

# **Hartford Central School**

## **Code of Conduct**

**2019-20**



**Be Respectful**

**Be Responsible**

**Be Ready to Learn**

A complete copy of the *Code of Conduct* is available at [www.hartfordcsd.org](http://www.hartfordcsd.org)

### **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. Absolutely NO open containers are permitted in the building unless opened and consumed in the cafeteria. (Exceptions being after 3:00 p.m. use of soda machine.) 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 in the hallway, classes, offices, assemblies or the cafeteria.

### **ILLNESS AND INJURY**

A student who is too ill to remain in class is to report to the school nurse. Students may NOT carry ANY medication, including aspirin or Tylenol. Parents must bring any necessary medication to the health office. Students with asthma may obtain permission to carry an atomizer by providing a doctor's order for the school nurse. Contact the school nurse if you have any doubts.

### **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. The school is not responsible for stolen items but gives all the assistance it can in trying to uncover a theft. Students are not to go to lockers during class time without a pass from a teacher.

### **LOST AND FOUND**

The Nurse's Office houses a lot and found area. Individuals who find lost items are requested to turn them in to the Nurse's Office. Students having lost property may inquire about it as the Nurse's Office.

### **OUT-OF-SCHOOL SUSPENSION**

Students are NOT permitted to be in the building or on school grounds at any time if they are on an "out-of-school suspension". If this should occur, further suspensions may be added or trespass 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 emergencies, such requests are expected one day in advance. The Principal shall exercise discretionary judgment in excusing pupils.

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 but please note: **THE SCHOOL IS NOT RESPONSIBLE FOR LOST OR STOLEN OBJECTS.**

### **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. Parents may request a conference.

### **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 a suspension.

### **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. Students are not allowed to drive off school grounds during lunch hour. Suspensions will be the consequence of violating this rule.

### **STUDY HALLS**

Students are expected to bring materials and work quietly on finishing class assignments, homework, reviewing notes, reading and problems covered in class.

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

Continuously reviewing notes and practicing problems is tied to increased test scores and improved grades. Students who fail to use this time wisely may face disciplinary action.

## 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.

## 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.

## WEAPONS

Weapons in school or on school property by students, faculty or visitors are prohibited. Violation of the School Board's Policy banning weapons by a student will result in a suspension.

## 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 was given to each student in September and is available in the Main Office.

## 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 defacing property is not permitted. Everyone is expected to 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.
7. Electronic devices such as portable phones, beepers, walkmen, etc. are prohibited. All electronic devices should be turned off between 8:00am and 2:30pm. The camera function should also be turned off.

This is an overview of school rules. A complete copy of the School District's *Code of Conduct* is available upon request. Students are responsible for compliance with the Code and violations will be dealt with accordingly.

## 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.

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

Students who walk to school are NOT permitted in the building prior to 8:00 a.m. Unsupervised students are to leave the building promptly at 3:10 p.m. Late busses are available on Tuesday, Wednesday, and Thursday for students who need extra help.

### **SCHOOL CLOSINGS**

In the event of severely inclement weather, mechanical breakdown, etc., school may be closed early or the starting time delayed. School closings, delayed starting time or early dismissal will be announced over the radio stations: WCKM 98.5/WWSC, WBZA/107.1/WENU/105.7, WGY/99.5, WTRY/PYX 106, WGNA/107.7 and TV channels: WRGB-CH6, WTEN-CH 10 & WNYT-CH 13. If no report is made, it can be assumed that school will be in session. Please do not call the school. Telephone lines must be kept open for emergencies.

### **B.O.C.E.S.**

Whenever B.O.C.E.S. (BOCES) is cancelled, BOCES students may go home if their parent provides such permission and the Principal grants it.

Students are required to use the transportation provided by the school to attend BOCES classes. If a student needs to use an alternative means of transportation, prior administrative permission must be granted. Any students who miss the bus must report to the MS/HS Office.

### **GRADUATION REQUIREMENTS**

Regents Diploma requires passing the Regents Examination in English,

Social Studies, Math, Science, and a Foreign Language.

Local Diploma requires passing the Regents exams in English, Math, Social Studies, and Science with a minimum 55% or passing RCT exams, if available. PLEASE NOTE THESE REQUIREMENTS HAVE BEEN IN FLUX AND MAY NOT BE AVAILABLE TO EVERY STUDENT, CHECK WITH THE GUIDANCE DEPARTMENT! Introduction to Occupation and Occupation Education Proficiency may also be required for graduation.

1. 4 credits English
2. 4 credits Social Studies
3. 3 credits Math
4. 3 credits Science
5. 1/2 credit Health
6. 1 credit Art or Music
7. 4 years Physical Education
8. 1 credit Foreign Language
9. 22 credits totaled (including PE)

### High School Students

- To be classified as a sophomore, a student must have earned at least 6 academic credits, including 1 credit each of English and Social Studies.
- To be classified as a junior, a student must have earned at least 12 academic credits, including 2 credits each of English and Social Studies.

- To be classified as a senior, a student must have earned at least 18 academic credits, including 2 credits each of English and Social Studies.

Privileges of class activities are reserved ONLY for those who have earned full class standing. (For example, only full-fledged seniors are permitted to make the Senior Trip.)

Middle School Students who have failing grades in 2 major subjects (English, Social Studies, Math, Science) may be required to attend summer school or summer tutoring in order to be promoted to the next grade.

Non-credit AIS classes may be assigned the following year to all students who have not passed benchmark exams and/or have not successfully completed summer school.

### **REPORT CARDS AND CONFERENCES**

- A. Report Cards are issued 8 times a year at 5-week intervals.
- B. Parents may request a weekly progress reports be sent home for their child.
- C. Parents can request agenda books be signed daily by all teachers.
- C. Parent Conferences can be arranged by calling the Guidance Office (632-5222, Extension 306).
- D. Parents are encouraged to discuss their child's progress early in the school year. By the end of the 1<sup>st</sup> or 2<sup>nd</sup> marking period it may be too late.

### **MERIT, HONOR, AND PRINCIPAL'S SELECT ROLL**

The Merit, Honor, and Principal's Select Rolls are computed at the end of each 10-week report period. Averages of 85, 90, and 95 respectively are needed to attain such honors. A student cannot be failing or have an incomplete in any subject to be on the honor rolls.

Our sincere congratulations go to those students who reach the levels of Merit, Honor and Principal's Select Roll through dedicated academic effort.

### **NATIONAL HONOR/NATIONAL JR. SOCIETY**

The highest honor bestowed on any high school student is to be named to the National Honor/National Jr. Honor Society. Our utmost respect goes to those students. Induction requirements include the following:

1. Students must maintain an average of at least 85% for three consecutive semesters at Hartford Central School.
2. Students must 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. Students denied induction might request why they were not inducted in an effort to improve in that area for the next induction period. The key areas are: academics, scholarship, service, leadership and character.
4. Poor conduct (fighting, cheating, etc.) may prevent induction in a given year.
5. Juniors and Seniors are eligible for the National Honor Society: 7<sup>th</sup> and 8<sup>th</sup> graders are eligible for the National Jr. Honor Society.

## ACCIDENTS

Students are to report immediately all accidents to the instructor in charge. A report is to be filed with the School Nurse.

## ADDRESS

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 by 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 by students, clubs, and organizations is limited to those times when the internet access points are not in use for instruction and shall be limited to educational purposes and governed by this 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. A violation of this policy may also result in disciplinary actions based upon other sections of the student discipline code.

## DRESS CODE

Students who come to school improperly groomed or attired will not be allowed to attend classes. Any jewelry, accessories or clothing that is distracting or disruptive to the educational process or school tone will not be permitted. (Example: lewd pictures, profane sayings, bare midriffs, tank tops, short shorts or skirts, spaghetti straps). 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 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.

## FALSE ALARMS

If found guilty of this offense, a student is subject to a fine and imprisonment. The administration will press charges.

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

## VARSITY AND JUNIOR VARSITY LETTER AWARDS

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

## EXTRA-CURRICULAR ACTIVITIES

Almost all extra-curricular activities are voluntary and open to all students. Announcements are made in the daily bulletin about sign-ups and meetings. Other extra-curricular activities may be available during the school year.

Art Club is open to all students in grades 6-12. Membership in the squad is determined each season by the coach through a try-out. Two squads (Varsity and J.V.) are chosen.

The National FFA Organization is an integral part of Agriculture Instruction. FFA membership is available to all high school students who are enrolled in an agricultural class, gaining credit through Advanced Student Leadership, or participating in Supervised Agricultural Experience Program.

Key Club is a service-oriented club open to all students in grades 8-12. The club meets once a week and includes many fun activities.

Math League is open to all students in grades 9-12 with an interest in Math.

National Honor Society is open to juniors and seniors who met the qualification criteria.

Outings Club is open to all students in grades 7-12.

Student Government all classes are organized with officers elected by the students in each class grades 5-12.

Varsity H is an organization for those students who have earned a varsity letter.

Yearbook is presently open to all students in grades 9-12 who are interested in the sale, editing and production of the HCS Yearbook.

## SCHOOL POLICIES

### ABSENCES AND EXCUSES

School attendance is the fundamental concern of the student, parent and school. Quality education cannot take place without it.

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 denial of credit and/or legal action. Unexcused absences or truancies are cause for legal procedure 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.