

# **Hancock Central School District**

## **Student Handbook**



**2021-2022**

**Dr. Terrance Dougherty, Superintendent**  
**Mrs. Julie Bergman, Principal**  
**Ms. Jackie Beamer, Director of Pupil Personnel Services**

<b>Table of Contents</b>	<b>Page Number</b>
Academic Eligibility and Activity Participation	24
Accident Prevention and Safety Procedures	23
Acceptable Use Policy for All Voice Video, And Data Systems	31
AIDS Instruction	10
Announcements	5
Assemblies	10
Assembly Schedule	5
Attendance and Activity Participation	24
Attendance Policy	13
Automatic External Defibrillators	23
Bell Schedules	5
BOCES Center	8
Cafeteria	19
Care of School Property by Students	17
Co-curricular Programs	16
Corporal Punishment	21
Cyber-bulling	11
Dangerous Weapons in School	20
Destination Passes/Honors Passes	19
Dignity for All Students Act	11
Distribution of Literature	16
Drug and Alcohol Abuse	20
Drug, Alcohol, Vaping and Tobacco Education	10
Electronic Devices	20
Eligibility Periods	27
Emergency Closings and Delays	5
Emergency Plans	23
Employment of Students	22
Equal Opportunity	4
Extra-Curricular Participation	25
Eye Safety Devices	23
Fire Drills	24
First Aid	23
Food-Beverages	20
Free and Reduced-Price Food Service	20
Grading Systems	6
Graduation Requirements	10
Guidance Programs	6
Guidelines for Co-curricular Activities	24
HCS Elementary/Middle/High School	5
Homeroom	5
Homework	7
Honor Roll	7
In-School Detention (ISD)	21
Interscholastic Athletics	16
Investigation of Complaints	21
Late to Class	12
Late to School	12

Make Up Opportunities	9
Mission Statement	4
Mobile Device User Agreement	33
National Honor Society	8
Notes on Eligibility	25
Out-of-School Suspension	21
Parent Teacher Conferences	6
Parental Involvement	6
Penalties	20
Physical Education Requirements	10
Principal's Message	4
Programs for Students with Disabilities	10
Prohibited Conduct	18
Promotion and Retention of Students	9
Public Displays of Affection	18
Public Information	4
Release Time for Religious Instruction	16
Reporting Violations	19
School Ceremonies and Observances	10
Searches and Interrogations by Staff	22
Sexual Harassment	11
Smoking/Vaping on School Premises	20
Student Attendance	12
Student Automobile Use	22
Student Awards and Scholarships	22
Student Code of Conduct	17
Student Conduct on School Buses	21
Student Dress Code	17
Student Fees, Fines and Charges	22
Student Health Services	12
Student Internet Access Policy	27
Student Progress Reports	6
Student Publications	16
Student Sales	20
Summer School	8
Testing Programs	7
Transportation	21
Truancy and Tardiness	12
Use of Elevators	24
Visitors	5
Weighted Grading	7

While every effort has been made to ensure the accuracy of the information contained in this handbook at the time of printing, the district reserves the right to amend or correct its contents as needed.

#### **Mission Statement**

The Hancock Central School District believes that every child can learn and challenges all students to reach their full potential in a caring and supportive atmosphere. Our school and community partnership provide high expectations for achievement and opportunities to develop the social, emotional, physical, and intellectual well-being of every student. We are committed to excellence through ongoing assessments and revisions of programs and goals, thus continuing to meet the changing needs of our community and assuring our children to be successful and to be tomorrow's leaders.

#### **Equal Opportunity**

Each student is encouraged to develop and achieve individual educational goals. The district will provide every student with equal educational opportunities regardless of race, gender, sex, color, creed, sexual orientation, weight, national origin, religion, age, economic status, marital status, or disability. No student will be excluded on such basis from participating in or having access to any course offerings, student athletics, counseling services, employment assistance, co-curricular activities, or other school resources. The K-12 Principal is the designated district compliance officer, who will coordinate compliance with the nondiscrimination requirements of Title IX of the Education Amendments of 1972 and Section 504 of the Rehabilitation Act of 1973. You may contact Hancock Central School, 67 Education Lane, Hancock, NY 13783 or by calling 637-2511.

#### **Public Information Program**

Parents/guardians and members of the community are encouraged to attend and participate at public Board of Education meetings which are generally held on the second and fourth Monday of each month in the Office of the Superintendent at 7:00 PM. Exceptions to these meeting dates are made for holidays and other special events. Please call to confirm.

The school district telephone number is (607) 637-2511.

#### **Principal's Message and Parent/Guardian Acceptance**

Dear Parents/Guardians:

The contents of this Handbook are intended to familiarize you and your child(ren) with all aspects of

our school program. Once issued this handbook, it is understood that you accept the following statements. "I understand and consent to the responsibilities outlined in the Hancock Student Handbook. I also understand and agree that my child(ren) shall be held responsible for the behavior and consequences included in the student code of conduct while on school property or attending school-sponsored activities. I also understand that any student who violates the student code of conduct shall be subject to disciplinary action, up to and including suspension from school. I understand that other rules and regulations not listed in this handbook may need to be created and implemented during the school year.

I understand that the district does not discriminate on the basis of disability with regard to admission or access to, or treatment or employment in school program and activities; and that my child(ren) has (have) the right to: individualized evaluation, an examination of relevant records, to demand an impartial hearing and/or to a subsequent review with respect to discrimination on the basis of disability.

Regarding student records, I have read and understood the information regarding access to my child's/children's educational records. I also understand that certain student information is considered directory information." Directory information includes:

- a student's name
- the names of the student's parents/guardians
- the student's address
- the student's date of birth
- the student's class designation
- the student's image
- awards received
- school dates of attendance
- weight and height of members of athletic teams
- previous school attended
- participation in officially recognized activities and sports
- yearbook/web page (site)/newsletter photographs
- photographs/video for media and social media use

Within the first three weeks of the school year, the district shall publish a notice to parent(s) or guardian(s) and students of 18 years of age or older ("eligible students") currently in attendance of their rights under FERPA and this policy. After these parties have been notified, they will have two weeks to advise the district in writing (a letter to the Superintendent's office) of any or all the items they refuse to permit the district to designate as directory information about that student.

**HANCOCK CENTRAL SCHOOL ELEMENTARY/HIGH SCHOOL/MIDDLE SCHOOL**

Julie Bergman.....PreK-12 Principal  
 Jackie Beamer.....Director of Pupil Personnel  
 Joan Rice/Lori Rajoppi...PreK-12 School Counselors  
 Vicky Kravetsky.....MS/HS Main Office Secretary  
 Jennifer Brock..... Elementary Main Office Secretary  
 Meghan Smith.....MS/HS Guidance Secretary  
 Ann Messenger.....Athletic Coordinator  
 Jo-Anne Smith.....Cafeteria Manager  
 Jodi Newman...Transportation/Buildings & Grounds  
 Audrey Price ..... Attendance  
 Cindy Alderman.....Elementary Nurse  
 Jennifer Hunt.....MS/HS Nurse

**Emergency Closings and Delays**

The Superintendent of Schools may close, delay opening, or dismiss early when hazardous weather or other emergencies threaten health or safety. Parents/guardians/students are requested to avoid calling schools on days of poor weather. It is important to keep school phone lines open. The following television/radio stations will carry information regarding emergency closings:

Radio Stations- WHWK 98.1FM, WAAL 99.1FM, WNBF, WWYL, WYOS, WDLA 92.1, WDNH 95.3FM, Magic 101.7, Thunder 102.

Television Stations - WBNGTV 12, WIVT/News Channel 34, WICZ TV FOX 40, WBRE TV 28, WNEP, Spectrum.

**Announcements regarding emergency closings are available at (607) 637-8000 and are posted on the website.**

**At the discretion of the District, remote instruction may be offered on an inclement weather or other emergency closing day.**

**If no report is heard, it can be assumed the schools are opening on time.**

Wayne Highlands students are not expected to attend school if Wayne Highlands is closed for inclement weather and HCS is open. This is not considered an absence, but students are expected to make up any missed work.

**Bell Schedules**

Students arriving at school before the opening bell must report to the cafeteria, the front lobby, or to the hallway at the second-floor main entrance. Students will not be permitted to enter other areas of the building until the opening bell, including locker rooms. Specific bell schedules are available from homeroom teachers.

**Normal Bell Schedule**

Opening Bell	8:00 AM
Homeroom/1 <sup>st</sup> period	8:05 AM
School ends	2:34 PM

**Early Dismissal Bell Schedule**

There will be no PM BOCES on early dismissal days. PM BOCES students will be permitted to leave after their lunch period.

Opening Bell	8:00 AM
Homeroom/1 <sup>st</sup> period	8:05 AM
School Ends	12:25 PM

**Two-hour Delay Bell Schedule**

There will be no AM BOCES on days with two-hour delays.

Opening Bell	10:00 AM
Homeroom/1 <sup>st</sup> period	10:05 AM
School ends	2:34 PM

**Assembly Schedule**

In the event of an assembly or other school-wide activity, BOCES students will be permitted to stay for assembly activities with prior permission from the principal, BOCES principal, and BOCES instructor. Permission must be obtained prior to the assembly. BOCES students will remain in the school library until the school activity begins.

**Homeroom**

Students are expected to be in homeroom and seated when the homeroom bell rings. Students are assigned a homeroom at the beginning of the school year. Students will report to homeroom for the first week or as needed. With the start of week two, students will go to and be seated in their first period class at 8:05.

The Pledge of Allegiance is an important part of homeroom/1<sup>st</sup> period procedures and students are expected to show proper respect for this exercise. Students are expected to sit quietly during the reading of the morning announcements.

**Announcements**

Announcements for the day are read over the PA system each morning during homeroom/ 1<sup>st</sup> period. If you wish to have an announcement read regarding a school activity, as a minimum requirement, you must turn the announcement in to the office by the end of the day before the activity. The teacher or advisor must sign and date the announcement to be read.

**Visitors**

Parents, guardians, and other citizens are encouraged to visit the school, by appointment, periodically during the course of the school year. Persons who are not students or employees of the district must report immediately to the elementary or MS/HS main office, the District/business office, or the health office. Student visitors from other schools, unless they have a specific reason and the prior approval of the HCS building administrator, are not permitted to enter school buildings.

The building administrator is authorized to take any action necessary to secure the safety of students and school personnel. Trespassers are subject to penalty under New York State Penal Law.

**Parents/guardians may not visit classrooms without prior consent from the building administrator. All classroom visits are to be scheduled.**

Visitors to the schools of the district are governed by the Visitor Policy, copies of which can be obtained in the District Office, 67 Education Lane, Hancock, NY 13783.

#### **Parental Involvement**

Hancock Central School District believes that student achievement is directly linked to parental involvement and therefore encourages such involvement in school educational planning and daily operations. Parental involvement may take place in either the classroom (as volunteers) or during co-curricular activities. However, the Board of Education also encourages direct parental involvement at home; e.g., planned home reading time, informal learning activities, and/or homework “contracts” between parents and children. For further information on how parents/guardians can be involved in the schools, please contact the Guidance Department

#### **Guidance Programs**

Guidance programs are available for all students in PreK-12 to ensure effective participation in their current and future educational programs. The PreK-12 guidance program has the following goals:

1. addressing any attendance, academic, behavioral or adjustment problems;
2. educating students concerning the avoidance of child sexual abuse and other forms of child abuse;
3. an annual review of each student’s educational progress and career plans;
4. instruction to help students learn about curriculum options and careers;
5. individual and/or group counseling assistance to help students develop and implement postsecondary education and career plans; and
6. individual or group counseling assistance to help students who exhibit attendance, academic, behavioral, or adjustment problems.

#### **Grading Systems**

Grades are used to indicate achievement and development in each class or subject area in which a student is enrolled. Classroom teachers will evaluate students and assign grades according to their individual grading system. All students are expected to complete the assigned class work and homework as directed. Students are also expected to participate meaningfully in class discussions and activities in order to receive course credit.

1. Parents/guardians will be informed at least four times a year of their child’s progress.

2. Grading will not be used for disciplinary purposes, i.e., giving lower grades for poor behavior, unless the student’s misconduct is directly related to individual academic performance (plagiarism, for example).
3. Grading will be based, in part, upon student improvement, achievement, attendance and participation in class discussions and activities. Class participation and thus student attendance, is an important factor in earning high grades. Please see Make-up Opportunities (page 9) for further information.

#### **Student Progress Reports**

Hancock’s formal reporting system includes report cards and/or forms developed by the professional staff and issued periodically, scheduled conferences between parents/guardians and teachers, and interim reports issued as needed or required. Parents/guardians are urged to visit the school and to meet with school counselors and teachers whenever necessary. Please schedule all such visits in advance.

The marking periods for the 2021-2022 school year are as follows:

- 1<sup>st</sup> marking period ends November 12, 2021
- 2<sup>nd</sup> marking period ends January 28, 2022
- 3<sup>rd</sup> marking period ends April 8, 2022
- 4<sup>th</sup> marking period ends June 24, 2022

Dates for progress reports are as follows:

- 1<sup>st</sup> marking period, October 8, 2021
- 2<sup>nd</sup> marking period, December 17, 2021
- 3<sup>rd</sup> marking period, March 4, 2022
- 4<sup>th</sup> marking period, May20, 2022

#### **Parent-Teacher Conferences**

Parent-teacher conferences are an important element in reporting student progress to parents/guardians. Time permits only a limited number of conferences on days which are set aside for this purpose. Therefore, parents/guardians and teachers should schedule meetings in advance.

Parents/guardians may initiate a conference by calling the school office and making an appointment with the teacher, school counselor, or building administrator. When a parent/guardian requests a conference with a teacher, the teacher will make every effort to arrange a mutually convenient time. Such conferences will be planned around the teacher’s schedule so as not to interfere with class time.

If a parent/guardian cannot attend a scheduled conference, they should notify the school as far in advance as possible so that another conference time may be arranged.

### Testing Programs

Students may meet requirements by passing Regents examinations in Mathematics, English, Science, US History and Government, Global Studies and languages other than English. Special testing provisions are made for students with disabilities and non-English speaking students. Information on student testing is available from the Guidance Office.

### Homework

Homework provides excellent opportunities for developing good study habits, provides for individual differences and abilities, and encourages self-initiative on the part of the student.

The Hancock Central School District believes parent/guardian involvement in the student's homework is essential to making homework an integral part of the educational program. Parents/guardians should encourage and monitor homework assignments.

Parents/guardians and the school share the responsibility for student learning. Parents/guardians can assist their child(ren) with homework by providing a study area free of distractions and with good lighting. Additionally, Parents/guardians can ask questions about the content of student homework while providing requested assistance, but letting the student do their own work. Avoid undue pressure but do help to create a "homework habit," at the same time each night.

At the discretion of the teacher, students may be assigned an average of approximately 20 minutes of homework per class each night. If students believe they have an excessive amount of or too little homework per week, a conference with the school counselor is suggested.

All homework assignments will be evaluated and counted towards each student's quarterly grade.

### Honor Roll

Four times each year, after report cards are issued, an Honor Roll will be released based upon grades received during the quarter. Students are eligible for Honor Roll listings if they have passed all courses, do not have any incompletes, and are enrolled on a full-time basis.

High Honors will be given to those students with an average of 94.5 or above. Honors will be awarded to students with an average between 89.5 and 94.4. Merit Roll will be awarded to students with an average between 84.5 and 89.4.

Student Honor Rolls will be provided to local newspapers/HCSO social media for publication.

Students in grades 9-12, who have earned an honor pass (sticker) and seniors who have earned a merit pass (sticker), must have an Honor or Merit pass agreement on file in the main office for each quarter they are eligible. The main office will provide this agreement to eligible students on a quarterly basis,

and it must be signed by both the student and parent/guardian.

This agreement states the following:

I agree to abide by the following benefits and conditions regarding my honor pass:

I will not need to have a filled-out destination pass to leave classes, except to use the telephone. I will need to show my honor pass which will be placed in my agenda.

I will report to and get permission from a staff member in charge of study hall before going elsewhere in the building.

**I will only be permitted to sign out to go over town during my lunch period.**

I will return from signing out in time for my next class.

I will sign out when I depart and sign in when I return, in the Health Office.

I will not hang out on school property while signed out over town.

**I will not drive a motor vehicle or ride in any motor vehicles while signed out over town.**

I will abide by all school policies and regulations while signed out over town.

I will not bring opened bottles, cans, containers, or food back into the building.

I will remain eligible according to the rules set forth for eligibility in my student handbook. Failure to remain eligible will result in my pass being revoked. I agree that misusing my pass may result in its being revoked.

**\*At any given time, if a safety concern arises, your child may be denied permission to sign out at the discretion of the district.**

This agreement must have both student and parent/guardian signatures and be returned to the main office for approval by the principal before an honor or merit pass sticker will be issued. After approval, the principal will initial the sticker which should be placed in the student's agenda.

### Weighted Grading

Students who pursue more intellectually challenging courses should be rewarded by a system which recognizes the difficulty of such courses and encourages students to take them. With a weighted grading system, students who opt for Regents, Advanced Placement, or Accelerated courses (8<sup>th</sup> grade only), above and beyond what is required of all students, will have their average weighted for the purposes of computing Honor Roll, GPA, class rank and National Honor Society. Unweighted grades appear on report cards, but weighted grades are included in the computation of each quarter's average for honor roll purposes. A weighted Grade Point Average and a class rank do appear on the transcript.

The following courses are weighted by the factors listed below:

#### 1.10 Courses

Any future AP or College Level Courses  
Spanish 3, 4 and 5 (dual credit)  
English 101 and 102 (dual credit)  
Biology 101 and 102 (dual credit)  
Drawing Design and Production/Engineering/CAD (dual credit)  
College Personal Health (dual credit)  
College Psychology, Sociology, Statistics, Calculus (refer to school's website for cost to student)

#### 1.05 Courses

Algebra 1R-placement test may be required,  
Geometry, Algebra II, Spanish 2,  
Pre-Calculus, Living Environment, Chemistry,  
Physics.  
Report Cards and permanent records reflect actual grades (non-weighted) for potential student transfers and other uses.

#### **College Course Grading**

A+ = 100, A = 95, A- = 90, B+ = 88, B = 85, B- = 80,  
C+ = 78, C = 75, C- = 70, D+ = 68, D = 65, D- = 60,  
F = Failure

#### **Grades 7-12 Summer School**

Students will be allowed to attend summer school for enrichment or to remediate academic work. To qualify for summer school attendance, a student must have achieved a yearly average of 55% or above in the course requiring remediation. **All final recommendations for Summer School will rest with the building administrator.** Summer school grades will be a composite grade. Summer school work will be 66.6% and HCS's (yearly average) will be 33.3% of the composite score. Summer School will have an attendance requirement.

#### **Grades K-6 Summer School**

Students will be required/recommended to attend summer school for enrichment purposes as recommended by their grade level teacher. In some cases, the building administrator may require a student to attend summer school. Letters will be distributed to parents/guardians indicating recommended or required summer school for students in grades K-6. More information regarding summer school is available by contacting the building administrator at (607) 637-1219 or (607) 637-1305.

#### **National Honor Society**

##### **Purpose:**

The purpose of the Hancock chapter of the National Honor Society is to promote leadership, scholarship, character and service in our school and community. "This honor, recognized throughout the nation, is both the public recognition of accomplishment and the private commitment to continued excellence on the part of the member."

##### **Affiliation:**

Our chapter is affiliated with the National Honor Society and abides by all the rules of the National Association.

##### **Membership Standards:**

1) A candidate must have attended Hancock School for one semester to be eligible for consideration of membership.  
2) To be qualified for membership, a student must be a junior or a senior and meet the following academic requirements:

2 years each of Regents Math and Science and have taken a third year of Regents Math and Science by the end of the senior year in order to be recognized as a member of NHS at graduation. Exceptions for transfer students or scheduling difficulties will be considered – however, upper-level track of academic courses must be maintained.

3) Students with a cumulative 90 weighted grade point average at the end of their sophomore or junior year will be considered for membership in the Hancock chapter of NHS.

4) Students must meet the requirements of scholarship, character and leadership (NHS Handbook, Part D) and service to be considered for membership.

5) Attendance requirement: If you have ten percent or more absences during your freshman or sophomore year, this could negate your eligibility, on a case-by-case basis.

6) All NHS meetings and Induction ceremony are required activities. These dates will be announced well in advance; students are expected to make the necessary arrangements to ensure attendance. If a student misses an event without a pre-approved absence, the student must submit to the advisor (s) a written excuse within 48 hours, who will then submit it to the faculty council for a vote. Possible outcomes include that the student may be excused, may be asked to complete extra service hours, or may not be eligible for membership.

##### **Selection:**

1) The selection process begins with the students completing the information forms.  
2) The applications are rated and the selection of candidates to the Hancock NHS chapter is made by a majority vote of the faculty advisory council.  
3) The Hancock NHS advisor and principal are not eligible to vote for membership selection.

##### **BOCES Center**

The DCMO BOCES Education Program is an extension of each component high school. Students attending the BOCES (Board of Cooperative Educational Services) Occupational Education program take required and elective courses in the home school and CTE classes at the



Occupational Education Center during their junior and senior years. They can receive up to three high school credits over two years of study at the BOCES center in Trout Creek, NY. Students are eligible for final credit (s) on a course-by-course basis. AM and PM busing is provided to the BOCES campus.

#### **Promotion and Retention of Students**

The Hancock Central School District will make every effort to communicate potential promotions or retentions of students to their parent/guardian. Conferences to discuss mutual concerns are encouraged. The following guidelines govern promotion and retention:

##### **Hancock High School**

In order to earn high school credit, students must successfully complete courses taken and meet the district attendance requirements. Courses required for graduation must be repeated until passed with acceptable performance and approved by the administration. Determination of homeroom assignment is based on courses taken during that year. All students begin in a freshman homeroom. Students move ahead in homeroom assignment by earning credit. A student will be placed in a homeroom corresponding with the two lowest level courses taken. Students who should be in junior homerooms but are considered potential graduates will be assigned to senior homerooms.

##### **Hancock Elementary/Middle School**

Hancock Elementary/Middle School promotes only pupils who perform satisfactorily overall during a given school year and who, based on their performance, can reasonably be expected to perform equally well or better at the next grade.

Pupils in special instances may be promoted during the year and a pupil may be promoted to a grade two years above present level when appropriate.

Pupils whose overall academic performance does not meet the criteria for promotion are either retained at grade level or placed in the next high grade.

Pupils are retained when their current year's performance suggests almost certain failure at the next grade level and where there are reasonable expectations of significant improved performance by the pupils repeating the same curriculum.

Pupils are placed in the next grade level when there is no reasonable expectation of improved performance through retention or when a pupil has already been retained.

In very few cases are pupils retained twice during elementary school and in no case is a pupil retained more than twice between grades one and four. Provisions of a second year of Kindergarten is not considered as retention.

Hancock Elementary/Middle School teachers endeavor to keep parents/guardians continuously informed of pupil progress. There are several steps taken at specific times during the year when

parents/guardians are contacted regarding lack of progress which may lead to retention or placement of a child for the following year.

The following calendar of events and form letters to be used leading to recommendations for retention or placement are to be used to insure that adequate parent-teacher communication takes place prior to a formal recommendation being made to the building administrator who is responsible for the final decision.

1. Teachers in grades Kindergarten through six will complete the "Recommendation for Student Retention and Placement" form and submit it to the building administrator. Students under the service of the Committee on Special Education who are being recommended for retention and placement are to be reviewed jointly by the Committee on Special Education members, parent/guardian and teacher. The teacher making the recommendation can discuss this with the parent/guardian, but the decision to retain or place is made by the building administrator.

2. Teachers will contact parent/guardian of students being recommended for retention and placement requesting that a conference be held. The school counselor and/or building administrator will sit in on all such conferences with the teacher involved.

3. If the parent/guardian does not agree with the recommendation following this conference, the parent/guardian will be advised to submit in writing their rationale for not having the child retained or placed. This will be reviewed by the teacher involved, the school counselor, and the building administrator. The teacher, school counselor and building administrator will then meet with the parent/guardian. The final decision whether to retain and where to place the student will be made by the building administrator based on all recommendations.

4. All Retention and Placement Consultation Forms will be filed in the student's cumulative folder.

##### **Make Up Opportunities**

Students whose absences are excused or unexcused will be given reasonable time to make up assignments missed during their absence. Classroom teachers will determine the appropriate assignments for purposes of making up missed work.

Assignments may be sent home or posted on the HCSD learning management system, and a teacher or teacher aide may be available to provide assistance.

Student's whose misconduct is directly related to the student's academic performance (planning an absence from school or "skipping" school to gain more time to prepare for a test or project) may be denied the opportunity to make up work.

It is the student's responsibility to request all make up assignments from subject teachers during or following absence from class. The student must request assignments early enough to allow adequate time for completion.

In grades 9 through 12, if a student fails a subject required for graduation and does not successfully complete a makeup in a duly authorized summer school, the student must retake the same course again the following year, or an acceptable equivalent.

**Students entering their senior year may be given the opportunity to “double” subjects to meet graduation requirements. This shall apply to seniors only. Contact the Guidance Office for further information.**

#### **Graduation Requirements**

Please contact the Guidance Office for details regarding all New York State tests and graduation requirements.

#### **Physical Education Requirements**

Each student in grades 9 through 12 must successfully complete the Physical Education course during each year of attendance in school in order to qualify for graduation. Two units of PE are mandated by the regulations of the Commissioner of Education. These units are in addition to those credits necessary for a Regents or local high school diploma, and shall be awarded as 1/4 unit per semester.

If a student requires a special or adaptive physical education program, the student should notify the school counselor and PE teacher as soon as possible. A note from the student’s physician may be required. In order to be prepared for PE class, a student must have sneakers and be compliant with the dress code.

#### **AIDS Instruction**

In compliance with the Regulations of the Commissioner of Education, the district will provide classroom instruction concerning Acquired Immune Deficiency Syndrome (AIDS) as part of a sequential and comprehensive health program for all students, K-12. The school provides age-appropriate instruction, which must include the following information:

1. the nature of the disease;
2. methods of transmission of the disease; and
3. methods of prevention of the disease (stressing abstinence as the most effective and appropriate protection against (AIDS).

A copy of the course outlines (by grade level) is kept in the main office for public information. Parents/guardians may request to have their child(ren) excused from that segment of AIDS instruction regarding methods of prevention of the disease by filing a request with the Superintendent of Schools. The request must give assurance that such instruction will be given at home. Please contact the building administrator for a copy of the request form. The district has an advisory council consisting of members of the Board of Education, appropriate school personnel, parents/guardians and community representatives (including representatives from religious organizations). The advisory council is responsible for making recommendations on content,

implementation and evaluation of the AIDS instructional program.

#### **Drug, Alcohol, Vaping and Tobacco Education**

The Hancock Central School District believes that education is an important preventive measure against student’s involvement with drugs, tobacco, vaping and alcohol. Instruction will include sessions about the causes and effects of drug, alcohol, vaping and tobacco abuse, especially on young people. In addition, all high school students will receive instruction on the dangers of driving while under the influence of alcohol and/or drugs.

Parents/guardians and students who want more information on substance abuse, or would like to ask questions about a specific problem, may call and/or visit the Guidance Office. Hancock believes that individuals with problems should feel comfortable to seek help without fear of punishment. The Guidance Office encourages students who believe they may have a substance abuse problem to meet with their counselor and discuss it as soon as possible.

#### **Programs for Students with Disabilities**

Each student identified by the Committee on Special Education (CSE) as having a disability will have access to the full range of programs and services of this school district, including co-curricular programs and activities, which are available to all other students enrolled in the public schools of the district. Parents/guardians/students who desire further information on these services should contact the CSE chairperson at 607-637-1374.

#### **School Ceremonies and Observances**

The school district recognizes the value of certain ceremonies and observances in promoting patriotism and good citizenship among the students. Therefore, activities in schools commemorating national holidays such as Memorial Day, Thanksgiving, and Presidents’ Day are encouraged. Hancock reminds students, faculty and administration of the variety of religious beliefs, and all are urged to be conscious of and respect the sensitivities of others.

Activities related to a religious holiday or theme will be planned to ensure that the activity is not devotional, and that students of all faiths can join without feeling that they are betraying their own beliefs.

Students shall be given the option to be excused from participating in those parts of a program or curriculum involving a religious theme which conflicts with their own religious beliefs. If a parent/guardian or student has any questions regarding the use of religious music, artwork and/or symbols in a particular course/activity, the building administrator should be contacted.

#### **Assemblies**

Student assemblies are seen as part of the overall educational process. School assemblies, at all instructional levels, are often held to provide

recognition of student accomplishments by peers, parents/guardians and staff members. Assemblies will be appropriate to the educational experience, as defined by the Hancock Board of Education, and reflect our school's educational mission.

Students are reminded of proper conduct at assemblies to ensure responsible audience participation:

- Take an assigned seat quietly; refrain from using electronic devices and headphones.
- Do not speak above a whisper, and then only when necessary.
- Pay attention to the speaker/performer(s).
- Applaud only when appropriate.

#### **Sexual Harassment/Personal Safety**

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

Sexual harassment is a form of sex discrimination. Students who believe that they have been subjected to sexual harassment, whether by a teacher, other student, or any individual on school grounds or at school activities, should report the alleged misconduct immediately to the Compliance Officer, at Hancock Central School, 67 Education Lane, Hancock, NY 13783 or by calling 637-1305. Students can pursue his/her complaint informally or file a formal complaint.

In the absence of a victim's complaint, the school, upon learning of, or having reason to suspect, the occurrence of any sexual harassment, will promptly begin an investigation. Complaint forms and copies of the policy can be found in the District Office, 67 Education Lane, Hancock, NY 13783.

The District will comply with all statutory regulations, including but not limited to Erin's Law.

#### **The Dignity for All Students Act (DASA)**

The Act imposes on school districts the obligation to, among other things, prohibit and punish discrimination, harassment, or bullying committed by one student against another student based on the student's actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender or sex by fellow students. The Hancock Central School Board of Education has adopted the following change to the Student Code of Conduct pursuant to DASA:

Discrimination and harassment mean an intentional act against any student, on school property or at a school function, that creates a hostile environment by conduct, with or without physical contact by verbal

threats, intimidation or abuse, of such a severe nature that it:

- (a) would have the effect of unreasonably and substantially interfering with a student's education performance, opportunities or benefits, or mental, emotional physical well-being; or
- (b) reasonably causes or would reasonably be expected to cause a student to fear for one's physical safety.

Such conduct shall include, but is not limited to, threats, intimidation, or abuse based on a person's actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender or sex.

Students who violate the Dignity for All Students Act will be subject to the range of disciplinary consequences as per the Hancock Central School Student Handbook.

#### **Cyberbullying**

As with other forms of bullying, cyberbullying is an attempt to display power and control over someone perceived as weaker. Cyberbullying involving District students may occur on campus, in virtual classrooms and off school grounds, and may involve student use of the District internet system or student use of electronic devices while at school, such as cell phones, digital cameras, and personal computers to engage in bullying.

Cyberbullying includes, but is not limited to, the following misuses of technology: harassing, teasing, intimidating, threatening or terrorizing another student or staff member by way of any technological tool, such as sending or posting inappropriate or derogatory e-mail messages, instant messages, text messages, digital pictures or images, or website posting (including blogs).

Cyberbullying has the effect of: (a) physically, emotionally or mentally harming a student; (b) placing a student in reasonable fear of physical, emotional or mental harm; (c) placing a student in reasonable fear of damage to or loss of personal property; and (d) creating an intimidating or hostile environment that substantially interferes with a student's educational opportunities.

Cyberbullying that occurs on or off-campus, including virtual classrooms, which endangers the health and safety of students or staff within the school or can be reasonably forecast to cause a material or substantial disruption to the educational process, is prohibited. Such conduct could be subject to appropriate disciplinary action in accordance with the District Code of Conduct and possible referral to local law enforcement.

### Student Health Services

If a student is hurt or ill, the student should tell a teacher and ask for a pass to the school nurse's office. Students must "sign out" from the nurse's office if they are released from school early (see Early Dismissal Precautions).

The school nurse will provide emergency care for students in accidental or unexpected medical situations.

If a student needs to take medication during the school day, the student must follow these rules:

- Bring a note from their parent/guardian which gives the nurse permission to store the medication for the student's use, releasing the Board and its employees of liability for the administration of medication.
- Give the nurse a doctor's note with instructions about dosage, times given, etc.
- Bring a copy of the prescription.

All medications must be in original labelled containers and delivered to the school nurse by a parent/guardian. No student shall have prescription or non-prescription drugs in their possession while at school.

### Student Attendance

The Board of Education, in accordance with the Compulsory Attendance Law, requires that each minor from six to sixteen years of age shall regularly attend school full time, unless the student has completed a four-year high school course of study.

The age used for determining Compulsory Age is the age of the student on July 1 preceding the school year. The student is required to attend the complete school year during which the student turns sixteen. Attendance is important! It is each student's basic responsibility as a member of the school community. In addition, regular attendance is directly related to academic and career success.

Every student is expected to be on time and attend all classes. Teachers take attendance each period. The attendance office will make daily telephone calls to parents/guardians to report absences.

**Students may lose credit if they do not attend a minimum of periods in any particular subject each marking period. After 5 periods of absence for each course during each marking period, whether the absences are excused or unexcused, credit may be denied. Students who are absent from class for 5 days will be recommended to stay for Wednesday extended day until all work is complete. In addition, if a student misses more than 20 days in any school year, the student may not pass for the year and may repeat the entire school year.**

All students who arrive after 8:05 a.m. without an approved excuse will be marked absent by course/period.

Students will not be allowed to participate in or to

attend any co-curricular activity taking place on the day they are absent from school except as outlined in the Guidelines for Co-curricular Activities. Copies of the full Attendance Policy can be found in the District Office, 67 Education Lane, Hancock, NY 13783.

### Tuancy and Tardiness

The Hancock Central School District believes it is important to ensure students are attending class as well as arriving to class on time, since these are essential aspects of ensuring an orderly environment for learning.

Student absence without the knowledge and consent of the parent/guardian is considered truancy.

Truancy is a violation of New York State Law and is subject to disciplinary measures imposed both by the school and Family Court.

Tardiness, whether the fault of the child or the parent/guardian, is not condoned and cannot be excused except for the reasons cited above. A note explaining the cause of lateness is required. Since excessive tardiness and absences are not conducive to good work habits or learning, parents/guardians should make every effort to have their children in school every day and on time.

Chronic tardiness and truancy are disruptive to both teachers and fellow students and therefore will not be tolerated. Corrective measures are outlined in the District's Attendance Policy.

### Late to School

If you are not in your homeroom/ 1<sup>st</sup> period when the 8:05 AM morning bell rings, you will be considered late to school and you must sign in the school at the Attendance Office. **IF YOU DRIVE TO SCHOOL AND YOU ARE LATE TO SCHOOL FIVE TIMES WITHIN A QUARTER, YOU WILL HAVE YOUR DRIVING/PARKING PRIVILEGE REVOKED FOR THE REMAINDER OF THAT SEMESTER.**

### Late to Class

You are expected to be in your classroom, seated, when the bell rings. You are expected to remain in class until dismissed by the teacher. If you are not in class, seated, when the bell rings, you will be considered late to class and reported tardy, subject to reprimand, and/or disciplinary action by the teacher. You are not to be standing in the hallway or doorway at the end of class. Stay in your classroom until you are dismissed by the teacher. **Students who are late to class 5 times will be recommended to stay for Wednesday extended day until all work is complete.** Lateness of more than five minutes, without a pass, will be considered as an absence. **Consecutive lateness to class may result in hallway restriction!**

## COMPREHENSIVE ATTENDANCE POLICY

### A. Objectives

The objectives of the Comprehensive Attendance Policy are:

1. To accurately track the attendance, absence, tardiness and early departure of students to and from school;
2. To ensure sufficient pupil attendance of classes so that pupils may achieve State mandated education standards;
3. To track student location for safety reasons and to account to parents/guardians regarding the location of children during school hours;
4. To increase school completion for all students;
5. To raise student achievement and close gaps in student performance
6. To know the whereabouts of every student for safety and other reasons;
7. To determine the District's daily average attendance for State aid purposes.

### B. Definitions

Whenever used within the Comprehensive Attendance Policy, the following terms shall mean:

1. Scheduled Instruction: Every period that a pupil is scheduled to attend instructional or supervised study activities during the course of a school day during the school year.
2. Absent: The pupil is not present for the entire period of the pupil's scheduled instruction.
3. Tardy: The pupil arrives later than the starting time of the pupil's scheduled instruction.
4. Early Departure: The pupil leaves prior to the end of the pupil's scheduled instruction.
5. Excused: Any absence, tardiness, or early departure for which the pupil has a valid school approved excuse. Such excused non-appearance shall include: personal illness, illness or death in the family, religious observance, quarantine, required court appearances, attendance at health clinics or other medical visits, approved college visits, military obligations, absences approved in advance by the building administrator, and other reasons as may be approved by the Commissioner of Education.
6. Unexcused: Any absence, tardiness or early departure for which the pupil has no valid school approved excuse. Such

unexcused non-appearance shall include shopping trips to the local mall, family vacation, oversleeping, skipping class, and any other absence that is not excused.

### C. Coding System

The following coding system shall be used to indicate the nature and reason for a pupil's missing all or part of scheduled instruction:

- E = excused
- OSS = suspended out of school
- U = unexcused
- T = tardy less than 5 minutes
- P = exception for absence
- TE = tardy excused
- D = early departure
- DE = Appointment
- ET = excessively tardy more than 5 minutes
- V = college visit
- TU = tutoring excused

The time that the pupil arrived or departed will be recorded next to the entry code describing the nature and reason for the student missing all or part of scheduled instruction.

For example, if a student left at 11:30 a.m. for a doctor's appointment, the code would read:

DE: 11:30 a.m.

### D. In order to encourage student attendance, the following strategies and incentives shall apply:

1. Minimum Attendance for Course Credit
  - a. A student is permitted no more than 5 absences each marking period for minor illness, doctor/dental appointments, and/or personal family reasons. If a student exceeds the allowable absences, excused or unexcused, denial of credit may result for the reporting period. Three tardies (five minutes or fewer) equal one absence in all cases and a tardy of more than 5 minutes will be counted as an absence.
  - Students *of* compulsory attendance age suspended from school instruction may not be marked as absent unless they fail to attend scheduled alternative education on that day.
  - Students *over* the compulsory attendance age suspended from school instruction will be marked

absent unless they have been assigned alternative education. If alternative education has been assigned, only failure to attend scheduled alternative education shall count as an absence.

- b. In order to prevent loss of credit for failure to attend, the district will take the following steps:
  - The district shall notify the student and his parent(s) or persons in parental relation that the student is approaching the limit of absences for losing course credit for failure to attend class. The notice will include the school's attendance for credit policy, the actual number of classes the student may miss before forfeiting the right to earn credit, and the actual number of classes missed to date.
  - A student and his parent(s) or persons in parental relation will be advised one month before the completion of the course if the student is in jeopardy of losing credit for failure to attend. The notice will include the school's attendance for credit policy, the actual number of classes the student may miss before forfeiting the right to earn credit, and the actual number of classes missed to date.
  - Teachers will provide makeup work upon request so that students who are in jeopardy of forfeiting class credits due to excused absences have the opportunity to earn credit for the course.
  - When a student is in jeopardy of losing credit for excessive absences, the building administrator shall be responsible for reviewing attendance records, determining eligibility for makeup work for excused absences, and arranging student makeup opportunities with teachers, including deadlines.
2. Notice of Absences  
The pupil's parent(s) or person in parental relation shall be notified of a pupil's unexcused absence, tardiness or early departure according to the following:
  - a. When a pupil has not been marked as present for the first period of

scheduled instruction and the school has not been previously notified of the absence, the district shall attempt to contact the pupil's parent(s) or person in parental relation to learn the nature of the pupil's absence and notify the parent that the pupil has not arrived at school.

- b. For unexcused absences, tardies, early departures, or any combination thereof, the pupil's parent(s) or person in parental relation shall receive a notice containing the dates, times, and the nature of the pupil's unexcused nonpresence and offer recommendations. The notice will also state that if the absences continue, a caseworker will conduct a home visit.
3. Disciplinary Procedures  
The pupil may be subject to disciplinary procedures for unexcused absence, tardiness, or early departure, including verbal and written warnings, detentions, in-school suspensions, and loss of extra-curricular privileges, as described in the Code of Conduct.
4. Incentives  
District teachers shall work with the building administrator and Attendance Supervision Officer to create and implement classroom based incentive programs for excellent attendance, including but not limited to extra credit and additional privileges.
5. Intervention Strategy Development  
The building administrator shall meet each marking period with the Attendance Supervision Officer and other administrators and teachers as the building administrator determines necessary to review student attendance records, address identified patterns of unexcused pupil absence, tardiness and early departure, and review current intervention methods. Where the building administrator determines that existing intervention policies or practices are insufficient, the building administrator shall notify the Board of Education prior to its annual review of the building's attendance records, of both insufficient practices and any proposed changes needing Board approval to implement.

6. Counseling

The District shall provide consistent counseling to students with chronic attendance problems.

E. Attendance Supervision Officer

The Board shall designate a person as the Attendance Supervision Officer. The Attendance Supervision Officer is responsible for reviewing pupil attendance records and initiating appropriate action to address unexcused pupil absence, tardiness and early departure consistent with the Comprehensive Attendance Policy.

**Student Absences and Truancies**

Each absence must be accounted for. It is the parent's/guardian's responsibility to notify the office on the morning of the absence. It is essential that parents/guardians provide a written excuse for each absence. Such excuse should contain the reason and date of absence, and be presented to the health office as soon as a student returns to classes.

Absences that occur as a result of participation in school activities are recorded as absences due to an approved school function. Students will be provided the opportunity to make up academic work for absences due to an approved school function. Examples include field trips, athletic or extracurricular activities, testing, administrative action including suspension, and/or appointments with administrators, counselors, and other school personnel. Absences from school for religious holidays are automatically exempt when the parent/guardian notifies the school by note or phone call. Missed academic work absences resulting from participating in school activities when the maximum allowance absence limit has been exceeded may be made up. The building administrator is responsible for determining whether or not a make up opportunity is warranted.

Students who have chronic or prolonged illness, repetitive doctor appointments, or who are hospitalized are eligible for a waiver of excessive absences. A waiver request should be accompanied by documentation from the student's doctor and all work must be made up.

**Appeal Procedure**

Any student or parent/guardian may appeal the building administrator's decision to the District Superintendent. Further appeal of the Superintendent's decision to the Board of Education is possible. Any appeal should be submitted within ten days of the earlier decision.

**Attendance Policy by Course Type**

**ONE CREDIT COURSES THAT MEET EACH DAY FOR ONE YEAR:**

Students may be absent a maximum of 5 days/periods each marking period. **A sixth-class absence in a marking period may result in a denial of credit for the course.**

**COURSES THAT MEET FOR EITHER FALL OR SPRING TERMS:**

Students may be absent a maximum of 5 days/periods each marking period. **A sixth-class absence in a marking period may result in a denial of credit for that marking period.**

The Health Office handles check-ins and checkouts. Parent/guardian permission is required for all checkouts. Parents/guardians should call the Elementary Health Office at (607) 637-1220, or the HS/MS Health Office at (607) 637-1310 when their child(ren) are absent.

**Notification**

The District will notify daily absences by phone. Parents/guardians are to be notified by the District when an accumulation puts a student in jeopardy of failing or losing credit for a course.

**Dismissal Precaution Regulations**

In order to ensure students' safety, the building administrator maintains in the Health Office a list of individuals who are authorized to obtain the release of students in attendance at the school. No student may be released to the custody of any individual who is not the parent/guardian of the student, unless the individual's name appears upon the list.

Parents/guardians may submit a list of individuals authorized to obtain the release of their children from school at the time of the child's enrollment. A parent/guardian may amend a list submitted pursuant to this regulation at any time, in writing.

If anyone seeks the release from school of a student, they must report to the Main Office and present satisfactory identification to the building administrator.

Early releases for emergency reasons should be requested in writing by a parent/guardian. Medical releases are handled through the Health Office. All other reasons for release must be submitted to the Main Office, and students must be picked up in the Health Office. The person seeking the student's release must sign the register in the Health Office.

In the event of an emergency, the building administrator may release a student to an individual not appearing on the approved list. A student's release is contingent upon the parent/guardian having contacted the building administrator, and the building administrator determining that an emergency exists and approving the release.

### **What to Do If....**

#### **You are Sick:**

Have your parent/guardian call the Health Office as soon as you know you will not be attending school.

#### **You Need to Check Out of School Early:**

Bring a note from your parent/guardian stating the time to be dismissed, reason for dismissal, and a phone number at which the parent/guardian can be reached for verification. Your parent/guardian may call if they need to have you released on an emergency basis prior to the end of school for that day. The building administrator will administer final approval. Attendance personnel will call to verify the dismissal with the Main Office.

#### **You Need to Prearrange an Absence**

Bring a note from your parent/guardian a minimum of two (2) school days prior to the first day of absence. The note must include the days to be missed, reason for absence, and a phone number for verification. Attendance personnel will verify all absences by phone.

Prearranged absences are not automatically waived, but they do alert teachers in advance and teachers may be able to provide assignments in order to keep students current in their course work.

#### **Release Time for Religious Instruction**

The school will designate one hour per week, each week for religious release time upon the written request from a parent/guardian presentation to the building administrator.

#### **Co-curricular Programs**

The Hancock Central School District recognizes the educational values inherent in student participation in the co-curricular life of the school, for such purposes as building social relationships, developing interests in an academic area, and gaining an understanding of the responsibilities of good citizenship.

The following list presents current student organizations. If a student is interested in joining any of the activities sponsored by these organizations, the student should ask in the Main Office for further information. Band Club, Chorus Club, Computer Club, Speech & Debate, Student Council, Yearbook, Spanish Club, Journalism Club, National Honor Society.

#### **Student Publications**

Students have the right to express their views in speech, writing, or through any other medium or forum, limited solely by those restrictions imposed on all citizens generally and those specifically applicable to children and youths in a school setting.

The school encourages student publications not only because they offer an educational activity through which students gain experience in reporting, writing, editing, and understanding responsible journalism, but also because they provide an opportunity for

students to express their views and a means of communicating both within and beyond the school community.

All student publications must comply with the rules for responsible journalism. Libelous statements, unfounded charges and accusations, obscenity, false statements, materials advocating racial or religious prejudice, hatred, violence, the breaking of laws and school policies and/or regulations, or materials designed to disrupt the educational process will not be permitted.

Expressions of personal opinion must be clearly identified as such and must bear the name of the author. Opportunity for the expression of opinions differing from those of the student publishers must be provided.

In addition, student newspapers and/or publications, which are paid for by the school district and/or produced under the direction of a teacher as part of the school curriculum, are not considered a public forum. In such cases, the Board of Education reserves the right to edit or delete such student speech, which it feels, is inconsistent with the district's basic educational mission.

#### **Distribution of Literature**

Students have a right to distribute literature on school grounds and in school buildings provided such distribution does not interfere with or disrupt the educational process. No literature may be distributed unless a copy is submitted in advance to the Superintendent of Schools and the building administrator.

#### **Interscholastic Athletics**

Student interscholastic athletics are an integral and desirable part of the District's secondary school educational program. Student eligibility for participation on interscholastic teams shall include:

1. authorization by the school physician;
2. written parent/guardian consent; and
3. endorsement by the building administrator based on established rules and various league and State Education Department regulations.

The District offers the following athletic teams:

- Fall: Football, Golf, Cross Country, Field Hockey, Volleyball.
  - Winter: Basketball, Bowling, Wrestling.
  - Spring: Baseball, Track, Tennis, Softball.
- Students should contact the Athletic Director if interested in participating in any of these programs.



## STUDENT CODE OF CONDUCT

### Student Rights and Responsibilities

Hancock students have all the rights afforded them by federal and state constitutions, statutes and regulations. The school reminds students that certain responsibilities accompany these rights.

It shall be the right of each student:

1. to have a safe, healthy, orderly and courteous school/virtual learning environment;
2. to take part in all District activities on an equal basis regardless of sexual orientation, race, sex, religion, weight, national origin, or disability;
3. to attend school and participate in school programs unless suspended from instruction and participation for legally sufficient cause as determined in accordance with due process of law;
4. to have school rules and conditions available for review and, when necessary, explanation by school personnel;
5. to be suspended from instruction only after his/her rights pursuant to Education Law §3214 have been observed;
6. in all disciplinary matters, have the opportunity to present the student's version of the facts and circumstances leading to imposition of disciplinary sanctions by the professional staff member imposing such sanction;
7. to allow personal standards of dress and grooming; and
8. to express the student's opinions verbally as long as the student's expression does not interfere with the rights of others or disrupt normal school operations.

It shall be the responsibility of each student:

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

6. to work to develop mechanisms to control their anger.
7. to ask questions when they do not understand.
8. to seek help in solving problems that might lead to discipline.
9. to dress appropriately for school and school functions.
10. to accept responsibility for their actions.
11. to conduct themselves as representatives of the District when participating in or attending school-sponsored extracurricular events, both on and off school property, and to hold themselves to the highest standards of conduct, demeanor, and sportsmanship.

### Care of School Property by Students

All students must show respect and care for Hancock school property. Any damage to property should be reported to the Main Office or the appropriate teacher.

Acts of vandalism are crimes against the Hancock Central School District and the community, which supports the schools. Students who willfully destroy, damage or deface school property shall be subject to disciplinary action, and may be prosecuted to the fullest extent possible under the law. If a student damages school property, ie: textbooks, computers, laptops, desks, lockers, etc., such student and/or the student's parent/guardian shall be required to pay the District for the value of the damaged property up to the limit of the law. State law now permits parental liability for up to five thousand dollars (\$5,000.00).

### Student Dress Code

Individual students and parents/guardians have the responsibility for student dress and general appearance. Students are required to attend school in appropriate dress that meets health and safety standards and does not interfere with the education process or environment. Your mode of dress, personal appearance, and cleanliness, and personal behavior all determine how others perceive you and also demonstrate personal pride. Your dress and grooming should be clean and neat, not indecent, and appropriate for school. **Clothing containing or representing references to firearms, tobacco, vaping, drugs, alcohol or related topics is strictly forbidden!**

Health and safety standards should be the major consideration that determines your appearance. Clothing and footwear must not have articles attached that will damage floors or furniture or create a safety hazard to yourself or others.

Students will be asked to wear appropriate protective gear in certain classes (i.e., Family and Consumer Science, Technology, PE). Clothing and attire which

has an expression (phrase, word or words) or insignia (picture, symbol, patch or pin) which is obscene or libelous (that is, which contains objectionable language, including insults, whether directed to themselves or others), or which advocates racial or religious prejudice is forbidden.

It is expected that you will dress appropriately so that health and safety regulations are not jeopardized. Since going without shoes is a SAFETY AND HEALTH HAZARD, SHOES MUST BE WORN during all school functions and during the school day. (Sandals would be a safety and health hazard in Technology classes. Therefore, YOU MUST WEAR REGULAR SHOES IN ALL TECHNOLOGY CLASSES). **All headwear to include hats, hoods, headbands, visors or scarves are prohibited from wear, unless for religious purposes.** Wearing apparel, which is considered a distraction, is not allowed. Undergarments are not to be visible. Tank tops, low cut tops, muscle shirts, strapless dresses or blouses, bare midriffs, short-cropped t-shirts, and other like clothing is considered inappropriate dress. Low cut, either in the chest or armpit area, strapless or "spaghetti" strapped shirts are prohibited. Tops are not to reveal midriff, the back below the shoulder blades, or cleavage. Tank style shirts must have a minimum of 2-inch wide straps, or be "3 fingers" wide. Mesh shirts must be worn over another shirt.

**SKIRTS/SHORTS** - Appropriate skirts and shorts may be worn at the discretion of the student. (If worn, shorts must extend at least to fingertip length when your arms are fully extended at your sides and not be excessively tight). Shorts and skirts are BOTH to be no more than four inches from the top of the knee cap. Pants or jeans with tears above the four-inch line must have leggings or opaque stockings underneath.

If you come to school dressed inappropriately, you will be removed from all classes until the unacceptable item of clothing is changed. If found wearing such attire, students may be asked to return home and change clothes prior to returning to class, or the building administrator will find appropriate attire for them. The parent/guardian will be called, and students will be responsible for any work missed as a result of leaving and returning to school.

Any mode of dress or personal appearance which is disruptive, distracting, and/or disturbing to the progress of the educational program or activity will not be permitted.

**Visitors to the building are asked to dress appropriately. Visitors are asked to remove hats when attending assemblies and concerts.**

The following minimal standards are enforced:

1. NYS Health Law dictates that there are to be absolutely no bare feet in the building at any time.

2. No headwear will be permitted unless for religious purposes. This includes hats, sweatbands and bandanas.
3. Students will put all outdoor wear such as hats, coats, jackets, back packs, blankets, etc., in their lockers during the school day.

#### **Public Displays of Affection**

**Public displays of affection are not permitted. Excessive public displays of affection, including kissing, will be treated as a disciplinary issue and will be subject to the Code of Conduct.**

#### **Prohibited Conduct**

The following discipline code applies to the behavior of all students while they are on school grounds, in school buildings, and/or participating in school-sponsored activities. Students may be disciplined for conduct not expressly listed in the prohibited behaviors if the student's conduct results in a disruption of the educational environment. Disruption of the educational environment includes disruption of personnel even when such conduct does not disrupt the academics at school. Serious violations of the District's Code of Conduct can result in an immediate hearing with the Superintendent or Board of Education. A student may be suspended from school or be subjected to another form of disciplinary action when the student behaves in a manner which is:

1. disorderly, that is:
  - a. fighting or behaving violently,
  - b. threatening another with bodily harm,
  - c. intimidating students or school personnel,
  - d. making unreasonable noise, using abusive language or gestures,
  - e. including racial or ethnic remarks which are inappropriate,
  - f. obstructing vehicular or pedestrian traffic, or
  - g. creating a hazardous or physically offensive condition by any act which serves no legitimate purpose; or is
2. insubordinate, that is, failing to comply with the lawful directions of teachers, school administrators or other school employees in charge of the student; or
3. engages in any form of academic misconduct; or
4. engages in tardiness; or
5. missing or leaving school without permission, or
6. commits plagiarism; or
7. engages in conduct in violation of Board of Education rules and regulations for the maintenance of public order on school property, including but not limited to:
  - a. **violent conduct**
  - b. **drug-related conduct**
  - c. **any willful act which disrupts the normal educational environment**

- d. truancy (the District will file a Person in Need of Supervision (PINS) petition for students who are chronic cases of truancy),
  - e. use/possession/distribution of tobacco, tobacco products or facsimiles (also known as “chewing,” “smokeless tobacco,” “juuling/vaping,” or “e-cigarettes;” use/possession/distribution of alcoholic beverages; use/possession/distribution of drugs and/or drug paraphernalia; use/possession/distribution of synthetic cannabinoids or designer drugs
  - f. possession of weapons or fireworks
  - g. gambling
  - h. bullying or hazing.
  - i. theft
8. engages in off-campus misconduct that endangers the health and safety of students and staff within the school or adversely affects the educational process.
  9. threats of extreme bodily harm or property damage will result in an out-of-school suspension of up to five (5) days.

**Because of the concern for the safety of our students, skateboarding, rollerblading, motorized/electric scooters, hoverboards, etc. are not permitted anywhere on school property. These are not to be brought to school at any time.**

A student is not permitted in any school building, other than the one that the student regularly attends, without permission from the building administrator in charge of the building. Should a student be found in a building without permission, the necessary authorities may be called and trespassing charges may be lodged against the student.

### **Reporting Violations**

All students are expected to promptly report violations of the Code of Conduct to a teacher, school counselor, the building administrator or their designee. Any student observing a student possessing tobacco/vaping/juuling/smoking items or a facsimile, a weapon, alcohol or illegal substance on school property or at a school function shall report this information immediately to a teacher, the building administrator or their designee, or the superintendent.

District staff is expected to promptly report violations of the Code of Conduct to their supervisor, who shall in turn impose an appropriate disciplinary sanction, if so authorized, or refer the matter to a staff member who is authorized to impose an appropriate sanction. Any tobacco/vaping/juuling/smoking items or facsimile, weapons, alcohol or illegal substances

found shall be confiscated immediately, if possible, followed by notification to the parent/guardian of the student involved and the appropriate disciplinary sanction if warranted, which may include permanent suspension and referral for prosecution.

The building administrator or their designee must notify the appropriate local law enforcement agency of those code violations that constitute a crime and substantially affect the order or security of a school as soon as practical, but in no event later than the close of business the day the building administrator or their designee learns of the violation. The notification may be made by telephone, followed by a letter mailed on 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.

### **Destination Passes/Honors Passes**

Destination passes are issued to each student as part of the Agenda. These passes will be used whenever a student needs to leave a class to go to the Health Office, Guidance Office, Main Office, etc. Students who are late to class may lose the privilege of the destination pass. Honor Passes are available each marking period to students in grades 9-12 who achieve Honor or High Honor Roll. Merit Passes are available each marking period to students in grade 12 who achieve Merit Roll. Stickers for High Honor, Honor and Senior Merit Passes must be in the student's agenda in order to be valid. Honor/Merit passes require mandatory parent/guardian permission and regular sign-in and sign-out for accountability. Students with Honor/Merit passes may only sign out for lunch. Failure to abide by the policy will result in privilege revocation.

### **Cafeteria**

Eating in the cafeteria is a privilege. It is expected that you will behave in a courteous fashion showing consideration for others around you. You may bring a lunch from home or buy lunch in the cafeteria. After eating, leave the table and floor around your eating area in a clean condition. Please return your trays to the appropriate place.

There is to be no loitering in hallways, bathrooms or the building in general, during lunch periods.

During the lunch period, students eating in school must remain in the cafeteria with ISD or alternate location approved by school administration as an exception.

During the 2021-2022 school year, all students are eligible for one free breakfast and one free lunch. Additional breakfast servings for PreK-12 students will cost \$1.50 per extra meal. Additional lunch servings for PreK-4 students will cost \$2.35 per extra meal. Additional lunch servings for students in grades 5-12 will cost \$2.60 per extra meal.

### **Free and Reduced Food Service**

The nutrition of District students is an important factor in their educational progress. The school therefore participates in federally funded school lunch programs, and shall provide free or reduced priced food services to qualified district students. The school cafeteria supervisor can be reached at 637-1320 and can provide further information upon request.

### **Food/Beverages**

Food or beverages may not be allowed in classrooms or study halls unless authorized by the classroom teacher. Eating in the hallways is not permitted.

### **Student Sales**

Students are permitted to sell items in school only for authorized clubs and groups. All fundraising activities will be approved and scheduled through the Main Office prior to fundraising events. Authorization is secured from the Superintendent. Under no circumstances are food items permitted to be sold in the cafeteria during lunches. Also, under no circumstances are students permitted to sell items for private gain.

### **Drug and Alcohol Abuse**

The school is committed to the prevention of alcohol and other substance use/abuse. No student may use, possess, sell or distribute alcohol or other substances, nor may the student use or possess drug paraphernalia or facsimiles, on school grounds or at school-sponsored events, except drugs as prescribed by a physician and monitored through the HCSO Health Office. The term "alcohol and/or other substances" refers to the use of all substances including, but not limited to, alcohol inhalants, marijuana, cocaine, LSD, PCP, amphetamines, heroin, steroids, look-alikes, synthetic cannabinoids and any of those substances commonly referred to as "designer drugs." The inappropriate use of prescription and over-the-counter drugs is also forbidden.

Additionally, the following persons are not permitted to enter school grounds or school-sponsored events: any person who gives any visible and/or physical indication that the person has used or consumed alcohol and/or other substances, or any person who school personnel have reasonable grounds to suspect has used alcohol and/or other substances.

Any substances found shall be taken immediately. The parent/guardian of the student(s) involved will be called and appropriate disciplinary action taken, up to and including permanent suspension. The District may bring legal charges against the student(s) involved, including a lawsuit. In its effort to maintain a drug-free environment, the District shall cooperate to the fullest extent possible with local, state and/or federal law enforcement agencies.

### **Dangerous Weapons in School**

No student may have in their possession upon school premises any rifle, shotgun, pistol, revolver, other firearm, ammunition, explosives, knives, paint gun, stun gun, air gun or spring gun, dangerous chemicals or any object which is not necessary for school activities and which could be used to cause physical injury or death to an individual. Weapons will be confiscated and retained as evidence. Students violating this policy will be disciplined using the range of penalties listed in the section "Penalties."

### **Smoking/Vaping on School Premises**

Due to the health hazards associated with smoking and vaping, and in accordance with state law, students are forbidden to use or possess tobacco and tobacco related products (also known as "smokeless" or "chewing" tobacco, e-cigarettes or vaping/juuling devices, or facsimiles) on school premises, on school buses, or at school-sponsored activities. Any of these products will be confiscated and retained as evidence. Students violating this policy will be disciplined using the range of penalties listed in the section "Penalties."

### **Electronic Devices**

**I-pods, cell phones and other electronic devices are to be stored in student lockers during the school day, unless authorized to be used by a staff member for instructional purposes.** First offense: items will be confiscated and returned at the end of the day. Second offense: items will be confiscated and returned to a parent/guardian. Additional disciplinary penalties may be assessed.

### **PENALTIES**

#### **THE RANGE OF PENALTIES WHICH MAY BE IMPOSED FOR VIOLATIONS OF THE STUDENT DISCIPLINARY CODE INCLUDES THE FOLLOWING:**

1. verbal warning
  2. written warning
  3. written notification to parent/guardian
  4. probation
  5. reprimand
  6. suspension from transportation
  7. suspension from athletic participation
  8. suspension from social or co-curricular activities
  9. suspension of other privileges
  10. exclusion from a particular class
  11. all-day detention
  12. out-of-school suspension
  13. permanent suspension
  14. if a student is caught cheating or plagiarizing another work, the student will receive a zero for the assignment. NO chance to make up the assignment will be granted.
- If a criminal offense has been committed (such as a false fire alarm, vandalism, or the use and/or possession of weapons) the police will be notified.

- All violations of the student discipline code and/or public law will be subject to disciplinary proceedings by the building administrator and the Superintendent of Schools.

#### **In-School Detention (ISD)**

The building administrator may assign a student who repeatedly or seriously violates the student disciplinary code in-school detention. In-School detention is held under the supervision of the Dean of Students in the ISD room. Students assigned to ISD work on assignments given by their teachers. All work is expected to be completed.

#### **Out-of-school Suspension**

The building administrator or Superintendent may assign a student who repeatedly or seriously violates the student disciplinary code out-of-school suspension. Students on OSS are not permitted on school grounds for the duration of the suspension.

#### **Corporal Punishment**

Consistent with Regulations of the Commissioner of Education which prohibit corporal punishment, the Hancock Board of Education affirms that corporal punishment is not a desirable method of enforcing decorum, order or discipline. The Board therefore prohibits the use of corporal punishment by District employees.

1. No teacher, administrator, officer, employee or agent in the District shall use corporal punishment against a student.
2. As used in this section, corporal punishment is defined as the use of physical force for the purpose of punishing a student.
3. In situations in which alternative procedures and methods not involving the use of physical force cannot reasonably be employed, nothing contained in this section shall be construed to prohibit the use of reasonable physical force for the following purposes:
  - a. to protect oneself from physical injury;
  - b. to protect another student or teacher or any other person from physical injury;
  - c. to protect District property or the property of others;
  - d. to restrain or remove a student whose behavior is interfering with the orderly exercise and performance of District functions, powers or duties, if that student has refused to comply with a request to refrain from further disruptive acts.

#### **Investigation of Complaints**

Any complaint about the use of corporal punishment shall be submitted in writing to the Superintendent of

Schools. This written complaint will be forwarded to the School Attorney within seven (7) days. The Superintendent will investigate the complaint to determine whether an incident actually took place, and if so, to determine the identity of the person or persons who administered the punishment, the identity of the student or students punished, reasons for the action and any other relevant facts or circumstances. Results of this investigation will be forwarded to the School Attorney upon completion of the investigation.

#### **Transportation**

Transportation is provided to certain eligible school students. Questions about the school transportation program should be directed to the Transportation Office, at 637-5322. For further information, see Student Conduct on School Buses below.

#### **Student Conduct on School Buses**

Safety is the prime consideration in school transportation. It can never be dismissed lightly. In distracting a bus driver, a student who misbehaves can seriously endanger the lives of all who are riding on the bus. Rules are posted on each bus. In addition to the Code of Conduct, the regulations governing student conduct on buses are as follows:

1. Students must remain in assigned seats while the bus is in motion.
2. Hands, feet, etc., are to be kept to yourself and inside the bus.
3. All food and beverages must remain in closed containers.
4. Cigarettes/vaping/juuling/chewing tobacco products or facsimiles, alcohol, and drugs are prohibited.
5. Only appropriate and respectful language and gestures are acceptable.
6. Glass objects and animals cannot be transported.
7. Only safe objects which can be held on your lap are permissible on the bus.
8. Students must always wait for the driver's signal before crossing, and cross approximately fifteen feet in front of the bus.
9. Excessive noise is distracting to the driver and is not permitted.
10. Keep the bus you ride clean and in good condition. Damages resulting from vandalism will be charged to the student(s) involved.
11. Students riding the bus on Wednesday after Extended Day must have a "Late Bus Pass" from the teacher with whom they stayed.

In order that the bus ride to and from school may be safe, the following rules must be observed:

1. Keep all noise at a low level.

2. Keep hands, feet and all possessions to yourself.
3. Obey the bus driver.
4. Remain seated until the driver gives permission for you to leave.

Discipline problems will be referred in writing by the bus driver to the building administrator. **School bus conduct is governed by the Hancock Central School District's Code of Conduct.**

### **BOCES BUS BEHAVIOR**

**Attendance at BOCES is a PRIVILEGE, not a right! Behavior on the BOCES bus that is not in compliance with the Hancock Central School District Code of Conduct, and/or creates a hazard to the students on the bus or the bus driver, may result in a loss of BOCES privileges.**

#### **Searches and Interrogations by Staff**

School lockers, desks, and other such equipment are not the private property of students but the property of the Hancock Central School District, and as such may be opened and subject to inspection from time-to-time by school officials. The purpose of the inspection of a student locker is to further the special needs of school security, ensure the safety of the students, faculty, and staff members, and to prevent disruptions to the learning environment. Generally, it has been the District's experience that such locker inspections are a general deterrent of misconduct and contraband.

Under special circumstances, school officials may search students, particularly if there is reasonable suspicion that a student possesses illegal matter, for example, a dangerous weapon or illegal drugs. Students must be aware that such items are forbidden both on school property and at school-related activities.

Students and parents/guardians should be aware that school officials have the legal right to search and/or interrogate students.

#### **Student Automobile Use**

Students with a valid driver's license may be eligible to drive to school and park on school grounds. Sections of the school parking lot are allotted to such students.

Misuse of driving privileges will lead to revocation of the parking privileges.

1. Students may only park in the student lot in front of the high school.
2. Students are to observe all traffic laws.
3. School buses have the right-of-way at all times on school property. Do not pass parked buses on school property unless waved on by the bus driver.

4. Students are not to go to their cars during school hours without permission from the Main Office or the Dean of Students.
5. Students are required to have a vehicle identification card on file in the main office.

**The district reserves the right to deny parking privileges to anyone. Any cars parked on school grounds are subject to the same conditions governing school property.**

#### **Employment of Students**

Students under 18 who are interested in working papers may pick up applications in the Health Office. Working papers are available for New York and Pennsylvania. The guidance office can offer assistance in finding summer employment, since school counselors keep in touch with community employers.

Despite the attraction of having a part-time job after school hours, students should give careful thought to the amount of time and energy such a job can demand. Students should remember that school responsibilities always take precedence over such jobs.

#### **Student Awards and Scholarships**

Each year a number of students receive formal recognition for excellence in academic service and athletic activities. Outstanding achievement is recognized by honors conferred at the end of the school year.

All students regardless of sexual orientation, weight, race, color, creed, sex and national origin, religion, age, economic status, marital status or disability shall be eligible for all awards and scholarships given or disseminated by Hancock Central School District.

Eligible candidates for academic or other achievement awards will be selected on the basis of academic achievement, school citizenship, and/or co-curricular performance, as applicable to the type of award being given. Recipients of academic awards will be selected by the building administrator from a list of eligible candidates prepared in consultation with appropriate school staff.

Scholarships to high school graduates will be awarded on the basis of the student's academic achievement, the student's potential for success at an institution of higher learning, financial need, and the student's inability to pursue higher education without the scholarship. The Board of Education may select the recipient(s) of scholarship(s) awarded by the District from a list furnished by the PreK-12 Principal after consultation with appropriate school staff.

### **Student Fees, Fines and Charges**

Students are expected to exercise reasonable care in the use of school equipment and any damage done to electronic devices, library books, textbooks or other school equipment due to misuse or negligence must be paid for by them. Lost or damaged textbooks will be immediately reported to the Main Office for payment. Other school equipment which is damaged should be reported to the building administrator, who will determine if negligence on the part of the student was the cause of the damage. If so, the student and the student's parent/guardian will be expected to pay for such damage.

Students may not be permitted to participate in athletics or co-curricular activities if they have outstanding obligations. This includes Commencement and Baccalaureate exercises for seniors.

### **Accident Prevention and Safety Procedures**

These rules are to ensure the safety of students and employees of the District while on District property. All students and members of the school community must:

1. immediately report any conditions involving equipment or buildings which may be dangerous to student or employee health or welfare;
2. immediately report any unsafe practices by anyone in the building or on the grounds;
3. ride bicycles only on the roadways, not the sidewalks. Pleasure riding on the school grounds is prohibited during school hours; and
4. observe the 15 mile per hour speed limit on school grounds.
5. **Because of the concern for the safety of our students, skateboarding, rollerblading, motorized/electric scooters, hoverboards, etc. are not permitted anywhere on school property. These are not to be brought to school at any time.**

### **Eye Safety Devices**

Eye safety devices are provided for all students, instructors and visitors who are engaged in or observing the use of materials or equipment which may potentially damage the eyesight. Such activities and materials are listed in Section 141.10 of the Commissioner's Regulations.

### **First Aid**

In emergencies, the school nurse will follow established First Aid Procedures. These procedures include the following requirements:

**No medical treatment except first aid is permitted in school;**

1. a master first aid kit shall be kept and properly maintained in the school and on each school bus;
2. no drugs shall be administered by school personnel unless authorized by a physician;
3. parents/guardians are asked to sign and submit an emergency medical authorization which shall indicate the procedure they wish the school to follow in the event of a medical emergency involving their child;
4. in all cases where the nature of an illness or an injury appears serious, the parent/guardian will be contacted if possible, and the instructions on the child's emergency card followed. In extreme emergencies, arrangements may be made for the child's immediate hospitalization whether or not the parent/guardian can be reached.

### **Automatic External Defibrillators (AED)**

AED devices are on the first and second floors of HCS and are permanently mounted on the hallway walls to save lives. When mishandled, this equipment can cause serious bodily injury. Any student found mishandling, manipulating or vandalizing the AED's or the permanent wall cabinets will be subject to disciplinary action. A first offense will result in disciplinary action up to and including out-of-school suspension for middle/high school students. Each incident will be decided on individual merit.

### **Emergency Plans**

In accordance with regulations of the Commissioner of Education, the District has developed an Emergency Management Plan to safeguard the safety and health of students and staff, as well as District property, in the event of a true emergency.

Each year, the school will stage a "test" or drill of the Emergency Management Plan, including practice in sheltering students and staff, and an early dismissal at a time not more than 15 minutes earlier than the normal dismissal time. Parents/Guardians will be informed of any such "test" at least one week prior to the drill.

The District Emergency Management Plan includes the following:

1. definitions of emergency and procedures to be followed to activate the Plan;
2. designation of a control center in anticipation of, or in response to an emergency;
3. identification of sites of potential emergencies;
4. identification of appropriate responses to emergencies;

5. procedures for coordinating the use of District resources and personnel during emergencies;
6. identification of District resources which may be available for use during an emergency;
7. a system for informing all schools within the District of the emergency;
8. plans for taking the following actions, if appropriate: school cancellation; early dismissal; evacuation; and sheltering;
9. pertinent information about each school (including information on school population, number of staff, transportation needs and the business and home telephone numbers of key employees of the District and others, as appropriate); and
10. procedures for obtaining advice and assistance from local government officials. Copies of the Emergency Management Plan are available in the Main Office.

#### **Fire Drills**

The building administrator is responsible for conducting fire drills in order to instruct students and staff in exiting the school building in an emergency in the shortest time possible and without confusion and panic. Fire drills shall include instruction on fire drill exits and fire alarm boxes, as well as fire drill procedures.

All students are expected to cooperate with staff members during fire drills, and to leave the buildings in a quiet and orderly manner. The exit route is posted in each room. Students must stay with their teacher. Distracting behavior will be subject to either teacher or administrative discipline, and may merit a penalty.

#### **Emergency Drills**

In addition to fire drills, we will conduct multiple emergency drills including but not limited to: Shelter-In-Place, Hold-In-Place, Evacuation, Lockout and Lockdown drills.

#### **Use of Elevators**

Usage of the elevator is restricted to special students, staff, and students with documented injuries. The health office will issue a pass to those students who have permission to use the elevator.

#### **Guidelines for Co-curricular Activities**

The guidelines for participants in co-curricular activities have been set forth by the building administrator in consultation with the athletic director, coaching staff, and faculty. Students and parents/guardians of students participating in co-curricular activities should read this section carefully. These guidelines apply to all activities but will not interfere with the additional expectations that advisors and coaches have for a particular activity.

Hancock students who participate in co-curricular activities are expected to conform to standards of academics and behavior which meet or exceed the requirements of the general District Code of Conduct.

#### **Attendance and Activity Participation**

A student who is absent on the day of an activity is not eligible to participate in that activity that evening or weekend without the written permission of the building administrator and/or written consent of the family physician if the absence is due to illness or injury.

Students who are legally absent (see section on attendance) but wish to participate must have their parent/guardian call the health/attendance office before 8:45 AM on the date of the absence, otherwise no exemption will be considered.

**Students who are frequently absent or tardy may be removed from co-curricular activities at the discretion of the building administrator.**

Students who are assigned to In-School Detention will be permitted to practice the day of the assignment, but will not be able to participate in contests.

Students who are on Out-of-School Suspension will not be permitted to participate in any meetings, practices, or contests for the duration of the suspension. If the suspension includes a Friday and subsequent Monday (or last day of the school week and first day of a school week), the student will not be permitted to participate in any meetings, practices, or contests on the intervening non-school days. Otherwise, regular practice rules apply.

#### **ACADEMIC ELIGIBILITY AND ACTIVITY PARTICIPATION**

It is the responsibility of the participants in co-curricular activities and their parents/guardians to become familiar with the academic requirements and expectations of the school.

**All coaches and advisors will submit a list of participating students to the building administrator once students are selected to participate.**

1. A student who is on probation will be considered eligible for that period.

2. A student who is ineligible may not participate in school activities to include extra-curricular events. Practices are permitted and ineligible students must attend athletic contests. Students should be aware that due to the length of some sports seasons, one period of ineligibility might result in removal from a team.

3. Eligibility checks will be at two-week intervals beginning with the first day of school. A student will be considered ineligible if failing two or more courses. Students will be notified of eligibility status through a letter sent home. For academic deficiencies, the first occurrence will result in a



probationary period rather than a period of ineligibility. Teachers may report deficiencies between these eligibility checks if necessary.

Deficiencies may be defined as:

1. a negative academic report – failure in one course for the two-week grading period
2. a failure in a particular subject due to attendance
3. an incomplete grade will count as a failing grade for eligibility
4. any other obligation to the District, financial or otherwise
5. disciplinary deficiencies – type and severity to be considered by the building administrator. Excessive disciplinary referrals in any given period may result in loss of practice or contest participation. Any student that receives an out of school suspension for a disciplinary infraction will not be permitted to participate in practice or contests on the day(s) of the suspension. If a student receives a suspension on the last school day of the week, the student will not be permitted to participate in weekend practices or contests.

**Any student placed on the eligibility list for two consecutive weeks (or more) will automatically be placed on hallway restriction.**

#### **Notes on Eligibility**

During the school year, eligibility will be reinstated if the following conditions are met:

1. The principal may/may not declare the student eligible.
2. A student who fails two or more courses at the end of the school year will be eligible to participate in practice but not in extra-curricular games or events in the fall. The student may remedy this situation by attending an approved summer school and successfully passing the courses designated as academic failures during the previous school year.

**(This ineligible student will not participate in fall preseason games/scrimmage and the first regularly scheduled game).**

#### **EXTRA-CURRICULAR PARTICIPATION**

**Participating in extracurricular activities is a privilege, not a right.** It is qualified first by eligibility requirements and secondly by performance requirements. Therefore, be it resolved: Students not performing satisfactorily in the academic areas offered or accepting their responsibilities in a manner acceptable to the faculty, administration and Board of Education shall have their names placed on an ineligibility list and not be permitted to participate in any school-sponsored extracurricular activities until such time as the student's name has been removed from the ineligibility list.

School-sponsored extracurricular activities are those that have been approved by the Board of Education or its designee, include, **but are not limited to:**

- (a) Varsity Athletics
- (b) Jr. Varsity Athletics
- (c) Modified Athletics
- (d) School Clubs
- (e) Senior Play/All School Play
- (f) School Dances
- (g) Student Council
- (h) Class Organizations
- (j) Spectator at activities/contests

#### **School Dances**

1. All students will sign-in upon arrival at the dance. Guests must be pre-approved and grade-level appropriate to the dance. No guests 21 or older will be allowed. The building administrator is the only one to approve guests, prior to the day of the dance. All guests must sign-in upon arrival.
2. Students who are ineligible will not be permitted to any dances and will be asked to leave.
3. Improper conduct on the part of a student at a dance will result in that student being ejected from that dance and possibly future dances.
4. No student who smells of alcohol will be admitted. Students smelling of alcohol are subject to a breathalyzer test by administration. Students, who have been using alcohol and/or drugs, will face disciplinary action from the school Principal and/or police, in accordance with the Board of Education Policy, parents/guardians will be notified immediately. All students attending school dances are subject to being breathalyzed and searched as a preventative measure even if alcohol or drug use is not suspected. **No outside food, container and/or beverages of any kind will be allowed into the Prom or school dances.**
5. If a student leaves the location and or building where the dance is being held, the student will not be re-admitted.
6. Middle School students must be picked up by a parent or legal guardian if they wish to leave the dance early.
7. Students will not be admitted to any dance one-half hour after it has begun. Special circumstance may be considered by those in charges.

#### **Procedures for Determining Ineligibility for Extracurricular Activities:**

- (1) Any faculty member grades 5-12 may issue an "I" (representing incomplete or unsatisfactory

work by the student) for valid academic reasons which the teacher will be able to substantiate to the student.

- (2) Students will not be ineligible by receiving one "I" but will become ineligible if they have received two "I's" in any two-week period. For a period of two weeks the student will then be ineligible to participate in any school-sponsored extracurricular activities.
- (3) Instructors in grades 5-12 are expected to have their "I" report sheets to the main office by 12:00 noon on the Monday following the end of the grading period. In the event there is no school on Monday, then the "I" report sheets will be expected on the next full day of school.
- (4) After receiving the "I" report sheets from instructors, the main office secretary will complete an alphabetical list of all students receiving two or more "I's". The lists will contain the name of the student and in which course(s) the student received the "I".
- (5) Any student ineligible and placed on the bi-weekly list who is a member of a co-curricular organization may associate with the organization in a specified manner (e.g., sit with team, dress but not participate, practice, travel with organization and the like) but may not participate in a contest with the team or organization. An ineligible student is not allowed to attend activities as a spectator.
- (6) Each teacher will receive a copy of the ineligible list from the main office. A letter of notice will be sent home and a second copy will be kept on file in the main office.
- (7) Once a student has been declared ineligible by receiving two "I's" in any two weeks, that student shall remain ineligible for the two-week period. There is no way for the student's name to be removed from the list except through the appeal procedure found in paragraph 8 of this procedure or through improved performance and the publication of the next list.
  - (a) The student shall be granted one probationary period per year. This probationary period will last two weeks. If the student is again placed on the next ineligibility list, the probation shall end and the ineligibility period enforced.
- (8) Should a student feel that an "I" was undeserved, the student may use the following procedures to appeal the "I":
  - (a) The student first must discuss with the teacher issuing the "I" the reason for the unsatisfactory report.
  - (b) The student, if not satisfied with the teacher's explanation, may request, from the main office, an appeal form.
  - (c) Upon completing the appeal form, the student returns the form to the building administrator's mailbox

by the end of the first period on the next school day following the appearance of the student's name on the ineligible list.

- (9) The student must tell the teacher involved that an appeal is being made. The teacher may then either:
  - (a) Explain the reason for the "I" in person to the building administrator;
  - (b) Write the reason for the "I" and present it to the building administrator.
- (10) An appeal Board made up of one administrator, one teacher and one student will meet each Tuesday, or if there is no school on Tuesday, the next school day, at noon to decide on any appeals. The student making the appeal will be present to explain his position and the teacher involved or the teacher's written statement will be present to explain the teacher's position.
- (11) After listening to both sides, the appeal Board will cast a vote on paper upholding or denying the appeal. Votes will be counted by the administrative member of the appeal Board. The decision is final.
- (12) Should the appealing student not be satisfied, the student shall be free to address the Board of Education at its next regular meeting.

#### **General Participation Rules**

Students participating in extracurricular activities must comply with the following extracurricular behavior rules. These rules are in addition to the general requirements of the code of conduct. These behavior rules apply for the duration of the student's membership in a particular extracurricular activity. **The behavior rules apply to students engaged in both school activities and non-school activities, both on and off school property. Inappropriate behavior conducted off school property may result in an investigation by school officials, and, if warranted, outside law enforcement agencies.** School activities include activities which may be held off the school campus.

1. No use or possession of tobacco/vaping/juuling items or facsimile
2. No use or possession of alcoholic beverages or facsimile
3. No use or possession of drugs or facsimile as defined in the school district Code of Conduct
4. No destruction of school property
5. No profanity or inappropriate gestures
6. No unsportsmanlike conduct
7. No violent conduct as defined in the school district Code of Conduct

**The penalties for violating the extracurricular behavior rules are to be separate and in addition**

**to any applicable violations of the District Code of Conduct and any other applicable policies and will not constitute “double jeopardy.”** Penalties will be assessed after a thorough investigation supervised by the building administrator. Appropriate penalties are to be determined by the coach/advisor in consultation with the building administrator. Penalties may include, but are not limited to: suspension from activity, loss of team or activity privileges or removal from team/activity. If the student disagrees with the penalty, the student may appeal to the Superintendent within 14 days of the assessment of the penalty. Further appeal by the student must follow the process set out in the Appeal Process. Dropping a course does not automatically remove students from the ineligible list. Unresolved incomplete grades will be treated as failures. Students who are ineligible will be permitted to go on curriculum-related field trips. Students who are on probation or who are ineligible may appeal their status to the building administrator during the appeal week.

**ELIGIBILITY PERIODS  
2021-2022**

<b>Grading Period</b>	<b>Ineligible from</b>
#1 09/09-09/17	09/27-10/10
#2 09/20-10/01	10/11-10/24
#3 10/04-10/15	10/25-11/07
#4 10/18-10/29	11/08-11/21
#5 11/01-11/12	11/22-12/05
#6 11/15-11/26	12/06-12/19
#7 11/29-12/10	12/20-01/02
#8 12/13-12/24	01/10-01/23
<b>All Students eligible from 1/3/22-1/09/22</b>	
#9 01/03-01/14	01/24-02/06
#10 01/17-01/28	02/07-02/20
#11 01/31-02/11	02/21-03/06
#12 02/14-02/25	03/07-03/20
#13 02/28-03/11	03/21-04/03
#14 03/14-03/25	04/04-04/17
#15 03/28-04/08	04/18-05/01
#16 04/11-04/22	05/02-05/15
#17 04/25-05/06	05/16-05/29
#18 05/09-05/20	05/30-06/12

Upon administrative receipt and review of a signed Eligibility Document, a student may be removed from the Ineligibility List during a designated period.

**Student Internet Access Policy**

General Information

Internet access will be provided to the students in accordance with the terms of this policy. Internet access from school computers is reserved solely for educational purposes. Use by outside groups is prohibited. Use by student clubs and organizations is limited to those times when the Internet access points

are not in use for instruction and shall be limited to educational purposes and governed by this policy. Access to the Internet will be under the direction and supervision of the staff assigned to the Internet access area. The Hancock Central School District reserves the right to monitor all Internet activity including the transmission and receipt of email. A violation of this policy will be treated as a violation of the student discipline code.

**Prohibited Conduct**

No student shall:

1. Access, transmit or retransmit material which promoted violence or advocates destruction of property including, but not limited to, access to information concerning the manufacture of destructive devices such as explosives, fireworks, smoke bombs, incendiary devices or the like;
2. Access, transmit or retransmit any information containing pornographic or other sexually oriented material (pornographic means pictures or writing that are intended to stimulate erotic feelings by the description or portrayal of sexual activity or the nude human form);
3. Access, transmit, or retransmit material which advocates or promotes violence or hatred against particular individuals or groups of individuals or advocates or promotes the superiority of one racial, ethnic, or religious group over another;
4. Use or possess bootleg software (bootleg software means any software which has been downloaded or is otherwise in the user’s possession without the appropriate registration of the software including the payment of any fees owing to the owner of the software);
5. Use encryption software from any access point within the school district;
6. Transmit credit card information or other personal information from an access point within the school district;
7. Transmit e-mail through an anonymous remailer;
8. Access the Internet from a Hancock Central School District access point using a non-school district Internet account;
9. Commit or attempt to commit any willful act involving the use of the network which disrupts the operation of the network within the school district or any network connected to the Internet including the use or attempted use or possession of computer viruses.

In addition to those penalties set forth in the student discipline code, a violation of this Internet policy may also result in loss of Internet privileges. Opinions, advice, services and all other information expressed online are those of the online authors and not of the school district.

The Internet contains information pertaining to a variety of subjects. Not all this information is accurate or reliable, particularly where the advice of

medical, legal, accounting or other professionals would be appropriate. Users are advised not to rely on advice found on the Internet. The Hancock Central School District is not responsible for such advice.

The Hancock Central School District does not guarantee or imply that access to the Internet will always be available when students want access or that the software provided by the district will always work as intended. The Hancock Central School District is not responsible for failures in the operation or technical functioning of the Internet or the computers or software used to access the Internet.

**HANCOCK CENTRAL SCHOOL  
AHERA COMPLIANCE ACTIVITIES**

September 1, 2021

**TO: ALL STAFF, STUDENTS, UNION  
PRESIDENTS**

**FROM: Terrance P. Dougherty, Superintendent**

The Asbestos Hazard Emergency Response Act (AHERA) is a federal law enacted in 1987 which requires all school districts to re-inspect facilities for asbestos containing building materials.

Our facilities have been inspected and response actions are planned to insure a continued safe environment for our students and employees. Activities include training of maintenance staff to prevent disturbance of asbestos and periodic re-inspection and surveillance activities by trained personnel. Surveillance Inspections performed in December, 2009 and June, 2010, showed that ACBM and ACM were in good condition.

This is to advise you that asbestos building materials exist in the following buildings: Elementary School plaster walls - encapsulated, 9" floor tile - sealed; Public Library - boiler room thermal pipe covering - encapsulated; 5 Car Garage - building paper - material has been enclosed and contained. All the asbestos building materials were found to be in very good condition; the suggested response by our asbestos engineering consultant is to monitor the material and to initiate a preventive disturbance program - both of these programs are in effect.

Details of such activities are described in the district's AHERA Management Plan, which is available for your review in the district office.

If you require additional information, please contact Jodi Newman, AHERA DESIGNEE 637-1313.

**HANCOCK CENTRAL SCHOOL**  
67 Education Lane  
Hancock, New York 13783  
(607) 637-2511

Terrance P. Dougherty, Superintendent  
Julie Bergman, PreK-12 Principal

September 1, 2021

Dear Parent/Guardian and Staff:

Pesticide application may occasionally be necessary at the school where your child attends. Upon your request, you will be provided with 48-hour notification prior to the application of pesticide. Included in the notification will be the specific date, time, and location of application.

Certain materials are exempt and their applications shall not be subject to prior notification requirements, including emergency application of a pesticide when necessary to protect against any imminent threat to human health.

Further, under this law, a notice will be posted in a conspicuous place to those dropping off or picking up children at these facilities 48 hours prior to application.

Any questions or concerns that you have regarding this matter may be address to:

Jodi Newman  
67 Education Lane  
Hancock, New York 13783

If after reading the above notice you wish to be notified prior to pesticide application, please send a letter with your name, address and phone number to the address listed above stating that you wish to be contacted.

**HANCOCK CENTRAL SCHOOL**  
**STUDENT INSURANCE**

September 1, 2021

Dear Parent/Guardian:

The Hancock Central School has full excess student insurance that covers your child while in school or attending school sponsored activities. This insurance covers only what is not covered by the insurance you may already have on your child.

If your child is involved in an accident at school and medical care is needed, a school insurance claim form may be obtained at the school health office. This form (PART II) must be completed and signed by you and returned to the health office along with any proof of payments or denials of payments from your insurance before the school insurance will pay.

If you have no other insurance, you must still complete PART II and the insurance company will request by separate form proof that you have no insurance.

Please remember that medical bills for your child are your responsibility first. The fact that you have insurance, even the excess coverage through the school, does not eliminate your responsibility to pay medical bills. Unless you specify payment to be made to the doctor or hospital in PART II, the school insurance check will be sent to you directly.

Also keep in mind that injuries to students on school buses are covered by the parent's/guardian's no-fault insurance first.

Following these procedures should expedite processing of medical claims. Thank you for your cooperation.

Sincerely yours,

Terrance P. Dougherty  
Superintendent

**HANCOCK CENTRAL SCHOOL DISTRICT  
ANNUAL NOTIFICATION  
NOTICE TO PARENTS/GUARDIANS AND  
ELIGIBLE STUDENTS OF RIGHTS UNDER THE  
FAMILY EDUCATIONAL RIGHTS AND PRIVACY  
ACT**

TO: Parents/Guardians and Eligible Students of  
Hancock Central School District

You are notified that you have the following rights in relation to student records:

- (1) the right to inspect and review student's education records;
- (2) the School District shall limit the disclosure of information contained in the student's education records except: (a) by prior written consent of the student's parents/guardians or the eligible student, (b) directory information, or (c) under certain limited circumstances, as permitted by FERPA;
- (3) the right of a student's parent/guardian or an eligible student to seek to correct parts of the student's education record which the parent/guardian believes to be inaccurate, misleading or in violation of student rights. This right includes the right to a hearing to present evidence that the record should be changed if the District decides not to alter it according to the parents/guardians or eligible student's request;
- (4) the right of any person to file a complaint with the Department of Education if the School District violates FERPA;
- (5) if parents/guardians of eligible students desire to obtain copies of the policy pertaining to student records, notification should be presented to the Superintendent, Hancock Central School District, Hancock, New York 13783.

You are further advised that you have the following rights

Parents/guardians and eligible students have the following rights under the Family Educational Rights and Privacy Act and the Board Bylaw:

- (1) the right to inspect and review the student's education record;
- (2) the right to exercise a limited control over other people's access to the student's education record;
- (3) the right to seek and correct the student's educational record, in a hearing if necessary;
- (4) the right to report violations of the FERPA to the Department of Education;
- (5) the right to be informed about FERPA rights.

All rights and protections given parents/guardians under the FERPA and this policy transfers to the student when the student reaches age 18 or enrolls in a post-secondary school. The student then becomes an "eligible student."

**DIRECTORY INFORMATION**

The School District proposes to designate the following personally identifiable information contained in a student's education record as "directory information", and it will disclose that information without prior written consent.

- Student's name.
- Names of the student's parents/guardians.
- Student's address.
- Student's telephone number.
- Student's date of birth.
- Student's class designation (i.e. first grade, tenth grade, etc.)
- Student's extracurricular participations.
- Student's achievement awards or honors.
- Student's weight and height, if a member of an athletic team.
- Student's photograph.
- School or school district the student attended before the student enrolled in the school district.

You have two weeks to advise the school district in writing, directed to the office of the Superintendent, any and all items which you refuse to permit the district to designate as directory information about the student.

## **2021-2022 Hancock Central School Acceptable Use Policy for All Voice Video, and Data Systems Guidelines for Student, Staff, Community and Other Users**

### ***The Wildcat Pledge:***

*We nurture and empower each learner's unlimited capacity to become a responsible citizen with a promising future.*

### ***Our Vision:***

*Striving for excellence as an innovative, advanced and reflective school community*

This document has been developed by the District Technology Team to govern and guide in the use of all voice, video and data systems. All equipment is District property. Information or data created or stored on the District's computers or data systems assumed to be the responsibility of the individual whose name is assigned to the password accessed when the information was created. These systems include, but are not limited to: television monitors, satellite receivers, computers, electronic mail, servers, stored digital data, Intranets and the Internet. All users accessing the computer network should not expect nor does the District guarantee privacy for any user of the District computer network. The District reserves the right to monitor all technology resource activity and files created on or conveyed over its system as the District deems necessary. The Hancock Central School District provides these resources to promote educational excellence by facilitating sharing, innovation, and communication with the support and supervision of parents/guardians, administration, teachers and support staff.

The District's equipment is for education and/or research use only and must be used in a manner consistent with the District's goals and purposes. With access to computers and people all over the world comes the potential availability of material that may not be considered to be of educational value in the context of the school setting. Proper behavior, as it relates to the use of technology resources, is no different from proper behavior in all other aspects of Hancock Central School activities. All users are expected to use the technology resources in a responsible, polite and ethical manner. Use of the equipment which violates any aspect of District policy, the Code of Conduct or federal, state or local laws/regulations is strictly prohibited. The intent of this document is to give an overview of user responsibility and to outline acceptable and unacceptable use of these resources without exhaustively enumerating all such responsibilities, uses and misuses.

District policies pertaining to accessing electronic information or communications sent or received at school as well as the risks associated with Internet access appear in the Student Handbooks or similar documents. The use of the District's equipment is a privilege, not a right. With notice of policies as outlined above, **any person** using the District system has implicitly consented to adhere to all policies. Inappropriate use may result in disciplinary action, including suspension or cancellation of the privilege.

### **User Accountability for Staff and Students**

- Staff and students will comply with all existing school board policies (including the Code of Conduct) as they may be interpreted to apply to technology resources.
- Respect the privacy of other users. Do not obtain copies, or modify files, other data or passwords belonging to other users.

- Comply with legal protection provided by copyright and license to programs, data, and documents.
- Protect your password. You are responsible for anything done under your account(s). Sign on to systems only under your account(s).
- Comply with the acceptable use policies of all technology resources to which the district has access.
- Conserve server resources. Save only what you need. Limit network use to business and/or educational activities associated with your position at HCS.

### **Acceptable**

- Use that encourages efficient, cooperative, and creative methods to perform the user's job duties or educational tasks.
- Use related to instructional, administrative, and supervised extra-curricular activities.
- Use of District technology resources for appropriate access to voice, video, and data systems, both locally and at other sites.

### **Unacceptable**

- Providing, assisting in, or gaining unauthorized or inappropriate access to the District's technology resources, including any type of voice, video, or data information server. This includes disclosing others' passwords or sharing your account(s).
- Activities that interfere with the ability of students/staff members to use the District's technology resources or other network connected services effectively.
- Distribution of any materials in such a manner that might cause unnecessary or excess congestion of the voice or data networks.
- Creating, distributing, collecting, reviewing, downloading, displaying or otherwise gaining access to obscene, pornographic, abusive, harassing or threatening material using District technology resources.
- Use of technology resources for a commercial, political, or profit-making enterprise.
- Downloading, installing or using any unauthorized software or tampering with hardware on any technology system.
- Using network to provide addresses, phone numbers or other personal information unless otherwise as specified in District policies/documents.

### **Consequences of Improper Use**

*Improper or unethical use may result in disciplinary actions consistent with existing District policies. This may include revoked, limited or supervised access to District technology resources as well as referral to law enforcement agencies. The District will cooperate fully with local, state or federal officials in any investigation concerning or relating to misuse of the District's technology resources.*



**2021-2022**  
**Hancock CSD Mobile Device User Agreement**

Hancock Central School District has a mobile device program for students and teachers in an effort to embrace 21<sup>st</sup> Century skills. Students will be using mobile devices in the classrooms. Mobile device use will be monitored by building level administration as well as district level administration to gauge use and effectiveness of the device in the classroom. Mobile devices are school district owned devices and the contents on the device can be viewed at any time. Students are expected to have their device with them and fully charged every school day.

**Goals for Student Users**

- To prepare students for the 21<sup>st</sup> Century college and work environment
- To close the digital divide
- To increase productivity and engagement of all learners
- To make student-centered learning a priority
- To increase collaboration, creativity, critical thinking and communication in our students.
- To promote leadership in one's own learning by establishing access to educational resources and providing a host of tools that support specific curricular areas.

**Guidelines**

Student use of the mobile device falls under the district Acceptable Use Policy for technology, internet and mobile device use will be monitored through district level management software. Anyone found to be violating acceptable use will be disciplined. All software, applications, and documents stored on the mobile device are the property of the school district and subject to review and monitoring.

**Students will NOT:**

- Modify the mobile device in anyway other than instructed by the administrator or other school personnel.
- Apply marks, stickers, or other decoration to supplied mobile device cover, UNLESS the student is willing to pay the replacement cost of the cover when the student leaves Hancock Central School District.
- Exchange mobile devices with any other student
- Remove the supplied cover/case or keyboard from the mobile device
- Sync the mobile device with any other computer
- Clear or disable browsing history on the device
- Disable the mobile device or its applications
- Leave the device unattended on the bus, in the cafeteria, gym or any other public place

Failure to comply with these guidelines will be treated as a violation of the district Acceptable Use Policy and will be handled according to the school's Code of Conduct.

### **Using the Mobile Device**

- The mobile device is to be treated as a valuable object. It will not be thrown, hit, or abused in anyway.
- Clean the screen with approved soft, lint-free cleaning towels. Do not use any spray cleaners or liquids.
- If a stylus is used (optional) it **MUST** be a soft type designed for mobile device use.
- Make sure hands are clean before using the device.
- Keep mobile device way from food and drink.
- Charge the mobile device only with the included charger and using standard wall outlet for your power source.
- Have the mobile device fully charged and ready for use during the school day.
- Document any software/hardware issues to your teacher as soon as possible.
- Keep the mobile device in a well-protected temperature-controlled environment when not in use. Do not leave the mobile device in a vehicle or location that is not temperature controlled.
- Always protect the mobile device from rain, snow, and other weather elements.

### **Applications**

Student mobile devices will be given to students with key applications already installed. Applications cannot be installed or uninstalled by the student. It is the responsibility of the Hancock Central School District to install and uninstall all applications and updates. If there is an application a student would like installed the student may discuss the educational value of the application with his/her teacher. Once an application is deemed appropriate for the classroom, it may be installed by the District only.

### **Saving Documents**

Saving documents with your mobile device is accomplished using “cloud” storage. Using the District account, you can save, export, and import documents in a couple of different formats. This allows you to access your documents from other computers via the internet.

### **Reporting Technical Issues**

Any errors or problems with the mobile device will be reported through Service Now as soon as possible. This can be done by informing the office/administration or teacher about the issue so it can be addressed in a timely manner. All syncing of the device must be handled through the school to ensure like applications and configurations are found on every device to maximize the potential of the device. Damage due to a determined accidental cause will be addressed by the school through normal procedures. Damage due to negligence may result in the student assuming the financial responsibility of replacement of the mobile device. Students taking the mobile device from school property must sign and submit the Parent-Student Mobile Device Use Agreement Form. Student use of the mobile device off school grounds maybe revoked at any time by the administration or designated person.

## **Hancock Central School District Mobile Device Responsibility**

Proper care of the mobile device through the school year and return of the mobile device at the end of the school year with all accessories are the responsibility of the student. Students who don't return their mobile device will be assessed the value of a replacement.

### **Network/Internet**

Students are responsible for good behavior on school computer networks just as in the classroom and school rules apply. The network and school devices are provided for students to do school related work.

Access to the network and internet are privileges. Students must take the responsibility for their actions on these and follow sound protocol. Parent/Guardian permission must be granted, on the Acceptable Use Form, for the student to access and this permission will be kept on file for the school year.

The District maintains a network storage area for student work, which is deemed school property and can be periodically checked by administrators. Any student who does not honor the agreement or use the network or internet responsibly (i.e.: cyber-bullying) may lose access.

### **Loss or Damage**

- If a mobile device is damaged outside of school the damage must be reported to an administrator or designee immediately.
- If a mobile device is damaged during school it must be reported to a teacher or administrator immediately.

### **General Rules**

- If there is a repeated occurrence of a mobile device not being useable for the school day, i.e. not being charged, then the administrator reserves the right to make the student a day user for a length of time to be determined by the administrator.

### **Please Remember**

- Devices may be monitored by school and district level administrators at any time.
- Administration and staff reserve the right to take a mobile device at any time if misuse or inappropriate use/content is suspected.

**HCS Fax:** (607) 637-1380

#### **School Address:**

Hancock Central School, 67 Education Lane, Hancock, NY 13783

**HS MS Main Office:** (607) 637-1305

**HES Main Office:** (607) 637-1219

# Hancock Central School District Student Handbook Statement of Understanding

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

Current Grade: \_\_\_\_\_ Homeroom Teacher: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone Number: (\_\_\_\_) - \_\_\_\_\_

I have read and understand the **Hancock Central School District Acceptable Use Policy** and will abide by the principles and regulations contained therein.

I understand and agree to all of the terms and conditions in the **Hancock Central School District Student Mobile Device User Agreement**.

I understand and will abide by the **Hancock Central School District Mobile Device User Agreement**. I further understand that should I commit any violation my access privileges may be revoked and school disciplinary action will be taken.

I, \_\_\_\_\_ have read the Hancock Central School District Handbook and am familiar with its contents. I understand that as a student of the Hancock Central School District, I may be photographed or videotaped for media releases. I further understand that I am bound by the contents of this manual and the procedures and guidelines contained within.

Student Name (please print): \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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

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

**PLEASE RETURN TO YOUR HOMEROOM TEACHER NO LATER THAN FRIDAY,  
SEPTEMBER 17!**