

STUDENT HANDBOOK 2022-2023

COMMACK HIGH SCHOOL
1 Scholar Lane
Commack, New York 11725

Telephone: (631) 912-2100

www.commack.k12.ny.us/chs

Board of Education

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K -12 Curriculum Associate

Mrs. Lisa DeRienzo
K -12 Curriculum Associate

Dr. Michael Infoma
Curriculum Associate for Administration

COMMACK HIGH SCHOOL MISSION STATEMENT

The Mission of Commack High School is the development of the mind, character and physical well-being of our students through the creation of an environment that fosters academic excellence, maturity and mutual respect.

COMMACK HIGH SCHOOL ADMINISTRATION

Mrs. Carrie Lipenholtz, Principal

Mr. Matthew P. Keltos, Vice Principal

Mrs. Andrea Allen, Assistant Principal

Mr. Eric P. Biagi, Assistant Principal

DIRECTORS/COORDINATORS

Mr. Toby Elmore, Director of Student Affairs, Business and Community Partnerships

Mr. Patrick Friel, Director of Health & Physical Education

Mr. Mark Stuckey, Director of Art and Music

Mrs. Nicole Kregler, Director of Counseling

Mrs. Jill Johanson, Director of Science

Mr. Jeffrey Sautner, Director of Humanities

Ms. Joanne Fennessy, Director of Mathematics

Dr. Kelly Seebeck, Coordinator of Special Education

WELCOME

As you begin this new school year, there will be countless opportunities to shape your future through academics, co-curricular activities, athletics and the Arts. We encourage you to explore your passions and continually grow through new experiences and perspectives.

Commack High School is *your* community. We encourage you to become a positive contributor to its continued success. Our school and its staff provide tremendous opportunities for all students. We invite you to take advantage of these opportunities and to be thoroughly committed to your own growth by accomplishing the goals you set to achieve. Given your spirit and enthusiasm, our Commack High School community will continue its quest for excellence.

The **Agenda Book** is an important and valuable tool for you and your parents. It contains specific information related to our academic programs, the expectations of our staff and a general description of co-curricular activities. Suggestions and techniques about study skills, methods of organization, goal setting and note taking are included in these pages. Additionally, it offers a yearly calendar so you may plan your activities and manage your time, as well as record your assignments.

We urge you to utilize the Agenda Book to your advantage as you plan forward. Share it with your parents so that, with their support, your performance will continue to improve. We encourage parents to become thoroughly involved in our high school programs, always motivating and encouraging their children to do their very best.

We offer the following suggestions to parents:

- Monitor and review all daily assignments to ensure that your youngsters are meeting their responsibilities.
- Assist your children in planning a schedule to accomplish long-term assignments
- Check homework as listed by your children in this Agenda Book and compare the assignments with the work completed.
- Communicate with teachers and seek their suggestions for improvement
- Use the school calendar to keep abreast of activities.

Every student at Commack High School can achieve his or her individual goals if they utilize our many resources. Commack High School students experience success when they make a strong commitment to personal excellence, maximize their natural abilities and talents, attend school regularly and combine these elements with a strong work ethic. Our staff is always here to assist both parents and students. If the need arises, do not hesitate to call any of us. We wish you the very best for a successful high school career.

Good Luck – From Your Administrative Team

PHONE DIRECTORY

Advanced Programs (AP, IB, PLTW)	912-2154
Art	912-2163
Athletics Office	912-2080
Attendance Office	912-2112
Business/FCS/Tech	912-2155
Continuing Education	912-2153
CSIP Coordinator	912-2144
Deans' Office	912-2114/2115
FAX (Attendance Office)	912-2219
FAX (Counseling Center)	912-2226
FAX (Library)	368-0474
FAX (Main Office)	912-2250
Guidance Office	912-2121
Humanities (English & Social Studies)	912-2160
Library	912-2164
Main Office	912-2100
Mathematics	912-2158
Music Office	912-2159
Nurses' Office	912-2110/2111/2221
Physical Education	912-2144
Science	912-2171
Security Desk in Main Lobby	912-2323
Security Office (Building)	912-2227
Security (24 hours)	858-3611
Special Services	912-2162
Student Life Office	912-2170
Teacher Voicemail*	912-2099
World Language	912-2108

*Note: When dialing a staff member's voicemail number that starts with a 5, first dial 912-2099. The operator will prompt you to dial the 5-digit extension number of the staff member you are trying to reach. Any numbers starting with 912-2--- or 858-3--- can be dialed directly.

FULL LISTING OF POLICIES

POLICY WEBSITE

This handbook contains a summarized version of the policies that are most important for students to understand and reference to be successful at Commack High School, for a full listing of all policies and procedures please visit the policy page on the High School website by scanning the QR code to the right.



SCHOOL DAY INFORMATION

BICYCLES

A bicycle rack is provided in the rear of the building outside the cafeteria and in front of the school. Bicycles should be locked up in order to prevent them from being stolen. The school cannot accept responsibility for bicycles beyond providing facilities for parking them.

CAFETERIA

Students are not permitted to loiter on school grounds or adjacent off-limit areas during lunch periods. Students (including student aides) may eat only in the cafeteria and are not permitted to leave the cafeteria with food. Students without a lunch period must arrange with a subject-class teacher to eat lunch (from a "brown bag") in class or they may see their guidance counselors for a change of schedule allowing for a lunch period. An ala carte Breakfast Program is offered and runs from 7:00 a.m. to 7:20 a.m. The Lunch Program runs during Periods 4,5,6,7 and 8.

EVACUATION AND SHELTERING DRILLS

Instructions for action during evacuation drills are posted in every room. Students are to follow the directions of the teachers. Complete cooperation and silence are mandatory during evacuation so emergency instructions can be speedily given. Any students tampering with the fire alarm system will be subject to arrest and prosecution.

EXTRA HELP

Teachers in each department will have a specific assigned time to be available for extra help. Students can attend any of the extra help sessions at times convenient to their own schedules, not necessarily with their own classroom teacher.

HALLWAY & HALL PASSES

Students should not be in the hallways without a hall pass, other than at passing time.

LIBRARY MEDIA CENTER

The Library Media Center is the information hub of the Commack High School. Our mission is to promote high-level research and problem solving skills that will prepare students for college and a future of life-long learning. Students are welcome to visit the library throughout the day to complete homework assignments, projects, and research papers. Our large collection of print resources, databases, and eBooks are accessible from Commack High School's homepage.

HOURS:

7:00 a.m. – 3:30 p.m.

A pass is required to be excused from a class, study hall or lunch period.

CHS Handbook -- Page 5

LOCKERS & VALUABLES

Students are assigned hall lockers and physical education lockers for the storage of school materials, books and clothing. However, there is no school insurance to cover lost, damaged or stolen personal property. The school will not be responsible for the loss of contents or locks. Students are cautioned NOT to keep valuables inside their lockers and NOT to share locker combinations with anyone. Repair requests should be reported to the Deans Office.

LOST & FOUND

Lost clothing, books and backpacks are kept by Security in the Cafeteria. Students should check for lost items during their lunch periods.

ODD/EVEN DAY SCHEDULE

Commack High School operates on an Odd (Day 1)/Even (Day 2) schedule. Each school day is numbered Day 1 or Day 2, beginning with the first day of school, September 9th, 2021 as Day 1. Weekends and vacation days are not counted as part of the cycle. All school days have been assigned numbers on the online calendar.

PARKING

Seniors with a Class D Driver's License and a valid parking sticker are permitted to park in legal parking spaces in student parking areas. All students and parents are required to attend a CHS Driver Safety Course before a parking sticker will be issued. No appointments are necessary to attend the Driver Safety Course. Improperly parked cars, including cars without visible permits, may be towed or ticketed. No one has the right to park on school grounds; parking is a privilege extended to Seniors with a Class D license, who are in good standing at Commack High School.

STUDENT SCHEDULES & GRADING

COLLEGE CREDITS EARNED THROUGH HIGH SCHOOL COURSES

Commack High School affords qualified high school students an opportunity to take college courses and earn college credits while learning in the high school environment through eight (8) universities: Applications, with registration instructions, will be distributed through the Counseling Center or the classroom teachers in September and January. Each institution has specific eligibility requirements and registration procedures that must be followed to ensure proper registration and receipt of course credit. Please note that the tuition fees listed in the Curriculum Guide are for the current school year and are subject to increase yearly. Please see the Commack High School Curriculum Guide for more detailed information.

ENRICHED/AP/IB COURSES

The District recognizes the importance of academic challenges for all students. They also recognize that some students will benefit from educational experiences beyond the high school level and receive appropriate credit (college) for their efforts. The District will also support the development of enriched courses that will assist all students to be successful in upper level courses.

Any student who demonstrates the willingness to succeed in the enriched curriculum should be given an opportunity to participate in the program.

HIGH HONOR ROLL & HONOR ROLL

Honor Roll averages are computed each report card period.

A **high honor roll** student:

- Is enrolled in five or more courses exclusive of physical education.
- Is enrolled in, or is medically excused from, physical education.
- Has earned an average of not less than 90% for all courses.
- Has received no grade lower than 75% for any course.
- Has received no course letter grades of: F - FAILING, I – INCOMPLETE, U – Unsatisfactory, WF - WITHDRAWN FAILING
- Has received no course comment code reports of:

Disruptive Behavior, Excessive Lateness or Excessive Absence from Class

An **honor roll** student is defined as one who meets the above criteria and has earned an average less than 90% but not less than 85% for all courses in which a numerical grade is reported.

MARKING PERIODS

End of the 1st Marking Period – November

End of the 2nd Marking Period – January

End of the 3rd Marking Period – April

End of the 4th Marking Period – June

PASS/FAIL OPTION

The **pass/fail** option is only available to **seniors** and must be selected before the close of the first marking period. Once this option is selected, it cannot be reversed. The pass/fail option can only be selected for one course (if a half-credit course is selected in the fall, the student may select another half-credit course for the spring). The pass/fail option may be selected in any course that is beyond the "core" requirement needed for graduation

STUDENT SCHEDULES

All CHS students are required to carry a minimum of 5 credit bearing courses plus PE. Therefore, students are advised to explore electives to complete their schedule. Ninth, tenth and eleventh graders are not permitted to leave the school building for any reason during the course of the school day. Only Senior students may request Early Release during period 9 or Late Arrival during period 1. In order for a student to be granted Early Release or Late Arrival, he/she must submit written permission from their parent/guardian by May 1st of their junior year. Students with Early Release are not permitted to freely navigate the building; however, a supervised location will be available for those students who prefer to remain on campus through the remainder of the school day for after school activities.

WEIGHTING OF GRADES

For grade point average and determining cohort group only, all college-level courses, International Baccalaureate courses (except IB Math Studies SL and IB Language *Ab Initio*) and Advanced Placement courses have an additional 10 percent added to the final grade. All Honors courses, Enriched/AP courses, Science Research, Mathematics Research, IB Math Studies SL, IB Language *Ab Initio*, Italian Language/Culture 1 and Spanish 4 have an additional 6 percent added. The final grade in the course on the high school transcript does not reflect this addition.

GRADUATION & CREDIT REQUIREMENTS

For a full listing of Commack High School's Graduation and credit requirements, please access the CHS Counseling Center Website, which includes information about:

- Scholarships
- PSAT/SAT/ACT
- Curriculum Guides
- Working Papers
- Transcripts



Counseling Center Website: <https://www.commack.k12.ny.us/CounselingCenter.aspx>

ACADEMIC INTEGRITY PROTOCOL

Commack High School values the expression and unique perspective of each student that is part of our learning community. Therefore, honesty and authenticity of work is held in the highest regard. Honesty supports intellectual growth and creates an equitable learning environment. Cheating, in any form, lessens the value of education, compromises the integrity of the student and is in direct contradiction of the values of Commack High School. The Academic Integrity Protocol is designed to ensure the authenticity of all submitted work and uphold the mission of Commack High School; the development of the mind, character and physical well-being of our students through the creation of an environment that fosters academic excellence, maturity and mutual respect.

To that end, we ask all students, staff and families to familiarize themselves with the protocol to ensure that all work is authentic and valued for the expression of student learning that it represents. The full protocol can be found on the building policy webpage which was linked in the "Full Listing of Policies" section of this handbook.

TECHNOLOGY USAGE

Commack High School is dedicated to enhancing teaching and learning through the use of technology. Education at Commack High School prepares our students for their world by teaching digital citizenship, information literacy, and online collaboration through the use of 21st century technologies. All students have received a District-issued Chromebook. Students are responsible for the Chromebooks they have been issued.

The use of technology comes with responsibility. Any inappropriate use of technology by a Commack High School student will not be tolerated and disciplinary measures will be taken. Internet usage in our school is supervised in the classrooms, library and computer labs. Student devices that are connected to the internet via a data plan or Wi-Fi are not supervised by our staff, yet students are expected to use these personal devices in an appropriate manner for school and in accordance with the District's Code of Conduct.



Our district utilizes a powerful filtering system that minimizes our students from accessing inappropriate websites from school computer only.



Information regarding the Technology Usage Policy, replacement components and technical support can be located on the district technology page which is linked below, or by scanning the QR code above:

<https://sites.google.com/commack.k12.ny.us/technology/chromebooks?authuser=0>

CSIP (Community Service and Involvement Program)

GRADUATION REQUIREMENT

Commack High School's mission is to promote extracurricular opportunities and to encourage students to become creative active participants in their high school, the local community and in our democratic society. The experience contributes to the positive growth and development of our students.



The Community Service and Involvement Program (CSIP) is a graduation requirement for all students and has a tradition dating back more than thirty years. To fulfill this requirement, the district requires completion of 65 units/hours of CSIP over a period of four years for all students not enrolled in the IB Diploma Program. Throughout high school, students are expected to earn community service credits through involvement in the many programs and activities presented by the variety of clubs, organizations and teams within the high school and/or through service credits through their involvement in the many community, local, county and state organizations eager to accept volunteer assistance.

As a local graduation requirement, students are required to accumulate a minimum total of 65 units/hours of CSIP activity during their four years of high school. Students in grades 9, 10 and 11 must complete a minimum of fifteen units/hours per year. Seniors require a minimum of twenty units/hours. Each student has a CSIP teacher (Physical Education teacher) who will collect forms and address the basic questions that students have about their community service requirement.

ATTENDANCE POLICIES

Summary of District Attendance Policy (7110)

School attendance is both a right and a responsibility. The District is an active partner with students and parents in the task of ensuring that all students meet or exceed the New York State Learning Standards. Because the District recognizes that consistent school attendance, academic success, and school completion have a positive correlation, the District has developed, and, if necessary, will revise this Comprehensive Student Attendance policy to meet the following objectives:

- a. Increase school completion for all students;
- b. Raise student achievement and close gaps in student performance;
- c. Identify attendance patterns to design attendance improvement efforts;

- d. Know the whereabouts of every student for safety and other reasons;
- e. Verify that individual students are complying with education laws relating to compulsory attendance; and
- f. Determine the District's average daily attendance for state aid purposes.

For the full Board of Education Attendance Policy, please scan the QR code above or visit: <https://go.boarddocs.com/ny/commack/Board.nsf/Public#> and search for policy 7110.

LATE ARRIVAL

If a student arrives at school after 7:30 am, they should enter through the Main Lobby entrance with a note from a parent/guardian explaining the lateness. The student will provide the note to one of our attendance staff who will issue a pink late pass. The student can then submit this late pass to their classroom teacher.

EARLY DISMISSAL (PICK-UP)

If a student needs to be picked-up from school early, they should bring a note from their parent/guardian requesting the early dismissal. Students should submit the note to an attendance staff member **upon their arrival to the building**. The note can be handed in at one of the following locations:

- Main Lobby (7:30 am-10:00 am)
- Cafeteria (7:00 am-7:25 am)
- Main Office (10:00 am-2:25 pm)

When the student hands in the note, the attendance staff member will contact the parent/guardian via phone to confirm the early dismissal. **If a student is being picked up by someone other than a parent/guardian, please include the name of the individual in the early dismissal note.** The student will then be issued a yellow early dismissal pass to leave class at the designated time. The student should present this pass to their classroom teacher prior to their early dismissal time. At the time of dismissal the parent/guardian/family member should check-in at the Main Lobby entrance by pressing the doorbell on the wall.

In order to respect instructional time, we will not call into classes for early dismissal. **Therefore, if a student did not submit an early dismissal note, the student will be dismissed at the end of the period.**

STUDENT CODE OF CONDUCT

Summary of District Conduct Policies (7315, 7320, 7360)

For full Code of Conduct policies, please access policy numbers 7315, 7320 and 7360 through BoardDocs, by visiting: <https://go.boarddocs.com/ny/commack/Board.nsf/Public#>, or scanning the QR code to the right.



ACCIDENTS

Accidents that occur during the school day must be reported immediately to the teacher in charge and then to the nurse in the Health Office. All students involved in accidents while on the school bus will be evaluated by the school nurse.

BOMB/VIOLENCE THREATS

It is a Class E Felony for anyone to issue a false bomb threat or threat of violence toward a school in New York State. Commack High School has a zero tolerance policy for such threats. Violators will be prosecuted.

CONTROLLED SUBSTANCE & WEAPONS

No student may use, possess, sell or distribute alcohol and other substances, nor may use or possess drug paraphernalia, on school grounds or at school-sponsored events, except drugs as prescribed by a physician. For violations of this rule, Board of Education policy mandates that students receive, at minimum, a 5-day out of school suspension and that the police are notified. Similarly, no student may use, possess or distribute weapons or weapon-like objects of any kind, which are capable of inflicting bodily harm. In addition, federal and state law mandate that students determined to have brought a weapon on school property be subject to a suspension from school of at least one calendar year (See Code of Conduct) and the police are notified.

FIGHTING AND HARASSMENT

Fighting will not be tolerated. All students who are brought to the faculty's attention because they are involved in fighting, threatening, harassing or intimidating are **STRONGLY ENCOURAGED** to resolve disputes through mediation. Furthermore, students may be required to attend mediation, as decided by a Dean or administrator. Any student involved in a fight will be subject to immediate out of school suspension. A repeat offender may be subject to a Superintendent's Hearing.

GRAFFITI/DESTRUCTION OF PROPERTY

Students may not willfully destroy or deface school property. Reported vandals will be subject to suspension and possible arrest and will be required to clean up the damage and/or pay the cost of repairing or replacing the damaged property.

INSUBORDINATION

Students will be respectful of all adult personnel, be responsive to their authority at all times, and identify themselves to any staff member upon request. ID cards must be presented to school personnel upon request. Disrespect on the part of any student or failure to abide by a clearly stated and otherwise justifiable directive of a staff member will be deemed insubordination and subject to the school's discipline policies and procedures.

LANGUAGE

Students are not permitted to use offensive, abusive or obscene language or gestures in school or during school-sponsored activities. Violators of this rule are subject to suspension from school and may additionally be denied participation in co-curricular or athletic activities.

LOITERING/TRESPASSING

Students are not permitted to loiter in the parking areas or other off limit areas. Individuals found on the school grounds without permission, including students on out of school suspension are trespassing and are subject to arrest and prosecution by the police. In addition, students who engage in insubordinate conduct that endangers the health, safety and welfare of either themselves or other students are subject to a Superintendent's Hearing. Any person receiving a trespassing letter and/or Superintendent's Hearing will be unable to attend any extra-curricular activities, i.e. the prom, graduation, etc.

POSTERS AND ANNOUNCEMENTS

Students/staff are not permitted to post any information unless the Building Censor has approved it. Approved posters can only be hung on designated bulletin boards and posting areas. Flyers are

not permitted to be handed out or posted anywhere on campus. Additionally, digital copies of signage can be displayed on the monitors around the building by emailing an electronic file to the Office of Student Life account or to Christina Semple (Building Sensor).

SMOKING

By law, Commack High School is a smoke-free school and campus; this includes the use of Electronic cigarettes (vaping). **SMOKING IS NOT PERMITTED INSIDE THE SCHOOL BUILDING OR ON THE GROUNDS, OR ON ADJACENT, OFF-LIMIT AREAS.** Students are cautioned regarding the health hazards associated with smoking. Violators of this school rule are also subject to fines by the Suffolk County Department of Health. In addition, disciplinary action deemed appropriate to the infraction will be instituted by CHS.

LINES OF COMMUNICATION

The most effective tool in providing our students with an optimal learning environment is the establishment of an effective and ongoing communication system between parent and teacher. Should any concerns or questions arise regarding academic or behavioral needs and/or practices within the classroom, please contact the teacher first. If concern is not addressed after speaking with the teacher, please contact your child's School Counselor before contacting an Assistant Principal or the Principal.

Most student issues should be addressed at the building level. If you feel that you need further help however, please contact the Superintendent's office after you have first proceeded through the steps above. The Superintendent will review the issue with the appropriate Assistant Superintendent, who will work to resolve the matter.



For a listing of department and building leadership, please scan the QR code to the right.

CLUBS, SPORTS & ACTIVITIES

EXTRA-CURRICULAR & ATHLETIC ELIGIBILITY OVERVIEW

We hold high expectations for academic achievement of all students and expect students representing Commack High School to meet equally high standards. Therefore, the honor of participation carries with it the responsibility of Commack's young men and women to present themselves, but also their advisor/coach, activity/team and the Commack High School student body, each student is expected to act in a responsible manner at all times.

The eligibility criteria that follows is intended to motivate students to fulfill high standards of Attendance, Self-discipline and Academics; they are not punitive, they should not discourage any student from active participation in the school's extra-curricular program. To achieve these ends, extra-curricular eligibility will be administered firmly, but humanely, particularly with regard to the appeals process.

Attendance - If a student is absent from school, he/she may not participate in any extracurricular event on that day. To participate in a weekend activity, a student must be in attendance on Friday. A student must attend at least five (5) periods in the school day to be considered in attendance for that day. Exceptions will be made only if the student provides a legal excuse (e.g. driving test, doctor's note, court appearance.)

Discipline - A student is declared on probation whenever he/she commits an infraction resulting in an out of school suspension.

Academics - Students failing one (1) subject will receive a *confidential* verbal *eligibility* warning for their coaches and advisors. In addition, they will receive an *eligibility* warning on the report card. Students failing two (2) subjects *in the same Marking Period* will be declared on probation. They may continue to participate for a period of three (3) weeks *after the end of the Marking Period*. *During the probationary period students will work to pass their courses*. Continued failure of any two subjects *after the three (3) week period* will result in ineligibility. Students failing three (3) or more subjects in the same Marking Period will be declared ineligible to participate in any extracurricular activity.

Appeals - Students, parents, advisors and/or coaches may initiate an appeal. Such appeals will be heard by a committee, convened as necessary, consisting of a building administrator, a representative from the Counseling Center/Athletic Office, and an advocate selected by the student. Appeals will be heard in as timely a manner as possible.

EXTRA-CURRICULAR CLUBS & ORGANIZATIONS

For a full listing of extra-curricular clubs, organizations and Honor Societies, please visit the Office of Student Life's webpage by scanning the QR code to the right.

COMMACK HIGH SCHOOL COUGAR ACHIEVEMENT AWARD

Cougar Achievement Awards recognize students for their involvement in or service to Commack High School. For each year a student achieves an award, he or she will receive a Cougar pin and certificate. The award presentation will be made at the end of the school year. A student who has been a recipient of this award for **four years** will receive a medallion for graduation. Students must meet a predetermined point threshold through their school involvements to be eligible to apply. Application includes an essay on the value of school involvement/giving back to the school community.



FUNDRAISING

Any club or organization involved in fundraising must receive prior approval through the Office of Student Life for the activity and the dates. A meeting will be held at the beginning of the year where the Office of Student Life Treasurer will explain activity accounting procedures. The advisors and officers will then assign fundraising dates.

SCHOOL BASED MANAGEMENT TEAM

The School Based Management Team consists of students, parents, teachers, support staff and administrators. The role of this team is to discuss topics that can improve school programs and enhance classroom instruction through shared decision making. The SBMT meets every month and posts the agenda and minutes on the High School website.

STUDENT FACULTY ADVISORY COMMITTEE

The Student Faculty Advisory Committee, an arm of the Office of Student Life, is a group of elected faculty and students who meet monthly to discuss school issues related to all aspects of school life. Two student representatives from each grade are elected to this position as SFAC Representative.

ATHLETICS FORMS, ELIGIBILITY & INFORMATION

For a full listing of athletic teams, eligibility requirements and a link to submit all forms electronically via "Final Forms", please scan the QR code to the right, or visit the Athletics home page: <https://www.commarkschools.org/cougarathletics.aspx>

The following information is available:

- Schedules for each team
- Coach contact information
- Section XI regulations
- Concussion Management and Protocol
- A Message from the Athletic Director
- Final Forms Tutorial

