

2018-2019
HORSEHEADS CENTRAL
SCHOOL DISTRICT
CODE OF CONDUCT



HORSEHEADS HIGH SCHOOL
RULES AND PROCEDURES

MISSION STATEMENT

Horseheads Central School District sets the standard of educational excellence by fostering innovative thinking, curiosity, and a passion for learning to maximize the potential of each individual. We engage with our local and global communities to provide a student-centered, nurturing environment.

EXPLORE

EMPOWER

EXCEL

The members of the Administration, Faculty, and Staff will work diligently with you throughout this school year to maintain a positive climate for the entire school community. Your support in this endeavor is essential.

In 2008, CSS Workforce NY and the Chemung County Chamber of Commerce's Business Education Roundtable successfully launched The Big Five campaign. Thousands of posters and bookmarks were distributed across Chemung, Schuyler, and Steuben Counties championing five foundational concepts of workforce readiness:



- Be honest
- Show up on time every day
- Be ready for work
- Be willing to learn
- Maintain a good attitude

Though many things have changed since 2008, these basic values are still relevant today. CSS Workforce NY, GST BOCES, and the Chamber's Business Education Roundtable have teamed up to bring Education and Business together to revitalize this initiative and introduce it to a new generation of students and employees.

REGULAR DAY SCHEDULE

7:50 – 9:10 a.m.	PERIOD 1 – 2
7:50 – 8:30 a.m.	(CTE Students Period 1 at HHS)
9:18 – 10:38 a.m.	PERIOD 3 – 4
10:46 – 12:06 p.m.	PERIOD 5 – 6
10:46 – 11:24 a.m.	Period 5 – Lunch/Activity
11:28 – 12:06 p.m.	Period 6 – Lunch/Activity
12:14 – 1:34 p.m.	PERIOD 7 – 8
12:14 – 12:52 p.m.	Period 7 – Lunch/Activity
12:56 – 1:34 p.m.	Period 8 – Lunch/Activity
1:42 – 3:02 p.m.	PERIOD 9 – 10
2:22 – 3:02 p.m.	(CTE Students Period 10 at HHS)

HOMEROOM DAY SCHEDULE

7:50 – 9:07 a.m.	PERIOD 1 – 2
7:50 – 8:30 a.m.	(CTE Students Period 1 at HHS)
9:15 – 10:32 a.m.	PERIOD 3 – 4
10:40 – 11:57 a.m.	PERIOD 5 – 6
10:40 – 11:16 a.m.	Period 5 – Lunch/Activity
11:21 – 11:57a.m.	Period 6 – Lunch/Activity
12:04 – 12:14 p.m.	HOMEROOM
12:20 – 1:37 p.m.	PERIOD 7 – 8
12:20 – 12:56 p.m.	Period 7 – Lunch/Activity
1:01 – 1:37 p.m.	Period 8 – Lunch/Activity
1:45 – 3:02 p.m.	PERIOD 9 – 10
2:22 – 3:02 p.m.	(CTE Students Period 10 at HHS)

TWO HOUR DELAY SCHEDULE

Period 1/2	9:50 - 10:30
Period 3/4	10:38 - 11:18
Period 5	11:26 - 11:59
Period 6	12:03 - 12:36
Period 7	12:44 - 1:17
Period 8	1:21 - 1:54
Period 9/10	2:02 - 3:02

AM BOCES

Period 1	9:50 - 10:30
Period 3/4	Cafeteria
Period 5/6	Lunch/Activity
Period 7 - 10	As above

PM BOCES

BOCES	Period 1/2 and 3/4 as above
Period 5	Eat lunch & board for BOCES at 11:40
Period 10	2:22 - 3:02

TWO HOUR DELAY SCHEDULE W/ HOMEROOM

Period 1/2	9:50 - 10:30
Period 3/4	10:38 - 11:18
Period 5	11:26 - 11:55
Period 6	11:59 - 12:30
Homeroom	12:34 - 12:42
Period 7	12:46 - 1:15
Period 8	1:19 - 1:54
Period 9/10	2:02 - 3:02

AM AND PM BOCES SAME AS ABOVE

18-19 Tentative Calendar

September		
Tuesday	September 4, 2018	Conference Day – NO SCHOOL
Wednesday	September 5, 2018	First Day of School – Grade 9 FFD
Thursday	September 6, 2018	First Day of School Grades 10-12
October		
Wednesday	October 3, 2018	End of 1 st Marking Period
Thursday	October 4, 2018	Parents Night
Monday	October 8, 2018	Columbus Day – NO SCHOOL
Wednesday	October 17, 2018	Distribution of Report Cards
Friday	October 19, 2018	Conference Day – NO SCHOOL
November		
Friday	November 2, 2018	End of 2 nd Marking Period
Monday	November 12, 2018	Veterans Day – NO SCHOOL
Thursday	November 15, 2018	Distribution of Report Cards
Wed – Sun	Nov 21 – 25, 2018	Thanksgiving Recess – NO SCHOOL
December		
Friday	December 7, 2018	End of 3 rd Marking Period
Wednesday	December 19, 2018	Distribution of Report Cards
Mon – Sun	Dec 24 – Jan 6, 2019	Winter Recess – NO SCHOOL
January		
Friday	January 18, 2019	End of 4 th Marking Period
Monday	January 21, 2019	Martin Luther King Jr Day – NO SCHOOL
Tues – Fri	Jan 22 – 25, 2019	Regents Exams – NO REGULAR CLASSES
Monday	January 28, 2019	Instructional Planning Day – NO SCHOOL
Tuesday	January 29, 2019	First Day of Second Semester
February		
Wednesday	February 6, 2019	Distribution of Report Cards
Mon – Tues	February 18 – 19, 2019	Presidents Day Recess – NO SCHOOL
March		
Wednesday	March 6, 2019	End of 5 th Marking Period
Thursday	March 14, 2019	Parents Night
Friday	March 15, 2019	Conference Day – NO SCHOOL
Wednesday	March 20, 2019	Distribution of Report Cards
April		
Friday	April 5, 2019	End of 6 th Marking Period
Mon – Sun	April 15 – 21, 2019	Spring Recess – NO SCHOOL
Friday	April 26, 2019	Distribution of Report Cards
May		
Wednesday	May 15, 2019	End of 7 th Marking Period
Monday	May 27, 2019	Memorial Day – NO SCHOOL
Friday	May 31, 2019	Distribution of Report Cards
June		
Monday	June 3, 2019	Regents Exams
Monday	June 17, 2019	End of 8 th Marking Period
Saturday	June 22, 2019	Commencement Program
Tues – Tues	June 18 – 25, 2019	Regents Exams – NO REGULAR CLASSES
Wednesday	June 26, 2019	Last Teacher Day

Report Cards will be mailed home in early July!

DISTRICT PERSONNEL PHONE NUMBERS

795-2500

<u>OFFICE</u>	<u>EXTENSIONS</u>
Main Office	1608
Attendance Office	1612
Guidance Office	1628
Student Services	4301
Nurse's Office	1623
Library	1700, 1701
Athletic Office	4254
BOCES	739-3581

THE HORSEHEADS HIGH SCHOOL COMMUNITY BELIEVES IN: A COMMITMENT TO EXCELLENCE, RESPECT, COOPERATION, AND RESPONSIBILITY.

All members of the Horseheads High School community will commit to being...

- On Time
- Courteous
- Proud
- Environmentally Responsible
- Truthful
- Healthy
- Positive
- Their Best

A major ingredient in your general conduct and the development of a positive attitude is common sense. You are expected to comply with reasonable requests and to conduct yourself with the high level of maturity which you possess as a young adult. As young adults, you are held responsible for both your actions as well as the consequences of your actions.

NOTICE: The Dignity Act Coordinator (DAC) for Horseheads High School is Mike McCawley. Complaints regarding discrimination, harassment, or bullying of any student should be referred to Mr. McCawley 739-5601, ext. 1603. The Dignity Act Coordinator for the Horseheads Central School District is Megan Collins. Mrs. Collins may be reached at One Raider Lane, Horseheads, NY 14845, 607-739-5601, x4211.

The Horseheads Central School District offers educational programs without regard to race, color, national origin, creed, religion, marital status, military status, sex, sexual orientation, age, gender identity, predisposing genetic characteristic, or disability, and provides equal access to applicable groups under the Boy Scouts of America Equal Access Act. Inquiries regarding this policy may be made to Megan Collins, Title IX/DASA Coordinator, and Co-Civil Rights Compliance Officer; Anthony Gill, Co-Civil Rights Compliance Officer; or Kim Williams, Section 504 Coordinator, Horseheads Central School District, One Raider Lane, Horseheads, NY 14845, (607) 739-5601. This policy of non-discrimination includes access by students to educational programs, counseling services, course offerings, and activities, as well as recruitment and appointment of employees and employment pay, benefits, advancement and/or termination. The following person(s) has been designated to handle inquiries regarding the non-discrimination policies: Megan K. Collins, Director of Human Resources, mcollins@horseheadsdistrict.com, One Raider Lane, Horseheads Central School District, Horseheads, NY 14845, (607) 739-5601 and US Department of Education, Office of Civil Rights, LBJ Department of Education Building, 400 Maryland Avenue SW, Washington DC 20202-1100, (800) 421-3481.

***Horseheads Central School District
Code of Conduct – Shortened Version***

The following is a shortened version of the district's Code of Conduct, as required by New York State SAVE legislation of 2000. For a copy of the complete code, visit the district's web site at www.horseheadsdistrict.com or call 739-5601, x4201.

Introduction

The Horseheads Central School District Board of Education is committed to providing a safe and orderly school environment where students may receive and district personnel may deliver quality educational services without disruption or interference. Responsible behavior by students, teachers, other district personnel, parents and other visitors is essential to achieving this goal.

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

Unless otherwise indicated, this code applies to all students, school personnel, parents and other visitors, when on school property or attending any school function (whether on or off campus), including, but not limited to athletic events, extra-curricular activities, academic programs and programs that highlight the arts. Additionally, students who participate in athletics or extra- or cocurricular activities are expected to adhere to all aspects of this policy at all times and may be disciplined (including a suspension from their athletic team or extra- or co-curricular activity) for conduct which violates this Code, even if the conduct occurs at a non-school event. Students engaged in athletics are also expected to adhere to the Athletic Code of Conduct, which is attached as an appendix to the Code of Conduct.

Student Rights

The district is committed to safeguarding the rights given to all students under state and federal law. In addition, to promote a safe, healthy, orderly and civil school environment, all district students have the right to:

1. Take part in all district activities on an equal basis regardless of race, color, weight, creed, national origin, religion, gender (including gender identity and gender expression) or sexual orientation or disability.
2. Present their version of the relevant events to school personnel authorized to impose a disciplinary penalty in connection with the imposition of the penalty.
3. Access school rules and, when necessary, receive an explanation of those rules from school personnel.

Student Responsibilities (Trustworthiness, Respect, Responsibility, Fairness, Caring and Citizenship)

All district students have the responsibility to:

1. Contribute to maintaining a safe and orderly school environment that is conducive to learning and to show respect to other persons and to property.
2. Be familiar with and abide by all district policies, rules and regulations dealing with student conduct.

3. Attend school every day unless they are legally excused and be in class, on time, and prepared to learn.
4. Work to the best of their ability in all academic and extracurricular pursuits and strive toward their highest level of achievement possible.
5. React in a respectful, positive manner to direction given by teachers, administrators and other school personnel.
6. Work to develop mechanisms to control their anger.
7. Ask questions when they do not understand.
8. Seek help in solving problems that might lead to discipline.
9. Dress appropriately for school and school functions.
10. Accept responsibility for their actions.
11. Conduct themselves as representatives of the district when participating in or attending schoolsponsored extracurricular events and to hold themselves to the highest standards of conduct, demeanor, and sportsmanship.
12. Use District property, including district technology, according to established guidelines and rules.

Student Dress Code

All students are expected to give proper attention to personal cleanliness and to dress appropriately for school and school functions. Students and their parents have the primary responsibility for acceptable student dress and appearance. Teachers and all other district personnel should exemplify and reinforce acceptable student dress and help students develop an understanding of appropriate appearance in the school setting.

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

1. Be safe, appropriate and not disrupt or interfere with the educational process.
2. Recognize that extremely brief garments such as but not limited to tube tops, net tops, halter tops, spaghetti straps, plunging necklines (front and/or back) or midriff baring and see-through garments that are offensive to others and disruptive are not appropriate.
3. Ensure that underwear is completely covered with outer clothing.
4. Include footwear at all times. Footwear that is a safety hazard will not be allowed.
5. Not include the wearing of hats or other form of head covering during regular school hours except for a medical or religious purpose.
6. Not include items that are vulgar, obscene, libelous or denigrate others on account of race, color, religion, creed, national origin, gender, sexual orientation or disability.
7. Not promote and/or endorse the use of alcohol, tobacco or illegal drugs and/or encourage other illegal or violent activities.

Each building principal or his or her designee shall be responsible for informing all students and their parents of the student dress code at the beginning of the school year and any revisions to the dress code made during the school year.

Students who violate the student dress code shall be required to modify their appearance by covering or removing the offending item and, if necessary or practical, replacing it with an acceptable item. Any student who refuses to do so shall be subject to disciplinary action. Any student who repeatedly fails to comply with the dress code shall be subject to further discipline, up to and including out of school suspension.

Prohibited Student Conduct

A student shall be subject to disciplinary action in relation to the following:

- A. Engage in conduct that is disorderly, insubordinate or disruptive. Examples of such conduct include, but are not limited to:
1. Disrespecting staff.
 2. Failure to comply with the directions of a teacher, administrator or other school employee.
 3. Violation of the district's dress code.
 4. Lateness for, missing or leaving school or class without permission from or an excuse given by a faculty member, staff member, or other authorized person.
 5. Any willful act which disrupts the normal operation of the school community.
 6. Disrupting the educational process.
 7. Interfering with the teacher's authority over the classroom.
 8. Issuing disruptive or harassing electronic communications ("cyberbullying"), even if the communication did not originate from the District or through District servers.
 9. Engaging in any act of discrimination, sexual harassment, bullying, and/or harassment as defined in this Code.
 10. Retaliating against any individual who, in good faith, reports or assists in the investigation of, among other things, sexual harassment, harassment, bullying and/or discrimination.
- B. Engage in conduct that endangers the safety, morals and health and welfare of others.
1. Stealing, lying, cheating, plagiarism or other acts of dishonesty.
 2. Verbal or physical intimidation.
 3. Fighting or causing physical harm to another.
 4. Using in either words, clothing, or signs, profane, lewd, vulgar, abusive language, words or messages (electronic or otherwise) which may incite or offend another person.
 5. Vandalizes school property or the property of a student or staff member.
 6. Violates the civil rights of another student.
 7. Engaging in acts of harassment as defined in the Code of Conduct and/or in the district's Sexual Harassment Policy and Regulation, its Racial Harassment of Students Policy and Regulation, or its Dignity for all Students Act Policy and Regulation.
 8. Being under the influence of an alcoholic beverage, drinking an alcoholic beverage or being in possession of an alcoholic beverage on school property or at a school function. Alcoholic beverages shall mean and include alcohol, spirits, liquor, wine, beer, any type of "powdered alcohol," and cider having alcoholic content. When a student creates a look-

alike situation by presenting a substance as an alcoholic beverage, the District's reaction will be the same as if an actual alcoholic beverage was present.

9. Being under the influence of, or the use, possession, sale, distribution, or gift of any illegal or controlled substance or any instruments for the use of such illegal or controlled substances such as, but not limited to, a pipe, syringe, or other paraphernalia, while on school property or at a school function. "Illegal substances" include, but are not limited to, inhalants, e-liquids, including propylene glycol (liquid nicotine), cannabinoids (marijuana), synthetic cannabinoids (e.g., K2, Spice), cocaine, LSD, PCP, amphetamines, heroin, steroids, look-alike or "counterfeit" drugs, and any substances commonly referred to as "designer drugs." When a student creates a look-alike situation by presenting a substance as an illegal or controlled substance, the District's reaction will be the same as if the actual substance was present. Excepted is any drug taken in accordance with a current prescription signed by a physician which is to be taken by the particular student at the time in question. All medication must be administered through the school health office.
10. Possession or use of or threatening to use, or displaying what appears to be, a weapon on school property or at a school function.
11. Falsely reporting an emergency or tampering with safety or security equipment.
12. Selling, using or possessing obscene material.
13. Use or possession of tobacco products on school property or at a school function. Tobacco products shall include, but not be limited to, vapor pens (and any material used in vapor pens or similar devices), electronic cigarettes or any nicotine dispensing product, chewing tobacco, snuff, cigarettes, cigars, or loose tobacco.
14. Acting as a violent pupil.
15. Engaging in any act of discrimination or harassment as defined in this Code.
16. Retaliating against any individual who, in good faith, reports or assists in the investigation of, among other things, harassment, bullying and/or discrimination.
17. Indecent exposure, including exposure to the private parts of the body in a lewd or indecent manner.

Reporting Violations

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

Any student, parent or other family member, or visitor may report an incident of discrimination, bullying and/or harassment. Reports may be made to any staff member, including Dignity Act Coordinators, administrators, teachers, and school counselors. In the event that a report is made to a staff member other than a Dignity Act Coordinator, such staff member shall immediately inform a Dignity Act Coordinator of the report. All District employees who have

contact with students are required to report incidents of discrimination, bullying and/or harassment when the individual witnesses or receives reliable information regarding any such incident. Allegations of discrimination, bullying and/or harassment will be treated as confidential and private to the extent possible. All district staff who are authorized to impose disciplinary sanctions are expected to do so in a prompt, fair and lawful manner. District staff who are not authorized to impose disciplinary sanctions are expected to promptly report violations of the code of conduct to their supervisor, who shall in turn impose an appropriate disciplinary sanction, if so authorized, or refer the matter to a staff member who is authorized to impose an appropriate sanction.

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

The building principal or his or her designee must notify the appropriate local law enforcement agency of those code violations that constitute a crime and substantially affect the order or security of a school, including but not limited to incidents of harassment, bullying and/or discrimination which may constitute a crime, as soon as practical, but in no event later than the close of business the day the principal or his or her designee learns of the violation. The notification may be made by telephone, followed by a letter mailed or hand-delivered on the same day as the telephone call is made. The notification must identify the student and explain the conduct that violated the code of conduct and constituted a crime.

Disciplinary Penalties, Procedure and Referrals

As a general rule, discipline will be progressive. This means that a student's first violation will usually merit a lighter penalty than subsequent violations.

Penalties

Students who are found to have violated the district's code of conduct may be subject to the following penalties, either alone or in combination: verbal warning, written warning, written notification to parent, detention, suspension from transportation, suspension from athletic participation, suspension from social or extracurricular activities, suspension of other privileges, including district technology or web servers, in-school suspension, removal from classroom by teacher, short-term (five days or less) suspension from school, long-term (more than five days) suspension from school, permanent suspension from school.

Procedures

The amount of due process a student is entitled to receive before a penalty is imposed depends on the penalty being imposed. In all cases, regardless of the penalty imposed, the school personnel authorized to impose the penalty must inform the student of the alleged misconduct and must investigate, to the extent necessary, the facts surrounding the alleged misconduct. All students will have an opportunity to present their version of the facts to the school personnel imposing the disciplinary penalty in connection with the imposition of the penalty.

Students who are to be given penalties other than a verbal warning, written warning, written notification to their parents or detention occurring during the school day at a non-instructional time are entitled to additional rights before the penalty is imposed. These additional rights are explained in the complete Code of Conduct.

Discipline of Students with Disabilities

The board recognizes that it may be necessary to suspend, remove or otherwise discipline students with disabilities to address disruptive or problem behavior. The board also recognizes that students with disabilities enjoy certain procedural protections whenever school authorities intend to impose discipline upon them. The board is committed to ensuring that the procedures followed for suspending, removing or otherwise disciplining students with disabilities are consistent with the procedural safeguards required to applicable laws and regulations.

This code of conduct affords students with disabilities subject to disciplinary action no greater or lesser rights than those expressly afforded by applicable federal and state law and regulations.

Student Searches and Interrogations

The board of education is committed to ensuring an atmosphere on school property and at school functions that is safe and orderly. To achieve this kind of environment, any school official authorized to impose a disciplinary penalty on a student may question a student about an alleged violation of law or the district code of conduct. Students are not entitled to any sort of "Miranda-type" warning before being questioned by school officials, nor are school officials required to contact a student's parent before questioning the student. However, school officials will tell all students why they are being questioned.

In addition, the board authorizes the superintendent, building principals, and district security officials to conduct searches of students and their belongings (including consumables, a student's cell phone or a student's car that is on school property) if the authorized school official has reasonable suspicion to believe that the search will result in evidence that the student violated the law or the district code of conduct.

An authorized school official may conduct a search of a student's belongings (including consumables) that is minimally intrusive, such as touching the outside of a book bag, without reasonable suspicion, so long as the school official has a legitimate reason for the very limited search. An authorized school official may search a student or the student's belongings (including consumables, a student's cell phone or a student's car that is on school property) based upon information received from a reliable informant. Individuals, other than the district employees, will be considered reliable informants if they have previously supplied information that was accurate and verified, or they make an admission against their own interest, or they provide the same information that is received independently from other sources or they appear to be credible and the information they are communicating relates to an immediate threat to safety. District employees will be considered reliable informants unless they are known to have previously supplied information that they knew was not accurate.

Before searching a student or the student's belongings, the authorized school official should attempt to get the student to admit that he or she possesses physical evidence that violated the law or the district code, or get the student to voluntarily consent to the search. Searches will be limited to the extent necessary to locate the evidence sought.

Whenever possible, searches will be conducted in the privacy of administrative offices and students will be present when their possessions are being searched.

Student Lockers, Desks and other School Storage Places and Consumables

The rules in this code of conduct regarding searches of students and their belongings do not apply to student lockers, desks and other school storage places, or email or computer accounts, including storage devices (i.e. CDs, disks, flash drives, etc.). Students have no reasonable expectation of privacy with respect to these places and school officials retain complete control over them. This means that student lockers, desks and other school storage places may be subject to search at any time by school officials, without prior notice to students and without their consent.

Additionally, students should be aware that any consumable items (food or beverages) are subject to search and inspection by the Administration.

Police Involvement in Searches and Interrogations of Students

District officials are committed to cooperating with police officials and other law enforcement authorities to maintain a safe school environment. Police officials may enter school property or a school function to question or search a student or to conduct a formal investigation involving students if they have a search or an arrest warrant; or probable cause to believe a crime has been or is being committed on school property or at a school function; or been invited by school officials.

The principal or designee will be present during any police questioning or search of a student on school property or at a school function. Students who are questioned by police officials on school property or at a school function will be afforded the same rights they have outside the school.

Visitors to the Schools

Since schools are a place of work and learning, certain limits must be set for visits by parents and other persons or agencies. The building principal or his or her designee is responsible for all persons in the building and on the grounds. For these reasons, the following rules apply to visitors to the schools:

1. Anyone who is not a regular staff member or student of the school will be considered a visitor.
2. The person or group wishing to visit a school must contact the principal of the school. The principal must give prior approval before the visit.
3. All visitors to the school must report to the office of the principal upon arrival at the school. There they will be required to sign the visitor's register and will be issued a visitor's identification badge, which must be worn at all times while in the school or on school grounds. The visitor must return the identification badge to the principal's office before leaving the building.
4. Visitors attending school functions that are open to the public, such as parent-teacher organization meetings or public gatherings, are not required to register.
5. Teachers are expected not to take class time to discuss individual matters with visitors.
6. Any unauthorized person on school property will be reported to the principal or his or her designee. Unauthorized persons will be asked to leave. The police may be called if the situation warrants.
7. All visitors are expected to abide by the rules for public conduct on school property contained in this code of conduct.

8. Any consumables (food, beverages, etc.) brought in by visitors are subject to search and/or inspection.

Public Conduct on School Property

The district is committed to providing an orderly, respectful environment that is conducive to learning. To create and maintain this kind of an environment, it is necessary to regulate public conduct on school property and at school functions. For purposes of this section of the code, "public" shall mean all persons when on school property or attending a school function including students, teachers and district personnel.

The restrictions on public conduct on school property and at school functions contained in this code are not intended to limit freedom of speech or peaceful assembly. The district recognizes that free inquiry and free expression are indispensable to the objectives of the district. The purpose of this code is to maintain public order and prevent abuse of the rights of others.

All persons on school property or attending a school function shall conduct themselves in a respectful and orderly manner. In addition, all persons on school property or attending a school function are expected to be properly attired for the purpose they are on school property.

Prohibited Conduct

No person, either alone or with others, shall:

1. Intentionally injure any person or threaten to do so.
2. Intentionally damage or destroy school district property or the personal property of a teacher, administrator, other district employee or any other person lawfully on school property, including graffiti or arson.
3. Disrupt the orderly conduct of classes, school programs or other school activities.
4. Distribute or wear materials on school grounds or at school functions that are obscene, advocate illegal action, appear libelous, obstruct the rights of others, or are disruptive to the school program.
5. Intimidate, harass or discriminate against any person on the basis of race, color, creed, national origin, religion, age, gender, sexual orientation or disability.
6. Enter any portion of the school premises without authorization or remain in any building or facility after it is normally closed.
7. Obstruct the free movement of any person in any place to which this code applies.
8. Violate the traffic laws, parking regulations or other restrictions on vehicles;
9. Possess, consume, sell, distribute or exchange alcoholic beverages, controlled substances, or be under the influence of either on school property or at a school function.
10. Possess or use weapons in or on school property or at a school function, except in the case of law enforcement officers (on active duty) or except as specifically authorized by the school district.
11. Loiter on or about school property.
12. Gamble on school property or at school functions.
13. Refuse to comply with any reasonable order of identifiable school district officials performing their duties.
14. Willfully incite others to commit any of the acts prohibited by this code.

15. Violate any federal or state statute, local ordinance or board policy while on school property or while at a school function.

16. Commit any willful act which disrupts the normal operation of the school community.

Penalties

Persons who violate this code shall be subject to the following penalties:

1. Visitors. Their authorization, if any, to remain on school grounds or at the school function shall be withdrawn and they shall be directed to leave the premises. If they refuse to leave, they shall be subject to ejection.
2. Students. They shall be subject to disciplinary action as the facts may warrant, in accordance with the due process requirements.
3. Tenured faculty members. They shall be subject to disciplinary action as the facts may warrant in accordance with Education Law §3020-a or any other legal rights that they may have.
4. Staff members in the classified service of the civil service entitled to the protection of Civil Service Law §75 or any other legal rights that they may have.
5. Staff members other than those described in subdivisions 4 and 5. They shall be subject to warning, reprimand, suspension or dismissal as the facts may warrant in accordance with any legal rights they may have.

Enforcement

The district shall initiate disciplinary action against any student or staff member, as appropriate, with the "Penalties" section above. In addition, the district reserves its right to pursue a civil or criminal legal action against any person violating the code.

The board of education will review this code of conduct every year and update it as necessary.

HORSEHEADS HIGH SCHOOL RULES & PROCEDURES

ATTENDANCE:

A major goal of the Horseheads High School Staff is to have the opportunity to educate you each day. You are unable to take full advantage of the programs available at Horseheads High School if you are not present in school. Regular attendance is a condition for successful completion of all your courses. Your teachers are responsible for an accurate record of daily attendance in classes.

HOMEWORK ASSIGNMENTS WHEN ABSENT:

You should make arrangements ahead of time with another student in each of your classes to contact them for homework assignments when you are absent. If you will be absent, you may contact the Main Office and they will request homework assignments from your teachers. If you will be out for an extended illness under doctor's orders, you need to contact the Guidance Office to arrange for home instruction.

A class absence is defined as missing more than 15% of the period of scheduled instruction (e.g. more than 12 minutes of an 80 minute class or more than 6 minutes of a 40 minute class).

The following action(s) will be taken for absences from a class:

ACCUMULATED ABSENCES will be monitored by administrators and school counselors for the purpose of determining the need for a parent/teacher/administrator conference.

14 OR MORE ABSENCES: (7 for a ½ credit class; 28 for a two-semester class) will result in loss of course credit. You will remain in the course and will not be dropped. A Superintendent's Hearing may also be held for the purpose of determining your educational future at Horseheads High School.

YOU ARE TRUANT IF YOU:

Are absent or leave school at any time without the permission of school officials and parents.

Class Truancy:

Will result in parent notification and consequences. Repeat offenders will receive progressively more severe consequences.

Full Day Truancy:

Will result in disciplinary consequences and parent notification. All discipline is progressive in nature.

TARDINESS:

Being tardy is defined as arriving late to class without a pass. Tardiness may result in disciplinary consequences. All discipline is progressive in nature.

LEAVING SCHOOL:

The Board of Education has determined that Horseheads High School is a closed campus. If you must leave school, you should bring a written note from your parent/guardian to the Attendance Office as soon as you arrive to school. If an emergency arises during the day that necessitates that you must leave school, you must contact the Attendance Office before leaving. Dismissal via telephone will only be done in emergency situations and must be approved by the Principal. A student who leaves school property during any part of the day without permission may receive disciplinary consequences. All discipline is progressive in nature. Tests, quizzes, and other graded assignments missed for such truancies will result in a zero for that specific grade.

WRITTEN EXCUSES FOR ABSENCES:

If it is necessary for you to be absent for any reason, your parent or guardian is expected to call the attendance office during the first morning of your absence. You must bring a written excuse to the Attendance Office when you return to school following any absence. This excuse must be signed by your parent or guardian and should include your full name, homeroom number, the date of absence, and the reason for the absence. Failure to bring an excuse for an absence means it is recorded as an illegal absence.

TOBACCO:

Federal and State Law prohibit the use of tobacco products at any time within any school building, on school buses or on school property. Tobacco products include electronic cigarettes (e-cigarette), personal vaporizer, or nicotine delivery system. Student use or possession of tobacco products is not only prohibited on school grounds before, during, and after school but also at any school related athletic event or extracurricular activity such as a school dance, play, concert, or school trip. Any student suspected of tobacco use may be searched for tobacco products and paraphernalia and all items will be confiscated and discarded. Violation will result in disciplinary consequences. All discipline is progressive in nature.

POSSESSION OR USE OF A CONTROLLED SUBSTANCE:

The health and safety of each person as well as the maintenance of a stable learning climate depends on the normal reactions of every person in a day-to-day situation. Any substance that affects your reactions or limits your ability to respond, threatens the stability of the school. Therefore, no student may be under the influence of, possess, use, or offer for sale any controlled substance including alcoholic beverages and drugs in the school or on its grounds. The possession of paraphernalia will result in disciplinary consequences as well. A complete investigation of all reported incidents with assistance from parents, school officials, and appropriate law enforcement agencies will be conducted and may result in a period of suspension from school.

Each individual found to be directly involved with a violation of the controlled substance policy will be suspended from school for five (5) school days.

During the five-day suspension a Superintendent's Hearing may be held for the purpose of reviewing the incident(s) and considering alternatives not available to the building principal such as alternative education placement, longer term suspensions, and exclusion from school.

WEAPONS:

In compliance with the Gun-Free Schools Act of 1994, possession of a weapon can result in a one-year suspension from school.

HARASSMENT:

As a school community, harassment in any form will not be tolerated. All suspected incidents should be reported to an Administrator or Guidance Counselor. Harassment may result in disciplinary consequences. All discipline is progressive in nature.

INSUBORDINATION:

Insubordination is a refusal on your part to comply with a reasonable request or to respond to such a reasonable request in a manner that mocks or degrades the individual in authority or the request itself. An incident of insubordination may result in disciplinary consequences. All discipline is progressive in nature.

FOOD AND BEVERAGES/CAFETERIA CONDUCT:

Food and beverages:

- Are not allowed in the auditorium.
- May not be ordered by students and delivered to the High School.

Any beverage that is brought into the High School from outside by a student is subject to testing.

Mature behavior is expected in the cafeteria at all times. You are expected to return your tray to the proper area immediately after you have finished your lunch. Causing a disruption or misbehaving in the cafeteria may result in disciplinary consequences. All discipline is progressive in nature.

CARE OF PROPERTY:

You are responsible for proper care of all items supplied by the school. If you disfigure furniture, break windows, or do other damage to school property or equipment including books, you will be required to pay for the damage. Violation may also result in disciplinary consequences. All discipline is progressive in nature.

APPROPRIATE DRESS:

Your manner of dress is primarily the responsibility of you and your parents. You are expected to maintain an appearance that is not offensive or distracting to other students and staff. Furthermore, clothing that may present a safety concern for students or staff is prohibited. If your manner of dress is such that it violates these standards, your parent will be notified and you will be sent home for a change of clothing. For your health and safety you must wear some type of footwear in the building at all times.

BICYCLES, ROLLER BLADES & SKATEBOARDS:

Bicycles and roller blades are not permitted in the building at any time. Skateboards are not permitted on school grounds.

ELECTRONIC DEVICES:

Electronic devices, including but not limited to, cell phones, smart phones, ipods, mp3 players, and earphones may be used before and after school, between periods, and during the student's lunch/activity period. These devices are not permitted to be used or visible during instructional periods except at the direction of the classroom teacher. Teachers who hear or observe such devices being used in the classroom will collect and turn the device in to the Main Office at the end of the class period and may initiate a conduct referral. A parent or guardian will be required to pick up the device. Repeated violations of this procedure may result in additional consequences.

VIOLATION OF POLICIES:

Violation of Policies may result in one or more of the following actions:

ACTIVITY DETENTION (WILL NOW BE KNOWN AS HOP [HELPING OUR PEERS]):

Activity detention (HOP) is held during periods 5, 6, 7, and 8. You are to bring books to study during this time.

SCHOOL ON SATURDAY (SOS):

You may be assigned to SOS as a result of serious infractions of the school rules or repeated instances of violation of school rules. SOS begins at 8:15am and ends at 11:45am. You are expected to bring books to study during this time. It is expected that you will make the necessary positive changes in behavior. If the negative behavior continues, an out-of-school suspension may result.

OUT-OF-SCHOOL SUSPENSION:

For severe or repeated violations of any school rules, you may be suspended out-of-school for a period of up to five (5) school days. Parents will be notified of each instance of out-of-school suspension and a readmittance conference with your administrator will occur before you return to your classes.

ADDITIONAL INFORMATION:

GRADING:

Reporting of student performance in all subjects will occur four times per semester by report card.

PETITION FOR SCHEDULE CHANGES:

Student initiated change petitions must be made by July 31st for first semester and by the last day of first semester for second semester. Careful consideration of course selection is necessary. If problems arise, you need to work together with the teacher and counselor towards a resolution.

ID CARDS:

Each student is issued an ID card at the beginning of each school year. You must have your student ID card to purchase lunch in the cafeteria and to check books out of the Library. Students may purchase a replacement ID card in the Attendance Office for \$2.

LOCKERS:

Freshmen will be assigned an individual locker for your coats, books, and possessions. Upperclassmen may request a locker through their homeroom teacher or the Attendance Office. You are encouraged not to leave valuables in your school locker or gym locker during the school day. If for some reason you have items of value, you may bring them to the Main Office for storage in the school safe. All school lockers are the property of the school. Your locker may be subjected to inspection.

STUDENT PARKING:

Juniors and Seniors who want to drive to school must submit the proper information to obtain a parking sticker. Stickers will be valid for the entire 2018-2019 school year and there is no cost. Stickers can be picked up in the Main Office. Please be prepared to present a valid DRIVERS LICENSE and CAR REGISTRATION when applying for a sticker.

All Junior/Senior parking is on a first come, first served basis. Juniors and Seniors receive a blue color sticker which permits parking in the following locations: Student parking lot at the corners of Grand Central and Fletcher Street; Athletic Field House parking lot (outside the gated area); Rear of the High School (old Senior lot) behind the Link and Science Wing but NOT behind the Library in Staff parking lot. Students are not permitted to park in staff, reserved, or visitor designated areas. This includes during Regents testing. Once student parking areas are full, your only other choice is to park on the street. Parking is based on a first come-first served basis. Students must park in designated parking spaces only. All road markings must be followed when traveling throughout the high school campus. All cars are subject to search at any time while on school property.

There will be more stickers distributed than there are parking spots. Therefore, if there are no open parking spots in your designated area you will be expected to park off campus.

Students must receive permission from an administrator to go to their car during the course of the school day.

One sticker is assigned per student. Stickers are to be placed on the DRIVER SIDE OF THE REAR PASSENGER WINDOW (not the rear window). Parking privileges are non-transferable and can be suspended and/or revoked at any time.

Parking violations will most often result in losing parking privileges for a designated amount of time. Inappropriate Behavior: Parking privileges may be revoked for any inappropriate behaviors which may include, but are not limited, to the following: loud music, squealing of tires, speeding, leaving school without permission (no green card), transporting students without permission, reckless driving on/about school grounds. High School administration will be responsible for enforcement of these regulations.

SERVICES:

Your school provides a number of services during the school day. You are encouraged to take full advantage of these services when needed.

Computer Labs

Guidance and Counseling Services

Health Services

Library Facilities

VISITORS:

Students are not allowed to have visitors in the school.

ACADEMIC HONESTY CODE:

HHS expects all students to demonstrate honesty and to abide by ethical standards in preparing and presenting materials as well as in testing situations. Grades should reflect the student's own work in the fairest possible way. Academic dishonesty, cheating, or plagiarism involves any attempt of a student to substitute the product of another, in whole or in part, as his or her own work. It also includes theft, possession, or unauthorized use of any answer key or model answers.

Cheating

Cheating includes but is not necessarily limited to:

Copying/Sharing Assignments

- Copying or giving an assignment to a student to be copied, unless specifically permitted or required by the teacher.

Plagiarism*

- Submission of any work that is not the student's own.
- Submission or use of falsified data or records,

*Plagiarism is the act of appropriating the literary composition of another, or parts or passages of his writings, or the ideas or language of the same, and passing them off as the product of one's own mind. It involves "the use of any outside source without proper acknowledgement." In the academic setting, an "outside source" includes "any work, published or unpublished, by a person other than the student."

Cheating on Exams or on Major Projects

Use of unauthorized material including, but not limited to, textbooks, notes, calculators, computer programs, cell phones, text messages, or built-in cameras during an examination or on a major project.

Supplying or communicating in any way unauthorized material including, but not limited to, textbooks, notes, calculators, or computer programs during an examination or on a major project.

Forgery/Stealing

- Unauthorized access to an exam or answers to exam
- Use of an alternate, stand-in or proxy during an examination
- Alteration of computer and/or gradebook records or forgery of signatures for the purpose of academic advantage
- Sabotaging or destroying the work of others
- Forging parental signatures on school forms and notes

You Are Cheating If You, (includes but is not limited to):

- Copy, fax, duplicate, or transmit, using any technology, assignments that will be turned in as original work.
- Exchange assignments by printout, disk transfer, modem, or other electronic or recorded means, then submit it as original work.
- Write formulas, codes, key words on your person or objects for use in a test.
- Use hidden reference sheets during a test.
- Use programmed material in watches, calculators, computer programs, cell phones, text messages or built in cameras when prohibited.
- Exchange answers with others (either give or receive answers).
- Submit someone else's assignments as your own, in whole or in part.
- Submit material (written or designed by someone else) without giving the author/artist name and/ or source (e.g., plagiarizing or submitting work done by family, friends, or tutors).
- Take credit for group work when little contribution was made.
- Do not follow additional specific guidelines on cheating as established by a department, class or teacher.
- Steal tests, answers, or materials, or have unauthorized possession of such materials.
- Sabotage or destroy the work of others.

EMAIL ACCEPTABLE USE FOR STUDENTS

The Horseheads Central School District Board of Education acknowledges that email may be an appropriate instructional tool for students. This policy contains key information regarding management of the system and user responsibilities.

Email services are provided to students whose instructional program, as determined by their teachers, the Building Principal and the Technology Director, so require. A student email account

is obtained as part of the request for general network access and is to be used only to support District educational activities.

Email messages are not private. Routine maintenance may lead to the discovery that users have violated this policy, the District Code of Conduct, or the law. Supervisors and technical staff may access a student's email.

Email security is a joint responsibility of District technical staff and student email users. Student email users must take all reasonable precautions, including safeguarding and changing passwords, to prevent the use of their accounts by unauthorized individuals. This includes a familiarity with prevalent invasive activities such as phishing, spoofing, and malware proliferation. Definitions of these and related terms shall be provided in ongoing training provided to all students.

Email is a communications system and messages must not be retained for extended periods of time.

The District Technology Committee will periodically review and update this policy as new technologies and organizational changes are planned and implemented.

NETWORK & INTERNET ACCEPTABLE USE

The Horseheads Central School District Board of Education considers computer access to the Internet to be a valuable tool for education. Staff and student uses of the Internet must be in support of education and consistent with the purposes of the Horseheads Central School District. This access, through the District network, should be used to support and enhance instruction and professional development.

Because access to the Internet provides connections to systems located all over the world, staff, students, and parents of students must understand that neither the Horseheads Central School District nor **any** individual District staff member controls the content available on these systems. Some of the information is controversial and may be offensive. The Horseheads Central School District **does not** condone the use of such material.

The Horseheads Central School District Board of Education considers network and Internet use to be a privilege not a right and that use entails responsibility. Staff Internet use is currently available via individual accounts. Student Internet use is currently available via individual accounts in grades 5 – 12 and shared class accounts in grades K – 4. CIPA compliant Internet filtering software will not eliminate the requirement to act responsibly. All District users have a responsibility to use the network in an appropriate and responsible manner following the rules set forth in this policy.

Failure to adhere to the regulations accompanying this policy will result in revocation of access privileges and may result in disciplinary action.

Users should expect only limited privacy in the contents of their personal files on the District system. Routine maintenance and monitoring of the system may lead to the discovery that users have violated this policy, the District / Building Discipline code or the law.

An individual account search may be conducted to determine if a user has violated this policy, the District Code of Conduct, or the law. The investigation will be reasonable and related to the suspected violation.