

HAMILTON CENTRAL SCHOOL

MIDDLE/HIGH SCHOOL



STUDENT HANDBOOK

High School

Forum 7:55-8:00	MON	TUES	WED	THURS	FRI
8:03 1 8:52	1	1	1	1	2
8:55 2 9:44	2	2	3	2	3
9:47 3 10:47	3	4	4	3	4
10:50 4 11:39	5	5	5	5	6
11:42 5 12:31	6	6	6	7	7
12:31 lunch 1:01	lunch	lunch	lunch	lunch	lunch
1:04 6 1:53	7	7	8	8	8
1:56 7 2:45	8	9	9	9	9

Middle School

Forum 7:55-8:00	MON	TUES	WED	THURS	FRI
8:03 1 8:52	1	1	1	1	2
8:55 2 9:44	2	2	3	2	3
9:47 3 10:47	3	4	4	3	4
10:50 4 11:39	5	5	5	5	6
11:39 lunch 12:09	lunch	lunch	lunch	lunch	lunch
12:12 5 1:01	6	6	6	7	7
1:04 6 1:53	7	7	8	8	8
1:56 7 2:45	8	9	9	9	9

Hamilton Central School



At HCS We:

Aim High and strive for excellence.

Approach challenges with
confidence, optimism and humor.

Have courage to be open-minded
and accepting.

Take pride in doing the right thing
even when no one is watching.

AIM HIGH!

GRADING

MARKING

The school year is divided into four quarters. Report cards are issued four times during the school year. At each of these marking periods, a percent grade and an effort mark is given for each classroom subject. The passing grade for all subjects in Grades 6-12, including Regents examinations, is 65%. A mark of incomplete means if the student's work does not improve and if previous back work is not made up, a failing grade will be issued. Students who have two or more failures will be placed on a restricted list for the quarter. Students with two or more incompletes will be restricted until the incompletes are made up. Restricted students are not allowed to leave Individual Work Time (study hall) without a pre-signed pass from a teacher.

Any student who fails two or more of their core classes will be placed in the SLC/RTI classroom. Placement is mandatory at the semester change.

Any Middle School Student who fails two or more core subjects will be required to attend and pass the Middle School Summer Academy. If the student does not satisfactorily complete the MS Summer Academy attendance and curriculum requirements, he or she will be required to attend extended days (Tuesday & Thursday, from 2:45-4:00 PM) for the entire following school year.

HONOR ROLL

An honor roll is made public at the end of each ten-week marking period for Grades 6-12. Students achieving high honors must maintain an average of 90 or better. An average of 85 is needed before a student's name is placed on the honor roll. A failing mark or an incomplete in any subject eliminates a student from consideration for the honor roll.

FIVE-WEEK PROGRESS REPORTS

At the halfway point of each ten-week marking period, a five-week progress report will be made available via the School Tool Parent Portal (hard copies of the five-week progress report will be mailed to those families who do not have access to the Parent Portal). This five-week notice will serve as a progress report of your son/daughter's academic success. If a parent/guardian would like to arrange to have a conference with a teacher to discuss their child's academic progress they may do so via the Counseling office.

DROPPING A COURSE – GRADES 6-12

In the event a student wants to drop a course within the first ten weeks, and is within the required course load, the student must confer with the teacher and obtain permission from the parent and counselor. If approved, the student shall remain in the course until the teacher receives written notification from the counselor and the student has received a written schedule change. A student will not be allowed to drop a course if such action results in a course load below the required six (6) courses. After the course has been meeting for ten weeks, the student and parents must have a meeting with the teacher, guidance counselor, and Principal.

ACADEMIC ELIGIBILITY FOR SPORTS AND EXTRA-CURRICULAR ACTIVITIES

Academic achievement should be the primary goal of all students. Extra-curricular participants are expected to remain in good academic standing while participating in their activities. Student academic effort and performances will be reviewed regularly according to the following procedure to determine eligibility to participate in sports or extra curricular activities.

1. At the beginning of each session the faculty will receive rosters for all extracurricular activities from coaches/advisers.
2. At the end of each two-week period the teachers will indicate those participants who are failing any subjects.
3. Failure in two or more classes will result in a probationary status for the student and a two-week required attendance at an extra-curricular study hall (2:45-3:30). The student may practice and participate in games and activities during this probationary period. At the end of the next two-week period the student's teachers will indicate whether the student (on probationary status) has demonstrated the necessary improvement. If the participant is still deficient in two or more subjects, he/she will be ineligible to participate (i.e., practice or play) until the next two-week period.
4. A student may be allowed to participate if the deficiency occurs in one subject only.
5. A passing grade constitutes satisfactory progress. However, a student may be failing a course, yet making sufficient effort toward improvement. In such case, at the discretion of the teacher, the student need not receive a deficiency for the two-week report.
6. A participant may be on a probationary status only once during a marking period. Failure in two or more courses for any two-week report period following the probationary period will result in ineligibility for the subsequent two-week period.
7. Ineligibility periods may overlap seasons.

STUDENT CONDUCT

Hamilton Central School has adopted a Code of Conduct for students, staff, parents, and visitors. If you would like a copy of the Code of Conduct you may pick one up in the secondary office. Also, please review the conduct guideline chart.

STUDENT RIGHTS

The Hamilton Central School Community recognizes that students have rights and that they may expect consideration and protection of these rights.

1. Students have the right to learn in a safe atmosphere devoid of harassment, intimidation and fear.
2. Students have the right to be treated with dignity and respect by other students, teachers, school personnel and visitors to the school.
3. Students have the right to due process, grievances and appeal as outlined in this policy.
4. Students have the right to expect that all school policies will be applied equally and fairly.
5. Students have the right to be consulted in the policy-making process, which directly affects them.
6. Students have the right to protection of their privacy and property as defined by Education Law.
7. Students have the right to express themselves individually or collectively in a peaceful manner but with consideration for the rights of others.
8. Students have the right to participate in any school activity when meeting the eligibility requirements related to the purpose of the activity.
9. Students have the right to expect adequate instruction in skills and content commensurate with their abilities and goals.
10. Students have the right to expect fair, consistent and constructive discipline to help develop responsibility and character.
11. Students have the right to special care, if disabled.

STUDENT RESPONSIBILITIES

Equity and balance should always be present in our schools. This can be accomplished only if the rights of students are balanced by the responsibilities on which those rights are based. It shall be the responsibility of the students to:

1. Be informed regarding student rights and responsibilities and comply with all rules and regulations of this policy.
2. Accept responsibility for their own actions.
3. Respect the right of others, including the right to secure an education in an environment that is orderly and disciplined.
4. Attend school regularly and punctually.
5. Strive for successful completion of their academic coursework.
6. Maintain habits of personal cleanliness.
7. Respect school property.
8. Strive for mutually respectful relationships with students, teachers and all other school personnel.
9. Contribute toward establishing and maintaining an atmosphere that generates mutual respect and dignity for all.

The above *Rights* and *Responsibilities* shall be publicized and explained to all students on an annual basis. The Superintendent of her/his designee shall determine the manner and extent of the publication.

ESSENTIAL PARTNERS IN EDUCATION – PARENTS

It is commonly acknowledged that one of the most important components of student achievement and success is parent involvement in an effort to ensure student success the HCS learning community asks that parents:

1. Ensure their children attend school regularly and on time.
2. Ensure that all legal absences are accompanied by written excuses.
3. Insist that their children be dressed and groomed in a manner consistent with the student dress code.
4. Help their children learn and understand HCS rules and expectations.
5. Inform school officials of changes in the home situation that may affect student conduct or performance.
6. Ensure homework assignments are completed.
7. Initiate contact with teachers, counselors, and school officials as a way to resolve problems.

STUDENT DISCIPLINE

It is the right of students to expect that the disciplinary actions of administrators and teachers shall be firm, fair, consistent and appropriate to the offense. Student suspension will only be given when a major infraction occurs (see discipline chart on page 24). Suspension proceedings shall be carried out in conformity with state law and HCS regulations.

It is the responsibility of students to know and to understand school regulations, to make every effort to follow and uphold them, and to recognize that those in authority have the responsibility for maintaining the orderly process of education. Concerns regarding these regulations should be brought to the attention of the HCS administration.

STUDENT CONDUCT ON SCHOOL GROUNDS OR AT SCHOOL-SANCTIONED EVENTS

1. Acceptable and appropriate conduct by students shall be consistent with the student responsibilities outlined in this Code of Conduct. See page 24 or this handbook.
2. Unacceptable and Inappropriate Conduct:
 - a. Any violation of law
 - b. Truancy
 1. Cutting Class
 2. Tardiness
 3. Skipping School
 - c. Unacceptable classroom behavior
 1. Being disrespectful of teachers or staff members
 2. Inappropriate talking in class (e.g., out of turn, distracting others)
 - g. Tobacco
 1. Possession
 2. Use
 3. Possession/Use of related implements
 - h. Alcohol
 1. Possession
 2. Consumption
 3. Under the influence of
 4. Distribution or Sale of
 5. Representing any substance as alcohol

- 3. Cheating/Plagiarism
- 4. Leaving class without permission
- 5. Harassment of other students
- 6. Being unprepared for class
- d. Unacceptable bus behavior
 - 1. Not staying seated
 - 2. Throwing things
 - 3. Excessive loudness
 - 4. Distracting the bus driver
- e. Public Displays of Affection
- f. Gambling
- k. Theft
 - 1. Possession of stolen property
- l. Vandalism
 - 1. Any willful act of destruction of property
- m. Threats of violence
- n. Assault
- o. Fighting or other forms of physical violence
- p. Bomb threats
- u. Engaging in acts of harassment or sexual harassment as defined in the District's policies.
- v. Use of language, clothing, or signs that may incite or offend another person; or constitute a health and safety hazard or interference with the mission of the school community.
- w. Any willful act that disrupts the normal operation of the school community.
- i. Drugs
 - 1. Possession
 - 2. Consumption
 - 3. Under the influence of
 - 4. Distribution or Sale of
 - 5. Representing any substance as a drug
- j. Weapon or other dangerous devices
 - 1. Possession or use of guns, knives, brass knuckles, martial arts, weapons, etc.
 - 2. Possession or use of bombs, fireworks, Etc.
- q. Loitering
 - 1. In cafeteria
 - 2. In lavatories
 - 3. In hallways
 - 4. In building after hours
- r. Pornography
 - 1. Possession, Use or Sale of
- s. Disrespectful toward teachers, other personnel, or visitors
- t. Failure to comply with the directions of a teacher or other school personnel

*School authorities may discipline students for conduct which occurs off school grounds when such conduct is a danger to the safety, morals, health or welfare of others and/or substantially disrupts school operations.

DISCIPLINARY RESPONSES

The range of penalties which may be imposed for violations of the student disciplinary code includes the following:

1. Verbal reprimand
2. Written warning
3. Written notification to parent/parent conference
4. Seat change
5. Restitution for damages
6. Detention
7. Suspension from transportation
8. Suspension from athletic participation
9. Suspension from social or extracurricular activities
10. Suspension of other privileges (Restriction)*
11. Exclusion from a particular class
12. In-school suspension
13. Out-of-school suspension
14. Referral to judicial system/police
15. Superintendent's hearing

Counseling, although not considered a penalty, may be provided as an alternative to a penalty, if the option is offered by the administration.

*Restriction includes extra-curricular and co-curricular activities and functions. Students on restriction are not permitted to attend any school functions without the permission of the administrator. Additionally, students on restriction are not permitted to be in the halls during class time without supervision.

*Please note that this handbook is intended as a general guide to policies, procedures and expectations. We can not list every possible infraction and/or consequence for unacceptable behavior. Students are expected to act responsibly and respectfully at all times.

STUDENT SEARCHES

The Hamilton Central School District is committed to ensuring the safety of students, staff and visitors to the schools. An authorized school official may search a student and/or his/her possessions (pockets, backpack, book bag, etc.) if there is reasonable suspicion that the search would result in evidence that a student has violated or is violating a law or school rule. The scope of the search must be reasonably related to the evidence sought.

STUDENT PROBLEMS AND APPEALS

Students or parents wishing to appeal a disciplinary action must appeal in writing to the Principal within two school days of the incident. The Principal shall make a decision on the appeal within ten school days of receiving the appeal. Students or parents wishing to appeal the Principal's determination may do so in writing to the Superintendent within two school days of the Principal's decision. The Superintendent shall make a determination within ten school days of receiving the appeal. The student or parent may appeal the Superintendent's decision in writing to the Board of Education which must be submitted within two days of the Superintendent's determination. The student or parent may appeal the Board of Education's decision directly to the New York State Commissioner of Education.

DANCE POLICIES AND PROCEDURES

Hours and Admission Policy:

1. High school dances may run from 8:00 – 11:00 p.m. Middle School dances may run from 7:00-9:00 pm.
2. It is understood that students are not to leave the building after arriving at the dance.
3. Students must arrange for rides home to leave no later than the closing time for the dance.
4. Students must remain in the area designated for the dance. Wandering the halls, going to lockers, and entering classrooms or other areas of the school is not permitted.

Attendance Eligibility and Guest Policy:

1. Attendance at dance and class activities is limited to members of Hamilton Central School and their approved guests. Middle school students are not permitted to attend high school dances.
2. Hamilton students may request that age-appropriate guests from another school be permitted to attend the dance. Guests to high school dances must be members of 9th-12th grade at their home school. With the exception of Almeda (9th-12th grade).
3. Requests to bring a guest must be submitted in advance to the main office. Guests must be students in good standing in their home school district in order to attend. All rules and requirements that apply to Hamilton Central School students also apply to guests. The school reserves the right to refuse to permit guests to certain dances and events.
4. Students must be in attendance according to the absence policy for all sponsored functions.
5. Suspended students (in-school or out-of-school) are not permitted to attend dances or be on school property during the hours of the dance.

Appropriate Behavior at Dances:

1. All school rules regarding behavior and respect for other people and property remain in effect at school dances.
2. School rules regarding smoking and drug and alcohol use are in effect.
 - a. No smoking is permitted on school grounds.
 - b. Students suspected of being under the influence of drugs or alcohol or possessing drugs or alcohol will be denied entry to the dance and their parents will be notified to come for them. The incident will be reported to school administration.

Chaperone and Student Group Responsibility:

1. Groups planning a dance must secure approval one week in advance. A fund raising form should be submitted as well as a building use request listing the chaperones.
 2. At least three chaperones must agree to supervise a dance. Three chaperones must be on duty at all times.
 3. The student group should review dance rules with the advisor before the dance.
 4. If food or beverage is sold or provided, the student organizing group is responsible for helping with clean up after the dance.
 5. A teacher will be in charge of all money collected and will make arrangements to lock up the dance receipts.
 6. The chaperone and administration reserve the right to caution students who are behaving in an inappropriate manner. A student whose behavior is abusive or threatens the safety or health of themselves or others will be required to leave the dance. The incident will be reported to administration and appropriate follow-up action will be taken.
- * For middle school dances, three faculty chaperones are required. Additional parent chaperones are encouraged.

CAFETERIA

Students are expected to use the cafeteria and grounds in a safe, orderly manner. Trash should be sorted according to the recycling guidelines. Each student is expected to police his or her area and clear their garbage. While outdoors, activity should not include rough play, pushing, shoving, or contact with other students.

Secondary students will be served breakfast starting at 7:40 a.m. However, students must be on time for homeroom attendance at 7:55 a.m. If a student has Individual Work Time (study hall) during the first two periods of the day, that student may be allowed to get breakfast during the first ten minutes of the period. When the cafeteria is needed for testing or other activities, breakfast (known as Commons) will be cancelled.

Seniors with Individual Work Time (study hall) before lunch may go to the cafeteria five minutes early. Students may sit in the hallway or go outside, weather permitting, during lunch. Students may take lunches to club meetings held during the lunch period, but all cafeteria supplies must be returned to the cafeteria. Only seniors may leave the school grounds during the lunch period and then only according to a schedule set up in the senior lunch agreement. Senior lunch privilege forms may be procured in the main office.

Additional Information for Middle School:

All sixth, seventh, and eighth grade students have a thirty minute lunch period. Each grade level will have an assigned seating area in the cafeteria. Ten minutes into the lunch hour the snack bar will open. Students will be called to the snack bar by rotating grade levels. Students needing milk, yogurt, or bagels may purchase those from the snack bar at the beginning of the lunch period.

Fifteen minutes into the lunch period, students may go outside during good weather. On certain days the gym will be open for use. When the weather is inclement, students may sit in the main hallway.

STUDENT ATTENDANCE:

Prompt, regular attendance at school is important. Students are expected to be in school everyday on time unless there's a valid reason. Parents are encouraged to make appointments outside of the school day whenever possible.

- a) Everyone registered in school is to be in school each day unless an excused cause prevents his or her attendance.
- b) Only the following are excused absences from school:
 1. Sickness of pupil
 2. Sickness or death in the family
 3. Impassible roads or weather making travel unsafe
 4. Religious observance

5. Quarantine
6. Required to be in court
7. Remedial health treatment, i.e., OT or PT
8. College visits (Juniors and Seniors) **with parents**

c) The following are examples of unexcused absences:

1. Travel with groups other than your parents
2. Shopping
3. Babysitting
4. Hunting
5. Work
6. Oversleeping
7. Missing the bus
8. Events not sanctioned by Hamilton Central School, i.e., youth sports tournaments, snowboarding competitions, horse shows/competitions, concerts, etc.

d) It is required that every absence be explained by a written note from the parent brought by the student upon return to school. The note should state specifically the cause of absence along with the date(s) of absence.

e) The school is responsible for a student after he/she has reported in the morning. If for any reason the student needs to leave during the day, it is required that he/she reports to the Principal's office to secure permission to leave the building.

f) If a student is sick for an extended period of time (ex: 3-5 days), a doctor's excuse may be required.

g) Students will not be permitted to leave school grounds during the day without prior written or verbal parent permission. The permission must be approved by Principal or designee before the student is permitted to leave.

h) Notification will be sent to parents/guardians after five, ten, and fifteen absences. After fifteen absences, a parent conference may be requested.

i) A credit-attaining conference may be held for a student who is absent more than 15% of the total number of days a course is in session. In order to determine course credit, grades, knowledge of course content, and special circumstances may be taken into consideration.

Consequences for unexcused absences:

Classroom teachers have the discretion of allowing the student to make up the work that was missed or assign a penalty for missed work if a child has unexcused absences.

Consequences for unexcused tardies:

An excused tardy is defined as a documented doctor, dentist or court appointment. During inclement weather, students are not listed as tardy until all the buses have arrived at school.

Consequences for students arriving to school tardy - after 7:55 am:

- Two warnings per semester
- After three tardies (per semester) a lunch detention will be assigned.
- After six tardies (per semester) an after-school detention will be assigned and a parent meeting will be requested.
- After twelve tardies (per semester) student will be placed on restriction through the end of the marking period and appropriate disciplinary action will follow.

Excused Tardies

Students with three or more excused tardies in a semester will be subject to a review by the Principal or designee. At the discretion of the Principal, these students may be required to provide a doctor's note. Failure to provide a doctor's note may require a parent meeting and/or other consequences.

A doctor's note must be written on doctor's office stationery with the name, address and phone number of the physician.

Incentives for good attendance

Hamilton Central School believes that it is important to reward students for excellent attendance. At the end of each ten week period we will conduct a lottery for students who have had perfect attendance during that time period. Three student names will be drawn and students will win either gift certificates or special privileges for their perfect attendance.

EXTRA-CURRICULAR ATTENDANCE POLICY

In order for students to attend or participate in a school-sponsored function, it is necessary that they be in school for the entire day on the day of the activity (or on the previous day in the case of Saturday functions.) A student who is tardy or excused early may participate only if the absence is legal and is approved by the principal. Illegal absences will preclude participation as determined by the principal. Good-cause exceptions to this attendance requirement must be approved by the building principal.

For more information regarding extracurricular eligibility, see section 7100 of the District Policy Manual.

WRITTEN EXCUSES

If you are absent, you must present your excuse to the attendance office immediately upon your return to school. Being absent because of an illness is a legal excuse. Certain types of parental written excuses are not legal and may not be honored, i.e., to go to the hardware store, to go home for lunch, etc. Failure to provide written excuses will cause such absences to be reported as illegal. You may not participate in any extracurricular school activity, sports, etc. on the day you are reported absent.

LEAVING SCHOOL GROUNDS

It is extremely important school officials know where students are at all times. Students are not permitted to leave school grounds after arriving in the morning without permission of the attendance officer, the principal, or in the case of illness or injury, the school nurse.

1. When permission has been granted to leave the building during the school day, students are required to sign out in the entry at the time of departure.
2. Students will not be permitted to leave school grounds during lunch. (See “Senior Privileges” for exceptions to this policy.)
3. Leaving school grounds without permission is considered a serious offense. If a student departs without authorization, the school will not be held liable.

RELEASE WITHOUT WRITTEN REQUEST

It is sometimes necessary to allow students to return to their homes for forgotten lunches, homework, clothes, etc.

In such cases the administration or designees, i.e., attendance officer, etc., will allow or disallow the student’s release based on the merits or urgency of each case, however parental approval is required.

Special parental requests to have students leave the school grounds to run errands may or may not be honored depending also on the urgency or the absolute necessity involved.

When students are allowed to leave school grounds during the hours of instruction:

1. Parental permission must be obtained, by phone, when the request originates with the student.
2. In all cases, the attendance officer must have the student “sign-out” indicating destination, time out and date, and also to “sign-in” including time upon return.
3. How the student will be transported will also be determined and approved by the parent.

FOOD AND BEVERAGE POLICY

Food and beverages are allowed to be consumed outside the cafeteria as long as students throw away all of their trash. Food and beverages are NOT allowed in the Auditorium. Students who have lunch meetings with teachers may take their lunches to a classroom as long as cafeteria supplies are returned to the cafeteria. Teachers reserve the right to determine if food/beverages can be consumed in the classroom.

If food and trash are left outside the cafeteria, Administration reserves the right to revoke food/beverage privileges.

Students may buy their lunch in the cafeteria or bring in lunches from home. Students or parents are not allowed to bring in food from commercial establishments or home to be shared in the cafeteria unless permission is granted by the administration.

DRESS CODE

We take pride in the appearance of our students. It is a reflection of our school community, and it directly demonstrates the type of learning environment we value. Therefore, all students are expected to give attention to personal grooming and to dress appropriately for school and school functions. Students and their parents have the primary responsibility for acceptable dress and appearance. Teachers and all other personnel should exemplify and reinforce acceptable student dress, thereby helping students develop an understanding of appropriate appearance in the school setting. The intent of this dress code is to foster an environment that is sanitary, safe, and conducive to teaching and learning. It is also intended to provide guidance to prepare students for their various roles in the workplace and society.

A student's dress, grooming, and appearance shall:

1. Be safe and not disrupt or interfere with the educational process
2. Not include any item that is vulgar, obscene, libelous, or that denigrates someone's race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity or disability
3. Not promote and/or endorse the use of alcohol, tobacco, or illegal drugs, and/or encourage other illegal or violent activity
4. Recognize that extremely brief garments, short skirts, or shorts, tube-tops, net tops, halter tops, spaghetti straps, plunging necklines (front and/or back), see through garments, and bare midriffs are not appropriate (a) For example: Straps should be at least two fingers wide, and shorts and skirts should meet the farthest point of an extended arm at one's side
5. Ensure that all undergarments (underwear, bras) are completely covered with outer clothing.
6. Include footwear at all times. Footwear that is a safety hazard will not be allowed.

Additional aspects of student appearance:

- Hats can be worn in classrooms at the teacher's discretion. Hats are to be removed when entering forum and other functions in the auditorium.
- Students may be required to wear appropriate protective gear/clothing in applicable classes (chemistry, PE and agriculture)

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 that refuses to do so shall be subject to parent contact and discipline, up to and including in-school suspension for the day. Any student who repeatedly fails to comply with the dress code shall be considered insubordinate and shall be subject to further discipline, up to and including out-of school suspension.

* This document adopts language from the policies of other school districts in the area. Revised by HCS Steering Committee at the November 2010 Meeting.

CELL PHONE/ELECTRONIC DEVICES

Cell phones and communication devices may be used in passing, in between the glass doors in the foyer during lunch or when a student has a scheduled Individual Work Time (study hall). Students with a scheduled Individual Work Time must report to the Individual Work Time and get a pass from the Individual Work Time supervisor to the receptionist in the foyer. Mobile device may be used in the café at lunch time or in Individual Work Time with teacher permission. Cell phones and electronic devices should be turned off during all instructional times throughout the school day. Violation of this policy will result in the device being confiscated, placed in the school safe and having parents come to school to retrieve the device.

HAMILTON CENTRAL SCHOOL DISTRICT USE OF TECHNOLOGY

Hamilton Central School District *Responsible Use Policy (RUP) for HCS Technology Resources**

Introduction

Technology is essential to facilitate the creative problem solving, information fluency, and collaboration that we see in today's democratic societies. While we want our students to be active contributors in our connected world, we also want them to be safe, legal, and responsible. This RUP supports our vision of technology use and upholds in our students a strong sense of digital citizenship.

HCS provides its students access to a multitude of technology resources. Our goal in providing these resources is to promote educational excellence in our school. These resources provide opportunities to enhance teaching & learning, improve communication within our school community as well as facilitate collaboration and innovation. As we all know, there is a good, a bad and an ugly when it comes to technology. As we now know, we have to take the good with

the bad (and the ugly) when it comes to technology resources. We feel the “good” of having access to these resources, far out-weighs the bad (and the ugly). However, we must treat these resources as a privilege. It is the responsibility of students to exercise appropriate personal responsibility in their use of these resources. This RUP is intended to promote the most effective, safe, productive, and instructionally sound uses of networked information, communication tools and technology devices.

How We Use Technology

We use technology to facilitate creativity and innovation. We use technology to support communication and collaboration. We use technology to extend research and information fluency. We use technology to connect and learn from others around the world. We believe technology can be transformative and we encourage students to use technology to do what they could not otherwise do. Through the use of filtering software we can create a safer environment for students by keeping unwanted sites off our computers & mobile devices, and our staff supervises our students’ computer & Internet activities at school.

Our Hardware and Software

Our students can access the Internet via both wired and wireless connections. We are primarily a Mac district with more than 200 computers and over 300 mobile devices. We also have digital projectors, document cameras and interactive whiteboards in both the elementary and secondary schools to help facilitate group learning, collaboration and discussions. Elementary and secondary students each have their own Emerald Apps account (a.k.a Google Apps) plus access to a standard suite of software to support their learning needs.

**Technology Resources includes all computers, mobile devices, software, websites that HCS subscribes to, the Internet, document cameras, projectors, interactive whiteboards and any other technologies that get invented and we purchase for use in our District.*

Being a Digital Citizen

At HCS we use information and technology in safe, legal, and responsible ways. We embrace the following conditions or facets of being a digital citizen.

- **Respect Yourself:** I will select online names that are appropriate, I will take ownership of the information and images that I post online.
- **Protect Yourself:** I will not publish my personal details, contact details or a schedule of my activities.
- **Respect Others:** I will not use technologies to bully, harass, discriminate against or tease other people or attempt to disrupt or hack into the HCS network or technologies. I will not use other user’s accounts or attempt to hack their passwords.
- **Protect Others:** I will protect others by reporting abuse and not forwarding inappropriate materials or communications.
- **Respect Intellectual Property:** I will cite any and all use of websites, books, media (both audio & video), etc...
- **Protect Intellectual Property:** I will request to use the media (both audio & video), that others have produced, in any of my projects.
- **Respect Educational Goals:** I will only use technology for school related activities during the school day.

- **Protect Technology:** I will take care of any devices that I use, and will take responsibility for their physical care (by ensuring that they are protected by a case at all times) and the information that I access or post on them.

Consequences for Violations

I understand and will follow this Responsible Use Policy. If I break this agreement, the consequences could include suspension of technology privileges and/or disciplinary action. I also understand that my school network, Emerald Apps accounts and any devices I use, that are purchased by HCS, are owned by HCS and are not private. HCS has the right to access my information and school owned devices at any time.

HAT POLICY

Hats are not to be worn in the auditorium. Teachers reserve the right to determine the appropriateness of hats in each classroom. Hats may be worn in the cafeteria, hallways, and grounds.

DIGNITY FOR ALL STUDENTS ACT

The New York State Dignity for All Students Act is intended to create a safe and supportive school climate where students can learn and focus, rather than fear being discriminated against and/or verbally and/or physically harassed. Hamilton Central is committed to providing an educational and working environment that promotes respect, dignity and equality. The District recognizes that harassment, hazing, bullying and cyberbullying (any harassment or bullying, where such harassment or bullying occurs through any form of electronic communication) are detrimental to student learning and achievement. It interferes with the mission of the District and disrupts the operation of the schools. Such behavior affects not only the students who are its targets but also those individuals who participate and witness such acts.

To this end, the District condemns and strictly prohibits all forms of harassment, hazing, bullying and cyberbullying (any harassment or bullying, where such harassment or bullying occurs through any form of electronic communication) on school grounds, school buses and at all school-sponsored activities, programs and events including those that take place at locations outside the district that substantially disrupt the education process of the school environment or impinge on the rights of others.

BULLYING

Bullying is defined as intentional, repeated, harmful acts, words or other behavior such as name calling, threatening or shunning committed by one or more children against another. Bullying will not be tolerated at Hamilton Central School. Students that bully other students can expect serious disciplinary action to be taken by the staff and administration. It is recommended that any/all bullying incidents be reported immediately to ensure proper Administrative follow-up.

SEXUAL HARASSMENT OF STUDENTS

The district is committed to safeguarding the right of all students within the school district to learn in an environment that is free from all forms of sexual harassment. Conduct is deemed to be sexual harassment when the student perceives such behavior as unwelcome, such as inappropriate touching, verbal comments, sexual name calling, spreading sexual rumors, spreading information or pictures on technological devices, gestures, jokes, pictures, blocking a student's movement, rape or attempted rape.

Sexual harassment is a form of sex discrimination. Any student, who believes that he or she has been subjected to sexual harassment, whether by a teacher, other student, or any individual on school grounds or at school activities, should report the alleged misconduct immediately to the Principal. The student can pursue his/her complaint informally or file a formal complaint with the Title IX officer.

In the absence of a victim's complaint, the school, upon learning of, or having reason to suspect, the occurrence of any sexual harassment will promptly begin an investigation.

HAZING

Hazing is defined as encouraging, aiding or engaging in any humiliation or dangerous activity expected of a student to join a group, regardless of their willingness to participate. Hazing is a serious behavior and in addition to discipline outlined in the school code of conduct, students may be removed from the group, sport or organization as a result of this behavior.

ACADEMIC HONESTY

Honesty and intellectual responsibility are necessary to create a climate in which learning and personal growth are more important than grades. Maintaining this integrity is the shared responsibility of administrators, teachers, students, and parents. The students and staff have developed a policy on Academic Honesty that is reviewed each year with students.

SUBSTANCE ABUSE POLICY

It is the responsibility of Hamilton Central School District employees and the community at large to support and reinforce existing laws and regulations prohibiting the possession or use of alcohol or other controlled substances by a student attending Hamilton Central School.

In consideration of the above, it is the policy of the Board of Education of the Hamilton Central School district that students will not be allowed to have in their possession or use alcohol or any controlled substance that is given freely, illegally sold, or purchased, or that alters student performance. This policy shall apply to all students who attend Hamilton Central School.

Possession, Consumption, Distribution of Drugs/Alcohol on School Grounds or at School-sanctioned Events:

Any student found to be using, distributing, selling, or providing drugs* (or substances being used as a drug) or alcohol OR any student found to be under the influence of drugs (or substances being used as a drug) or alcohol or in possession of the same or any alcohol or drug related implements will be subject to the following mandatory **minimum** responses for each violation:

First Violation

- *Suspension for three days in or out of school
- *Suspension from participation in extracurricular activities for one week
- *Loss of in-school privileges for one week (includes study hall restrictions, parking/driving privileges, recess time, senior privileges, etc.)
- *Parents/Guardian notified and requested to meet with Principal and School Counselor and/or other appropriate school personnel
- *Letter to student outlining violation and sanctions, copied to parents and placed in student's permanent file: other appropriate coach, faculty/staff person, or advisor notified as necessary
- *Student required to meet with School Counselor and/or other appropriate school personnel at conclusion of disciplinary sanctions
- *Possible Superintendent's Hearing
- *Police Contact

Suspected violations of the Penal Law of the State of New York will be reported to appropriate law enforcement authorities. At the discretion of the HCS Administration, any of the above sanctions may be increased and a recommendation for counseling and/or education may be added.

Repeated Violations

If a student is involved in a repeat violation, she/he will be subject to the mandatory minimum responses as well as increased sanctions at the discretion of the Principal (to include additional days of suspension from school, extracurricular activities, and privileges, counseling and/or education, and/or a Superintendent's Hearing). Repeat offenders will also be referred to a drug/alcohol evaluation by a credentiald addiction counselor.

**Drugs are defined in the current Hamilton District Policy as including but not limited to inhalants, marijuana, cocaine, LSD, PCP, amphetamines, heroin, steroids, look-alikes of those drugs, and any substances commonly referred to as "designer drugs", as well as inappropriately used prescription and over-the-counter medicines, or any substance used as a drug.*

Possession of Tobacco Products – see Discipline Chart

Response to Intervention Team

RtI was created at the secondary level to provide a tiered, coordinated approach to addressing problems students are having in such areas as academics, behavior, or attendance. The Team consists of the building administrator, guidance counselors, nurse, attendance officer, reading specialist, and special education teachers. The school psychologist will join the team as the schedule allows. A student may be referred by a staff member, parent, or by the student. The group invites the student and parent to attend the meeting and tries to understand the whole child and implement a plan to help the student.

Counseling Services

Counseling services are available to our students through either of the counselors' offices, school social worker, or the school psychologist. Students should feel free to visit any of these offices for assistance.

MIDDLE SCHOOL COUNSELING SERVICES

The comprehensive counseling program based on developmental stages, skills, and learning conditions is a planned effort to help enhance learning for all students in grades six through eight. The guidance counselor meets with all students throughout the year to address social, emotional and academic issues. Students may experience large group guidance lessons in class, be part of small group counseling or individual counseling services. In addition, the middle school counselor provides crisis counseling and coordinates parent/student/teacher meetings with the teams of teachers in the middle school. Students will also explore career interests and prepare academic schedules through the counseling office. Students may visit the counseling office on their own or be referred by teachers, parents or other students. The middle school counselor can be reached by calling the counseling office at 824-6327. Counselors will be assigned to a student as they enter grade 6 and the student will remain with the same counselors throughout MS and HS.

SAT PREP PROGRAM

A SAT Prep Program is offered through Colgate University. All costs for the program are the responsibility of the student. Information is available through the High School Guidance Office.

HIGH SCHOOL ACTIVITIES

CLUBS AND ORGANIZATIONS

Hamilton Central School encourages participation in the various musical, dramatic, athletic, journalist and intellectual activities listed below. Those marked with an asterisk may have an academic eligibility requirement above that of other clubs.

Almeda Society*
Jazz Band
SADD
Student Council
Ski Club

National Honor Society*
Foreign Language Club
Masquers Dramatic Society
Chess Club

INTERSCHOLASTIC ATHLETICS

Hamilton fields varsity and/or modified teams in the following seasonal sports:

Boys

Football - Hamilton/M-E @ME
Cross Country
Soccer - Hamilton/M-E @Ham
Basketball
Ice Hockey @ Cazenovia
Baseball
Track & Field
Tennis
Golf @ Waterville
Wrestling @ M-E
Bowling @S-E

Girls

Field Hockey @ Morrisville
Cross Country
Basketball
Softball
Swimming @ S-E
Track
Tennis
Soccer
Volleyball – Fall (JV & Varsity); Winter (Modified)
Bowling @ S-E
Lacrosse @Caz

Students may participate in interscholastic sports starting in seventh grade.

MIDDLE SCHOOL EXTRA-CURRICULAR ACTIVITIES

The following activities and organizations are open to all students in grades six through eight:

Student Council
National Junior Honor Society
Sisters

In addition, students in grades seven, eight and nine may participate in the following modified sports:

Boys

Basketball
Football @M-E
Cross Country
Tennis Club
Soccer
Track
Wrestling @ M-E
Baseball

Girls

Basketball
Cross Country
Softball
Tennis Club
Soccer
Track
Volleyball

PROCEDURES

BUILDING USE

Clubs, organizations, etc., who are planning to use the school building or dances, concession, etc., must reserve the specific area within the building two weeks in advance. Building use applications may be obtained in the main office. Adult supervision such as advisors and chaperones are required as well as maintenance personnel. Dance committees will meet with the administration to review all dance rules.

COMMUNITY STUDENT PROGRAM RELEASE TIME

The Community Student Program is available to Hamilton Central School juniors and senior who wish to take a course(s) at Colgate University.

- 1) Students must apply through the Guidance Office.
- 2) The program is available to juniors with a 90 average and seniors who have at least an 85 average.
- 3) The cost of the course is borne by the student.
- 4) All courses are one semester in length.
- 5) All final grades are sent to the Guidance Director for distribution.

- 6) Students who are accepted into the program will be allowed to leave school each day for a block of time to accommodate the length of the class and travel time to and from school. Students may not miss class time at Hamilton Central in order to attend a Colgate class unless the class time is adjusted with the Hamilton teacher and approved by the principal.
- 7) Students must reapply at the beginning of each new semester.

DRIVING PRIVILEGES

Students 16 years of age who have a driver's license may drive to school provided they follow procedures. A student's parking permit form must be on file in the main office. The permit must have the signature of the student's parent or guardian and contain accurate information about the vehicle(s) to be driven. The following regulations must be followed:

1. Buses have the right-of-way on school property.
2. Drivers must obey the **15 miles per hour** rate of speed.
3. No vehicle is to be used during class time except as approved by the administration.
4. Student drivers must park behind the bus garage building. Student vehicles parked in front of the bus garage building or otherwise illegally parked may be ticketed or towed away at student driver's expense. No student may park in faculty or visitor parking areas until 3:15 p.m.
5. Students are not to occupy their vehicles once they have been parked.
6. Students must get permission from the main office or attendance office to go to their cars during the school day. Student drivers must have permission to move their cars between the hours of 8:00 a.m. and 2:45 p.m.
7. Violations of these regulations may result in revocation of parking privileges for part or all of the school year.
8. Driver must obtain a permit for parking, available in the main office. Sticker should be placed in the back rear window.

FIRE DRILLS

The school district is required to conduct twelve fire drills each year. Each room has a fire exit route posted. All students are expected to cooperate with staff members during fire drills, and to leave the building in a quiet and orderly manner. Students should listen for instructions in case an exit is blocked and an alternate route must be taken.

FUNDRAISING

Club and organizations are permitted to have fund raising activities (approved by the Student Council). Clubs and organizations must submit fundraisers to the Assistant Principal's office for approval and to be scheduled on a fund raisers yearly calendar. Classes may not be interrupted for this purpose. Candy or soft drink may not be sold to students in school until after the school day. **All fundraisers must be approved and regulated through the Principal's office.**

LATE BUS

Bus students: You may need the late bus if you are staying after school for a sport or other activity or have a detention. The late bus departs at 4:00 p.m. The student is responsible to put his or her name on the late bus list. Late bus will available Monday-Thursday during the school year.

LOCKERS

You will be assigned a locker the first week of school. Students in Grades 6, 7, and 8 will occupy lockers on the first floor.

You are expected to keep your locker clean. Writing on lockers is not allowed. Stickers are not allowed. Grades 6-12 may obtain a lock upon payment or a deposit in the main office. If you choose to use a lock, you must use a school lock from the main office. The school will not be responsible for personal articles stolen or vandalized in lockers left unlocked.

Students are cautioned not to bring large amounts of money or other valuables to school. Students are responsible for their personal property. If it is absolutely necessary to bring large amounts of money or other valuables to school, please leave them in the office for safe keeping. Do not leave valuables in gym or hall lockers. The school is not responsible for theft of any personal property. Lockers, desks, and other storage spaces remain the exclusive property of the school and students should have no expectation of privacy with respect to these areas.

DAMAGE TO PROPERTY/LOSS OF MATERIALS

Students are responsible for materials (textbooks, calculators, Ipads, Ipods, library materials, etc.) loaned to them. Damage to property or loss of materials will be assessed and students will be responsible for payment in a timely fashion.

MEDICATION IN SCHOOL

All medication including over the counter (OTC) must be given to the school nurse when students arrive at school.

Except for the school nurse, no other school official is permitted by law to administer medication to students. Medications will be given upon written order of a physician and parent. Students with permission will be allowed to leave class for the purpose of taking said medication. It is up to the student to communicate with the teachers the need for time out of class to take medications. They should be made aware of the student's medical problem.

VISITORS

All visitors should sign in at the entry and report to the main office. Visitor badges will be issued. If a student wishes to have another student as a visitor, the student should check with the building principal at least two days before the visit. The student will also be asked to get permission from classroom teachers. On the day the student brings a visitor, the visitor should report to the office and be issued a visitor's pass.

PETS

Pets are not permitted at school during instructional time or on school buses unless prior approval is granted by the Principal or HCS Administration.

SENIOR PRIVILEGES

Seniors are expected to be the leaders and most responsible students in our school. Senior privileges are earned by seniors when they demonstrate this leadership, respect and responsibilities. Violation of school rules or senior privileges will result in the loss of senior privileges. Seniors must maintain grades of 75 or higher in all classes and be passing AP classes to be eligible for Senior privileges. Suspension (OSS/ISS) will result in the loss of Senior privileges for a minimum of 10 weeks. Repeated suspension or a level III or IV offense as outlined in the School Code of Conduct will result in a longer loss of privileges.

LUNCH

Seniors may go to the lunchroom at 12:30 p.m. if they do not have a class at that time. On days they are allowed to sign out, seniors may leave for lunch at 12:25 p.m. if they do not have a class. Seniors may leave grounds if they have completed the off-grounds permission slip. Seniors must sign-out and sign-in at the entry. This allows seniors to leave two days per week during the first marking period, three the second, four the third, and five the fourth marking period.

with rules listed on the permission form along with a parent signature. Specific days will be designated for each marking period. Students may not return to the building with food when they have signed out for senior lunch unless permission is granted by the administration.

Seniors may eat their lunch outside in the designated area. Seniors will be responsible to keep the area clean. All trays should be returned to the kitchen at 12:55 p.m. Any leftover food should be discarded in the cafeteria – not in the trash barrel located outside.

FORUM

Seniors may leave forum by the front exit.

WORK RELEASE FOR SENIORS

Students qualifying for early dismissal for work release must satisfy the following requirements:

- 1) Must be a senior.
- 2) Must apply for work release by completing an application.
- 3) Must have evidence of a job. (Signature of employer on work release form)
- 4) Must adhere to all provisions of work release program.
- 5) Must inform school officials of any change in job status, i.e. new hours or termination. Failure to do so will forfeit all early privileges.

Provisions for early dismissal for work as listed on student application are as follows:

- 1) The student has some time each day for study.
- 2) The student is passing all his/her courses.
- 3) The parents sign the permission and verify work hours.
- 4) The employer signs the time of arrival at work and verifies employment.
- 5) Official working papers are completed as required.
- 6) The student must leave the building at the time specified.

SENIOR COMMONS

Seniors that have a **scheduled Individual Work Time (study hall)** between 10:45 and 10:56 a.m. may go to senior commons. Elementary students are frequently eating lunch at that time and seniors may not budge in line to get snacks. * Additional times may be added based upon cafeteria schedule at the start of the year.

Senior Second Semester Late Arrival/Early Dismissal

For the second semester, seniors are allowed to arrive to school late if they have a first period study hall. Late arrival is limited to first period only. Seniors are also permitted to leave school after their last class of the day. These privileges are available only to seniors who meet the following criteria:

1. Students must have parental permission to leave. Permission forms must be completed and turned in. (Forms Available in the Main Office)

2. Students must have a 75 or higher in all classes. A passing grade in AP classes is acceptable if the teacher indicates that the student is performing to the best of his or her ability. Students must be taking the full, required course load that leads to graduation.
3. Have no more than two unexcused tardies to school and **no** unexcused absence from school.
4. Maintain good conduct and have no in-school or out-of-school suspensions for the marking period. Sign in and out at appropriate times and leave school grounds immediately.
5. Students should not return for practices or activities until after 3:00 p.m.
6. Students who have Individual Work Times (study halls) in the middle of the day, and classes remaining, may not leave school grounds.

Students must meet the above criteria to maintain these privileges. Grades will be evaluated every 10 weeks. Students will have the chance to earn their privileges back, (**for grades only**), at the next five week report. It is the student's responsibility to provide evidence that he/she has 75's at the next interim. All other violations result in a 10 week loss of privileges.



HCS

**EXPECTATIONS/CONSEQUENCES
FOR STUDENT BEHAVIOR**

The expectations and consequences listed below are consistent with the HSC Code of Conduct. They are the shared responsibility of students, faculty, parents and administration. Parents are notified of all disciplinary referrals either by telephone, email, and/or by mail. *These expectations are to serve as guidelines and may be used with administrative discretion. This is not a complete list of potential conduct infractions or consequences, but it focuses on more frequent infractions.*

Conduct	Expectations	1 st Infraction	2 nd Infraction	3 rd Infraction
Class Tardiness	Students are expected to be in class on time each period.	warning (by teacher)	Third tardy (per marking period) - detention (by teacher) parent contact	Subsequent Tardies, Referral to administration and two detentions
Class Truancy	Students are expected to report to and attend all classes, study halls, and lunch according to their schedule.	After School Detention	Administrative referral, two detentions	Administrative referral, ISD
Insubordination	Students are expected to comply with reasonable requests from school employees.	Detention or ISD depending on circumstances Parent Contact	Administrative referral ISD or OSS depending on severity	Administrative referral OSS from 1-5 days
Disruptive Behavior	Students are entitled to an environment that is safe and free of disruption.	Teacher warning – possible parent contact	Administrative referral and detention -	Administrative referral and ISD
Inappropriate Language	Students are expected to use appropriate language at all times on school property or at school events.	Warning or Detention	1-2 Days detention	ISD

Theft, Vandalism/ Destruction Of Property	Students are expected to take care of their own property and never take or damage anything that belongs to someone else.	Detention – ISD or 1-5 Days OSS Parent Contact	ISD – OSS 1-5 Days and Counseling Parent Contact	OSS - Potential Superintendent’s Hearing
Conduct	Expectations	1 st Infraction	2 nd Infraction	3 rd Infraction
Violation of Academic Honesty Policy	Honesty and intellectual responsibility are necessary to create a climate in which learning and personal growth is more important than grades.	No credit and referral Parent/Teacher/ Student Conference	In addition to first infraction, Referral to committee and administration	In addition to first infraction, Possible note in college application letters or recommendation letters
Parking/Driving Violations	Students are expected to follow the rules outlined in the permission form.	Warning or loss of privilege for 1-2 weeks.	Loss of privilege for 2 weeks or semester	Loss of privilege for a semester or for the remainder of the year.
Use or possession of tobacco	HCS is a smoke-free environment in the building, on the grounds, and on the buses.	Referral and 1 day ISD and Counseling	3 Days ISD and Counseling	OSS 3-5 Days and possible alternative measures
Public Displays of Affection	Hand holding is the only appropriate public expression of affection in school.	Warning from staff member	Referral and detention	Detention - 2 Days, Parent Meeting
Leaving School Grounds Without Permission	Students will remain in the building and on school grounds at all times during school hours unless specific permission to leave is granted.	After School Detention – ISD Parent Contact	ISD 1-3 Days Parent Contact	ISD – OSS Parent Contact
Disrespectful to Staff	Students will be respectful to all staff members at all times. Disrespectful language, gestures, and/or verbal/physical abuse is not acceptable.	Detention - One Day ISD Counseling	3 Days ISD or OSS depending on circumstances. Counseling	OSS 3-5 days
Fighting/Physical altercations	Students/Staff have a right to a safe educational environment.	ISD or OSS 1 – 3 Days, counseling Parent Contact	OSS 3-5 Days, counseling Parent Contact	OSS 3-5 Days Superintendent’s Hearing
Gambling	Gambling is not permitted.	Detention – ISD	ISD	OSS

Conduct	Expectations	1 st Infraction	2 nd Infraction	3 rd Infraction
Electronic/ Communication Devices	Students are not permitted to display or use electronic devices during the school day. Except, they may use IPods only at lunch or during study hall, with teacher permission. Cell phones may be used in the foyer with permission during lunch.	Student is to turn Device over, and Parents are required to pick it up at the end of the day	Detention	ISD
Bullying/Threats Harassment	Students are expected to handle conflicts in an appropriate manner.	Severity may vary from detention to OSS, law enforcement, Counseling Parent Contact	OSS 1-5 Days Parent Contact	OSS 5 Days and Superintendent's Hearing Parent Contact
Violation of the Technology Responsible Use Policy	Students are to use technology in accordance to the district's RUP	Level I – detention – ISD Level II – ISD – OSS Superintendent's Hearing	Level I – detention – ISD Level II – ISD – OSS – Superintendent's Hearing	Level I – OSS Level II – ISD – OSS – Superintendent's Hearing
Providing False Information	Students are expected to be honest and truthful.	Detention – ISD	ISD 1-2 Days	ISD or OSS
Drug/Alcohol use/possession/ distribution or under the influence	Students are not to use, possess, distribute or be under the influence of drugs or alcohol	OSS – Superintendent's Hearing Law Enforcement Notification		
Sexual Misconduct/ Lewd or indecent acts	The district is committed to safeguarding the right of all students within the school district to learn in an environment that is free from all forms of sexual harassment and/or misconduct.	OSS – Superintendent's Hearing Law Enforcement Notification		

<u>Other</u> Weapons Possession, False alarm- bomb threats - Arson- incendiary Devices/Smoke Bombs/Fireworks	Students are expected to abide by school policies, NYS, and federal laws. Any action	OSS – Superintendent’s Hearing Law Enforcement Notification		
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The chart above is meant to offer guidelines for consistent conduct and disciplinary action throughout the school. Discipline, when necessary, will be firm and fair so as to be the most effective in changing student behavior. There are also times when counseling, community service, apologies, restitution, or other consequences may augment the above list. In determining the appropriate disciplinary action, school personnel authorized to impose disciplinary penalties will also consider the following:

1. The student’s age.
2. The nature and level of the offense and the circumstances.
3. The student’s prior disciplinary record.
4. The effectiveness of past forms of discipline.
5. Information from parents, teachers and/or other sources.
6. Other extenuating circumstances.

As a general rule, discipline will be progressive. This means that a student’s first offence will usually merit a lighter penalty than subsequent violations. However, there are various levels of conduct. Some offences are violations of the law or threaten health and safety. Therefore, the nature of some offences may warrant immediate suspension, a Superintendent’s hearing, or law enforcement agency involvement.

**BUS EXPECTATIONS/CONSEQUENCES
FOR STUDENT BEHAVIOR**

Category	Examples of Infractions	First Referral	Second Referral	Third Referral	Fourth Referral	Fifth Referral
A Minor Misconduct	<ol style="list-style-type: none"> 1. Boarding or exiting the bus unsafely, to include crossing in front or behind the bus 2. No bus pass or improper bus pass 3. Standing while bus is in motion or not being properly seated 4. Obstructing an empty seat, door, stairs or aisle 5. Making excessive noise 6. Disturbing, insulting, or harassing other students 7. Public Display of Affection (PDA) 8. Using profane or obscene language or gestures 9. Littering 	Oral/Written Warning	1-5 day Bus Suspension	10 day Bus Suspension	20 day Bus Suspension	Suspension of Riding Privileges for the Remainder of school year.
B Serious Infractions	<ol style="list-style-type: none"> 1. Failure to comply (or disrespectful, talking back, lying) with bus driver or other adult's instructions 2. Exchanging or refusing to show bus pass 3. Horseplay and spitting 4. Throwing objects at, within, or out of the bus 5. Sticking objects or body parts out the window/door 	1-5 day Bus Suspension	10 day Bus Suspension	20 day Bus Suspension	Suspension of Riding Privileges for the Remainder of School year	
C Severe Offenses	<ol style="list-style-type: none"> 1. Tobacco or alcohol use 2. Sitting in driver's seat/tampering with controls 3. Interfering with driver 4. Unauthorized operation of emergency exits 5. Fighting, hitting, biting, pushing 6. Vandalism, damage, or theft 7. Any action that leads to a bus accident 	10 day Bus suspension Possible School Suspension	20 Day Bus Suspension	Suspension of Riding Privileges for the Remainder of school year.		
D Criminal or Illegal Acts	<ol style="list-style-type: none"> 1. Possession or use of weapons or other prohibited items 2. Possession of illegal substances 3. Lewd or indecent acts 4. Threatening or causing injury to another person 5. Bomb threat 	SCHOOL SUSPENSION/EXPULSION PROCEEDINGS INITIATED Serious Incident Report to appropriate authorities.				

Note:

1. All rule infractions are cumulative in most cases for the school year. A series of minor infractions may result in serious consequences.
2. All misconduct must be evaluated on a case-by-case basis. Depending upon severity, warnings, suspensions or expulsions may be deemed appropriate regardless of sequences or frequency of misconduct incidents.
3. Possession of weapons or prohibited items, controlled substances, alcohol or other serious incidents will be reported and may result in suspension or expulsion from school in addition to the loss of bus privileges.

DISTRICT INFORMATION

PUBLIC INFORMATION PROGRAM:

Parents and members of the community are encouraged to attend and participate at the public Board of Education meetings held on the third Tuesday of each month in the elementary school library at 6:30 p.m.

Notes and flyers regarding school activities are often sent home with students. Our website and local newspapers also provide information regarding school activities. Parents and community members wishing to obtain further information about the school district should inquire first through the principal's office.

IMPORTANT TELEPHONE NUMBERS:

Hamilton Central School	824-6300
MS/HS Principal	824-6320
MS/HS Secretary	824-6320
Elementary Principal	824-6330
Elementary Secretary	824-6330
Director of Technology	824-6363
Director of Special Education	824-6352
Secondary Guidance	824-6327
Director of Athletics	824-6370
Building & Grounds	824-6342
Head Bus Driver	824-6392
School Nurse	824-6340
Entry/Attendance	824-6301
Superintendent of Schools	824-6310
Secretary to the Superintendent	824-6310
School Business Official	824-6372
District Treasurer	824-6360