

**Waterford-Halfmoon Jr./Sr. High School
Code of Responsibilities and Rights
2020-2021**

This is an abbreviated version of Waterford-Halfmoon Union Free School District's "Code of Conduct." The Code in its entirety is available from individual building administrators.

Introduction

The Board of Education, in support of the aims of public education, believes that student behavior shall reflect the standards of good citizenship expected of members of a democratic society. Self-discipline is one of the immediate important goals of education and its inculcation and practice are of great concern to the Board. Students shall be expected to conduct themselves in keeping with their level of maturity, acting with due regards to constituted authority. This includes conformity to school rules and regulations.

The foundation of our code of responsibility is respect for oneself, others, rules and authority. The purpose of creating a code of responsibility is to clearly define what constitutes respect. Respect involves taking ownership of one's behavior. The following outline is designed to create and maintain a school climate in which all of us can work and learn safely and effectively. It summarizes items of law, Board of Education policies and administrative procedures. It is intended to ensure that each student has the opportunity to achieve, both intellectually and socially, that the academic program is free of interruptions and that the rights and property of everyone in the building are respected.

When the code of responsibility is not followed, consequences as outlined will be enforced.

The code of responsibilities was defined by a group of students, parents, teachers and administrator with additional input from the Board of Education.

Students have the responsibility to:

- Be responsible for adhering to and supporting the code of responsibility.
- Show respect for the rights and privacy of other people.
- Contribute in making our school a clean and safe place.
- Be honest and maintain a high level of academic integrity.
- Attend school each day with an attitude necessary to achieve academic success, since attaining an education should be the primary activity of an adolescent.
- Attend each class. Be on time and prepared to learn and engage in meaningful activities.
- Participate in class. Be responsible for class work and homework.
- Be knowledgeable about academic requirements. Seek information and advisement concerning available programs and options.
- Communicate with parents, teachers and staff to develop and maintain a positive educational program, which will meet New York State requirements, Waterford-Halfmoon High School requirements and your individual needs.
- Show compassion, understanding and tolerance toward others.
- Take ownership for all actions and exercise self-discipline. Make certain not to disrupt the educational process or infringe on the rights of others.

All students have a right to:

- Due process
- Be respected.
- Pursue their education in a non-threatening environment.
- Learn in circumstances, which permit healthy, intellectual, emotional, physical and moral development.
- School and educational programs which are effective, and that are appropriate for their individual needs.
- Educational programs which prepare them for jobs, for college, for responsible family life and for citizenship in a democratic society.
- Know what is expected of them, both behaviorally and academically.

Parents/guardians have the responsibility to:

- Understand that New York State Law requires every parent to properly care for, train, educate, discipline and control their child.
- Be available to confer with school personnel concerning their child.
- Direct their concerns regarding education of their child to the professional most directly involved.
- Be financially responsible for any damage to personal or school property committed by their child.

All parents/guardians have a right to:

- Be shown respect.
- Receive timely communication regarding students' progress and programs at school.
- Responsiveness to their inquiries.
- Be informed about school policies and procedures.

In general, faculty, staff and administrators have the responsibility to:

- Respect each student. Allow students to maintain their dignity and integrity in all interactions.
- Recognize the individual needs of each student in meeting the challenges of a high school education.
- Communicate with student (and parents/guardians when appropriate) to help develop and maintain a positive educational experience.
- Maintain confidentiality in all matters relating to student affairs and records.
- Support the code of responsibility.

Faculty has the responsibility to:

- Prepare and produce effective learning experiences.
- Maintain consistent standards of behavior and academics in the classroom and throughout the school facility.
- Reprimand or discipline in an appropriate manner, in accordance with the Code of Responsibilities and Rights.
- Keep accurate attendance records.

Staff has the responsibility to:

- Monitor students for correct behavior and citizenship throughout the school facility.
- Communicate with student, teacher and administrators regarding students and/or school-wide issues.

Administrators have the responsibility to:

- Administer progressive disciplinary measures according to outlined procedures in the code of responsibilities and rights.
- Maintain an orderly atmosphere, which is conducive to educational development and individual growth, with consistent standards applied.

All Faculty, Staff and Administrators have a right to:

- Be shown respect.
- Work in a non-threatening environment.
- Be supported in creative efforts to provide a sound educational program.
- Expect student to come to school prepared to learn.
- Be supported in their efforts to maintain a positive learning environment.

**Guidelines for Behavior
2020-2021**

The Guidelines for Behavior are constructed with the belief that appropriate steps must, at times, be taken in order to assure that the rights of all stakeholders (students, faculty, staff, administrators and parents/guardians) are upheld. Further, it allows for all to be able to undertake their responsibilities toward contributing to making Waterford-Halfmoon High School a place of academic learning and individual growth.

The well being and safety of the students and staff are of prime importance and concern to all. Everyone at Waterford-Halfmoon has a right to a safe and orderly environment.

The following behaviors are not consistent with the values stated above and are, therefore, subject to the disciplinary actions listed. **Serious and repeated violations may result in more severe consequences.** All consequences will be applied consistently.

Parents have the right to request an informal conference with the principal if they have questions regarding their child's discipline. Please call to make an appointment.

Please note:

Detentions are held after school daily from 2:25pm-3:10pm
In school suspensions are held daily from 7:57am-2:20pm

Behavior

◇ Possession of a Weapon(s) [as defined in the Gun Free School Act, "possession" means having a weapon (gun, knife or other object which may be used ordinarily to inflict harm) in school, on school grounds, on a school bus, on a field trip, at an athletic event or at any school function.]

◇ Sale or distribution of Alcoholic and/ or drugs
◇ Possession, use or under the influence of drugs/alcohol

◇ Possession of drug paraphernalia (Roach clips, bongs, rolling papers/wraps, pipes, hypodermic needles, etc.)

◇ Violent behavior, cyberbullying, cyberthreats (harassment, intimidation, threats of harm, threatening language assault, fighting, instigation, etc.)

◇ Pulling of fire alarm, making a bomb threat, false alarms to 911

◇ Possession and or use of inappropriate objects (matches, lighters, fireworks, etc.)

Consequences

Each offense:

Contact parent/guardian

- 1 to 5 day(s) out of school suspension
- Superintendent's hearing, as warranted
- Possible one-year suspension from school, as mandated by federal law
- Police notified, as warranted
- Referral to school counselor
- Loss of parking privileges for up to 12 months, as warranted
- Loss of extracurricular activities for up to 12 months, as warranted
- Expulsion from sports team, as warranted

Each offense:

- Contact parent/guardian
- Mandated 3 sessions with student assistance counselor
- 1-5 days in or out of school suspension
- Police notified, as warranted
- Superintendent's hearing, as warranted
- Restriction of extracurricular activities for up to 12 months, as warranted

Each offense:

- Contact parent/guardian
- 1-5 days out of school suspension
- Superintendent's hearing, as warranted
- **Police notified, as warranted**
- Mandated 3 sessions with the student assistance counselor
- Loss of parking privileges for up to 12 months, as warranted

Each offense:

- Contact parent/guardian
- 1-5 day(s) in or out of school suspension
- Superintendent's hearing, as warranted
- Police notified, as warranted
- Referral to school counselor
- Possible restriction of extracurricular activities
- Possible loss of parking privileges for up to 12 months

Each offense:

- Contact parent/guardian
- 1-5 day(s) out of school suspension
- Superintendent's hearing, as warranted
- Possible one year suspension from school as mandated by federal law
- Police notified, as warranted
- Referral to school counselor
- Loss of parking privileges for up to 12 months, as warranted
- Possible restriction of extracurricular activities

Each offense:

- Contact parent/guardian
- 1-5 day(s) in or out of school suspension
- Item only returned to parent/guardian

Behavior

◊Use of possession or distribution of tobacco products on school grounds (smoking, chewing, etc.).

◊Possession, use, and/or distribution of electronic cigarettes or vapes

*Refusal/failure to turn over item will automatically lead to a 5 day out-of-school suspension

◊Parking on school grounds without a parking permit, reckless driving or ignoring parking regulations

◊Use of cell phones or other electronic devices which disrupt the educational process in school and/or violates the revised Personal Electronic Policy (3/2017)

Consequences

First offense:

- Confiscation of item
- Contact parent/guardian
- Possible referral to student assistance counselor
- One day in school suspension
- No hall pass privileges for up to 12 months, as warranted

Second offense:

- Confiscation of item
- Contact parent/guardian
- Referral to student assistance counselor
- Three days in school suspension
- No hall pass privileges for up to 12 months, as warranted
- Restriction of extracurricular activities

Third offense and thereafter:

- Confiscation of item
- Contact parent/guardian
- Referral to student assistance counselor
- One to five day(s) out of school suspension
- No hall pass privileges for up to 12 months
- Restriction of extracurricular activities
- Loss of driving privileges for up to 12 months, as warranted

First Offense:

- Confiscation of item to be turned over to Waterford Police Department
- 3 days out of school suspension
- Contact parent/guardian

Second offense:

- Confiscation of item to be turned over to Waterford Police Department
- 5 days out of school suspension
- Contact parent/guardian

Third offense:

- Confiscation of item to be turned over to Waterford Police Department
- 5 days out of school suspension
- Superintendent conference

First offense:

- Warning
- Contact parent/guardian
- Possible temporary loss of parking privileges

Second offense:

- Contact parent/guardian
- One day in school suspension, as warranted
- Possible loss of parking privilege

Third offense and thereafter:

- Loss of parking privileges for up to 12 months
- Possible towing of vehicle at the owner's expense
- Will be treated as insubordination at a level 4
- Police notified, as warranted

First offense:

- Confiscation of item, returned to student at end of day
- Warning

Second offense:

- Confiscation of item, parent/guardian must pick up item
- Detention assigned

Third offense and thereafter:

- Confiscation of item, parent/guardian must pick up item
- Detention assigned, In-School Suspension as warranted

Behavior

◊Inappropriate use of computer hardware/software/Internet (as outlined in the district Computer and Internet policy

◊Use of skateboards or roller blades on school property, during school hours

◊Leaving school building/grounds without permission

◊Loitering (student may not remain on school grounds or in the building after school unless participating in a supervised activity)

◊Cheating (plagiarism, copying another's work, etc

Consequences

First offense:

- Contact parent/guardian
- Short term removal of privileges

Second offense:

- Contact parent/guardian
- Long term removal of privileges

Third offense:

- Contact parent/guardian
- Removal of all computer privileges for the remainder of the year

First offense:

- Confiscation of item, parent/guardian must pick up item
- Warning

Each additional offense:

- Confiscation of item, parent/guardian must pick up item
- Detention assigned

First offense:

- Contact parent/guardian
- Contact police, as warranted
- One day in school suspension
- No hall pass privileges

Second offense:

- Contact parent/guardian
- Contact police, as warranted
- Two days in school suspension
- No hall pass privileges

Third offense:

- Contact parent/guardian
- Contact police, as warranted
- Three days in school suspension
- No hall pass privileges

Fourth offense and thereafter:

- Contact parent/guardian
- Contact police, as warranted
- One – five day(s) out of school suspension(s)
- No hall pass privileges
- Restriction of extracurricular activities

First offense:

- Contact parent/guardian
- Detention

Second offense and thereafter:

- Contact parent/guardian
- In school suspension

First offense:

- Contact parent/guardian (by teacher)
- Administrative, teacher, student meeting
- Academic consequences to be determined by the teacher (Grade of zero may be assigned)
- No hall pass privileges

Second offense and thereafter:

- Contact parent/guardian (by teacher)
- Administrative, teacher, student meeting
- Academic consciences to be determined by the teacher (Grade of zero may be assigned)
- No hall pass privileges
- Will be treated as insubordination

Behavior

◇Forgery (writing fake tardy/absentee notes, etc.)
Lying/intentionally misleading a staff member

◇Acts of vandalism, theft and/or destruction of property, graffiti

◇Use of slurs relating to ethnicity, disability, race sexual orientation, or physical condition and any form of sexual or verbal harassment

◇Inappropriate language (obscene, profane, vulgar, abusive, etc.)
◇Disruptive behavior (actions that cause safety concerns or disruptions of the educational process, horseplay)

◇Inappropriate clothing (that which is offensive i.e. inappropriate printed message or is too brief or distracting) Inappropriate clothing includes clothing or accessories which disrupt the educational process. This includes but is not limited to, inappropriate messages, which mention or display racism, violence, or sex; or which simply condone the use of drugs or alcohol.
◇Wearing of hats is prohibited in school.
◇Spike/slave collars and bracelets and wallet chains

◇Public display of affection

◇Tardy to school (school begins at 7:57 am after that time students are considered late. Students are considered late to class once the bell rings.)

Consequences

Each offense:

- Contact parent/guardian
- Detention
- Loss of hall pass privileges

Each offense:

- Contact parent/guardian
- In school or out of school suspension
- Restitution
- Loss of hall pass privileges
- Police notified, as warranted
- Restriction of extracurricular activities for up to 12 months
- Possible loss of parking privileges for up to 12 months

Each offense:

- Contact parent/guardian
- Referral to school counselor
- One to five day(s) in or out of school suspension
- Possible written report and/or apology

First offense:

- Contact parent/guardian (by teacher)
- Teacher detention
- FYI referral to administration

Second offense and thereafter:

- Contact parent/guardian
- Depending on severity, penalty up to out of school suspension

First offense:

- Student asked to substitute the article of clothing for a suitable one
- Warning

Second offense and thereafter:

- Student asked to substitute the article of clothing for a suitable one
- Contact parent/guardian
- Will be considered as insubordination
- One to five days out of school suspension(s)

First offense:

- Verbal reprimand
- Contact parent/guardian
- Referral to office (FYI Referral)

Second office and thereafter:

- Will be considered insubordination

Offense(s):

- A detention will be assigned for every three unexcused lates (three, six, nine, twelve, fifteen, etc.).
- Excessive unexcused lates may result in a series of detentions or in-school suspension.
 - *Possible loss of parking privileges
 - *Possible loss of extra-curricular activities

Behavior

◊Illegal class absence (s) (Cuts)

Consequences

First offense:

- Contact parent/guardian (by teacher)
- Teacher detention
- School detention
- Loss of hall privileges

Second offense:

- Contact parent/guardian (by teacher)
- Teacher detention
- Two school detentions
- Loss of hall privileges

Third offense

- Contact parent/guardian
- One day in school suspension
- Loss of hall privileges

Fourth offense:

- Contact parent/guardian
- Three days in school suspension
- Loss of hall privileges

Fifth offense and thereafter:

Conference with teachers, student, administrator, counselor and parent

- Loss of parking privileges for up to 12 months
- Five days in school suspension
- Possible revocation of working papers

◊Truancy (skipping school)

First offense:

- Contact parent/guardian
- One day in school suspension
- Loss of hall privileges

Second offense:

- Contact parent/guardian
- Three days in school suspension
- Loss of hall privileges

Third offense and thereafter:

- Five days in school suspension
- Loss of hall pass privileges
- Restriction of extracurricular activities
- Loss of parking privileges for up to 12 months
- Possible revocation of working papers

◊Littering

◊Food and beverage out of the cafeteria

◊Food or beverages ordered from outside vendors

First offense:

- Confiscation and disposal of food/beverages
- Clean up mess
- Lunch detention(s)
- Verbal reprimand

Second offense and thereafter:

- Confiscation and disposal of food/beverages
- Clean up mess
- Verbal reprimand
- Loss of hall pass privileges
- Lunch detention(s)
- Treat as insubordination

◊ Failure to attend detention

First offense:

- Reassign detention

Second offense:

- Contact parent/guardian
- 1/2 day in school suspension

Third offense:

- One day in school suspension
- Contact parent/guardian

Behavior

◊Insubordinate/disobedient behavior (refusing to follow a request made by a staff member)

◊Unprepared for School (not bringing in chrome book or failing to charge it)

Consequences

First offense:

- Contact parent/guardian (by teacher)
- Teacher assigned detention

Second offense:

- Contact parent/guardian
- School detention

Third offense:

- Contact parent/guardian
- School detention(s)
- In school suspension, as warranted

Fourth offense and thereafter:

- Contact parent/guardian
- Referral to the school counselor
- In/Out of school suspension (1 to 5 days)
- Loss of parking privileges for up to 12 months, as warranted
- Loss of extracurricular activities, as warranted

Initial offenses:

- Reminders
- Student issued a loaner chrome book for the day (if available)

Sixth offense

- Detention assigned
- Student issued a loaner chrome book for the day (if available)

Eighth offense

- Detention assigned
- Student issued a loaner chrome book for the day (if available)

Tenth offense

- Lose ability to utilize loaner chrome book

Adopted by BOE 8/2020