

# Hudson Falls High School Handbook 2023-2024





## **Public Notice on Inspecting Student Records**

Parents and eligible students have the following rights under the Family Educational Rights and Privacy Act: (FERPA):

1. The right to inspect and review the student's educational records.
2. The right to exercise a limited control over other people's access to the student's educational record.
3. The right to seek to correct the student's educational records in a hearing if necessary.
4. The right to report violations of FERPA rights.
5. The right to be informed about FERPA rights.

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

## **Public Notice of Non-discrimination in Curricular and Extracurricular Activities:**

No student shall be denied membership or participation, on the basis of actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender or sex in any program or activity which is included in a school program of curricular or extracurricular activities, provided that:

1. In the case of students with disabilities, such activity shall be appropriate to a student's special educational needs as identified by the Committee on Special Education.
2. Male and female participation in extracurricular and athletic activities shall be in accordance with the provisions set forth by law.

## **Public Notice of Video Surveillance Use**

For the security and safety of our students, staff and visitors, this facility employs camera surveillance equipment for security purposes on school grounds and in school buses. This equipment may or may not be monitored at any time.

## **Public Notice of Directory Information Release**

The Hudson Falls Central School District has determined that, on occasion, it will release certain directory information regarding its students. Federal Law now requires school districts to release certain directory information, pertaining to each student who is 17 years of age or older or in the eleventh grade or higher and who is enrolled in a secondary school, to the armed forces for military recruiting purposes.

The following student information has been designated by the Hudson Falls Central School District as "directory information": **A student's name, address and phone number.** Any parent, legal guardian, or student aged 18 or older who does not want any or all of such directory information publicly released or released to the armed forces for military recruiting purposes, must notify the Hudson Falls High School Guidance Office, in writing, of his/her refusal to permit the release of directory information within thirty (30) days of the publication of this notice.

## **Public Notice on Searches by Law Enforcement Canines**

For the security and safety of our students, staff and visitors, this facility allows searches by law enforcement canines. School staff will cooperate fully with law enforcement officials as long as the criteria in the Code of Conduct are met.

## **Public Notice on Sexual Harassment:**

Sexual harassment is a violation of law and stands in direct opposition to District policy. Therefore, the District prohibits all forms of sexual harassment. Sexual harassment is defined as unwelcome sexual advances, request for sexual favors and other verbal or physical conduct of a sexual nature.

Any student who believes that he/she has been subjected to sexual harassment shall report all incidents of such conduct to the Title IX compliance officer or his/her designee (or any administrator) through informal and/or formal complaint procedures developed by the school. All such reports will be held in strictest confidence.

### **Public Notification of Dignity Act Coordinator:**

**Dignity for All Students Act Coordinator (DAC):** Mrs. Jessica Hogan, Mr. Chip Corlew and Mr. Damian Switzer

### **Comprehensive Attendance Policy**

School attendance is both a right and a responsibility. The School District is an active partner with students and parents in the task of ensuring that all students meet or exceed the New York State Learning Standards. Because the School District recognizes that consistent school attendance, academic success and school completion have a positive correlation, the School District has developed, and, if necessary, will revise a Comprehensive Student Attendance Policy to meet the following objectives:

- a) To increase school completion for all students;
- b) To raise student achievement and close gaps in student performance;
- c) To identify attendance patterns in order to design attendance improvement efforts;
- d) To know the whereabouts of every student for safety and other reasons;
- e) To verify that individual students are complying with education laws relating to compulsory attendance;
- f) To determine the District's average daily attendance for State aid purposes.

### **Description of Strategies to Meet Objectives**

The School District will:

- a) Create and maintain a positive school building culture by fostering a positive physical and psychological environment where the presence of strong adult role models encourages respectful and nurturing interactions between adults and students. This positive school culture is aimed at encouraging a high level of student bonding to the school, which in turn should lead to increased attendance.
- b) Develop a Comprehensive Student Attendance Policy based upon the recommendations of a multifaceted District Policy Development Team that includes representation from the Board of Education, administrators, teachers, students, parents and the community. The District will hold at least one public hearing prior to the adoption of this collaboratively developed Comprehensive Student Attendance Policy.
- c) Maintain accurate record keeping via a Register of Attendance to record attendance, absence, tardiness or early departure of each student.
- d) Utilize data analysis systems for tracking individual student attendance and individual and group trends in student attendance problems.
- e) Develop early intervention strategies to improve school attendance for all students.

### **Determination of Excused and Unexcused Absences, Tardiness and Early Departures**

Based upon our District's education and community needs, values and priorities, the School District has determined that absences, tardiness and early departures will be considered excused or unexcused according to the following standards.

- **Excused:** An absence, tardiness or early departure may be excused if due to personal illness, illness or death in the family, impassable roads due to inclement weather, religious observance, quarantine, required court

appearances, attendance at health clinics, approved college visits, approved cooperative work programs, military obligations or other such reasons as may be approved by the Board of Education's designee.

- **Unexcused:** An absence, tardiness or early departure is considered unexcused if the reason for the lack of attendance does not fall into the above categories (e.g., family vacation, hunting, babysitting, haircut, obtaining learner's permit, oversleeping, etc). All unexcused absences will not be able to be changed after 14 school days, unless documentation is received from a medical professional.

A written excuse, signed by a parent/person in parental relation should be presented by the student when returning to school following each absence.

### **Student Attendance Recordkeeping/Data Collection**

The record of each student's presence, absence, tardiness and early departure shall be kept in a register of attendance in a manner consistent with Commissioner's Regulations. An absence, tardiness or early departure will be entered as "excused" or "unexcused" along with the District code for the reason.

Attendance shall be taken and recorded in accordance with the following:

- For students in non-departmentalized 9th through 12th grades (i.e., self-contained classrooms and supervised group movement to other scheduled school activities such as physical education in the gym, assembly, etc.), such student's presence or absence shall be recorded after the taking of attendance once per school day, provided that students are not dismissed from school grounds during a lunch period. Where students are dismissed for lunch, their presence or absence shall also be recorded after the taking of attendance a second time upon the student's return from lunch. For purposes of APPR and Teacher-Student Data Linkages (TSDL), classroom attendance for all students 9th through 12th must be recorded on a subject by subject basis for Teacher of Record Determinations.
- For students in grades 9th through 12th or in departmentalized schools at any grade level (i.e., students pass individually to different classes throughout the day), each student's presence or absence shall be recorded in each period of scheduled instruction.
- Any absence for a school day or portion thereof shall be recorded as excused or unexcused in accordance with the standards articulated in this policy.
- In the event that a student at any instructional level arrives late for or departs early from scheduled instruction, such tardiness or early departure shall be recorded as excused or unexcused in accordance with the standards articulated in this policy.

A record shall be kept of each scheduled day of instruction during which the school is closed for all or part of the day because of extraordinary circumstances including adverse weather conditions, impairment of heating facilities, insufficiency of water supply, shortage of fuel, destruction of or damage to a school building, or such other cause as may be found satisfactory to the Commissioner of Education.

Attendance records shall also indicate the date when a student withdraws from enrollment or is dropped from enrollment in accordance with Education Law Section 3202(1-a).

At the conclusion of each class period or school day, all attendance information shall be compiled and provided to the designated school personnel who are responsible for attendance. The nature of the absence, tardiness or early departure shall be coded on a student's record in accordance with the established District/building procedures.

### **Student Attendance/Course Credit**

The District believes that classroom participation is related to and affects a student's performance and grasp of the subject matter and, as such, is properly reflected in a student's final grade. For purposes of this policy, classroom participation means that a student is in class and prepared to work.

Consequently, for each marking period a certain percentage of a student's final grade may be based on classroom participation as well as the student's performance on homework, tests, papers, projects, etc. as determined by the building administrator and/or classroom teacher.

Students are expected to attend all scheduled classes. Consistent with the importance of classroom participation, unexcused student absences, tardiness, and early departures may affect a student's grade, including credit for classroom participation, for the marking period.

Students will be considered in attendance if the student is:

- Physically present in the classroom or working under the direction of the classroom teacher during the class scheduled meeting time; or
- Working pursuant to an approved independent study program; or
- Receiving approved alternative instruction.

Students who are absent from class due to their participation in a school sponsored activity are to arrange with their teachers to make up any work missed in a timely manner as determined by the student's teacher. Attendance at school-sponsored events where instruction is substantially equivalent to the instruction which was missed shall be counted as the equivalent of regular attendance in class.

Upon returning to school following a properly excused absence, tardiness or early departure, it shall be the responsibility of the student to consult with his/her teacher(s) regarding arrangements to make up missed work, assignments and/or tests in accordance with the time schedule specified by the teacher.

### **Notice of Students who are Absent, Tardy or Depart Early Without Proper Excuse**

Upon determination of an absence, notification will be sent to the parental relation via a Parent Square message. If a student is caught leaving campus without permission, parents will be notified by an administrator and appropriate action will be taken.

If deemed necessary by appropriate school officials, or if requested by the parent/person in parental relation, a school conference shall be scheduled between the parent/person in parental relation and appropriate staff members in order to address the student's attendance. The student may also be requested to attend this conference in order to address appropriate intervention strategies.

### **Disciplinary Consequences**

Unexcused absences, tardiness and early departures will result in disciplinary sanctions as described in the District's *Code of Conduct*. Consequences may include, but are not limited to, in-school suspension, detention and denial of participation in interscholastic and extracurricular activities. Parents/persons in parental relation will be notified by designated District personnel at periodic intervals to discuss their child's absences, tardiness or early

departures and the importance of class attendance and appropriate interventions. Individual buildings/grade levels will address procedures to implement the notification process to the parent/person in parental relation.

### **Intervention Strategy Process**

In order to effectively intervene when an identified pattern of unexcused absences, tardiness or early departures occurs, designated personnel will pursue the following:

- Identify specific element(s) of the pattern (e.g., grade level, building, time frame, type of unexcused absences, tardiness or early departures);
- Contact the staff most closely associated with the element. In specific cases where the pattern involves an individual student, the student and parent/person in parental relation will be contacted;
- Discuss strategies to directly intervene with specific element;
- Recommend intervention to Superintendent or his/her designee if it relates to change in District policy or procedure;
- Implement changes, as approved by appropriate administration;
- Utilize appropriate District and/or community resources to address and help remediate student unexcused absences, tardiness or early departures;
- Monitor and report short and long term effects of intervention.

### **Appeal Process**

A parent/person in parental relation may request a building level review of their child's attendance record.

### **Building Review of Attendance Records**

The Building Principals will work in conjunction with the building attendance clerk and other designated staff in reviewing attendance records at the end of each term. This review is conducted to identify individual and group attendance patterns and to initiate appropriate action to address the problem of unexcused absences, tardiness and early departures.

### **Annual Review by the Board of Education**

The Board of Education shall annually review the building level student attendance records and if such records show a decline in student attendance, the Board shall make any revisions to the policy and plan deemed necessary to improve student attendance.

### **Community Awareness**

The Board of Education shall promote necessary community awareness of the District's Comprehensive Student Attendance Policy by:

- Providing a plain language summary of the policy to parents or persons in parental relation to students at the beginning of each school year and promoting the understanding of such a policy to students and their parents/persons in parental relation;
- Providing each teacher, at the beginning of the school year or upon employment, with a copy of the policy; and
- Providing copies of the policy to any other member of the community upon request.

Education Law Sections 3024, 3025, 3202, 3205, 3206, 3210, 3211 and 3213

8 NYCRR Sections 104.1, 109.2 and 175.6

### **Attendance at BOCES / ECCA / New Visions**

A student's active participation in his/her own education is vital to ensuring success. Students enrolled in any off campus programs who have excessive absenteeism could be removed from the program. The decision to remove a

student will be one on a case-by-case basis. Students attending BOCES / ECCA / New Visions must be academically on-track to graduate.

### **Attendance at Athletic Events**

In order to attend athletic events, you must be present in school that day. Additionally, if you were sent home by the Nurses' office you will not be able to attend extra curricular activities. Any student who is receiving disciplinary action that is currently in progress for ISS or OSS suspensions will not be admitted into athletic events. If student behavior warrants removal from an athletic event, a suspension from attendance at the event may be imposed.

### **Late Arrival / Early Dismissal**

Late arrival and early dismissal is open to all 11th and 12th grades and begins at the **end of the 1st quarter**. This allows those eligible students to report to school for their first class period and leave after their last class period, if their scheduled class is a study hall. Attendance in assigned study halls through the rest of the day is required. Students must show good citizenship and not have excessive suspensions, or tardies. Students must demonstrate ability to do passing work - 80% or above. Late arrival/early dismissal is determined quarterly and is determined on the previous quarter. The principal, assistant principal, or a parent may summarily remove this privilege if necessary.

### **Open Campus**

This privilege is awarded to 12th grade students only. A minimum of 17 total credits and a minimum of 4 scheduled classes each semester exclusive of Physical Education is required. Additionally, an average of 80% or higher is necessary to qualify.

Applications will be available at the start of each quarter and will be reviewed by the committee quarterly. The student privilege committee will consist of assistant principal(s) and school counselors. Students will be notified in writing as to the committee's decision regarding their Open Campus status. Open Campus students must attend all scheduled classes, maintain satisfactory grades, exhibit good citizenship, and not have excessive tardies. The principal, assistant principal, or parent may summarily remove Open Campus students.

### **Classrooms**

Proper student behavior in classrooms is essential to learning. Students should be seated at their desks or tables and actively participating in classroom instruction or activities. Students should not be on their cellphones during instructional time. Additionally, students are not allowed to be wearing headphones or AirPods while in class. Speaking out or expressing disapproval when another person is talking is rude and unfair. Students are expected to bring proper equipment to class: books, homework, Chromebook, paper, pen, etc. Class will be dismissed by your teacher, do not leave the classroom prior to your teacher dismissing you. That means you **must be** inside the classroom until the bell rings. Your success in your academic achievement is directly correlated to your behavior and attitude while in the classroom and the school building.

### **Hallway**

Students are expected to be respectful, responsible and safe while in the hallway. Students should refrain from running, skipping, jumping, etc. while in the hallway. Your hands should remain to yourself at all times. This is unsafe behavior that could result in harm to yourself or others. While in the hallway it is important to use an



appropriate voice level and no foul language. You are individually responsible for your own actions and those actions collectively create an atmosphere that should be conducive to learning and education.

## Library Guidelines

The library serves the school by providing resource material and recreational literature. Because the library serves many people, all materials should be handled with care. A quiet atmosphere must be maintained to respect the rights of others. The use of the library is your privilege, as a student, as long as you exercise common sense. Three students from each study hall will be allowed in the library.

## Study Hall Guidelines

1. The purpose of study hall, as the name implies, is to study.
2. Students are expected to arrive at the study hall on time and bring enough work with them to last the entire period. It is good practice for students to bring extra reading material with them in case they finish their work early.
3. Students may be allowed to talk quietly in the study hall. If this talking disturbs the work of other students, they will be given a verbal warning. If the disruptions persist they will be referred to the office.
4. While in study hall, students will use SmartPass when leaving for any reason. Students should request a pre-approved pass if they are looking to leave study hall.
5. Students who are on the Academic Restricted list will only be allowed to do work.
6. All students must **first report to the study hall** prior to leaving for any reason.

## Building Hours

The building is open in the morning by 7:30 a.m. **Any student remaining in the building after 2:45 p.m. must be directly supervised by a faculty or staff member.** Custodians will not assume this responsibility and will ask you to leave the building.

## Care of School Property

Students are responsible for the proper care of all school issued electronic devices, electronic accessories, clothing, uniforms, books, supplies, and furniture supplied by the school. Students, who do not return school property, disfigure property, break windows or do other damage to school property or equipment, including the school buses will be required to pay for the damage done or replace the item. Students damaging school property may also face appropriate disciplinary action.

## Lockers

Lockers will be available this school year. **Remember that your locker is school property. The school has the right to search a school locker without prior notification.** You are responsible for its security. Do not give your combination to anyone. Do not permit unassigned students to use your locker. Lock your locker each time you use it, and do not set your combination as this invites theft. You are responsible and considered the owner of the contents of your locker. Do not use magic markers, paint, etc. on the inside or outside of your locker, and avoid self-adhesive stickers, etc. Place nothing on the outside of your locker. You will be responsible for cleaning and removing all marks, posters, etc. before school closes. Do not abuse your locker privileges; keep your locker clean. If you frequently forget items from your locker, it will be up to the teacher to determine if you are allowed to retrieve the items. If this becomes a constant problem, teachers will write a referral.

## **Textbooks, School Supplies and Materials**

Textbooks and, in certain cases, other school supplies and materials are provided to students on a loan basis. Such property is generally intended for use over a period of years and should not be abused. In the event textbooks or materials are damaged or lost, students will be subject to a repair or replacement charge. You should put a cover on your book. Some covers will be provided by your teacher.

- Books: You are responsible for the condition of school issued books. Do not write on or in them unless directed to do so by your teacher. If deemed necessary, by the teacher, you may write your name, year used, etc. in the proper place on the inside of the front cover so that it will be easier to identify the owner if the book is lost. **You must pay for lost or damaged books.**

## **Internet / Computer Use**

All Hudson Falls students are encouraged to make use of available computer technology for school projects, school research, etc. The Acceptable Use Policy is signed at the start of the Freshman year and remains in effect until graduation.

## **Book Bags**

Students will be allowed, if they do not have a locker, to use a bookbag to bring materials from class to class. Each student is responsible for their individual book bag security and considered the owner of the contents of your backpack. A student's book bag should be kept with them at all times and supervised by the student while in classrooms and throughout the building. If it is believed that something is inside the backpack that is not appropriate for school, a student may be asked to allow for the bag to be searched by security under the supervision of an administrator.

## **Restroom**

You may use the restrooms before, during and after school. Do not loiter, write on the walls or damage the facilities in any way. If you find that the restroom has been damaged or defaced exit immediately and report the issue to security or the office. Students will only be allowed to use the restroom closest to the classroom they are assigned to. There is only one student allowed in the stall at a time. Security will be monitoring the restrooms routinely.

## **Cafeteria**

The school cafeteria serves breakfast from 7:30 through the start of homeroom and they again serve food during lunch times. All students have the right to participate in the lunch program. All students are eligible for free and reduced lunch.

The lunchroom management appreciates your cooperation in following the special area rules for the cafeteria:

- Deposit all lunch trash in proper receptacles.
- Leave the table and floor around you clean.
- Be courteous to the cafeteria staff and the lunch monitors.
- Students should remain in the area of the cafeteria during their assigned lunch period.
- The "G" wing bathrooms are available during this time.
- A bell indicates the end of the lunch period when students are permitted to go to their next class.

Under no circumstances are students allowed to order food for delivery, UBER eats or any other method to obtain food from outside sources. If food is delivered to school by someone other than a parent, it will be confiscated and not provided to the student. You will not receive your money back and you may receive disciplinary action by the building administration.

## **Buses**

Transportation is provided to and from school for all students who live further than one mile from the school campus. Buses are also provided for many school sponsored events. Proper behavior on school buses is necessary to maintain a safe and orderly environment. While passengers on school buses, students should behave in an orderly manner and should obey the directives of the school bus drivers. The general rules for student behavior on buses are:

1. Be at your assigned bus stop five minutes before the bus arrives in the morning.
2. Board or leave the bus only when it is stopped.
3. Remain seated while the bus is in motion.
4. Loud, boisterous or other distracting noises should not be made.
5. Articles should not be thrown on the bus.
6. Neighbor quarreling, fighting or rough play will not be tolerated.
7. Swearing or other vile language must not be used.
8. The use of tobacco, e-cigarettes and/or alcohol is forbidden.
9. Obey the bus drivers; they are doing their best for you.
10. Head or arms must not be extended out windows.

Students are expected to follow the reasonable requests of the driver and other school staff members on the school buses. Students are encouraged to report any inappropriate behavior occurring on a school bus directly to the driver and then to the building principal.

## **School Safety Drills**

- **Fire Drills:** Students must follow the directions of the staff member they are assigned to during these situations. Periodic fire drills are required by New York State. Diagrams are posted in each room giving evacuation procedures to follow in an emergency. Please observe the following points during a fire drill: lights out, windows closed, doors closed, walk rapidly and take personal items with you. Students and faculty are allowed to re-enter the building upon the notification of administration.
- **Lockdown/Shelter in Place:** Students must follow the directions of the staff member they are assigned to during these situations. If you are locked out of all classrooms and secure areas, leave the building and go to the nearest safe area. When you are in a safe location, provide emergency responders with as much information as possible.

## **Assemblies**

Students are given many opportunities to observe worthwhile programs during assemblies. These programs are part of the educational process. Such programs can only be properly conducted in an atmosphere of cooperation.

Courtesy and attention to the program is required of all students. Students should at a minimum: stay seated at all times, remove hats and hoods, refrain from talking, using their phone or any other electronic devices, etc.

### **Student Dress Code and/or Grooming**

All students are expected to give proper attention to personal cleanliness and to dress appropriately for school and school functions. Students and their parents/guardians have the primary responsibility for acceptable student dress and appearance. Teachers and all other district personnel should exemplify and reinforce acceptable student dress and help students develop an understanding of appropriate appearance in the school setting.

A student's dress, grooming and appearance, including hair style/color, jewelry, make-up, and nails must include but is not limited to:

1. Be unlikely to injure people or damage property, appropriate according to this code, and not substantially disrupt or materially interfere with the educational process.
2. Recognize that extremely brief garments and see-through garments are not appropriate.
3. Ensure that underwear/undergarments are covered by outer clothing (visible waistbands and straps are not violations)
4. Properly fitting swimsuits must be worn for PE class during swim units.
5. Include footwear at all times. Footwear that is a safety hazard will not be allowed.
6. Not include items that are vulgar, obscene, libelous, or denigrate, harass or discriminate against others on account of race (including traits historically associated with race, such as hair texture and protective hairstyles like braids, locks, and twists), color, weight, religion, religious practice, creed, national origin, ethnic group, gender (including gender identity and expression), sex, sexual orientation or disability.
7. Not promote and/or endorse the use of alcohol, tobacco or controlled substance or illegal drugs and /or encourage other illegal or violent activities.
8. Students should refrain from wearing costumes unless it is for the purpose of school approved events.

Nothing in this policy will be constructed to limit the ability of students to express their gender identity through clothing, jewelry, makeup or nail color or styles or to discipline students for doing so. Likewise, nothing in this policy will be constructed to restrict students from wearing hairstyles as a trait historically associated with race (such as hair texture and protected hairstyles like braids, locks and twists) or to discipline them for doing so.

Each building principal or designee is responsible for informing all students and their parents/guardians of the dress code at the beginning of the school year and any revisions to the dress code made during the school year.

Enforcement of this dress code must be approached with careful consideration and sensitivity, with the goal of supporting students in reaching their full potential, not shaming or criminalizing them. And to minimize loss of instructional time. Students who violate the student dress code shall be required to modify their appearance by covering or removing the offending item and, if necessary or practical, replacing it with an acceptable item. Any student who refuses to do so shall be subject to discipline, up to and including restorative practices and in-school suspension for the day. Any student who repeatedly fails to comply with the dress code and not cooperate with restorative practices shall be subject to further discipline, up to and including out-of-school suspension.

## Guidance

Guidance services are available for every student in the school. These services include assistance with educational planning, interpretation of test scores, occupational information, career information, study help, home, school and/or social concerns, or any question the student may feel he/she would like to discuss with his/her counselor. Students wishing to visit the counselor should request a pass from their counselor through SmartPass. Students should make all schedule changes after the second week of the semester.

## Academic Restricted List

Students who are failing 2 or more courses will be placed on an Academic Restricted list.

## Attendance Restricted List

If a student was absent for the academic day, they are not allowed to be present for extracurricular activities. There may be exceptions to this rule on a case-by-case basis that will be determined by administration.

## Determination of Grading Coding

EX - Exempt	S- Satisfactory	WP - Withdraw Pass	E - Excellent
U - Unsatisfactory	INC - Incomplete	M - Medical	N- Needs Improvement
WF - Withdraw Fail	Aud - Audit	F - Fail	

## Determination of Grade Point Averages

Upon completion of quarterly grades, averages will be determined. If qualifications are met the following are awarded:

- Honor Roll: 89.445 - 100
- Merit Roll: 84.445 - 89.444

## Dropping or Adding Courses

Students who plan to drop or add a course to their schedule should follow this procedure:

1. Discuss the change with your parents.
2. Discuss the change with your guidance counselor. A valid reason is needed to drop any course.
3. Submit the form to add/drop the class. This form can be obtained in the Guidance Office.
4. Follow your present schedule, including the subjects you wish to change, until you are officially notified the change has been approved.
5. No drops/adds will be permitted after the first Progress Report without the approval of the building principal.

## Final Course Grades

Upon completion of each quarter, that grade will determine 20% of the final grade for the course. At the conclusion of the year, the final assessment will also be worth 20%. Below is a breakdown of how final grades will be calculated.

- Quarter 1: 20%
- Quarter 2: 20%
- Quarter 3: 20%
- Quarter 4: 20%
- Final exam / project (June): 20%

## Graduation Requirements

Local Diploma / Regents Diploma / Advanced Regents Diploma: 22 credits are needed for graduation.

Subject	Credits Necessary
English	4 credits
Social Studies	4 credits
Math	3 credits
Science	3 credits
Foreign Language	1 credit
Art or Music	1 credit
Health	½ credit
Physical Education	2 credits
Electives	3 ½ credits

## Advanced Placement / Honors / College Courses

Hudson Falls High School offers courses to students who have demonstrated superior academic talent and motivation. It is the intent of these courses to further stimulate and challenge our academically advanced students.

## Marking Period and Report Card Dates

Progress Report Dates	Marking Period Ends
10/5/2023	11/9/2023
12/15/2023	1/26/2024
3/7/2024	4/12/2024
5/10/2024	6/25/2024

- **Progress Reports:** Four times during the school year, parents or guardians will receive progress reports on how their student is doing in their classes. These reports will be mailed home. A calendar of dates is included above.
- **Report Cards:** Four times during the school year, report cards will be issued. These report cards will be mailed home. Additional attendance reports will be included in the mailings.

## Parent Conferences

Parents may make appointments for conferences with teachers, the guidance counselor, or the administration by telephoning the school office. Conferences are effective means to promote cooperation in the learning process. If parents have any problems or questions on the school program, they are encouraged to contact the school.

## Testing Programs

Students take various tests during their high school years to assess their achievement and to determine their need for additional assistance. In addition, students are required to pass New York State Regents exams in English, Math, Global History, U.S. History, and Science in order to graduate.

College-bound Juniors and Seniors should also take the SAT and or the ACT as they are required for college admissions in most cases. They may arrange to take these exams through the Guidance Department.

## Withdrawal from School

Students in Hudson Falls Central School District must **complete** the school year in which they turn 17. If the student has completed that year, their guardian may un-enroll their child via the District Registrar.

If a student has completed the school year in which they turn 17 and has 20 consecutive absences, a drop letter will be sent to the address on file. This letter explains that due to the absences the student will be dropped from school. If they wish to continue with their education at the Hudson Falls High School, they should contact the building principal immediately.

## Physical Education

All students are required to take Physical Education (PE). The PE teacher will specify the type of clothing and shoes required to participate. If a student does not have appropriate clothing or shoes they will be allowed to participate, with a reduced grade for that class.

Students who are athletes and do not participate in Physical Education will not be allowed to practice or participate in athletic competitions. The Physical Education teachers will notify the coaches.

Students should follow the same rules as outlined above for lockers while using lockers in the locker room. Please be sure lockers are locked so that your valuables are safe.

## Gymnasium Contest Rules and Regulations

1. Spectators should keep entrances of the gym free of congestion.
2. Spectators are not permitted to go on the playing court.
3. Refreshments may be sold at athletic events. Spectators are only allowed water in the gymnasium.
4. While the game is in progress, spectators are expected to stay in the gymnasium.
5. If students leave the school building during a home game, they will not be permitted to return.
6. Students absent on the day of the game are not permitted to attend the game.
7. Smoking/Vaping in the building or on the school grounds is not allowed.
8. Elementary students are welcome but must be accompanied by a parent or guardian at all times.

9. Hudson Falls spectators are expected to display the best example of sportsmanship and courtesy to our opponents, game officials, spectators and cheerleaders.
10. Students who do not abide by these regulations will be asked to leave.

### After - School Programs

After - school programs are an important part of being a high school student. While attending these programs or events, the same rules apply as when students are in the building during the academic day. Students leaving a school function will NOT be readmitted. All other aspects of our school discipline code remain in effect at school functions. The administration reserves the right to restrict attendance at school functions for excessive absenteeism, if a student is on the Academic Restricted list, and/or for students who have received disciplinary actions that would affect the afterschool program.

This includes, but is not limited to:

- Academic Support
- Athletic Events
- Concerts
- Clubs
- Dances
- Drama Production
- Prom

Interscholastic Sports:				
Football	Golf	Girls Tennis	Soccer	Cross Country
Volleyball	Game Day Cheer	Girls Swimming	Girls Basketball	BoysBasketball
Wrestling	Boys Swimming	Bowling	Competitive Cheer	Indoor Track
Unified Bowling	Boys Hockey	Girls Hockey	Track	Girls Lacrosse
Boys Lacrosse	Boys Tennis	Unified Basketball	Baseball	Softball

Clubs and Activities:				
Student Council	SAGA	Outdoors Club	Art Club	TNT Club
ESports	International Thespian Society	Drama Club	Ski & Snowboard Club	Youth Rec Group
Spanish Club	Clay Trap Shooting Club	Classic Games Club	Key Club	Academic Quiz Bowl
Headspace	National Honor Society	Roots and Shoots	Jazz Ensemble	Choraleers
Big Brothers / Big Sisters	Hermes Yearbook	Academic Quiz Bowl	Chamber Orchestra	Games Club
Jam Band	Abibliophobia Book Club	Scenery Club		



## School Dance

Hudson Falls dances are planned for Hudson Falls enrolled students only, who are in good academic and behavioral standing. Administration reserves the right to not allow a student to attend school dances. When a student enters the building, that student must remain in the building. If he/she leaves the building, re-entry is not permitted.

1. Loitering near the doors will not be allowed. Students may use the bathrooms in the hallway near the main entrance, but should then return to the gymnasium. No one is allowed in hallways or in locker rooms.
2. The sponsoring class and/or organization is responsible for seeing that the building is left in proper order at the close of the dance.
3. Dance dates should be scheduled through the Main Office.
4. All dances will be held in the gymnasium. The Junior Prom may be an exception to this rule.
5. The use of any furniture, equipment or decorative material must be arranged through the office in advance.
6. All school rules are in effect.
7. When an event is held on a weekend, students who were not in school on Friday may not participate unless special arrangements have been made with the Principal before 12:00 PM on the day preceding the event.

## Prom

Prom is a special dance, usually held in the spring, that students look forward to attending during their Junior year of high school. When attending Prom, the students will adhere to the basic rules set forth above in the section under "dance/activities". In addition to the above, students and their Hudson Falls dates will have to adhere to the following:

- have **NO MORE than 18 unexcused** tardies to school during the 2023-24 school year
- have **NO MORE than 18 absences** from school during the 2023-24 school year
- have received **NO MORE than 5 days of Out of School Suspension (OSS)** at any time during the 2023-24 school year
- have received **NO MORE than 5 days of In-School Suspension (ISS)** during the 2023-24 school year

If a student has exceeded the criteria above, they will be required to meet with the building principal to determine Prom eligibility. Additionally, any student who wishes to bring a guest that attends school outside of the Hudson Falls High School must obtain permission to attend.

## Field Trips

Students must have prior written approval from a parent or guardian for all school-sponsored field trips. Administration reserves the right to determine if a student is eligible to attend a field trip.

Students are representatives of the school when on field trips and should act accordingly. Students should follow all regular school rules. If students violate any rule, they will be subject to disciplinary consequences and may be prevented from attending field trips in the future.

## Discipline

- **Referrals:** Students will receive electronic referrals for disobeying school rules. Referrals can be submitted by any staff member of Hudson Falls Central School District. These referrals will be processed by the Principal or Assistant Principal. **All referrals will be mailed home for families to see regardless of disciplinary action.** Referrals remain in student discipline records and can be checked via School Tool at any point.

- **Lunch Detention:** Lunch detention will be assigned by the Principal or Assistant Principal for various infractions. If needed, the student will go to lunch at their regularly scheduled time and get a school provided lunch. They will then go to the ISS room, surrender their phone and have a quiet lunch. When lunch is over, the student will resume their normal classes.
  
- **Detention:** Detention will be assigned by the Principal or Assistant Principal for various infractions. The student should inform his/her guardian of the detention assignment. All school rules apply during after school detention. Failure to attend will lead to In-School Suspension, or Out of School Suspension for repeat behaviors. Students who do not serve their detentions will be excused from participating in non-classroom events (games, practices, dances, etc.) until the detention is served. Students are not permitted to use or possess personal electronic devices while serving detention. Students will be required to hand in their devices to staff. Students in need of transportation are welcome to sign up for the late bus that generally leaves around 4:05.
  
- **In-School Suspension:** Refusal to accomplish school tasks even though able to do so; insubordination, disorderly, vicious, illegal or immoral conduct, and persistent violation of school regulations are causes for suspension from school.
  - Students who are assigned ISS are not able to participate in or attend any extracurricular events during the duration of suspension including weekends and evenings.
  - Once they are in the In-School Suspension room, they may not leave until the end of the academic day (2:26 PM). Students will be escorted to the cafeteria to get their lunch. They will return to the In-School Suspension room to eat it. This is the only time that the students will be allowed to eat in the room.
  - Students who are assigned to the In-School Suspension room will not have use of their phones, headphones or any other electronic device other than their district-issued Chromebook.
  - There may be an occasion when a teacher determines that a student's absence from class would cause an insurmountable obstacle to success. When and if that happens, the teacher involved should solicit the permission of the Assistant Principal or Principal to take the student out of the In-School Suspension room for the class period only.
  - Disrespect or insubordination towards the In-School Suspension monitor will result in additional disciplinary action up to and including Out-of-School Suspension. Students who are obviously making every attempt to comply with all the requests made of them while on In-School Suspension may be considered for early release.
  
- **Out-of-School Suspension:** Suspension from school is a severe penalty, which may be imposed only upon students who are insubordinate, disorderly, violent or disruptive, or whose conduct otherwise endangers the safety, morals, health or welfare of themselves or others.
  - Students who are assigned Out-of-School Suspension are not able to participate in or attend any extracurricular events during their duration of suspension including weekends and evenings if the suspension is occurring.

- Students will be provided tutoring for 3 hours (AM or PM session) after 3 days of suspension. This will be coordinated with the teacher responsible for Out-Of-School Suspension students.
  - When arriving for tutoring, the students will enter A wing doors and go directly to A9 for tutoring.
  - If necessary, the student may use the restroom outside of the classroom. However, the student will be escorted for safety reasons any time they are outside of the Out-of-School Suspension room.
  - When students are in A9 for tutoring they will not have use of their personal phones, headphones or any other electronic device. Students are allowed to use their Chromebook for educational purposes.
- **Discipline of Students with Disabilities:** It may be necessary to suspend, remove or otherwise discipline students with disabilities to address disruptive or problematic behavior. The Principal or Assistant Principal will review the IEP, and if necessary, consult with the Chairperson for Special Education prior to enacting any discipline to ensure that the procedures followed for suspending, removing or otherwise disciplining students with disabilities are consistent with the procedural safeguards required by applicable laws and regulations.

### **Cell Phone or Other Electronic, Communication or Recreational Devices**

Students are allowed to use cell phones and other electronic devices **before and after school, between classes and during their assigned lunch period.** Students will be allowed to use their cell phone during study hall if they are **not** on the Academic Restricted list. Cell phone use during instructional time is not permitted. Students will be given the option to put their phones away or in a designated area within the classroom. If a student is caught using their cell phone, a disciplinary referral may be written. If a referral is written, one night of detention will be assigned. If the student is a chronic offender of the policy, the device will be kept by administration for the remainder of the school day.

### **Audio & Video Recording on School Property**

Video and audio recordings of any meeting within the school requires pre-approval by all involved parties. However, this shall not preclude any statutory right to audio or video record public meetings at the School District, a meeting of the Committee on Special Education by the parent involved, or activities required by the student's Individualized Education Program.

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

All students have the right to attend school without being subjected to instances of harassment or discrimination. Students who feel that they have been harassed or discriminated against should report any incidents to the Dignity Act Coordinator(s) or school offices immediately.

- Mrs. Jessica Hogan, Mr. Chip Corlew and Mr. Damian Switzer  
Hudson Falls High School Dignity Act Coordinator (s)

### **Cyber Image Policy**

Any identifiable image, photo or video which implicates a student to have been in possession or presence of drugs or portrays actual use, or out of character behavior of crime, shall be confirmation of a violation of the code. Since there is no way to establish a timeframe for when or location of where the image was taken, it shall be a responsibility that the student must assume. It must also be noted that there may be persons, who would attempt to

implicate a student, by taking such images, to place them in a situation where they might be in violation of this code standard. This is our rationale for demanding that our students not place themselves in such environments.

### **Police Involvement in Searches and Interrogations**

School principals and staff are committed to cooperating with police officials and other law enforcement authorities to maintain a safe school environment. Police officials, however, have limited authority to interview or search students in schools or at school functions, or to use school facilities in connection with police work. Police officials may enter school property or a school function to question or search a student only if criteria set forth in the District's Code of Conduct are met.

### **Child Protective Services and Interviews**

School principals and staff are committed to keeping students safe from harm and fulfilling the obligation of school officials to report to child protective services when they have reasonable cause to suspect that a student has been abused or maltreated, the District will cooperate with local Child Protective Services workers who wish to conduct interviews of students on school property relating to allegations of suspected child abuse, and/or neglect, or custody investigations.

### **Visitors**

All visitors (including parents and alumni) to Hudson Falls High School are required to sign in and get a visitor's pass, issued by the front desk attendant. Visitors are also required to provide identification upon their entry into the building, this will be scanned using the Raptor System. All visitors must have prior approval from administration, this includes parents or guardians.

### **Automobiles**

Students with a driving permit for Hudson Falls CSD should follow these guidelines:

1. All automobiles and motorcycles parked on the school grounds must be registered with the school and must display the current permit.
2. All students must be licensed and covered by insurance. The school is not responsible for automobiles or its contents. Students will provide a copy of their license and registration to obtain a parking permit. `
3. There will be no speeding, over 10 miles per hour, or any form of reckless driving on the school grounds. This will result in the loss of parking privileges.
4. Student vehicles may be subject to search if there are reasonable grounds to believe weapons, drugs, alcohol, stolen property or other contraband might be present in the vehicle.
5. Students applying for and receiving a permit fully understand their responsibility in following these rules.
6. Any serious Code of Conduct violations may result in loss of privileges.
7. If you use your car to facilitate truancy, your parking privileges are subject to suspension.
8. Student parking is only allowed in the East LaBarge parking lot. If you are parked in the Franklin Street parking lot your parking privileges may be revoked.
9. If you drive to BOCES without permission, your parking privileges will be revoked.
10. HANG YOUR PARKING PERMIT ON REAR VIEW MIRROR.

### **Drugs, Alcohol, Cigarettes, E-Cigarettes, Chewing Tobacco**

There is to be no smoking, drinking, using drugs, chewing tobacco or e-cigarettes or the possession of such items by the students enrolled in our school, in school buildings, on buses, on school property while school is in session or not. We emphasize the term “possession”. Students are not to bring drugs, alcohol, cigarettes, chewing tobacco, electronic cigarettes or other objectionable items, such as drug paraphernalia, to school. Attendance at school or school activities while under the influence of alcoholic beverages or drugs is also prohibited. The violation will result in appropriate disciplinary action. If a student is in possession of or suspected to be under the influence of drugs or alcohol a sobriety screening will be conducted.

### **Lost and Found**

There is a lost and found located at the main office of the High School. Please look in that location for any missing items.

### **Medicine**

No student shall bring, carry or use ANY medicines or similar matter in the school building, on school grounds or on a school bus. In some instances, a student may have a note from a doctor that allows them to carry medication. Typical examples of this would be for EPI pens and inhalers. All medicine usage must be reported to the school nurse. All other medicine should be housed in the Nurses’ Office and administered by a registered nurse. Students who are found to be in possession of medication will have to surrender it to the nurse and a guardian will be required to pick it up. Additionally, disciplinary action may occur. This includes cold medicine, Tylenol, Motrin, Mydol, etc.

### **Passes**

The Hudson Falls High School will be using, SmartPass Digital Pass System for all passes within the building. The SmartPass system allows for a maximum number of passes to be used at a time as well as throughout the day.

Teachers and staff will issue a pass to a student electronically. Students may also request passes, electronically, to go to their desired location, including the restroom. Pre-issued passes are those passes for which a teacher/staff member requests a student to do a specific task at a later time in the day. Tasks could include, going to a teacher for help, guidance to meet with a college representative, to leave school early with prior permission from home, to leave a study hall.

### **Salute to the Flag**

The Commissioner of Education’s regulation requires that within the opening exercise of each school day there shall be a salute to our flag. Individual students who choose not to participate may either stand or sit and remain respectfully silent during the rendering of the pledge.

### **Telephone**

For those who do not have a cell phone, all personal calls can be made by utilizing the phone located outside of the Attendance Clerk’s office in B wing.

### **Vandalism**

All students are urged to take pride in their school. Students who are found vandalizing or defacing the building in any way will be addressed. It may be necessary to pay for damage. In addition, students may be faced with other disciplinary measures, up to and including notification of police.

### **Weapons in School**

No student shall have in his/her possession on school premises any rifle, shotgun, pistol, revolver, other firearm, knives, dangerous chemicals, explosives, or any object that is not necessary for school activities and that could be used as a weapon. Bringing weapons to school may require the student to go to a Superintendent's Hearing to determine the appropriate disciplinary action as well as police notification.

### **Working Papers**

Students may obtain their working papers from the High School Nurses' office. A physical within the past year is required to obtain the working papers. Students at the age of 14 can begin applying for working papers.

### **Discipline Matrix**

The **attached discipline matrix** will be used as a guide for behaviors that may occur throughout the school year. Please view this document for an in depth explanation of discipline of each behavior occurrence.

### **Conduct**

- **Student:** Proper school behavior cannot be over-emphasized. Students will normally receive a verbal warning for his/her first minor offense during the school year. This verbal warning is provided as long as he/she takes responsibility for his/her own behavior and reacts in a reasonable and positive manner when meeting with the principal. Students that provide misinformation and/or refuse to take responsibility for their own behavior may be assigned additional consequences. Students that commit violent or illegal infractions will not be afforded verbal warnings. Guidelines outlining the possible consequences resulting from various infractions are listed below. **School principals hold discretionary rights when assigning consequences, and will take into consideration the age and grade level of the student/s as well as other pertinent information specific to the situation.**
- **Public:** School principals and staff are committed to providing an orderly, respectful environment that is conducive to learning. To create and maintain this kind of an environment, it is necessary to regulate public conduct on school property and at school functions. All persons on school property or attending a school function are required to conduct themselves in a respectful and orderly manner. The Principal or his/her designee shall be responsible for monitoring public conduct. Those who fail to meet reasonable requests will be asked to leave the property.

Discipline Matrix Attached

## High School Discipline 2023-2024

Offense	Verbal Warning (done within the setting)	Parent Contact	Extra Curricular Supervisor Notified	Lunch Detention	Loss of privileges	After School Detention	ISS	OSS	Other	Explanation
Assembly Disturbances	X	X	X		X	X	X			Removal from assembly 1st: 1 after school detention 2nd: 1 day ISS
Cafeteria Misconduct	X	X	X	X	X	X			X	1st: restorative - community service work 2nd: lunch detention 2 days (or more) 3rd: after school detention
Cheating/Plagiarism/Forgery	X	X	X			X	X			1st: after school detention 2nd +: 1 day ISS
Cell Phone Misuse: Social Media outside of school impacts the school day		X	X		X		X	X		Parent contact required. 1st offense: 1 ISS 2nd: 2-3 ISS 3rd: 1-5 OSS
Cell Phone: use of outside of allowed time		X	X		X	X	X		X	1st: detention 2nd : 2 detentions 3rd -4th+: 1 day ISS 5: Cell Phone contract
Classroom/Gym/Library Disruption/Disturbance	X	X	X		X	X	X			Parent contact and suspend privileges Progressive discipline includes <ul style="list-style-type: none"> <li>Removal from class, lunch detention, detention, ISS and OSS</li> </ul>
Electronic Device Misuse	X	X	X		X	X	X			Parent Contact 1st: Loss of privileges from the internet for 2 weeks. 2nd: Loss of HFCSD username for 2 weeks, and then weekly admin checks on internet history.
Detention: failure to serve school detention as scheduled		X	X			X	X			1st: additional day of detention 2nd + : 1 day ISS
Dress Code Violation	X	X	X			X				1st: student will be required to change their clothes 2nd +: student will be required to change their clothes and be assigned detention  If a student refuses to change their clothes they are sent home. They may return if they choose to change at home.



Offense	Verbal Warning (done within the setting)	Parent Contact	Extra Curricular Supervisor Notified	Lunch Detention	Loss of privileges	After School Detention	ISS	OSS	Other	Explanation
Driving/Riding/Parking Infraction		X	X		X					Parent contact required 1st: loss of driving priv 2 wks. 2nd: loss of driving priv for 3 months
Fighting		X	X		X			X	X	Parent contact required <ul style="list-style-type: none"> <li>Depending on severity it could be a Superintendent's Hearing</li> </ul> 1st: 2-5 days OSS 2nd: 5 days OSS 3rd: Superintendent Hearing
Insubordination	X	X	X	X	X	X	X	X	X	Parent contact and suspend privileges Progressive discipline includes <ul style="list-style-type: none"> <li>Removal from class, lunch detention, detention, ISS and OSS</li> </ul>
Leaving School Without Permission		X	X		X		X		X	Parent contact and suspend privilege to attend events. 1st: 1 day ISS 2nd: 2 days ISS 3rd: 3-5 days OSS Police may be notified
Library Misconduct	X	X	X		X				X	1st: warning if applicable or restorative - community service work 2nd: removal of library access week/month 3rd: removal of library privileges for the semester
Locker Misuse	X	X	X			X			X	1st: warning or restorative - community service work 2nd: detention 3rd: loss of locker for remainder of year
Medication Possession	X	X	X				X	X	X	Parent contact is required. Nursing staff notified <b>Parents have to pick up medication.</b> <ul style="list-style-type: none"> <li>Depends on the intent for having the medication in school. Could be a hearing or OSS after 1x.</li> </ul> 1x: verbal warning 2x: ISS 2 days 3x: OSS 2-5 days

Offense	Verbal Warning (done within the setting)	Parent Contact	Extra Curricular Supervisor Notified	Lunch Detention	Loss of privileges	After School Detention	ISS	OSS	Other	Explanation
Open Campus Late Arrival /Early Dismissal		X	X		X					Involved in violent offenses / drugs / alcohol = loss of privileges for the remainder of the year.  5 or more referrals in 5 weeks = 5 week loss of privilege
Pass Misuse: failure to have one or misuse	X	X	X	X		X				Lose study hall, lib, etc. privileges 1st: lunch detention 2nd: detention and Student added to the pass restricted list 3rd: 2+ days detention
Possession: VAPE/ Nicotine / Tobacco		X	X		X		X	X	X	Parent contact required. Suspend privileges if applicable. 1st: Referral to Baywood for drug counseling and detention 2nd: 1 day ISS 3rd+: ISS or OSS depending on situation
Possession of non-threatening weapons:pocket knife, taser, etc.		X	X					X	X	Parent contact required. Possible superintendent's hearing. 1x: 3-5 OSS <b>Police may be notified</b>
Profanity or gestures or threats directed at peers		X	X			X	X	X		Parent contact required. Suspend privileges if applicable. 1st: 1-2 detention 2nd: 1-2 ISS 3rd: 3 + ISS
Profanity, threats or inappropriate language directed at a staff member		X	X		X			X		Parent contact required. Suspend privileges if applicable. 1st: 1-2 ISS 2nd: 1-3 OSS 3rd: 4-5 OSS
Racial or homophobic slurs		X	X					X	X	Parent contact 1st: 2-5 OSS 2nd: Superintendent Hearing
Sexual offense		X	X		X		X	X		Parent contact required Suspend privileges if applicable. 1st: ISS 1 day/OSS depending on the level of exposure 2nd: 3-5 days OSS

Offense	Verbal Warning (done within the setting)	Parent Contact	Extra Curricular Supervisor Notified	Lunch Detention	Loss of privileges	After School Detention	ISS	OSS	Other	Explanation
Skipped Class *resets each quarter*		X	X	X	X	X				1st: 1 detention (with teacher if applicable) 2nd: 2 detentions 3+: ISS
Tardy to school *resets each quarter*		X	X	X	X	X				4 = 1 detention 8 = 2 detentions 12 = 3 detentions 16 = ISS
Tampering with School Emergency Equipment (AED, Fire Alarm, Fire extinguisher, Cameras, etc)		X	X					X	X	Parent contact required Possible Sup. Hearing 1st: 2-5 day OSS
Theft		X	X		X		X		X	Parent contact required Suspend privileges if applicable. 1st: Restorative with community service or ISS 2nd: 3-5 OSS
Vandalism		X	X		X		X	X	X	Parent contact required <ul style="list-style-type: none"> <li>Depending on severity it could be law enforcement involvement</li> </ul> 1st: Youth Court / ISS 2nd: ISS or OSS
SSEC: Homicide		X	X		X			X	X	Parent contact required. Superintendent's hearing 5x: OSS <b>Police contact required</b>
SSEC: Sexual Offense		X	X		X			X	X	Parent contact required. Superintendent's hearing 5x: OSS <b>Police contact required</b>
SSEC: Use, possession, paraphernalia, sale of drugs or controlled substances		X	X		X			X	X	Parent contact required. Superintendent's hearing OSS 5 days Referral to Baywood

Offense	Verbal Warning (done within the setting)	Parent Contact	Extra Curricular Supervisor Notified	Lunch Detention	Loss of privileges	After School Detention	ISS	OSS	Other	Explanation
SSEC: Assault		X	X		X			X	X	Parent contact required. Superintendent's hearing OSS 5 days Referral to Baywood <b>Police contact required</b>
SSEC: Weapons Possession		X	X		X			X	X	Parent contact required. Superintendent's hearing OSS 5 days Referral to Baywood <b>Police contact required</b>
SSEC: Discrimination, harassment, bullying (excludes cyber bullying)		X	X		X			X	X	Parent contact required. Superintendent's hearing OSS 5 days <b>Police contact may occur</b>
SSEC: Cyber bullying		X	X		X		X	X		Parent contact required. 1st offense: 1-3 ISS or OSS 2nd: 3-5 OSS Possible Sup. Hearing
SSEC: Bomb Threat		X	X		X			X	X	Parent contact required. Superintendent's hearing OSS 5 days <b>Police contact required</b>
SSEC: False Alarm		X	X		X			X	X	Parent contact required. Superintendent's hearing OSS 5 days <b>Police contact may occur</b>
SSEC: Threat of School Violence		X	X		X			X	X	Parent contact required. Superintendent's hearing OSS 5 days <b>Police contact required</b>
SSEC: Use, possession, paraphernalia, sale of drugs or controlled substances.		X	X		X			X	X	Parent contact required. 1st: (use or possession) OSS 3 days + Baywood 1st: (with intent to sell) 5 days OSS plus Superintendent's hearing 2nd: 5 days OSS plus Superintendent's hearing

SSEC: use, possession or sale of alcohol		X	X		X			X	X	Parent contact required. OSS 3 days Referral to Baywood
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- School principals and assistant principals hold discretionary rights when assigning consequences, and will take into consideration the age, grade level, and other pertinent student information.
- A Student Conduct Agreement may be used in place of a Superintendent’s hearing as determined by the building principal.

Updated: 7/11/2023

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## Hudson Falls High School Student Handbook

This page must be turned into your child's homeroom teacher.

### Parent/Guardian Signature Form

Student Name (printed) \_\_\_\_\_

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

**By signing below we acknowledge that we have read the Student Handbook and the documents included in the Student Handbook.** We understand the student responsibilities and possible consequences for failing to adhere to school rules. We understand that these policies remain in effect for the entire school year.

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

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

### Universal Field Trip Permission Slip

During the school year your child will have the opportunity to participate in field trips during regular hours and sometimes past the end of the school day. Rather than requesting permission for every field trip, we would like this one general permission slip for the entire year. This permission slip covers bus and walking trips. You will be notified in advance concerning all field trips. If you do not wish your child to take a particular bus trip, please notify the school in writing before the trip occurs.

This slip will be kept on file in the main office.

The above-named student has my permission to accompany his/her class on planned bus and walking field trips during the school day and past the end of the day. I understand that I will be notified in advance concerning all field trips.

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