Horseheads High School Student Handbook and Code of Conduct 2026 – 2027



HORSEHEADS CENTRAL SCHOOL DISTRICT

MISSION STATEMENT

Horseheads Central School District sets the standard of educational excellence by fostering innovative thinking, curiosity, and a passion for learning to maximize the potential of each individual. We engage with our local and global communities to provide a student-centered, nurturing environment.

EXPLORE EMPOWER EXCEL

The members of the Administration, Faculty, and Staff will work diligently with you throughout this school year to maintain a positive climate for the entire school community. Your support in this endeavor is essential.

REGULAR SCHOOL DAY SCHEDULE

Doors Open / Bus Arrival	7:20 AM
Period 1	7:35 – 8:55 AM
Period 2	9:00 – 10:20 AM
Period 3 3A 3B	10:25-11:45 AM 10:25 – 11:05 AM 11:05 – 11:45 AM
Period 4 4A 4B	11:50 – 1:10 PM 11:50 – 12:30 PM 12:30 – 1:10 PM
Period 5	1:15 – 2:35 PM
Bus Dismissal	2:35 PM -2:42 PM

TWO HOUR DELAY SCHEDULE

Doors Open / Bus Arrival	9:20 AM
Period 1	9:35 – 10:30 AM
Period 2	10:35 – 11:30 AM
Period 3 3A 3B	11:35 – 12:30 PM 11:35 – 12:00 PM *ALL PM BOCES* 12:00 – 12:30 PM
Period 4 4A 4B	12:35 – 1:30 12:35 – 1:00 PM 1:00 – 1:35 PM
Period 5	1:35 – 2:35 PM
Bus Dismissal	2:35 PM -2:42 PM

Horseheads Central School District Code of Conduct

The following is a shortened version of the district's Code of Conduct, as required by New York State SAVE legislation of 2000. For a copy of the complete code, visit the district's web site at www.horseheadsdistrict.com or call 739-5601, x4201.

Introduction

The Horseheads Central School District Board of Education 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 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.

Unless otherwise indicated, this code applies to all students, school personnel, parents and other visitors, when on school property or attending any school function (whether on or off campus), including, but not limited to athletic events, extra-curricular activities, academic programs and programs that highlight the arts. Additionally, students who participate in athletics or extra- or co-curricular activities are expected to adhere to all aspects of this policy at all times and may be disciplined (including a suspension from their athletic team or extra- or co-curricular activity) for conduct which violates this Code, even if the conduct occurs at a non-school event. Students engaged in athletics are also expected to adhere to the Extracurricular Code of Conduct, which is attached as an appendix to the Code of Conduct.

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:

1. Take part in all district activities on an equal basis regardless of race, color, weight, creed, national origin, religion, gender (including gender identity and gender expression) or sexual orientation, disability, or any other protected class under state and federal law.
2. Present their version of the relevant events to school personnel authorized to impose a disciplinary penalty in connection with the imposition of the penalty.
3. Access school rules and, when necessary, receive an explanation of those rules from school personnel.

Student Responsibilities (Trustworthiness, Respect, Responsibility, Fairness, Caring and Citizenship)

All district students have the responsibility to:

1. Contribute to maintaining a safe and orderly school environment that is conducive to learning and to show respect to other persons and to property.
2. Be familiar with and abide by all district policies, rules and regulations dealing with student conduct.
3. Attend school every day unless they are legally excused and be in class, on time, and prepared to learn.
4. Work to the best of their ability in all academic and extracurricular pursuits and strive toward their highest level of achievement possible.
5. React in a respectful, positive manner to direction given by teachers, administrators and other school personnel.

6. Work to develop mechanisms to control their anger.
7. Ask questions when they do not understand.
8. Seek help in solving problems that might lead to discipline.
9. Dress appropriately for school and school functions (e.g., in accordance with the Code of Conduct or any other applicable instructions for school events).
10. Accept responsibility for their actions.
11. 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.
12. Use District property, including district technology, according to established guidelines and rules.

Student Dress Code

All students are expected to give proper attention to personal cleanliness and to dress appropriately for school and school functions. 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.

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

1. Be safe, appropriate and not disrupt or interfere with the educational process.
2. Recognize that extremely brief or revealing garments that may be offensive to others and disruptive to education are not appropriate. For example, stomach, lower back, pelvis and buttocks, and chest must be completely covered and shirts must not be strapless. The following is a non-exhaustive list of clothing that are not allowable: tube tops, bralettes, crop tops, shirts that are open or cut on the sides, clothing items that are see-through, and pants that do not fit around the waist and need to be held up with a hand.
3. Ensure that underwear is completely covered with outer clothing.
4. Include footwear at all times. Footwear that poses a safety hazard in the instructional setting will not be allowed.
5. Comply with the rule that hats, hoods, bandanas, visors, or other head coverings which obscure a student's identity, may not be worn inside school buildings during regular school instructional hours, except for a religious or approved medical purpose.
6. Not include items that are vulgar, obscene, libelous or denigrate others on account of race, color, religion, creed, national origin, gender, sexual orientation or disability.
7. Not promote and/or endorse the use of alcohol, tobacco or illegal drugs and/or encourage other illegal or violent activities.
8. Student-athletes shall wear attire appropriate to their athletic activity for practice and competition outside of the instructional day. The athletics program shall enforce appropriate expectations.

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.

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 disciplinary action. 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 Student Conduct
A student shall be subject to disciplinary action in relation to the following:

A. Engage in conduct that is disorderly, insubordinate or disruptive. Examples of such conduct include, but are not limited to:
   1. Disrespecting staff.
   2. Failure to comply with the directions of a teacher, administrator or other school employee.
   3. Violation of the district's dress code.
   4. Lateness for, missing or leaving school or class without permission from or an excuse given by a faculty member, staff member, or other authorized person.
   5. Any willful act which disrupts the normal operation of the school community.
   6. Disrupting the educational process.
   7. Interfering with the teacher's authority over the classroom.
   8. Issuing disruptive or harassing electronic communications ("cyberbullying"), even if the communication did not originate from the District or through District servers.
   9. Engaging in any act of discrimination, sexual harassment, bullying, and/or harassment as defined in this Code.
   10. Retaliating against any individual who, in good faith, reports or assists in the investigation of, among other things, sexual harassment, harassment, bullying and/or discrimination.
   11. Use of an internet-enabled device in violation of Policy 5315.

B. Engage in conduct that endangers the safety, morals and health and welfare of others.
   1. Stealing, lying, cheating, plagiarism, other acts of dishonesty, or unauthorized use of artificial intelligence (AI) or similar technology.
   2. Written, verbal, or physical intimidation.
   3. Fighting or causing physical harm to another.
   4. Using in either words, clothing, signs, or actions profane, lewd, vulgar, abusive language, words, messages, or behavior (electronic or otherwise) which may incite or offend another person.
   5. Vandalizes school property or the property of a student or staff member.
   6. Violates the civil rights of another student.
   7. Engaging in acts of harassment as defined in the Code of Conduct and/or in the district's Sexual Harassment Policy and Regulation, its Racial Harassment of Students Policy and Regulation, or its Dignity for all Students Act Policy and Regulation.
   8. Being under the influence of an alcoholic beverage, drinking an alcoholic beverage or being in possession of an alcoholic beverage on school property or at a school function. Alcoholic beverages shall mean and include alcohol, spirits, liquor, wine, beer, any type of "powdered alcohol," and cider having alcoholic content. When a student creates a look-alike situation by presenting a substance as an alcoholic beverage, the District's reaction will be the same as if an actual alcoholic beverage was present.
   9. Being under the influence of, or the use, possession, sale, distribution, or gift of any illegal or controlled substance or any instruments for the use of such illegal or controlled substances such as, but not limited to, a pipe, syringe, vaping devices, vaping cartridges, or other paraphernalia, while on school property or at a school function. "Illegal substances" include, but are not limited to, inhalants, e-liquids, including propylene glycol (liquid nicotine), synthetic cannabinoids (e.g., K2, Spice), cocaine, LSD, PCP, amphetamines, heroin, steroids, marijuana, over-the-counter drugs or prescription medication on school property when not in compliance with the medication policy, look-alike or "counterfeit" drugs, and any substances commonly referred to as "designer drugs." When a student creates a look-alike situation by presenting a substance as an illegal or controlled substance, the District's reaction will be the

same as if the actual substance was present. Excepted is any drug taken in accordance with a current prescription signed by a physician which is to be taken by the particular student at the time in question. All medication must be administered through the school health office.

10. Possession or use of or threatening to use, or displaying what appears to be, a weapon as defined in Section II of the full Code of Conduct on school property or at a school function.
11. Falsely reporting an emergency or tampering with safety or security equipment.
12. Selling, using or possessing obscene material.
13. Use or possession of tobacco products or cannabinoids (marijuana) on school property or at a school function. Tobacco products shall include, but not be limited to, vapor pens (and any material used in vapor pens or similar devices), electronic cigarettes or any nicotine dispensing product, chewing tobacco, snuff, cigarettes, cigars, or loose tobacco.
14. Acting as a violent student as defined in Section II of the full Code of Conduct.
15. Engaging in any act of discrimination or harassment as defined in the Code.
16. Retaliating against any individual who, in good faith, reports or assists in the investigation of, among other things, harassment, bullying and/or discrimination.
17. Indecent exposure, including exposure to the private parts of the body in a lewd or indecent manner.

Reporting Violations

All students are expected to promptly report violations of the code of conduct to a teacher, school 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, a school resource officer, or the superintendent.

Any student, parent or other family member, or visitor may report an incident of discrimination, bullying and/or harassment. Reports may be made to any staff member, including Dignity Act Coordinators, administrators, teachers, and school counselors. In the event that a report is made to a staff member other than a Dignity Act Coordinator, such staff member shall immediately inform a Dignity Act Coordinator of the report. All District employees who have contact with students are required to report incidents of discrimination, bullying and/or harassment when the individual witnesses or receives reliable information regarding any such incident. Allegations of discrimination, bullying and/or harassment will be treated as confidential and private to the extent possible.

All district staff who are authorized to impose disciplinary sanctions are expected to do so in a prompt, fair and lawful manner after a prompt and thorough investigation. 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 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 school resource officer or local law enforcement agency of those code violations that constitute a crime and substantially affect the order or security of a school, including but not limited to incidents of harassment, bullying and/or discrimination which may constitute a crime, as soon as practical after the building principal determines that the violation occurred. The notification may be made by telephone, followed by a written notification on the same day as the telephone call is made. The notification must identify the student and explain the conduct that violated the code of conduct and constituted a crime.

Disciplinary Penalties, Procedure and Referrals

As a general rule, discipline is progressive in nature. This means that a student's first violation will usually merit a lighter penalty than subsequent violations. However, the administration reserves the right to escalate the penalty based on the severity of the conduct at its discretion.

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: verbal warning, written warning, written notification to parent, detention, suspension from transportation, suspension from athletic participation, suspension from social or extracurricular activities, suspension of other privileges, including district technology or web servers, in- school suspension, removal from classroom by teacher, short-term (five days or less) suspension from school, long-term (more than five days) suspension from school, permanent suspension from school.

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 a verbal warning, written warning, written notification to their parents or detention occurring during the school day at a non-instructional time are entitled to additional rights before the penalty is imposed. These additional rights are explained in the complete Code of Conduct.

Discipline of Students with Disabilities

The board recognizes that it may be necessary to suspend, remove or otherwise discipline students with disabilities to address disruptive or problem behavior. The board also recognizes that students with disabilities enjoy certain procedural protections whenever school authorities intend to impose discipline upon them. The board is committed to ensuring that the procedures followed for suspending, removing or otherwise disciplining students with disabilities are consistent with the procedural safeguards required to applicable laws and regulations.

This code of conduct affords students with disabilities subject to disciplinary action no greater or lesser rights than those expressly afforded by applicable federal and state law and regulations.

Student Searches and Interrogations

The board of education is committed to ensuring an atmosphere on school property and at school functions that is safe and orderly. To achieve this kind of environment, any school official authorized to impose a disciplinary penalty on a student may question a student about an alleged violation of law or the district code of conduct. Students are not entitled to any sort of "Miranda-type" warning before being questioned by school officials, nor are school officials required to contact a student's parent before questioning the student. However, school officials will tell all students why they are being questioned.

In addition, the board authorizes the superintendent, building principals, and district security officials to conduct searches of students and their belongings (including consumables, a student's cell phone or a student's car that is on school property) if the authorized school official has

reasonable suspicion to believe that the search will result in evidence that the student violated the law or the district code of conduct.

An authorized school official may conduct a search of a student's belongings (including consumables) that is minimally intrusive, such as touching the outside of a book bag, without reasonable suspicion, so long as the school official has a legitimate reason for the very limited search.

An authorized school official may search a student or the student's belongings (including consumables, a student's cell phone or a student's car that is on school property or at a school function) based upon information received from a reliable informant. Individuals, other than the district employees, will be considered reliable informants if they have previously supplied information that was accurate and verified, or they make an admission against their own interest, or they provide the same information that is received independently from other sources or they appear to be credible and the information they are communicating relates to an immediate threat to safety. District employees will be considered reliable informants unless they are known to have previously supplied information that they knew was not accurate.

Before searching a student or the student's belongings, the authorized school official should attempt to get the student to admit that he or she possesses physical evidence that violated the law or the district code, or get the student to voluntarily consent to the search. Searches will be limited to the extent necessary to locate the evidence sought.

Whenever possible, searches will be conducted in the privacy of administrative offices and students will be present when their possessions are being searched.

Student Lockers, Desks and other School Storage Places and Consumables

The rules in this code of conduct regarding searches of students and their belongings do not apply to student lockers, desks and other school storage places, or email or computer accounts, including storage devices (i.e. CDs, disks, flash drives, etc.). Students have no reasonable expectation of privacy with respect to these places and school officials retain complete control over them. This means that student lockers, desks and other school storage places may be subject to search at any time by school officials, without prior notice to students and without their consent.

Additionally, students should be aware that any consumable items (food or beverages) are subject to search and inspection by the Administration.

Police Involvement in Searches and Interrogations of Students

District officials are committed to cooperating with police officials and other law enforcement authorities to maintain a safe school environment. Police officials may enter school property or a school function to question or search a student or to conduct a formal investigation involving students if they have a search or an arrest warrant; or probable cause to believe a crime has been or is being committed on school property or at a school function; or been invited by school officials.

The principal or designee will be present during any police questioning or search of a student on school property or at a school function. Students who are questioned by police officials on school property or at a school function will be afforded the same rights they have outside the school.

Visitors to the Schools

Since schools are a place of work and learning, certain limits must be set for visits by parents and other persons or agencies. The building principal or his or her designee is responsible for all persons in the building and on the grounds. For these reasons, the district has adopted a visitor policy in Policy 1240 Visitors to the Schools. See that policy for specific rules as to school visits.

Public Conduct on School Property

The district is committed to providing an orderly, respectful environment that is conducive to learning.

To create and maintain this kind of an environment, it is necessary to regulate public conduct on school property and at school functions. For purposes of this section of the code, "public" shall mean all persons when on school property or attending a school function including students, teachers and district personnel.

The restrictions on public conduct on school property and at school functions contained in this code are not intended to limit freedom of speech or peaceful assembly. The district recognizes that free inquiry and free expression are indispensable to the objectives of the district. The purpose of this code is to maintain public order and prevent abuse of the rights of others.

All persons on school property or attending a school function shall conduct themselves in a respectful and orderly manner. In addition, all persons on school property or attending a school function are expected to be properly attired for the purpose they are on school property.

Prohibited Conduct

No person, either alone or with others, shall:

1. Intentionally injure any person or threaten to do so.
2. Intentionally damage or destroy school district property or the personal property of a teacher, administrator, other district employee or any other person lawfully on school property, including graffiti or arson.
3. Disrupt the orderly conduct of classes, school programs or other school activities.
4. Distribute or wear materials on school grounds or at school functions that are obscene, advocate illegal action, appear libelous, obstruct the rights of others, or are disruptive to the school program.
5. Intimidate, harass or discriminate against any person on the basis of race, color, creed, national origin, religion, age, gender, sexual orientation, disability, or any other protected class under state and federal law.
6. Enter any portion of the school premises without authorization or remain in any building or facility after it is normally closed.
7. Obstruct the free movement of any person in any place to which this code applies.
8. Violate the traffic laws, parking regulations or other restrictions on vehicles;
9. Possess, consume, sell, distribute or exchange alcoholic beverages, controlled substances including, but not limited to, TCH, or be under the influence of either on school property or at a school function.
10. Possess or use weapons in or on school property or at a school function, except in the case of law enforcement officers (on active duty) or except as specifically authorized by the school district.
11. Loiter on or about school property.
12. Gamble on school property or at school functions.
13. Refuse to comply with any reasonable order of identifiable school district officials performing their duties.
14. Willfully incite others to commit any of the acts prohibited by this code.
15. Violate any federal or state statute, local ordinance or board policy while on school property or while at a school function.
16. Commit any willful act which disrupts the normal operation of the school community.

Penalties

Persons who violate this code shall be subject to the following penalties:

1. Visitors. Their authorization, if any, to remain on school grounds or at the school function shall be withdrawn and they shall be directed to leave the premises. If they refuse to leave, they shall be subject to ejection. Depending upon the severity of the violation, future access to school property and events may be restricted.
2. Students. They shall be subject to disciplinary action as the facts may warrant, in accordance with the due process requirements.
3. Tenured faculty members. They shall be subject to disciplinary action as the facts may warrant in accordance with Education Law §3020-a or any other legal rights that they may have.
4. Staff members in the classified service of the civil service entitled to the protection of Civil Service Law §75 or any other legal rights that they may have.
5. Staff members other than those described in subdivisions 4 and 5. They shall be subject to warning, reprimand, suspension or dismissal as the facts may warrant in accordance with any legal rights they may have.

Enforcement

The building principal or his or her designee shall be responsible for enforcing the conduct required by this code.

When the building principal or his or her designee sees an individual engaged in prohibited conduct, which in his or her judgment does not pose any immediate threat of injury to persons or property, the principal or his or her designee shall tell the individual that the conduct is prohibited and attempt to persuade the individual to stop. The principal or his or her designee shall also warn the individual of the consequences for failing to stop. If the person refuses to stop engaging in the prohibited conduct, or if the person's conduct poses an immediate threat of injury to persons or property, the principal or his or her designee shall have the individual removed immediately from school property or the school function. If necessary, local law enforcement authorities will be contacted to assist in removing the person.

The district shall initiate disciplinary action against any student or staff member, as appropriate, with the "Penalties" section above. In addition, the district reserves its right to pursue a civil or criminal legal action against any person violating the code.

The board of education will review this code of conduct every year and update it as necessary.

7/2025

HORSEHEADS HIGH SCHOOL RULES & PROCEDURES

ATTENDANCE

A major goal of the Horseheads High School Staff is to have the opportunity to educate you each day. Regular attendance is a condition for successful completion of all your courses. Your teachers are responsible for an accurate record of daily attendance in classes. Students must meet the 85% attendance rate established by our Board of Education Policy 5100. A class absence is defined as missing more than 15% of the period of scheduled instruction (e.g. more than 12 minutes of an 80-minute class or more than 6 minutes of a 40-minute class). 15 or more absences (7 for a ½ credit class; 28 for a two-semester class) will result in loss of course credit. Excused and unexcused both qualify as an absence from class. If you have any questions or concerns, please feel free to contact our attendance office or building administrators. The full policy can be viewed at our district website under the Board of Education tab or at this link:
https://go.boarddocs.com/ny/horse/Board.nsf/goto?open&id=D8ZPKH64FFE4.

HOMEWORK ASSIGNMENTS WHEN ABSENT

Students will use Canvas as their Learning Management System. If a student is absent from school, they should email their teachers, instructional materials and assignments will be available on Canvas for them to access and stay up to date with their learning. Please note: Absences will still be recorded and count toward the student's attendance record, even if assignments are completed.

YOU ARE TRUANT IF YOU

Are absent or leave school at any time without PRIOR permission of school officials and parents. Once you have entered school grounds, including the buses, you are not permitted to leave campus at any point without permission.

SCHOOL AND CLASS TRUANCY

Will result in parent notification and consequences. Repeat offenders will receive progressively more severe consequences. Tests, quizzes, and other graded assignments missed for such truancies will result in a zero for that specific grade. Truancy counts toward student absences.

TARDINESS

Being tardy is defined as arriving late to class without a valid pass. Repeated tardiness may result in progressive disciplinary consequences, in accordance with school policy. Individual teachers may also have their own classroom policies regarding tardiness. If a student misses more than 12 minutes of an 80-minute class or 6 minutes of a 40-minute class period, it will be recorded as an absence for that class.

LEAVING SCHOOL

Horseheads High School is a closed campus, as determined by the Board of Education. If a student needs to leave school during the day, they must bring a written note from their parent or guardian to the Attendance Office as early as possible. In the event of an emergency, the guardian must contact the Attendance Office and provide written notice before the student is dismissed. Telephone dismissals will only be permitted in emergency situations and must be approved by the building principal. A student who leaves school property without permission at any time during the school day may face disciplinary consequences. Any tests, quizzes, or graded assignments missed due to the unauthorized absence will receive a zero.

WRITTEN EXCUSES FOR ABSENCES

If a student is absent from school, the parent should call or email the Attendance Office on the morning of your absence to notify the school. Students will be able to access their assignments on Canvas during their absence. Upon return, students must provide a written excuse or email to the Attendance Office, including student's full name, grade, date(s) of absence, and reason for the absence. If no excuse is provided, the absence will be recorded as illegal. Both excused and unexcused absences count toward the attendance policy.

EXTRACURRICULAR EVENTS

Students wishing to attend school sponsored event not limited to games and dances, including Homecoming and Prom, must adhere to specific eligibility guidelines. To participate in any event, students are required to be in full-day attendance at school on the day prior to the event. Failure to meet this attendance requirement will result in ineligibility to attend.

TOBACCO

Federal and State Law prohibit the use of tobacco products at any time within any school building, on school buses or on school property. Tobacco products include electronic cigarettes (e-cigarette), Juuls, personal vaporizer, or any system that appears to deliver nicotine. Student use or possession of tobacco products is not only prohibited on school grounds before, during, and after school but also at any school related athletic event or extracurricular activity such as a school dance, play, concert, buses, or school trip. Any student suspected of tobacco use may be searched for tobacco products and paraphernalia and all items will be confiscated and discarded.

Any individual found to be directly involved with a violation of tobacco will be suspended from school for five (5) school days.

POSSESSION OR USE OF A CONTROLLED SUBSTANCE

The health and safety of each person, as well as the maintenance of a stable learning climate, depend on the normal reactions of every person in day-to-day situations. Any substance that affects reactions or limits the ability to respond threatens the stability of the school. Therefore, no student may be under the influence of, possess, use, or offer for sale any controlled substance, including alcoholic beverages and drugs, in the school or on its grounds. Possession of paraphernalia will also result in disciplinary consequences. A complete investigation of all reported incidents, with assistance from parents, school officials, and appropriate law enforcement agencies, will be conducted and may result in a long-term suspension.

Any individual found to be directly involved in a violation of the controlled substance policy will be suspended from school for five school days. During the five-day suspension, a Superintendent's Hearing may be held to review the incident(s) and consider alternatives not available to the building principal, such as alternative education placement, longer-term suspension, or exclusion from school.

WEAPONS

In compliance with the Gun-Free Schools Act of 1994, possession of a weapon or appearance of a weapon can result in one-calendar year suspension from school.

HARASSMENT

As a school community, harassment in any form will not be tolerated. All suspected incidents should be reported to an Administrator or Counselor. Harassment that happens on or off school grounds and effect any student's ability to successfully learn can be subject to disciplinary actions.

Harassment will result in disciplinary consequences and law enforcement may be involved to maintain a safe school environment.

INSUBORDINATION

Insubordination is defined as a refusal to comply with a reasonable request or responding to such request in a way that mocks or degrades the individual in authority or the request itself. A student who refuses to follow reasonable directions from any faculty or staff member is considered insubordinate. Incidents of insubordination may result in disciplinary consequences.

FOOD AND BEVERAGES/CAFETERIA CONDUCT

Food and beverages are not allowed in the auditorium or the library. Students may not order food or beverages to be delivered to the high school. Services such as DoorDash, Grubhub, or other delivery platforms are not allowed. If a visitor delivers food/beverages to a student, the student will not be called out of class to pick up the items. Students will be paged between classes to the attendance office to pick up their items. Any food or beverage that is brought into the high school from outside is subject to testing.

Mature behavior is always expected in the cafeteria. All students are expected to return their tray to the proper area immediately after finishing lunch. Causing disruption or misbehaving in the cafeteria may result in disciplinary consequences, which may include the ability to utilize the cafeteria.

CARE OF PROPERTY

Students are responsible for proper care of all items supplied by the school. If a student disfigures furniture, breaks windows, or causes damage to school property or equipment, including books and computers; they will be required to pay for the damage. Violations may also result in disciplinary consequences.

APPROPRIATE DRESS

A student's manner of dress is primarily the responsibility of the student and the student's parents. Students are expected to maintain an appearance that is neither offensive nor distracting to other students and staff. Additionally, clothing that presents a safety concern for students or staff is prohibited. If a student's attire violates these standards, the student's guardian will be notified, and the student will be sent home to change into appropriate clothing.

ELECTRONIC DEVICES

Governor Kathy Hochul introduced a statewide "Bell-to-Bell" plan to limit smartphone use during the school day for all K-12 students to promote distraction-free learning environments in all NYS schools. The statewide mandate will take effect starting in the 2025-26 school year. Horseheads has created policy 5315 in accordance with law and regulations. Student's internet enabled devices will be turned off and kept stored for the duration of the school day, including non-instructional time. If a student needs to make contact, they will have access to phone in the main office.

Policy 5315
https://go.boarddocs.com/ny/horse/Board.nsf/goto?open&id=D8ZPKH64FFE4#
Regulation
https://go.boarddocs.com/ny/horse/Board.nsf/goto?open&id=D8ZPKH64FFE4#

Each student in grades 9-12 will be assigned a laptop for educational use. Students will have the laptop with them throughout the school day and take it home to continue their schoolwork or research for

projects for the purpose of using it as an instrument of learning during the school year. The student device should only be used for educational purposes and only by the designated student or students.

VIOLATION OF POLICIES

Violation of classroom or school policies may result in one or more of the following actions as teachers or other staff will initiate a written referral to the grade level administrator (Mr. McCawley, 9th and 11th; Mr. Buseck, 10th; Mrs. Earl, 12th):

- **LUNCH DETENTION**
  Students may be assigned lunch detention, which is held during periods 3A, 3B, 4A, and 4B This is a quiet time, you are to bring books or other materials to study. The use of non-school-issued electronic devices is strictly prohibited. Repeated negative behavior may result in additional disciplinary action, including School on Saturday.

- **SCHOOL ON SATURDAY (SOS)**
  Students may be assigned to School on Saturday (SOS) due to serious infractions of school rules or repeated violations. SOS begins at 8:15 a.m. and ends at 11:45 a.m. Students are expected to bring books and study materials to use during this time. Cell phones and other non-school electronic devices are not allowed and must be turned in upon arrival. It is expected that students will make the necessary positive changes in behavior. Continued negative behavior may result in out-of-school suspension.

- **OUT-OF-SCHOOL SUSPENSION**
  For severe or repeated violations of school rules, a student may be suspended out-of-school for up to five consecutive school days. Parents will be notified of each instance and readmittance conference with the student's administrator will be required before the student may return to class.

ADDITIONAL INFORMATION

GRADING

Reporting of student performance in all subjects will occur four times per semester by report card.

PETITION FOR SCHEDULE CHANGES

Student initiated change petitions must be made by July 31st for first semester and by the last day of first semester for second semester. Careful consideration of course selection is necessary. If problems arise, you need to work together with the teacher and counselor towards a resolution.

ID CARDS

Each student is issued an ID card yearly. Students may purchase a replacement ID card in the Attendance Office for $2.

LOCKERS

Lockers are available upon request only. Students are encouraged to leave valuables at home. If a student must bring valuable items to school, they may be stored in the Main Office. All school lockers are the property of the school and may be inspected at any time.

STUDENT PARKING

Parking is by permit only. The senior parking lot at Fletcher Street and Grand Central Avenue is reserved for seniors with an approved parking sticker, assigned before the school year begins. Senior parking is first come, first served. If no spots are available, seniors must park at the Field House off

Division Street. Field House parking applications are accepted throughout the school year for all grade levels.
Stickers are free and valid for the current school year. Students may not park in staff, reserved, or visitor areas. This includes all Regents testing days as well. All vehicles on campus are subject to search, and students must have permission to access their cars during the school day. Parking privileges are non-transferable and may be suspended or revoked for violations, including loud music, speeding, reckless driving, or leaving school without permission. Repeat offences may result in towing at the owner's expense. Full details are in the Student Parking Letter and Application. Enforcement is managed by Horseheads High School Administration.

VISITORS
Students are not allowed to have ANY visitors in the school at any time. If a visitor has a legitimate reason for entering the building, they will need to bring a photo ID to enter and receive a visitor badge.

ACADEMIC HONESTY CODE
Horseheads High School expects all students to demonstrate honesty and to abide by ethical standards in preparing and presenting materials as well as in testing situations. Grades should reflect the student's own work in the fairest possible way. Academic dishonesty, cheating, or plagiarism involves any attempt of a student to substitute the product of another, in whole or in part, as his or her own work. It also includes theft, possession, or unauthorized use of any answer key or model answers.

CHEATING
Cheating includes but is not necessarily limited to:
Copying/Sharing Assignments

- Copying or giving an assignment to a student to be copied, unless specifically permitted or required by the teacher.

PLAGIARISM*

- Submission of any work that is not the student's own.
- Submission or use of falsified data or records.
- Use of Artificial Intelligence (AI)

* Plagiarism is the act of appropriating the literary composition of another, or parts or passages of his writings, or the ideas or language of the same, and passing them off as the product of one's own mind. It involves "the use of any outside source without proper acknowledgement." In the academic setting, an "outside source" includes "any work, published or unpublished, by a person other than the student."

CHEATING ON EXAMS OR ON MAJOR PROJECTS
Use of unauthorized material including, but not limited to, textbooks, notes, calculators, computer programs, cell phones, text messages, or built-in cameras during an examination or on a major project.

Supplying or communicating in any way unauthorized material including, but not limited to, textbooks, notes, calculators, or computer programs during an examination or on a major project.

FORGERY/STEALING

- Unauthorized access to an exam or answers to exam
- Use of an alternate, stand-in or proxy during an examination

- Alteration of computer and/or gradebook records or forgery of signatures for the purpose of academic advantage
- Sabotaging or destroying the work of others
- Forging parental signatures on school forms and notes

YOU ARE CHEATING IF YOU (INCLUDES BUT NOT LIMITED TO)

- Copy, fax, duplicate, or transmit, using any technology, assignments that will be turned in as original work.
- Exchange assignments by printout, disk transfer, modem, or other electronic or recorded means, then submit it as original work.
- Write formulas, codes, key words on your person or objects for use in a test.
- Use hidden reference sheets during a test.
- Use programmed material in watches, calculators, computer programs, cell phones, text messages or built-in cameras when prohibited.
- Exchange answers with others (either give or receive answers).
- Submit someone else's assignments as your own, in whole or in part.
- Submit material (written or designed by someone else) without giving the author/artist's name and/or source (e.g., plagiarizing or submitting work done by family, friends, or tutors).
- Take credit for group work when little contribution was made.
- Do not follow additional specific guidelines on cheating as established by a department, class or teacher.
- Steal tests, answers, or materials, or have unauthorized possession of such materials.
- Sabotage or destroy the work of others.

EMAIL ACCEPTABLE USE FOR STUDENTS

The Horseheads Central School District Board of Education acknowledges that email may be an appropriate instructional tool for students. This policy contains key information regarding management of the system and user responsibilities.

Email services are provided to students whose instructional program, as determined by their teachers, the Building Principal, and the Technology Director, so require. A student email account is obtained as part of the request for general network access and is to be used only to support District educational activities.

Email messages are not private. Routine maintenance may lead to the discovery that users have violated this policy, the District Code of Conduct, or the law. Supervisors and technical staff may access a student's email.

Email security is a joint responsibility of District technical staff and student email users. Student email users must take all reasonable precautions, including safeguarding and changing passwords, to prevent the use of their accounts by unauthorized individuals. This includes a familiarity with prevalent invasive activities such as phishing, spoofing, and malware proliferation. Definitions of these and related terms shall be provided in ongoing training provided to all students.

Email is a communications system and messages must not be retained for extended periods of time.

The District Technology Committee will periodically review and update this policy as new technologies and organizational changes are planned and implemented.

NETWORK & INTERNET ACCEPTABLE USE

The Horseheads Central School District Board of Education considers computer access to the Internet to be a valuable tool for education. Staff and student uses of the Internet must be in support of education and consistent with the purposes of the Horseheads Central School District. This access, through the district network, should be used to support and enhance instruction and professional development.

Because access to the Internet provides connections to systems located all over the world, staff, students, and parents of students must understand that neither the Horseheads Central School District nor any individual District staff member controls the content available on these systems. Some of the information is controversial and may be offensive. The Horseheads Central School District does not condone the use of such material.

The Horseheads Central School District Board of Education considers network and Internet use to be a privilege not a right and that use entails responsibility. Staff Internet use is currently available via individual accounts. Student Internet use is currently available via individual accounts in grades 5 – 12 and shared class accounts in grades K – 4. CIPA compliant Internet filtering software will not eliminate the requirement to act responsibly. All District users have a responsibility to use the network in an appropriate and responsible manner following the rules set forth in this policy.

Failure to adhere to the regulations accompanying this policy will result in revocation of access privileges and may result in disciplinary action.

Users should expect only limited privacy in the contents of their personal files on the District system. Routine maintenance and monitoring of the system may lead to the discovery that users have violated this policy, the District / Building Discipline code, or the law.

An individual account search may be conducted to determine if a user has violated this policy, the District Code of Conduct, or the law. The investigation will be reasonable and related to the suspected violation.