

# **Hartford Central School Middle/High School**

## **Abridged Code of Conduct 2024-2025**





## THE ABRIDGED STUDENT CODE OF CONDUCT

The following is a brief overview of the policies, practices, and rules of the Hartford Central School District. A complete copy of the Code of Conduct is available on the school's website at [www.hartfordcsd.org](http://www.hartfordcsd.org) or upon request in the Middle/High School Main Office.

### GENERAL REGULATIONS

- Everyone is to treat students, teachers, aides, custodians, bus drivers, and cafeteria workers with respect and courtesy. Students are to obey directives from all supervisory personnel.
- Everyone is to respect all property. Stealing, destroying, and/or defacing property is not permitted. Everyone is expected to help keep our school building and grounds neat and clean.
- All movement throughout the building should be purposeful. Everyone is to move through the halls in a quiet and orderly manner.
- Students are to report to every class with necessary materials promptly from the previous class.
- Students are expected to maintain an atmosphere conducive to learning in all areas of the building. Students need permission to leave an assigned area by the adult in charge.
- Displays of affection are in poor taste and are not expected in the building or on school grounds.

### BELL SCHEDULE

<b>Breakfast.....</b>	<b>8:00am-8:10am</b>
<b>Homeroom/Period 1.....</b>	<b>8:13am-8:56am</b>
<b>Period 2.....</b>	<b>8:59am-9:39am</b>
<b>Period 3.....</b>	<b>9:42am-10:22am</b>
<b>Period 4.....</b>	<b>10:25am-11:05am</b>
<b>Period 5.....</b>	<b>11:08am-11:48am</b>
<b>Period 6 (HS).....</b>	<b>11:51am-12:31pm</b>
<b>MS Lunch.....</b>	<b>11:51am-12:21pm HS</b>
<b>Lunch.....</b>	<b>12:34pm-1:04pm Period</b>
<b>7 (MS).....</b>	<b>12:24pm-1:04pm Period</b>
<b>8.....</b>	<b>1:07pm-1:47pm Period</b>
<b>9.....</b>	<b>1:50pm-2:30pm</b>

### BUILDING HOURS 7:45 a.m. - 3:10 p.m.

Students who walk to school or are dropped off prior to 8:00 a.m. will wait in the cafeteria supervised by an aide until the first bell (8:00 a.m.). All unsupervised students are to leave the building promptly at 3:10 p.m.

### LATE BUSES

The district will provide a late bus Tuesday through Thursday at 3:10 p.m. for students who remain after school for extra help, detention, or club activities. Students wishing to ride the late bus home must have a bus pass issued by a teacher. Students will not be allowed to board the late bus without a pass.

### GRADUATION REQUIREMENTS

#### **Credit Requirements**

(Apply to all diploma types: local, Regents,  
Regents with advanced designation)

	Minimum number of credits
English	4
Social Studies <i>Distributed as follows:</i> <i>U.S. History (1)</i> <i>Global History and Geography (2)</i> <i>Participation in Government (½)</i> <i>Economics (½)</i>	4
Science <i>Distributed as follows:</i> <i>Life Science (1)</i> <i>Physical Science (1)</i> <i>Life Science or Physical Science (1)</i>	3
Mathematics	3
World Languages	1 <sup>(**)</sup>
Visual Art, Music, Dance, and/or Theater	1
Physical Education <i>(participation each semester)</i>	2
Health	½
Electives	3 ½
<b>Total</b>	<b>22</b>

(\*\*) Students with a disability may be excused from the requirement for 1 unit of credit in World Languages if so indicated on their IEP, but they must still earn 22 units of credit to graduate.

### HIGH SCHOOL GRADE CLASSIFICATION

- Sophomore - a student must have earned at least 6 academic credits, including 1 credit each of English and Social Studies.
- Junior - a student must have earned at least 12 academic credits, including 2 credits each of English and Social Studies.
- Senior - a student must have earned at least 18 academic credits, including 2 credits each of English and Social Studies.

### MIDDLE SCHOOL PROMOTION

Students who have failing grades in two of the major subject areas (English, Social Studies, Math, and/or Science) may be required to attend summer school or participate in a summer tutoring program in order to be promoted to the next grade level. In addition, non-credit academic intervention services (AIS) classes may be assigned the following year to all students who have not meet the proficiency level on state exams, have not successfully completed summer school, or who could benefit for additional support within a certain subject area.

### REPORT CARDS AND PARENT CONFERENCES

Report cards are issued at the 5-week and quarter intervals, eight times a year.

Parents/Guardians are strongly encouraged to discuss their child's academic progress early in the school year with their student and their child's teachers. Parent conferences will be held in November for students in grades 6-8, but can also be arranged anytime during the school year by contacting the Guidance Office for students in grades 6-12.

### MERIT, HONOR, AND PRINCIPAL'S LIST

The Merit, Honor, and Principal's List recognition are computed at the end of each 10-week report period.

- Merit Roll - 85% overall average
- Honor Roll - 90% overall average
- Principal's Select - 95% overall average

A student cannot be failing or have an incomplete grade to be considered for any of the honor rolls.

### NATIONAL HONOR/NATIONAL JR. SOCIETY

The highest academic honor bestowed on any Middle/High school student is to be named to the National Honor/National Jr. Honor Society. The National Honor Society is open to all juniors and seniors. National Junior Honor Society is open to all 7th and 8th graders.

Induction requirements into either Honor society include the following:

1. Students must maintain an average of at least 90% for three consecutive semesters at Hartford Central School.
2. Students must fully complete the application after being selected for nomination.
3. A faculty appraisal will be sought, but final screening is in the hands of the faculty council. The faculty council reviews the students' record in the following areas: academics, scholarship, service, leadership, and character. If a student is denied induction, they have the opportunity to request why they were not included in an effort to improve in that area for the next induction period. Poor conduct (i.e. cheating, fighting) may prevent induction in a given year.

Student application and screening procedures are privileged information. Applicants, the advisor, and council members will not discuss this information except within the privacy of their counseling and/or committee meetings.

### SCHOOL CLOSINGS

In the event that the school must be closed, occur a delayed opening, or an early release, an announcement will be made over the following television stations: WRGB-Channel 6, WTEN-Channel 10, WNYT-Channel 13, as well as, a message sent through our school messenger system, and posted on the district website.

### SCHOOL POLICIES

#### ABSENCES AND EXCUSES

School attendance is of the utmost concern of the student, parent, and school and a quality education cannot take place without regular attendance. Excuses for students being absent or late are expected when the student returns to school. If the student does not bring the excuse, their absence or tardiness will be recorded as unexcused. Unexcused absences may lead to a school consequence (i.e. detention) and/or legal action. Unexcused absences or truanties can be cause for legal actions based on educational neglect. Students who are absent from the regular school day, have been suspended out-of-school, or have been placed in the Alternative Learning Center (ALC) room all day cannot attend any other school or evening activity without permission from the Principal. In addition, in order to participate in extracurricular activities, including athletics, students must report to school by 10:00 a.m.

#### ACADEMIC IN-ELIGIBILITY POLICY

According to the Board of Education Policy #527: All students who are failing two or three courses are placed on academic probation and must attend extra help sessions in the classes they are failing, and complete the academic re-eligibility form in order to attend and/or participate in any extracurricular activities (i.e. practices, athletic games, open gyms, and dances). The extra help sessions are traditionally held on Tuesday, Wednesday, and/or Thursday afternoons from 2:30 p.m. - 3:10 p.m., however, students may make alternate arrangements with their teachers (i.e. during lunch or a study hall) if needed. Those students who are failing four or more courses are deemed academically ineligible, and while encouraged to attend extra help sessions, are prohibited from attending or participating in any extracurricular activities until the next five week grading cycle.

#### ACCIDENTS

Students are to immediately report all accidents to the adult in charge and be seen by the School Nurse. An accident report is to be filed with the School Nurse.

#### ADDRESS/PHONE NUMBER CHANGES

A change in your address or phone number must be reported to the Guidance Office as soon as this information is available. Having current and accurate contact information is essential in case of emergency.

### CELL PHONES

Students may bring their cell phones to school and are permitted to use them appropriately when classes are not in session. Cell phones, if brought into school, should be placed in student lockers during class time. Students are allowed to use cell phones between classes or during lunch times. Failure to comply with this expectation will result in disciplinary consequences. Please note: The school is not responsible for lost or stolen property.

### CHROMEBOOKS

All students in grades 6-12 will be issued a school chromebook and charger to be used for educational purposes for the school year. Students should have a charged chromebook with them daily for all classes. Please report damaged or broken chromebooks to the Main Office to be repaired.

### CLOSED CAMPUS

Hartford CSD is a closed campus and students are not allowed to leave the property during their lunch period or any other time during the school day. In order for a student to leave and return to campus, he or she must have a legal excuse and parent permission in the form of a note or phone call.

### COMPUTER SERVICES

Internet access will be provided to the students of the district in accordance with the terms of the Student Technology Policy. Internet access from school district computers is reserved solely for educational purposes. The school reserves the right to monitor all Internet and Network activity including transmission and receipt of email. Network administrators will review files and communications to maintain system integrity and ensure users are using the system responsibly. A violation of this policy will be treated as a violation of the student discipline code and specifically as a violation of that section of the code which subjects a student to disciplinary action for the failure to comply with the directions of a teacher, administrator, or other school employee.

### DIGNITY FOR ALL STUDENTS ACT

The District seeks to create an environment free of harassment, bullying, and discrimination, to foster civility in its schools, and to prevent conduct which is inconsistent with its educational mission. The District, therefore, prohibits all forms of harassment and bullying of students by employees or other students on school property and at school functions. The District further prohibits discrimination against students, including but not limited to those acts based on a person's actual perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender, gender identity or expression, or sex by school employees or other students on school property and at school sponsored activities and events that take place at locations off school property. In addition, acts of harassment, bullying, that occur off property, where these acts create or would foreseeably create a risk of substantial disruption within the school environment, where it is foreseeable that the conduct, threats or intimidation or abuse might reach school property, may be subject to discipline or other corrective action.

The District will take disciplinary action for incidents involving harassment, bullying, and/or

discrimination consistent with the Code of Conduct. Responses will be reasonably calculated to end the harassment, bullying, and/or discrimination, prevent recurrence, and eliminate any hostile environment. The District may also avail itself of remedial responses to incidents of harassment, bullying, and/or discrimination to effect the end of this behavior. Remedial responses may include, but are not limited to: peer support groups, corrective instruction or other relevant learning or service experience, supportive intervention, or other research based methods of harassment, bullying, or discrimination prevention.

Dignity Coordinators: Trisha Shaw, School Counselor K-7  
Shelley Dupuis, MS/HS Principal

Anonymous Tip Line: As a school, we would like to empower our students by giving them a positive and anonymous way to properly report incidents of bullying or any other inappropriate conduct. To report incidents or suspicious activity call or text 518-600-1002 or email [tips@hartfordcsd.org](mailto:tips@hartfordcsd.org).

### DRESS CODE

Any jewelry, accessories, or clothing that is distracting or disruptive to the educational process or school environment will not be permitted (i.e. lewd pictures, profane sayings, bare midriffs, tank tops, short shorts or skirts, spaghetti straps). As a common courtesy, there are to be no hats, caps or head coverings worn by students within the building. In addition, for safety purposes, bookbags must be stored in lockers during the instructional day. Drawstring bags are not allowed.

### DRUGS AND ALCOHOL

The use of drugs and alcohol is strictly forbidden on all school property. Students caught with either drugs or alcohol in their possession will receive an immediate out-of-school suspension and the authorities will be contacted. Students found to be under the influence of drugs or alcohol at school or school sponsored activities will forfeit the right to attend future events and may be referred to legal agencies.

### EARLY DISMISSAL FROM SCHOOL

Pupils shall not be permitted to leave before the end of the school day, unless permission of the parent or guardian is first secured. The student should bring a note signed by his parent or guardian stating the time it will be necessary for him or her to leave school and the reason. Passes from school may be accepted after telephone verification with the parent or guardian. If the parent anticipates that they will not be home for telephone verification, it is their responsibility to call the school prior to their child leaving the building. Once a student is given permission to leave the school grounds for an appointment, he or she is expected to keep his or her appointment and return to school that day, if possible.

### EXTRA-CURRICULAR ACTIVITIES

All extra-curricular activities are voluntary and open to all students. Announcements are posted in the daily bulletin and made during the morning announcements regarding sign-ups and meeting times. Please Note: Participation in any extra-curricular activities is dependent upon acceptable behavior and the Academic In-eligibility Policy.



### FALSE ALARMS

If a student is found guilty of pulling a fire alarm, that student is subject to a suspension, fine, and possible imprisonment.

### FIRE DRILLS/ LOCKDOWNS

New York State School Law requires a minimum number of fire drills per year. Each classroom has its designated exit route for fire drills and procedures for a lockdown. All drills are to be treated seriously.

### FOOD and DRINK

There is to be no food or drink taken out of the cafeteria. Open containers are not permitted in the building unless opened and consumed in the cafeteria.

### HALL WANDERING

Students are not to be in the halls during class periods unless they have permission from a teacher or staff member.

### ILLNESS/INJURY/MEDICATION

A student who is too ill to remain in class is to report to the school nurse. Students may not carry any medication on their person, including aspirin or Tylenol. If a student needs to take medication at school, the parent/guardian must bring the necessary medication directly to the Health Office with a doctor's order. However, students with asthma may obtain permission to carry an inhaler by providing a doctor's order for the school nurse. Please contact the school nurse if you have any questions.

### LOCKERS

A locker with a combination is assigned to each student at the beginning of the school year. Students are not to draw, write, or stick stickers on the inside or outside of lockers. A student who defaces, damages, or misuses their locker will be required to clean it. The lockers are the property of the Hartford Central School and are subject to inspection by authorized school personnel. Students are not to go to lockers during class time without permission from a teacher. Please note: The school is not responsible for any items stolen from the assigned lockers, but will provide assistance in trying to find missing or lost items.

### LOST AND FOUND

The Lost and Found area is located in the MS/HS Main Office and individuals who find a lost item are requested to turn it into Main Office immediately.

### OUT-OF-SCHOOL SUSPENSION

If a student is on out-of-school suspension they are not permitted to be in the building or on school grounds at any time during their suspension without approval from the principal. If said student is found on the property during a suspension, further suspensions may be added and trespassing charges may be filed.

### PICTURES AND VIDEOS

No videoing or recording of students or staff members is allowed in school without permission from a teacher or principal. Taking unwanted pictures or posting pictures that are meant to demean or harass is not allowed. Consequences will be assigned based on the nature of what is posted. Items meant to embarrass, bully or inflame an already negative situation will be handled as severe misconduct.

### REMOVAL FROM CLASS

Students who are disruptive to the educational process in a specific class may be removed from that class for a period. If a student is removed, class work will be sent to the alternative learning center and parents will be notified within 24 hours.

### SEXUAL HARASSMENT

It is the policy of the Hartford Central School District that all students have the right to work or study in an environment free of discrimination, which encompasses freedom from sexual harassment. The district strongly disapproves of sexual harassment of its students in any form, and states that all students at all levels of the district must avoid offensive or inappropriate sexual or sexually harassing behavior at school or on school grounds, school functions, and on school transportation and will be held responsible for ensuring that such workplace is free from sexual harassment.

### STUDENT VEHICLES

Students driving to school must register their vehicle in the MS/HS Main Office. Students will not be permitted to go to their vehicles during school hours. Students are to park in the designated spaces that are denoted with white lines. Student vehicles parked on school grounds may be subject to random searches by school administration or law enforcement officials.

### STUDY HALLS

Students are expected to bring materials and work quietly during a study hall period. Students may sign out of a study hall with prior teacher permission.

### TELEPHONES

Students may use the MS/HS Main or Guidance phones to make calls to parents or guardians during the school day. Parents or guardians may also call the school to get a message delivered to their child. Students will be called to the phone from class only in extreme emergencies.

### TEXTBOOKS

Textbooks and other school purchased materials that are loans to students are to be kept in good order. Each student will be financially responsible for school materials that are lost, stolen or damaged beyond normal wear and tear.

### TRANSPORTATION

School provided transportation is a student benefit that can be removed due to issues of non-compliance. All school rules and policies will remain in place while riding on school

owned vehicles (e.g. buses and vans) and any negative behaviors can be referred to the appropriate building principals.

#### **USE OF TOBACCO OR VAPING PRODUCTS**

The use of tobacco or vaping products in school or on school property by students, faculty, or visitors is prohibited and a violation of State and Federal Law. Violating this order will result in an immediate out-of-school suspension.

#### **WEAPONS**

Weapons in school or on school property by students, faculty, and/or visitors are strictly prohibited. A violation of the School Board's Policy banning weapons by a student will result in a suspension and the authorities can be contacted.

#### **WITHDRAWALS AND TRANSFERS**

Students withdrawing from school or transferring to another district must have parent permission and obtain a transfer or withdrawal form from the Guidance Office. Signatures of all teachers, return of school properties and cleaning of lockers will be necessary before credits will be transferred to another school or permission for withdrawal granted.