

# Hammondsport JR-SR High School

## STUDENT HANDBOOK

2016-2017

The Hammondsport Central School District is committed to providing quality educational opportunities to all students, while establishing appropriate student standards and outcomes which are consistent with the expectations of the broader community.



607-569-5200

*[www.hammondsportcsd.org](http://www.hammondsportcsd.org)*

**This agenda belongs to:**

**Name:** \_\_\_\_\_

**Homeroom:** \_\_\_\_\_

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		<b>DAY 1</b>	<b>DAY 2</b>	<b>DAY 3</b>	<b>DAY 4</b>	<b>DAY 5</b>	<b>DAY 6</b>
<b>HOMEROOM</b>	7:55-8:00						
<b>MOD 1</b>	8:00-8:40						
<b>MOD 2</b>	8:40-9:00						
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<b>MOD 4</b>	9:20-9:40						
<b>MOD 5</b>	9:40-10:00						
<b>MOD 6</b>	10:00-10:20						
<b>MOD 7</b>	10:20-10:40						
<b>MOD 8</b>	10:40-11:00						
<b>MOD 9</b>	11:00-11:20						
<b>MOD 10</b>	11:20-11:40						
<b>MOD 11</b>	11:40-12:00						
<b>MOD 12</b>	12:00-12:20						
<b>MOD 13</b>	12:20-12:40						
<b>MOD 14</b>	12:40-1:00						
<b>MOD 15</b>	1:00-1:20						
<b>MOD 16</b>	1:20-1:40						
<b>MOD 17</b>	1:40-2:00						
<b>MOD 18</b>	2:00-2:30						
<b>MOD 19</b>	2:30-3:20						

## **I. WELCOME FROM PRINCIPAL ROUNDS**

On behalf of the faculty and staff I would like to welcome our students to the 2015-2016 school year. Our school was again ranked as one of the “Top High Schools” by **US News & World Report**: Ranked 200<sup>th</sup> out of 1,259 high schools in New York State and 2,225 out of over 29,070 high schools in the United States! Schools are awarded a gold, silver, or bronze medal based upon the following principles: “that a great high school must serve all of its students well, not just those who are college bound and that it must be able to produce measurable academic outcomes to show it is successfully educating its student body across a range of performance indicators.” We are proud of all our students and we expect you to exhibit pride and respect in all your endeavors and interactions!

## **II. GENERAL INFORMATION**

### **A. Purpose of this Student Handbook.**

The Board of Education of the Hammondsport Central School District has adopted a Code of Conduct for the entire District. This Student Handbook is intended to supplement the Code of Conduct and to provide additional relevant information to students, parents, and community members.

### **B. District Mission Statement**

The mission of the District is to provide a dynamic, quality education to a close-knit and diverse population, and to ensure that all students are prepared to compete in an ever changing global society by challenging each student through superior, innovative educational opportunities while promoting responsible citizenship through strong character and moral development.

### **C. Contact Information**

*Do not hesitate to contact us if we can be of any assistance. We value communication between home and school. Communication between home and school demonstrates to students that we are united in our effort to provide each student the opportunity to be successful throughout their high school years.*

Listed below is important contact information

High School Office	569-5200 ext. 5287
Athletic Director	569-5200 ext. 5281
Cafeteria	569-5200 ext. 5263
Committee on Special Education (CSE)	569-5200 ext. 5219
Guidance Office	569-5200 ext. 5232
Nurse's Office	569-5200 ext. 5241
Transportation	569-5200 ext. 5283

#### **D. Important Daily Times**

7:55	<b>Homeroom.</b> Attendance will be taken at 7:55. Announcements also take place during the homeroom period. Students are to remain quiet and listen.
8:00	<b>Morning BOCES students leave</b>
10:35	<b>Afternoon BOCES students leave</b>
2:30	<b>First Afternoon Bus Run Departs.</b> Students who do not have a “Mod 19” commitment must leave by 2:30.
2:30-3:20	<b>Mod 19.</b> A student should stay for “Mod 19” for the following reasons, listed in priority order: academic make-up, academic assistance, discipline, library use, supervised activities and clubs. Students are mandated to stay for Mod 19 if they are failing any course.
3:20	<b>Second Afternoon Bus Run Departs.</b> A student who rides the bus should stay the entire Mod 19 period with a staff member and not leave the buildings/grounds. If a student does not have a bus pass, they will be denied transportation home. However, the student will be permitted to call his/her parent. A student may only receive a bus pass from a staff member with whom they stayed the entire Mod 19 period.

#### **E. Minimum Attendance**

The Hammondsport Board of Education has adopted the New York State Education Policy that states that students who begin a school year before their 17th birthday must remain in a school program throughout that school year. Students beyond the age of compulsory attendance may be dropped from enrollment for failure to attend. A meeting with the building Principal is required before any withdrawal is approved.

### **III. ATTENDANCE**

It is important to ensure that students are attending class as well as arriving to class on time. The District believes that student participation in classroom instruction is an integral part of the learning process. Therefore, to receive credit for courses, students not only must fulfill the necessary requirements of each course, but also must comply with the following attendance requirements:

To receive credit for a course, a student must be in attendance a minimum of 85% of the total number of days that the course is in session.

Once a student exceeds the attendance standards, student work will remain ungraded, regardless of the student’s past academic performance until absences are made-up with the teacher and students will be assigned a “NM” (no mark) on progress reports and report cards. Students will be assigned numeric grades once absences are made up to within 85% limits. The teachers will determine the criteria for making up a class. The students shall continue to attend the class unless suspended from such attendance in accordance with

procedures under Section 3214 of the Education Law. Students who fail to meet the minimum attendance requirement, may also be referred as a Person In Need of Supervision (PINS).

**A. Excuses**

Student absences should be called in to the Health Office at 569-5200 ext. 5241 on the morning of the student's absence. After an absence, the student should follow these procedures:

Upon returning to school, the student should bring a note written and signed by the parent/guardian. Parents/guardians should include the following information on each excuse:

- student's name
- the date(s) of absence
- specific reason for the absence
- parent/guardian's signature

The student should submit the excuse to the Attendance Office. **If no excuse is received within ten days, the absence will be marked as illegal.**

Chronic illegal absences will receive an administrative review and will result in intervention procedures, as well as the possible referral to the appropriate agencies (CPS etc).

If, for any reason, it is necessary to leave the building during the day, students must bring a written request from their parent/guardian, stating the specific reason for leaving ahead of time. Doctor and dentist appointments must be made known to the Health Office (569-5200 ext. 5241) prior to homeroom on the day of the appointment. Medical and dental appointments should contain the name of the doctor or dentist, the time of the appointment, and, if possible, be accompanied by the appointment card. The student/parent should verify all appointments with a document signed by the doctor or dentist.

Whenever possible, appointments for medical or dental care should be made outside of school hours. **A dental or doctor's appointment is not a reasonable excuse for a whole day of absence.**

Students who become ill in school should report to the Nurse's Office where parent/guardians will be contacted. **Students must not leave the building without first seeing the school nurse.** Special excuses to leave the building due to illness are issued by the nurse with parent/guardian approval only. Students are not to leave the building with just a call home on their own. Students leaving without a note will receive disciplinary consequences, even if a note is brought in the next school day.

Students leaving the building during the day should follow this procedure:



- A. Prior to homeroom deliver the written parental request to the Health Office.
- B. The Health Office will review the excuse, check its authenticity, and write the early dismissal pass.
- C. Between academic periods the student will report to the Main Office to pick up the dismissal pass.
- D. At the time of departure, the student is to show the pass to his/her classroom teacher, report to the Main Office to sign out and then leave the building.
- E. If a student returns prior to the close of school, he/she is to report to the Main Office, sign in, and be issued a pass admitting him/her to class.

Failure to follow the correct procedures may result in disciplinary consequences.

**B. Legal Absences/Make-Ups**

Students who are absent for legitimate reasons may request to make up missed work. A legal absence includes absences due to personal illness, disability, illness or death in the family, impassable roads due to inclement weather, religious observance, quarantine, required court appearance, field trips, attendance at health clinics, approved college visits, approved cooperative work programs, military obligations, or such other legitimate reason as determined by the District. Family vacations are not considered legal absences.

The student has the responsibility to contact the teacher to ascertain which assignment must be completed to make up the absence. It is not the teacher's responsibility to seek out the student. Where the opportunity to make up an absence is provided to a student, failure to complete or fulfill the requirements of the assignment within ten (10) school days will result in the student receiving no credit and retention of the absence on his/her record. Where circumstances beyond the control of the student prevent him or her from making up the work within ten (10) school days of the absence, the teacher may grant an appropriate extension of the time to complete the work.

The District will provide notification to the parent/guardians of any student who has accumulated a substantial number of absences from class. This procedure is intended to alert the parents/guardians of attendance problems. Regular notification is provided through progress reports and report cards.

Students who are absent from school must provide a valid explanation, signed by his/her parent/guardian, to the Attendance Office when he/she returns. The Attendance Office will mark the attendance record stating the cause of the absence.

**C. Illegal Absences**

In addition to forfeiting the right to have work graded, an illegal absence from class will also result in intervention procedures. This action may be taken before the student exceeds the above standards established for the denial of graded work.

**IV. STUDENT RECORDS**

The Hammondsport Board of Education recognizes that maintenance of student records is a proper and necessary educational function. Permanent record files are intended to provide information which can be used to develop the best possible educational program for each student. The record shall include information useful for counseling, individual instructional program design, recommendations as to advanced study, job placement, and a variety of similar purposes.

Parent/guardians and non-custodial parent(s) whose rights are not limited by court order or formal agreement of a student under eighteen (18), or a student who is of eighteen (18) years of age or older or who is attending an institution of post secondary education, are entitled to inspect the student record. At the time of such inspection, appropriate school personnel shall be present to assist in the interpretation of the records and to answer such questions as may arise. Upon request, both permanent and temporary files and teacher guidance notes shall be made available.

In accordance with procedures developed by the administration pursuant to statute, those individuals indicated above are entitled to an opportunity for a hearing to challenge the content of student records, to ensure that they are not inaccurate, misleading, or otherwise in violation of the privacy or other rights of students and to provide an opportunity for the correction or deletion of inappropriate data contained therein.

Student records and any material contained therein which is personally identifiable, are confidential and may not be released or made available to persons other than parents, guardians or students and school officials with a legitimate educational interest. Procedures for obtaining consent for release of records to third parties shall be developed by the administration.

The Board directs that administrative regulations and procedures be formulated to comply with the provisions of Federal Law relating to the availability of student records including records of students with disabilities. The purpose of such regulations and procedures shall be to make available to the parents/legal guardians of students and non-custodial parents(s) whose rights are not limited by court order or formal agreement, or students eighteen (18) or older, or attending an institution of post secondary education, student records, and files on students, and to ensure the confidentiality of such records with respect to third parties.

## **V. ACADEMIC POLICIES**

### **A. Homework Policy**

The purpose of homework is to reinforce the student's understanding of the material covered in class. Homework is also an important means of developing qualities of responsibility, self-discipline, and initiative. Therefore, parental support is essential. The homework policy, designed and adopted by the faculty and individual departments, considers student load and educational objectives. Parents/guardians can expect students to have homework daily. Individual departments and classes may provide specific homework guidelines.

Students who expect to be absent for an extended period of time should request homework assignments from their teachers. Please let the teachers know of the absence at least 3 school days in advance, if possible. Students who are absent due to illness for 3 or more days may contact the main office for assignments. Please allow 24 hours to obtain assignments and materials from the teacher.

If homework is requested, it is the students' obligation to complete the assignments upon returning to school or within a timeframe approved by the teacher.

## **B. Grade Reporting**

All grades will be numeric or a pass/fail for certain designate courses. Each marking periods covers a 10-week period and ends approximately November 3, January 22, April 5, and June 13. Report cards will be mailed home following the end of each 10-week period. Grading guidelines are as follows:

- A student is required to take final exams in all major areas.
- Regents exams are treated as final exams for courses in which they are given. Final averages for courses will be determined if credit is awarded.
- Final grades are determined by averaging each quarter grade, and the final exam, if one is given.
- The minimum passing grade is 65%.
- When a student has pursued a course to completion (time requirements, assignments, and/or laboratory reports completed), it is expected that the final exam or Regents exam, if offered, will be taken.
- An incomplete may be given to allow a student time to make up work that has been missed due to a legal absence.

The academic progress report is designed to keep parents/guardians and students fully informed regarding academic progress in the middle of the ten-week marking period. The 5-week reporting periods end approximately October 6, December 15, March 19, and May 11. The 5-week reports will also be mailed home.

Parents are invited to contact teachers at any time to discuss student progress. Conference appointments may be made through the Guidance Office with individual teachers or groups of teachers. A parent/teacher conference time will be scheduled each year following the first-quarter marking period.

## **C. Academic Eligibility**

Academic eligibility for athletics and extracurricular will be determined from the failure list of the 5 week progress and the 10 week report cards. The Athletic Director and Extracurricular Advisor will compile a list and distribute to the coaches. Athletes will pick up a "run around" sheet on Thursday and have teachers sign the sheet indicating whether or not the athlete may participate. The athlete must then turn the sheet into the athletic director or his/her designee on Friday. Any athlete receiving one (1) "May not participate" signature would be able to compete for the following week. Any athlete receiving two (2) "May not participate" signatures on Friday would not be allowed to compete beginning the immediate

Monday following that Friday and lasting one week. Any athlete that receives “May not participate” from the same teacher two weeks in a row will not be allowed to compete the following week. Failure to turn in a “run around” sheet will be considered “May not participate”. Any teacher may add an athlete to the list at any time for failing academic performance by contacting the Athletic Director. This would go into effect the first Friday after the notification. An athlete will be excused from the program at the end of 5 weeks, or present quarter, if his grade report shows no failing marks or all teachers have initialed “Pass no longer required for this course”. Athletes are expected to contact teachers for whom they are failing and obtain a list of any work that can be made up, in order to exit the program. They are expected to meet the academic performance standards established by the teacher.

**D. Academic Success and Recognition**

For students to be successful in their academic pursuits they realize they must work cooperatively with and under the direction of their classroom instructors. **Students must realize that they have the primary responsibility for their learning.** To ensure their success students agree to attend daily, arrive at class on time prepared to participate, complete all assignments as scheduled, actively participate in the entire class, cooperate, and seek additional instruction as necessary.

Students earn numeric grades that are formally reported every ten weeks. Students are recognized for outstanding work in the following manner:

High Honor Roll	-	Average Above or Equal to 89.51
Honor Roll	-	Average in the Range of 84.5-89.5

**E. Class Ranking**

The Board of Education wishes to recognize outstanding academic achievement and shall use a system of computing grade point averages to inform graduating students of their class ranking. Such information may also be sent to prospective employers and post-secondary institutions.

In order to compute a student’s class rank, the District will use grades from all credit-bearing courses taken by the student. All students, both on and off campus, will be ranked. Class rank shall be based on the grade point average at the end of the first semester for college students and at the end of the second quarter for all other students. **Class rank is unofficial until verified by the building principal.**

To be considered for valedictorian or salutatorian, a student must have been in attendance in the high school as a full-time student for two years prior to graduation and must be a full-time student who is currently enrolled taking six (6) credits in the Hammondspport Central School District.

**F. Graduation Requirements**

A complete detailed outline and description of graduation requirements is printed in the Course Description Booklet. Copies are available in the Counseling Center. Students and parents/guardians are encouraged to contact school counselors to monitor the student's progress toward graduation.

## **G. Academic Integrity**

Examples of academic misconduct/dishonesty include:

1. Plagiarism.
2. Cheating.
3. Copying.
4. Altering records.
5. Assisting another student in any of the above actions.
6. Accessing other users' email accounts or network storage accounts and/or attempting to read, delete, copy, modify, and interfere with the transferring and receiving of electronic communications.

Students are expected to be honest and forthright with academic work. Academic dishonesty occurs when a student infringes upon someone else's academic rights. Cheating on homework, quizzes, tests or exams, plagiarism, or copying someone's work in any form is not accepted.

### **1. Plagiarism**

The word plagiarism comes to us from the Latin word *plagiarius*, meaning kidnapper (*American Heritage Dictionary* 1535). This might be an easy way for you to remember what people do when they plagiarize—they steal, or kidnap, the words and ideas of others. Here are two common situations that qualify as plagiarism:

- A student copies or purchases a paper—or a portion of a paper—from the Internet and submits it as his own.
- A student copies, steals, or purchases a paper or homework assignment from a friend and submits it as his own work.

In keeping with society's stance on plagiarism, the District has established a very simple set of grading procedures for students who are caught in the act. Teachers will first examine the plagiarized part of each assignment, determining whether the student set out to deliberately mislead his instructor, or whether the case is simply one of a forgotten citation or common knowledge. If teachers determine that a student has intentionally set out to mislead his instructor, then the teacher will follow these procedures:

- a. Individual meeting with student.
- b. Building Principal informed of the incident.
- c. Teacher will create a disciplinary referral to document the incident.
- d. Instructor assigns a zero (0) for the plagiarized assignment.

- e. Student rewrites the assignment and submits to his or her teacher. For first-time offenders, teachers will count the grade for the rewritten draft along with the 0 for the plagiarized draft; students with more than one offense will still be required to rewrite but will receive no credit for the draft.\*
- f. Parents contacted and informed of the incident via telephone or mail.

\*Students with more than one offense will be referred to the Administration for disciplinary action.

We truly believe that the vast majority of District students possess the personal integrity to complete their assignments on their own. Remember that those who cheat are shortchanging the hard working students in our school. We encourage you to let us know if you see cheating going on around you.

## **2. Cheating**

Cheating is the act of violating rules. In an academic environment, it is when a student fraudulently completes a task or a portion of a task, either on a homework assignment, project, quiz or test. Examples of cheating include but are not limited to copying another student's homework assignment, possession and use of unauthorized materials during a quiz or test, or use of an online translator. If a teacher determines that a student has cheated, the teacher will follow these procedures:

- a. Individual meeting with student.
- b. Building principal informed of the incident.
- c. Teacher will create a disciplinary referral to document the incident
- d. Instructor assigns a zero (0).
- e. Student redoes the task\* at a time and location determined by his or her teacher. For first-time offenders, teachers will count the grade for the redone task along with the 0; students with more than one offense will still be required to redo the task for student assessment purposes but will receive no credit.\*\*
- f. Parents contacted and informed of the incident via telephone or mail.

\*It is the teacher's discretion to create an alternative copy or use the same copy of the task.

\*\*Students with more than one offense will be referred to the Administration for disciplinary action.

## **VI. STUDENT CONDUCT**

**A. Use of an Alco-Sensor**

The Alco-sensor is an instrument that may be used by the Hammondsport Central School District to ensure the health and safety of all students. The Alco-sensor is a pocket-size breath alcohol tester that offers a simple and accurate method of determining blood alcohol levels.

Use of the Alco-sensor is intended to support the District's Code of Conduct and School Safety Plan as required through the SAVE legislation. The use of the device will assist in enhancing the school environment and maintaining school discipline.

The protocol for administering an Alco-sensor test to a student is as follows:

1. The district may administer an Alco-sensor test when it has reasonable suspicion that a student may be under the influence of alcohol. Any student who is displaying noticeable impairment (i.e., slurred speech, staggering, stumbling, bloodshot eyes, unusual difficulty with coordination or smelling like alcohol) will be escorted by appropriate school personnel to a private location.
2. The student will be confronted by appropriate school personnel regarding his/her suspicious behaviors. If the student denies alcohol use, parents will be contacted immediately and permission to administer the Alco-sensor will be requested. In the case involving a parent who is unreachable, the Alco-sensor may be administered with student consent. The district will contact the parents in a timely manner to notify them of the course of events.
3. The Alco-sensor will be administered to the student in the presence of at least two people, one of whom will be a building administrator trained in the use of the Alco-sensor. The test will be administered by a member of the school staff.
4. In the event that there is a positive reading for alcohol, school personnel in conjunction with the police department, shall determine the most appropriate disciplinary procedures to be implemented. In the event of a negative screening and the student continues to display noticeable impairment, administration will take steps to ensure the safety of the student. Under no circumstances will any student who exhibits impairment be allowed to drive home.
5. In the event that a parent or student refuses to grant permission in the face of compelling evidence (see Procedure #1), the student shall be excused from classes or the extra-curricular activity for the duration of the event. A parent/guardian will be requested to immediately transport the child home or to the hospital. School administration shall proceed with disciplinary actions based upon their observations and available evidence.
6. The school may check ALL attendees of school dances prior to entry

**B. DITEP Procedures**

DITEP (Drug Impairment Training for Education Professionals) staff members are utilized by the Hammondspport Central School District to enable educators to identify chemically impaired students for the purpose of ensuring a safe learning environment. Drugs may alter a student's perception or behavior thus reducing their ability to function appropriately in the academic environment.

The process of identifying suspected impaired students is based on the totality of information gathered through the systematic evaluation and is not based on any one element alone. In cases of medical emergencies, the DITEP evaluation will be discontinued and the school will call emergency services. The use of DITEP staff members is intended to support the district's Code of Conduct and School Safety Plan as required through the SAVE legislation. The protocol for utilizing DITEP trained staff members to evaluate a student is as follows:

- The district may utilize DITEP trained staff members to evaluate a student when it has reasonable suspicion that a student may be under the influence of a drug. Any student who is displaying noticeable impairment (i.e. slurred speech, staggering, stumbling, bloodshot eyes, unusual difficulty with coordination, or smelling like a particular drug) will be escorted by appropriate school personnel to a private location.
- The student will be confronted by appropriate school personnel regarding his/her suspicious behaviors. The student will then participate in a drug and alcohol assessment by a certified DITEP staff person.
- If the student is deemed to be impaired, based on psycho-physical testing, a parent will be contacted and required to pick up their child. Additional recommendations will be given to the parent at that time. School administration shall proceed with disciplinary actions based upon their observations and available evidence.
- If the student refuses to participate in the assessment process, that student will be considered insubordinate. School administration shall proceed with disciplinary actions based upon their observations and available evidence. In addition, parents will be contacted and required to take their child home.

**C. Security Cameras**

For the safety of students, employees, and visitors to our District, security cameras are located throughout District property. Security cameras may also be used on District buses.

**D. Cafeteria**



The cafeteria will be open to serve students breakfast from 7:30 to 7:55 am. Lunch will be served during different periods which are built into each student's schedule. Student accounts can be managed at: [www.mylunchmoney.com](http://www.mylunchmoney.com)

Free and/or Reduced Meal Applications are available in the Cafeteria of High School Office.

#### Cafeteria Rules

1. Students are responsible for returning their trays and cleaning their area when they are done eating. The cafeteria monitors should not have to ask students to pick up.
2. All students are responsible for the overall cleanliness of the cafeteria. Cafeteria monitors are NOT responsible for student clean up.
3. Students will adhere to all rules of conduct. Any student misconduct in the cafeteria may result in disciplinary consequences and/or suspension from the cafeteria to an alternative lunch location.
4. Students will remain in the cafeteria during their lunch periods.
5. Students should receive permission for restroom use from the cafeteria monitor or teacher.
6. Students are expected to be respectful to cafeteria monitors and teachers, cafeteria staff and fellow students.

\*The use of picnic tables outside of the cafeteria is a senior privilege. Keep the area clean of garbage and debris.

#### **E. Appropriate Computer Use**

The Board of Education will provide access to various computerized information resources through the District's Computer System ("DCS" hereafter) consisting of software, hardware, computer networks and electronic communications systems. This may include access to electronic mail, so-called "on-line services" and the "Internet." It may include the opportunity for some students to have independent access to the DCS from their home or other remote locations. All use of the DCS, including independent use off school premises, shall be subject to this policy and accompanying regulations. Further, all such use must be in support of education and/or research and consistent with the goals and purposes of the school district.

One purpose of this policy is to provide notice to students and parents/legal guardians that, unlike most traditional instructional or library media materials, the DCS will allow student access to external computer networks not controlled by the school district where it is impossible for the district to screen or review all of the available materials. Some of the available materials may be deemed unsuitable by parents/guardians for student use or access. This policy is intended to establish general guidelines for acceptable student use. However, despite the existence of such district policy and accompanying guidelines and regulations, it will not be possible to completely prevent access to computerized information that is inappropriate for students. Furthermore, students may have the ability to access such information from their home or other locations off school premises.

Parents/guardians of students must be willing to set and convey standards for appropriate and acceptable use to their children when using the DCS or any other electronic media or communications. The district respects the right of each family to decide whether or not to apply for independent computer access.

Student use of the DCS is conditioned upon written agreement by all students and their parents/legal guardians that student use of the DCS will conform to the requirements of this policy and any regulations adopted to ensure acceptable use of the DCS. All such agreements shall be kept on file at the District.

Generally, the same standards of acceptable student conduct, which apply to any school activity, shall apply to use of the DCS. This policy does not attempt to articulate all required and/or acceptable uses of the DCS; nor is it the intention of this policy to define all inappropriate usage. Administrative regulations will further define general guidelines of appropriate student conduct and use as well as proscribed behavior. District students shall also adhere to the laws, policies and rules governing computers including, but not limited to, copyright laws, rights of software publishers, license agreements, and student rights of privacy created by federal and state law.

Students who engage in unacceptable use may lose access to the DCS and may be subject to further discipline under the District's school conduct and discipline policy and the Student Discipline Code of Conduct. The District reserves the right to pursue legal action against a student whom willfully, maliciously and unlawfully damages or destroys property of the District. Further, the District may bring suite in civil court against the parents/guardians of any student who willfully maliciously or unlawfully damages or destroys District property pursuant to General Obligations Law Section 3-112.

Student data files and other electronic storage areas will be treated like school lockers. This means that such areas shall be considered to be School District property subject to control and inspection. The computer coordinator may access all such files and communications to ensure system integrity and that users are complying with the requirements of this policy and accompanying regulations. Students should **NOT** expect that information stored on the DCS would be private.

The Superintendent or his/her designee is authorized to establish regulations as necessary to implement the terms of this policy.

**F. Appropriate Use of Electronic Devices**

NOTE: The District assumes no responsibility for I-PODS or cell phones that are lost or stolen on its property, including school lockers or locker rooms.

**1. Cell Phones**

Cell phones must be turned off and secured in student lockers during instructional periods. Their use is prohibited from 7:45-3:30 in the building. Cell phones may *never* be used during fire drills, building lockdowns, or

assemblies. Cell phones may *never* be used to take pictures, and/or record video on school property. Cell phones may never be used to forward text, video, photos or emails of an inappropriate nature.

\*\* If students refuse to give up their phones, administrative disciplinary consequences will occur and it could become a police matter.

If you have violated one of the above stipulations of the Policy consequences for the first violation are the loss of cell phone and a formal Discipline Referral and detention. For a second offense, a formal Discipline Referral, ½ day ISS (In School Suspension) and parent meeting will occur. Further occurrences may result in OSS (Out of School Suspension) and/or a Superintendent's Hearing.

## **2. Computer Use/Misuse**

With the availability of computers in a school setting, students have a wonderful opportunity to use them in a very productive way. Unfortunately, with this increased availability comes a need to inform students of the consequences for misuse.

There are four levels of misuse as defined by school law as listed below:

- i. Unauthorized Use is defined as knowingly using a computer without proper authorization.
- ii. Computer Trespass is defined as knowingly using a computer with intent to commit a felony, or gain access to unauthorized computer material.
- iii. Computer Tampering 2<sup>nd</sup> Degree is defined as knowingly tampering with or using a computer to intentionally alter or destroy computer data or programs.
- iv. Computer Tampering 1<sup>st</sup> Degree is defined as knowingly tampering with intent to commit a felony, has been previously convicted, or intentionally alters or destroys computer data exceeding \$1000.

In addition to the above-mentioned laws, students must comply with the Acceptable Use Policy (AUP), which details the District's expectations regarding the use of school computers. Violation of the AUP or misuse of computers in any way may result in disciplinary consequences including the loss of computer privileges.

## **3. Music**

Student use of iPods (and MP3 Players, etc.) is not permitted in in the building between 7:30a.m. and 3:30p.m. These policies must be adhered to or else there will be disciplinary consequences.

**G. Student Searches**

The rules in the Code of Conduct regarding searches of students and their belongings do not apply to student lockers, desks, and other school storage places. 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. In addition, without prior notice cars parked on school property may be searched given reasonable suspicion.

**H. Laser Pointers**

Students are not allowed to bring laser pointers to school or on the bus. Laser pointers that are brought to school or on the bus will be confiscated and held until parents pick them up from the Main Office. Students bringing these devices to school will be held responsible and disciplinary consequences will be assigned.

**I. Use of Lockers**

It is a student's responsibility to see that the locker assigned to him/her is kept locked and in order. Use only the locker assigned. Sharing a locker and the combination to the lock with friends can create many problems and should not occur. Lockers are the property of the District and may be searched at any time by school officials. The contents of the locker may also be searched. This includes book bags, clothing, etc.

**J. Student Dress Code**

All students are expected to give proper attention to personal cleanliness and to dress appropriately on school property and at school functions. The purpose of the dress code is to ensure a productive learning environment in which all students feel comfortable. 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.

The following is considered as **unacceptable dress** for our students:

- Messages on clothing, jewelry, and personal belongings that are vulgar, obscene, libelous, sexually suggestive or denigrate others on account of race, color, religion, creed, national origin, gender, sexual orientation or disability
- Items that promote and/or endorse the use of alcohol, tobacco or illegal drugs and/or encourage other illegal or violent activities
- Hats, hoods, bandannas, or other headwear (except for religious or medical purposes)
- Coats or outerwear worn inside the building (except for religious or medical purposes)

- Sunglasses (except for medical reasons)
- Tank tops, halter or tube tops, spaghetti straps, one-shoulder tops, and low-cut tops (unless worn with another top that provides appropriate coverage)
- Strapless dresses or blouses
- See-through clothing
- Dresses or skirts above mid-thigh (End of fingertips)
- Short shorts (End of fingertips)
- Display of undergarments (bras, boxers, underwear, etc.)
- Mid-cut shirts/tops that reveal the midriff
- Hazardous jewelry, including but not limited to spiked jewelry or wallet chains
- Footwear that have wheels or other devices allowing sliding or rolling
- Perfume or cologne that has a negative impact on others
- Extremely revealing or excessively tight clothing such as dresses, shirts and pants
- Footwear must be worn at all times

The following is considered as **acceptable dress** for our students:

- Safe footwear
- Jeans, slacks, and khakis
- Shorts, mid-thigh or longer Capri pants
- Dresses and skirts/skorts mid-thigh or longer T-shirts, turtleneck tops, collared shirts, crew neck shirts, and sleeveless blouses that provide appropriate coverage
- Sweaters, fleece, and sweatshirts
- Appropriate undergarments

This list is not meant to be inclusive. If the principal believes student dress is inappropriate the principal shall inform the student that his/her dress violates the student dress code and give specific reasons why the student dress interferes with the educational process. The District will not regulate the way students dress while in school or at school functions with either fashion or taste as the sole criterion; however, student dress may not be disruptive, conflicts with the rights of others or fails to meet health and safety standards.

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 discipline, up to and including in-school suspension for the day. 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.

## **K. Student Driving/Parking**

Our insurance carrier requires each car parked in our lots to have a parking tag and to be registered in the Main Office. A parking registration form will be distributed when school opens. To receive a free parking sticker, students will need to present a copy of their registration, license and insurance ID card. Hang tags are to be placed on the rear view mirror.

School buses have priority. Rules of safety in regard to school buses must be followed. At the end of school each day, buses must be allowed to exit before students leave in their cars.

No students are to be in parked cars during the school day or at evening events. If the need arises during the course of the school day, students are to ask permission of the administration to go to their cars. Likewise, parking on school property is a privilege. If it is suspected that a student may possess contraband in his or her vehicle **or when disciplinary consequences warrant it**, the school reserves the right to search that vehicle at any time.

Students are to park in their assigned parking spot in the area designated for student vehicles only; those spaces facing the baseball field. Students must comply with all driving/parking regulations as detailed on the parking application. Any violation of these rules may result in the possible revocation of student parking privileges. These privileges may also be revoked as a result of violation of the Student Code of Conduct as well. Police may be notified of vehicular infractions.

#### **L. Student Services – Obligations**

Students are responsible for the proper care and return of all school-owned materials or equipment, including textbooks, library books, musical instruments, sports uniforms, and any owed lunch balances. Final report card information, diplomas and schedules for the following semester may be withheld if obligations have not been met. Students and/or parents/guardians may also be responsible for restitution for any damages caused to school property during a physical altercation or horseplay or any damage that may occur except for normal wear and tear.

### **VII. CO-CURRICULAR AND EXTRA-CURRICULAR ACTIVITIES**

#### **A. Dances**

Dances are open to **DISTRICT STUDENTS IN GRADES 7-12 AND GUESTS (2 per student)**. Sponsoring groups may limit attendance to certain grade levels. Students may register their guest with the Dance Approval Form with the Principal's Office before 3:30 p.m. the day before the dance. Only registered and approved guests will be admitted. Students who are absent from school or truant from a class or classes the day of a dance or the day before (if the dance is on a

Saturday) will not be allowed to attend. Students who leave the school building during the dance, will not be readmitted except by prior authorized permission. There will be no loitering in the bathrooms. Clothing must be in good taste and in accordance with the dress code.

Students showing signs of being under the influence of alcohol may be subject to Alco-sensor testing. (See Alco-Sensor Policy).

Students are to check coats, book bags and purses at the entrance to the dance, and will not be permitted to go to their lockers at any time during the dance. The school reserves the right to inspect the contents of purses, backpacks, etc. brought into a school function.

**B. Student Fund Raising**

Fund raising projects in which students sell merchandise, provide services, or in other ways solicit money for school activities may be sponsored by school organizations with the express approval of the building principal. Any such plan shall have a clearly defined purpose and, in general, shall contribute to the educational experience of students and shall not conflict with instructional programs. Fund raising activities away from school property shall be held to a minimum.

Door-to-door sales projects undertaken by any organization using the Hammondsport Central School District name are prohibited. Profits shall be used to enhance school programs by providing money for expenditures not normally funded by the District. Established guidelines for submission of fund raising requests will be developed.

**C. Interscholastic Athletics: Practice Sessions**

The Board of Education of the Hammondsport Central School District has established a program in interscholastic athletics to promote a broad educational experience for our students. Coaches, teachers, parents, and athletes should work together to ensure that there is a balance between school and family responsibilities.

Practice sessions are necessary in the development of any athlete or team of athletes. The rules of the NYSPHSAA require that practice sessions be vigorous and of a reasonable length of time. Total practice time, including optional additional workouts on school days, generally shall not exceed three (3) hours. No team or athlete can practice or play games on more than six (6) consecutive days. All athletes and teams must meet the standards for practice as set forth by the NYSPHSAA and the school district prior to participation in any contest.

All practices are to be supervised by a certified member of the coaching staff. No practice is to actively begin or continue without the physical presence of a certified coach. Typical practice sessions are to be conducted during the week after school hours and on Saturdays. Practice sessions on Sundays are discouraged. It is recognized that there may be an occasional need to practice on a Sunday prior to a

Sectional or League contest to be played on a Monday or Tuesday. Any such practices are to be the exception and not the rule and require the prior approval of the Athletic Director. Morning practices on school days are generally prohibited. The practice of conducting double-session practices when school is in session is also prohibited.

Any questions regarding practice session procedures should be directed to the Athletic Director.

**D. Eligibility to Participate in Extracurricular Activities**

Participation in extracurricular activities is a privilege, not a right. That privilege is accorded to all students in good standing. Students not in good standing include those students who fail to qualify for participation on the basis of insufficient academic achievement, violation of the student code of conduct or poor attendance. Regulations will be developed that detail specific guidelines and procedures involved with determining academic eligibility including support for students who are not academically eligible to participate in extracurricular activities.

Principals are authorized to revoke privileges to participate in extracurricular activities. Coaches or advisers who wish to revoke such privileges shall do so in consultation with the building principal.

Students who are absent for five (5) or more periods of any given school day, morning or afternoon, or who are not in school **by 9:10 a.m.** are not eligible to participate in extracurricular activities for that day. Exceptions may be considered for unusual circumstances by the principal. A student who is truant for any part of the school day may not participate in extracurricular activities that day.

Extracurricular activities are different from co-curricular activities. Co-curricular activities are part of the school program outside the normal school day such as participation in concerts for a credit-bearing music course.

**E. School Clubs/Activities**

There are a number of school clubs/activities available to students. They are varied and offered in many areas of interest. These clubs/activities are open to new members throughout the school year. Consider joining a club/activity to make high school the best experience it can be.

**F. Student Privileges**

**1. Laker Leaders (Grades 7-8)**

"Laker Leaders" is a recognition program formed by the staff and students. It seeks to honor students who are consistently displaying the values of excellent school attendance; cooperation, courtesy, and helpfulness toward other students and staff members; high levels of self-discipline; and a willingness to do more than is expected in both the classroom and other areas of school involvement. The program rewards success and provides



models for young people to see and emulate. Students will be selected each month by their teachers. Students that are "Laker Leaders" at the end of 8<sup>th</sup> grade will be rewarded a Class A Pass at the start of 9<sup>th</sup> grade.

## 2. **Class A Pass (Grades 9-12)**

**Purpose:** The Class A Pass is a system of recognition to provide additional privileges and responsibilities to students who have demonstrated effective academic skills, effective time management skills, and a sense of responsibility.

**Requirements:** A student must consistently demonstrate the following to be selected to receive a Class A Pass and to keep possession of it:

1. Perform academically at a level considered the best possible for that individual and not failing any subject.
2. Practice good time management skills
  - a. Make the best use of time that you can.
    - Prioritize tasks to be done and accomplish them
    - Recognize and meet deadlines
    - Do assignments on time and to the best of your ability
  - b. Have minimal absences and tardiness. Of particular concern will be illegal absences and tardiness to school and any tardiness to classes.
3. Demonstrate a personal sense of responsibility by:
  - a. using acceptable (not foul, vulgar, or abusive) language.
  - b. respecting teachers, fellow students, and school staff members.
  - c. accepting direction and requests from school staff gracefully.
  - d. taking care of the school's property entrusted to you, i.e. lockers, textbooks, etc.
  - e. accepting necessary discipline without loss of temper, whining, rationalizing or forgetting to follow through with the disciplinary action.
  - f. having integrity: not lying, cheating, slandering, or plagiarizing.
  - g. doing what you say you will do.
  - h. not knowingly cutting a class or study hall.
  - i. supporting your class and/or school activities.
  - j. obeying all school rules.
4. Complete a Class A Pass application:
  - a. Read the Class A Pass requirements in the Student-Parent Handbook.
  - b. Obtain an application form, fill it out and return it to your homeroom teacher.

**System:**

1. The student's homeroom teacher will submit the student's application for review at a faculty meeting.
2. When an application is approved, a Class A Pass will be issued from the High School Office. This entitles the student to take responsibility for his or her actions and whereabouts in approved areas of the school grounds for up to the following:  
Grade 9 5 periods or 10 mods per schedule cycle  
Grade 10 7 periods or 14 mods per schedule cycle  
Grade 11 9 periods or 18 mods per schedule cycle  
Grade 12 11 periods or 22 mods if under 80 mods per schedule cycle, otherwise all free mods
3. Approved areas for Class A Pass holders to be in:
  - a. student lounge
  - b. library/computer lab
  - c. any supervised classroom where a teacher has given permission
  - d. picnic tables in front of cafeteria, for seniors
4. Areas specifically off-limits include but are not limited to:
  - a. parking lot and cars
  - b. courtyard
  - c. primary playground
  - e. district office lobby
  - f. bleachers, track and baseball field
  - g. center circle and driveway in front of school
  - h. halls, unless during a mod change
  - i. off of school property (unless student is a Purple Card holder)
  - j. primary classroom areas (unless working as a teacher's assistant)
5. Withdrawal of Class A Pass privilege:
  - a. School staff has the right and responsibility to withdraw the Class A Pass privilege from a student when poor behavior or unacceptable academic work is observed. Withdrawal of the pass should be used to enhance the educational process. The staff member should meet with the student and inform him or her of the reason the Pass was taken and what must be done by the student to have the Pass returned. A time limit should also be established.
  - b. When a Class A Pass is suspended, it will be taken for a minimum of 10 school days.
  - c. When a Class A Pass is suspended, the student should:
    - meet with the staff members to discuss conditions for the return of the pass.
    - return to the regular study hall.

- d. An appeal may be made to the Principal by a student who believes his or her Class A Pass was taken incorrectly. This appeal must be initiated within two school days after the Pass has been revoked. The suspension of the Class A Pass remains in effect until the appeal is decided.
- 6. Any student new to the school may apply for a Class A Pass after a minimum of 5 weeks of instruction.
- 7. A student returning to school after a withdrawal will be issued a Class A Pass if he or she possessed one when the withdrawal took place.
- 8. Any student not in possession of a Class A Pass at the end of the school year must wait for five (5) weeks of instruction to occur in the next school year before applying.
- 9. Any Class A Pass taken at a faculty meeting may only be returned at a meeting of the faculty. It is the responsibility of the student's homeroom teacher to keep a written record of the Pass being taken and why it was revoked. If unusual circumstances present themselves, the Principal may use a run around sheet to gather information on academics and behavior in order to make a decision on the return of a Class A Pass.
- 10. If a student surrenders his or her Class A Pass, the minimum surrender time is five (5) school weeks. When that student wishes to have the Pass returned, he or she must reapply.
- 11. Any student suspended from school or in ISS will not be eligible for a Class A Pass for a calendar year.
- 12. Any Class A Pass holder may use an honor study or the regular study hall for a quiet place to get work done during his or her free mods.

### **3. Purple Card (seniors only)**

- a. To receive the Purple Card privilege, a student must:
  - 1. Be a Class A Pass holder during each of the previous five (5) school quarters with no more than six (6) weeks of suspension in that time period.
  - 2. Be currently carrying 80 mods of structured class time.
  - 3. Receive permission from his/her parents or guardians to have open-campus privileges.
  - 4. Have read and agreed to all Class A Pass and Purple Card rules & procedures.
  - 5. Be approved by the faculty if any Class A Pass suspensions occurred in the previous five (5) school quarters.
- b. If a Purple Card is withdrawn:
  - 1. The same requirements as withdrawal of a Class A Pass will be in effect.
  - 2. The Purple Card will be returned if it is a first time suspension.

3. The Purple Card is forfeited for the remainder of the current school year if it is a second time suspension.

Students new to Hammondsport will be eligible for a Purple Card after holding a Class A Pass for one (1) full quarter with no suspensions.

**F. Student Membership in the National Honor Society**

Selection and membership in the National Honor Society is a privilege. Selection for membership in the National Honor Society is based on 1) outstanding scholarship which must meet or may exceed national guidelines, 2) leadership, 3) service, and 4) character and a minimum GPA of 90%. The National Honor Society is more than just an honor roll, and the extent to which the local chapter emphasizes these components of the selection process is carefully included in the selection process guidelines. Students do not apply for membership in NHS; instead, they provide information to be used by the Faculty Council, whose membership is only known by the building Principal, which shall serve as the Selection Committee, to support their candidacy for membership. The selection of each member of the chapter shall be by a majority vote of the Faculty Council. Once selected, members have the responsibility to continue to demonstrate the qualities on which their selection was based. If these qualities are not demonstrated the student may be asked to resign from the National Honor Society.

The process used for selection is public information. Proper dissemination of information about the local chapter, particularly details concerning the selection process used at the school, will help prevent problems with students or parents who may wish to question the process. The procedure followed by the Faculty Council must be fair, non-discriminatory, consistently applied, and written for public dissemination. Therefore, the following recommended procedure from the National Honor Society Handbook will be utilized:

1. Students' academic records will be reviewed to determine scholastic eligibility.
2. Students who are eligible scholastically will be notified, and told that for future consideration for selection in NHS Chapter they may complete the Student Activity Information Form.
3. All faculty members will be invited to make comments on candidates. However, the actual selections must be made by the five appointed members of the faculty council.
4. The Student Activity Information Form should be reviewed by the faculty council, along with any other verifiable information about each candidate. Candidates receiving a majority vote of the faculty council should be inducted into the chapter.

The Faculty Council shall meet at least once a year to review the procedures of the chapter, to select members and to consider issues related to non-selection, dismissal or other disciplinary actions. The NHS advisors in consultation with the building principal will develop and revise, when necessary, all chapter procedures for

selection, disciplining, and dismissal of members, all of which must remain in compliance with the national guidelines.

The principal shall reserve the right to approve all activities and decisions of the chapter, and he/she shall receive appeals in cases of non-selection of candidates, and the disciplining or dismissal of members. The National Council and the National Association of Secondary School Principals shall not consider appeals of the Faculty Council's decision regarding selection of individual members to local chapters.

**NHS SELECTION PROCESS TIMELINE:**

- Fall: Publication of NHS guidelines
- January: Determine students who meet the scholastic average qualification. A student activity information sheet is completed by qualifying students, detailing their service, leadership, and character.
- February: Collect input from staff and observations concerning the qualified students. Review faculty observations and student activity information sheets. Faculty Council selects NHS members.
- March: Hold the NHS Tapping Ceremony

## **VIII. SEXUAL HARASSMENT (STUDENT)**

The Board of Education affirms its commitment to non-discrimination and recognizes its responsibility to provide all District students an environment that is free of sexual harassment and intimidation. Sexual harassment is a violation of law and stands in direct opposition to District policy. Therefore, the Board prohibits all forms of sexual harassment by employees and students. Generally, sexual harassment is defined as unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when:

1. Submission to sexually harassing behavior is a condition for the successful completion of any course of study or educational and extra-curricular activity, including the acceptance into or rejection from such course or activity;
2. Conditions exist within the school environment that allow or foster obscene pictures, obscene or lewd gestures, lewd jokes, sexual advances, requests for sexual favors or other harassing activities of a sexual nature;
3. Such conduct has the purpose or effect of unreasonably interfering with a student's academic performance or participation in an educational or extra-curricular activity, or creating an intimidating, hostile or offensive learning environment.

The Board acknowledges that in determining whether sexual harassment has occurred the totality of the circumstances, expectations, and relationships should be evaluated including, but not limited to, the ages of the harasser and the victim; the number of individuals involved; and the type, frequency and duration of the conduct. The Board recognizes that sexual harassment can originate from a person of either sex against a person of the opposite or same sex, and from a third party such as a school visitor, volunteer, or vendor, or any individual associated with the School District. Sexual harassment may occur from student-to-student, from student-to-staff, as well as staff-to-staff.

In order for the Board to enforce this policy, and to take corrective measures as may be necessary, it is essential that any student who believes he/she has been a victim of sexual harassment in the school environment, as well as any other person who is aware of and/or who has knowledge of or witnesses any possible occurrence of sexual harassment, immediately report such alleged harassment; such report shall be directed to or forwarded to the District's designated complaint officer(s) through informal and/or formal complaint procedures as developed by the District. Such complaints are recommended to be in writing, although verbal complaints of alleged sexual harassment will also be promptly investigated in accordance with the terms of this policy. In the event that the complaint officer is the alleged offender, the report will be directed to the next level of supervisory authority.

Upon receipt of an informal/formal complaint, the District will conduct a thorough investigation of the charges. To the extent possible, within legal constraints, all complaints will be treated as confidentially and privately as possible. However, disclosure

may be necessary to complete a thorough investigation of the charges, and any disclosure will be provided on a “need to know” basis.

Based upon the results of the investigation, if the District determines that an employee and/or student has violated the terms of this policy and/or accompanying regulations, immediate corrective action will be taken as warranted. Should the offending individual be a student, appropriate disciplinary measures will be applied, up to and including suspension, in accordance with District policy and regulation, the Student Code of Conduct, and applicable laws and/or regulations. Should the offending individual be a school employee, appropriate disciplinary measures will be applied, up to and including termination of the offender’s employment, in accordance with the legal guidelines, District policy and regulation, and the applicable collective bargaining agreement(s). Third parties (such as school volunteers, vendors, etc.) who are found to have violated this policy and/or accompanying regulations will be subject to appropriate sanctions as warranted and in compliance with law.

The Board prohibits any retaliatory behavior directed against complainants, victims, witnesses, and/or any other individuals who participated in the investigation of a complaint of sexual harassment. Follow-up inquiries shall be made to ensure that harassment has not resumed and that all those involved in the investigation of the sexual harassment complaint have not suffered retaliation.

**Finding that Harassment Did Not Occur:** At any level/stage of investigation of alleged harassment, if a determination is made that harassment did not occur, the Complaint Officer will so notify the complainant, the alleged offender and the Superintendent of this determination. Such finding does not preclude the complainant from filing an appeal pursuant to District policy or regulation and/or pursuing other legal avenues of recourse. However, even if a determination is made that harassment did not occur, the Superintendent/designee reserves the right to initiate staff awareness and training, as applicable, to help ensure that the school community is not conducive to fostering harassment in the workplace. In all cases, the Superintendent will inform the Board of Education of the results of each investigation involving a finding that harassment did not occur.

**Knowingly Makes False Accusations:** Employees and/or students who *knowingly* make false accusations against another individual as to allegations of harassment may also face appropriate disciplinary action.

## **IX. DETAILED DISCIPLINARY CONSEQUENCES**

### **A. Administrative Detention**

This is an after school program for students who have violated school rules. Detentions are on District property after school.

### **B. Internal (In-School) Suspension**

This occurs during the school day and after school beginning during regular school hours. Teachers throughout the day will have work available to the Internal

Suspension room. Students are expected to complete all work. If work is not completed, it will result in the student not receiving credit for that assignment. Students assigned to In-school suspension will not be allowed to participate in any school activities on the day they are assigned to In-school suspension, including evening activities and athletic events.

**C. External Suspension**

Students who are externally suspended are not allowed on school property during the suspension and will not be allowed to participate in any school activities during the period (may include weekend activities) of suspension, including evening activities and athletic events.

**D. Superintendent's Hearings**

Where serious or multiple infractions of the school code of conduct have occurred the building principal has the right to request a Superintendent's Hearing. Notification to the student and parent/guardian of this hearing will first be made by the administration and again by the Superintendent's Office. This hearing may result in further disciplinary consequences.

If a student leaves school during the school day without a proper excuse from home signed by a parent/guardian at the time they are leaving and permission from an appropriate school authority, it is also considered a truancy. Truancy is a violation of New York State law and is subject to disciplinary measures imposed both by the school and court system. Students who are truant from school or class may not make up missed tests, projects, or class work, etc.

Students that are truant will also not be allowed to participate in extra-curricular activities and dances.

**X. HEALTH & SAFETY**

**A. Emergency Evacuations**

For health and safety reasons, circumstances may warrant evacuation of the building. Procedures may include:

- Early dismissal with students sent home.
- Evacuation to another site. Students will be bused or walk to another location as designated by the emergency action plan.

In an emergency, the Central Office of the Hammondsport Central School District will release all information via the District Office, and/or through local radio and television stations.

**B. False Alarms/Threats**

A threat to the school or its occupants is a felony offense and offenders will be prosecuted to the fullest extent of the law.



False alarms disrupt school, cost the local fire and police departments time and money, and create a hazard for all involved. Students who are apprehended for turning in false alarms will be reported to the law enforcement for legal action. A student may also be recommended for a Superintendent's Hearing.

**C. Fire Drills**

Fire drills are treated very seriously. We have great concern for the welfare and safety of everyone. Therefore, specific fire drill exiting instructions are posted in every room. At the sound of the alarm, **everyone** must exit the building. Students are requested to remain silent and follow directions for rapid departure. An "all clear" will be announced before re-entry to the building.

**D. Medication Procedures**

If a student requires medication during school hours, the following procedures must be followed:

- The school nurse must have on file a written request from a physician indicating frequency and dosage of all internal medicine.
- The school nurse must have on file a written request from the parent to administer the medication, as specified by the family physician.
- The medication should be delivered directly to the school nurse by the parent in its original labeled container. Please note this includes all medication, both prescription and nonprescription.
- **Students will not be in possession of prescription or non-prescription medications or self-administer any medications in school. Disciplinary consequences will ensue.**

If a student is allergic to bee stings, please contact the school nurse as soon as possible. If a sting should require immediate medication, this medication should be provided for the nurse to administer.

**E. Nurse/Health Office**

Students should go to the nurse if not feeling well. Students should not call their parents directly and leave without permission from a school official. If this occurs it will result in disciplinary consequences. After being looked at by the nurse students will have the opportunity to lie down for 20 minutes, or if the nurse sees that they are sick enough, they can call parents to go home. After the 20 minute time frame, a decision will be made if the student should call their parents or go back to classes.

New York State mandates that **all** 9<sup>th</sup> graders will be checked for scoliosis and that **all** 10<sup>th</sup> grade students have their vision and hearing checked.

Allergy Precautions: There may be other students in your classes that have life threatening allergies (i.e. Peanuts). Please avoid bringing in snacks or food items containing peanuts or peanut oils.

**F. Physicals/Sports Physicals**

Mandated physicals are required for all 10th graders. (Must be current, within the last 12 months)

- Must have an up to date tetanus immunization.
- Must have a current, passing, vision exam.
- Must have an interval health history filled out by parents if more than 28 days have elapsed since the physical examination.

Requirement for sport participation – (physical requirements):

- Must have a physical on file, within 12 months of starting the sport.

**XI. SCHOOL CLOSINGS**

When inclement weather or an emergency strikes, please check the District website, or listen to your favorite TV or radio station for school closing or delay information. Media outlets will be informed by 6:00 a.m. during adverse weather conditions.