous quarters can be submitted toward the New York State requirement but not toward the current marking period grade.

Dissections have been a tradition in Biology (Living Environment) classes on the high school level. Alternatives to actual animal dissections will be made available to any student who may object to participate based on religious or moral grounds.

Sexual Harassment

Sexual harassment of students and staff is a form of discrimination and is a violation of Title VII of the Civil Rights Act of 1964 and Title IX of the Education Amendments of 1972 in that it constitutes differential treatment on the basis of sex. The South Huntington Union Free School District is committed to safeguarding the rights of all students and staff, and to providing an environment that is free from all forms of sexual harassment. Where sexual harassment is found to have occurred, the administration will act to stop the harassment and prevent its recurrence, as well as discipline those responsible.

Spectator Code of Conduct – Athletic Contests (home and away)

1. Spectators are an important part of any contest and shall at all times conform to accepted standards of good sportsmanship and behavior.
2. Spectators shall respect officials, coaches and players, and extend all courtesies to them. Spectators shall also respect and obey all school officials, supervisors and police at athletic contests.
3. Good-natured and appropriate cheering is encouraged. Stamping of feet, taunting, foul and abusive language, inflammatory remarks and disrespectful signs and behavior are not acceptable.
4. Faculty supervised pep bands are permitted during "dead ball time." Spectator noisemakers or sound devices are prohibited.
5. 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.
6. New York State Law prohibits any person under the influence of alcohol to be on school property.
7. Violators of this Code are subject to immediate removal.

Sports

Whitman offers a full contingent of interscholastic athletic opportunities as a member of Section XI of the New York State Public High School Athletic Association. Our comprehensive athletic program is an integral part of the total educational process and is designed to represent the school and community in a very positive manner, both on and off the field.

Boys' Sports

Fall Program

Varsity/JV Football
Varsity/JV Soccer

Varsity/JV Volleyball
Varsity Cross Country

Varsity Golf (Coed)

Winter Program

Varsity/JV Basketball
Varsity/JV Wrestling

Varsity Winter Track
Varsity Bowling (Coed)

Swimming (indiv. comp. only)
Varsity Fencing

Spring Program

Varsity Badminton
Varsity/JV Baseball

Varsity/JV Tennis
Varsity/JV Lacrosse

Varsity Spring Track

Girls' Sports

Fall Program

Varsity/JV Field Hockey
Varsity Gymnastics
Varsity/JV Tennis

Varsity/JV Soccer
Varsity Golf (Coed)
Swimming (indiv. comp. only)

Varsity/JV Volleyball Varsity Cross Country

Winter Program

Varsity/JV Basketball
Varsity Fencing

Varsity Bowling (Coed)
Varsity Winter Track

Girls' Sports (continued)

Spring Program

Varsity Badminton
Varsity/JV Softball
Varsity Spring Track

Varsity/JV Volleyball
Varsity/JV Lacrosse

Study Halls

Students must occupy themselves with constructive work during an assigned study hall period. Disruptive behavior, sleeping, etc., will not be tolerated. Students may use electronic devices at the discretion of the teacher and in accordance with the Whitman Electronics Policy. Attendance is required unless a student has a previously signed pass to another part of the school or is attending the library for research purposes. Violations of study hall rules will be regarded as a serious offense and will be referred immediately to the appropriate grade level administrator..

Student Government

Executive Student Government Organization: The elected officers of the Executive Student Government Organization (ESGO) are president, vice-president, secretary and treasurer. In addition, an executive assistant to the president shall be appointed jointly by the ESGO president and advisor. Responsibilities of these officers are outlined in the Executive Student Government Organization Constitution.

Student Council: Student government at Walt Whitman High School revolves around Student Council representatives. These individuals represent the interests of the collective student body. All students should be familiar with the activities

of Student Council representatives and should cooperate fully with the representative chosen to speak for them. The Student Council is composed of ESGO officers, officers of each class, and class delegates. Each recognized club is entitled to a non-voting representative in the Student Council, as is each grade 9-12 social studies class. Each delegate has the duty to report the actions taken at each ESGO meeting and to bring to each meeting the suggestions and requests of the students (s)he represents.

Substance Abuse (Board Policy 7320)

Use or possession of alcohol and/or any other controlled substance is strictly prohibited on school district grounds and is detrimental to the health and welfare of the members of our school community. In view of the above, the district is committed to supporting the prevention of substance abuse, treatment for affected individuals and elimination of use/possession of such substances on school property or during school-sponsored events.

No person may use, possess, sell, distribute or manufacture alcohol or other controlled substances, nor may use or possess drug paraphernalia on school grounds or at school-sponsored events. Drugs, only as prescribed by a physician, are exempt. The terms "alcohol and other substances" shall be construed throughout this policy to refer to the use of all controlled substances including amphetamines, heroin, steroids, look-a-likes and any substances commonly referred to as "designer drugs." The inappropriate use of prescription and over-the-counter drugs is also strictly prohibited. Additionally, any person whose behavior reflects an "obvious" consumption of alcohol or illegal substances must not enter school grounds or school-sponsored events.

The district will use the following principles as guides for the development of its substance use/abuse prevention efforts and for any disciplinary measures related to alcohol and other substances:

- Alcohol and other substance use/abuse is preventable and treatable.
- Alcohol and other substance use/abuse inhibit the district from carrying out its central mission of educating students and developing productive citizens.
- The behavior of the Board of Education, the administration and all school staff should model the behavior asked of the students.
- While the district can and must assume a leadership role in alcohol and other substance use/abuse prevention, this goal will be accomplished only through coordinated, collaborative efforts among parents, students, staff and the community as a whole.

District Goal: The South Huntington School District is committed to the prevention of use/abuse of alcohol and other controlled substances. The District is dedicated to providing a safe environment that is conducive to learning. Chemical use/abuse by students or staff members interferes with instruction, undermines the respect associated with learning, and threatens the safety and well-being of both the abuser and non-user. Our primary purpose is to educate all students using accurate and age appropriate information about alcohol, tobacco and other substances. This will include the physical, psychological, and social consequences of their use/abuse. Our goal is to help students develop appropriate life skills to resist the use of alcohol and other substances by helping them develop a positive self-concept and by promoting the development of healthy lifestyles. To accomplish this goal, our students will be provided with a comprehensive prevention curriculum. The district will encourage participation in positive alternatives through a program of diversified extracurricular activities.

Parent Education: The District believes that it is essential for parents of the children in our schools to be actively involved in understanding and enforcing the above policy. Through the PTA, parenting workshops, and distribution of information, all parents will be provided with the opportunity to develop the skills necessary to reinforce the components of this policy in their homes and within the community.

Community Involvement: In order to send a consistent message to our youth, the district will enlist the services of the local community, including businesses, agencies, organizations, churches, etc., to sustain a collaborative effort in setting the standard regarding prevention. It is essential that parents, staff and community members act as positive role models for our youth in order to reflect the rewards of a healthy, substance-free life style.

Student Assistance Program: The South Huntington School District has assumed responsibility for developing a comprehensive intervention program. The District established an Employee Assistance Program in 1984 and a Student Assistance Program in 1987. The purpose of this intervention is to eliminate any existing use or abuse of alcohol and other substances. Thus, the district must identify substance abuse and those who are at high risk for such use or abuse. Support services will be offered to any student, family member, or staff person who has been so identified. Also, in accordance with the aim of the district to have smoke-free schools, students and staff will be offered research proven programs to assist them towards abstinence from tobacco.

The Student Assistance Program provides short-term counseling within the school setting to both parents and students regarding substance abuse. Support services are offered to students who have been identified as using substances, who are at risk of becoming users, and who are returning to school from treatment facilities. These services are also extended to the families of our students. When there is concern of possible substance abuse, a student will be referred to the Student Services Department.

Students considered at risk who may need extra support to avoid further problems may fall into some of the following areas:

- children of alcoholics and substance abusers
- children who are physically or emotionally abused or neglected
- children who are sexually abused
- children left in self-care
- children new to the district, school or classroom environment
- children who are pregnant
- children who are underachievers or overachievers
- children who are homeless

The Student Assistance Program maintains contact with community agencies in order to coordinate appropriate referrals for students and families when substance abuse has been identified. Students and parents will periodically be notified regarding the role of the Student Services Department and its availability for intervention. Students, parents and staff members may contact the Student Services Department directly with concerns they may have in this area. All contact between Department members, and students and families is confidential.

As part of its preventative program, the district reserves the right to search areas established as public, such as student lockers, halls and bathrooms. This will help assure a safe and healthy environment.

Standards of Conduct for Employees and Students in a Drug- and Alcohol-Free School Environment: The South Huntington School District is committed to maintaining a drug- and alcohol-free school environment. In furtherance of this commitment, the District has adopted, in conjunction with its drug-free school environment policy, "standards of conduct" for employees and students as follows:

- I. The manufacture, distribution, dispensation, possession and/or illegal use of controlled substances and alcohol by employees and students on the premises is prohibited.
- II. The use of controlled substances and alcohol by employees and students prior to attending school, which results in intoxication on school premises, is likewise prohibited.
- III. Employees who feel that their work performance may be affected by prescribed medication are encouraged to report potential side effects to a supervisor.

Employees and students requesting aid and guidance in alcohol and drug abuse resolution will receive assistance on a confidential basis. Assistance for employees shall be made available through the

IV. Employee Assistance Program. Help for students will be provided through the Student Assistance Program. Both programs will make referrals to appropriate drug and alcohol rehabilitation programs.

V. Compliance with the "standards of conduct" is mandatory. Sanctions consistent with local, state and federal law (including possible termination of employment, expulsion from school, and referral for prosecution) will be imposed on students or employees who violate the "standards of conduct."

VI. Each employee shall notify the Superintendent of any criminal drug statute conviction for a violation occurring in the workplace within five days of conviction. The Board of Education and any federal agency requiring such notification will be advised within 10 days after receipt of such notification.

Standards of Intervention for Students. If a student is suspected of alcohol or drug possession, or if a student appears to be under the influence of drugs or alcohol, then the following steps will be taken:

1. The student will not be left alone.
2. The Principal or designee will be notified.
3. If consumption is suspected, the school nurse will see the student to ascertain whether or not further medical intervention is needed.
4. If possession of an illegal substance is found, the police will be notified by the Principal or designee.
5. A parent or legal guardian will be notified.
6. The Principal will report the information to the Assistant Superintendent for Pupil Services, who will inform the Superintendent.
7. The student will be referred to the Student Services Department for three mandatory sessions. The focus of these meetings is to evaluate the nature of the student's problem and to recommend appropriate intervention.

Textbooks

1. All students will be responsible for the textbooks issued to them.
2. Accurate records will be kept of all books issued including the condition of those books when distributed. An electronic book card will be completed for each book distributed (all information required on the book card must be filled in).
3. All books are to be returned at the end of the course.
4. Students will be assessed fines for lost books or for damages to books beyond reasonable wear.
5. Students who leave school before the end of the year are to return the books to the teachers who issued them.
6. Textbooks are to be treated with care, as they are public property.
7. All textbooks should be covered.

Visitors

For reasons of security, the school generally does not approve requests for visitors' passes. The administration will usually consider such requests only if they are made in advance of the visitation date. Approval will be at the discretion of the Principal. After being cleared by security at the front, visitors will report to one of the two main entrances where proper identification will be scanned and they will be issued a visitor pass. All visitors must leave via the entrance through which they were initially vetted.

Withdrawal from School

A student needing to withdraw from school must do as follows:

1. Report to the main office with a guardian of record in Infinite Campus to complete an electronic withdrawal form
2. Return all books and supplies, including Chromebook, to the Assistant Principal.
3. Withdrawing students will be asked to provide proof of enrollment upon their departure.

Only upon completion of the above will the school respond to requests for transcripts, evidence of school attendance or any other records.

Working Papers

The standard employment certificate, commonly called “working papers,” certifies that a young person is under 18 years of age and is legally employed.

Working papers are issued in the Guidance Office after medical clearance is obtained from the School Nurses’ Office. There, the student may obtain an application form and the instructions to process the application.