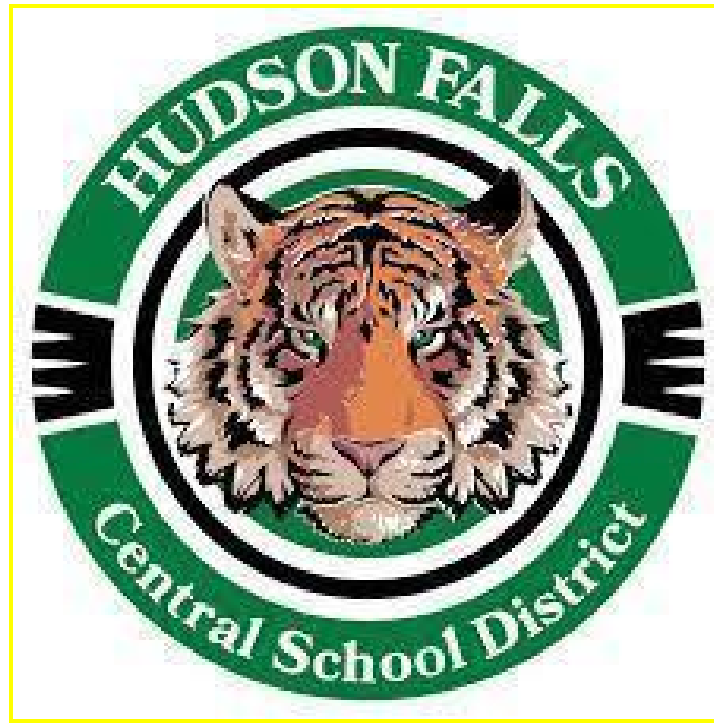


**HUDSON FALLS
CENTRAL SCHOOL DISTRICT**

**MIDDLE SCHOOL STUDENT HANDBOOK
GRADES 6-8
2024-2025**



At Hudson Falls Middle School, our main goal is simple; to work as a collective unit to provide the best, most enriching academic, social and emotional middle school experience possible. Through a set of high standards and expectations, we will strive to ensure every student works hard and acts kind every day. Our students will be exposed to an array of amazing experiences, both in and out of the classroom, through the commitment of our faculty's dedication to their learning and growth. We expect everyone at Hudson Falls Middle School to respect each other, show empathy, be leaders when they can be and followers when they should be. Students are aware that their actions make a difference throughout our school, district and community.

Please sign and return the last two pages of this handbook by September 13th

HUDSON FALLS CENTRAL SCHOOL INTRODUCTION

Dear Hudson Falls Parents/Guardians:

This student handbook has been designed to be a reference tool which explains school policies in regard to student conduct, and outlines, in a detailed fashion, the various consequences possible for violations of the school policies. It is most important that each student read the entire handbook carefully so that all rules are fully understood. It is the responsibility of each student to both know exactly what they may not do and also understand what disciplinary action is to be expected for violating a certain rule.

The policies and rules are stated in logical and sequential written form. It is the belief of the administration that the fairest treatment of students occurs when they are given what is expected of them in writing rather than being told what they may and may not do. It is our hope that the students view this handbook as a positive reference book which reinforces their knowledge that they are following the school's code of conduct.

It is our intention to assist in providing your child with a quality education in a learning environment that is safe and orderly. In order to do this effectively, we need your support, cooperation and understanding during the academic year.

Please take a few moments to review the information on the following pages which are intended to summarize the District's efforts to comply with State regulations designed to combat school violence known as "Project SAVE" (Safe Schools Against Violence in Education) as well as the Dignity for All Students Acts (DASA).

After you have reviewed the handbook with your student(s), please discuss your expectations with them. The staff and administration can achieve a positive educational environment only with the cooperation of the students and their parents or guardians.

Please sign and return the last two pages of this handbook by September 13th.

Thank you for your assistance in helping your student(s) have a successful year at Hudson Falls.

Sincerely,

William Whitty

William Whitty
Middle School Principal

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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 EXTRA-CURRICULAR 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 USE OF VIDEO SURVEILLANCE

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 RELEASE OF DIRECTORY INFORMATION

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 Central School District 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/S

Dignity for All Students Act Coordinators (DACs)

Bill Strong	William Whitty
518-681-4310	518-681-4311

HUDSON FALLS MIDDLE SCHOOL IMPORTANT DATES

OPEN HOUSE:

September 3rd, 2024

STUDENT PROGRESS REPORT AND REPORT CARD DATES

<u>Interim Reports</u>	<u>Marking Period Ends</u>
Oct. 11th, 2024	Nov. 15th, 2024
Dec. 13th, 2024	Jan. 31st, 2025
Mar. 14h, 2025	Apr. 11th, 2025
May 16th, 2025	June 27th, 2025

PICTURE DAY – October 2nd & October 3rd, 2024

HUDSON FALLS CENTRAL SCHOOL ATTENDANCE INFORMATION
SCHOOL DAY

The school day begins at 7:30 a.m. and ends at 2:18 p.m. Students should report to their first period class before the 7:35 a.m. bell.

COMPREHENSIVE STUDENT ATTENDANCE POLICY – Updated July 2022

Statement of Overall Objectives

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.

- a) **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.
Excused early departure: Please note parents/guardians and those listed in schooltool as a designated pickup, must present identification prior to the dismissal of the pupil.
- b) **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, road test, oversleeping).
- c) Tardiness or tardies are defined as arriving to class after the prescribed starting time or bell.
- d) Early departures are defined as leaving the class before the prescribed ending time or bell.

A written excuse, signed by a parent or person in parental relation should be presented by the student when returning to school following each absence. A call placed by the parent to the Attendance Office can also be provided.

Student Attendance Recordkeeping/Data Collection

The record of each student's presence, absence, tardiness, and early departure will be kept in a register of attendance in a manner consistent with the 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 will be taken and recorded in accordance with the following:

- a. For students in non-departmentalized kindergarten through grade 8 (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 will 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 will 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 K through 12 must be recorded on a subject by subject basis for Teacher of Record Determinations.

- b. For students in grades 9 through 12 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 after the taking of attendance in each period of scheduled instruction.
- c. Any absence for a school day or partial school day will be recorded as excused or unexcused in accordance with the standards articulated in this policy.
- d. In the event that a student at any instructional level from grades K through 12 arrives late for or departs early from scheduled instruction, the tardiness or early departure will be recorded as excused or unexcused in accordance with the standards articulated in this policy.

A record will 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 other cause as may be found satisfactory to the Commissioner of Education.

Attendance records will 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 will be compiled and provided to the designated school personnel who are responsible for attendance. The nature of the absence, tardiness, or early departure will be coded on a student's record in accordance with the established District/building procedures.

Students will be considered in attendance if the student is:

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

Students who are absent from class due to their participation in a school-sponsored activity must 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 will be counted as the equivalent of regular attendance in class.

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

Notice of Minimum Attendance Standard/Intervention Strategies Prior to the Denial of Course Credit

To ensure that parents or persons in parental relation and students are informed of the District's policy regarding minimum attendance and course credit, and the implementation of specific intervention strategies to be employed prior to the denial of course credit to the student for insufficient attendance, the following guidelines shall be followed:

- a. Copies of the District's Comprehensive Student Attendance Policy will be available to parents/persons in parental relation and provided to students at the beginning of each school year or at the time of enrollment in the District.
- b. School newsletters and publications will include periodic reminders of the components of the District's Comprehensive Student Attendance Policy. Copies of the Attendance Policy will also be included in parent/student handbooks or posted on the District website.
- c. At periodic intervals, a designated staff member(s) will notify, by telephone, the parent/person in parental relation of the student's absence, tardiness, or early departure and explain the relationship of the student's attendance to his/her ability to receive course credit. If the parent/person in parental relation cannot be reached by telephone, a letter shall be sent detailing this information.
- d. A designated staff member will review the District's Attendance Policy with students who have excessive or unexcused absences, tardiness reports, or early departures. Further, appropriate student support services within the District, as well as the possible collaboration/referral to community support services and agencies, will be implemented prior to the denial of course credit for insufficient attendance by the student.

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

A designated staff member will notify by telephone the parent/person in parental relation to a student who is absent, tardy, or departs early without proper excuse. The staff member will explain the District's Comprehensive Student Attendance Policy, the District's/building level intervention procedures, and, if appropriate, the relationship between student attendance and course credit. If the parent/person in parental relation cannot be reached by telephone, the staff member will provide the notification by mail. Further, the District's Attendance Policy will be mailed to the parent/person in parental relation to promote awareness and help ensure compliance with the policy.

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

Chronic Absenteeism

Chronic absenteeism is defined as missing at least 10% of enrolled school days in a year for any reason, excused or unexcused. Chronic absenteeism differs from truancy because it emphasizes missed instructional time rather than unexcused absences. Missed instructional time can increase a student's risk for disengagement, low achievement, and dropping out, among other things.

Students who miss at least 5% of enrolled school days in a year are at risk of becoming chronically absent. In light of this, the District will implement intervention strategies for students who miss 5% or more of the enrolled school days in a year.

Attendance Incentives

To encourage student attendance, the District will develop and implement grade-appropriate/building-level strategies and programs including, but not limited to:

- a. Attendance honor rolls will be posted in prominent places in District buildings and included in District newsletters and, with parent/person in parental relation consent, in community publications;
- b. Special events (e.g., assemblies, guest speakers, field days) scheduled on days that historically have high absenteeism (e.g., Mondays, Fridays, day before vacation);
- c. Grade-level rewards at each building for best attendance;
- d. Classroom acknowledgment of the importance of good attendance (e.g., individual certificates, recognition chart, bulletin boards);
- e. Assemblies collaboratively developed and promoted by student council, administration, PTA/PTO, and other community groups to promote good attendance;
- f. Referral to the school social worker or school counselor;
- g. Contacting the parent/person in parental relation in writing or scheduling a conference with the parent/person in parental relation and the student;
- h. Contacting other state/county/local agencies for assistance including the District Attorney's Office.

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 occur, designated District personnel will pursue the following:

- a) Identify specific element(s) of the pattern (e.g., grade level, building, time frame, type of unexcused absences, tardiness or early departures);
- b) Contact the District 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;
- c) Discuss strategies to directly intervene with specific element;
- d) Recommend intervention to Superintendent or his/her designee if it relates to change in District policy or procedure;
- e) Implement changes, as approved by appropriate administration;
- f) Utilize appropriate District and/or community resources to address and help remediate student unexcused absences, tardiness or early departures;
- g) 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:

- a) 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;

- b) Providing each teacher, at the beginning of the school year or upon employment, with a copy of the policy; and
- c) 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

CLASSROOM & HALLWAY COURTESIES

Speaking out or expressing disapproval when another person is talking is rude and unfair. Bring proper equipment to class: books, assignment book, homework, paper, pen and notebooks. Class will be dismissed by the teacher. Do not be discourteous by getting up before you are dismissed. Students should knock before entering a class – wait to be recognized by the teacher before making a request. You are expected to be in your classroom within a reasonable length of time. **Put downs and use of foul language in classrooms and hallways is not acceptable. Public display of affection is not appropriate.**

LIBRARY

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. It is a room for reading, research and for serious browsing. A signed pass is required to enter the library.

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 won't be able to attend extra curricular activities. Any disciplinary action that is currently in progress for ISS or OSS suspensions will not be admitted into athletic events. If your behavior warrants removal from an athletic event a suspension from attendance at the event may be imposed.

STUDY HALLS/SUPPORT PERIOD AND HALL PASSES

The purpose of study hall/support is to provide an atmosphere suitable for studying. Permission to talk and work together must be obtained from the monitor. If you want to leave study hall/support to work in another teacher's room, you should present a pass from the teacher requesting you to report to his/her room to the study hall/support monitor. Students are to have all study materials with them when they arrive. Passes to the library may be granted by the study hall/support monitor. Passes must be signed and returned when the student returns to study hall/support. **Students who are ineligible may not leave study hall/support without special permission from the principal.**

Students are not permitted in the halls during class periods unless they are accompanied by a teacher or have a hall pass from a staff member. Students are responsible for obtaining the written pass. Verbal permission is not acceptable. Student hall traffic during the last ten minutes of class is prohibited unless an emergency arises.

EXPECTATIONS OF ALL STUDENTS WHILE IN STUDY HALL/SUPPORT

- Students must be on time for the study hall/support to be eligible for any privileges tardiness will result in after school detentions.
- Passes to other locations must be obtained before the study hall/support begins and presented after attendance is taken. Passes will not be honored if students are not present for attendance.
- Passes are issued on a daily basis; there is no such thing as a permanent pass from any assigned location.
- Students are expected to come to the study hall/support with something they have chosen to read, or study, and necessary school supplies to complete school work. Failure to do so could result in an assignment being made by the study hall/support Monitor or Principal.
- Students who must work together on a project should provide a note from the teacher assigning the group work. These students should not disrupt the study hall/support atmosphere.
- Requests to leave the study hall/support for personal situations such as bathroom and lockers can be granted at the discretion of the study hall/support Monitor. Two students, one male and one female, will be allowed out of the room at a time.
- Students are expected to remain in their assigned locations during the last ten minutes of each period unless an emergency arises.
- All study halls/support are to be considered silent at all times.
- Students may not sleep, eat, drink, play games, play cards or listen to music in the study hall/support.**
- The use of cell phones will NOT BE PERMITTED during study halls/support**

BUILDING HOURS

The building is open in the morning by 7:15 a.m. **Any student remaining in the building after 2:18 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 school busses will be required to pay for the damage done or replace the item. Students damaging school property may also face disciplinary consequences.

LOCKERS

Remember that your locker is school property. 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 every 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 marker, paint, etc. on the inside or outside of your locker, nor place any posters on the inside that cannot be removed easily. 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.

The school has the right to search a school locker without prior notification

DESKS

You will be assigned a desk in each room where you have a class and will be responsible for its condition. If when you enter the room you find the desk marked or damaged, report it immediately to your teacher. You will be required to remove any marks you make on any of your desks. If the damage is extensive, you may be required to refinish the desk or to pay for the refinishing or replacement of the desk.

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. 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 should put a cover on your book. Some covers will be provided by your teacher. **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. Each student and his/her parent will need to sign the signature page at the back of this book prior to any internet access or electronic privileges will be granted by the District. The Student Internet/Electronic Use Agreement can be found in its entirety near the back of this hand book.

STUDENT POSSESSIONS

Students are required to secure items such as backpacks, briefcases, drawstring backpacks, purses, lunchboxes, pocketbooks, musical instruments, etc. **in their lockers** and may not be carried during the school day. The school will not be held responsible for recovering or replacing any stolen articles. In the case that a student's personal item such as a cellphone, iPod, or other item is thought to have been used to violate the school's code of conduct, the administration reserves the right to search those items to investigate the incident. Students with specific medical or personal reasons requiring a backpack or other item not normally allowed should see the principal.

RESTROOMS

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 directly to the office. **Students should use the restroom assigned by grade level.**

ILLNESS OR INJURY DURING SCHOOL

A student who is too ill to remain in class is to report to the nurse. If necessary, nursing office personnel will call the parents of the student who is too ill to remain in school. If a student is injured during school, they must report the incident to the nurse. Students who are excused through the nurse are not eligible for extracurricular activities until they have been cleared by a doctor, or have attended classes the next school day. **ATTENTION: ANY AND ALL MEDICATIONS INCLUDING OVER THE COUNTER, SUCH AS ASPIRIN MUST BE GIVEN TO THE NURSE AND MAY ONLY BE ADMINISTERED BY THE NURSE WITH A PRESCRIPTION.**

CAFETERIA EXPECTATIONS

The cafeteria is provided so that lunchtime can be handled in both a pleasant and orderly manner. A balanced lunch, good health and safety practices, and acceptable table manners are necessary for promoting an enjoyable break in your school day. Students are only permitted to have food and/or a beverage during the school day at their assigned lunch time. **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.** A parent or guardian may only bring food for their child only. In accordance with State Education Laws, the vending machine area will be closed until all lunch periods are concluded. Students should be mindful of any mess that they might make during lunch and should ensure that all garbage is placed in one of the trash receptacles located in the lunchroom. Additionally, it is expected that students will adhere to all language and behavioral expectations while in the lunchroom. Violations of any of the above will result in disciplinary sanctions as described in the District's *Code of Conduct*.

SCHOOL BUS EXPECTATIONS

Transportation is provided to and from school, and many school sponsored events in order to ensure access to the academic and extracurricular programs. Proper behavior on school buses is necessary to maintain a safe and orderly environment. Students are expected to follow the reasonable requests of the driver and other school staff members while on 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.

DRINKS

A well hydrated brain is proven to develop increased brain functioning and capacity. Students are allowed to carry a bottle of water with them throughout the day to help promote healthy living and brain development. **Students are prohibited from carrying caffeinated or sweetened beverages during the school day, as they tend to dehydrate the brain and have little nutritional value.** If a student has these items as part of his/her lunch they should be stored in his/her locker until the assigned lunch period.

FIRE DRILLS

Students must follow the directions of the staff member they are assigned to during these situations. Periodic fire drills are required by state law. Diagrams are posted in each room giving evacuation procedures to follow in an emergency. Please observe the following points during a fire drill: (1) Lights out. (2) Windows closed and doors closed and locked. (3) Walk rapidly. (4) Take personal valuables with you. Books should be left in the room. The use of cellphones and electronic devices during fire drills is prohibited.

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, **on the school campus**, such as the bus garage. Provide emergency responders with as much information as possible. **The use of cellphones and electronic devices during lockdown/shelter in place is prohibited.**

ASSEMBLIES

At all times the students' behavior should be refined and courteous. An indication of the cultural level of a school is the conduct of its student body at an assembly. Whether guests are present or not, each student is personally responsible for the impression made by the school as a whole. Unacceptable conduct includes, but is not limited to, whistling, uncalled-for-clapping, boisterousness and talking during a program.

STUDENT DRESS CODE

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 construed 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 construed 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 contact the secretary in the Guidance Office for an appointment. Students should make all schedule changes before or during the first week of school. After two weeks of school, a student will not be permitted to enter a new class without teacher consent, or drop a class without a parent-teacher meeting.

PROGRESS REPORTS

Four times during the school year, parents or guardians will receive progress reports on how their son/daughter is doing in their classes. These reports will be mailed home. A calendar of dates is included in the handbook.

REPORT CARDS

Four times during the year, report cards will be issued. These report cards will be mailed home. A calendar of dates is included in this handbook.

HONOR ROLL AND MERIT ROLL LIST

After the issuance of report cards, special lists will be generated identifying students who have received academic distinction. Hudson Falls two lists are as follows:

HONOR ROLL

A student has maintained an overall average for the marking period of 89.5% – 100%

MERIT ROLL

A student has maintained an overall average for the marking period of 84.9% – 89.4%

6-8 FINALS

Each full-year and half-year course shall have a teacher developed and department approved final exam. The exams must be developed in a format that mirrors that of the applicable NYS Regents, or NYS grade 6-8 assessment. The exams will be approximately 2 class periods in length for grades 6-8.

PHYSICAL EDUCATION

All students are required to take physical education (PE) and to provide themselves with acceptable physical education clothing and sneakers. The PE teacher will specify the type of clothing required. If a student does not have appropriate clothing or shoes they will be allowed to participate, with a reduced grade for that period.

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

GYMNASIUM CONTESTS 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 will be sold between halves and between games. No food or drinks are allowed in the gymnasium, except those for participating athletes.
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. We are a “Smoke Free” school district.
8. Students are not allowed upstairs or in the middle or high school corridors.
9. Students who do not abide by these regulations will be requested to leave.
10. Elementary students are welcome but must be accompanied by a parent or guardian **at all times**.
11. Hudson Falls spectators are expected to display the best example of sportsmanship and courtesy to our opponents, game officials, spectators and cheerleaders.

AFTER-SCHOOL CLUBS AND ACTIVITIES

After-school clubs and activities are reserved for students in compliance with all school rules and regulations. It is a privilege to attend the events and these privileges can be revoked due to poor academic effort or behavior misconduct.

SCHOOL DANCE/TEEN NIGHT PROCEDURES

Hudson Falls dances/teen nights are planned for Hudson Falls enrolled students only, who are in good academic and behavioral standing. A student failing two or more classes or who has received a referral in the time period preceding a dance/teen night, will be placed on a restricted list and unable to attend. The restricted list will reset following each dance/teen night. This will allow students additional opportunities to attend future events.

1. When a student enters the building, that student must remain in the building. If he/she leaves the building, re-entry is not permitted.
2. 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 upstairs, in locker rooms, or in the elementary wing.
3. The sponsoring class and organization as a group is responsible for seeing that the building is left in proper order at the close of the dance. Chairs, cooler, decorations, etc. should be put away.
4. Dance dates should be scheduled through the Main Office.
5. All dances will be held in one of the two gymnasiums. 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. Students absent on the day of the event are not permitted to attend the event unless specific arrangements have been made with the Principal before 12:00 PM on the day preceding the event.
8. When an event is held on a Saturday or Sunday, 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.

FIELD TRIPS

Field Trips are reserved for those students in good academic and behavioral standing. A student failing two or more classes or who has received a referral during the quarter or interim, will be placed on a restricted list and unable to attend. The administrator and team leaders will meet to discuss individual student/s who will be potentially restricted from attending the trip. Parents will be notified of any student excluded from attending.

TEACHER DETENTION

This area is to address students who repeatedly: (1) do not complete homework and/or (2) are either tardy, excused or absent from school or class. The teacher will assign a student to their supervised 10th period from 2:25 to 3:30 PM. The teacher will notify the parent or guardian of the student. **If a student does not report for detention, the student will receive an office detention assigned by an administrator.**

DETENTION

Detention will be assigned by the principal or assistant principal for various infractions. If the student has a problem, doesn't understand, etc., he/she should make an appointment to see the appropriate staff member. 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 additional detentions, in-school suspension, or out of school suspension for repeat behaviors. Students who do not serve their detentions will be excluded from participation in non-classroom events (games, practices, dances, etc.) until the detentions are served.

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 to the In-School Suspension room should leave their phones and other electronic devices in the main office and then report directly to the ISS room for the day.

Once they are in the In-School Suspension room, they may not leave until the end of the academic day (2:18 PM). Students will go to the cafeteria during the middle school lunch period to get their lunch. They will return to the In-School room to eat it. This will be the only time that students will be allowed to eat in the room. 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 Principal to take the student out of the In-School room for the class period only.

While serving the in-school suspension, students are not eligible for any extracurricular activities until the end of the academic day (2:18 PM) on the last day of their in-school suspension. Students may not eat, sleep, chew gum, or converse with any other students at any time while serving their suspension. Failure to adhere to this rule will result in more time being added to the suspension term. Flagrant violations of this rule will result in an out-of-school suspension.

Disrespect or insubordination towards the in-school suspension monitor or the replacement will result in more 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.**

Students are not permitted to use personal electronic devices while serving in-school suspension. As part of such, students will be required to turn any cell phones, iPods, or other electronic devices over to office staff upon arrival at school. Any student(s) found in violation of this procedure may be subject to further consequences.

SUSPENSION FROM SCHOOL

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 others.

The Board retains its authority to suspend students, but places primary responsibility for the suspension of students with the Superintendent and the Principals. Any staff member may recommend to their respective Principal that a student be suspended. All staff members must immediately report and refer a violent student to the Principal or his/her designee for a violation of the code of conduct. All recommendations and referrals shall be made in writing unless the conditions underlying the recommendation or referral warrant immediate attention. In such cases a written report is to be prepared as soon as possible by the staff member recommending the suspension.

The Superintendent, Principal, or their designee, upon receiving a recommendation or referral for suspension or when processing a case for suspension, shall gather the facts relevant to the matter and record them for subsequent presentation, if necessary.

DISCIPLINE OF STUDENTS WITH DISABILITIES

It may be necessary to suspend, remove or otherwise discipline students with disabilities to address disruptive or problem behavior. The 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.

STUDENT USE OF ELECTRONIC COMMUNICATION DEVICES

Students may not use or possess personal electronic devices during the school day. Examples of such devices are cameras, digital cameras, cell phones, iPods, iPads, or any other type of telecommunications or imaging device. If students bring these items they must be turned off and stored in their locked lockers during the day. **In the case that a student's personal item such as a cellphone, iPod, or other item is thought to have been used to violate the school's code of conduct, the administration reserves the right to search those items to investigate the incident.**

AUDIO & VIDEO RECORDING ON SCHOOL PROPERTY

There will be no audio & video recording of parent-teacher-administrator or student conferences, any meetings between a parent or student and teacher or administrators, or classroom and other school activities unless pre-approved by the teacher or administrator involved. However, this shall not preclude any statutory right to audio & 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

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 one of the Dignity Act Coordinators or school offices immediately.

Mr. Strong & Mr. Whitty, Hudson Falls Middle School Dignity Act Coordinator

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 SERVICE VISITATIONS 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 TO THE SCHOOL

Parents and other district citizens are encouraged to visit the school **when appointments have been made** with specific staff members. Since schools are a place of work and learning, however, certain limits must be set for such visits. As part of this, we ask that teacher meetings and other appointments be scheduled before or after school hours if possible. The Principal or his/her designee is responsible for all persons in the building and on the grounds.

PUBLIC CONDUCT ON SCHOOL PROPERTY

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 shall be appropriately dressed and 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.

STUDENT CONDUCT

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 his/her 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 due to various infractions are listed below. **"Principals and Assistant Principals hold discretionary rights when assigning consequences and will take into account grade level, age and other pertinent information. Additionally, in some cases a Principal may, in consultation with the Superintendent, consider initiating a student conduct agreement with the parent and student in lieu of recommending that a Superintendent's hearing be held."**

Middle School Discipline 2024-2025

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
Late to Class	X	X	X	X	X	X	X			Parent Contact (Teacher or Admin) 1st: warning 2nd: 3 or more - Lunch Detention (teacher assigned) 3rd: 6 or more - After School detention (teacher assigned) 4th: 9 or more ½ Day ISS
Class Skip	X	X	X	X	X					1st: ½ Day ISS 2nd: 1 Day ISS 3rd: 2 Days ISS
Assembly Disturbances	X	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: lunch detention 2nd: 1 after school detention 3rd: 1 ISS
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"> Removal from class, lunch detention, detention, ISS and OSS
Cheating/Plagiarism/Forgery	X	X	X			X	X			Suspend privilege to attend events (if applicable) 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: 2-5 OSS
Cell Phone: use of outside of allowed time		X	X		X	X				Parent contact 1st: detention 2nd : 2 detentions 3rd+: 1 day ISS

Matrix – Behavior/Consequences Chart

**Matrix
Behavior/Consequence Charts**

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
Computer Misuse	X	X	X		X	X	X			Parent Contact 1st: warning 2nd: Loss of privileges from internet use or Chromebook must stay on school grounds. 3rd: 1 detention 4th: 1 day ISS
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.
Fighting or the recording of a fight		X	X		X		X	X	X	Parent contact required <ul style="list-style-type: none"> Depending on severity it could be a Superintendent's Hearing Suspend privileges if applicable. 1st: 3-5 day OSS 2nd: 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"> Removal from class, lunch detention, detention, ISS and OSS
Leaving School Without Permission		X	X		X		X			Parent contact and suspend privilege to attend events. 1st: 1 day ISS or detention depending on situation 2nd: 2 days ISS 3rd: 3-5 days OSS
Locker Misuse	X	X	X			X			X	Police may be notified 1st: warning 2nd: detention 3rd: loss of locker for remainder of year

**Matrix
Behavior/Consequence Charts**

Offense	Verbal Warning (score within the setting)	Parent Contact	Extra Curricular Supervisor Notified	Lunch Detention	Loss of privileges	After School Detention	ISS	OSS	Other	Explanation
Medication Possession	X	X	X				X	X	X	Parent contact is required. Nursing staff notified Parents have to pick up medication. <ul style="list-style-type: none"> Depends on the intent for having the medication in school. Could be a hearing or OSS after 1x. 1x: verbal warning 2x: ISS 3-5 days 3X: Superintendent's Hearing
Pass Misuse., failure to have one or misuse	X	X	X	X		X				1st: lunch detention 2nd: detention and Student added to the pass restricted list 3rd: ISS
Possession: VAPE/ Nicotine / Tobacco		X	X		X		X	X	X	Parent contact required. Suspend privileges if applicable. 1st: ½ Day ISS Referral to Boywood for counseling 2nd: 1 day ISS 3rd+: ISS or OSS depending on situation
Possession of non-threatening weapons;pocket knife, taser, etc.		X	X				X	X	X	Parent contact required. Possible superintendent's hearing. 1x: 3-5 OSS Referral to Boywood (depending on what it is) Police may be notified
Profanity, Threats , gestures, inappropriate language 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	X		Parent contact required. Suspend privileges if applicable. 1st: 2-4 OSS 2nd: 3-5 OSS
Racial or homophobic slurs		X	X					X	X	Parent contact 1st: 2-4 OSS 2nd: Superintendent Hearing

**Matrix
Behavior/Consequence Charts**

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
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
Instigating (purposely causing or promoting conflict between others)										Parent contact and suspend privileges Progressive discipline includes <ul style="list-style-type: none"> Removal from class, lunch detention, detention, ISS and OSS
False reporting of a incident										Parent contact and suspend privileges Progressive discipline includes <ul style="list-style-type: none"> Removal from class, lunch detention, detention, ISS and OSS
Tardy to school (10 minutes) *resets quarterly*		X	X	X	X					5+ = 2 lunch detentions
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: 1 ISS 2nd: 3-5 OSS
Vandalism		X	X		X		X	X	X	Parent contact required <ul style="list-style-type: none"> Depending on severity it could be low enforcement involvement 1st: ISS or OSS
SSEC: Homicide		X	X		X		X	X	X	Parent contact required. Superintendent's hearing 5x: OSS Police contact required
SSEC: Sexual Offense		X	X		X		X	X	X	Parent contact required. Superintendent's hearing 5x: OSS Police contact required

**Matrix
Behavior/Consequence Charts**

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: 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 Boywood
SSEC: Assault		X	X		X			X	X	Parent contact required. Superintendent's hearing OSS 5 days Referral to Boywood Police contact required
SSEC: Weapons Possession		X	X		X			X	X	Parent contact required. Superintendent's hearing OSS 5 days Referral to Boywood Police contact required
SSEC: Discrimination, harassment, bullying (excludes cyber bullying)		X	X		X			X	X	Parent contact required. Superintendent's hearing OSS 5 days Police contact may occur
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 Police contact required
SSEC: False Alarm		X	X		X			X	X	Parent contact required. Superintendent's hearing OSS 5 days Referral to Boywood Police contact may occur

Matrix
Behavior/Consequence Charts

Offense	Verbal Warning (does not enter the setting)	Parent Contact	Extra Curricular Supervisor Notified	Lunch Detention	Loss of privileges	After School Detention	ISS	OSS	Other	Explanation
SSEC: Threat of School Violence		X	X		X			X	X	Parent contact required. Superintendent's hearing OSS 5 days Police contact required
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 Boywood
SSEC: use, possession or sale of alcohol		X	X		X		X	X	X	Parent contact required. 3x: ISS or OSS (depending on situation) Referral to Boywood

- Proper school behavior cannot be over-emphasized. The orderly and safe operation of any school is based on its governing guidelines ensuring the proper educational atmosphere for its students and teachers. Educational Alternatives to Out-of-School Suspensions will be considered/offered whenever possible.
- GUIDELINES of the consequences resulting due to various infractions are listed above. Educational Alternatives to Out-of-School Suspensions will be considered/offered whenever possible. 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.

REFERENCE TO SCHOOL SERVICES
IF THIS IS YOUR CONCERN.....

You are sick in school

THEN.....

Get a pass to the Nurses office. If not available, go to the M.S. Office.

You were absent from school

Bring excuse to the secretary in the M.S. Office on the first or second day back.

You are tardy to school

Report to the secretary in the M.S. Office with a note.

You are late to class during the day

Report directly to class. Teachers will mark the student as tardy.

You have a medical appointment

Take appointment card, parental note to the M.S. Office upon arrival in the AM.

You must leave school during the day

Take parental excuse to the M.S. Office before first class.

Need working papers

See the Main Office

Questions about your schedule or program of study

See the Guidance Office

Need career, armed forces or college information

See the Guidance Office

Have a locker problem

Report problem to M.S. Office

Lost or found item

Turn over to staff member or Main Office

Having personal or family problems

See the Guidance Counselor

**HFCSD Chromebook User Guidelines and Acceptable Use
Policy
Student Account Grades 6-12
Hudson Falls Central School District, Hudson Falls, NY 12839**

HFCSD is pleased to offer our students individual access to Chromebooks in grades 6-12. Access to Chromebooks are a privilege, not a right, and are to be used by HFCSD students only. They are provided to enhance, enrich and facilitate teaching and learning. Chromebooks are to be used for school related use, curriculum support, research, communications and other instructional purposes. We believe the advantages to having access to digital resources far outweigh any disadvantages to not providing access to technology in the school environment. To that end, students and staff have participated in appropriate trainings and use Positive Behavior Intervention Strategies to help facilitate the use of technology in the classroom.

The following guidelines are provided to help manage the use of this equipment. These guidelines apply to Chromebooks owned by HFCSD.

1. Chromebooks used by school district students remain the legal property of HFCSD.
2. Before a Chromebook is issued, the student and parent must sign the HFCSD Chromebook User Agreement, as well as the HFCSD Acceptable Use Policy. Both the User Agreement and the Acceptable Use Policy will remain on file with the IT Administration.
3. Students will be responsible for any data on the Chromebook outside of the default image. Any intentional malicious activity caused by student data will be the student's sole responsibility.
4. In the event of problems with the Chromebook, the user will immediately bring it to the attention of the teacher and/or IT Department.
5. Chromebooks will be turned in at the end of the year for all students 6-11 or prior to a student transferring out of the district. Chromebooks can be turned in directly to the IT Dept located in the High School.
6. It is the student's responsibility to keep their assigned Chromebook secure and protected at all times.

Safe Care and Use

1. Chromebooks should be shut down when not in use to conserve battery life and at the end of each day.
2. Never leave Chromebooks in an unsecure location or unattended in a classroom.
3. It is your responsibility to return your Chromebook at the end of each day to its designated charging station or arrive at school prepared with a fully charged Chromebook.
4. Carry your Chromebook closed. Do not place anything on the keyboard before closing the lid. (pens, earbuds, notebooks)
5. Keep drinks, food, lotions, liquids of any kind and other harmful materials away from your Chromebook.

HFCSD Chromebook User Agreement And Acceptable Use Policy

- I will take good care of my Chromebook knowing that I will be issued the same Chromebook each year
- I will never leave my Chromebook unattended or in an unsecured or unsupervised location
- I will not loan my Chromebook to others
- I will be responsible for charging my Chromebook
- I will use my Chromebook for educational purposes only
- I will be responsible for all damage caused by neglect or abuse
- I understand any form of cyberbullying or online harassment is strictly prohibited and will result in removal of all email and Internet privileges
- I understand that failure to return my Chromebook if I move or at the end of the school year will be considered unlawful appropriation of public school property
- I understand that the use of the Internet as part of my educational program is a privilege, not a right, and inappropriate use will result in removal of these privileges

This application indicates that you agree and will follow the guidelines and regulations for Internet access and use of your Chromebook.

Student Name: _____

Student Signature: _____

School: _____ Grade: _____

I acknowledge this Chromebook belongs to HFCSD and is intended only for my individual school/district related use. I have read the Chromebook User Guidelines and agree to abide by the terms and conditions of those guidelines. The terms and conditions of this agreement are subject to change.

I understand that violation of these guidelines may result in disciplinary action by the issuing administrative authority.

Student Signature: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____

Print Parent/Guardian Name: _____

Questions regarding this application may be directed to help@hfcSD.org or by calling 681-4357

Please sign and return by Friday September 13th to your homeroom teacher

Parent/Guardian Signature Form

This page must be returned to your homeroom teacher by the end of the first week of school. No special privileges will be given, including participation in extracurricular or athletic events, practices, or games until these signatures are on file. **Failure to sign and return this page by the end of the first full week of school will result in loss of privileges for the entire school year.**

Print Student's Name: _____

Grade: _____

Handbook Acknowledgement:

By signing below, we acknowledge that we have read the **Student Handbook** and the following documents included in the **Student Handbook**.

Attendance Policy

Academic Eligibility Policy

Extracurricular Activity and Interscholastic Athletic Guide

Student Internet and Electronic Use Agreement

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 Signature _____ Date _____

Please circle one choice (**I do, or I do not**) give permission for my student's photos to be published in relation with school events, activities, or accomplishments

I do give permission

I do not give permission

Office use only:

Date received by office: _____

Please return this form to your homeroom teacher by Friday September, 13th.

