

Hamburg High School



STUDENT HANDBOOK 2023-2024

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Hamburg, New York 14075
www.hamburgschools.org
Phone: 716-646-3300
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Principal

Mr. John J. Crangle III

Assistant Principals

Ms. Molly Hanzly (A-L)
Mrs. Rose Kowalski (M-Z)

Front Office Clerical Staff

Mrs. Nicole Frazier; Principal's Office
Mrs. Connie Lotocki; Main Office
Ms. Karen Malloy; Main Office
Mrs. Dina Battaglia; Assistant Principal's Office

Counseling Department

Ms. Colleen Collins.....A-D
Ms. Katherine Kerrissey.....E-J
Mrs. Anne Gilhooly.....K-Mi
Mrs. Laura Sabia.....Mo-Sa
Mrs. Jill Berdysiak.....Sc-Z

Social Workers

Mrs. Tina LaMendola.....A-O
Mr. Paul Thompson.....P-Z

School Psychologist

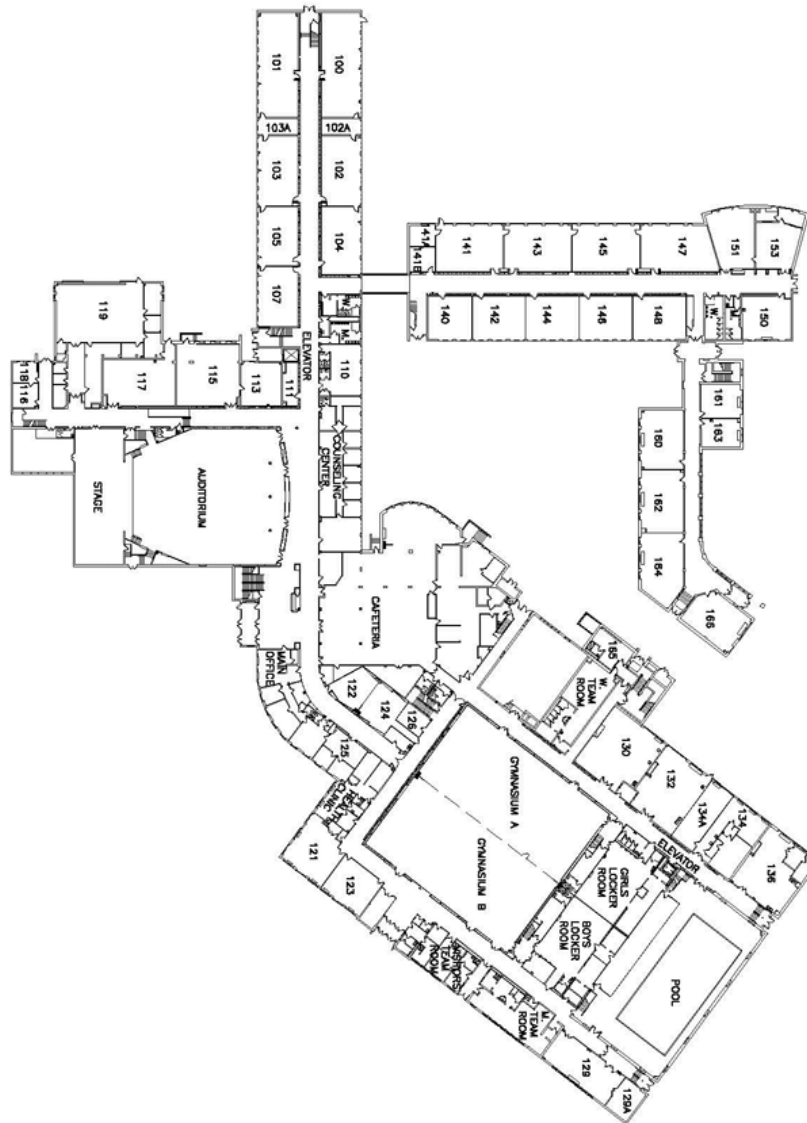
Mrs. Nevia Ramos

Counseling Center Clerical Staff

Mrs. Jen Grotke
Ms. Jaclyn Wishart

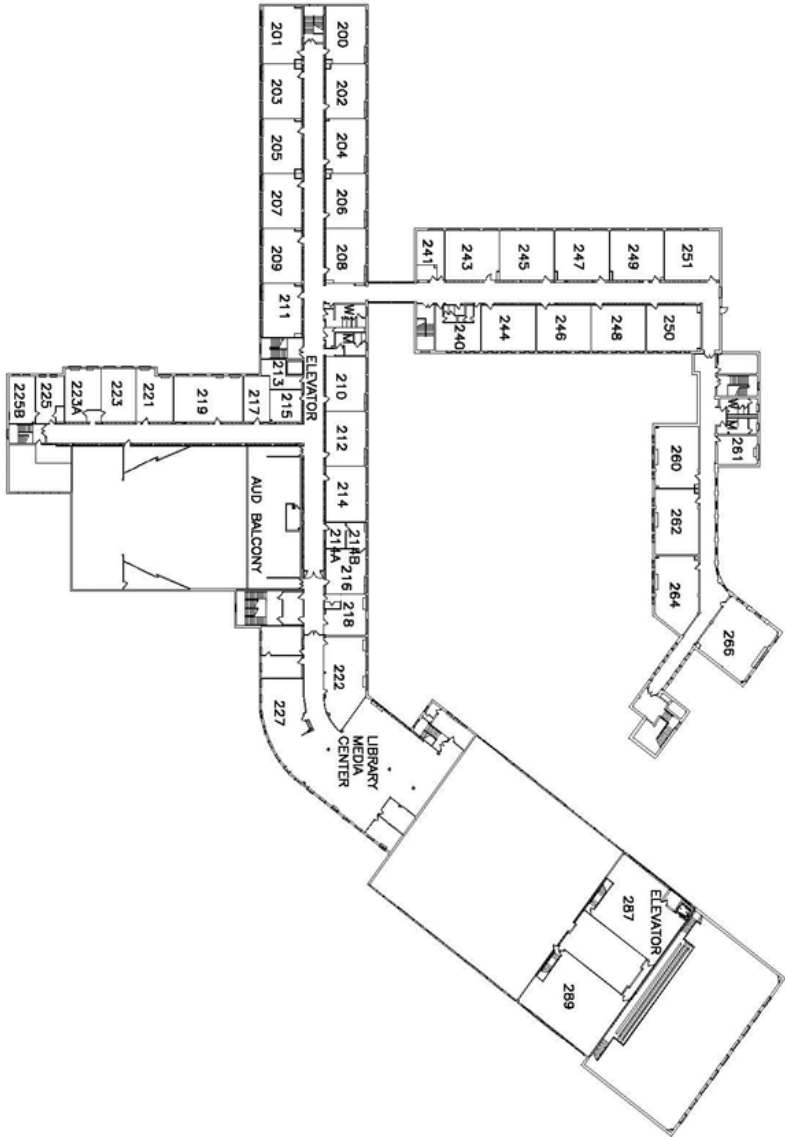
Hamburg High School

First Floor



Hamburg High School

Second Floor



GENERAL INFORMATION

I. ATTENDANCE POLICY

Students are expected to attend school 100% of the time. Regular school attendance is an essential part of a high quality education. Not only is the interaction between students and teachers an irreplaceable experience, but frequent absence reduces the quality of instruction by interrupting the teaching/learning process. For these reasons, the Hamburg High School Attendance Policy is designed to encourage student attendance and provide procedures to deal with cases of excessive absence.

IF YOU ARE SICK: A parent or guardian must call the High School attendance secretary in the morning to tell us you will not be coming to school. You must turn in a note to the Main Office within three days of returning to school or your absence will be unexcused.

EXCUSED vs UNEXCUSED ABSENCES: If you are legally excused (note provided within three days AND one of the reasons below), you will be allowed to make up any tests/assignments you missed and receive those grades. If you do not provide a note, or are absent due to an unexcused reason, you will receive a zero on any work turned in, assigned, or test taken that class day.

EXCUSED	UNEXCUSED
<ul style="list-style-type: none"> ◆ Personal Illness ◆ Death in the Family ◆ Religious Observance ◆ Pre-Approved Family Vacation – <i>form must be completed 2 weeks prior to vacation (available online)</i> ◆ Court Ordered Appearances ◆ Medical Appointments ◆ Approved College Visits ◆ Approved Internship ◆ Military Obligations 	<p>Anything that does not fall under the “excused” category. Including, but not limited to:</p> <ul style="list-style-type: none"> ◆ Hunting ◆ Babysitting ◆ Obtaining Learner’s Permit/ Road Test ◆ Oversleeping ◆ Work

Start/End Times: All entrances for students open at 7:20am, and first period begins promptly at 7:35am. Dismissal from HHS is at 2:20pm. Student entry before 7:20am is permitted only for students in an early CTE program for breakfast and for the Learning Center upon entry at the front desk.

EXCESSIVE ABSENCES: A student who fails to attend at least 85% of a particular class (not more than 14 absences for a 20 week class, 27 absences for a 40 week class) **MAY NOT** be eligible to take the final examination for that course. This may result in course failure.

GETTING WORK WHILE ABSENT: Sometimes, you just can't help getting sick, and you are out of school for several days in a row. If this occurs, call the Counseling Center office and we will collect your work for you. A parent can pick it up in the Counseling Center, or we can send it home with a sibling.

ATHLETICS and CO-CURRICULAR EVENTS: On the day of an athletic contest and/or practice, or a co-curricular event, a student must be in attendance for at least half of the school day in order to participate. If a student is absent on a Friday before a weekend event, permission from the Director of Athletics or a building administrator must be secured to allow the student to participate. Participation in an athletic contest, or practice at a co-curricular event, is not an acceptable excuse for tardiness on the following day.

LEAVING THE BUILDING WITHOUT PERMISSION: Students are never allowed to leave the building or school grounds without permission from HHS Administration. Failure to obtain permission from the Office will result in an unexcused absence from class and you will receive disciplinary action.

If you have a medical appointment during the day—bring the note to the Student Service Desk as soon as you arrive to school in the morning. The monitors there will issue you a pass to leave the building at the appointed time and will record your excused absence from class.

If you are sick—go to the Nurse's Office. She will assess the situation and call home to get permission from a parent/guardian for us to release you from school. She will then issue you a pass that you will show the monitors, allowing you to leave.

If you need to go to your vehicle—go to the Student Service Desk in the Main Office and ask for permission from a hall monitor to go to your car. You must exit and reenter the building through the Main doors, unless you are given permission otherwise.

FOOD SERVICES: The cafeteria has the sole rights to provide food for students during the lunch periods. Vending machines in the building can be utilized periods 1-4 and period 9. Students **CANNOT** order food from an outside service and have it delivered to the school. Any food received from an outside vendor may be held in the office until the end of the school day.

II. PARENT/STUDENT PORTAL

Parents and students are able to access student schedules, grades, progress reports, report cards and transcripts through the Portal.

To set up a PARENT Portal Account: Click on the “Parent Portal” icon on the District’s webpage. Choose “Online Registration” and follow the directions on the screen. You will be asked to create a username and password.

To access a STUDENT Portal Account: Click on the “Student Portal” icon on the District’s webpage. The username is the student’s 9-digit student ID number. The first time you log on, the password is Bulldog. We highly recommend you change the password through user settings once you get in.

III. SCHOOL SAFETY

While on school property, students are expected to exercise caution and restraint regarding the health and safety of others. Pushing, shoving, throwing snowballs and other similar acts are not permitted. Recreational games such as hacky-sack and Nerf games inside the school (including the gymnasium unless supervised) are not permitted; neither are the possession or use of skateboards, roller blades, flags, etc. are permitted on school property. Such acts may result in disciplinary action, and they may invite personal lawsuit. After the first bell rings in the morning, all the exterior doors will be locked. Students attempting to get into the building after school has begun, must come in through the main doors. ***No student already inside the building may open an exterior door to allow someone entry to the building for any reason during school hours.*** This could pose a serious security risk and disciplinary action will result.

VISITORS TO THE SCHOOL will be buzzed in through the front doors and will be asked to show valid picture ID to obtain a Visitor’s Pass. Please be sure to sign in and out through the front office and wear your assigned badge while in the building.

IV. SCHOOL EVENTS (dances, athletic events, etc...)

In general, dances are open only to Hamburg High School students (guests for select events). Students who leave the event will not be re-admitted. Tickets for all dances are pre-sale only with a student ID. Tickets will not be sold at the door. Students will not be allowed admission to any dance more than an hour after the dance commences. Backpacks are not permitted. In order to participate in student activities and athletics, parents/guardians may have to attend one of the Drug and Alcohol forums.

The ideals of good sportsmanship, ethical behavior and integrity are expected at all interscholastic athletics in our community. In perception and practice, good sportsmanship shall be defined as those qualities of behavior, which are characterized by generosity and genuine concern for others. School event attendance is a privilege and students and spectators are expected to behave with decorum.

If a student violates the school's Code of Conduct at any school-sponsored event outside of the school day, resulting in disciplinary action of suspension, then that student will may not be permitted to attend or participate in any remaining school-sponsored events (including prom) for the school year.

V. LOCKERS

Only school locks may be used on lockers that do not have attached locks.

New students will have to purchase a school lock for \$5.00. Incoming freshmen, sophomores, and juniors will keep their lockers until graduation. Students should NEVER share their locker or their lock combination with anyone. **All** lockers will be emptied in June of each school year and **all** locks will remain on the assigned lockers until graduation. The District is not responsible for any items left in lockers after the last day of classes.

The school retains the legal right to search student lockers any time it feels it is necessary to protect health and safety or for any violation of school rules.

GYM LOCKER: A lock issued by/purchased from the physical education department may be put on lockers in the locker room.

THEFT: Although school lockers, properly locked, should provide reasonable protection for street clothes and textbooks, **STUDENTS SHOULD NOT USE THEM FOR STORING MONEY OR PERSONAL VALUABLES.** The school is not responsible for the loss or theft of personal property. All losses or thefts should be reported immediately to the Assistant Principals' Office and to the Hamburg Village Police Department. If you come to school with valuable items, you are encouraged to allow the Main Office to store them in our vault for the day. You can pick them up when needed.

VI. COUNSELING CENTER OFFICE

The Counseling Center is available to students all day. Counselors can send students request passes to teachers, or students may make an appointment to go to the counseling center. In addition to academic and emotional coun-

seling services, the Center also helps student with: Transcripts, working papers, college applications, scholarships and financial aid.

VII. HEALTH OFFICE

PLEASE NOTE: No student is allowed to stop in the health office between classes. If one needs to go to the health office, they are to report to class first and then request to travel to the Health Office.

EMERGENCY FORMS: It is extremely important that we have updated medical and emergency contact information at the beginning of each school year. The nurse needs up-to-date phone numbers in order to contact a parent/guardian.

PHYSICAL EDUCATION EXCUSES: A note from the parent/guardian is required if a student is to be excused from PE for one day. The note must be specific in stating the reason for the excuse. A note is required from a physician for an absence of more than one day.

MEDICATION IN SCHOOL: According to New York State Health Education Law, any medication to be administered must be brought to the school by an adult in the bottle or container in which the medication was purchased or prescribed. Prescription medication must be accompanied by the physician's script. The nurse will work out the details of administering the medication with the parent/guardian.

CELL PHONES: Due to confidentiality, cell phone use will not be permitted while in the nurse's office. The nurse/student should use the school phone to contact home.

VIII. THE LEARNING CENTER & LIBRARY MEDIA CENTER

THE LEARNING CENTER (TLC) is an academic resource center for students, teachers, and parents/guardians. The center is open every period throughout the day as well as before and after school. Classroom teachers can assist students in all areas of academics, including homework assistance, one-on-one tutoring, review and test preparation, study skills and organization. Students may attend the learning center from a study hall.

THE LIBRARY MEDIA CENTER (LMC) is the information hub of Hamburg High School. It is a central source of knowledge and information for researching and completing class projects. Computers are available to students. The school librarian is a wonderful asset to the school and will assist you with any of your LMC needs. Students must obtain permission from their study hall

teacher/lunch monitor prior to working in the LMC. If the LMC is hosting a class, it will be closed to study hall students that period.

IX. 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 accessories, hair style/color, jewelry, make-up, nails, etc., shall:

1. Be safe, appropriate and not substantially disrupt or interfere with the educational process.
2. Ensure that underwear is covered with outer clothing. Extremely brief garments and see-through garments are not appropriate.
3. Footwear is required at all times. Footwear that may be a safety hazard will not be allowed.
4. Specific dress requirements may be required by the District for students participating in activities in which clothing and accessories (i.e. and long baggy clothes, jewelry) may be a safety or health concern, such as science laboratories, physical education and interscholastic athletics.
5. Not include items that present a threat to the student's, or another student's, health or safety.
6. Not include items that are lewd, vulgar, obscene, suggestive (of a sexual nature), libelous or denigrate others on account of race, color, religion, creed, national origin, gender, sexual orientation, or disability or any other protected class under federal, state, or local law.
7. Not include the wearing of headwear in the classroom that substantially disrupts or interferes with other students' learning. Medical and religious purposes of headwear is permitted.
8. Not promote and/or endorse the use of alcohol, tobacco, smoking paraphernalia or illegal drugs/substances and/or encourage other illegal or violent activities.

IX. DRESS CODE (continued)

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 staff member who believes a student to be in violation of the dress code should report the student to a building administrator.

The determination as to whether a student is in violation of any portion of the dress code will be at the sole discretion of building administration. Building administrators have the authority to require a student to change, cover, remove, replace or modify his/her/their attire should the administrator deem the attire inappropriate and/or violates the dress code.

Any student who refuses an administrator's directive relating to his/her/their attire, to do so, or who repeatedly violates the dress code, may be subject to disciplinary action, up to and including out-of-school suspension.

Each building principal or his/her/their designee shall be responsible for informing all students and their parents of the student dress code at the beginning of the school year and whenever a revision to the dress code is made during the school year.

XI MOTOR VEHICLES/ SENIOR PARKING PRIVILEGES

Senior parking on the high school campus is limited to those Seniors who have registered and paid for a Senior-parking tag for the Senior designated parking lot(s). Senior parking is allowed only with the display of a senior-parking tag on the rearview mirror in the designated lot(s). Cars can, and will, be searched at the discretion of the administration. This pertains to ALL school events. Students parked illegally in the lot, or do not have a proper parking tag, will be subject to disciplinary action and/or ticketing by the Village Police Department. Parking procedures, costs, and tag distribution takes place by school administration in collaboration with the Senior Class Officers.

STUDENT CODE OF CONDUCT

All students are expected to conduct themselves in an appropriate and civil manner, with proper regard for the rights and welfare of other students, school personnel, and for the care of school facilities and equipment.

In accordance with, and in addition to, the Hamburg Central School District's Code of Conduct, students at Hamburg High School may be subject to disciplinary action up to and including suspension from school when they engage in conduct that school officials have deemed to be prohibited conduct.

The Hamburg Central School District Board of Education has adopted specific policies regarding student conduct, and the administration has established regulations and procedures, which may directly impact upon disciplinary issues. This Student Code of Conduct will be reviewed on a regular basis to determine its consistency with other policies and laws. It is the intent of this written code to serve as a guideline for the disciplinary issues which normally arise at the high school.

Complete copies of the code of conduct can be found on the District and High School websites, respectively.

CODE OF CONDUCT

The Hamburg High School Code of Conduct is an expression of the behavior patterns that are expected of students at Hamburg High School. We believe that by accepting and fulfilling appropriate responsibilities, students will value the resulting privileges. This code of conduct is meant to be preventative in nature; in the event of unacceptable behavior, students will be required to accept penalties, or loss of privileges. We will maintain contact with parents and guardians to ensure that the policies and consequences of the code are understood and successfully implemented. **VISIT THE HIGH SCHOOL OR SCHOOL DISTRICT WEBPAGE FOR THE COMPLETE CODE OF CONDUCT.**

IT IS THE STUDENT'S RIGHT TO:	IT IS THE STUDENT'S RESPONSIBILITY TO:
Attend school in the district in which the parent or legal guardian resides.	Attend school daily, except in the case of legal excuse.
Expect that the school will be a safe and orderly place for all students to pursue an education.	Follow classroom, hall, bus and school rules and procedures. Encourage other students to conduct themselves in accordance with these rules.
Expect their school and community to provide clean, safe, and functional school facilities.	Do all that can be done to maintain such an environment and not engage in such activities which detract from school facilities.
Express opinions verbally or in writing.	Express thoughts in a manner, which is not slanderous or obscene. The expression should not incite others to damage property, do physical harm, or break school rules or criminal laws.
Be afforded an opportunity to develop school publications such as school newspapers and the yearbook.	Refrain from libelous and obscene statements and observe the rules of responsible journalism.
To express oneself as it relates to dress and physical appearance.	Refrain from dressing in a manner which causes a substantial disruption to the educational process.
Be represented by an active student government.	Take an active part in student government through informed participation.
Participate in after school activities, clubs, student government, athletics, dances and other school functions.	Follow rules governing participation and eligibility.
Be afforded an opportunity to respond (due process) in the event of a disciplinary action.	Be aware of and abide by all rules and regulations which govern the student body in order to avoid disciplinary action.
Be provided protection of personal property.	Secure possessions in a locked hall or gym locker. Refrain from giving out locker combinations or sharing lockers with others.
To be protected from intimidation, harassment, or discrimination based on actual or perceived race, color, weight, national origin, ethnic group, religion, or religious practice, sex, gender/gender identity, sexual orientation, or disability, by employees or students on school property or at a school-sponsored event, function or activity.	To respect one another and treat others fairly in accordance with the District Code of Conduct and the provisions of the Dignity Act. To conduct themselves in a manner that fosters an environment that is free from intimidation, harassment, or discrimination. To report and encourage others, to report any incidents of intimidation, harassment or discrimination.

DEFINITIONS

Controlled Substances – include a drug or other substance identified in certain provisions of the federal Controlled Substances Act specified in both federal and state law and regulations applicable to this policy.

Cyberbullying – use of technology, internet, social media or other electronic means or communication to engage in bullying or harassment, as defined below. Cyberbullying may result in disciplinary action regardless of whether it occurs on or off school property. To the extent this Code refers to “bullying,” that term shall also include cyberbullying unless otherwise noted.

Discrimination – negative action that is taken on the basis of a person's actual or perceived race, age, sexual orientation, color, creed, national origin, ethnic group, religion, religious practice, sex, sexual orientation, gender or gender identity, marital or veteran status, use of a recognized guide dog, hearing dog or service dog, disability, or any other protected status under applicable law.

Disruptive student – an elementary or secondary student under the age of 21 who is substantially disruptive of the educational process or substantially interferes with the teacher's authority over the classroom.

Educational Process – refers to overall school experience, not limited to academics.

Harassment / Bullying – creating a hostile environment by conduct or verbal threats, intimidation or abuse, including cyberbullying, that (a) has or would have the effect of unreasonably and substantially interfering with a student's educational performance, opportunities or benefits, or mental emotional or physical well-being; (b) reasonably causes or would reasonably be expected to cause a student to fear for his or her physical safety; (c) reasonably causes or would reasonably be expected to cause physical injury or emotional harm to a student; or (d) occurs off school property and creates or would foreseeably create a risk of substantial disruption within the school environment, where it is foreseeable that the conduct, threats, intimidation or abuse might reach school property. Acts of harassment and bullying shall include, but not be limited to, those acts based on a person's actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender or sex. For purposes of this definition, the term “threats, intimidation or abuse” shall include verbal and nonverbal actions.

Illegal Drugs – include, but are not limited to, inhalants, marijuana, synthetic cannabinoids, cocaine, LSD, PCP, amphetamines, heroin, steroids, look-alike drugs, drug paraphernalia, other substances (including vapor cigarettes and associated liquated substances, as well as synthetic marijuana, K2/Spice and Bath Salts), prescription medication, dietary supplements, weight loss pills and any substance commonly referred to as “designer drugs.”

Parent – parent, guardian or person in parental relation to a student.

Plagiarism – the use or close imitation of the language and ideas of another author and representation of them as one’s own original work. This includes copying from electronic sources (e.g. the internet), even with minor alterations.

School Community – includes all District employees, students, parents and members of the Hamburg community who have an interest in the District.

School Function means a school sponsored extracurricular event or activity, regardless of where such event or activity takes place.

School Property – in or within any building, structure, athletic playing field, playground, parking lot or land contained within the real property boundary line of a public elementary or secondary school, or in or on a school bus, as defined in Vehicle and Traffic Law §142.

Violent student – a student under the age of 21 who: 1. Commits an act of violence upon a school employee, or attempts to do so; 2. Commits, while on school property or at a school function, an act of violence upon another student or any other person lawfully on school property or at the school function, or attempts to do so; 3. Possesses, while on school property or at a school function, a gun, knife, explosive or incendiary bomb, or other dangerous instrument capable of causing physical injury or death; 4. Displays, while on school property or at a school function, what appears to be a gun, knife, explosive or incendiary bomb or other dangerous instrument capable of causing death or physical injury; 5. Threatens, while on school property or at a school function, to use any instrument that appears capable of causing physical injury or death; 6. Knowingly and intentionally damages or destroys the personal property of any school employee or any person lawfully on school property or at a school function; or 7. Knowingly and intentionally damages or destroys school District property.

Weapon – Unless otherwise specified, a weapon includes (1) a firearm as defined in 18 USC § 921 for purposes of the Gun-Free Schools Act; (2) any of the following dangerous instruments: a firearm, including but not limited to a rifle, shotgun, pistol, handgun, silencer, electronic dart gun, stun gun, machine gun, airgun or spring gun; a switchblade knife, gravity knife, pilum ballistic knife, cane sword, dagger, stiletto, dirk, razor, box cutter, metal knuckle knife, utility knife or other dangerous knife; a billy club, blackjack, bludgeon, chukka stick, or metal knuckles; a sandbag or sandclub; a sling shot or slung-shot; a martial arts instrument, including but not limited to a kung fu star, ninja star, nin chuck, or shirken; an explosive, including but not limited to a firecracker or other fireworks; a deadly or dangerous chemical, including but not limited to a strong acid or base, mace, or pepper spray; an imitation gun;

loaded or blank cartridges or other ammunition; or any other dangerous or deadly instrument possessed with intent to use the same unlawfully against another; (3) a weapon as defined in 18 USC § 930(g)(2); or (3) any other device, instrument, material or substance that can cause physical injury or death when used to cause physical injury or death.

A. Conduct That is Disorderly: Examples of disorderly conduct include, but are not limited to:

1. Running in hallways.
2. Making unreasonable noise.
3. Using language/gestures that are profane, lewd, vulgar or abusive.
4. Obstructing vehicular or pedestrian traffic.
5. Engaging in any act which disrupts the normal operation of the school community.
6. Trespassing. Students are not permitted in any school building, other than the one they regularly attend, without permission from the administrator in charge of the building.
7. Misusing computer/electronic communications devices, including any unauthorized or inappropriate use of computers, software, or Internet/intranet account; accessing inappropriate websites; evading the District's content filter; using an outside wireless network; or any other violation of the District Acceptable Use Policy. This includes unauthorized videotaping/recording of others (including staff) and/or unauthorized altering of any video/ audio digitally.
8. Unauthorized use of personal computer, laptop, tablet, cell phone or e-reader and/or other computerized information resources through the District computer system is prohibited.
9. Pulling a fire alarm, discharging a fire extinguisher, pulling an AED alarm and/or calling 911 without cause.
10. Endangerment or harassment (e.g. bullying, intimidation) of others.

B. Conduct That is Insubordinate: Examples of insubordinate conduct include, but are not limited to:

1. Failing to comply with the reasonable directions of teachers, school administrators or other school employees in charge of students or otherwise demonstrating disrespect.

C. Conduct That is Disruptive Examples of disruptive conduct include, but are not limited to:

1. Failing to comply with the reasonable directions of teachers, school administrators or other school personnel in charge of student, or otherwise demonstrating disrespect.
2. Being unprepared for class (repeated, disruptive to classroom procedures).
3. Endangering the health and safety of other students or staff.
4. Interfering with classes, District activities or the educational process, such as by means of inappropriate appearance or behavior, per this Code.
5. Repeated violations of this Code or school rules.

D. Conduct That is Violent Examples of violent conduct include, but are not limited to:

1. Threatening/committing an act of violence (such as hitting, kicking, punching, and scratching) upon a teacher, administrator or other school employee or attempting to do so.
2. Threatening/committing an act of violence (such as hitting, kicking, punching, and scratching) upon another student or any other person lawfully on school property or attempting to do so.
3. Possessing a weapon. Authorized law enforcement officials are the only persons permitted to have a weapon in their possession while on school property or at a school function.
4. Displaying what appears to be a weapon.
5. Threatening to use or using any weapon.
6. Intentionally damaging, vandalizing, and/or destroying the personal property of a student, the District, a teacher, an administrator, other District employee or any person lawfully on school property, or at a school function, including graffiti or arson.
7. Engaging in harassing conduct, verbal threats, intimidation, or abuse that reasonably causes or would reasonably be expected to cause a student to fear for his or her physical well-being.
8. Communicating, by any means, including oral, written or electronic (such as through the Internet or email) off school property, where the content of such communication: (a) can reasonably be interpreted as a threat to commit an act of violence on school property; or, (b) results in material or substantial disruption to the educational environment.
9. Subjecting individuals to danger by throwing objects that could result in injury (intentionally or recklessly)

E. Conduct That Endangers the Safety, Morals, Health or Welfare of Self or Others; Examples of such conduct include, but are not limited to:

1. Lying to school personnel.
2. Stealing the property of other students, school personnel or any other person lawfully on school property or attending a school function.
3. Defamation, which includes making false or unprivileged statements or representations about an individual or identifiable group of individuals that harm the reputation of the person or the identifiable group by demeaning them. This can include posting or publishing video, audio recordings or pictures (written material, cell phones, Internet, videos, etc.).
4. Discrimination, based on a person's actual or perceived race, age, sexual orientation, color, creed, national origin, ethnic group, religion, religious practice, sex, sexual orientation, gender or gender identity, marital or veteran status, use of a recognized guide dog, hearing dog or service dog, or disability as a basis for treating another in a negative manner on school property or at a school function.
5. Harassment, bullying, cyberbullying or intimidation, including but not limited to actions or statements that put an individual in fear of bodily harm and/or emotional discomfort.
6. Sexual harassment, which includes unwelcome sexual advances, requests for sexual favors, taking, sending, displaying, forwarding, or receiving sexually explicit videos, pictures or auditory recordings and other verbal or physical conduct or communication of a sexual nature.
7. Hazing, which includes any intentional or reckless act directed against another for the purpose of initiation into, affiliating with or maintaining membership in any school sponsored activity, organization, club or team.
8. Selling, using, possessing or distributing obscene material.
9. Using vulgar or abusive language, cursing or swearing.
10. Possessing, consuming, selling, attempting to sell, distributing or exchanging alcoholic beverages, tobacco, tobacco products, e-cigarettes and vaping products/devices, illegal and/or controlled substances, counterfeit and designer drugs, or paraphernalia for use of such drugs, or be under the influence of any such substances on school property or at a school function.
11. Inappropriately using or sharing prescription and over-the-counter drugs.
12. Gambling and gaming.
13. Inappropriate touching and/or indecent exposure, that is, exposure to sight of the private parts of the body in a lewd or indecent manner.

14. Displaying signs of gang affiliation or engaging in gang-related behaviors that are observed to increase the level of conflict or violent behavior

15. Initiating or reporting warning of fire (e.g. pulling a fire alarm) or other catastrophe (e.g. bomb threat or threat of harm from chemical or biological substance) without valid cause, misusing 911, or inappropriately discharging a fire extinguisher.

16. Violating personal privacy when using school restroom facilities.

F. Misconduct While on a School Bus

It is crucial for students to behave appropriately while riding on District buses to ensure their safety and that of other passengers and to avoid distracting the bus driver. Students are required to conduct themselves on the bus, as well as while waiting for the bus, in a manner consistent with established standards for classroom behavior and the expectations and rules set forth in this Code. Excessive noise, pushing, shoving, fighting, harassment, bullying and discrimination, for example, will not be tolerated. While the law requires the District to provide transportation to eligible students, it does not relieve the parent(s) or guardian(s) of responsibility for supervision until such time as the student boards the bus in the morning and after the student leaves the bus at the end of the school day. Only after a child boards the bus does he/she become the responsibility of the District. Such responsibility shall end when the child is delivered to the regular bus stop at the close of the school day. If a student does not conduct him/herself properly on a bus, the student's riding privileges may be suspended. Only the building principal, transportation supervisor or Superintendent have the authority to suspend riding privileges. If riding privileges are suspended, the parent(s) or guardian(s) of the student becomes responsible for seeing that their child get to and from school safely. Should the suspension from transportation amount to a suspension from attendance at 20 school, the District will make appropriate arrangements to provide for the student's education, and any such suspension shall be in accordance with the Education Law.

G. Academic Misconduct Examples of academic misconduct include, but are not limited to:

1. Plagiarism.
2. Cheating.
3. Copying.
4. Altering records.

5. Accessing other users email accounts or network storage accounts and/or attempting to read, delete, copy, modify or interfere with the transferring and receiving of electronic communications.
6. Violation of the District's Acceptable Use Policy.
7. Assisting another student to perform any of the above actions, except to the extent such actions are at the direction of a teacher.

H. Disciplinary Actions

Depending on the nature of the violation, student discipline would be progressive in nature, i.e., a student's first violation may merit a lighter penalty than subsequent violations, or where a specific consequence has been indicated.

Range of disciplinary actions includes, but is not limited to:

- Warning
- Conferences (student/parent/counselor/administrator)
- Loss of privileges
- Hall restriction
- After-school Detention
- Saturday Detention
- In School Suspension
- Short Term Out of School Suspension
- Superintendent Hearing
- Long Term Out of School Suspension

I. Discipline of Students with Disabilities

If the conduct of a student is related to a disability or suspected disability, the student may be referred to the Committee on Special Education and discipline, if warranted, shall be administered consistent with the separate requirements of this code of conduct for disciplining students with a disability. A student identified as having a disability shall not be disciplined for behavior directly caused by his/her disability, without following the procedures mentioned above.

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.

J. Reporting Illegal Substances and Weapons

Any student or staff member observing a student possessing a weapon, alcohol or other illegal substance on school property or at a school function, shall report this information immediately to a building administrator and/or the SRO. Any weapons, alcohol or illegal substances found shall be confiscated immediately, followed by notification of the parent of the student involved and the appropriate disciplinary action taken, up to and including permanent suspension and referral for prosecution

When a student violates the Code of Conduct and such misconduct is also a crime as defined by the New York State Penal Law, District Officials/Building Principal shall notify the appropriate law enforcement agency. Additionally, if such misconduct is committed by a student with a disability, such action shall not constitute a change in the student's placement. The notification must identify the student(s) and explain the conduct that violated the code of conduct and constituted a crime.

K. Student Searches and Questioning of Students

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, the school nurse and District security officials to conduct searches of students and their belongings 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.

AFTER SCHOOL DETENTION, SATURDAY DETENTION

Teachers do assign 'Teacher Detention'. It is the teacher's responsibility to communicate all teacher detentions. Students must report to the teacher's detention on time and with appropriate work.

When assigned an After School Detention or Saturday Detention from the office or from a building administrator, students are expected to arrive on time to the assigned detention location and stay for the duration of the assigned detention.

IN SCHOOL SUSPENSION

In-School-Suspension (ISS) is designed to help students reflect on the choices that they've made. Students may spend time in ISS as a disciplinary action. Since the student remains at HHS during ISS, it is an alteration to the school day. It is a structured environment in which each student receives the day's assignments from his/her/their classroom teacher. A certified teacher is assigned to supervise the In-School-Suspension room. A student assigned In-School-Suspension has the following responsibilities:

- To report to the ISS Room (221) prior to 7:35 AM
- To bring all books and materials that will be needed
- To remain quiet and be cooperative following the directions and expectations of the ISS staff
- To complete and return all ISS assignments to the ISS teacher to receive credit

Any disruption or failure to meet responsibilities may result in further disciplinary action.

A student who has been assigned ISS is prohibited from all school sponsored and extra-curricular activities for the duration of the suspension. Additional suspension from the extra-curricular program may also exist.

OUT OF SCHOOL SUSPENSION

Students who are suspended out of school will report to the off-site suspension facility for a mandatory supervised suspension. Instruction or academic assistance during Out-of-School Suspension is provided by certified teachers on staff at the off site location. Students will be transported according to specific instructions, which will be provided by the Main Office and Busing Company. Students who choose not to attend the Out of School Suspension program will be considered "Absent Unexcused". Students suspended from the home school may also be suspended from the BOCES occupational centers. The reverse is also true.

Any student serving out of school suspension is prohibited from being on all district property and prohibited from all school and extra-curricular activities for the duration of the suspension. Additional suspension from the extra-curricular program may also exist.

Any student who has been assigned more than (2) in-school or out of school suspensions will be prohibited from all events outside of the school day including events and dances unless granted permission by a building administrator.

FIGHTING POLICY

1. All students who engage in fighting in the high school building or on school property (or at a school sponsored event) will be immediately suspended out of school for a period of five days. Formal legal charges will be filed against such students as appropriate.
2. Such students and their parents/guardians may be required to attend a hearing with the principal or designee to determine the conditions of reinstatement.
3. Students who engage in a second incident of fighting will appear before a Superintendent 's hearing to determine the conditions of reinstatement.
4. Students who push, strike or otherwise physically threaten any student or faculty member will be immediately suspended and may have to appear before the superintendent of schools for consideration of reinstatement. Affected staff members can file formal legal charges against such students.
5. The reasons for a fight, including "self-defense," will not be considered in the enforcement of this policy.

ALCOHOL AND DRUG ABUSE POLICY

Alcohol and drug abuse, especially among young people, is a serious problem in our society and is thus a major concern within the school community. Since alcohol and drug abuse is also a matter of law, the district will fulfill its legal obligations as well as its moral responsibility to provide an environment for all students, which encourages personal growth and academic success.

The possession, distribution or use of alcohol or non-prescribed controlled substances (illegal drugs) at any time on school premises, on buses, or at any school sponsored activity or program off school premises is strictly prohibited. The use of prescribed and non-prescribed (over the counter) medicines are allowed on school premises as stipulated in administrative regulations. However, the selling or giving of such medicines to another person will be considered a violation of the prohibition against illegal drugs.

Use or possession of alcohol or illegal drugs will be reported to the appropriate legal authorities and the parents/guardians of the student involved will be notified. A student who violates the school's alcohol and/or illegal drug policy will not be permitted to attend or participate in any remaining school sponsored events (including prom) for the school year.

The New York State Bureau of Health Services recommends that no internal medication be administered in school. Under certain conditions prescription medications may be given with the written request of the attending physician and parents. The medication must be in the original container and must be left in the safekeeping of the school nurse. Non-prescription medication may not be given unless prescribed by a physician.

The Hamburg School District has a comprehensive Student Assistance Network that involves the student, the school, the family and the community. The Student Assistance Network provides a variety of prevention, education, intervention and other support programs for students who are at risk. The program's aim is to identify troubled students and connect them with the helping services available to them in school or in the community. It advocates a healthy lifestyle free from chemical dependency and substance abuse.

Chemical abuse is a societal problem that no one segment of our community can resolve on its own. Therefore, schools, parents and the community must work together to address the problem. It is the conviction of the Hamburg Central School District that school should be an alcohol and drug free environment and that students who receive help with pressing personal concerns are able to better focus their energy on the tasks of developing academically, socially and emotionally.

Drug and Alcohol Forum

The Hamburg Central School District, like many schools and communities across the nation, is engaged in a constant effort to keep its students healthy, safe and free of the abuse of alcohol and other drugs. Surveys show that kids who stay drug-free cite parental disapproval as the main reason they abstain. Unfortunately, too few kids report having had meaningful discussions with their parents about alcohol and other drugs.

In an effort to educate parents about the growing concerns of students using and experimenting with drugs and alcohol, the District may require that one parent or guardian attend our District's **Drug & Alcohol Parent Forum**. In coordination with The Village and Town of Hamburg Police Department and WNY United Against Drug & Alcohol Abuse Inc., the **Drug & Alcohol Parent Forum** is a 90-minute program that addresses recognition of drugs and drug paraphernalia, signs and symptoms of abuse, health risks associated with abuse and your liability as a parent for hosting and/or purchasing alcohol and other drugs. The forum dates times and locations will be held regularly and posted on our website. Special events include but are not limited to: school dances (Homecoming dance and others), overnight field trips (music, athletic and classroom-related), the Junior Prom and the Senior Prom.

STUDENT USE OF COMPUTERIZED INFORMATION RESOURCES

Summary of HCS D Policy 7314
(Full text available at www.hamburgschools.org)

The Hamburg Central School District (HCS D hereafter) recognizes that effective use of technology is important to our students and will be essential to them as adults. Consequently, the School System will provide access to various computerized information resources through the District's computer system (DCS hereafter) consisting of software, hardware, computer networks and electronic communications systems. This may include access to electronic mail, so called "on-line services" and "Internet." The District shall provide personnel support for such usage.

STUDENT & PARENT/GUARDIANS-END USER AGREEMENT

Parents/Guardians are strongly encouraged to review the HCS D Acceptable Use Policy and Regulations for use of technology with their son/daughter. This document is available at <http://www.hamburgschools.org/aup>

In order for a student to continue as a user of the Hamburg Central School District's computer facilities, equipment, and Internet accounts, it is necessary to comply with District policy and regulations for the use of technology as presently in force and as may be amended from time to time. A violation of the District's policy and/or regulations regarding use of computerized information resources ("Acceptable Use Policy") may result in the loss of computer access, disciplinary action and/or prosecution in accordance with law, regulation and/or the District Code of Conduct.

During school, teachers will guide students toward appropriate materials. Outside of school, parents/guardians bear responsibility for such guidance as they do with information sources such as television, telephones, movies, radio and other potentially offensive/controversial media.

Individuals and families may be liable for violations of District policies and regulations/procedures for such use. While every reasonable effort will be made by School District personnel to monitor proper usage and provide Internet filters to questionable materials, parents must accept responsibility for guidance of Internet use by setting and conveying standards for students to follow when selecting, sharing or exploring information and media. Students who abuse the acceptable use of technology on the Internet may be removed from access in accordance with applicable due process procedures.

Request To Deny Computer Usage

In order to achieve the career development and technical education (occupational) learning standards articulated by the New York State Department of Education, student access to the DCS will automatically be provided unless the parent/guardian has submitted written notification to the District that such access not be permitted. If the parent/guardian does not request, in writing, that a child is not to use computers, an account will be created to facilitate such access. Parent/guardian requests to deny student use of District computers will be considered in accordance with law and/or regulations.

RESOLVING CONCERNS

Concerns by a parent/guardian or resident can best be addressed at the level most directly tied to the concern. If a parent/guardian has a concern with a teacher, the parent/guardian should contact the teacher at the school. If the concern is not resolved, then the building principal should be contacted. If not resolved at that level, the Superintendent should be contacted. If not resolved at that level, the issue may be presented in writing to the Board of Education.

HAMBURG HIGH SCHOOL



BELL SCHEDULE

PERIOD	TIME
1	7:35—8:16
Morning Announcements	8:16—8:20
2	8:24—9:05
3	9:09—9:50
4	9:54—10:35
5 Lunch	10:39—11:20
6 Lunch	11:24—12:05
7 Lunch	12:09—12:50
8 Lunch	12:54—1:35
9	1:39—2:20