



## TABLE OF CONTENTS

|       |                                     |    |
|-------|-------------------------------------|----|
| I.    | A MESSAGE FROM THE PRINCIPAL        | 3  |
| II.   | HISTORY                             | 4  |
| III.  | ADMINISTRATION AND<br>SUPPORT STAFF | 5  |
| IV.   | TIME SCHEDULES                      | 6  |
| V.    | EXPECTATIONS                        | 7  |
| VI.   | RESPONSIBILITIES                    | 9  |
| VII.  | SPECIAL AREAS                       | 10 |
| VIII. | CLINIC AND HEALTH SERVICES          | 13 |
| IX.   | REPORTS AND RECORDS                 | 14 |
| X.    | FEATURES                            | 16 |
| XI.   | TECHNICAL PROGRAMS                  | 18 |
| XII.  | BPS POLICIES                        | 20 |

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.

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*Jamie Warren, Associate Superintendent of Human Resources  
719 City Hall Buffalo, NY 14202 (716) 816-3579*

## 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.

While Hutch Tech expects a commitment to effort from each of its students, it is paramount that you realize that the administrators and faculty are here to assist and guide you in that effort. As a school community, the professional staff is prepared to assist students with needs that may already exist or may arise.

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, 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 prepare for 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. Teachers, employers and college admission personnel appreciate effort, diligence and a commitment to learning.

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

## 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.

### **III. ADMINISTRATION AND SUPPORT STAFF**

#### **Administration**

**Dr. Gabrielle Morquecho, Principal**

Mr. Daniel Zack, Assistant Principal

Mr. Gregory Stefanone, Assistant Principal

Mr. Pedro Estrada, Assistant Principal

Mr. Dennis Lesniak, Assistant Principal

#### **Support Staff**

Ms. Erin Elze, Counselor

Mrs. Holly McReynolds, Counselor

Mrs. Rebecca Petty, Counselor

Mr. Richard Osborne, Security Officer

Mr. Luther Walker, Security Officer

Mr. George Simonick, Security Officer

#### **School Support Team (SST)**

Michele Lash, School Social Worker

Dr. Kevin Duffy, School Psychologist

David Samson, School Psychologist

#### IV. TIME SCHEDULES – Schedule 1 is the normal daily time scheme.

|                             |    |                        |
|-----------------------------|----|------------------------|
| Warning Bell                | am | <b>Infinite Campus</b> |
| Tardy Bell (Begin Homeroom) | am | <b>Schedule</b>        |
| End Homeroom                | am | <b>Conversion</b>      |
| Period 1                    | am | 1                      |
| Period 2                    | am | 2                      |
| Period 3                    | am | 3                      |
| A Lunch                     | am | 4                      |
| 4E                          | am | 4/5                    |
| 4L                          | am | 5/6                    |
| B Lunch                     | am | 6                      |
| 5E                          | pm | 6/7                    |
| 5L                          | pm | 7/8                    |
| C Lunch                     | pm | 8                      |
| Period 6                    | pm | 9                      |
| Period 7                    | pm | 10                     |
| Period 8                    | pm | 11                     |
| Dismissal                   | pm |                        |

#### Schedule 2 is for special events – note, period 6 follows period 3.

Periods are normally 44 minutes in duration. Lunches are 30 minutes in duration. There are 4 minutes between classes.

|                             |    |                        |
|-----------------------------|----|------------------------|
| Warning Bell                | am | <b>Infinite Campus</b> |
| Tardy Bell (Begin Homeroom) | am | <b>Schedule</b>        |
| End Homeroom                | am | <b>Conversion</b>      |
| Period 1                    | am | 1                      |
| Period 2                    | am | 2                      |
| Period 3                    | am | 3                      |
| Period 6                    | pm | 9                      |
| Period 7                    | pm | 10                     |
| Period 8                    | pm | 11                     |
| A Lunch                     | am | 4                      |
| 4E                          | am | 4/5                    |
| 4L                          | am | 5/6                    |
| B Lunch                     | am | 6                      |
| 5E                          | pm | 6/7                    |
| 5L                          | pm | 7/8                    |
| C Lunch                     | pm | 8                      |
| Dismissal                   | 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. Your homeroom teacher will then notify the attendance monitor if the absence is legal.

Severe attendance problems are addressed by attendance personnel. 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 taken from the school.

Official identification by a parent or guardian, 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 class 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**

Detention is conducted in an assigned room from 3:10pm – 3:50pm after dismissal. A student will be told to report to detention and must appear the following day. 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.



## VI. RESPONSIBILITIES

- VI.1 BUS PASSES
- VI.2 LOCKERS
- VI.3 TEXTBOOKS

### 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.
- A regular bus pass may be used between 6:30 am and 9:00 am, and between 2:30 pm and 4:15 pm. Special bus passes will be honored at times and designated for specific purposes. Students participating in school activities will be issued an activity pass which extends until 7:00 pm.
- 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.

#### **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.

## **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.

## **VII. SPECIAL AREAS**

- VII.1 CAFETERIA
- VII.2 STUDY HALLS
- VII.3 LIBRARY
- VII.4 GUIDANCE OFFICE
- 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 or purchase it at reasonable prices. 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.

You are expected to be courteous and polite to the cafeteria staff. Each lunch is monitored by a committee of teachers. 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 return trays and 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 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 do have the option of visiting the library with authorization.

## **VII.3 LIBRARY / MEDIA CENTER**

The library is open from 7:25 am to 3:10 pm. You may choose to go to the library before school or during your study period. Students must check the library schedule posted on the library webpage and on the library door. The schedule indicates if the library is open to study hall students. The schedule changes daily.

You must be on time or you will not be admitted. A library slip will be sent to your study room teacher. The library is considered a **Quiet Zone** within the building. Students may use the library for research, recreational reading and homework. Computers are available in the library. Students are required to sign the BPS Policy Guidelines for Acceptable Use of Computers and Networks in Schools.

Your coded bus pass or coded library card is required to borrow books from the library. You are expected to return books in a timely fashion and in the same condition when borrowed. You will be charged for damaged and/or non-returned books.

#### **VII.4 GUIDANCE OFFICE (First floor Room 103)**

The guidance office is open from 8:00 am to 3:10 pm. Appointments are made before or after school. Students will not be released from a study hall without an appointment card. The counselors provide educational guidance, course information, and help with personal problems. The name of your counselor is printed on your schedule.

Counselors use appointment cards to schedule students. You must report to your study hall for attendance purposes. The study hall teacher will release you from the study hall at the time scheduled for your conference with your counselor.

Reference materials, college catalogs, financial aid forms, and selected college applications are available in the guidance office. Working papers / applications are also available in the guidance office.

#### **VII.5 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 are to be directed to the main office upon entering the building. 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 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 are to be taken seriously and are to be reported immediately to a security officer and the principal. The safety of all involved may depend upon prompt action.

#### **VII.6 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.

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.

### **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 sophomores (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 mandatory and must be scheduled with a physician. Listen for announcements regarding due dates for physicals. If there is a record of a current physical, a copy must be provided to the nurse. There are no exceptions.

## **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.

## **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 in order to provide one.

# **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 number.

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.

Credit for subjects vary from .5 to 2 credits.

## **IX.2 HONOR AND MERIT ROLLS**

Honor roll and merit roll lists are posted quarterly in various parts of the building. 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 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 . . .

|                    |                       |
|--------------------|-----------------------|
| Football (M)       | Cross Country (M & F) |
| Basketball (M & F) | Bowling (M & F)       |
| Baseball (M)       | Tennis (M & F)        |
| Softball (F)       | Swimming (M & F)      |
| Soccer (M & F)     | Volleyball (M & F)    |
| Track (M & F)      | Indoor Track (M & F)  |
| Golf               | Lacrosse              |
| Hockey             | Cheerleading          |

#### Extra-curricular activities clubs include . . .

|                                    |                           |
|------------------------------------|---------------------------|
| Debate Team                        | GSA                       |
| Yearbook                           | Newspaper (Tech Tribune)  |
| Drama                              | Stage Crew                |
| Italian / French / Spanish         | Community Leadership Team |
| Literary Journal                   | Drill Team                |
| Anime                              | Chess                     |
| Principal's Leadership Council     | JROTC                     |
| Poetry (Textpressions/Spoken word) | Guitar                    |
| Musical                            |                           |



## 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 9<sup>th</sup>/10<sup>th</sup> grade and 1x for 11<sup>th</sup>/12<sup>th</sup> 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 MUSIC

Instrumental music and Chorus are offered at HCTHS. Lessons are provided on an individual or group basis during the school day. Lessons are scheduled on a rotating basis one time per letter cycle.

There are four levels of band. Students receive one-half credit for each level completed. Most band students participate in performance units that play at schools, community events and music festivals. A student must achieve a prescribed level of accomplishment to become a member of the Concert Band, Marching Band, Jazz Ensemble and Chorus.

## X.4 ASSEMBLIES

Schedule 2 will be followed 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.

A combination of fire and lockdown drill are state mandated and must be done during the fall and spring.

## XI. TECHNICAL PROGRAMS

- XI.1 GENERAL REQUIREMENTS
- XI.2 BIOCHEMICAL TECHNOLOGY
- XI.3 COMPUTER TECHNOLOGY
- XI.4 ENGINEERING TECHNOLOGY
- XI.5 ELECTRICAL TECHNOLOGY

### XI.1 GENERAL REQUIREMENTS

All courses of study are college preparatory. Students are expected to complete a full NYS Regents (R) program. The core requirements are:

| Subject                          | Units     |
|----------------------------------|-----------|
| English . . . . .                | 4 (1R)    |
| Social Studies . . . . .         | 4 (2R)    |
| Mathematics . . . . .            | 4 (3R)    |
| Science . . . . .                | 3 (3R) *  |
| Foreign Language . . . . .       | 3 (1R) ** |
| Career/Finance Management . .    | 1.0       |
| Health . . . . .                 | 0.5       |
| Design/Draw for Production . . . | 1         |
| Physical Education . . . . .     | 2         |

\* Living Environment, Physics, Chemistry

\*\* French or Italian or Spanish

Advanced Placement (AP) courses are taught in several academic areas. Currently, AP exams are offered in English, Social Studies, Mathematics and Science.

During the second quarter of the first academic year, students select a technology major. Prior to the actual time of selection, the school hosts a “Choose Your Major” day to provide details about the respective programs.

The counselors interview and advise students yearly about scheduling options. It is suggested that you take advantage of the full range of subjects offered, schedule permitting, so that you may prepare yourself for the best career and college opportunities.

## **XI.2 BIOCHEMICAL TECHNOLOGY**

This major provides students with a strong foundation for further study in scientific research, medical sciences and pharmaceutical fields.

Subjects in addition to the Regents core include:

|                              |         |
|------------------------------|---------|
| Organic Chemistry . . . . .  | 1 unit  |
| Advanced Chemistry . . . . . | 1 unit  |
| Advanced Biology . . . . .   | 2 units |

## **XI.3 COMPUTER TECHNOLOGY**

This major provides students with a strong foundation for further study in Computer Science and/or Computer Engineering/electronics.

Subjects in addition to the Regents core include:

|                              |          |
|------------------------------|----------|
| Electricity Lab . . . . .    | 1 unit   |
| Electronics Lab . . . . .    | 1 unit   |
| Computer Science 1 . . . . . | 2 units* |
| Computer Science 2 . . . . . | 2 units* |
| Electronics 1 . . . . .      | 1 unit   |

\* Advanced Programming and/or Computer Systems.

## **XI.4 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 Lab . . . . .          | 1 unit  |
| Architectural Modeling . . . . .   | 1 unit  |
| Architectural Design/CAD . . . . . | 2 units |
| Engineering Design/CAD . . . . .   | 2 units |
| Material Test / CNC . . . . .      | 1 unit  |

## XI.5 ELECTRICAL TECHNOLOGY

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

Subjects in addition to the Regents core include:

|                                     |         |
|-------------------------------------|---------|
| Electronics Lab . . . . .           | 1 unit  |
| Electricity Lab . . . . .           | 1 unit  |
| Electrical Engineering I . . . . .  | 2 units |
| Electrical Engineering II . . . . . | 2 units |
| Digital Electronics . . . . .       | 1 unit  |

**Please Note:** Any student that requires any form of credit recovery in order to successfully complete English IV and/or physical education during their senior year, may be eligible to receive a diploma but **WILL NOT** be eligible to walk across the stage during the June commencement ceremony.

## 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. Examples of banned clothing include, but are not limited to, 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 within four fingers of the middle of the knee, 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.
- 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.
- Skirts, dresses, skorts, shorts, cut-off pants must be within a minimum of four fingers from the middle of the knee cap when measured by the individual student with fingers in a closed position.
- 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

## **XII.2 DRUGS AND ALCOHOL**

- No person may use, possess, sell or distribute alcohol or other illegal substances 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.