

HORSEHEADS CENTRAL  
SCHOOL DISTRICT  
CODE OF CONDUCT



HORSEHEADS HIGH  
SCHOOL  
RULES AND PROCEDURES

### Our Vision

*We, the Horseheads School Community, want a district that:*

- **is nurturing and responsive;**
- **strives for balance in a supportive, safe, encouraging environment;**
- **recognizes the need for continual improvement in an ever-changing world;**
- **has a clearly defined focus on learning outcomes, collaboration, and support systems; and**
- **creates an environment within which everyone can thrive and achieve his/her highest potential.**

### Our Beliefs

*We believe:*

- **Everyone can achieve his/her highest potential.**
- **Trust is essential for growth.**
- **Learning is cooperative.**
- **Programs are inclusive.**
- **Success will be nurtured and expected.**
- **Learning is performance-based.**
- **Decisions are data-based.**
- **Responsibility, respect and results guide our every effort.**

### Exit Outcomes

*The Horseheads Central School graduate will be...*

- **a life-long learner**
- **a caring, productive citizen**
- **an effective communicator**
- **a creative problem-solver**
- **a quality decision-maker**
- **a healthy, well-rounded person**

**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.**

NOTICE: The Horseheads Central School District offers educational programs without regard to gender, race, color, national origin, or disability. Inquiries regarding this policy may be made to Judith Christiansen, Title IX Coordinator, or Kim Williams, Section 504 Coordinator, Horseheads Central School District, One Raider Lane, Horseheads, New York 14845, (607) 739-5601.

**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
12:01 – 12:15 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**

\*If the delay is on a Wednesday, homeroom will be postponed until the following day

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 12:00
Period 10	2:22 - 3:02

## SCHOOL CALENDAR - FIRST SEMESTER (TENTATIVE)

### SEPTEMBER:

Tuesday	9/6/11	Conference Day - No School
Wednesday	9/7/11	1 <sup>st</sup> Day of School - Grades K - 9 (Freshmen First Day)
Thursday	9/8/11	1 <sup>st</sup> Day of School - Grades 10 -12
Wednesday	9/14/11	Parents Night (7:00 - 8:15 pm)

### OCTOBER:

Friday	10/7/11	End of 1 <sup>st</sup> Marking Period
Monday	10/10/11	Columbus Day - No School
Wednesday	10/19/11	First Report Card
Wednesday	10/19/11	Parents Night (6:30 - 8:30 pm)

### NOVEMBER:

Thursday	11/10/11	End of 2 <sup>nd</sup> Marking Period
Friday	11/11/11	Veterans Day – No School
Tuesday	11/22/11	Second Report Card
Wed-Sun	11/23-11/27	Thanksgiving Recess - No School
Monday	11/28/11	Students Return to School

### DECEMBER:

Wednesday	12/21/11	End of 3 <sup>rd</sup> Marking Period
Thurs-Mon	12/22-1/2	Winter Recess - No School

### JANUARY:

Tuesday	1/3/12	Students Return to School
Wednesday	1/11/12	Third Report Card
Monday	1/16/12	M Luther King Jr. Day - No School
Monday	1/23/12	End of 4 <sup>th</sup> Marking Period
Monday	1/30/12	Conference Day - No School
Tuesday	1/31/12	Beginning of Second Semester
Tuesday	1/31/12	Fourth Report Card

## SCHOOL CALENDAR - SECOND SEMESTER (TENTATIVE)

### FEBRUARY:

Wednesday	2/1/12	Parents Night (7:00 – 8:15 pm)
Fri-Mon	2/17-2/20	Winter Recess – No School
Tuesday	2/21/12	Students Return to School

### MARCH:

Friday	3/2/12	End of 5 <sup>th</sup> Marking Period
Wednesday	3/14/12	Fifth Report Card
Wednesday	3/21/12	Parents Night (6:30 – 8:30 pm)
Friday	3/30/12	End of 6 <sup>th</sup> Marking Period

### APRIL:

Fri-Sun	4/6-4/15	Spring Recess - No School
Monday	4/16/12	Students Return to School
Wednesday	4/18/12	Sixth Report Card

### MAY:

Wednesday	5/9/12	End of 7 <sup>th</sup> Marking Period
Monday	5/21/12	Conference Day - No School
Wednesday	5/23/12	Seventh Report Card
Monday	5/28/12	Memorial Day – No School
Tuesday	5/29/12	Students Return to School

### JUNE:

Tuesday	6/12/12	End of 8 <sup>th</sup> Marking Period
Wed-Fri	6/13–6/22	June Exams/No Regular Classes
Saturday	6/23/12	Commencement Program

Report Cards will be mailed home in early July!

**DISTRICT PERSONNEL PHONE NUMBERS**  
**795-2500**

<b><u>OFFICE</u></b>	<b><u>EXTENSIONS</u></b>
Main Office	1608
Attendance Office	1612
Guidance Office	1628
Student Services	4301
Nurse's Office	1622
Library	1700, 1701
Athletic Office	4254
BOCES	739-3581

**AT HORSEHEADS HIGH SCHOOL**

**A STUDENT.....**is the lifeblood and purpose of this and every educational institution.

**A STUDENT.....**is treated as an individual person.

**A STUDENT.....**is deserving of respect and attentive treatment.

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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.

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**OUR BELIEF STATEMENT**

**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

**CODE OF CONDUCT**

**INTRODUCTION**

The Horseheads Central School District is committed to providing a safe & orderly school environment. Responsible behavior by students, staff, parents & other visitors is essential to achieving this goal. The district has a long-standing set of expectations for conduct on school property & at school functions. These expectations are based on principles of trustworthiness, respect, responsibility, fairness, caring & citizenship. 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.

This code applies to all students, school personnel, parents and other visitors, when on school property or attending a school function (whether on or off campus) including but not limited to athletic events, extra-curricular activities, academic programs and programs that highlight the arts. Students who participate in athletics or extra- or co-curricular 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/co-curricular activity) for conduct which violates this Code, even if the conduct occurs at a non-school event.

### **Student Rights**

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

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

### **STUDENT RESPONSIBILITIES**

All district students have the responsibility to:

- Contribute to maintaining a safe and orderly school environment that is conducive to learning and to show respect to other persons and to property.
- Be familiar with and abide by all district policies, rules and regulations dealing with student conduct.
- Attend school every day unless legally excused and be in class, on time, and prepared to learn.
- Work to the best of their ability in all academic and extracurricular pursuits and strive toward their highest level of achievement possible.
- React in a respectful, positive manner, to direction given by teachers, administrators and other school personnel.
- Work to develop mechanisms to control their anger.
- Ask questions when they do not understand.
- Seek help in solving problems that might lead to discipline.
- Dress appropriately for school and school functions.
- Accept responsibility for their actions.
- Conduct themselves as representatives of the district when participating in or attending school-sponsored extracurricular events and to hold themselves to the highest standards of conduct, demeanor, and sportsmanship.
- 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, makeup and nails, shall:

- Be safe, appropriate and not disrupt or interfere with the educational process.
- 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.

- Ensure that underwear is completely covered with outer clothing.
- Include footwear at all times. Footwear that is a safety hazard will not be allowed.
- Not include the wearing of hats or other form of head covering during regular school hours except for a medical or religious purpose.
- Not include items that are vulgar, obscene, libelous or denigrate others on account of race, color, religion, creed, national origin, gender, sexual orientation or disability.
- Not promote and/or endorse the use of alcohol, tobacco or illegal drugs and/or encourage other illegal or violent activities.
- 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.

### **Student Conduct**

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

*Disorderly, insubordinate or disruptive behavior. Examples include, but are not limited to:*

- Disrespect toward staff.
- Failure to comply with the directions of a teacher, administrator or other school employee.
- Violation of the district's dress code.
- 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.
- Any willful act which disrupts the normal operation of the school community.
- Disrupting the educational process.
- Interfering with the teacher's authority over the classroom.
- Issuing disruptive or harassing electronic communications, even if the communications did not originate from the District or through District web servers.

*Conduct that endangers the safety, morals, health, or welfare of others.*

- Stealing, lying, cheating, plagiarism or other acts of dishonesty.
- Verbal or physical intimidation.
- Fighting or causing physical harm to another.
- Using in either words, clothing, or signs, profane, lewd, vulgar, abusive language or words or messages (electronic or otherwise) which may incite or offend another person.
- Vandalizes school property or the property of a student or staff member.
- Violates the civil rights of another student.
- Engaging in acts of harassment as defined in the district's sexual harassment policy, racial harassment of students policy or harassment, hazing and bullying policy.
- Being under the influence, drinking 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 and cider having alcoholic content.
- The use, possession, sale or gift of any drug or controlled substance, including marijuana or any instruments for the use of such drugs or controlled substances such as a pipe, syringe, or other paraphernalia, while on school property or at a school function. 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 nurse's office.

### **Reporting Violations**

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

All district staff who are authorized to impose discipline are expected to do so in a prompt, fair and lawful manner. District staff who are not authorized to impose discipline are expected to report violations of the code of conduct to their supervisor. The supervisor shall in turn impose appropriate discipline or refer the matter to a staff member who is authorized to impose discipline.

The building principal or designee must notify the appropriate law enforcement agency of code violations that constitute a crime and substantially affect the order or security of a school as soon as practical. The notification may be made by telephone, followed by a letter mailed on 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**

Discipline is most effective when it deals directly with the problem at the time and place it occurs, and in a way that students view as fair and impartial. School personnel who interact with students are expected to use disciplinary action only when necessary and to place emphasis on the students' ability to grow in self-discipline.

Disciplinary action, when necessary, will be firm, fair and consistent so as to be the most effective in changing student behavior. In determining the appropriate discipline, authorized school personnel will consider the student's age, the nature of the offense, the circumstances which led to the offense, the student's proper disciplinary record, the effectiveness of other forms of discipline, information from parents, teachers and/or others, as appropriate, and other extenuating circumstances.

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

If the conduct of a student is related to a disability or suspected disability, the student shall be referred to the Committee on Special Education. Discipline, if warranted, shall be administered consistent with the separate requirements of this code of conduct for disciplining students with a disability or presumed to have a disability. A student identified as having a disability shall not be disciplined for behavior related to his/her disability. The full Code of Conduct contains provisions dealing with the discipline of students with disabilities.

### **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, athletic participation, social or extra-curricular activities, or other privileges (including District technology or web servers), in-school suspension, removal from classroom by teacher, short-term (five days or less) or long-term (more than five days) suspension, permanent suspension from school.

### **Procedures**

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.

### **Student Searches and Interrogations**

The board of education is committed to ensuring an atmosphere on school property & 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. School officials will tell all students why they are



being questioned. 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**

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, or e-mail or computer accounts, including storage devices (i.e. CDs, disks, flash drives, etc.) may be subject to search at any time by school officials, without prior notice to students and without their consent. The authorized school official conducting the search shall be responsible for promptly recording all information about each search. The principal or designee shall be responsible for the custody, control and disposition of any illegal or dangerous item taken from a student.

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

### **Police Involvement in Searches and Interrogations of Students**

Police officials may enter school property or function to question or search a student or to conduct a formal investigation involving students if they have a search or arrest warrant, have probable cause to believe a crime has been or is being committed, or have 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 questioned by police officials on school property or at a school function will be given 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:

- Anyone who is not a regular staff member or student of the school will be considered a visitor.
- 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.
- 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.
- Visitors attending school functions that are open to the public, such as parent-teacher organization meetings or public gatherings, are not required to register.
- Teachers are expected not to take class time to discuss individual matters with visitors.
- 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.
- All visitors are expected to abide by the rules for public conduct on school property contained in this code of conduct.
- Any consumables (food, beverages, etc.) brought in by visitors are subject to search and/or inspection.

*The Board of Education will review this code of conduct annually.*

**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 **FOR MORE THAN ONE DAY**, you may contact the Main Office, by 9:00 a.m., 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 half of a class period.**

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

**ACCUMULATED ABSENCES** will be investigated by an administrator for the purpose of determining the need for a parent/teacher/administrator conference.

**19 OR MORE ABSENCES: (37 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:**

**First truancy** will result in parent notification by the teacher and consequences may include detention or School on Saturday. Repeat offenders will receive progressively more severe consequences.

**Full Day Truancy:**

**First truancy** will result in parent notification by an administrator and consequences for full day truancy may include detention or School on Saturday. Repeat offenders will receive progressively more severe consequences.

**TARDINESS:**

**Being tardy is defined as arriving late to class without a pass.** Tardiness may result in detention or School on Saturday.

**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 Main Office, School Nurse, or Attendance Office before leaving. A student who leaves school property during any part of the day without permission may receive detention or School on Saturday. Tests, quizzes, and other graded assignments missed for such trancies 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 before 10:00 a.m. **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. Students' 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, or concert. Any student suspected of tobacco use may be searched for tobacco products and paraphernalia and all items will be confiscated and discarded. In addition, if you are in violation of this policy, the following action will be taken:

**First violation** will result in parental notification and one day of S.O.S.

Consequences for further violation of the tobacco policy may include School on Saturday. Repeat offenders will receive progressively more severe consequences.

**THIS DISCIPLINE POLICY IS CUMULATIVE. MULTIPLE VIOLATIONS OF THE POLICY MAY RESULT IN A SUPERINTENDENT'S HEARING TO DETERMINE APPROPRIATE EDUCATIONAL PLACEMENT.**

#### **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.** 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. In addition, you will be restricted from attending and/or participating in extracurricular activities. The possession of paraphernalia will result in disciplinary consequences as well.

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.

Each individual found to be in violation of the policy on controlled substances a second time, and for each subsequent infraction, 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. The following action could be taken:

- parent/teacher/administrator conference
- report to appropriate agencies
- other consequences as deemed appropriate

**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 parental notification, detention, S.O.S., out-of-school suspension, administrative conference and/or a Superintendent's Hearing.

**FOOD AND BEVERAGES/CAFETERIA CONDUCT:**

Food and beverages:

- Are not allowed in the auditorium.
- Are not to be removed from the cafeteria.
- 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. You may be in the cafeteria only during your assigned lunch period. Causing a disruption or misbehaving in the cafeteria may result in parental notification, detention, S.O.S, and/or an administrative conference.

**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. Damaging school property may result in parental notification, detention or S.O.S. and an administrative conference.

**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, ipods, mp3 players, and walkmans are not permitted to be used or visible during the school day. Teachers have been instructed to take the device and turn it in to the Main Office as soon as possible. A parent/guardian will be required to pick up the device. Repeated violations of this procedure may result in a conduct referral and consequence.

**VIOLATION OF POLICIES:**

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

**P.M. DETENTION:**

**Detention will be Tuesdays and Thursdays after school from 3:15 until 4:00 p.m.** You are to bring books to study during this time.

**LUNCH/ACTIVITY DETENTION:**

**Lunch/Activity detention is held every day during periods 5, 6, 7, and 8 in the cafeteria.** You are to bring books to study during this time.

**SCHOOL ON SATURDAY (S.O.S.):**

You may be assigned to S.O.S. as a result of serious infractions of the school rules or repeated instances of violation of school rules. **S.O.S. will be 8:15 - 11:45 a.m.** 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 5 school days.** Your 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:****ACTIVITIES:**

Your participation in extracurricular activities including clubs and sports is most important.

**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 31<sup>st</sup> for first semester and by January 15<sup>th</sup> 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:**

You will be assigned an individual locker for your coats, books, and possessions. 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:**

Students who wish to park in a student designated area must have a school parking permit for their vehicle. Students interested in obtaining a parking permit need to stop at the Main Office to pick up a form. Once completed, bring the form, driver's license, and vehicle registration back to the Main Office. A parking permit will then be issued which must be attached to the driver side rear window. Juniors are permitted to park in the junior lot providing you have a junior parking permit. Seniors are permitted to park in the senior lot providing you have a senior parking permit. Parking permits are nontransferrable.

Students are not allowed to park on school property unless given permission by an administrator, including during final exams. School property is any area designated specifically for administration, teachers, maintenance, district employees, or visitors. Violators will be given **ONE** warning sticker. The student or parent may be notified verbally but this is out of courtesy not obligation. A **SECOND** violation will result in the student's vehicle being towed at the student's expense. Parking in a student designated area is a privilege and permission to do so may be revoked by an administrator at any time. Students will receive only one parking permit during the school year.

**SERVICES:**

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

<i>Computer Labs</i>	<i>Guidance and Counseling Services</i>
<i>Health Services</i>	<i>Library Facilities</i>
<i>Math Lab</i>	

**VISITORS:**

Students are not allowed to have visitors in the school during instructional time.

**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.

### **Horseheads Central School District Internet Acceptable Use Policy**

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.

### **Horseheads Central School District Acceptable Use Policy - Regulations**

All uses of the network and Internet must be in support of education and consistent with the purposes of the Horseheads Central School District.

All users will adhere to the following rules:

- Staff and students must keep their password confidential and use only their own password.
- Staff and students will only use the system for lawful, educational, and ethical purposes.
- Staff and students will understand and follow the rules of computer etiquette. Examples would include avoiding using inflammatory E-mail, avoiding vulgar or obscene language, making ethnic or racial slurs, acting in any manner that is perceived as harassment or remaining on-line for extended periods of time.
- Staff and students will only access material that is related to educational expectations and refrain from profane or obscene material, any that advocates illegal acts, or that advocates violence or discrimination toward other people. If you mistakenly access inappropriate information, you must immediately tell your teacher, supervisor, or the District Technology Coordinator. This will protect you against a claim that you have intentionally violated this policy.
- Staff and students will obtain the owner's permission before changing any electronic files.
- Staff and students will not plagiarize (see building guidelines).
- Staff and students will use their account for educationally related purposes only. This means you must refrain from offering, providing, or purchasing non-educational products or services during the normal work day or school day.
- Students will download files only with permission from a supervising teacher.