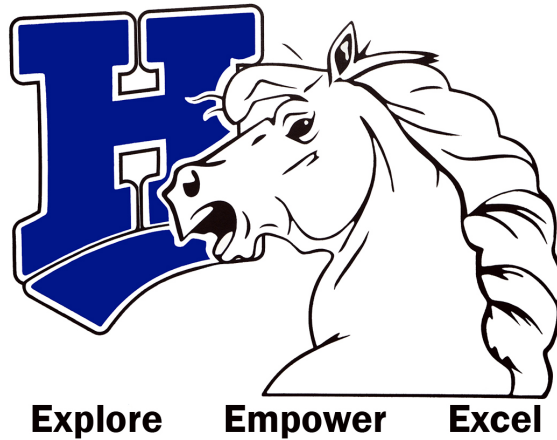


2021-2022

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)

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

DISTRICT PERSONNEL PHONE NUMBERS

795-2500

<u>OFFICE</u>	<u>EXTENSIONS</u>
Main Office	1608
Attendance Office	1612
Counseling 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 Caitlin DeFilippo. Mrs. DeFilippo 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 Caitlin DeFilippo, Title IX/DASA Coordinator, and Co-Civil Rights Compliance Officer; Anthony Gill, Co-Civil Rights Compliance Officer; or Kelly Squires, 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: Caitlin DeFilippo, Director of Human Resources, cdefilippo@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.

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. Students must meet the 85% attendance rate established by our Board of Education Policy 5100. 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). 14 or more absences (7 for a ½ credit class; 28 for a two-semester class) will result in loss of course credit. If you have any questions or concerns, please feel free to contact our attendance office or building administrators. The full policy can be viewed at our district website under the Board of Education tab or at this link: <http://www.horseheadsdistrict.com/index.cfm>.

HOMEWORK ASSIGNMENTS WHEN ABSENT:

Students will be using ItsLearning as a Learning Management System. If a student is absent from school they are responsible for contacting their teachers and making up work. If a student is quarantined learning will be provided through the Learning Management System.

YOU ARE TRUANT IF YOU:

Are absent or leave school at any time without PRIOR 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 or email it 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, grade level, 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), juuls, 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.

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 Counselor. Harassment that happens on or off school grounds and effect any student's ability to successfully learn can be subject to disciplinary actions. 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 during this current pandemic proper mask wear is required during any transition of students, this includes time in the hallway and in classrooms. Violations will result in disciplinary consequences.

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:

Activity detention is held during periods 5, 6, 7, and 8. This is a quiet time, you are to bring books or other materials 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 yearly. Students may purchase a replacement ID card in the Attendance Office for \$2.

LOCKERS:

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. If a student would like to use a locker they may request one at the attendance office

STUDENT PARKING:

Seniors who want to drive to school must submit the proper information to obtain a parking sticker. Stickers will be valid for the entire 2021-2022 school year and there is no cost.

All student parking is on a first come, first served basis. Students receive a sticker prior to school starting, this sticker 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). 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. Please refer to the student parking letter application for detailed information.

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. Repeat violations are subjected to car towing at owners expense.

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

Counseling Office

Health Services

Library Facilities

VISITORS:

Students are not allowed to have ANY 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.

Email is a core internal and external educational tool. This Regulation contains key information regarding student 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. All student users shall adhere to the following rules: Students will use email to communicate with others in the District and outside the district so long as those communications are related to legitimate educational activities. Students will use email for educational activities and not for personal gain or activities.

□ Students will refrain from sending confidential information in emails (personally identifiable information as defined by HIPAA or FERPA such as date of birth, home address, phone number, credit card number or social security number). Email sent to recipients outside the regional email system is unencrypted and unsecure and should not contain confidential information. All student users will understand that their e-mail accounts and contents thereof are the property of the District and may be reviewed at any time. All student users will understand that email created shall be retained by the District for the period of time prescribed by the GST BOCES Regional Information Center. All student users will understand that any abuse of the email system, including but not limited to using the system in such a way so as to violate the Student Code of Conduct will result in the student being removed from the District email system and may also result in additional disciplinary actions.