

Alma Mater

*Come all ye loyal friends of Tech,
and swell our joyous song.
Come singing Technic's glorious praise
with voices brave and strong.*

*To Tech, our school in memory dear,
to Tech our song we raise.
To Tech, our hearts are ever near.
Our lives shall be her praise.*



HUTCH TECH ENGINEERS

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This student handbook belongs to:

Student Name: _____ Home Room _____

Parent Signature: _____

(Indicates parent has reviewed handbook with student)

Advisory: Keep this handbook in school **at all times**. This handbook serves as your hall pass and you may be asked to produce this handbook and discuss its contents with school personnel.

The Buffalo Public School District does not discriminate on the basis of an individual's actual or perceived race, color, creed, religion, religious practice, national origin, ethnic group, sex (including sexual harassment and sexual violence), gender identity, sexual orientation (the term "sexual orientation" means heterosexuality, homosexuality, bisexuality, or asexuality), political affiliation, age, marital status, military status, veteran status, disability, weight, domestic violence victim status, arrest or conviction record, genetic information or any other basis prohibited by New York state and/or federal non-discrimination laws in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. Inquiries regarding the District's non-discrimination policies should be directed to HRCCompliance@buffaloschools.org or to:

*Tami Hollie McGee, Chief of Human Resources
719 City Hall Buffalo, NY 14202 (716) 816-3519*

I. A message to each student . . .

I welcome you to another year at Hutchinson Central Technical High School, a year that will be productive from both a learning and teaching perspective. HCTHS is a high school that has gained the respect and admiration of the entire Western New York Community. That reputation is the direct result of the individual and collective accomplishments of students who have preceded you. The course work at our school has always been challenging and demanding. As you continue your educational career as a Tectonian, you will realize that the demands will increase rather than decrease.

To function as a family, communication must be the number one priority. To be of assistance, we must be made aware of any challenges. Problems, whether yours or a classmate's, must be shared with us so that we may help you. Counselors are always available to listen and to assess your situation. They are trained to provide strategies to ease academic problems and to suggest alternatives to deal with personal matters. The school security officers are trained to help you with school-related problems that occur in your travel to and from school as well as during the school day. These problems will be dealt with in a confidential manner. Remember, bullying will never be tolerated.

Teachers are your first level of assistance, especially when it pertains to academic performance. Administrators are available to you as well. No problem is too small or too large to be discussed.

Attendance, attitude, and responsibility are your keys to success at Tech. Your job here is to *engineer your future*. This is your full-time job. Do this job well and you can have any job that you want in the future. You were selected based on your dedication to education.

Learn and perform to the best of your ability and take advantage of all that Hutch Tech has to offer. Gain the **knowledge** to acquire the **skill** in order to hold the **power** to your future.

Good Luck!

Dr. Gabrielle Morquecho
Principal

NOTE: It is VERY important to be sure to keep your personal information updated by emailing your grade level administrator – send your full name, phone number, full address, and best e-mail address. Please remain dedicated to your daily schedule for academics and always make efforts to remain healthy physically, socially, and emotionally. If you need support in any way, please reach out to your amazing teachers, administrators or any staff member. We communicate regularly on your behalf.

You are talented 'Tectonians' and know that we will always work together as One Family and One Tech!

II. HISTORY

The beginning of technical education on the secondary level in the city of Buffalo dates back to September 14, 1894, when the Buffalo Technical High School was organized under the name of Mechanics Arts High School.

The school was housed in the building which was then Elementary School No. 11 on Elm Street near Clinton Street. Dr. Daniel Upton, the founder of the school and its first principal, began operations with a faculty of four teachers and a pupil registration of sixty-four.

In September of 1905, the name of this new school was changed to Technical High School. On December 14, 1905, it received a charter from the Regents of the State of New York under the name of Technical High School of Buffalo.

The program of studies at Technical High School differed from that of other Buffalo high schools. Shop courses, mechanical drawing, architectural design, and machine design were added to the program of an academic high school.

A great demand for technical education ensued after the opening of Technical High School. The facilities of Elementary School No. 11 were soon inadequate and a new building became necessary. The new building was erected on a plot of land adjacent to Bennett Park on Cedar Street and was occupied in the spring of 1914.

After forty years of instruction at this location, most of Technical High School's equipment was transferred to the building formerly occupied by Hutchinson Central High School. This building, located at South Elmwood Avenue and Chippewa Street, was completely renovated, remodeled and repainted.

In 2005, school personnel and equipment were temporarily transferred to the former Kensington HS site. The interior of the school at So. Elmwood was completely remodeled as part of the NYS school renovation plan. The return to the state-of-the-art building was completed in September 2007.

The curriculum has been revamped and expanded continuously. Its major purpose remains the preparation of students for entrance into college schools of engineering and/or the training of technicians for entry level positions in current technical fields.

In recognition of its unique programs and past accomplishments, Hutchinson Central Technical High School was honored as a National School of Excellence in 1988-89 by the U. S. Department of Education. In 1996, Redbook Magazine cited HCTHS as one of the top 150 high schools in the country. Also, Hutch Tech is one of the most diverse high schools in NY State.

III. ADMINISTRATION AND SUPPORT STAFF

Administration

Dr. Gabrielle Morquecho, Principal

Mr. Daniel Zack, Acting Principal

Mr. Dennis Lesniak, Assistant Principal

Mr. Solomon Jackson, Assistant Principal

Mr. Dennis Wright, Assistant Principal

Ms. Vicki Baxter, Assistant Principal

Support Staff

Ms. Cheryl DiMare, Counselor

Mrs. Sabrina Tanevski, Counselor

Mrs. Tonya Barrett, Counselor

Mrs. Nicole Dugan, Counselor

Lead Security Officers

Mr. Sinclair Fabor, Security Officer

Mr. Bradford Brown, Security Officer

School Support Team (SST)

Ms. Tina McCrea-Houston, School Social Worker (Last Names A-L) Ext. 1530

Ms. Michele Lash, School Social Worker (Last Names M-Z) Ext. 3892

Dr. Kevin Duffy, School Psychologist (CSE/504) Ext. 1552

Alex Lamont: CSE Initial Referrals, Re-Evaluations, and Annual Reviews

Allison Zeplowski: 504 Chair: Initial 504 Referrals, Annual Meeting Reviews

Mrs. K. Arnone, Attendance Ext. 1624

Please contact a member of the SST for in-school support services. The SST is also able to link students and families with an array of ongoing community mental health support services.

In the Event of a Life-Threatening Emergency: Call 911 Immediately

III.1 Community Support Services / Crisis Services

Child and Family Services: Hutch Tech School Based Clinic (*Intakes 716-335-7374 or contact a member of the SST for referral form*)

Crisis Services 24 Hour Hotline 716-834-3131

Spectrum CARES: for families and children in crisis: 716-882-4357

24 Hour Addiction Hotline: 716-831-7007

Crisis Text Hotline: 716-300-2338 (M-F 6-11PM)

Suicide & Crisis Lifeline: Dial 988

IV. TIME SCHEDULE

Warning Bell	8:20am	Infinite Campus
Tardy Bell (Begin Homeroom)	8:25am	Schedule
End Homeroom	8:35 am	Conversion
Period 1	8:39 – 9:21 am	1
Period 2	9:25– 10:07 am	2
Period 3	10:11 – 10:53 am	3
A Lunch	10:57 – 11:27 am	4
4E	10:57 – 11:39 am	4/5
4L	11:31 – 11:43 am	5/6
B Lunch	11:43 – 12:13 am	6
5E	11:43 – 12:13 pm	6/7
5L	12:17 – 12:59 pm	7/8
C Lunch	12:29 – 12:59 pm	8
Period 6	1:03– 1:45 pm	9
Period 7	1:49 – 2:31 pm	10
Period 8	2:35 – 3:17 pm	11
Announcements/Dismissal	3:17 - 3:20 pm	

V. EXPECTATIONS

- V.1 ATTENDANCE
- V.2 EARLY RELEASE
- V.3 TECH BEHAVIOR
- V.4 DETENTION

V.1 ATTENDANCE

“Business and industry demand punctuality, so does Tech” (Tech Handbook, 1913)

You are expected to be in school and on time each school day. Attendance is taken in homerooms promptly according to the schedule in effect. At the late bell, a student not in homeroom is considered tardy. A student who is tardy must sign-in with a parent/guardian at the tardy desk in the attendance office (103-D). Tardy students without a parent/guardian present, will result in detention.

When you are absent, the school will notify your parent or guardian daily. You are expected to return to school with a note for your homeroom teacher specifying the reason for your absence.

Severe attendance problems are addressed by the attendance teacher . The Board of Education has established a policy that requires a student to maintain a prescribed level of attendance. A violation of this policy will lead to an attendance hearing.

Absences and tardies are printed on your permanent record label yearly. You are encouraged to check your quarterly report card for accuracy. If a mistake has been made, report it to attendance personnel.

V.2 EARLY RELEASE

You may request to leave school before dismissal time provided that the reason is legitimate. On the day in question, you must bring a written request from a parent or guardian. The note must state the reason and time and be signed by the person making the request. A telephone number must be included for confirmation of the request. No student will be released without confirmation.

The note is to be brought to the attendance office prior to the warning bell. If approved, a **parent/guardian must sign you out from the attendance office** at the time of early dismissal.

If you request to leave school because of illness, a parent/guardian will be contacted by the school nurse or personnel in the attendance office. It is the responsibility of the parent/guardian to make arrangements for you to be picked up from the school.

Official identification by a parent or guardian (must be noted in Infinite Campus), in person, must be presented before the student will be released.

V.3 TECH BEHAVIOR

Students are expected to . . .

- be polite and respectful.
- be on time to all classes and lunch.
- be prepared for classwork.
- do assigned homework.
- assist in keeping the building clean.
- dress appropriately.
- store bookbags in lockers during the school day.

Students are to refrain from . . .

- smoking in or around school (1000 foot smoke free zone).
- wearing headgear of any kind (including, but not limited to hats, caps, and hoods) except when required by medical or religious reasons.
- carrying/using a cell phone, pager, etc. in school.
- defacing walls, lockers, desks, etc.

- harassing, threatening, fighting, etc.
- eating or drinking, except in the cafeteria.
- using improper language (cursing, denegrating-bullying)
- possessing and/or using illegal substances.
- possessing and/or using weapons.
- any disrespectful and/or disruptive behavior.

Discipline problems are referred to School Administration. A parental conference may be requested by an administrator or teacher. Flagrant or repeated violations of acceptable behavior may result in a suspension from school.

V.4 DETENTION

Students must serve detention within 72 hours of infraction. An after-school job is not an excuse for missing detention. Detention records are maintained, and additional days are assigned for failure to report. Further disciplinary action as per the BPS Code of Conduct may be applied for failure to serve detentions. Unserved detentions will lead to school suspensions. Students should monitor their own detentions by checking the Hutch Tech website.

VI. RESPONSIBILITIES

VI.1 BUS PASSES

VI.2 LOCKERS

VI.3 TEXTBOOKS

VI.4 LAPTOP COMPUTERS / DISTRICT DEVICES

VI.1 BUS PASSES

Bus passes are issued, upon approved application, by the Board of Education. The Board of Education has set the following rules and regulations:

- The pass is to be used for one round trip on regular school days to and from school by the most direct route to the address printed on the bus pass. An attempt to use the bus pass for other purposes may lead to forfeiture.
- Students must display the pass (picture up) to the operator upon boarding and at any time upon request.
- No transfer will be issued. It is necessary to display the bus pass on each connection.
- The bus pass is valid only for the student to whom it was issued.
- Mutilated or improperly used passes are subject to confiscation.
- Security officers handle all issues concerning bus passes.

The Board of Education has issued the following notice regarding conduct:

Any student, while riding a school bus or while using a Board of Education bus pass to go to or from school, who engages in acts of vandalism, malicious mischief, harassment, assault, theft, robbery or whose conduct otherwise endangers the health, safety or morals of himself or others, may be disciplined as per the BPS Code of Conduct up to and including suspension. The Police Department should be requested to take prompt action against such individuals. Principals are authorized to cooperate with police officers in making positive identification of such students.

In addition to the foregoing, any unruly conduct or other misbehavior on a bus will be cause for the revocation of your bus pass privilege.

A parent or guardian must apply for the replacement of a lost bus pass, in person, at the Transportation Office at 105 Bailey Avenue (7:30 am - 4:00 pm). The processing period is approximately one week.

Students may also use the following link (cut and paste the link into a browser) to request a lost/stolen bus pass from BPS at

https://secure.na1.echosign.com/public/esignWidget?wid=CBFCIBAA3AAABLblqZhCrdBbBOBZUrVwMR29NqGiZ6L34WbflbvqozLKZH4Wvnp03-sSbEjORqEnAd0PTTVQ*

VI.2 LOCKERS

Lockers are school property on loan to the student. Students are assigned a locker for the storage and safekeeping of their property. To protect the security of your property, do not share your locker or your locker combination with anyone. Close your locker and spin the dial. Do not dial your combination and leave it at the last number for quick access.

You will not have time to visit your locker before each period. Plan your daily visits to your locker to avoid being late to class, phys. ed., study or lunch. Bookbags are to be placed in your locker before homeroom and may be removed at dismissal time.

If you are unable to open your locker, seek help from a security officer. Periodically, clean out your locker so that it does not jam on closing. Do not store food articles for more than one day. Report any damage or markings to a security officer.

It is your responsibility to remove all private property from your locker at the close of the school year. Each locker is checked at the close of the school year and the combination changed for the protection of the next user.

Board of Education policy requires that the principal conduct locker cleanouts during the school year.

VI.3 TEXTBOOKS

Students are assigned textbooks by classroom teachers. Each textbook has an identification number and a place to write your name and the school year on the inside of the front cover.

You are responsible for each textbook issued to you. Lost textbooks are usually returned to personnel in the attendance office. If you do not return the textbook(s) assigned by your teacher, you will be required to pay for that textbook. You will be charged for damaged books as well.

VI.4 LAPTOP COMPUTERS / DISTRICT DEVICES

Students will abide by the District Acceptable Use Policy with regard to all technology.

VII. SPECIAL AREAS

- VII.1 CAFETERIA
- VII.2 STUDY HALLS
- VII.3 LIBRARY
- VII.4 SCHOOL COUNSELING OFFICE
 - Graduation Requirements
 - Technical Program Requirements
- VII.5 SECURITY OFFICE
- VII.6 AUDITORIUM

VII.1 CAFETERIA

Food and beverage are consumed in the cafeteria. The cafeteria is open before school for the morning breakfast program and during the midday lunch periods.

You may bring food to the cafeteria from the home. The cafeteria manager processes all free or reduced lunch applications. Lunch applications will be made available in homerooms during the first week of school. Thereafter, an application may be obtained from the cafeteria manager. **NO food deliveries will be accepted from outside vendors.**

You are expected to be courteous and polite to the cafeteria staff. Each lunch period is monitored by a committee of teachers and administrators. If your behavior is deemed inappropriate, you will be removed from the cafeteria and other eating arrangements will be made for you. You must be on time for lunch and are not allowed to leave the cafeteria prior to the conclusion of your lunch period. Restrooms are available.

Once you have obtained your lunch, you are expected to remain seated. Exceptions are to return to a lunch line or to use a lunchroom lavatory or to dispose of garbage in the receptacles provided.

If an evacuation alarm rings while you are eating lunch, stand at your table and follow evacuation instructions for your table. Leave your lunch, but take textbooks and personal belongings with you. Maintain silence as you exit the building. When directed to do so, you will return to the cafeteria.

VII.2 STUDY HALLS

Study hall periods are to be used for reading and completing assignments. Students are not released from study hall for any reason unless a written request is presented by the student from an authorized staff member. Students may visit the library during study hall according to the rules provided by the librarian.

VII.3 LIBRARY / MEDIA CENTER

The library is open from 8:15 am to 3:30 pm. Students can come to the library during study period periods with a library pass from the study hall teacher. Once in the library, students must sign in using the QR code located on the library front desk. Students may use the library for book exchange, recreational reading, research, and homework.

The library is a communal space where all can come to learn, think, discuss, and create. However, we must be respectful of others by keeping voice levels down to a minimum. Check the library schedule daily posted on the Tech site. The schedule will show if the library is open to study hall students and may change daily. There are no computers available for use in the library as all staff and students have their own devices.

VII.4 SCHOOL COUNSELING OFFICE (First floor, Room 103)

The School Counseling office is open from 8:20 am to 3:15 pm daily. Students may make appointments with their counselor online through their class Schoology folder or by using the QR code posted throughout the building. Students should not make an appointment during a core class, unless given permission by their teacher. For attendance purposes, students should check in with teachers prior to coming to the School Counseling office. School counselors are here to support students' academic, personal, social and career development.

All courses of study are college preparatory. Students are expected to work towards a Regents diploma with Advanced Designation. The core requirements are:

Subject	Units
Technical Major Strand	5-7
English	4
Social Studies	4

Mathematics	4
Science	3
Foreign Language	3
Career/Finance Management	1
Health	0.5
Design/Draw for Production	1
Physical Education	2

Hutch Tech currently offers over 15 Advanced Placement (AP) Courses. All students are encouraged to take advantage of these opportunities.

All students will have the opportunity to choose a major during their freshman year. While every attempt is made to honor students first request, major choices cannot be guaranteed. Prior to the actual time of selection, the school hosts a “Choose Your Major” day to provide details about the respective programs.

VII.5 TECHNICAL PROGRAMS

BIOCHEMICAL TECHNOLOGY

This major provides students with a strong foundation for further study in scientific research, medical sciences, and pharmaceutical fields. Highly motivated students will be offered the opportunity to join the AP Capstone Diploma program in conjunction with the Biochemical Technology major.

Subjects in addition to the Regents core include:

Organic Chemistry	1 unit
Advanced Chemistry or AP Chemistry	1 unit
Anatomy and Physiology or AP Biology	1 unit

COMPUTER TECHNOLOGY / SMART SCHOLARS COLLEGE DUAL CREDIT

This major provides students with a strong foundation for further study in Computer Science and/or Computer Engineering Technology. Students who apply for and are accepted into the Smart Scholars Program will receive dual college credit through SUNY Erie.

Subjects in addition to the Regents core include:

Computer Technology	2 units
Computer Science 1	2 units
Computer Science 2	2 units

ENGINEERING TECHNOLOGY

This major provides students with a strong foundation for further study in Mechanical Engineering, Architecture, and Structural Design. The emphasis is upon Computer Assisted Design (CAD).

Subjects in addition to the Regents core include:

Engineering Technology 10	2 units
Engineering Technology 11 (Auto CAD 1)	2 units
Engineering Technology 12 (Auto CAD 2)	2 units

ELECTRICAL TECHNOLOGY

This major provides students with a strong foundation for further study in Electrical Engineering.

Subjects in addition to the Regents core include:

Electrical Engineering 10	2 units
Electrical Engineering 11	2 units
Electrical Engineering 12	2 units

VII.6 SECURITY OFFICE

Security officers are responsible for bus pass distribution and the assignment of lockers to students. They maintain the safety of the students and faculty within and outside the building according to procedures prescribed by the Board of Education.

In order to maintain safety, all visitors will enter the school through the main doors on South Elmwood Avenue to register with security and be directed to the attendance office. Student visitors are not allowed and will be escorted from the building.

Immediately report thefts to a security officer. If you are being harassed by anyone on the way to school, during school or on the way home from school, report the problem to a security officer.

It is your obligation to assist the security officers and the administrators in maintaining a safe school environment.

Threats of violence must be taken seriously and must be reported immediately to a security officer and/or school administration. The safety of all involved may depend upon prompt action.

VII.7 AUDITORIUM

The auditorium is the first room in which you meet as freshmen and the last room in which you meet as seniors. At times it is the principal's classroom. The principal will review assembly protocol with the entire student body. Guest Speakers and special events are held in this beautiful space, and all students should maintain the cleanliness of the auditorium.

The auditorium is used for class meetings and school assemblies. For assemblies, homerooms are assigned a specific location according to a seating chart. Homeroom classes are called to the auditorium and are expected to arrive in an orderly fashion and to maintain proper conduct throughout the duration of the program.

If an evacuation drill is conducted from the auditorium, instructions will be given by the administrator-in-charge from the stage area. Absolute silence is to be maintained throughout the drill. Students will return to the auditorium at the conclusion of the evacuation drill.

VIII. CLINIC AND HEALTH SERVICES

- VIII.1 CLINIC
- VIII.2 SERVICES
- VIII.3 IMMUNIZATIONS
- VIII.4 PHYSICALS
- VIII.5 EMERGENCIES AND ACCIDENTS
- VIII.6 PRESCRIBED MEDICATIONS
- VIII.7 ELEVATOR PASSES

VIII.1 CLINIC

The clinic is located in room 513. A time schedule is posted outside the clinic. If the clinic is not open and you have a health problem, you should proceed to your assistant principal's office.

The nurse issues passes for scheduled appointments. Otherwise, a student must have a pass from a teacher or an administrator to go to the clinic. Seriously ill or injured students should be accompanied to the clinic. Elevator passes are only given by the nurse with medical documentation.

VIII.2 SERVICES

Health services include . . .

- emergency first aid.
- screening and referrals for illnesses or other health-related problems.
- notifying the parent/guardian of a student deemed to be ill or injured.
- screening juniors (and other referrals) for vision and hearing problems.
- maintenance of a health record for each student.

Any student with a chronic health problem (asthma, diabetes, CF, seizures, etc.) is interviewed annually and is requested to provide a medical profile in order to update health record information.

VIII.3 IMMUNIZATIONS

It is the responsibility of a student's parent/guardian to provide proof of required immunizations. A student will be notified by the school if her/his immunization record is deficient. A student may be excluded from attending school until the immunization record is updated satisfactorily.

VIII.4 PHYSICALS

Athletic physicals are done by appointment and only with parental consent as indicated on the health history form. Listen for announcements regarding scheduling for physicals. Otherwise, physicals must be performed by a personal physician. If there is a record of a current physical, a copy may be provided by the nurse. Physicals are mandated for sports.

VIII.5 EMERGENCIES AND ACCIDENTS

In the event of an emergency, main office and clinic personnel should be notified immediately. Details should be provided and appropriate action by school personnel will be implemented immediately.

All accidents on school property must be reported to the principal immediately. Appropriate action will be taken by school personnel. As soon as possible, a complete report of the accident must be recorded on forms kept in the main office.

VIII.6 PRESCRIBED MEDICATIONS

Most medications, including antibiotics, can be taken before and/or after school. If your physician prescribes otherwise, your parent/guardian must bring the following to the clinic . . .

- the physician's order, including the name of the medicine, the time, and dosage.
- a note of consent from the parent/guardian.
- a labeled prescription container.
- any over-the-counter medication.

Over-the-counter drugs, as well as prescription drugs, are kept in the clinic. All dosages are administered by the school nurse. Medicine found during searches will be given to the nurse.

VIII.7 ELEVATOR PASSES

Elevator passes are given by the nurse only. The nurse must have a doctor's note indicating the need for such a pass for one to be provided.

IX. REPORTS AND RECORDS

- IX.1 PROGRESS REPORT
- IX.2 HONOR AND MERIT ROLLS
- IX.3 ABSENCE AND TARDINESS
- IX.4 PERMANENT RECORD

IX.1 PROGRESS REPORT

A progress report is issued quarterly and is mailed to your home address. ***It is important that your address be kept current.*** Please inform the main office of any change, including phone numbers and email addresses.

Subject grades range from 50 to 100 in increments of 1 except for the final quarter of a subject where the range is 0 to 100. A grade of 65 is passing. To receive school credit for a non Regents subject, you must maintain a minimum final average of 65. A minimum of 65 on a Regents exam and a minimum final average of 65 is required for Regents credit. The above criteria are subject to modification according to policy changes by the Board of Education or NYS mandates.

You will be declared ineligible to take an exam if you do not complete the prescribed lab requirements in a science subject, such as Biology, Chemistry and Physics.

Credit for subjects vary from .5 to 2

Honor roll and merit roll lists are posted quarterly. An overall average of 85 or better earns the merit roll. An overall average of 90 or better earns the honor roll. Quarterly averages depend on the weight assigned to courses. For instance, a two-credit course has a weight of two for averaging purposes. An average of 90 or better for all marking quarters from Freshman to Junior is required to be eligible for the National Honor Society.

IX.3 ABSENCE AND TARDINESS

The number of absences and tardies is printed on the progress report on the basis of 10-week attendance periods. The number of absences from class is printed per ten-week marking period and year-to-date. Please refer to section V.1 of this handbook regarding attendance procedures set by the Board of Education.

IX.4 TRANSCRIPT

A transcript reflects your personal progress at HCTHS. It is a record of your subject grades, your attendance and your Regents exam results. Your immunization record and your scores on

standardized tests are also posted. There is an official computation of your scholastic rank after your junior and senior years.

Your yearly progress report reflects the information which will appear on your transcript. Please check your progress report carefully. Report errors to office personnel in a timely fashion.

X. FEATURES

- X.1 ACTIVITIES
- X.2 ELIGIBILITY STANDARDS
- X.3 MUSIC
- X.4 ASSEMBLIES
- X.5 SCHOOL EVACUATION DRILLS

X.1 ACTIVITIES

Students are encouraged to participate in athletics and/or extra-curricular activities. Athletics and activities are open to everyone. Practices and meetings are held before or after school. Listen for announcements regarding membership recruitment and meetings. Each athletic team has a prescribed coach who is available in the gym offices. Each club or activity typically meets in the room of the faculty advisor.

Students will be declared ineligible to participate in athletics and/or activities, including social activities, when academic and /or attendance standards are not maintained.

Team and club sports include the following and more...

Football	Cross Country
Basketball	Bowling
Baseball	Tennis
Softball	Boys Swimming
Girls Volleyball	Girls Swimming
Soccer	Boys Volleyball
Track	Indoor Track
Golf	Lacrosse
Hockey	Cheerleading
Boys Wrestling	Crew

Extra-curricular activities clubs include the following and more...

Debate Team	GSA
Yearbook	Newspaper (Tech Tribune)
Drama	Stage Crew/ AV Club
Italian / French / Spanish	Asian and South Asian Club
Literary Journal	Underclassmen Student Council
Anime	Chess
Principal's Leadership Council	JROTC
Bike Club	Guitar
Art Club	Black Student Union
Native American Student Union	Muslim Student Association

X.2 ELIGIBILITY STANDARDS

Eligibility standards for participation in extra-curricular activities apply to athletics, clubs and any activity declared by the principal.

In summary and of immediate importance to all students:

- Students must be in regular attendance 90% of school time and demonstrate good citizenship. This pertains to the entire school year, not just the season of a sport or activity.
- Students must achieve at least 65% in at least four units each marking period:
 - **Freshmen:** English, Social Studies, Math and Science
 - **Sophomores:** English, Social Studies, Math and One Elective
 - **Juniors & Seniors:** English, Social Studies and Two Electives
- Students must maintain a 65% overall average.

Students not maintaining satisfactory grades may be granted a probationary period two times while in high school (1x for 9th/10th grade and 1x for 11th/12th grade). They will maintain eligibility for two weeks until the interim progress is reported. If passing grades are not achieved at that time, eligibility will be denied until at least the next report card distribution.

X.3 TECH SUCCESS / EXTENDED LEARNING TIME

All students are encouraged to come to the Tech Success Program before or after school for academic support. A schedule of available courses held during the extended learning time is shared in September and January, and students with excessive absences or failing grades will be directed to attend. Students are responsible for their own learning and should make every effort to seek the

help they need during the Tech Success Program.

X.4 ASSEMBLIES

Special schedules will be announced for most planned assembly programs. At the prescribed time, students return to homerooms and attendance is taken. Students are accompanied by homeroom teachers to the auditorium when notified by office personnel.

Each homeroom has an assigned location in the auditorium. Students are expected to enter the auditorium in an orderly and quiet manner. Appropriate behavior is expected throughout the assembly period. Instructions for dismissal will be given at the conclusion of the program.

X.5 SCHOOL EVACUATION DRILLS

Evacuation drills are conducted periodically. You will be directed by your teacher to stand up, exit the room, and proceed according to the evacuation instructions posted in each room. Students are to maintain absolute silence throughout the entire drill.

School personnel are stationed in the stairwells and at exits. Students may be redirected if the situation warrants such action. Reentry to the building will be permitted by monitors at each exit/entry area when the all clear is given.

Violations of evacuation drill procedures by students are considered serious infractions and will be reported to the administrators for disciplinary action.

XII. BPS POLICIES

XII.1 DRESS CODE AND CELL PHONES

XII.2 DRUGS AND ALCOHOL

XII.3 HARASSMENT

XII.1 DRESS CODE AND CELL PHONES

The Board of Education of the Buffalo Public Schools has established the following rules and regulations:

- Headgear of any kind including, but not limited to, hats, headbands of any width, caps and hoods may not be worn in school except when required by medical or religious reasons.
- Coats, jackets, jean jackets, running suit jackets, gloves or clothing generally accepted as *outer wear* may not be worn in the building.
- Clothing that is deemed to be *disruptive to the learning environment* is not acceptable.

Students should be dressed for school in semi-professional attire. The following clothes are not typically seen in a professional environment: halter tops, tank tops, tube tops, muscle shirts, hot pants, short shorts, mini-skirts, see-through style clothing, tights and/or spandex style wear without a long covering top, or clothing with obscene words, pictures or graphics.

- Jewelry that may be deemed a *weapon* is not allowed. This includes, but is not limited to, rings covering multiple fingers, spiked necklaces or belts, belts with large removable buckles, chain-like neck wear, ninja-type stars, etc. Belts must be buckled.
- Sandals, clogs, clog-style or other footwear that could be considered unsafe, dangerous, or unhealthy is not acceptable. No house shoes (slippers) may be worn. These shoes make quick travel on staircases dangerous.
- Clothing that is associated with or identifiable as a symbol of a gang or street club is not permitted in school.
- Special clothing may be required in certain situations, for example, goggles in a shop class.
- Cell phones must be off and kept in lockers throughout the school day. Otherwise, they are subject to confiscation when in the possession of students.
- Maroon and white is typically worn on Fridays by the entire Hutch Tech community!

XII.2 DRUGS AND ALCOHOL

- No person may use, possess, sell or distribute alcohol or other illegal substances including vaping on school grounds or at school sponsored events. Other substances include those for which possession is a violation, misdemeanor or felony. Prescription drugs are allowed to be used during school hours only in compliance with procedures outlined in this policy statement (see section VIII.6).
- No person may inappropriately use prescription or over-the-counter drugs. Persons exhibiting behavior, conduct, or appearing to have used or consumed alcohol or other mood-altering substances shall be prohibited from entering school or school sponsored events.

The following discipline procedures will be implemented regarding a drug or alcohol violation.

- The principal will report to the police any student found to be in possession of, selling or distributing illegal drugs or controlled substances on school premises.
- The parent/guardian will be notified of the incident and the student will be suspended by the superintendent subject to section 3214 of the Education Law. At this time, the student may be taken into custody by the authorities.
- Prior to the student's return to school, the Principal will convene a meeting with the student and her/his parent/guardian.
- The Buffalo Public School district will provide, for identified students and their families, screening and referral to community-based treatment agencies specializing in alcohol and

other drug counseling and rehabilitative services. This will be done in strict compliance with appropriate federal and state laws and regulations regarding confidentiality and consent to care.

XII.3 HARASSMENT

It is the policy of the Buffalo Public Schools to provide an employment and school environment free of unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct or communications. Any such conduct which has the purpose or effect of unreasonably interfering with an individual's work (school) performance or creating an intimidating, hostile or offensive work (school) environment may constitute sexual harassment as defined and otherwise prohibited by state and federal statutes.

Furthermore, no student should be subjected to behavior by others that is deemed to be of a threatening and/or abusive manner (ie. bullying). Any form of harassment should be reported to a teacher, an administrator, a counselor, a security officer or to any member of a team established for that purpose. Prescribed procedures will be implemented.