

# Hoover High School Code of Conduct 2008-2009

As a student, school is your “business”, and your success in school will undoubtedly influence your adult life. Orderly behavior is essential to your school success. Courtesy, honesty, regular school attendance, as well as, respect for school property and fellow human beings are the mark of a good Hoover High School citizen. In addition to the above, the Code of Conduct that follows is expected of every Hoover student.

***Seniors/12<sup>th</sup> Graders: Participation in the graduation ceremony is a privilege and not a right. Grades, citizenship, attendance, and overall behavior will be taken into consideration when approving a student's ability to participate in his/her graduation ceremony. Ten (10) total school days of absences per semester (5 single periods equals one day of absence), excused or unexcused, is considered a major violation of the attendance expectation of the Hoover Code of Conduct and will be factored into determining eligibility for participation in senior activities and the graduation ceremony.***

Major violations of and/or repeated violations of the Hoover Code of Conduct and California's Education Code may result in the loss of any class level privileges, which includes, but is not limited to: dances, athletic events, club activities, junior prom, grad night, awards night, senior prom, baccalaureate dinner, graduation ceremony, and any school related activities of any class level.

## **Code of Conduct for Hoover Students**

### **EACH HOOVER STUDENT IS EXPECTED TO:**

- 1. BE AT SCHOOL AND BE ON TIME.** Attend all classes and be in your seat or at your station when the tardy bell rings. Consequences will be assigned to students who are tardy to class.
- 2. BE PREPARED FOR CLASS.** Bring all the materials required for the class with you (textbook, paper, pen, pencil, PE clothes etc.). Take care of personal needs (restroom, make-up, hair, drink of water, etc.) prior to arriving to class.
- 3. BE ATTENTIVE.** Pay attention throughout the class period. Learn as much as you can.
- 4. BE COOPERATIVE.** Make your best effort to actively participate in, and contribute to the class.
- 5. BE COURTEOUS.** Show respect for your fellow students and Hoover staff. Avoid profanity, bullying, sexual harassment, defiance, harassment, and racial/ethnic intolerance. These types of comments and behaviors are unacceptable at Hoover High School.

6. **BE HONEST.** Be truthful and trustworthy. Do your own work: no lying, cheating, or plagiarizing. The Hoover High Academic Dishonesty Policy is explained in Section \_\_\_\_\_
7. **BE RELIABLE.** Be dependable. Turn in work on time. When you are absent, be responsible in obtaining the missed assignments.
8. **BE NEAT.** Take pride in your school. Keep classrooms, restrooms, and the school grounds free from litter and vandalism. Be aware of rules regarding food and beverages in each classroom. Take care of school lockers, equipment, and property.
9. **BE SELF-DISCIPLINED.** Follow all school and classroom safety rules. No bicycles, skateboards, roller-blades, or motor vehicles are to be used on campus. Follow the dress code. If your safety is threatened or you wish to report an illegal activities, please contact an administrator, a School Resource Officer or any other adult on campus.
10. **BE RESPONSIBLE.** As a member of the Hoover community, practice this **Code of Conduct** in all your school activities.

**Consequences for violation of the Hoover High School Code of Conduct and the California Education Code will result in sequential disciplinary action by the administration.**

## **Hoover High School Discipline Policy**

Teachers will make every attempt to solve discipline problems in the classroom. Students who continue to violate the Code of Conduct described above will receive the sequential consequences outlined in the Hoover Step Plan. If a problem remains unsolved after parent contact on other methods of intervention (Steps 1-3 of the Step Plan), or if the situation requires immediate attention, a referral to an Assistant Principal is appropriate.

### **TEACHER RESPONSIBILITIES**

- Establish communications with student and parent/guardian and enforce appropriate classroom rules/procedures and academic standards.
- Counsel student for infractions (Step 1), contact parent by letter (Step 2), contact other teachers about the behavior of the student (Step 3), and contact parent via telephone (Step 4).
- Implement any additional consequences such as trash pick-up, detention, etc., if misbehavior continues.
- Refer to a counselor or Hoover Intervention Program (SRC) when there appears to be extenuating circumstances.
- If a problem remains, refer to an AP and include documentation of Steps 1-4.

### **ASSISTANT PRINCIPAL RESPONSIBILITIES**

- Handles **major** discipline problems.
- Responds to classroom emergencies.
- Conducts class contract conferences.

- Assists teacher with class visits, and in-service teachers with referral procedures and classroom management techniques.

## **THE HOOVER HIGH SCHOOL STEP DISCIPLINE PLAN**

### **Offenses that may result in a step:**

Loud talking at inappropriate times, horseplay, vulgar or obscene language, defiance, rude behavior, disrespect of peers and/or adults, tardy to class, dress code violation, lack of materials if repeated or if the lack of materials is used as an excuse for not working, or any other inappropriate behavior that interferes with the instruction in the classroom.

### **Step 1: Verbal Warning**

Verbally notify student of infraction.

#### ***Procedure for verbal warning***

1. Student fills out personal data on Hoover High School Step Discipline Form, (This can be done before the student actually earns Step 1.) and signs form.
2. The infraction is clearly described in writing, with date, by the teacher. Student signs step form.
3. The teacher will give the student the step form to sign as soon as it is convenient. This will usually be the next school day.
3. If **no** further infraction occurs within the 20 school days, the Step Discipline Form is considered null and void.

### **Step 2: Letter to parent**

1. At the teacher's convenience, an informal conference is held during which the student reads and signs the Hoover High School Step Discipline Form.
2. The teacher gives student a Step 2 letter to take home for a parent signature.

#### ***Procedures for letter to parent***

1. Student signs Step Discipline Form.
2. Parent letter is sent home with the student to advise the parent of the disciplinary action by the teacher. Student returns letter with parent signature.
4. If **no** further infraction occurs within the next 20 school days, the Step Discipline Form is considered null and void.

### **Step 3: Teacher Support Survey (TSS)**

Teacher will make contact with the student's other teachers by email.

#### ***Procedure for TSS***

1. Student signs Step Discipline Form.

2. The teacher emails student's other teachers to request information about student's behavior. Responses are confidential and to be used only by the teacher to help formulate a discipline plan for the student.
3. If **no** further infraction occurs within the next 20 school days, the Step Discipline Form is considered null and void.

#### **Step 4: Teacher calls parent:**

Teacher will contact parent by phone.

#### ***Procedure for parent phone call***

1. Student signs Step Discipline Form.
2. Teacher calls parent to discuss student behavior. Teacher may leave a message for the parent, if the parent is not available to speak with the teacher.
3. If **no** further infraction occurs within the next 20 school days, the Step Discipline Form is considered null and void.

#### **Step 5: Assistant Principal/Teacher/Parent/Student Conference and Class Contract**

The student is removed from the class in which the infraction occurred and sent to the grade level Assistant Principal. Student remains suspended from class until Class Contract is signed.

#### ***Procedure for Assistant Principal/Teacher/Parent/Student Conference and Class Contract***

1. Teacher sends student to the Assistant Principal's Office requesting a conference and Class Contract.
2. Assistant Principal (AP) sets up a parent/teacher/Assistant Principal conference to sign a class contract. If parent is unable to attend the meeting, the student, AP and teacher will sign contract so that the student may return to class the following day. The parent will sign the contract ASAP.
3. If **no** further infraction occurs within 20 school days, then the contract is suspended and the student will be given one warning before the contract is reactivated.
4. If the Class Contract is violated while it is active, then consequences will be assigned.

# **Hoover High School Academic Dishonesty Policy**

**Academic Dishonesty (Cheating/Plagiarism) is:**

1. Using or attempting to use any kind of unauthorized means of gaining an unfair advantage on quizzes, tests or assignments.
2. Using someone else's words, work, and/or ideas and claiming them as your own.
3. Intentionally helping or attempting to help another to participate in academic dishonesty.

**Examples of Academic Dishonesty include, but are not limited to:**

1. Copying assignments or allowing another student to copy your assignment.
2. Looking on another's test or quiz or allowing another student to look on your test or quiz.
3. Sending, receiving, or using information on any electronic device, such as a computer, cell phone, iPOD, PDA, graphing calculator or programmable watch, during a test or quiz.
4. Possession or use of unauthorized materials obtained from any source, including notes written on body parts or clothing.
5. Talking, signaling, and/or passing information during a test or quiz.
6. Changing an answer after work has been graded, then presenting it as improperly graded.
7. Sharing answers on a take-home exam, or asking or allowing another student to take an examination for you.
8. Obtaining or seeing a test, quiz or answer key before the test without the teacher's knowledge.
9. Discussing or providing information about a quiz or test with students who have not yet completed the assessment.
10. Retaining, copying, possessing, using or circulating previously given examination materials, where those materials clearly indicate that they are to be returned to the instructor at the conclusion of the examination.
11. Using text or another's ideas from an encyclopedia, book, textbook, website, database, or any other source without citation.
12. Hiring someone to write your paper. Buying a paper or project. Allowing others to do the research and writing of an assigned paper. Turning in a paper retrieved from an Internet source, either free or for a fee

13. Allowing another person to do your work, then submitting that work under your own name.
14. Submitting identical or similar papers for credit in more than one class without prior permission from the teachers.
15. Falsifying or inventing any information, data or citation
16. Changing grades in a grade book or altering a computer-grading program.
17. Allowing a partner or other group members to do all of the work, then putting your name on the final report. Putting the name of a group member or partner on a final report when that person did not contribute to the finished product.

## **Consequences for academic dishonesty:**

- **First Offense:**

When a student cheats on any academic assignment, then the student will:

1. Receive an “F (no credit)” on that assignment,
2. Receive a step on the Academic Dishonesty Plan.
3. Be assigned ATS.

The teacher will call parent.

- **Second Offense:**

When a student cheats a second time that semester, then he/she will:

1. Receive an “F (no credit)” on that assignment,
2. Receive another step on the Academic Dishonesty Plan.
3. Be ineligible for membership in CSF (California Scholarship Federation) for their next eligible semester.
4. Be placed on the “Prohibited From Internet Use” list for the remainder of the school year if the cheating or plagiarism involved the use of the Internet.
5. Not be eligible to earn any extra credit points in the course.
6. Be suspended from school

- **Third Offense:**

When a student cheats for the third time that semester, then he/she shall;

1. Receive an “F (no credit)” not only on that assignment/test, but also for the entire semester course final grade.
2. Receive another step on the Academic Dishonesty Plan.
3. Be placed on a behavior contract (Step 5) on the Step Discipline Plan.
4. Be ineligible for membership in CSF for the remainder of the time enrolled at Hoover.
5. Be placed on the “Prohibited From Internet Use” list for the remainder of the school year if the cheating or plagiarism involved the use of the Internet.
6. Be ineligible to receive Hoover-based scholarships.

7. Be ineligible to receive letters of recommendation for jobs, colleges, and universities.
8. Be suspended from school.

**In certain extreme cases of academic dishonesty, such as unauthorized grade changes, more serious consequences will apply, including but not limited to, suspensions, revoking of class privileges and all school activities, involuntary transfer and possible expulsion from the district.**