

# Hudson Falls High School Handbook 2025-2026



Dear Students and Families,

Welcome to a new school year at Hudson Falls High School! We're excited to begin this journey together and look forward to the many opportunities, challenges, and successes ahead.

This handbook has been carefully prepared to guide you throughout the year. Inside, you'll find important information about our school's expectations, policies, programs, and resources – all designed to help create a positive, supportive, and productive learning environment.

At Hudson Falls, we believe in fostering a culture of respect, responsibility, and resilience. Whether you're joining us for the first time or returning to continue your journey, we encourage you to get involved, take ownership of your learning, and help strengthen our school community.

Please take time to review this handbook with your family. Understanding its contents will help ensure a smooth, successful, and fulfilling school year for everyone.

On behalf of our dedicated faculty and staff, I wish you a year filled with growth, discovery, and achievement. Let's work together to make this year our best one yet!

With warm regards,

Mrs. Jessica Hogan  
Principal, Hudson Falls High School

\*\*\*Please sign and return the last page of the handbook. All forms can be turned in to the Assistant Principal's Office.\*\*\*

## **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. Prendergast and Mr. Doody

### **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 graders 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. All students must **first report to the study hall** prior to leaving for any reason.

## Building Hours

The doors to the High School building will open in the morning by 7:20 a.m. **Any student remaining in the building after 2:30 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, **Yondr pouches** 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. If a student would like a locker, they must request one from Leitha Davis, in the Principal's Office. **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.

### **Bags**

To maintain a safe and orderly learning environment, students are expected to use only standard book bags or backpacks for carrying school supplies and materials. Students will be allowed, if they do not have a locker, to use a bookbag to bring materials from class to class. The use of belt bags, purses, small handbags, or similar items during school hours is discouraged. If a student brings such an item to school, administration may request that it be stored within the student's primary book bag.

Please be aware that all student belongings, including book bags, belt bags, purses, and small handbags, are subject to search by school administration and/or security personnel. These searches may be conducted when there is reasonable suspicion that a student has violated school rules or laws, in accordance with established legal guidelines.

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, the bag will be searched by security or an administrator. This is done to ensure the safety of students and staff. Parents will be notified if a bag is searched.

## 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.** If more than one student is found in a single stall restroom, disciplinary consequences will occur. Security will be monitoring the restrooms routinely.

## Cafeteria

The school cafeteria serves breakfast from 7:30 through 8:00 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.
- Students should not eat lunch in a teacher's classroom, unless it is pre approved by administration.
- The NHS table outside of the auditorium and the counter adjacent to the library are exclusively for NHS members.

**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.

## Snacks

There has been an increase of students bringing food in for classmates to celebrate occasions or simply as a good gesture. While we don't want to discourage students/parents for these good deeds, The Hudson Falls CSD has an allergy and snack procedure that is in place to maintain a safe environment for students and staff with food allergies. All allergens for a specific product need to be vetted within the office of Nutrition Services and/or the school nurse.

## 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.

### Public Displays of Affection

As a school community, it is important that we maintain a learning environment that is respectful, safe, and inclusive for all students and staff. In order to achieve this, we ask that students refrain from engaging in public displays of affection (PDA) while on school grounds.

PDA refers to any physical contact between individuals that may be considered intimate or romantic in nature, such as prolonged hugging, kissing, or touching. While we understand that it is natural for students to develop close relationships, it is important to maintain appropriate boundaries and save these expressions for outside of school. Our guidelines on PDA are designed to create a positive, focused, and comfortable learning environment for everyone.

## 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.

**Blankets are not to be used in the building, during the school day.** While no climate is one size fits all, the High School is kept at a reasonable temperature and those who may get cold should wear appropriate clothing and or

bring additional clothing to suit their needs. If a student unexpectedly becomes cold and does not have appropriate warm clothing they may also stop at the Care Center where they may be able to find a sweatshirt, long sleeved shirt or jacket to use. Unfortunately, all students carrying or using blankets will be asked to put them away.

## **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.

## **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 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% \*\*\* Regents grades will not be calculated into the student grade. \*\*\*

## 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



## Credit Recovery

Hudson Falls High School may offer online course work to supplement in person instruction. We believe that in person courses offered during the school year and during summer school are better educational options for students. The principal has the discretion to allow credit recovery, after all other academic alternatives have been exhausted.

## 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

Quarter	Progress Report Ends	Marking Period Ends
1	10/3/2025	11/7/2025
2	12/12/2025	1/23/2026
3	2/27/2026	4/2/2026
4	5/8/2026	6/16/2026

- **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 may 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 take the 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.

## Major Life Event Exemption

Students facing significant life challenges can be eligible for exemptions from certain diploma assessment requirements due to major life events. Students must complete an application, have it reviewed by the Superintendent of schools and receive a letter from the Superintendent's office in order to obtain the MLE exemption.

## 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 meeting will be requested with the family and the student. Regardless of parent/student attendance at the meeting a meeting will occur. If deemed appropriate, 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. **The locker rooms will not be used for changing into athletic clothes.** Therefore, it is important that on days when the student has PE, they wear appropriate attire.

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.



Any student who is not able to participate in PE due to medical restrictions will be required to submit proper documentation to the nurse's office. Additionally, the student will be required to see the course instructor and refer to the syllabus to determine what can be done to account for missed physical education classes.

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



## 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. Students will not be able to leave the dance early. If they wish to do so, parent contact must be made. An administrator, security or an SRO will call the parents/guardians to obtain permission.
2. All bags will be checked upon arrival to the dance.
3. 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.
4. All dances will be held in the gymnasium. The Junior Prom may be an exception to this rule.
5. 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.
6. Families will be required to pick their students up at the conclusion of the dance. If a parent/guardian is more than 15 minutes late it is the administrator's decision to revoke the student attendance at the next school dance.
7. All school rules are in effect.

## Prom

Prom is a special dance, usually held in the spring, that students look forward to attending during their Junior year of high school. Being a Junior is defined as having completed a minimum of 10 credits, but has not taken more than 15 credits.

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 absences** from school during the 2025-2026 school year
- have received **NO MORE than 5 days of Out of School Suspension (OSS)** at any time during the 2025-2026 school year
- have received **NO MORE than 5 days of In-School Suspension (ISS)** during the 2025-2026 school year

If a student has exceeded the criteria above, they will be required to meet with the building principal to determine Prom eligibility. **All prom contracts will be written and adhered to no later than 2/27/2026.**

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.
- **Tiger Time:** Students may be assigned to Tiger Time with a teacher for disciplinary consequences. Tiger Time will be from 2:00-2:25. Students will stay with a specific teacher during this time. Students will not have access to their personal electronic devices during this time. All students will be required to use the school district assigned Yondr pouch.
- **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 and have a quiet lunch. Students will not have access to their personal electronic devices during this time. All students will be required to use the school district assigned Yondr pouch. 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 will not have access to their personal electronic devices during this time. All students will be required to use the school district assigned Yondr pouch. Students in need of transportation are welcome to sign up for the late bus, in the Assistant Principal's office, 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 (2:00 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 will not have access to their personal electronic devices during this time. All students will be required to use the school district assigned Yondr pouch.

- 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.
  - Students will not have access to their personal electronic devices during this time. All students will be required to use the school district assigned Yondr pouch.
- **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 any Internet Connected Device Policy:

To foster a focused and distraction-free learning environment, support academic integrity, and encourage student engagement, all students will be required to power off their personal electronic devices and secure them in a Yondr Pouch during school hours. This policy applies to cell phones, smartwatches, earbuds, and headphones.

What is the Hudson Falls High School procedure for 2025-2026?

Students are not allowed to use their phones during the school day, which is 7:30-2:25 (including Tiger Time). Electronic devices include: personal phones, smart watches, bluetooth earphones, tablets, as well as any personal laptop device, etc.

- As students enter the building they will be asked to turn their phone off or place the phone in airplane mode and place it into a Yondr pouch. The pouch will be locked upon arrival and as students exit the building, they will be unlocked.

What about staff?	A velcro pouch will be available for teacher and staff use. All teachers and staff will be encouraged to model responsible cell phone use for students. At times, they will have to use their phones for professional reasons such as two factor authentication.
What if the student forgets his/her pouch?	Students will be asked to keep their phone in the assistant principal's office for the day. They will be able to retrieve the phone at the completion of the school day.
What if a student violates the HFHS Cell Phone Procedure?	<ol style="list-style-type: none"> <li>1. If any mobile device is seen during the school day, the student will be required to bring the phone to the main office. The phone will be placed in an envelope with the students name and securely put in a bin. The student will receive a referral and a student conference will occur.</li> <li>2. If there is a second incident of any device seen during the school day, the student will be required to bring the phone to the main office. The phone will be placed in an envelope with the students name and securely put in a bin. The student will receive a referral and 1 lunch detention. Parents/guardians may be required to pick up the phone from the building.</li> <li>3. If there is a third incident of any device seen outside of a pouch during the school day, the student will be required to bring the phone to the main office. The phone will be placed in an envelope with the students name and securely put in a bin. The student will receive a referral, 1 after school detention, and a parent meeting will be scheduled.</li> <li>4. If there is a third incident of any device seen outside of a pouch during the school day, bring the phone to the main office. The phone will be placed in an envelope with the students name and put securely in a bin. The student will receive a referral and 2 after school detentions. As well as being required to turn their phone into the office each day for 2 weeks. Parents/guardians will be required to pick up the phone from the building.</li> <li>5. If there is a fourth incident of any device seen outside of a locker during the school day, the student will be required to bring the phone to the main office. The phone will be placed in an envelope with the students name and put securely in a bin. The student will receive a referral and 2 after school detentions. As well as being required to turn their phone into the office for 3 weeks. Parents/guardians will be required to pick up the phone from the building.</li> <li>6. Failure to comply with this district policy may result in additional behavior consequences as noted in the Student Handbook. As well, consequences may be modified at the administration's discretion.</li> </ol> <p><b>Any outside unlocking devices (not provided by the school) are NOT allowed. If in possession of an outside device within the building students will be subject to consequences.</b></p> <p><b>Any intentional damage done to pouches will bring consequences.</b></p>
What if I need to	<ul style="list-style-type: none"> <li>• In the case of a family emergency, you can contact the High School. Staff will assist in</li> </ul>

contact my child during the school day, or if they need to contact me?	<p>dismissing your student or getting a message to them.</p> <ul style="list-style-type: none"> <li>For communication with your student, that is not considered an emergency, you can utilize your student's Hudson Falls email. Students are expected to have their Chromebooks with them, and completely charged, for each class.</li> <li>If your student has an emergency at school, you will be contacted directly by High School staff.</li> </ul>
What if there is an emergency at school?	In the case of an emergency at school, every classroom has a phone, and any staff or student can dial 911 from those phones. Law enforcement recommends this method, as many students calling 911 from their cell phones overwhelms the 911 call center and slows response time.
What if my child needs their phone for medical reasons?	<ul style="list-style-type: none"> <li>The district has an application process for a medical exemption - this is granted on a case by case basis where access to the device is necessary for medical tracking. Students, families and the physician will need to complete a medical exemption application.</li> <li>When it is returned, our school physician will review and determine if a medical exemption is appropriate.</li> <li>Students will still be required to use Yondr, however they will have a pouch with a velcro closure.</li> </ul>
What if a student does not comply or damages the locked case to access their phone?	Students who are found to unlock the pouches, cause damage to the pouch, or use an alternate phone will be subject to disciplinary action. Additionally, students and/or families will be financially responsible (\$30) for replacing the Yondr pouch.
What if a student enjoys listening to music during their free time or study halls?	Students who listen to music during the school day will still be allowed to do so (pending teacher approval). They will utilize their Chromebook and personal (non-bluetooth) headphones.

### Entering School Expectations

- Phones must be powered down or put on airplane mode. Phones, earbuds and smartwatches must also be secured in pouches as soon as students arrive. Personal tech such as tablets, laptops, and large headphones are not permitted.
- When students walk into the building, they must hold up their locked pouches UPSIDE down to verify compliance.
  - If a student claims they don't have their phone, remind them of the consequences if a phone is seen during the school day.
  - If a student does not have a pouch, but has their phone, they must turn their phone into the main office to be stored in an envelope. It can be picked up at the end of the school day.

## Departing School Procedures

- When students leave the building, security and administration will unlock the pouches as the students exit the building. If the students are staying for tiger time, they will unlock prior to their departure.
- Security guards and administration will stand by the doors with magnets to open pouches for students (2 entrances in the front and the 3 in the back)
- Additional release magnets are located:
  - On the exterior of the middle school building (2 total) if students forget to unlock them on their way out.
  - In the main office and the front main entrance vestibule.

## Cell Phone Misuse - Progressive Measures

1. If any mobile device is seen during the school day, the student will be required to bring the phone to the main office. The phone will be placed in an envelope with the students name and securely put in a bin. The phone will remain in the office for the remainder of the day. The student will receive a referral and a student conference will occur.
2. If there is a second incident of any device seen during the school day, the student will be required to bring the phone to the assistant principal's office. The phone will be placed in an envelope with the students name and securely put in a bin. The phone will remain in the office for the remainder of the day. The student will receive a referral and 1 detention. Parents/guardians may be required to pick up the phone from the building.
3. If there is a third incident of any device seen outside of a pouch during the school day, bring the phone to the assistant principal's office. The phone will be placed in an envelope with the students name and put securely in a bin. The phone will remain in the office and the student's parent/guardian will be required to pick up the phone from the building. The student will receive a referral and 2 after school detentions. As well as being required to turn their phone into the office each day for 2 weeks.
4. If there is a fourth incident of any device seen outside of a locker during the school day, the student will be required to bring the phone to the assistant principal's office. The phone will be placed in an envelope with the students name and put securely in a bin. The phone will remain in the office for the remainder of the day and parents/guardians will be required to pick up the phone from the building. The student will receive a referral and ISS will be assigned. Additionally, the student will be required to turn their phone into the office for 3 weeks..
5. Failure to comply with this district policy may result in additional behavior consequences as noted in the Student Handbook. As well, consequences may be modified at the administration's discretion.

**Any outside unlocking devices (not provided by the school) are NOT allowed.**

**If in possession of an outside device within the building students will be subject to consequences.**

**Any intentional damage done to pouches will bring consequences.**

## **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. Hogan, Mr. Prendergast and Mr. Doody -- 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. All visitors in the building will be required to wear a **YELLOW** visitor lanyard.



## **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.

## **Wheeled Personal Devices (manual or motor)**

All bikes, scooters, skateboards, and other wheeled devices—whether manually operated or motorized—must be walked while on school property.

Failure to comply with this expectation may be considered insubordination and could result in disciplinary action, including a temporary or permanent ban from bringing wheeled devices onto campus.

## **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 front entry 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 main 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 assistant principals. 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.
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## Discipline Matrix Attached

## High School Discipline

Offense	Verbal Warning (done within the setting)	Parent Contact	Extra Curricular Supervisor Notified	Lunch Detention	Assigned Tiger Time	Loss of privileges	After School Detention	ISS	OSS	Other	Explanation
Assembly Disturbances	X	X				X	X	X			Removal from assembly 1st: 1 after school detention 2nd: 1 day ISS
Cafeteria Misconduct	X	X		X		X				X	Parent contact required. 1st: reprimand & redirect and community ser. 2nd: lunch detention 2 days (or more) 3rd: removal from cafeteria
Cheating/Plagiarism/Forgery	X	X	X	X			X	X			Parent contact required. 1st: Assigned Tiger Time 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 phone during the school day.		X	X	X		X	X	X		X	*** See last page for disciplinary consequences for phone use during the school day***
Classroom/Gym/Library Disruption/Disturbance	X	X				X	X	X			Parent contact and suspend privileges Progressive discipline includes <ul style="list-style-type: none"> <li>Removal from class, reprimand &amp; redirect, lunch detention, detention, ISS and OSS</li> </ul>
Chromebook Misuse	X	X				X					Parent Contact 1st: Loss of priv. from the internet for 2 weeks. 2nd: Loss of HFCSD username for 2 weeks, and then weekly admin checks on internet history.

Offense	Verbal Warning (done within the setting)	Parent Contact	Extra Curricular Supervisor Notified	Lunch Detention	Assigned Tiger Time	Loss of privileges	After School Detention	ISS	OSS	Other	Explanation
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				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.
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 (including verbal altercations that result in a disturbance to the school day)		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> <li>ISS can be replaced with OSS depending on severity</li> </ul> 1st: 2-5 days OSS 2nd: 2-5 days OSS 3rd: Superintendent Hearing
False Accusation(s)		X				X	X	X	X	X	1st: restorative + detention 2nd: restorative + ISS 3rd: restorative + OSS  *depending on severity
Insubordination	X	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, reprimand &amp; redirect, assigned Tiger Time lunch detention, detention, ISS and OSS</li> </ul>

Offense	Verbal Warning (done within the setting)	Parent Contact	Extra Curricular Supervisor Notified	Lunch Detention	Assigned Tiger Time	Loss of privileges	After School Detention	ISS	OSS	Other	Explanation
Leaving School Without Permission		X	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
Locker Misuse	X	X					X			X	1st: reprimand & redirect 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 are required to pick up medication or it is disp</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
Open Campus Late Arrival /Early Dismissal		X	X			X					If the student is involved in violent offenses / drugs / alcohol = loss of privileges for the remainder of the year.  5 or more referrals = 5 week loss of privilege
Use, possession or sale of nicotine or 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

Offense	Verbal Warning (done within the setting)	Parent Contact	Extra Curricular Supervisor Notified	Lunch Detention	Assigned Tiger Time	Loss of privileges	After School Detention	ISS	OSS	Other	Explanation
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
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 + restorative 2nd: 1-3 OSS + restorative 3rd: 4-5 OSS + restorative
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
Skipped Class *resets each quarter*		X	X	X		X	X				1st: Assigned Tiger Time 2nd: 2 detentions 3+: ISS
Tardy to school *resets each quarter*		X	X	X		X	X				5 = parent call home and conversation with student 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

Offense	Verbal Warning (done within the setting)	Parent Contact	Extra Curricular Supervisor Notified	Lunch Detention	Assigned Tiger Time	Loss of privileges	After School Detention	ISS	OSS	Other	Explanation
Theft		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	Parent contact required <ul style="list-style-type: none"> <li>law enforcement involvement may be necessary</li> </ul> 1st: Restorative / 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	Superintendent's hearing OSS 5 days Referral to Baywood
SSEC: Assault		X	X			X			X	X	Superintendent's hearing OSS 5 days Referral to Baywood <b>Police contact required</b>
SSEC: Weapons Possession		X	X			X			X	X	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	Superintendent's hearing OSS 5 days <b>Police contact may occur</b>
SSEC: Cyber bullying		X	X			X		X	X		1st offense: 1-3 ISS or OSS 2nd: 3-5 OSS Possible Sup. Hearing



Offense	Verbal Warning (done within the setting)	Parent Contact	Extra Curricular Supervisor Notified	Lunch Detention	Assigned Tiger Time	Loss of privileges	After School Detention	ISS	OSS	Other	Explanation
SSEC: Bomb Threat		X	X			X			X	X	Superintendent's hearing OSS 5 days <b>Police contact required</b>
SSEC: False Alarm		X	X			X			X	X	Superintendent's hearing OSS 5 days <b>Police contact may occur</b>
SSEC: Threat of School Violence		X	X			X			X	X	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	1st: 3-5 OSS (Superintendent's hearing) 2nd: 5 days OSS plus Superintendent's hearing
SSEC: use, possession or sale of alcohol		X	X			X			X	X	OSS 3-5 days Referral to Baywood

- 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.

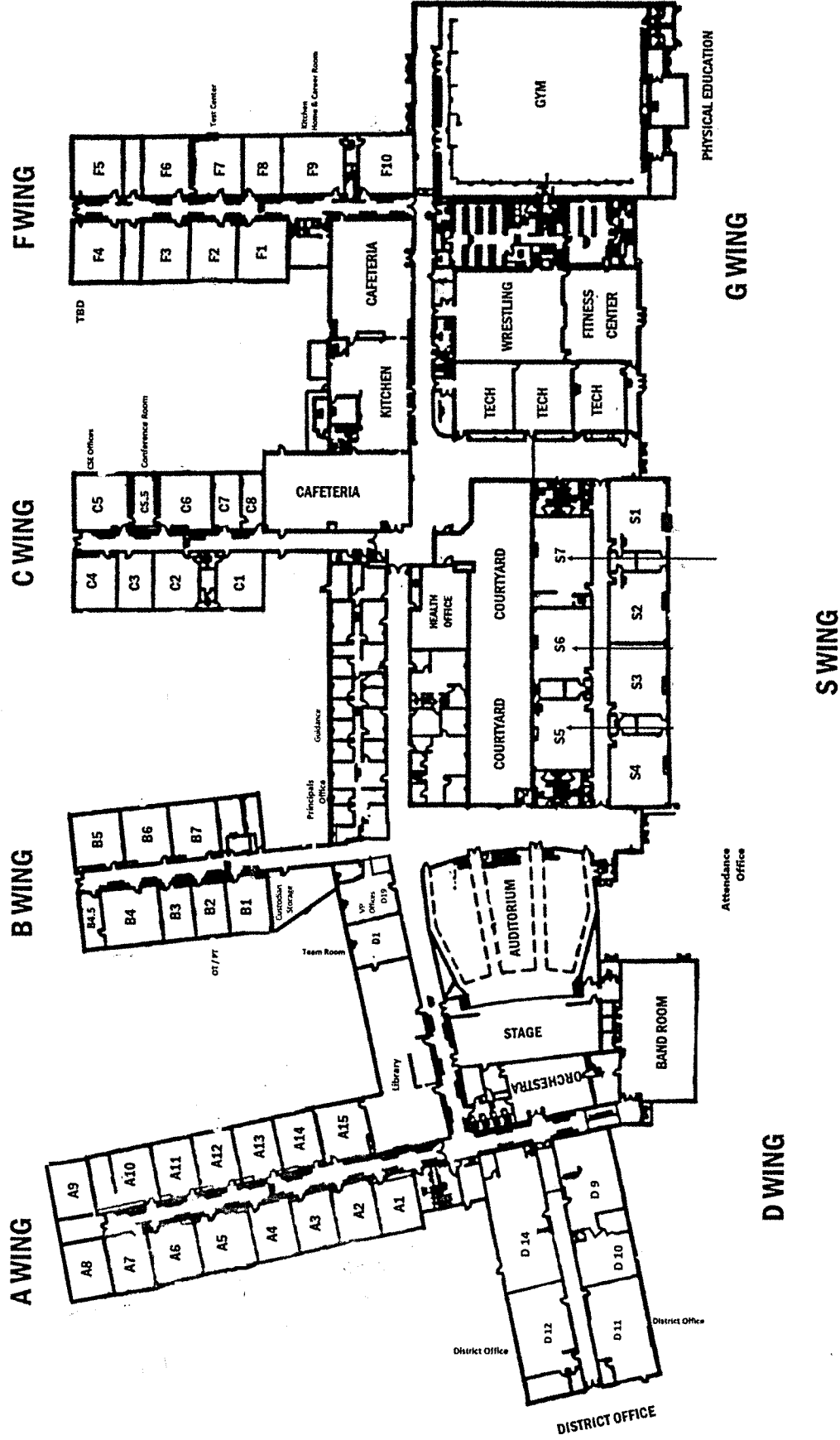


NORTH

# HUDSON FALLS HIGH SCHOOL

FRANKLIN STREET

2024-2025



EAST LABARGE ST PARKING LOT

Rev. 7/17/24

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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: \_\_\_\_\_



# HUDSON FALLS CENTRAL SCHOOL DISTRICT

## 2025-2026 CALENDAR



### Important Dates

September 1	Labor Day
September 2-3	Superintendent Conference Days
September 4	Classes Begin
October 13	Columbus Day/Indigenous Peoples' Day
November 10	<b>Emergency Release Day (15 minutes)</b>
November 11	Veterans Day
November 18-21	6th Grade PTC
November 26-28	Thanksgiving Recess
December 9-12	UPK-5 PTC
December 22-January 2	Holiday Recess
December 24 & 25	Christmas Eve & Christmas Day
January 1	New Years Day
January 5	Classes Resume
January 19	Martin Luther King, Jr. Day
January 20-23	Regents Testing Days
February 16	Presidents' Day
February 17	Lunar New Year
February 16-20	Mid-Winter Recess
March 13	Superintendent Conference Day
March 17-20	UPK-5 PTC
March 30-31 April 1-2	6th Grade PTC
April 3-10	Spring Recess
May 25	Memorial Day
June 9/10/17/18/22-26	Regents Testing Days
June 19	Juneteenth
June 26	Last Day of School
June 27	Graduation

SEPTEMBER 2025						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

OCTOBER 2025						
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26	27	28	29	30	31	

NOVEMBER 2025						
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16	17	18	19	20	21	22
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DECEMBER 2025						
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28	29	30	31			

JANUARY 2026						
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FEBRUARY 2026						
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MARCH 2026						
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22	23	24	25	26	27	28
29	30	31				

APRIL 2026						
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26	27	28	29	30		

MAY 2026						
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17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

JUNE 2026						
S	M	T	W	T	F	S
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14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				



### Symbols Key

- Classes Not in Session
- ◇ Classes Resume/ Last Day
- Superintendent Conference Day
- ⬡ PTC Day
- Regents Testing Days

### NUMBER OF SCHOOL DAYS

September	19	April	16
October	22	May	20
November	16	June	19
December	15	Total Pupil Days	182
January	19	Supt. Conf. Days	3
February	15	Total Days	185
March	21		

BOE Approved 2/11/2025