

2024 – 2025  
HORSEHEADS HIGH SCHOOL  
HANDBOOK  
&  
CODE OF CONDUCT



HORSEHEADS CENTRAL SCHOOL DISTRICT

## 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.*

### REGULAR SCHOOL DAY SCHEDULE

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

<b>7:50 AM – 9:10 AM</b>	<b>PERIOD 1 – 2</b>
<i>7:50 AM – 8:30 AM</i>	<i>CTE Students Period 1 at HHS</i>
<b>9:18 AM – 10:38 AM</b>	<b>PERIOD 3 – 4</b>
<b>10:46 AM – 12:06 PM</b>	<b>PERIOD 5 – 6</b>
<i>10:46 AM – 11:24 PM</i>	<i>Period 5 – Lunch / Activity Period</i>
<i>11:28 AM – 12:06 PM</i>	<i>Period 6 – Lunch / Activity Period</i>
<b>12:14 PM – 1:34 PM</b>	<b>PERIOD 7 – 8</b>
<i>12:14 PM – 12:52 PM</i>	<i>Period 7 – Lunch / Activity Period</i>
<i>12:56 PM – 1:34 PM</i>	<i>Period 8 – Lunch / Activity Period</i>
<b>1:42 PM – 3:02 PM</b>	<b>PERIOD 9 – 10</b>
<i>2:22 PM – 3:02 PM</i>	<i>CTE Students Period 10 at HHS</i>

## ***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](http://www.horseheadsdistrict.com) or call (607) 739-5601, ext. 4201.

### **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 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- 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**

***(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 (e.g., in accordance with the Code of Conduct or any other applicable instructions for school events).
10. Accept responsibility for their actions.
11. 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.
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 or revealing garments that may be offensive to others and disruptive to education are not appropriate. For example, stomach, lower back, pelvis and buttocks, and chest must be completely covered and shirts must not be strapless. The following is a non-exhaustive list of clothing that are not allowable: tube tops, bralettes, crop tops, shirts that are open or cut on the sides, clothing items that are see-through, and pants that do not fit around the waist and need to be held up with a hand.
3. Ensure that underwear is completely covered with outer clothing.
4. Include footwear at all times. Footwear that poses a safety hazard in the instructional setting will not be allowed.
5. Comply with the rule that hats, hoods, bandanas, visors, or other head coverings which obscure a student's identity, may not be worn inside school buildings during regular school instructional hours, except for a religious or approved medical 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.
8. Student-athletes shall wear attire appropriate to their athletic activity for practice and competition outside of the instructional day. The athletics program shall enforce appropriate expectations.

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, other acts of dishonesty, or unauthorized use of artificial intelligence (AI) or similar technology.
  2. Written, verbal, or physical intimidation.
  3. Fighting or causing physical harm to another.
  4. Using in either words, clothing, signs, or actions profane, lewd, vulgar, abusive language, words, messages, or behavior (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, vaping devices, vaping cartridges, 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), synthetic cannabinoids (e.g., K2, Spice), cocaine, LSD, PCP, amphetamines, heroin, steroids, marijuana, over-the-counter drugs or prescription medication on school property when not in compliance with the medication policy, 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 as defined in Section II of the full Code of Conduct 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 or cannabinoids (marijuana) 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 student as defined in Section II of the full Code of Conduct.
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 after a prompt and thorough investigation. 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 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 school resource officer or 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 after the building principal determines that the violation occurred. The notification may be made by telephone, followed by a written notification 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 is progressive in nature. This means that a student's first violation will usually merit a lighter penalty than subsequent violations. However, the administration reserves the right to escalate the penalty based on the severity of the conduct at its discretion.

### **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 or at a school function) 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 district has adopted a visitor policy in Policy 1240 Visitors to the Schools. See that policy for specific rules as to school visits.

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, disability, or any other protected class under state and federal law.

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 including, but not limited to, TCH, 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. Depending upon the severity of the violation, future access to school property and events may be restricted.
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 building principal or his or her designee shall be responsible for enforcing the conduct required by this code.

When the building principal or his or her designee sees an individual engaged in prohibited conduct, which in his or her judgment does not pose any immediate threat of injury to persons or property, the principal or his or her designee shall tell the individual that the conduct is prohibited and attempt to persuade the individual to stop. The principal or his or her designee shall also warn the individual of the consequences for failing to stop. If the person refuses to stop engaging in the prohibited

conduct, or if the person's conduct poses an immediate threat of injury to persons or property, the principal or his or her designee shall have the individual removed immediately from school property or the school function. If necessary, local law enforcement authorities will be contacted to assist in removing the person.

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.

6/2023

*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 (607) 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.*

# **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. 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). 15 or more absences (7 for a ½ credit class; 28 for a two-semester class) will result in loss of course credit. Excused and unexcused both qualify as an absence from class. 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 'Canvas' as a Learning Management System. If they are absent from school the learning will be available for student access materials that they have missed. Please know that the absent will still count against a student's attendance.

## **YOU ARE TRUANT IF YOU**

Are absent or leave school at any time without PRIOR permission of school officials and parents. Once you have entered school grounds, including the buses, **you are not permitted to leave campus at any point without permission.**

## **SCHOOL AND CLASS TRUANCY**

Will result in parent notification and consequences. Repeat offenders will receive progressively more severe consequences. Tests, quizzes, and other graded assignments missed for such truancies will result in a zero for that specific grade. Truancy count towards student absences.

## **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. Teachers may have their own policies regarding tardiness. If you miss more than more than 12 minutes of an 80-minute class or more than 6 minutes of a 40-minute class this will count as an absence for that class.

## **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 possible. All students must obtain a green card prior to leaving campus. If an emergency arises during the day that necessitates that you must leave school, your guardian must contact the attendance office and send them written notice prior to student leaving campus. 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. 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. This will notify your teachers that you will not be in class and request homework. 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. Excused and unexcused absences both count towards attendance policy.

## **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 any system that appears to deliver nicotine. 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, buses, 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.

Any individual found to be directly involved with a violation of tobacco will be suspended from school for five (5) school days.

## **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 long-term suspension from school.

Any 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.

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 or appearance of a weapon can result in one-calendar 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 will result in disciplinary consequences and law enforcement may be involved to maintain a safe school environment.

## **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. A student who refuses to follow reasonable requests from any faculty or staff member is considered insubordinate.

## **FOOD AND BEVERAGES/CAFETERIA CONDUCT**

Food and Beverage are not allowed in the auditorium.

Food or beverages may not be ordered by students and delivered to the High School. Door Dash, Grub hub, or other delivery services are not accepted at the high school. If a visitor delivers food and/or beverages to students, they will not be called out of class to pick up items. Students are to listen to announcements between classes. Any food or beverage that is brought into the High School from outside by a student is subject to testing.

Mature behavior is always expected in the cafeteria. In the cafeteria all students are expected to return their 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 which includes losing the ability to utilize the cafeteria. Food and Beverage are not allowed in the auditorium or the library.

## **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 and computers you will be required to pay for the damage. Violation may also result in disciplinary consequences.

## **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.

## **ELECTRONIC DEVICES**

Electronic devices such as cell phones and electronic watches are at the discretion of the classroom teacher. Please follow the classroom rules and syllabus. Teachers who do not allow such devices and observe them being used in the classroom will collect and turn the device in to the Main Office at

the end of the class period as well as 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.

This year, each student in grades 9-12 will be assigned a laptop for educational use. Students will have the laptop with them throughout the school day and take it home to continue their schoolwork or research for projects for the purpose of using it as an instrument of learning during the 2023-2024 School Year. The student device should only be used for educational purposes and only by the designated student or students.

## **VIOLATION OF POLICIES**

Violation of classroom or school policies may result in one or more of the following actions as teachers or other staff will initiate a written referral to the grade level administrator:

### **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. Cell phones will not be allowed during this time.

### **SCHOOL ON SATURDAY (SOS)**

You may be assigned to SOS because 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. Students are expected to bring books to study during this time. Cell phones and other electronic non-school devices are not to allowed during this time and will be expected to be turned in on arrival to SOS. 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) consecutive 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**

Are available upon request only. You are encouraged to leave valuables at home. If for some reason you have items of value, you may bring them to the Main Office or South Office for storage. All school lockers are the property of the school. Your locker may be subjected to inspection at any time.

## **STUDENT PARKING**

Parking is by permit only and reserved for our seniors. Stickers will be valid for the entire 2023 – 2024 school year at no cost. All senior student parking is on a first come, first served basis. Students receive a sticker prior to the start of school, this sticker permits parking in the following locations: Student parking lot at the corners of Grand Central and Fletcher Street or the Athletic Field House parking lot (off Division Street). Students are not permitted to park in staff, reserved, or visitor designated areas. This includes during Regents testing or other school days. Once student parking areas are full, your only other choice is to park on the street. 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 and application for detailed information. There are 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 school day. Parking privileges are non-transferable and can be suspended and/or revoked at any time. Repeat violations are subjected to car towing at the owner's expense. Parking privileges may be revoked for any inappropriate behaviors. High School administration will be responsible for enforcement of these regulations.

There are 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 school day. Parking privileges are non-transferable and can be suspended and/or revoked at any time. Repeat violations are subjected to car towing at the owner's expense. 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 several services during the school day. You are encouraged to take full advantage of these services when needed.

*Computer Labs*

*Counseling Services*

*Math Lab*

*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.
- Use of Artificial Intelligence (AI)

\* - 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 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's 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.