

# Agenda Book

Promoting Excellence in Education Through:  
*Respect, Opportunity, Accountability & Resilience*



*Steven Hawk, Principal*

*Allison Beyersdorf, Assistant Principal*

*Eric Seely, Assistant Principal*

This Middle School Agenda Book Belongs To:

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

Guidance Counselor: \_\_\_\_\_

Bus Route (2:50): \_\_\_\_\_ Activity Route I (4:00): \_\_\_\_\_ Activity Route II (4:45): \_\_\_\_\_

*School Contract*  
*September 2018– June 2019*

As a West Hollow Middle School parent, you have a unique opportunity – and an important responsibility – to be actively involved in your child’s daily education. This handbook is provided to help you and your child understand the school’s procedures, policies, and rules. Please read this handbook carefully with your child before signing the contract below. In addition, you must take the time to review it with your child each evening, checking to see that your child’s homework assignments are completed on time.

This handbook is an important guide to success in the middle school. Each student is responsible to bring this guide to every class and use it regularly. Any student who loses this guide must immediately purchase a replacement in the main office.

A contract is an agreement between two or more parties. After all the participants understand and agree to the terms of the contract, each signs his/her name, in the space provided. At our middle school, students, teachers, administrators, and parents are expected to accept the responsibilities outlined in this agreement in order to provide a safe environment that is conducive to learning.

*Student Pledge*

(Please read the note and sign below.)

I have read the agenda book. I’m aware that I am required to record nightly assignments in this book and to offer it for review to my parents and teachers. I have noted that the purpose of the book is to help develop skills for organization and to facilitate communication among all parties taking responsibility in the education process: me, my parents, my teachers, and school administrators.

I also understand that my refusal to meet this requirement could result in the loss of privileges involving athletics and club membership and participation in other school functions.

Finally, I understand that I am to respect the rights of all members of the West Hollow community. We are all different; therefore, to forget differences and focus on each other’s strengths is to ensure unity and fairness.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student Signature

*Parent Note*

(Please read the note and sign below. Your signature gives the message to your child that you plan to monitor progress and call on him/her to meet required responsibilities.)

I have read the agenda book and discussed it with my child. I understand that I am encouraged to review this agenda book daily, to note my review of the book periodically on the spot check page and to communicate with the teacher(s) whenever I have a concern. I also understand that I can expect communication from teachers, counselors, and administrators whenever there is a concern about my child.

In addition, I am aware that there are guidance, health, psychological, and social work services as well as access to any administrator should I have concerns that go beyond the classroom and that I am encouraged to call any or all of those services for assistance.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent Signature

## *Principal's Message To Students*

This year, your educational journey continues at West Hollow Middle School. The administration, faculty, and staff are dedicated to providing a safe, nurturing environment for you to explore a wide range of academic, athletic and interactive personal experiences. Along with these opportunities comes greater responsibility on your part. While West Hollow is an outstanding place for you to grow, the daily choices you and your classmates make have the greatest impact on the student experience. Learning to coexist with varying personalities is a life skill that we encourage all to embrace. The expectation to treat all who enter our halls with dignity and respect is for ALL. The faculty and staff are here to guide you toward good choices. Additionally, it is my hope that you find ways to enrich the lives of those around you by becoming a valuable member of the school community.

West Hollow provides a plethora of ways for you to explore and develop your interests. I encourage you to use this year to try new activities, join an afterschool extracurricular activity and forge new friendships. This is an ideal time to meet new people, find those that share your interest and soar. At West Hollow we have developed opportunities for you to begin to select how you spend your free time. During lunch, you may select to socialize with classmates, enjoy recreational activities, research or play chess in the Library, spend time in the Tech Lounge or Cove or build and create in our Maker Space.

Making the most of your West Hollow experience requires some effort on your part. Organizing your course materials, time and commitments should be a priority as you navigate through middle school. Proper organization will increase the likelihood of academic success. This Agenda Book, along with many technology based tools are available to help you manage your time and responsibilities. Please read and become familiar with its contents.

We look forward to an outstanding school year filled with positive experiences and to working with you as you navigate on your journey towards to high school. William James, an early American educator said it best, "Act if what you do makes a difference...it DOES!"

Sincerely,

Mr. Steven  
Hauk Principal

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## *Mission & Values*

West Hollow Middle School is designed to provide a sensitive, nurturing, and supportive learning environment for young adolescents who are growing up in a changing world.

Our middle school community of students, parents, and educators will be working together to bring forth meaningful experiences that are appropriate, worthwhile and stimulating. As such, we offer a comprehensive academic program for students with various interests and achievement levels.

Creative opportunities will be provided for students to interact socially, to conduct independent study and research, to develop and practice responsible behavior, and to explore all aspects of a varied and extensive program. We believe, the wealth of these experiences shape the foundation of our mission:

At West Hollow Middle School, Wolverines do not growl... We R.O.A.R.!

**Respect, Opportunity, Accountability & Resilience**

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## Bell Schedules

### Regular Advisory Schedule

Advisory	7:50 - 8:00
Period 1	8:04 - 8:50
Period 2	8:54 - 9:40
Period 3	9:44 - 10:30
Period 4	10:34 - 11:20
Period 5	11:24 - 12:10
Period 6	12:14 - 1:00
Period 7	1:04 - 1:50
Period 8	1:54 - 2:40

Regular Bus Departure – 2:50 Activity  
 Bus Departure – 4:00 Athletic Bus  
 Departure – 4:45

### Extended Advisory Schedule

Advisory	7:50 - 8:24
Period 1	8:28 - 9:11
Period 2	9:15 - 9:58
Period 3	10:02 - 10:45
Period 4	10:49 - 11:32
Period 5	11:36 - 12:19
Period 6	12:23 - 1:06
Period 7	1:10 - 1:53
Period 8	1:57 - 2:40

Regular Bus Departure – 2:50 Activity  
 Bus Departure – 4:00 Athletic Bus  
 Departure – 4:45

## School Closing Procedures

Please remember that the safety of the children is our primary concern. Whether schools are closed, openings are delayed, or dismissal is early, due to inclement weather, your first source of information should be the Half Hollow Hills district website for up to date announcements. When schools close early, no student may remain in the building waiting to be picked up by a parent. For this purpose, information will be placed on the district website in a timely fashion. In addition, automated phone calls and emails will be made to all registered households and individuals to alert the community of any changes to the schedule.

## Delayed Opening Bell Schedules

<i>1 Hour Delayed Opening</i>	<i>1-1/2 Hour Delayed Opening</i>	<i>2 Hour Delayed Opening</i>
Advisory 8:50 – 9:04	Advisory 9:20 – 9:28	Advisory 9:50 - 10:00
Period 1 9:08 – 9:46	Period 1 9:32 – 10:07	Period 1 10:04 – 10:35
Period 2 9:50 – 10:28	Period 2 10:11 – 10:46	Period 2 10:39 – 11:10
Period 3 10:32 – 11:10	Period 3 10:50 – 11:25	Period 3 11:14 – 11:45
Period 4 11:14 – 11:52	Period 4 11:29 – 12:04	Period 4 11:49 – 12:20
Period 5 11:56 – 12:34	Period 5 12:08 – 12:43	Period 5 12:24 – 12:55
Period 6 12:38 – 1:16	Period 6 12:47 – 1:22	Period 6 12:59 – 1:30
Period 7 1:20 – 1:58	Period 7 1:26 – 2:01	Period 7 1:34 – 2:05
Period 8 2:02 – 2:40	Period 8 2:05 – 2:40	Period 8 2:09 – 2:40

## Attendance Information

The School Law of the State of New York requires all children between the ages of 6 and 16 to attend school.

A student who misses all or part of a day must bring a note to school signed by the parent, stating the reason for absence or tardiness. The reason should be specific, i.e., sore throat, headache, etc., and not just "ill". Legal absences include illness, death in family, and religious observance.

Steps to follow when absent from school:

- Have your parent or guardian write an excuse giving name, date, days of absence and reason for absence.
- Present the excuse note to the Attendance Office upon return.
- Make immediate plans to do all make-up work due to absence. Your grades will reflect your absences if you do not get the work made up. Any student who fails to bring in an absence note after repeated warnings will be considered truant and will face administrative action.
- Truancy is defined as illegally absent without your parents' consent.
- It is understood that if a student is absent from school, that student may not be allowed to participate in after-school activities.

Students will not be excused from school except in cases of emergency. All work missed by students must be made up as soon as possible after returning to school. Excessive absence often results in poor school work. When an absence is necessary, the parent or guardian should notify the attendance office (592-3410) with the reason for the student's absence.

Students who will be taking a bus home after school, which is not their regularly assigned bus must present a written request signed by a parent or guardian to the Attendance Office. Students will then be issued a bus pass which will allow them to ride the bus home.

### Student Lateness

A student who is late to school must report directly to the Attendance Office for an admittance slip. Students are not to go to their lockers or any other part of the building before reporting to the attendance office.

### ***STUDENTS ARE NOT TO COME TO THE OFFICE TO OBTAIN A PASS FOR BEING TARDY TO CLASS***

- If another teacher has detained you, you should secure a pass from the teacher. If you are late without a pass, you should report to your class, and your teacher will decide what action is to be taken.
- After three or more latenesses to class or Advisory, a written referral will be sent to the administration and chronic tardiness will be reported to their parents.

### Religious Observance

Certain days each year are established by the Commissioner of Education as days for religious observance. If you are absent from school for religious observance, you must bring a written excuse from your parent or guardian the day that you are to return to school.

## Infinite Campus

Infinite Campus is a web based student management system that permits parents/guardians with Internet access to view their child's School Calendar, Schedule, Attendance, NY State Assessment Scores, Secondary Progress Report and Secondary Report Card. The parent portal may be accessed through the district's website: [www.hhh.k12.ny.us](http://www.hhh.k12.ny.us).

Click on the icon located on the left hand side of the page to engage.

## Reporting Schedules

### Interim Dates

- Q1 - October 5, 2018
- Q2 - December 14, 2018
- Q3 - March 1, 2019
- Q4 - May 10, 2019

### Marking Period Dates

- Q1 - November 9, 2018
- Q2 - January 25, 2019
- Q3 - April 5, 2019
- Q4 - June 26, 2019

## Sign Out Procedures

Students may only be dismissed early to the custody of a parent or legal guardian. A note requesting the early dismissal should be brought to the attendance office before period one. Students are asked to take the responsibility to arrive at the office at the time requested in the note so as to minimize classroom disruptions. The parent or guardian must present picture identification and sign the student out in the attendance office

## *General Information*

### **Leaving School Grounds**

Students may not leave the school building or grounds at any time during regular school hours without administrative permission. If this does occur, it is considered truancy; parents will be informed, and appropriate administrative action will be taken.

### **Before/After School Procedures**

Students are not to be in the building, or on the school grounds, before or after school unless they are under the supervision of a teacher. Students wishing to participate in the BREAKFAST PROGRAM may leave the bus and enter the cafeteria. Only students who are having breakfast may enter the cafeteria. Students must obtain a breakfast pass by registering for the program in the main office.

### **Use of Lavatories**

Students may use lavatories between classes without a pass. However, during class and lunch, students are expected to have a pass when using the lavatories. In addition, bathroom use is discouraged at the very beginning and ending of periods not to impede instruction. Students must complete the sign-in book outside the bathrooms.

### **Selling or Soliciting**

Selling or soliciting for personal gain is illegal. This includes the sale of such items as gum, candy, clothing, or soliciting for outside organizations, ski or amusement park trips, etc. Administrative action will be taken to enforce this rule.

Students are not to bring knives, guns, box cutters, laser pointers, toy pellet and or bb guns to school. All of the above items will be interpreted as a weapon and met with disciplinary action as outlined by Board of Education policy # 5535. iPods, musical devices, electronic handheld games, cards (trading or playing) or personal items of value should not be brought to school. **LEAVE ALL VALUABLES AT HOME.**

### **Cellular Phones**

Students will be permitted to have possession of cellular phones in school, however, ~~absent prior authorization~~, these devices must be turned off, secured, and out of sight at all times throughout the day. The only time use will be permitted is after the school day for students to coordinate rides and or communicate with their parents and or guardians. All other use is strictly prohibited. Students not adhering to this policy will have their phone confiscated, in which a parent / guardian will need to meet with an administrator before the device is released.

### **Lockers**

School authorities assume no responsibility for the loss of students' personal belongings or for the loss of books and equipment issued to the student by the school. To keep up with the maintenance of the hallway lockers, students may not decorate the exterior of lockers for any reason. Students may decorate the interior of the locker using only temporary or removable décor.

Lockers remain the exclusive property of the school. Students have no expectation of privacy with respect to lockers. Each student is responsible for his/her belongings and for the books and equipment issued by the school. The same textbook number issued at the beginning of the school year must be returned to the teacher at the end of the school year. Students are financially liable for the loss or damage of school books and equipment as well as for damage to their lockers. Student locker numbers and combinations are the privilege of the student assigned to that locker. Each student is to safeguard his/her locker combination. Do not share your hall or gymnasium locker or give your combination to anyone.

***STUDENTS ARE NOT PERMITTED TO CARRY BACK PACKS OR LARGE POCKETBOOKS IN THE BUILDING DURING THE SCHOOL DAY.*** As a result, you must plan your day carefully. Know what books to carry for the next period. Keep lockers uncluttered. Be ready for special days, changes in schedules, and due dates for long-range assignments.

## *General Information (continued)*

### **Smoking & Substance Abuse**

West Hollow is a smoke-free building. Students are not permitted to smoke, carry cigarettes, cigarette lighters, or matches while in the school building or on school grounds, on the school bus, or during any activity sponsored by the school. This also includes electronic cigarettes, hookah tobacco and related paraphernalia. This above listed items will be confiscated. Any student who violates this rule is subject to suspension. Any student in possession of any controlled substance is subject to suspension and possible legal action.

### **Textbooks**

Take care of your textbooks. Texts are loaned to you. All textbooks must be covered. Do not make any marks in them. Check the condition of the book when you receive it. You will be responsible for the care of each textbook that is issued to you, and for the return of the exact numbered book that is issued to you. If your textbook is lost or damaged, you must report it to your teacher immediately. You will be required to pay for any lost or damaged textbook. A comprehensive textbook check will be conducted during each marking period.

### **Notices Home**

It is extremely important to keep the line of communication from the school to the home open by seeing to it that messages are delivered to your parents. From time to time there will be important information that your parents must be aware of. Please see to it that all notices are delivered to your parents promptly. Please update phone numbers and email addresses as important messages are shared through phone and email communication.

### **Emergency Drills**

An emergency drill includes, but not is not limited to, Fire Drills, Lockdown Drills, and Lockout Drills. In case of Fire Drills, instructions for leaving the building are posted in each classroom. The signal for a fire drill will be a continuous bell sound. At the signal everyone will leave the building in an orderly, silent manner. Each fire drill is to be treated as an actual emergency. Adherence to these rules will be strictly enforced, for the safety of all students and staff. In case of Lockdown drills, students will be silent and secured in a locked classroom.

### **Being Excused From Class**

If you must miss a class, the teacher who wishes to see you must originate a pass, which you present to your teacher. Do not tell teacher "A" that you must see teacher "B" unless you have a pass from the teacher requesting to see you.

### **Forgotten Items**

In an effort to minimize classroom disruptions, your child should stop in the office to see if his/her parent has brought in the item. ***It is the responsibility of the child to come to the office for the purpose of retrieving forgotten items.***

### **Guest Passes**

Visitor guest passes are issued at the discretion of the building principal.

Gum chewing is not permitted in school.

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### **Lost & Found**

Lost articles will be located in the following areas:

Main Office: Personal valuables, jewelry, musical instruments, eyeglasses Cafeteria: Lost textbooks and clothing (will be located on the Lost & Found Table)

It is the student's responsibility to check the appropriate area when he/she has lost an article.



## Sample Course Offering

6th Grade		7th Grade		8th Grade	
English	Full year	English	Full year	English	Full year
Social Studies	Full year	Social Studies	Full year	Social Studies	Full year
Mathematics	Full year	Mathematics	Full year	Mathematics	Full year
Science	Full year	Science	Full year	(Math 8 or Algebra)	
Content Literacy	10 weeks	World Language	Full year	Science	Full year
World Language Exploration	10 weeks	Art	EOD	(Science 8 or Earth Science)	
Health	10 weeks	Technology	EOD	World Language	Full year
Art	10 weeks	Family & Consumer Science	EOD	Art (Art 8 or Studio In Art)	EOD
Technology	EOD	Physical Education	EOD	Family & Consumer Science	EOD
Family & Consumer Science	EOD	Music	EOD	Physical Education	EOD
Physical Education	EOD			Music	EOD
Music	EOD			Health	EOD
				Common Core or Lab	EOD
EOD - Every Other Day		EOD - Every Other Day		EOD - Every Other Day	

## The Counseling Center

Middle School counselors are an integral part of a child's education. Our team of professionals work diligently to create a caring and supportive environment so that all students can achieve.

The Counseling Center offers many services for assisting students and families to adjust to the unique and diverse challenges that accompany early adolescence. Those services include:

- Individual or group counseling
- Developing interpersonal skills
- Course selection
- Student socialization

Students and families should feel free to contact the Counseling Center at any time for information and help concerning academics, personal or school matters. For additional information go to the West Hollow website and click the Guidance tab.

## Clubs & Class Activities

Clubs constitute a major part of our co-curricular program. A variety of clubs and activities are offered. These offerings may change from year-to-year to accommodate changing student interests. Students are urged to participate for their own benefit, experience and enjoyment. Listen to daily announcements for the date, time and place of meetings. Students attending any co-curricular event are to remain with their club advisor for the duration of the activity.

In order for students to participate in any after school activity (athletics, clubs, etc.), students must have attended school that day. All students must arrive to school before **10:00 a.m.** to be considered eligible unless an administrator approves otherwise. This applies to any school day when class is in session.

**All students attending a co-curricular activity are expected to conduct themselves in an appropriate manner.**



## *Transportation*

***STUDENTS ARE EXPECTED TO BEHAVE IN A MANNER WHICH ENSURES THE DRIVER'S ABILITY TO OPERATE THE BUS IN THE SAFEST WAY.*** The basic rules to be followed on the bus which are to be posted on each bus, include the following:

- Be seated immediately and remain seated. You may not stand in the bus.
- Cooperate and follow the instructions of the bus driver.
- Keep head, hands, and feet inside the bus.
- Do not eat or drink on the bus.
- Be courteous; do not use profane language.
- Keep the bus clean.
- Do not be destructive.
- Smoking is absolutely prohibited.
- Do not throw anything out of the windows.
- Fighting on the bus will be dealt with severely.

Students wishing to take an alternate bus home (other than their assigned bus) must bring in a request in writing signed by their parent/ guardian to the Attendance Office and an alternate bus pass will be issued to the student.

A violation of any of these rules is sufficient cause for the issuance of a report of misbehavior by the bus driver. The driver, in applying the rules fairly, can issue verbal warnings and assign seats prior to filing a written report. Disciplinary action resulting from the receipt of a written report shall be carried out by the building administrator and reported to Transportation as well as to the Assistant Superintendent for Instruction. Repeated or severe misbehavior may result in the suspension of bus privileges.

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## *Student Discipline*

*After-school Detention* is assigned for minor infractions of school rules, such as tardiness to class, minor class disruptions. Detention is usually assigned one day in advance so that the school may inform the parent.

Detention will be held from either 2:45 p.m. to 3:45 p.m. or from 2:45 p.m. to 4:45 p.m. depending on the length determined by building administration. At the conclusion of either detention session, student transportation will be available in the form of an activity bus run. Refusal to serve detention, or removal from detention, may result in the assignment of additional detentions. Continued refusal to serve detention may result in out-of-school suspension. Students who are late to their scheduled lunch period may be assigned detention. Repeated occurrences will result in parent conference and additional administrative action, such as *In-school Lunch Detention*.

Students who are not in their advisory seats by 7:50 a.m. are late. A student who is late more than three times may be assigned detention. ***Students who are assigned after-school detention may not be permitted to participate in any after school activities or clubs on that day.***

*In-school Supervision* is assigned to a student whose behavior warrants immediate removal from the general setting such as insubordination, or unacceptable conduct creating a disturbance of the educational process. Students who are given in-school supervision are responsible for completing regularly assigned work for that school day, as well as homework relative to the day. Students will work quietly in the in-school supervision room and complete the work due for the day.

*Out-of-school Suspension* may be assigned for serious infractions of school rules, as follows: repeated truancy, smoking, fighting, possession of alcohol or any controlled substance, false fire alarms, insubordination, abuse of a teacher (verbal or physical), extortion, possession of a weapon, or any conduct which otherwise endangers the safety, morals, health or welfare of oneself or others. Parents are notified of out-of-school suspension. A conference with an administrator will be scheduled.

## *Cafeteria*

So that all students may enjoy their lunch in a relaxed atmosphere, students are requested to keep their voices low in conversation with one another. Special care is requested by all in keeping the cafeteria neat and clean. Inappropriate behavior may result in the loss of cafeteria privileges.

Student behavior in the cafeteria is to be nothing less than your best. Rules will be set up for each lunch period, enabling clean-up and dismissal to be carried out in an orderly fashion.

No food or drink may be taken out of the cafeteria, nor eaten in the atrium area or anywhere else in the school. After lunch, students may go outside with the cafeteria aides (weather permitting).

Due to food allergies, please do not share food with other students.

- *Students are not permitted to bring in treats (homemade or store bought) to share to celebrate special occasions.*
- *Students are not permitted to have fast food, pizza, or donuts sent to the cafeteria.*

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## *Library Media Center*

Our library media center is a place where you learn to locate, select, and use the information that you are seeking. Information may be found in many forms, including books, digital audio books, magazines, and databases, just to mention a few.

The library media center is available during school hours, during lunch periods, and after school. After-school hours will be announced. If you wish to use the library during your lunch period, obtain a pass to go to the library from the Librarian during change of periods, prior to your lunch period.

Our computer labs are available to all students before school, and throughout the day.

Library books are on loan to students. It is the student's responsibility to return library books on time. If a book is lost, it is the student's responsibility to pay for the lost book.

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## *Extra Help*

Special help is offered in all subjects, and it is the responsibility of the student to take advantage of this opportunity to improve his/her work. All teachers offer extra help classes. Students should contact teachers for help in subjects in which they are doing poorly or simply have some questions. A list of the times and days of the week when extra help is available is posted in each classroom. A master list of these times will also be provided in the main office, counseling center as well as on the district website.

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## *Building Maintenance*

- Writing on desk tops is absolutely prohibited and is considered destruction to school property.
- Keep desks away from walls and display areas.
- Keep room and hall floors free from litter.
- Keep lavatories neat and clean. Writing on walls and stalls is prohibited.
- Keep hall and gym lockers neat and clean. Do not write on the outside or inside of lockers. Decals, posters, etc., are not to be placed in or on lockers. Lockers are the property of the school.
- It is the student's responsibility to lock the hall and gym lockers at all times to prevent the loss of articles. Never give out your locker combination.

If a locker is stuck or does not open, see a custodian or report the problem to the main office. You will receive immediate assistance.

## *Homework*

Students will be receiving specific homework guidelines from each teacher. These guidelines will outline the type of homework and the frequency of homework each week in each of the major disciplines. When there is no homework assignment, you are expected to study things that you do not know perfectly and completely. Remember, homework is evidence of the outside preparation required for successful completion of the course.

Every student should have at least two "homework buddies" for the school year. Your homework buddy is someone you can call for assignments when you are absent two days or less. On the third consecutive day of absence, you may call the Counseling Center and request missed work. Missed work will be ready for pick-up in the Counseling Center 24 hours from the date and time requested.

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## *Athletic Programs*

The athletic program varies from year to year to accommodate student interest. Students may join interscholastic and intramural teams. In accordance with the NY State Commissioners regulations, interscholastic teams are not open to sixth grade students. Seventh and eighth graders are eligible for both teams and clubs. Traditionally, West Hollow has offered a variety of sports that have included the following: cross country, football, soccer, softball, baseball, field hockey, basketball, volleyball, lacrosse, wrestling, and others. In addition, several sports that are not offered in the middle school are available for our students at the high school. Transportation for these activities is provided.

In order to participate on an interscholastic team, a medical evaluation and proper paperwork must be on file in the nurse's office. See the nurse's eboard for more information.

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## *Health Information*

**Illness:** If a student does not feel well before leaving for school, they should be kept at home. If a student is in school and not feeling well, the school nurse should be seen. A student will be admitted to the Health Office with a pass from a classroom teacher. A student is not to go to the Health Office between periods, but should report to the next period class and obtain a pass from the teacher. Only in the case of an emergency will a student be admitted without a pass. If you are too ill to remain in school, and must leave school because of illness or injury, the nurse will contact your parent (or an emergency contact) to pick you up.

**Injury:** Any injury on the school bus, on school grounds, or in the school building, must be reported to the nurse as soon as possible. First aid will be administered as needed. Follow-up treatment of such injuries is the responsibility of the parents. Home injuries are not the responsibility of the school.

**Medication:** If you must take medication in school, you must submit a note from your doctor and your parent. All medication must be brought to school by a parent/ guardian and left with the school nurse and used under her supervision.

***STUDENTS ARE NOT TO TAKE MEDICATION OF ANY KIND EXCEPT UNDER THE DIRECT SUPERVISION OF THE SCHOOL NURSE, UNLESS SPECIFIED IN A DOCTOR NOTE.***

**Medical Examinations:** Every student in grade 7 must have medical and dental examinations. Vision, hearing, and scoliosis screenings are administered by the nurse. Parents are notified of problem areas and prompt correction is encouraged. The school nurse should be notified immediately about any child's physical ailments.

***PLEASE VISIT THE NURSES' EBOARD FOR MORE INFORMATION RELATED TO HEALTH SCREENINGS, MEDICATIONS, IMMUNIZATIONS, ATHLETIC, PHYSICAL EDUCATION DOCTOR NOTES.***

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## Half Hollow Hills Internet Use Agreement

The Half Hollow Hills School District is committed to optimizing student learning and teaching. The district considers student access to a computer network, including the Internet, to be a powerful and valuable educational and research tool, and encourages the use of computers and computer-related technology in district classrooms for the purpose of advancing and promoting learning and teaching.

The computer network can provide a forum for learning various software applications and through online databases, bulletin boards and electronic mail, can significantly enhance educational experiences and provide statewide, national and global communication opportunities for staff and students.

Regulations and handbooks, to be developed by the district will provide specific guidance on this, as well as rules governing the use and security of the district's computer network. All users of the district's computer network and equipment shall comply with this policy and regulation. Failure to comply may result in disciplinary action as well as suspension and/or revocation of computer access privileges.

With access to people all over the world also comes the availability of material that may not be considered to be of educational value in the context of the school setting. On a global network it is impossible to control all materials and an industrious user may discover controversial information. We strongly believe, however, that the valuable information and interaction available on the network far outweighs the possibility that users may procure materials that are not consistent with the educational goals of the district.

The smooth operation of the network relies upon the proper conduct of end users who must adhere to the following guidelines listed under Internet terms and conditions. These guidelines are provided here so that you are aware of the responsibility you are about to acquire. In general, this requires efficient, ethical and legal utilization of the network resources. If a Half Hollow Hills School District user violates any of these provisions his or her account will be terminated and future access can be denied. The signature at the end of this document is legally binding and indicates the party who signed it has read the terms and conditions carefully and understands the significance.

The Half Hollow Hills Central School District will require all parents/guardians, teachers, and students to execute the release-user agreement based on the guidelines listed under the following Internet terms and conditions.

### Internet - Terms and Conditions:

- 1. Acceptable Use:** The purpose of the Internet is to support research and education in and among academic institutions by providing access to unique resources and the opportunity for collaborative work. The use of your account must be in support of education and research and consistent with the educational objectives of the Half Hollow Hills Central School District. Use of another organization's network or computing resources must comply with the rules appropriate for that network. Transmission of any material in violation of United States or state regulation is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene material, expressions of bigotry, racism, or hate, or material produced by trade secret. Use of commercial activities is generally not acceptable. Use of product advertisement or political lobbying is also prohibited.
  - 2. Privileges:** The use of the Internet is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. Each student who receives an account will be responsible for that account and its usage. Therefore, under no circumstances should your account be shared with anyone other than the School District Internet Coordinator. The District Internet Coordinator or Building Administrator will deem what is inappropriate use and their decision is final. This may result in a revocation or suspension of specific user accounts.
  - 3. Network Etiquette:** You are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to the following:
    - Be polite. Do not get abusive in your messages to others.
    - Use appropriate language. Do not swear, use vulgarities or any other inappropriate language.
    - Illegal activities are strictly forbidden.
    - Do not reveal your personal address or telephone number.
    - Note that electronic mail (e-mail) is not guaranteed to be private. People who operate the system do have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.
-

## Half Hollow Hills Internet Use Agreement (continued)

- Do not use the network in such a way that you would disrupt the use of the network by other users.
- All communication and information accessible via the network should be assumed to be property of the Half Hollow Hills Central School District.

4. Security: Security on any computer system is a high priority, especially when the system involves many users. If you feel you can identify a security problem on the Internet, you must notify a Half Hollow Hills administrator or Internet coordinator. Do not demonstrate the problem to other users. Attempts to log onto the Internet as a system administrator will result in cancellation of user privileges. Any user identified as a security risk or having a history of problems with other computer systems, may be denied access to the Internet.

5. Vandalism: Vandalism will result in cancellation of privileges. Vandalism is defined as any malicious attempt to harm or destroy data of another user, Internet, or any of the above listed agencies or other networks that are connected to the Internet. This includes, but is not limited to, the uploading or creation of computer viruses.

I understand and will abide by the above Internet Use Agreement. I further understand that any violation of the regulations listed above are unethical and may constitute a criminal offense. Should I commit a violation, my access privileges may be revoked; school disciplinary actions may be taken, and/or appropriate legal action.

User Name (please print) \_\_\_\_\_

User Signature \_\_\_\_\_ Date: \_\_\_\_\_

(If you are under the age of 18, a parent or guardian must also read and sign this agreement.)

### Parent or Guardian

As the parent or guardian of this student, I have read the Internet Use Agreement. I understand that this access is designed for educational purposes. However, I also recognize it is impossible for the Half Hollow Hills Central School District to restrict access to all controversial materials and I will not hold them responsible for materials my child may acquire on the network. Further, I accept full responsibility for supervision if and when my child's use is not in a school setting. I hereby give permission to the Half Hollow Hills Central School District to issue an account for my child and certify that the information contained on this form is correct.

Parent/Guardian's Name (please print): \_\_\_\_\_

Parent/Guardian's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Grade/Class: \_\_\_\_\_

Revised: February, 2013

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# Half Hollow Hills Central School District

## *Code of Conduct*

*Implementing Project SAVE and  
The Dignity for All Students Act*

### **Board of Education**

Diana Acampora

Betty DeSabato

Eric Geringswald

Stephanie Gurin

David Kaston

Adam Kleinberg

Michael Prywes

### **Superintendent**

Dr. Patrick Harrigan

### **Assistant Superintendent of Districtwide Administration**

Dr. Jeffery Woodberry

### **Assistant Superintendent for Finance & Facilities**

Anne Marie Marrone Caliendo

### **Assistant Superintendent for Elementary Education**

Diana Ketchum

### **Assistant Superintendent for Secondary Education**

John O'Farrell

### **Principals**

#### **Otsego Elementary School**

Dr. Stacey Gillespie

#### **Candlewood Middle School**

Pamela Higgins

#### **Paumanok Elementary School**

Kendra Cooper

#### **West Hollow Middle School**

Steven Hauk

#### **Signal Hill Elementary School**

Marianne Fasciana

#### **High School East**

Dr. Milton Strong

#### **Sunquam Elementary School**

Karen Littell

#### **High School West**

Dr. Michael Catapano

#### **Vanderbilt Elementary School**

Martin Boettcher

## **Introduction**

The Board of Education of the Half Hollow Hills Central School District is committed to providing a safe and orderly school environment where students may receive, and District personnel may deliver quality educational services without disruption or interference. Responsible behavior by students, teachers, other District personnel, parents and other visitors is essential to achieving this goal.

The District has a long-standing set of expectations for conduct on school property and at school functions. These expectations are based on the principles of civility, mutual respect, citizenship, character, tolerance, honesty and integrity.

The Board recognizes the need to clearly define these expectations for acceptable conduct on school property, to identify the possible consequences of unacceptable conduct, and to ensure that discipline when necessary is administered promptly and fairly. To this end, the Board adopts this Code of Conduct ("the Code").

Unless otherwise indicated, this Code applies to all students, school personnel, parents and other visitors when on school property or attending a school function whether on or off school property.

## **Definitions**

For purposes of this code, the following definitions apply.

**"Bullying"** is a hostile activity, which harms or induces fear through the threat of further aggression and/or creates terror. Bullying may be premeditated or a sudden activity. It may be subtle or easy to identify, done by one person or a group. Examples of bullying include, but are not limited to:

- *Verbal bullying* includes, but is not limited to, name calling, insulting remarks, teasing, violent threats, frightening phone calls, extortion, taunting, gossip, spreading of rumors and racist slurs.
- *Physical bullying* includes but is not limited to, poking, slapping, hitting, tripping or causing a fall, choking, kicking, punching, biting, scratching, spitting, twisting arms or legs, damaging clothes and personal property or threatening gestures.
- *Social or relational bullying* includes but is not limited to, excluding someone from a group, isolating, shunning, spreading rumors or gossiping, arranging public humiliation, undermining relationships, teasing about clothing or looks, giving dirty looks or aggressive stares.
- *Cyberbullying* includes, but is not limited to, threatening electronic communications via social media, instant messages, text messages, email, blogs, chat rooms, gaming systems, and any social networking sites.

**"Discrimination"** is the act of denying rights, benefits, justice, equitable treatment or access to facilities available to all others, to an individual or group of people because of the group, class or category to which that person belongs.

**"Disruptive student"** means any student under the age of 21 who is substantially disruptive of the educational process or substantially interferes with the teacher's authority over the classroom.

**"Gender"** means actual or perceived sex, and a person's gender identity or expression. (N.Y. Education Law § 11.6)

**"Harassment"** means the creation of a hostile environment by conduct or by verbal threats, intimidation or abuse that has or would have the effect of unreasonably and substantially interfering with a student's educational performance, opportunities or benefits, or mental, emotional or physical well-being; or conduct, verbal threats, intimidation or abuse that reasonably causes or would reasonably be expected to cause an individual to fear for his or her physical safety; such conduct, verbal threats, intimidation or abuse includes but is not limited to conduct, verbal threats, intimidation or abuse based on a person's actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender (identity or expression) or sex. (N.Y. Education Law § 11.7)

**"Hazing"** is an induction, initiation, or membership process involving harassment which produces public humiliation, physical or emotional discomfort, bodily injury or public ridicule or creates a situation where public humiliation, physical or emotional discomfort, bodily injury or ridicule is likely to occur.



• **“Parent”** means parent, guardian or person in parental relation to a student.

**“School property”** means in or within any building, structure, athletic playing field, playground, parking lot or land contained within the real property boundary line of a public elementary or secondary school, or in or on a school bus (including at the bus stop) as defined in Vehicle and Traffic Law § 142.

**“School function”** means any school-sponsored extracurricular event or activity whether on or off school property, including, but not limited to, Field trips and foreign travel.

**“Student with a disability”** means a student classified as having a disability.

**“Sexual orientation”** means actual or perceived heterosexuality, homosexuality or bisexuality. (N.Y. Education Law § 11.6)

**“Violent student”** means a student under the age of 21 who:

- Attempts / commits an act of violence upon a school employee.
- Attempts / commits, while on school property or at a school function, an act of violence upon another student or any other person lawfully on school property or at the school function.
- Possesses, while on school property or at a school function, a weapon.
- Displays, while on school property or at a school function, what appears to be a weapon.
- Threatens, while on school property or at a school function, to use a weapon.
- Knowingly and intentionally damages or destroys the personal property of any school employee or any person lawfully on school property or at a school function.
- Knowingly and intentionally damages or destroys school property.

**“Weapon”** means a weapon or Firearm as defined in Half Hollow Hills Board of Education Policy #5535.

### **New York State Dignity For All Students Act (DASA)**

No student shall be subjected to harassment, intimidation, discrimination, or bullying by any school employee or student. All forms of harassment, intimidation, discrimination or bullying are strictly prohibited and will not be tolerated on school property and at school functions.

The Dignity Act (DASA) includes, but is not limited to the following 11 protected classes, groups or characteristics. The Dignity Act prohibits any discrimination based on actual or perceived characteristics. Students in Public Schools in New York State are protected from discrimination, harassment and persecution on the basis of actual or perceived:

- Race
- Color
- Weight
- National Origin
- Ethnic Group
- Religion
- Religious Practice
- Sex
- Gender
- Sexual Orientation
- Disability

In compliance with Section 801-a of New York State Education Law and the Dignity Act, all schools in the Half Hollow Hills Central School District will provide instruction in civility, citizenship and character education by expanding the concepts of tolerance, respect and dignity.

The Half Hollow Hills Central School District encourages student, family and community involvement in the reporting and prevention of discrimination and harassment. A Dignity Act Coordinator (DAC) has been appointed to each school building within the District. The Dignity Act Coordinator or the Principal's designee will investigate all reports of discrimination or harassment related to DASA.

#### **Dignity Act Coordinators**

Otsego Elementary School -	Dr. Stacey Gillespie
Paumanok Elementary School-	Kendra Cooper
Signal Hill Elementary School -	Marianne Fasciana
Sunquam Elementary School -	Karen Littell
Vanderbilt Elementary School	Martin Boettcher
Candlewood Middle School -	Pamela Higgins
West Hollow Middle School -	Steven Hauk
High School East -	Dr. Milton Strong
High School West -	Dr. Michael Catapano

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## **Student Rights**

The District is committed to safeguarding the rights given to all students under state and federal law. In addition, to promote a safe, healthy, orderly and civil school environment, all District students have the right to:

- \*Take part in all District activities on an equal basis regardless of race, color, creed, national origin, religion, gender or disability.
- \*Present their version of the relevant events to school personnel authorized to impose a disciplinary penalty in connection with the imposition of the penalty.
- \*Access school rules (Students will be required to sign an acknowledgment that they received a Student Handbook) and, when necessary, receive an explanation of those rules from school personnel.

## **Student Responsibilities**

All District students have the responsibility to:

- \*Contribute to maintaining a safe and orderly school environment that is conducive to learning and to show respect to other persons and their property.
- \*Be familiar with and abide by all District policies, rules and regulations dealing with student conduct.
- \*Attend school every day unless they are legally excused and be in class on time and prepared to learn.
- \*Work to the best of their ability in all academic and extracurricular pursuits and strive toward their highest level of achievement possible.
- \*React to direction given by teachers, administrators and other school personnel in a respectful, positive manner.
- \*Work to develop mechanisms to control their anger.
- \*Ask questions when they do not understand.
- \*Seek help in solving problems that might lead to discipline.
- \*Dress appropriately for school and school functions in accordance with the adopted "Dress Code."
- \*Accept responsibility for their actions.
- \*Conduct themselves as representatives of the District when participating in or attending school-sponsored extracurricular events and to hold themselves to the highest standards of conduct, demeanor, and sportsmanship.
- \*Be forthcoming with information concerning violations of the Code.

## **Student Dress Code**

All students are expected to give proper attention to personal cleanliness and to dress appropriately for school and school functions including extracurricular and athletic activities. 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 and at school activities.

### **A student's dress, grooming and appearance, including hair style/color, jewelry, make-up and nails, shall:**

- \*Be safe, appropriate and not disrupt or interfere with the educational process.
- \*Recognize that extremely brief, tight and short garments such as tube tops, net tops, halter tops, spaghetti straps, plunging necklines (front and/or back), see-through garments and garments which expose bare midriffs are not appropriate.

- \*Ensure that underwear is completely covered with outer clothing.
- \*Include footwear at all times. Footwear that is a safety hazard will not be allowed.
- \*Permit head covers in school; however, head cover in classrooms are at the teachers' discretion except for a medical or religious purpose.
- \*Not include items that are vulgar, obscene, libelous, or denigrate others on account of race, color, religion, creed, national origin, gender, sexual orientation, disability or gang related.
- \*Not promote and/or endorse the use of alcohol, tobacco or illegal drugs and/or encourage other illegal or violent activities.
- \*Attire that may disrupt the educational process is unacceptable.

Each building principal or his or her designee shall be responsible for informing all students and their parents of the student dress code at the beginning of the school year and any revisions to the dress code made during the school year. Additionally, the principal or his or her designee shall have the authority to determine what is a violation of the "Dress Code."

This code is designed to be a guide and is by no means all inclusive. Final decision concerning the appropriateness will be made by the building administration or principal.

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 out-of-school suspension. Any student who repeatedly fails to comply with the dress code shall be subject to further discipline, up to and including out-of-school suspension.

## **Prohibited Conduct**

The Board of Education expects all individuals to conduct themselves in an appropriate and civil manner, with proper regard for the rights and welfare of students, District personnel and other members of the school community, and for the care of school facilities and equipment.

The best discipline is self-imposed, and individuals must learn to assume and accept responsibility for their own behavior, as well as the consequences of their misbehavior. District personnel who interact with students are expected to use disciplinary action only when necessary and to place emphasis on the student's ability to grow in self-discipline.

The Board recognizes the need to make its expectations for conduct while on school property or engaged in a school function specific and clear. The rules of conduct listed below are intended to do that, and focus on safety and respect for the rights and property of others. Individuals who will not accept responsibility for their own behavior and who violate these school rules will be required to accept the consequences/penalties for their conduct.

The Code of Conduct shall apply to conduct off of school property and/or outside of school functions, for conduct that may endanger the health or safety of pupils within the educational system, or adversely affect the educational process.

***Engage in conduct that is DISORDERLY. Examples of disorderly conduct include, but are not limited to:***

- \*Running in hallways.
- \*Making unreasonable noise.
- \*Using language, actions or gestures that are profane, lewd, vulgar or abusive.
- \*Obstructing vehicular or pedestrian traffic.
- \*Engaging in any willful act which disrupts the normal operation of the school community.
- \*Trespassing. Students are not permitted in any school building, other than the one they regularly attend, without permission from the administrator in charge of the building.

- \*Computer/electronic communications misuse, including any unauthorized use of computers, software, or Internet/ Intranet account; accessing inappropriate web sites; or any other violation of the District's acceptable use policy.
- \*In addition, students are not permitted on school grounds outside of normal school hours without administrative authorization unless attending a school function or an event sanctioned by the school.

***Engage in conduct that is INSUBORDINATE and/or DISRUPTIVE. Examples of insubordinate or disruptive conduct include, but are not limited to:***

- \*Failing to comply with the reasonable directions of teachers, school administrators or other school employees in charge of students or otherwise demonstrating disrespect.
- \*Lateness for missing or leaving school without permission.
- \*Skipping detention.
- \*Being disrespectful or acting inappropriately toward teams, groups of people, or persons visiting the school.

***Engage in conduct that is VIOLENT. Examples of violent conduct include, but are not limited to:***

- \*Committing an act of violence (such as hitting, kicking, punching, and scratching) upon a teacher, administrator or other school employee, or attempting to do so.
- \*Committing an act of violence (such as hitting, kicking, punching, and scratching) upon another student or any other person lawfully on school property, or attempting to do so.
- \*Possessing a weapon. See Board of Education Policy #5535. Authorized law enforcement officials are the only persons permitted to have a weapon in their possession while on school property or at a school function.
- \*Displaying what appears to be a weapon.
- \*Threatening to use any weapon.
- \*Damaging, defacing or destroying the personal property of a student, teacher, administrator, other District employee or any person lawfully on school property, including using graffiti or arson.
- \*Damaging, defacing or destroying school District property.

***Engage in conduct that ENDANGERS THE SAFETY, MORALS, HEALTH OR WELFARE OF THEMSELVES AND/OR OTHERS. Examples of such conduct include, but are not limited to:***

- \*The sending, receiving or forwarding of sexually provocative language, images, nude or nearly nude photos and/or videos through text message, email or other digital means which can be used to hurt, harass and humiliate others. In cases where a student engages in such conduct, and school officials have reason to believe the images involved constitute child pornography, a referral will be made to the appropriate law enforcement officials.
- \*Possessing, consuming, sharing, selling, distributing or exchanging alcoholic beverages or illegal substances or prescription drugs or over-the-counter medicine or being under the influence of any of the above. Being under the influence of "illegal substances" includes, but is not limited to, inhalants, marijuana, cocaine, LSD, PCP, amphetamines, heroin, steroids, look-alike drugs, and any substances, commonly referred to as "designer drugs."
- \*Using or sharing prescription and over-the-counter drugs.
- \*Possession of drug paraphernalia, including, but not limited to: pipes, bongs, rolling papers, grinders, lighters, plastic bags used for packaging and distribution of drugs, scales, and any other items used for distribution, packaging, exchanging or use of drugs, whether in school, at school facilities or at school functions conducted off school grounds.
- \*Lying to or concealing the truth from school personnel.
- \*Stealing/acquiring the property of other students, school personnel or any other person lawfully on school property or attending a school function.
- \*Defamation, which includes making false or unprivileged statements or representations about an individual or identifiable group of individuals that harm the reputation of the person or the identifiable group by demeaning them.
- \*Discrimination, which includes, but is not limited to the use of race, color, weight, national origin, ethnic group, religion, religious practice, disability, sex, sexual orientation or gender (including gender identity and expression) as a basis for treating another in a negative manner. See definitions.

- Harassment, including sexual harassment and bullying. See definitions.
- \*Intimidation, which includes engaging in actions or statements that put an individual in fear of bodily harm.
- \*Hazing. See definitions.
- \*Using vulgar or abusive language, cursing or swearing.
- \*Possessing, smoking, selling, distributing or exchanging a cigarette, cigar, pipe or using chewing or smokeless tobacco, electronic cigarettes, Hookah cigarettes or possessing tobacco products as defined by the Board of Education Policy and Suffolk County Legislation.
- \*Gambling.
- \*Selling, using, or possessing obscene material.
- \*Indecent exposure that is exposure to sight of the private parts of the body in a lewd or indecent manner.
- \*Initiating a report warning of fire or other catastrophe without valid cause, misuse of 911, or discharging a fire extinguisher.
- \*Engaging in any activity that violates any local state or federal law.
- \*Bullying is understood to be a hostile activity, which harms or induces fear through the threat of further aggression and/or creates terror. Bullying involves an imbalance of power or strength and can manifest itself physically, verbally or through non-verbal communication such as gestures or social exclusion.
- \*Cyber bullying (also known as “digital” or “electronic bullying”) which is the repeated use of information technology such as the Internet, email, social networks, instant messaging services, blogs, cell phones and gaming systems to deliberately harass, threaten or intimidate others. Cyber bullying may involve sending mean, vulgar or threatening messages or images; posting sensitive or private information about another person; pretending to be someone else in order to malign that other person; or intentionally excluding someone from an internet-based group or activity.
- \*Students may not be in possession of any type of medication. All prescriptions and medications must be given to and dispensed by the school nurse.

### ***Engage in HAZING, INITIATION ACTIVITIES, HARASSMENT AND BULLYING:***

Hazing, initiation activities, harassment and bullying are abusive and often illegal behaviors that harm victims and negatively impact the school environment by creating an atmosphere of fear, distrust, mean-spiritedness, intimidation and intolerance. Hazing is especially troubling at the middle and high school levels because of issues of adolescence, in which many students are more vulnerable to peer pressure due to the tremendous need to belong, make friends and Rind approval from one’s peer group. Accordingly, hazing, initiation activities, harassment and bullying will not be tolerated at any level in Half Hollow Hills as they are deemed dangerous, volatile of the law and district policy and immoral.

The purpose of this policy is to ensure a safe learning environment for students and staff that is free from hazing, initiation activities, harassment and bullying and that promotes respect, civility, dignity and equality. Hazing, initiation activities, harassment and bullying activities of any type are inconsistent with the educational goals of the District, and are condemned and strictly prohibited at all times. Moreover, it is the policy of the District that no student or adult will participate in or be members of any secret fraternity or sorority, athletic team, club or organization that is in any degree related to the school or to a school district activity which engages in any form of hazing, initiation activities, harassment or bullying, whether on school grounds, school buses or at all school-sponsored activities, programs and events, including those that take place at locations outside the district.

#### General Policy Statements

A. No student, teacher, coach, administrator, paraprofessional, volunteer, contractor or other employee of the District shall plan, direct, encourage, aid or engage in hazing, initiation activities, harassment or bullying.

B. No student, teacher, coach, administrator, paraprofessional, volunteer, contractor or other employee of the District shall permit, condone or tolerate hazing, initiation activities, harassment or bullying.

C. The District strictly prohibits students, teachers, coaches, administrators, paraprofessionals, volunteers, contractors or other employees of the District from engaging individually or collectively in any form of hazing, initiation activities, harassment or bullying on school property, off school property or on a school bus, in connection with any school activity or involving any person associated with the school, regardless of where it occurs.

D. Consistent with this policy, the District's Code of Conduct and the Athletic Code of Conduct, any student who participates in hazing, initiation activities, harassment or bullying will face immediate and strong disciplinary action, up to and including suspension, expulsion, exclusion and loss of the privilege of attendance and participation in extracurricular activities and sports and school events (i.e., graduation, prom, dances, field trips, etc.)

E. Students, teachers, coaches, administrators, paraprofessionals, volunteers, contractors or other employees who participate in hazing, initiation activities, harassment or bullying will also be referred to appropriate law enforcement authorities and may face subsequent prosecution for hazing, harassment or assault.

F. Consent is no defense to a charge of hazing, initiation activities, harassment or bullying. Apparent permission or consent by a person being hazed, initiated, harassed or bullied does not lessen the prohibitions or penalties contained herein.

G. This policy applies to behavior that occurs on or off school property or on any school bus ride and during, before and after school hours.

Reporting- In order for the District to effectively enforce this policy, it is essential that all victims of hazing, initiation activities, harassment or bullying and persons with knowledge of hazing, initiation activities, harassment or bullying report them immediately. Visit our website at [hhh.k12.ny.us](http://hhh.k12.ny.us) to access forms for reporting any complaints.

School District Action- the District will promptly investigate all complaints, either formal or informal, verbal or written of hazing, initiation activities, harassment or bullying.

***Engage in MISCONDUCT WHILE ON A SCHOOL BUS OR AT A BUS STOP:***

It is crucial for students to behave appropriately at the bus stop and while riding on District buses to ensure their safety and that of other passengers and to avoid distracting the bus driver. Students are required to conduct themselves at the stop and/or on the bus in a respectful manner consistent with established standards for classroom behavior. Excessive noise, pushing, shoving and fighting will not be tolerated.

***Engage in MISCONDUCT WHILE AT A SCHOOL-SPONSORED ACTIVITY on or off school property. Examples of such conduct include, but are not limited to:***

- \*Conduct that is disorderly, insubordinate, disruptive, violent, and/or endangers the safety, morals, health or welfare of themselves or others.
- \*Activation of cell phones, tablets, laptops or any other electronic device, without prior approval from the Principal.

***Engage in any form of ACADEMIC MISCONDUCT. Examples of academic misconduct include, but are not limited to:***

- \*Plagiarism
- \*Cheating
- \*Copying
- \*Altering records
- \*Assisting another student in any of the above actions



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## **Student Use of Electronic Devices**

To avoid disruption of the learning process and to prevent possible theft, electronic devices and accessories including but not limited to headsets, ear buds, cell phones, video games and tablets are not to be activated or visible except in designated locations or under the direction of faculty, administration or staff. These items will be confiscated if activated or visible in school and released to the student's parent or guardian. However, in the event of an emergency, cell phones may be activated and visible.

Requests for the approved usage of electronic devices during the school day must originate from a teacher and must be accompanied by a detailed description of the intended use. Requests may be granted only for specific time periods as articulated in the description of intended use. Requests for unlimited use within the building or throughout the day will not be approved. Requests will not be accepted from students or their families.

## **Zero Tolerance for Drugs, Alcohol and Weapons**

The Half Hollow Hills Central School District has "zero tolerance" for drugs, alcohol and the possession of weapons. Students who are involved with drugs, alcohol or are in possession of a weapon in the school setting or at a school related event will be suspended from school and automatically referred for a Superintendent's Hearing for an extended out of school suspension. If a student is found to be in possession of an illegal substance of any quantity or a weapon, law enforcement personnel will be called and the student may be arrested at the school. The school administration will cooperate with the police and provide them with any relevant information regarding the incident.

The Half Hollow Hills Central School District's Code of Conduct includes specific prohibition against the possession of drug paraphernalia and weapons (see *Prohibited Conduct*).

## **Notification of Law Enforcement**

The Half Hollow Hills Central School District will notify law enforcement /school personnel when a student has been found to be in possession of:

- \*drugs, alcohol or related paraphernalia
- \*a weapon
- \*child pornography

When a threatening statement is directed to a school, student or group of students, staff members, law enforcement personnel will be notified. This includes, but is not limited to statements made verbally, written, or via digital means (i.e. text messages, social media, email, etc.).

## **Disciplinary Penalties, Procedures and Referrals**

Discipline is most effective when it deals directly with the problem at the time and place it occurs, and in a way that students view as fair and impartial. School personnel who interact with students are expected to use disciplinary action only when necessary and to place emphasis on the student's ability to grow in self-discipline.

Disciplinary action, when necessary, will be firm, fair and consistent so as to be the most effective in changing student behavior. In determining the appropriate disciplinary action, school personnel authorized to impose disciplinary penalties will consider the following:

- \*Student's age.
  - \*The nature of the offense and the circumstances which led to the offense.
  - \*The student's prior disciplinary record.
  - \*The effectiveness of other forms of discipline.
  - \*Information from parents, teachers and/or others, as appropriate.
  - \*Other extenuating circumstances.
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As a general rule, discipline will be progressive. This means that a student's first violation will usually merit a lighter penalty than subsequent violations.

Students with a disability can be suspended even if the incident is related to his disability if the incident is related to the safety of others. Discipline, if warranted, shall be administered consistent with federal law and Board of Education Policies for disciplining students with a disability, or presumed to have a disability.

### ***Penalties***

Students who are found to have violated the District's Code of Conduct may be subject to the following penalties, either alone or in combination. The school personnel identified after each penalty are authorized to impose that penalty, consistent with the student's right to due process.

- Oral warning - any member of the District staff.
- Written warning - coaches, activity directors, guidance counselors, teachers, principal, and Superintendent.
- Written notification to parent - coaches, activity directors, guidance counselors, teachers, principal, Superintendent.
- Detention - teachers, principal, Superintendent.
- Suspension from transportation - principal, assistant superintendent, Superintendent.
- Suspension from athletic participation - coaches, principal, Superintendent, or Superintendent's designee.
- Suspension from social or extracurricular activities - activity director, advisor, principal, Superintendent, or Superintendent's designee.
- Suspension of other privileges - principal, Superintendent, or Superintendent's designee
- In-school supervision - principal, Superintendent.
- Removal from classroom - teachers, principal.
- Short-term (five days or less) suspension from school - principal, Superintendent.
- Long-term (Pursuant to Education Law § 3214 - more than five days) suspension from school, subject to a Superintendent's hearing - Superintendent, Board of Education.
- Permanent suspension from school - Superintendent, Board of Education.

### ***Procedures***

The amount of due process a student is entitled to receive before a penalty is imposed depends on the penalty being imposed. In all cases, regardless of the penalty imposed, the school personnel authorized to impose the penalty must inform the student of the alleged misconduct and must investigate, to the extent necessary, the facts surrounding the alleged misconduct. All students will have an opportunity to present their version of the facts to the school personnel imposing the disciplinary penalty in connection with the imposition of the penalty. Students who are to be given penalties other than an oral warning, written warning or written notification to their parents are entitled to additional rights before the penalty is imposed. These additional rights are explained below.

### ***Minimum Periods of Suspension***

#### **Students who bring a weapon to or possess a weapon in school (See Board of Education Policy #5535):**

Any student found guilty of bringing or possessing a weapon on school property will be subject to suspension from school for at least one calendar year. Before being suspended, the student will have an opportunity for a hearing pursuant to Education Law § 3214. The Superintendent has the authority to modify the one-year suspension on a case-by-case basis. **In deciding whether to modify the penalty, the Superintendent may consider the following:**

- The student's age.
- The student's grade in school.
- The student's prior disciplinary record.
- Input from parents, teachers and/or others.
- The Superintendent's belief that other forms of discipline may be more effective.
- Other extenuating circumstances

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A student with a disability may be suspended only in accordance with the requirements of state and federal law.

### **Students who commit violent acts other than bringing a weapon to school:**

Any student who is found to have committed a violent act, other than bringing a weapon onto school property, shall be subject to suspension from school for at least five days. If the proposed penalty is the minimum five-day suspension, the student and the student's parents will be given the same notice and opportunity for an informal conference given to all students subject to a short-term suspension. If the proposed penalty exceeds the minimum five-day suspension, the student and the student's parents will be given the same notice and opportunity for a hearing given to all students subject to a long-term suspension. The Superintendent has the authority to modify the minimum five-day suspension on a case-by-case basis. In deciding whether to modify the penalty, the Superintendent may consider the same factors considered in modifying a one-year suspension for possessing a weapon.

### **Students who are repeatedly substantially disruptive of the educational process or repeatedly substantially interfere with the teacher's authority over the classroom:**

Any student who repeatedly is substantially disruptive of the educational process or substantially interferes with the teacher's authority over the classroom will be suspended from school for at least five days. For purposes of this Code, "repeatedly is substantially disruptive" means engaging in conduct that results in the student being removed from the classroom by teacher(s) pursuant to Education Law § 3214 (3-a) and this on four or more occasions during a semester, or three or more occasions during a trimester. If the proposed penalty is the minimum five-day suspension, the student and the student's parents will be given the same notice and opportunity for a hearing given to all students subject to a long-term suspension. The Superintendent has the authority to modify the minimum five-day suspension on a case-by-case basis. In deciding whether to modify the penalty, the Superintendent may consider the same factors considered in modifying a one-year suspension for possessing a weapon.

## **REPORTING VIOLATIONS**

All students are expected to promptly report violations of the Code of Conduct to a teacher, guidance counselor, the building principal or his or her designee. Any student observing a student possessing a weapon, alcohol or illegal substance on school property or at a school function shall report this information immediately to a teacher, the building principal, the principal's designee or the superintendent.

All District staff who are authorized to impose disciplinary sanctions are expected to do so in a prompt, fair and lawful manner. District staff who are not authorized to impose disciplinary sanctions are expected to promptly report violations of the Code of Conduct to their supervisor, who shall in turn impose an appropriate disciplinary sanction if so authorized, or refer the matter to a staff member who is authorized to impose an appropriate sanction.

Any weapon, alcohol or illegal substance found shall be confiscated immediately, if possible, followed by notification to the parent of the student involved and the appropriate disciplinary sanction if warranted, which may include permanent suspension and referral for prosecution.

The building principal or his or her designee must notify the appropriate local law enforcement agency of those Code violations that constitute a crime and substantially affect the order or security of a school as soon as practical, but in no event later than the close of business the day the principal or his or her designee learns of the violation. The notification may be made by telephone. The notification must identify the student and explain the conduct that violated the Code of Conduct and constituted a crime.