

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 (www.hartfordcsd.org) or upon request in the Middle/High School Main Office.

BUILDING HOURS – 8:00 a.m. – 3:10 p.m.

Students who walk to school or are dropped off prior to 8:00a.m. are not permitted into the building until the first bell (8:00a.m.), and all unsupervised students are to leave the building promptly at 3:10 p.m.

Late busses are available two days a week for those students seeking extra-help.

GRADUATION REQUIREMENTS

Regents Diploma: A student must pass a Regents examination in English, Social Studies (Global History and U.S. History), Math, Science, and a Foreign Language.

Local Diploma: A student must pass a Regents exam in English, Math, Social Studies (Global History and U.S. History), and Science with a minimum 55% or passing RCT exams, if available. *Please check with the Guidance Office to confirm this availability!*

Listed below are the New York State credit requirements for graduation:

1. 4 credits of English
2. 4 credits of S.S.
3. 3 credits of Math
4. 3 credits of Science
5. 1 credit of Foreign Language
6. 1 credit of Art or Music
7. 4 years Physical Education
8. 1/2 credit of Health

22 Credits Total (Including P.E.)

Privileges of class activities are reserved for only those students who have earned full class standing (i.e. only full-fledged seniors are permitted to attend the senior trip).

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 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 passed benchmark state exams, have not successfully completed summer school, or who could benefit for additional resources 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 can be arranged by calling the Guidance Office at 632-5222 ext. 306.

MERIT, HONOR, AND PRINCIPAL'S SELECT ROLL

The Merit, Honor, and Principal's Select 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 grades 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.

- 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 85% 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.

VARSIY AND JUNIOR VARSITY LETTER AWARDS

The school maintains a system for athletes to earn varsity and junior varsity letter awards. Please consult the Athletic Director for the requirements in a particular sport.

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.'

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, concerts, and dances). The extra help sessions are traditionally held on Tuesday, Wednesday, and/or Thursday afternoons from 2:40p.m. - 3:10p.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.

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 radio and television stations: WCKM/WWSC 98.5, WBZA 107.1, WENU 105.7, WGY 99.5, WTRY/PYX 106, WGNA 107.7, WRGB-Channel 6, WTEN-Channel 10, and WNYT-Channel 13.

SCHOOL POLICIES

ABSENCES AND EXCUSES

School attendance is of the upmost 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), denial of credit, and/or legal action. Unexcused absences or truancies 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 extra-curricular activities, including athletics, students must report to school by 10:00 a.m.

ACCIDENTS

Students are to immediately report all accidents to the instructor in charge. A 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.

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. Use of computer services by students, clubs, and organizations is limited to those times when the internet access points are not in use for instruction and governed by the Student Technology Policy. Access to the network and the Internet will be under the direction and supervision of the staff assigned to the Internet access area.

The school reserves the right to monitor all Internet and Network activity including transmission and receipt of e-mail. 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.

DRESS CODE

Any jewelry, accessories, or clothing that is distracting or disruptive to the educational process or school tone will not be permitted (i.e. lewd pictures, profane sayings, bare midriffs, tank tops, short shorts or skirts, spaghetti straps).

In addition, for safety purposes coats and book bags must be stored in lockers during the instructional day.

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.

USE OF TOBACCO

The use of tobacco 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.

FALSE ALARMS

If a student is found guilty of pulling a false 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. New York State School Law does not permit the fund-raising sale of sweets (candy, cake, soda, etc.) until after the lunch hour.

HALL WANDERING

Students are not to be in the halls during class periods unless they have a signed agenda book.

HATS, CAPS AND BANDANAS

As a common courtesy, there are to be no hats, caps or head covering worn by students within the building.

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 atomizer 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. 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 a pass 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 uncover a theft.*

LOST AND FOUND

The “Lost and Found” area is stored in the Nurse’s Office and individuals who find a lost item are requested that it be turned into Nurse’s Office at once.

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. If said student is found on the property during a suspension, further suspensions may be added and trespassing charges may be filed.

PASSES 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. Except in cases of emergencies, such requests are expected at least one day in advance.

The student should bring a note signed by his parent or guardian stating the time it will be necessary for him 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 is expected to keep his appointment and return to school that day, if possible.

CELL PHONES, LASER POINTERS, CD/MP3, ETC.

Cell phones, laser pointers, cd/mp3 players, etc. are not appropriate for the classroom or cafeteria during the school day. These items, if brought into school, should be placed in the student’s locker.

Please note: *The school is not responsible for lost or stolen property.*

REMOVAL FROM CLASS

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

STUDENT VEHICLES

Students driving to school must register their vehicle in the high school principal’s office. Students are not permitted in their or other student’s vehicles during school hours. Students are to park in the front parking lot. In addition, the Hartford CSD is a closed campus and students are not allowed to leave the property during their lunch period.

STUDY HALLS

Students are expected to bring materials and work quietly during a study hall period.

Students may go to the library if they have secured a pre-signed pass from the library before first period.

TELEPHONES

Students will be called to the phone from class only in extreme emergencies; a messenger will deliver only messages of an urgent nature to students while in class.

TEXTBOOKS

Textbooks and other school purchased materials that are loaned 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. busses and vans) and any negative behaviors can be referred to the appropriate building principals.

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 card 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.

DISCRIMINATION

The Hartford Central School does not discriminate on the basis of race, color, gender, religion, nationality, belief or lifestyle. It does not discriminate in employment or in the educational programs and activities which it operates on the basis of sex, race or handicap in violation of Title IX of the Education Amendment Act of 1972. Title VII of the Civil Rights Act of 1964 or Section 504 of the Rehabilitation Act of 1973. A full grievance procedure was given in each student in September and is available in the Main Office.

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. The complete District policy is available in the Main Office.

BULLYING

Bullying is defined as a selection of negative acts specifically aimed at an individual that is carried out over a period of time.

The Hartford Central School District enforces a zero-tolerance policy for bullying type behavior. Any student who believes that he or she is being subjected to any type of bullying behavior, as well as any other person who has knowledge of, or witnesses, any possible occurrence of bullying should report the behavior to a staff member or a school administrator as soon as possible. Allegations of bullying will be investigated immediately and will be treated as confidential and private to the extent possible. Once the investigation is concluded, disciplinary measures will relate to the misbehavior and may involve a full range of consequences ranging

from reprimand through a Superintendent's Hearing. At the administrator's discretion, law enforcement may be involved.

If you have any questions, please contact the District's DASA Coordinator: Mrs. Trisha Shaw.

GENERAL REGULATIONS

1. Everyone is to treat students, teachers, aides, custodians, bus drivers, and cafeteria workers with respect and courtesy. Students are to obey directives of teacher aides and other supervisory personnel.
2. 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.
3. All movement throughout the building should be purposeful. Everyone is to move through the halls in a quiet and orderly manner.
4. Students are to report to every class with necessary materials promptly from the previous class. Missing any class or part of any class is considered a serious offense and will be met with disciplinary action.
5. Students are expected to maintain an atmosphere conducive to study in the learning areas and are not to leave an area without permission or a pass signed by the teacher in charge of that area.
6. Displays of affection are in poor taste and are not expected in the building or on school grounds.