

Hudson Senior High School

Student Handbook

2021 – 2022



The BLUE AND GOLD

**Yes, blue and gold is the flag we love,
Let's cheer for Hudson High,
Come gather round and sing a song,
That mounts unto the sky,
All hail to the colors we cherish,
A pennon of blue and gold,
And hail to her sons and her daughters,
Sweetest mem'ries days unfold,
Our love for the never shall perish,
All study, staunch and bold,
We will fight for the right of old Hudson High and
the Blue and the Gold**

Hudson Senior High School
215 Harry Howard Avenue
Hudson, New York 12534
518 - 828-4132 Ext. 3100

THIS STUDENT HANDBOOK BELONGS TO:

Name: _____

Address: _____

City/Town: _____ **Zip Code:** _____

Telephone: _____

Grade: _____ **Homeroom: Blue** _____ **Gold** _____

Student I.D. #:

IN CASE OF EMERGENCY, CONTACT:

Name: _____

Relationship to student: _____

Telephone (home & cell): _____

Telephone (work): _____

**HUDSON CITY SCHOOL DISTRICT
2021-2022 CALENDAR**

September 6	Labor Day
September 7-8	Superintendent Conf. Day
September 9	First Day of Student Attendance
October 11	Columbus Day
November 10	Emergency Go Home Drill
November 11	Veterans' Day Observance
November 118	½ Day K-12
November 25-26	Thanksgiving Recess
December 9	½ Day K-12
December 24 - 31	Holiday Recess
January 3	Classes Resume
January 17	Martin Luther King, Jr. Day
January 25-28	Regents Days
February 21	Presidents' Day
February 22-25	Mid-Winter Recess
March 18	Superintendent Conf. Day
March 29-31	ELA Testing Window
April 15	Good Friday
April 18-22	Spring Recess (See TM notes below)
April 26-28	Math Testing Window
May 26-27	Tentative Pupil Days (See TR notes below)
May 30	Memorial Day
May 31	Tentative Pupil Day Days (See TR notes below)
June 15-17	Regents Exams
June 20	Juneteenth
June 22-24	½ Day Grades K - 8
June 24	Last Day of Attendance
June 24	Graduation Day

***Notes:**

If not all emg. closing days are used, **Tentative Return** days will be returned in this order: **May 27, 26, 31,**

If more than 3 emg. closing days are used, **Tentative Make Up** days will be made up in this order: **Apr. 22, 21, 20**

BELL SCHEDULE 2021 – 2022



Attendance 8:00 - 8:05 ~ Pledge of Allegiance: 8:07

"A" Lunch Schedule

Period 1	8:05 – 8:56
Period 2	9:00 – 9:40
Period 3	9:44 – 10:24
Period 4	10:28 – 11:08
<u>Period 5</u>	<u>11:12 – 11:42</u>
Period 6	11:46 – 12:26
Period 7	12:40 – 1:10
Period 8	1:14 – 1:54
Period 9	1:57 – 2:37

"B" Lunch Schedule

Period 1	8:05 – 8:56
Period 2	9:00 – 9:40
Period 3	9:44 – 10:24
Period 4	10:28 – 11:08
Period 5	11:12 – 11:52
Period 6	11:56 – 12:36
<u>Period 7</u>	<u>12:40 – 1:10</u>
Period 8	1:14 – 1:54
Period 9	1:57 – 2:37

2021-2022

Two Hour Delay Schedule

DELAY SCHEDULES A & B WILL ALTERNATE SO THAT TWO HOUR DELAYS WILL NOT HAVE A CONTINUOUS NEGATIVE IMPACT ON THE SAME COURSES.

SCHEDULE A

Period 1 10:05 - 10:40

Period 2 10:43 - 11:10

SCHEDULE B

Period 3 10:05 - 10:40

Period 4 10:43 - 11:10

A Lunch, and 5th Period will begin at 11:12AM AND THE REGULAR DAY WILL FOLLOW.

PREFACE

As a reflection of a democratic society, a school system has many responsibilities to the community which provides its support. Not the least of these should be the development of an understanding and appreciation for our representative form of government, the rights and responsibilities of the individual in the procedures whereby necessary changes are brought about.

A public school system derives its special civil authority from the people through their government. In the United States, government has always been based upon rule of law which, in turn, is founded upon respect for the dignity of the individual. In order to promote better understanding among all members of the school community, including students, faculty, administrators and parents, it is appropriate that a statement of educational responsibilities and rights be set forth.

Equity and balance should always be present in our school, and this can be accomplished only when the rights of students are equitably balanced by the responsibilities on which those rights are based. Students are responsible for the way they exercise their rights, and they must accept the consequences of their actions and recognize the boundaries of their individual liberties. Each exercise of an individual's rights must demonstrate respect for the rights of others. To achieve the goal of a democratic society, the staff, students and parents must work cooperatively to avoid the extremes of regimentation on the one hand and anarchy on the other. Students at Hudson Senior High School have the right to an education, but this is not an absolute right. It is qualified first by eligibility requirements and, second, by performance requirements. The school must be concerned with the individual and his welfare, but in working with the individual, the school must also be concerned with the welfare of the entire student body.

The rules and standards set forth in this handbook apply to conduct on school premises and school buses, conduct involving school property, and to conduct off school premises which directly affects other students of Hudson Senior High School. No handbook can define all types of aspects of student behavior. However, this handbook can and does serve as a valuable aid in helping students conduct themselves in a proper manner as good and active citizens of our school community. It is the responsibility of every student to be familiar with and abide by the policies, rules and regulations contained in this handbook.

The Hudson City School District hereby advises students, parents, employees and the general public that it offers employment and educational opportunities, including vocational education opportunities, without regard to sex, race, color, national origin or handicap.

SECTION I GENERAL INFORMATION

A. Announcements

Whenever possible, no announcements will be made over the public address system. If you wish to have announcements made regarding school activities, you must have the material approved by the principal to be broadcast on the Bluehawk News shown on the school's closed circuit television. Display posters must also be approved by the Principal. Such posters must be removed the day after the scheduled event.

B. Assemblies

There may be assemblies scheduled throughout the school year. Students should do their best to make visitors and performers feel welcome. Students should be attentive and respectful. Acceptance and pleasure can be shown by applause. Students are to sit in their assigned seats. Due to the ongoing pandemic, the District will hold assemblies while adhering to the 2021-2022 District Safety Plan.

C. Attendance Policy

Effective July 1, 2003, every district in the state must have a district-wide attendance policy. The purpose of the policy is to stress the importance of good attendance as vital to instruction and classroom participation. In addition, the state stresses the need for accurate record keeping of all children at instruction as well as the need to develop ways to improve attendance. The following list of Excused Absences has been determined by the school as appropriate reasons for being absent from school or tardy:

1. Personal Illness
2. Sickness or death in family
3. Medical Appointments
4. Court Appearances
5. Religious Observance
6. Quarantine
7. Supervised Education Project-Supervised Scheduled Athletic Event (Authorized release form/permission slip constitutes excused)
8. Approved cooperative work program
9. Military Obligation/Pre-approved appointments with recruiter documentation with follow-up attendance documentation
10. Pre-approved college visits
11. Any other absence excused at the discretion of the Superintendent

If a student is absent, the parent or guardian must send a note or documentation within three (3) school days of his/her return to school.

The note must include the student's full name, the date(s) absent, and the reason for

the absence. The Principal may require a doctor's excuse for extended absences. Excuses such as haircut, shopping, vacation, oversleeping, or car trouble are not acceptable and will be listed as unexcused.

Consequences for Unexcused Absences:

At Hudson Senior High School, more than sixteen (32) unexcused absences from a full year course or more than eight (16) unexcused absences from a ½ year course will result in loss of course credit and will be ineligible to attend Summer School. 9 or more unexcused absences from Physical Education class in a semester will result in loss of Physical Education credit.

The district has implemented a credit recovery program for students who have exceeded the maximum number of unexcused absences. An appointment should be made with an administrator for further details.

ALL DOCUMENTATION FOR EXCUSED ABSENCES MUST BE IN WRITING AND RECEIVED WITHIN 3 DAYS OF THE ABSENCE.

D. Cellphones and other Electronic of Communication Devices

The Hudson City School District recognizes that the use of cell phones and other electronic communication devices is a regular part of the lives of our students and their families. It is important, however, that we work together to balance this with the safety and well-being of all students while on the school campus, as well as ensure that we preserve the integrity of our academic and instructional environments. Prior to 8:00 a.m. and after dismissal students are permitted to use cell phones in the school building, except in the event of an emergency (i.e. fire alarm, evacuation, lockdown).

During the instructional day, students in grades 9-12 may only use cell phones in the following designated areas:

- In the cafeteria, or associated outdoor areas, during the student's assigned lunch period only.
- In the hallways during the change of classes, so long as the use of the device does not result in a student arriving late to her/his class.

While in the above locations, it is expected that a student will not use a cell phone or other electronic communication device to contact other students who are in an instructional environment.

Cell phone use at the middle school level is restricted to outside of the instructional day. Cell phones and other electronic communication devices are prohibited from being used in the classrooms, media center, computer labs, or any other learning environment without the explicit permission of the teacher or staff member supervising such an area. The supervising staff member for each of the above areas will share with students their expectations with regards to the use of these devices at the beginning of the school year.

Wireless communication devices with photographic capabilities are prohibited from being used for the purpose of taking photographs or recording images during the school day, unless proper authorization has been provided.

Students who use such devices to record or take pictures of any argument, fight, or other altercation in the school environment will be subject to disciplinary action, up to and including placement in ISS and/or out-of-school suspension.

Teachers and staff members shall use their discretion to permit students to use cell phones at any time during the school day, under direct supervision, if use of the cell phone is necessary and appropriate. **See COVID -19 Addendum #15**

E. Corridor Conduct

Students have 3/4 minutes between periods to pass from one class to the next. THIS ALLOWS SUFFICIENT TIME FOR ALL STUDENTS TO ARRIVE AT THEIR NEXT CLASS ON TIME provided that they maintain good order in the corridors and on the stairways, and pass PROMPTLY from class to class without loitering.

Running, pushing, shouting, scuffling or any other form of disturbance in the corridors is inappropriate and will be dealt with accordingly. When passing in the hall or using the stairs, keep to the right. **See COVID -19 Addendum #5**

F. Dances/Activity Night

Dances at Hudson High can be a most enjoyable activity. Please keep in mind that they are a privilege and are restricted to Hudson Senior High School students.

However, any HHS student in good standing may bring one guest of high school age approved by the Associate Principal. (In most cases there will be a sign-up sheet for the pre-registration of such guests). Once at the dance students and guests will not be allowed to return to the dance if they leave, even if they are willing to pay for a second ticket. All tickets for the dances must be prepaid and ID may be required at the door. Suggestive dancing is not allowed. **Due to covid restrictions, the District will consider dances and activity nights later in the school year.**

G. 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 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 accessories shall:

1. Be safe, appropriate, and not disrupt or interfere with the educational process.
2. Recognize that extremely revealing clothing, which in any way exposes any undergarments, cleavage of any kind, and exposed midriffs are not appropriate. This would include but not be limited to mini-skirts & short shorts (**finger tip rule applies**), drooping pants, tube/halter tops, etc.
3. Include footwear at all times. Footwear that is deemed a safety hazard will not be allowed.
4. Not include items that are vulgar, obscene, libelous, or denigrate to others on account of race, color, religion, creed, national origin, gender, sexual orientation or disability.
5. Not include headwear in the school building except for a medical or religious purpose.

6. Not promote and/or endorse the illegal use of alcohol, tobacco or illegal drugs and/or encourage other illegal or violent activities.
7. Not denote or represent gang affiliation such as bandanas, beads, jewelry or other indicators and/or symbols intended expressly so.
8. Masks should have at least two layers of material (e.g. 2-ply). Acceptable masks include but are not limited to cloth-based masks (e.g., homemade sewn, quick cut,), and surgical masks that cover both the mouth and nose. Halloween masks, masks that fit inappropriately and masks that cause a distraction/disruption to the learning process will not be allowed.

Special occasions such as graduation, concerts, National Honor Society inductions, etc. will require more formal attire. Parents will be notified of specific standards prior to the event. 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 assignment to in-school suspension for the day. Any student who repeatedly fails to comply with the dress code shall be subject to further discipline up to and including out-of-school suspension. When appropriate, a referral will be made to the student's counselor for follow-up.

H. Drug Policy

Introduction:

The Board of Education of the Hudson City School District is committed to the prevention of alcohol, tobacco, and other substance use/abuse. This policy describes the philosophy of the District and the program elements the District will use to promote healthy lifestyles for its students and staff and to inhibit the use/abuse of alcohol, tobacco, and other substances. The Board would like to make it clear that this is a general district policy, which is the basic concept within which the district should function. Procedures for the implementation of these concepts should be developed or redefined at the building or department level when possible.

No person may use, possess, sell or distribute alcohol, tobacco, or other substances, nor may use or possess drug paraphernalia on school grounds or at school-sponsored events, except legal drugs as prescribed by a physician.

Legal drugs as prescribed by a physician for a student must be dispensed as mandated by the "Requirements for Administration of Internal Medication", that is, through the office of the School Nurse.

The terms "alcohol and other substances" shall be construed throughout this policy to refer to the use of all substances including, but not limited to, alcohol, tobacco, inhalants, marijuana, cocaine, LSD, PCP, amphetamines, heroin, steroids, look a-likes, and any of those substances commonly referred to as "designer drugs." The appropriate use of prescription and over-the-counter drugs shall be prohibited. Additionally, the following persons shall be prohibited from entering school grounds or school-sponsored events: any person exhibiting behavior, conduct, or personal or physical characteristics indicative of having used or consumed alcohol or other substances.

The Hudson City School District is a Drug Free Zone. Which means a zone exists establishing a zone 1,000 feet from the District's property line proper, outward in all directions. Persons involved in illegal drug activity face a doubling of any penal laws.

Philosophy: The district will use the following principles as guides for the development of its substance use/abuse prevention efforts and for any disciplinary measures related to alcohol and other substances.

- a. Alcohol and other substances use/abuse inhibits the district from carrying out its major goal of facilitating the development of each student to enable her/him to reach her/his fullest potential as a human being, and to prepare each student to function effectively in a changing society.
- b. Positive alternatives to alcohol and other substances use/abuse, such as peer leadership programs, service projects, and recreational and extra-curricular activities, will be planned collaboratively by students, school staff, parents, community members and agencies.

Discipline Roles/Responsibilities:

Disciplinary measures for students found to have used or to be using, in possession of, selling, or distributing alcohol and/or other substances and for students possessing drug paraphernalia are outlined in the District's policy on Student Rights and Responsibilities. Similar disciplinary measures for District staff are addressed in Education Law 1711(5)(e), 2508(5), 3020-a 913. **See COVID -19 Addendum #18**

Students who are disciplined for any of these infractions will be mandated to the intervention services established by this policy, or, in the case of District staff, will be referred to employee assistance.

1. All students in each building will be given a Student Handbook which outlines the Standards of Conduct and sanctions for said conduct.
2. A Student Information Handbook will be sent to all parents of school children in the District.
3. All School personnel will be given a District Drug Policy which outlines Standards of Conduct and sanctions for said conduct.
4. All of the above handbooks will include the statement that the compliance with required standards of conduct is mandatory.
5. **See COVID -19 Addendum #18**

I. Dues

Each student is expected to pay annual class dues. These funds are applied directly to a number of student services and publications.

J. Extracurricular Activities

Hudson High offers a wide range of opportunities for students to participate in stimulating, worthwhile programs. Every student should make an effort to become an active member in at least one school organization, sport, or class fund activity. Some examples of these are the "Bluehawk" athletic teams, the Blue & Gold (yearbook),

Varsity Club, GSA, Music-related clubs (Stage Band and Vocal Ensemble, National Honor Society, Owl(student Newspaper), and the Student Council. See COVID -19 Addendum #13

K. Fire Drills

1. The fire alarm is a continuous high pitched tone which is very different from the usual class tones. When it rings all students will move rapidly to the exits designated for the rooms in which they are located.
2. There must be no talking or other unnecessary noise during fire drills. This will enable officials to give emergency instructions for changes in routes in case any regular exits are blocked.
3. Upon leaving the building students should move to their designated areas and remain there while the roll is taken and until told to return to class.
4. See COVID -19 Addendum #11

L. First Day of School

1. It is strongly suggested that all students come to school on the opening day prepared for class. All teachers require pens, pencils and paper to be brought to class at all times as a minimum. On the first day “course-specific” materials will be discussed in each class.
2. It is of the utmost importance that on opening day each student has in his/her possession the following items of information:
 - a. Name and telephone number of the parent/guardian’s place of employment. (If both parents/guardians work, bring information for both of them.
 - b. Name and telephone number of the person (other than parent/guardian) to be called in case of an emergency.
 - c. Location of home described specifically.
Example: 1 mile east of Hudson on Route 66
Example: Warren Street - 1 block above 4th Street
 - d. Exact Address

M. Health-related items

1. A student unable to show proof of having had the following immunizations must be excluded from school:
 - a. 3 or more doses of diphtheria toxoid
 - b. 1 dose of Tdap starting grade 6
 - c. 3 or more doses of oral polio vaccine
 - d. 2 dose each of measles, mumps, and rubella vaccines (given after 12 months of age)
 - e. 3 Hepatitis B
 - f. Meningococcal vaccine 1 dose by grade 7 or 2 doses in 12th grade or 1 dose if the student has proof of a previous dose received on or after their 16th birthday
2. All students are required to participate in Physical Education class. If a student

is medically unable to participate in some or all physical activities, he/she must have a doctor's excuse on file with the School Nurse. (Students with medical excuses must complete an alternate assignment(s) in order to earn class credit.)

3. New York State education laws require a physician's written order and the parent/guardian's authorization for school personnel to administer medication in school. The medicine must be delivered directly to the School Nurse by the parent. If it is necessary for a student to take medicine in school, the "Authorization for Administration of Medicines by School Personnel" form must be completed and brought to the Health Office.
4. Physicals for interscholastic sports and for working papers are scheduled at specific times during the school year. See the School Nurse if such a physical is needed. Physicals are also required for all 10th graders and for those students entering the district. Students in these categories who have not presented proof of having had a physical by their private doctor will be scheduled for a physical by the school physician.

N. Leaving the Building During School Hours/Out of Bounds

No students are to leave school property once they arrive at school without permission from the Associate Principal or by following the proper procedure for signing out. After the fact, excuses from parents are not acceptable and will not excuse students from the normal consequences. The consequence for this may lead to a bus suspension or out of school suspension. Repeated instances will result in more severe penalties.

Students that are found in any areas other than approved designated areas are considered **out of bounds**. Consequences for out of bounds may lead to PM detentions. Repeated instances will result in more severe penalties.

O. Library

The library is for working with and reading library materials. Hours of operation are 8:00 a.m. until 2:33 p.m. Students may borrow books for two weeks with renewal privileges. No reference works may be taken from the library. Students are responsible for lost or damaged library books and magazines, furniture and equipment. Any student misusing the library may be barred from its use until he/she can prove himself/herself responsible. Other disciplinary action may result.

P. Lockers (School & Physical Education)/Desks/Other School Storage

The rules in this Code of Conduct regarding searches of students and their belongings do not apply to student lockers, desks and other school storage places. Students have no reasonable expectation of privacy with respect to these places and school officials retain complete control over them. This means that student lockers, desks and other school storage places may be subject to search at any time by school officials, without prior notice to students and without their consent. (See also Sec. II D).

Lockers are provided for the students' personal use. Lockers and locker combinations

are assigned during the first day of classes. Keep your combination a secret. Keep your locker clean and orderly. Do not share lockers. Keep your possessions locked at all times. The school cannot be responsible for articles found missing from lockers. If the locker does not work properly or if you forget your combination, you can receive assistance at the Associate Principal's office in Room 29. (See also Sec. Z. Textbooks).

Q. Breakfast/Lunch

1. Each day the cafeteria serves a complete, nutritious breakfast and lunch at no cost. For students who do not want the complete meal, a-la-carte menu of breakfast items, as well as soups, sandwiches, and desserts at lunch time.
2. There is to be no horseplay, shouting, throwing of food or popping of milk or other type containers at any time. Waste materials should be placed in the proper receptacle. Students are expected to clean up after themselves.
3. **Hudson Senior High School has a closed lunch policy and, as such, students may not leave school grounds during lunch period.**
4. When weather and student behavior permits, students may go outside the building where they are expected to stay in the general vicinity of the designated areas. In no case are lunch students to be in or outside of the academic class section of the building as this could easily disturb those classes in progress. (See Section EE. Out of Bounds)

FOOD DELIVERIES WILL NOT BE ALLOWED AT THE SCHOOL BY BUSINESS OR OTHERS.

ALL FOOD AND DRINK ARE TO BE CONSUMED IN THE CAFETERIA ONLY.

BEVERAGES AND/OR FOOD ITEMS ARE NOT ALLOWED IN THE ACADEMIC AREA OF THE SCHOOL.

R. National Honor Society

A national organization which recognizes academic excellence, leadership, service and character. To be eligible for membership, sophomores, juniors, and seniors must have a cumulative average of 87%. Candidates must also meet high standards of leadership, service and character. Potential members are evaluated by the 5 member faculty council asked to complete forms indicating their interests and qualifications for membership. Induction takes place in May. Members must maintain those standards upon which they were inducted.

S. Public Display of Affection

Intimate behavior in public is not considered to be in good taste, and is detrimental to the reputation of the students involved. This type of behavior may be offensive to others and is totally inappropriate for Hudson Senior High School students. Disciplinary actions from reprimand to notification of parents are possible.

T. Scholastic Evaluation/Summer School/Class Ranking

Generally student classroom progress will be computed after the following: aspects of performance have been taken into consideration; promptness, neatness, and thoroughness of all assignments and special projects, written or oral. These aspects combined with daily or periodic tests, classroom contribution, participation, and discussion weigh heavily in determining a student's grade. A student's efforts in relation to his/her ability (which should be interpreted as the student working to the very best of his/her ability) is basic in determining the student's progress. The final course grade is determined by adding the four quarterly grades plus a fifth grade consisting of a combination midterm (6.67%)/final exam (13.33%) Sixty-five percent or over on this final average is the basis for credit in a course.

1. In the following subject areas a "P" for pass or "F" for no pass may be given in place of numerical grade. AIS.
2. **Progress Report:** Midway through each marking period (5th week) the Interim Progress Report(s) is (are) sent home indicating student achievement. Teachers may also send progress reports at any other time deemed necessary.
3. **Report Card:** Students receive evaluative reports four times a year showing success or failure in their courses of study.
4. Academic recognition is given at the end of each quarter. In order to qualify for High Honor Rank the overall average for the quarter must be at least 90% with no mark lower than 80%. In order to qualify for Honor Rank a student's overall average for the quarter must be at least 85% with no mark lower than 75%. For Merit Rank the overall average for the quarter must be at least 80% with no mark lower than 70%. (In all three cases a student must receive a "P" grade in all of the above mentioned "P/F" graded courses.)
5. **Extra Help:** Teachers are available for extra help after school Monday-Thursday and during Study Halls. If a student is having difficulty, he/she should make an appointment to see the teacher as soon as possible. Add/Drop of Courses: No course will be changed during the two weeks of a semester, except in those cases involving a computer error in scheduling. Courses may be added or dropped without penalty until the end of the second full week of the course. After that time, WP (Withdraw Passing) or WF (Withdraw Failing) will be recorded on the student's transcript. No withdrawal will be permitted after the first report card for semester courses or after the end of the first semester for year-long courses. In all cases, appropriate paperwork including parent, teacher, counselor, and administrator signatures must be submitted before withdrawal after the initial two-week period. Parent/teacher conference

may be required.

6. **Credit Requirements:** To be considered a Sophomore a student must have five and a half (5.5) credits, a Junior must have eleven (11); a Senior must have sixteen and a half (16.5). In order to graduate you must accumulate 22 credits.

SUMMER SCHOOL

Admission to summer school is dependent upon the home school principal's approval. A minimum grade of 50% and required attendance per HCSD policy #5100 is expected in order to qualify to attend summer school. The summer school grade will be the final course average.

HCSD Policy 4741

Grade Weighting and Academic Honors

This policy will begin to take effect with the 2019 Cohort (Class of 2023). The Board of Education recognizes the value of Advanced Placement (AP) and College in the High School (CHS) courses to foster rigor in our students' academic pursuits. In addition, the Board would like to honor the hard work and achievement of our students. The purpose of this policy is to establish a method to recognize students for their scholastic achievement.

Grade Weighting:

Courses will be weighted in the following manner:

1. All Advanced Placement (AP) courses will be given a weight of 8 additional points added to each quarter grade for the high school transcript. In order to maintain grade weighting for all quarters of AP classes, students must sit for the AP exam, unless no exam is offered.
2. All College in the High School (CHS) courses will be given a weight of 8 additional points added to each quarter grade for the high school transcript. Weighting of grades will be completed by the guidance office using the student management system.

Only courses taken on campus, taught by Hudson High School teachers, will receive grade weighting. Courses taken in a location other than Hudson High School will not be eligible to receive grade weighting, including distance learning.

This policy is designed to benefit students who elect to take challenging AP and CHS courses offered at Hudson High School. Upper level course opportunities taken off Hudson City School District premises are not eligible for grade weighting. However, these types of programs provide students with specific benefits by the nature of the opportunities tailored to each student's pathway choice.

Academic Designations:

One student will be recognized for the highest academic achievement in their senior year of high school. The valedictorian will be the student who earned the highest weighted cumulative grade point average (GPA) after seven full semesters (9th, 10th and 11th grade, plus fall semester of 12th grade). The valedictorian will be announced

after the fall semester of senior year is completed. Physical Education classes will be incorporated in the GPA. Grades earned in Summer School will not be included in this final calculation. To be eligible to receive this distinction, the student must be enrolled at Hudson High School for more than two years and have earned credit in at least 6 AP/CHS classes.

One student will be recognized for the second highest academic achievement in their senior year of high school. The salutatorian will be the student who earned the second highest weighted cumulative grade point average (GPA) after seven full semesters (9th, 10th and 11th grade, plus fall semester of 12th grade). The salutatorian will be announced after the fall semester of senior year is completed. Physical Education classes will be incorporated in the GPA. Grades earned in Summer School will not be included in this final calculation. To be eligible to receive this distinction, the student must be enrolled at Hudson High School for more than two years and have earned credit in at least 6 AP/CHS classes.

In addition to these honors, special designations will be awarded to those students achieving a high standard of academic excellence. These designations will be noted on their transcripts and on their diploma:

- *Summa Cum Laude* - All seniors who earn at least a 95 weighted cumulative GPA and earned credit in at least 6 AP/CHS classes over their high school career (and have taken all applicable AP exams) will be honored during graduation as earning a Summa Cum Laude diploma. This will be denoted in the graduation program and the student will receive a blue and gold cord at commencement.
- *Magna Cum Laude* - All seniors who earn a 90-94.99 weighted cumulative GPA and earned credit in at least 4 AP/CHS classes (and have taken all applicable AP exams) over their high school career will be honored during graduation as earning a Magna Cum Laude diploma. This will be denoted in the graduation program and the student will receive a blue cord at commencement.
- *Cum Laude* - All seniors who earn a 85-89.99 weighted cumulative GPA and earned credit in at least 2 AP/CHS classes (and have taken all applicable AP exams) over their high school career will be honored during graduation as earning a Cum Laude diploma. This will be denoted in the graduation program and the student will receive a gold cord at commencement.

Note: Students who earn the designated grade point average but attain a lower number of required AP/CHS classes, will be eligible for the honor connected to the number of classes they attained even though their grade point average is higher than indicated above. Adoption date: July 16, 2019

U. School Climate/Shared Decision Making Process

Hudson Senior High School endorses the School Climate/Shared Decision Making Process and encourages involvement among staff, parents and students. Anyone wishing to participate is strongly encouraged to do so. Please contact the high school at 828-4132 for further information. The motto of the School Climate/Shared

Decision Making Process is: “By working together, all of us can learn.”

V. School Closing

The Superintendent after consulting with various officials may close school due to bad weather or other emergency. The following radio stations announce when school will be closed: WHUC; WCKL, WRTY, WGY, WGNA, WQBK, WRVW, WROW, WRGB (TV), WTZA (TV). Listen for the announcement; usually aired before 7:00 a.m. Announcements will also be on Twitter, Facebook, www.hudsoncsd.org, and Blackboard Connect will also contact you by phone if and when school is closed.

W. Senior Privileges

Senior Privileges at Hudson High School are used as an incentive for those who consistently are in good academic and behavioral standing. This privilege allows them to arrive at school late if they have study halls in the beginning of the day or leave school early if they have study halls at the end of the day. The Associate Principal may revoke a student’s senior privileges due to one or more of the following reasons listed:

- a)Not passing one or more classes during the previous quarter.
- b)Any disciplinary referral leading to a consequence in the current quarter.
- c)One or more attendance letters for excessive tardiness or excessive unexcused absences.

Students may not leave for “lunch” and return for the remainder of their classes.

X. Skate Boards/In-Line and Sneaker Skates

Students are not allowed to bring skateboards and in-line and sneaker skates to school, and are not allowed to use them while on any Hudson Junior/Senior High School property.

Y. Smoking

The HCSD Board of Education at its meeting on December 20, 1989, established the HCSD facilities and grounds as a smoke free environment. Since January 1, 1990, no person is allowed to smoke or carry a lighted cigar, cigarette, pipe, and other form of smoking object or device or use of a tobacco product anywhere on school district property. Cigarette lighters, matches, e-cigarettes and any other such incendiary devices are not allowed. Students in violation of this policy are subject to severe disciplinary action, including suspension.

Z. Student Council

This organization is developed to promote student ideas for improving the school community. It consists of representatives elected from the various classes. Council officers are elected by the entire Student Council.

AA. Student Passes

During regular class time students in the corridors of the school must possess a pass stating time left, destination, and the signature of the person giving the pass.

BB. Chromebooks/Textbooks/Athletic Equipment

Once distributed, chromebooks/textbooks/athletic equipment become the responsibility of the student. If a book/Chromebook or equipment is not returned or is (in the judgment of the teacher/coach) badly damaged, the student will be required to pay the full replacement cost or cost to repair the item. Students failing to account for textbooks/athletic equipment by returning or paying for them will receive an obligation notice. Students who have outstanding obligations ultimately may not receive a diploma until all obligations have been met.

CC. Vehicles

1. Students may drive an automobile to school during the regular school day and park in the proper area only if they have registered their vehicle and driver's license in the Associate Principal's office, Room 29. The form for this procedure is available in Room 29 and must be signed by the student's parent/guardian. Upon the return of this completed form and approval of the Associate Principal, the student will be given a sticker. This parking sticker is to be placed on the back of the rear view mirror in the inside of the car. This sticker must be displayed at all times while the vehicle is parked on school property.
2. The school administration reserves the right to regulate all vehicle parking, enforce driving rules on school property, and prohibit the use of vehicles by students. Students must recognize that permission to drive to school is a privilege that may be revoked by the administration. Any unauthorized cars parked on school property are subject to being towed away at the owner's expense.
3. The following driving regulations must be observed:
 - a. Speed limit 5 miles per hour on school property
 - b. Students must park in the designated student parking area.
 - c. No vehicles are to leave school grounds during school hours without the specific permission of the Principal or his designee.
 - d. Cars are to be locked and keys are to be in the possession of the registered driver only.
 - e. ALL STUDENTS ARE TO REMAIN OUT OF ALL PARKING LOTS UNTIL THE END OF THE SCHOOL DAY. (THIS INCLUDES DURING LUNCH TIME.)
 - f. Cars are to be parked within the yellow lines in the spaces assigned.

DD. Visitors

New York State law makes it a misdemeanor for anyone except parents/guardians of students in school to be on school property or in school buildings without official business.

1. Visitors are welcome at Hudson Senior High School, but they must report directly to the main office immediately upon entering the campus to state the purpose for the visit. They will receive a visitor pass, which must be worn if

permission is granted. (The practice of students bringing “visitors” to school to attend classes with them is not permitted.) See COVID -19 Addendum #16

EE. Working Papers

To obtain working papers you must first obtain an application form from the Associate Principal’s office in Room 29. After completing the form, which requires the signature of your parent/guardian, your birth or baptismal record, a doctor’s certificate showing you are physically fit to work (this information may be available from the school nurse), and return it to Room 29. NOTE: HCS D may revoke a working card or refuse to grant one for cause (such a poor attendance or nonattendance at school).

SECTION II STUDENT RIGHTS

In general, student rights at Hudson Senior High School can be categorized in the following manner:

A. Freedom of Expression

Students are entitled to express their opinions verbally. The expression of such opinions, however, shall not interfere with the freedom of others to express themselves. The use of obscenities and personal attacks are prohibited. Any form of threatening is prohibited.

All student meetings in the school buildings or on school grounds may function only as part of the formal educational process or as authorized by the Principal. All such meetings must be supervised by a staff member.

Students are entitled to express in writing their personal opinions. Such written expressions must be signed by the authors. Libel, obscenity, and personal attacks are prohibited in all publications.

A student may not produce and/or distribute petitions or other documents of any kind which are or might prove to be disruptive to the conduct of the school.

B. Rights to an Education

All students have the right to an education and they also have the responsibility not to interfere with or threaten the education of others by their actions. All students have the responsibility to attend school regularly and to abide by the policies and regulations of the school. Students have the right to seek changes in school policies and regulations in an orderly manner by utilizing those channels provided for this purpose.

C. Student Activities

Students have the right to participate in school activities regardless of sex, race, religion, ethnic origin, or economic status. Students may not be denied participation in any activity for any reason other than those established by state, county or school

eligibility requirements and those requirements legitimately related to the purpose of the activity.

D. Right of Privacy

It is the responsibility of the school to protect the student's privacy. The school will not disclose any information from the student's permanent record except when such disclosures will serve a legitimate educational need or when so directed by legal authorities. Access to permanent student records is available to authorized school personnel, to the parent or legal guardian of the student, or if the student is eighteen years of age or older, directly to the student. (Further information concerning the disclosure of student information and limitations of such disclosures is governed by the Family Education Rights and Privacy Act of 1974.

An administrator may request a student to empty the contents of his/her pockets, purse or other personal carrier such as a book bag or a gym-type bag, if he/she has reasonable grounds for suspecting that the student has or is violating the law or a school regulation. Any student who refuses such a request may be subject to suspension in accordance with the procedures set forth in Section 3214 of the Education Law.

Lockers are provided for the student's personal use. Students have exclusive use of their locker(s), and must understand that lockers are subject to being searched if and when the school administration has reasonable grounds upon which to base such a search. For example, a search may be initiated based on the prior use of a police "sniff dog" to check lockers for the possible presence of drugs.

Lockers remain the property of Hudson Senior High School at all times.

SECTION III STUDENT RESPONSIBILITIES & LIMITATIONS

The following set of rules is designed to create and maintain a school climate in which all are able to work and learn effectively. It summarizes items of law, Board of Education policy and administrative regulations. It is intended to ensure that each student has the opportunity to achieve as much as possible, that the program is free of interruptions, and that the rights and property of everyone in the building are respected.

Discipline is the positive direction of behavior toward established standards of conduct, fully understood and based on reason, judgment, and the rights of others.

Ideal discipline is self-directed and self-controlled. The school, community, and parents share the responsibility for helping students develop self-discipline.

Discipline is necessary to insure an orderly environment in which each person may live and learn to his/her fullest capabilities in harmony with others. When self-control falters and self-discipline fails, disciplinary forces outside the individual must be imposed to protect the rights of others.

It would be impossible to write a disciplinary policy in such detail as to anticipate every type of misconduct that could conceivably occur. Generally, those rules of conduct which are acceptable in the home, church, or in other such places will produce acceptable behavior in school. Below is listed a number of rules which, along with those outlined by each staff member pertaining to his/her specific area,

will serve as a basis for helping students make decisions and guide their behavior. The HCSD Board of Education recognizes the need for proper behavior and so all students are expected to:

- Show proper respect for teachers, aides, and other school personnel at all times.
- Refrain from bringing dangerous objects to school and from the possession or use of alcohol, drugs, look-alike drugs, or any tobacco product, e-cigarettes and vaping paraphernalia while on school property and/or attending school functions.
- Care properly for all materials and equipment that are provided for them and to respect the property rights of their fellow students, teachers and other school staff.
- Act responsibly, recognizing the rights of others, and treat each other with consideration and respect.
- Attend scheduled classes, study halls, and assemblies and be on time for these appointments.
- Avoid distracting personal clothing, offensive language, and public displays of affection.

SECTION IV PROHIBITED STUDENT CONDUCT

The Board of Education expects all students to conduct themselves in an appropriate and civil manner, with proper regard for the rights and welfare of other students, district personnel, and other members of the school community. The Board of Education expects all students to have proper regard for the care of school facilities and equipment. The best discipline is self-imposed and students must learn to assume and accept responsibility for their own behavior, as well as the consequences of their misbehavior. District personnel who interact with students are expected to use disciplinary action only when necessary and to place emphasis on the students' ability to grow in self-discipline.

The Board of Education recognizes the need to make its expectations for student conduct while on school property or engaged in a school function specific and clear. The rules of conduct listed below are intended to do that and focus on safety and respect for the rights and property of others. Students who will not accept responsibility for their own behavior or who violate these school rules will be required to accept the penalties for their conduct. Students may be subject to disciplinary action, up to and including suspension from school, when they:

A. Engage in conduct that is disorderly. Examples of disorderly conduct include, but are not limited to:

1. Running in hallways
2. Making unreasonable noise
3. Using profane, lewd, vulgar or abusive language or gestures
4. Obstructing vehicular or pedestrian traffic

5. Engaging in any willful act which disrupts the normal operation of the school community
6. Trespassing/Loitering in the school building or on school grounds, remaining in the building or entering the building without proper authorization after normal closing time, or refusing to leave the building after being told to do so by the Principal or his designee. A trespass charge may be filed with the local authorities. Students are not permitted in any school building other than the one they regularly attend, without permission from the administrator in charge of the building. (*)
7. Computer/electronic communications, including any unauthorized use of computers, software, or internet/intranet account; accessing inappropriate websites; or any other violation of the district's acceptable use policy. This may include, but is not limited to a personal handheld device such as games, hand-held computers, and organizers.

(*) THESE ITEMS ARE CONSIDERED CRIMINAL OFFENSES AND THE AUTHORITIES ARE NOTIFIED IMMEDIATELY.

B. Engage in conduct that is insubordinate. Examples of insubordinate conduct include, but are not limited to:

1. Failing to comply with the directions of a teacher, school administrator, school employee, or other authorized school agent in charge of students or otherwise demonstrating disrespect.
2. Lateness, missing, or leaving school without permission
3. Skipping detention
4. Misuse of corridor pass privileges.
5. Unauthorized absence from class

C. Engage in conduct that is disruptive. Examples of disruptive conduct include, but are not limited to:

- a. Failing to comply with the directions of a teacher, school administrator, school employee, or other authorized school agent in charge of students.

D. Engage in conduct that is violent. Examples of violent conduct include, but are not limited to:

1. Committing an act of violence, as defined in Section II, upon a teacher, administrator, school employee, or other authorized agent or attempting to do so (*)
2. Committing an act of violence, as defined in Section II, upon another student or any person lawfully on school property or attempting to do so. (*)
3. Possesses a weapon as defined in Section II. (*)

Authorized law enforcement officials are the only persons permitted to have a weapon in their possession while on school property or at a school function

4. Displaying what appears to be a weapon as noted in the definition of weapon in Section II (*)
5. Threatening to use any weapon as noted in the definition of weapon in Section II (*)

6. Damaging or destroying the personal property of a student, teacher, administrator, other district employee, or other authorized school agent on school property, including graffiti or arson (*)
7. Damaging or destroying school district property (*)
8. Communication by any means, including oral, written or electronic (such as through the Internet, email or texting) on or off school property, where the content of such communication (a) can reasonably be interpreted as a threat to commit an act of violence on school property; or (b) results in material or substantial disruption to the education environment. (*)

Students who use Communication devices to record or take pictures of any argument, fight, or other altercation in the school environment will be subject to disciplinary action, up to and including placement in ISS and/or out-of-school suspension

(*) THESE ITEMS ARE CONSIDERED CRIMINAL OFFENSES AND THE AUTHORITIES ARE NOTIFIED IMMEDIATELY.

E. Engage in any conduct that endangers the safety, morals, health or welfare of others. Examples of such conduct include, but are not limited to:

1. Lying to school personnel
2. Stealing the property of other students, school personnel, or any other person lawfully on school property or attending a school function. (*)
3. Discrimination and harassment, which means an intentional act against any student, on school property or at a school function, that creates a hostile environment by conduct, with or without physical contact by verbal threats, intimidation or abuse, of such a severe nature that it: (*)
 - (a) Has or would have the effect of unreasonably and substantially interfering with a student's educational performance, opportunities or benefits, or mental, emotional physical well-being; or
 - (b) Reasonably causes or would reasonably be expected to cause a student to fear for his or her physical safety. Such conduct shall include, but is not limited to, threats, intimidation, or abuse based on a person's actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender or sex.
4. Harassment also includes a sufficiently severe action or a persistent, pervasive pattern of actions or statements directed at an identifiable individual or group which are intended to be or which a reasonable person would perceive as ridiculing or demeaning (*)
5. Defamation, which includes making false or unprivileged statements or representations about an individual or identifiable group of individuals that harm the reputation of the person or the identifiable group by demeaning them
6. Intimidation, which includes engaging in actions or statements that put an individual in fear of bodily harm
7. Hazing, which includes any intentional or reckless act directed against another for the purpose of initiation into, affiliating with or maintaining membership in any school sponsored activity, organization, club, or team
8. Selling, using, or possessing obscene material

9. Using vulgar or abusive language, cursing, or swearing, or words which may incite another person
 10. In possession of or smoking a cigarette, cigar, pipe, or using chewing or smokeless tobacco
 11. The use, possession, sale or gift, of any drug or controlled substance, including marijuana or any instruments for the use of such drug, controlled substance or marijuana, such as a pipe, syringe, or other paraphernalia, or being under the influence of any drug or controlled substance including marijuana, while on school premises (including buildings or grounds) or while in attendance at a school function or school-sponsored function. Excepted is any drug taken in accordance with a current prescription signed by a physician which is to be taken by that particular student at the time in question.(*)
 12. The use, possession, sale, or gift, or being under the influence, of an alcoholic beverage while on school premises (including buildings or grounds) or while in attendance at a school function or school-sponsored function. (*)
 13. Inappropriately using or sharing prescription and over-the-counter drugs
 14. Gambling: Playing or possession of cards, dice, or gambling in any other form while on school property.
 15. Indecent exposure, exposing one's private body parts in a lewd or indecent manner (*)
 16. Wearing of distracting and or revealing personal attire; "gang colors", short skirts/shorts, drooping pants, costumes/costume dye, or attire that exhibits vulgar/profane/ lewd symbols or words.
 17. Public display of affection.
 18. Initiating a report warning of fire or other catastrophe without valid cause, misuse of 911, or discharging a fire extinguisher (*)
 19. Extortion (*)
 20. Any willful act which disrupts the normal operation of the school community
- (*) **THESE ITEMS ARE CONSIDERED CRIMINAL OFFENSES AND THE AUTHORITIES ARE NOTIFIED IMMEDIATELY.**

F. Engage in misconduct while on a school bus. It is crucial for students to behave appropriately while riding on district buses to ensure their safety and that of other passengers and to avoid distracting the bus driver. Students are required to conduct themselves on the bus in a manner consistent with established standards for classroom behavior. Excessive noise, pushing, shoving, and fighting will not be tolerated.

G. Engage in any form of academic misconduct. Examples of academic misconduct include, but are not limited to:

1. Plagiarism
2. Cheating
3. Copying
4. Altering records
5. Assisting another student in any of the above items.

Disciplinary action for violations of the above code will be carried out fairly and as promptly as possible by the school staff, using a regular procedure. The above rules apply at any time students are on school property even if school is not in session or when students are at a school function on or off campus. Examples of such activities are dances or sports events. In those instances in which a student causes his/her own suspension from school, it is assumed that the parent/guardian will accept and carry out his/her own responsibility in seeing to it that such out of school suspension is not simply a “vacation” but, in fact, a learning experience for their child which will not have to be repeated. A student who violates the rules and regulations of Hudson Senior High School can expect disciplinary action. The stages for discipline are spelled out so that the student will be held accountable for his/her actions. Each stage is more serious in nature and at each stage there are several options available to school officials. As a student moves through the stages, he/she risks the possibility of suspension at the Superintendent of Schools level and/or possible legal action (i.e. family court, probation department, police). Each disciplinary process begins with a written referral adjudicated by an Administrator and may lead to a Superintendent’s hearing.

SECTION V DEFINITIONS

For purposes of this Code, the following definitions apply

Disruptive student: means an elementary or secondary student the age of 21 or under who is substantially disruptive of the educational process or substantially interferes with the teacher’s authority over the classroom.

Parent: means parent, guardian or person in parental relation to a student.

School property: means in or within any building, structure, athletic playing field, playground, parking lot or land contained within the real property boundary line of a public elementary or secondary school, or in or on a school bus, as defined in Vehicle and Traffic Law §142.

School function: means any school-sponsored extracurricular event or activity, field trips, sporting events, whether on or off the Hudson City school campus.

Disability: means (a) a physical, mental or medical impairment resulting from anatomical, physiological, genetic or neurological conditions which prevents the exercise of a normal bodily function or is demonstrable by medically accepted clinical or laboratory diagnostic techniques or (b) a record of such an impairment or (c) a condition regarded by others as such an impairment, provided, however, that in all provisions of this article dealing with employment, the term must be limited to disabilities which, upon provision of reasonable accommodations, do not prevent the complainant from performing in a reasonable manner the activities involved in the job or occupation sought or held (Education Law §11[4] and Executive Law §292[21]).

Employee: means any person receiving compensation from a school district or employee of a contracted service provider or worker placed within the school under a public assistance employment program, pursuant to title nine-B of article five of the

Social Services Law, and consistent with the provisions of such title for the provision of services to such district, its students or employees, directly or through contract, whereby such services performed by such person involve direct student contact (Education Law §§11[4] and 1125[3]).

Sexual orientation: means actual or perceived heterosexuality, homosexuality, or bisexuality (Education Law §11[5]).

Gender: means actual or perceived sex and includes a person's gender identity or expression (Education Law §11[6]).

Harassment: and "Bullying" shall mean the creation of a hostile environment by conduct or by threats, intimidation or abuse, including cyberbullying, that (a) has or would have the effect of unreasonably and substantially interfering with a student's educational performance, opportunities or benefits, or mental, emotional or physical well-being; or (b) reasonably causes or would reasonably be expected to cause a student to fear for his or her physical safety; or (c) reasonably causes or would reasonably be expected to cause physical injury or emotional harm to a student; or (d) occurs off school property and creates or would foreseeably create a risk of substantial disruption within the school environment, where it is foreseeable that the conduct, threats, intimidation or abuse might reach school property. Acts of harassment and bullying shall include, but not be limited to, those acts based on a person's actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender or sex. For the purposes of this definition the term "threats, intimidation or abuse" shall include verbal and non-verbal actions (Education Law §11[7]).

Violent student: means a student the age of 21 or under whom:

- Threatens or commits an act of violence against a school employee, or attempts to do so.
- Threatens or commits, while on school property or at a school function, an act of violence upon another student or any other person on school property or at the school function, or attempts to do so.
- Possesses, while on school property or at a school function, a weapon.
- Displays, while on school property or at a school function, what appears to be a weapon.
- Threatens, while on school property or at a school function, to use a weapon
- Damages or destroys the personal property of any school employee, or any person on school property or at a school function.
- Knowingly and intentionally damages or destroys school district property.

Weapon: means a firearm as defined in 18 USC '921 for purposes of the Gun-Free Schools Act. It also means any other gun, BB gun, pistol, revolver, shotgun, rifle, machine gun, disguised gun, dagger, dirk, razor, stiletto, switchblade knife, gravity

knife, brass knuckles, slingshot, metal knuckle knife, box cutter, cane sword, electronic dart gun, Kung Fu star, electronic stun gun, pepper spray or other noxious spray, explosive or incendiary bomb, or other device, instrument, material or substance that can cause physical injury or death when used to cause physical injury or death.

In School Suspension or ISS: is defined to be a separate location in the school where students are isolated from the general population but still receives a substantially equivalent education.

Out of School Suspension or OSS: bans the student from being on school grounds for a defined period.

Section VI Prohibited Student Conduct

The Board of Education expects all students to conduct themselves in an appropriate and civil manner, with proper regard for the rights and welfare of other students, district personnel, and other members of the school community. The Board of Education expects all students to have proper regard for the care of school facilities and equipment.

The best discipline is self-imposed and students must learn to assume and accept responsibility for their own behavior, as well as the consequences of their misbehavior. District personnel who interact with students are expected to use disciplinary action only when necessary and to place emphasis on the students' ability to grow in self-discipline.

The Board of Education recognizes the need to make its expectations for student conduct while on school property or engaged in a school function specific and clear.

The rules of conduct listed below are intended to do that and focus on safety and respect for the rights and property of others. Students who will not accept responsibility for their own behavior or who violate these school rules will be required to accept the penalties for their conduct.

Below are listed several examples of student misconduct and the resulting minimum punishments normally imposed (specific circumstances may require variations.)

A. Possession of a Gun as defined in Section V

The HCSD Board of Education has added the Gun Free Schools Act of 1994 to its policy hand-book. Federal legislation calls for an automatic one year suspension from school for the possession of a gun in school. The exclusion hearing will take place before the Superintendent of Schools.

1. Parent/Guardian contacted
2. Possible one (1) year suspension from school.
3. Referred to by the local police agency(s) notified.
4. Restriction from athletic/extracurricular activities.
5. Parent conference and referral for appropriate counseling

B. Possession of a weapon as defined in Section V

1. *5 DAY SUSPENSION FROM SCHOOL*
2. Loss of all privileges for 2 months
3. Restriction from athletic/extracurricular activities.
4. Superintendent' hearing if warranted.
5. Possible one (1) year suspension from school.
6. Referred to by the local police agency(s) notified.
7. Parent conference and referral for appropriate counseling

C. Use/Sale/Possessing/Distribution/Being under the influence of alcohol, drugs or look-alike drugs including synthetic cannabinoids or any tobacco products on school property or school sponsored activity (When there are reasonable grounds for suspecting that a student has been drinking or is under the influence of alcohol and or drugs, the administration may request that the student submit to a simple alcohol/drug test. If the test confirms the presence of alcohol/drugs, or if the student refuses to take the test, the applicable portion of this paragraph will be invoked depending upon the number of times the offense has occurred.)

Each offense –

1. 1-5 day suspension from school at the discretion of the Administrator
2. Parent/Guardian contacted
3. Loss of all privileges for 2 months
4. Restriction from athletic/extracurricular activities
5. Superintendent' hearing if warranted.
6. Police/Outside agencies notified.
7. Parent conference and referral for appropriate counseling.

D. Causing any false fire alarm or false bomb scare or false 911 reports

1. 1-5 day suspension from school at the discretion of the Administrator
2. Parent/Guardian contacted
3. Loss of all privileges for 2 months
4. Restriction from athletic/extracurricular activities.
5. Superintendent' hearing if warranted.
6. Possible one (1) year suspension from school.
7. Referred to by the local police agency(s) notified.
8. Parent conference and referral for appropriate counseling

E. Fighting/Assault/Bullying/Hazing/Threatening/Intimidation/Harassment(physical or verbal)/or attempting to incite an incident which compromises the safety of the school environment or students

Fighting on school property is a serious disruption to the school climate. Any student involved in a fight will be suspended from school for a period of 3 to 5 days and may be referred to a Superintendent of Designee Hearing.

1. 1-5 day suspension from school at the discretion of the Administrator

2. Parent/Guardian contacted
3. Loss of all privileges for 2 months
4. Restriction from athletic/extracurricular activities.
5. Superintendent' hearing if warranted.
6. Referred to by the local police agency(s) notified.
7. Parent conference and referral for appropriate counseling

F. Possession of cigarettes/tobacco products/e-cigarettes/vaping paraphernalia any other inappropriate object, including but not limited to matches, lighters, laser pointers, etc.

1. Contact parent/guardian
2. Item(s) confiscated
3. Administrative level discipline assigned

G. Deliberate insubordination or disrespectful behavior and/or language toward a staff member

1. **First offense** – ADMINISTRATIVE LEVEL DISCIPLINE, parent/student conference (may include staff member)
2. **Second offense** – ADMINISTRATIVE LEVEL DISCIPLINE parent/student conference (may include staff member)

H. Cell phones/Electronic Communication/Recording Devices

Cell phones and other electronic and communication devices are prohibited from being used in the classrooms, media center, computer labs, or any other learning environment without the explicit permission of the teacher or staff member supervising such an area. Wireless communication devices with photographic capabilities are prohibited from being used for the purpose of taking photographs or recording images during the school day, unless proper authorization has been provided.

Students who use such devices to record or take pictures of any argument, fight, or other altercation in the school environment will be subject to disciplinary action, up to and including placement in ISS and/or out-of-school suspension (“The distraction, annoyance and liability factors present a significant concern for the district”, so that the Board of Education and Superintendent of Schools have issued the above prohibition.)

1. **First offense** – Parent notification, warning and confiscation of items until the student is ready to leave school grounds for the day.
2. **Second offense** – Parent notification, PM Detention and confiscation of items until the student is ready to leave school grounds for the day.
3. **Third offense** – Parent notification, Administrative level discipline, and confiscation of items until such time as a parent/guardian of the owner can pick up and take the item off school property.

I. Throwing snowballs on school property

Snowball throwing endangers the health & welfare of students and staff and may result in up to a 5 day suspension and a hearing with the Superintendent or his designee

J. Food Fights

Any students involved in a food fight will be subject to normal disciplinary procedures including Out of School Suspension.

K. Using a skateboard/in-line or sneaker skates at any time while on Hudson Senior High School Property

1. **First offense** - Warning and/or 1 PM Detention, confiscation of the item until student is ready to leave school grounds for the day
2. **Second offense** - 2 PM Detentions; confiscation of item until such time as parent/guardian of owner can pick up the item.

L. Truancy/Skipping/Cutting

Truancy is a serious offence that may ultimately cause the loss of course credit and will be communicated to a student's home as stated in the HCSD Attendance Policy 5100. Skipping/Cutting class (an arrival greater than 10 minutes past the start time to any class, or a complete illegal absence from any class) or Truancy for any portion or all of the school day.

Cutting is an unauthorized absence from a regularly scheduled class or study hall. In order to leave a class legally, you must have written permission (pass) from the teacher of that class (the teacher of record).

Proper pass will govern leaving study hall. Leaving class early without permission will fall within these guidelines and will be subject to the same penalties.

The following "Procedures for Cutting" will be employed if and when any student cuts a class.

Unauthorized absence from Class/School

First Cut/Truancy

- a. Parent/Guardian notified.
- b. Administrator level consequence assigned.
 1. Each Additional Cut/Truancy
 - a. Parent/Guardian notified.
 - b. Administrator level consequence assigned (1 PM detention, 2PM detentions, 2 days ISS)
 - c. Referral to school counselor and or PINS.

Unexcused tardiness to School/Class

REMINDER: Any and all tardy days (legal or illegal) affect the student's academic performance

All unexcused tardy will be handled as follows:

- | | |
|---------------------|---|
| 1. Violations 1-4 | Teacher contacts the parent/guardian. |
| 2. Violations 5- 9 | Teacher Detention or P.M./Lunch detention |
| 3. Violations 10-14 | 1 PM Detention or 2 Lunch Detentions |
| 4. Violations 15 + | 1 Extended PM Detention or 4 Lunch Detentions |

Missing more than 10 minutes of a period counts as missing the whole period and counts as a cut.

THE IMPORTANCE OF BEING IN CLASS ON TIME AND FOR THE FULL PERIOD, EVERYDAY, CANNOT BE STRESSED ENOUGH. IT IS DIRECTLY RELATED TO ACADEMIC SUCCESS.

SECTION VII

DUE PROCESS PROCEDURES

Punishment, other than detention, may only be given as a result of an informal proceeding before the Senior high school Principal or designee. During such informal hearing, the student shall be apprised of the specific rule or regulation which has been violated. The student has the right to refute allegations presented against him/her and to present witnesses on his/her behalf. Upon the completion of the informal hearing, the high school Principal or designee shall make a just and fair determination of the case. The decision of the high school Principal or designee is binding upon all those involved in the disciplinary matter. This procedure is used when in-school suspension is the appropriate penalty.

The student has a right to request an informal hearing before the high school Principal when appropriate disciplinary action may result in out of school suspension (OSS) where such suspension does not exceed five school days. The pupil and the person in parental relation to him/her can, upon request, be given an opportunity for an informal conference with the Principal at which time the person in parental relation shall be authorized to ask questions and seek facts in the matter. The Principal's decision may be appealed to the Superintendent.

When expulsion or long term suspension (OSS) are the appropriate response to student behavior, the student and person in parental authority have all of the rights as set forth in Sec. 3214 of the NYS Education Law. Briefly, this section provides:

- A. That the student be given written notice as to the charges pending against him/her.
- B. The student has the right to be represented by counsel.
- C. A hearing shall be conducted by the Superintendent of Schools or Designee to hear evidence in the case.
- D. A student has a right to present witnesses and other evidence on his/her own behalf and has the right to cross examine witnesses against him/her.
- E. The decision of the hearing officer shall be based upon fact.
- F. An appeal of the decision of the hearing officer may be made to the New York State Commission of Education.

While a student is serving a suspension from school (this includes Out of School and In School Suspensions) they are not allowed to participate in extracurricular activities (such as, but not limited to sporting events, musicals, dances, school sponsored trips or club activities) on or off school grounds.

**SECTION VIII
REGULATIONS OF ELIGIBILITY**

Participation in any HCS D extracurricular activity is considered an honor and a privilege. Exemplary behavior is expected from the representatives of the school system; likewise, anyone participating in activities is required to maintain a high standard of mental and physical fitness.

A. Eligibility shall apply to:

1. All athletics including Cheerleading
2. All extra-class activities including but not limited to:
 - a. Dramatics, musical performances, and All-County participation
 - b. Editorial staffs or school publications
 - c. Stage crew
 - d. Class Officers
 - e. Student Council
 - f. Clubs, societies, and associations

NOTE: Ineligibility in any one of the above constitutes ineligibility in all.

B. There will be no use or possession of alcoholic beverages, smoking/use of tobacco products, use or possession of illegal drug/drug paraphernalia, or so-called look-alike drugs. Any violation of the above will result in violation of training rules.

C. The basis for eligibility shall be the following:

School Citizenship - It is expected that each student will conduct him/herself in an appropriate manner in the best interest of the school and the community.

There are major and minor disciplinary offenses. For the purpose of eligibility only major offenses shall be considered, such as:

1. Truancy from school or cutting class - Regular attendance at school and in all classes is an important responsibility of all students including students involved in extra-class activities. No student will be allowed to participate in any activity on any day when he/she has not reported to school prior to 8:30 a.m. (unless specifically excused by an administrator) Any unexcused absence from any study hall or class will result in automatic ineligibility for a day. In the case of a scheduled activity on Saturday, an absence or late arrival on Friday will cause ineligibility on Saturday as well as Friday.
 2. Un-excused repeated tardiness will be reported by the attendance office to the administration and violators will be declared ineligible on a daily basis. Coaches and advisors are responsible for checking the daily attendance sheet to determine if any member of that activity is ineligible that day.
 3. In School Suspension (ISS) - A student who has been assigned to ISS is ineligible to participate in any activity on the day or days of that assignment. ISS will not be rearranged to allow participation.
 4. Out of school suspension - A student who is suspended from school is ineligible to participate in any activity on the day or days of that suspension. Out of school suspension on Friday or the day before a vacation renders the individual ineligible until his return to school from the suspension.

- D. Application of school citizenship to eligibility - Building administrators will handle students judged guilty of a major offense.
- E. Application of scholarship to eligibility:
 1. Eligibility will be decided at the end of each ten week marking period (Report Card day) for all subjects. Students may not be failing more than one quarterly grade and not more than one final course grade (full year and second semester grades) to be academically eligible.
 2. A final passing grade in a summer school course which is being repeated may be used to replace the failing fourth quarter grade in determining eligibility.
 3. Although no formal action will be taken with students reported failing in one subject, the teachers and the activity advisor are urged to meet and take cooperative action to improve the student's classroom effort and achievement. For this purpose, a list of students failing subjects will be available to the activity advisor in the Guidance Office.
 4. Students engaging in any co-curricular activity will be advised that they must meet all after-school appointments with their classroom teachers. Engaging in an activity is never an excuse for missing extra-help classes or make-up work. Academic obligations must come first.
- F. All faculty members will be furnished with a roster of eligible students prior to the student's first participation in the activity. (Sponsors of activities are to submit this list to the Principal's office for duplication and distribution to the faculty.)

**SECTION IX
TRAINING RULES FOR ATHLETICS**

Training rules shall apply to Varsity, Junior Varsity, Freshmen, and Middle School athletes. All athletes must meet the standards set forth in the NYSPHSAA Handbook and the regulations set forth by the HCSD. Coaches will familiarize each athlete with these regulations.

These training rules will be in addition to Regulations of Eligibility.

A. Athletic Training Rules:

The athlete is prohibited from:

1. The use/possession of alcohol, tobacco (including snuff, chewing tobacco, and smokeless tobacco), illegal drugs, illegal performance enhancing drugs, and or so-called look-alike drug use.
2. Illegal behaviors including but not limited to: drinking/drug parties, stealing, vandalism, assault or hazing
3. Violations of the Student handbook that result in an external suspension.

B. Violation of Training Rules

The Interscholastic Sports Coordinator will investigate reports of violations generated by district personnel or other community members who are reliable, objective and competent. Any report will result in the following:

1. A written report will be generated. This information will be shared with the building principal.
2. After meeting with the alleged violator, the Building Principal with the I.S.C. will investigate the alleged violation and issue a determination.
3. If the report is found to be accurate the penalties outlined below will take effect after any school suspension is applied.
 - a. **First offense in an athletic career** – The athlete will be suspended from 20% of the remaining regular season games (a 2 game minimum). If there are not enough games remaining in the season, post season games will be included. A suspension will carry from one season to another if needed. Athletes will be encouraged to attend counseling regarding the violation with a school based counselor.
 - b. **Second offense in an athletic career** – The athlete is suspended from all interscholastic athletic competition.

Students and their parents have the right to appeal the decisions as outlined in the student handbook.

4. Self-Referral

An athlete who requests assistance with a problem prior to any violation will be directed to assistance. He/She will not be suspended from competition. A one-year probationary period becomes effective and a future violation will be treated as a second offense.

C. Student Attendance

Students must be present in school no later than 8:30 am Students entering after 8:30 am without a legal excuse (medical, legal, religious) will not be eligible to practice or play that day. Any illegal absence from study hall or class will result in ineligibility for the day. If a team member is on suspension or detention for any disciplinary infractions they will not be able to practice or play that day. Repeated offenses may result in dismissal from the team.

D. Academic Eligibility:

Winter and Spring Sports: All grades will be checked at the quarter mark. Students must be passing 80% of their enrolled classes to be eligible. Any student not passing 80% will have the 2-week period immediately following in which to bring their grades to passing. During this time a student may practice and remain on the team, but will not compete in any games. At the end of the 2-weeks, students passing 80% of their subjects will be allowed to compete in games. If a student is still not passing 80% of the subjects they will be removed as a member of the team. The athletic department in conjunction with the coach and parents will monitor the progress of the athlete.

Grades will also be checked at the 5-week (Progress report) mark. Any student failing or in danger of failing will be encouraged to seek additional help in those subjects.

Fall Sports: Eligibility will be determined by the Final course grades of the 4th quarter. Students must pass 80% of their subjects to be eligible. Summer school can be used to achieve an 80% passing rate. Grades will also be checked at the 5-week (Progress report) mark. Any student failing or in danger of failing will be encouraged to seek additional help in those subjects.

*** A passing grade in physical education is required of all student athletes during each sport season. Students must change and participate in physical education each class period in order to play or practice that day. Not changing or participating results in ineligibility for that day.**

E. Quitting a team

Any student, who qualifies for and makes a team, participates in one practice after making the team and then quits that team, will be ineligible to participate in any other sport during that season.

F. Sports physicals

1. The school physician will conduct all sports physicals. The physical is good for one calendar year.
2. Parents must fill out a medical sports update form and return it to the coach before a student is allowed to try out.

G School Uniforms and equipment

1. It is the responsibility of the student/athlete to return to the coach all clothing and equipment issued.
2. Failure to return materials will result in the athlete paying for the missing articles.
3. Failure to pay for the missing article(s) will result in the student forfeiting the right to receive any school equipment or clothing from the school, be ineligible for certificates and have report cards held.

STUDENT CONDUCT ON SCHOOL BUSES

Once a student boards a school bus, he/she becomes the responsibility of the school district. Such responsibility continues until the child is delivered to the regular bus stop at the close of the school day. The Board of Education believes it is crucial for students to behave appropriately while riding on buses provided by the district, both to ensure their safety and that of other passengers, as well as to ensure the least possible distractions for the bus drivers.

Students must demonstrate acceptable behavior and concern for safety while riding on school buses. Regulations governing conduct on school buses are based upon such concern for safety and reasonable student behavior. Excessive noise, pushing, shoving and fighting will not be tolerated. It is also important that those waiting for buses conduct themselves properly with respect to the rights and property of others. The Hudson City School District requires that students who violate established

regulations shall be reported to the principal by the bus driver/bus aide. Those students who become a serious disciplinary problem on the school bus may have their riding privileges suspended by the principal or transportation coordinator. Exclusion from bus services does not mean suspension from school.

GENERAL REGULATIONS CONCERNING STUDENT CONDUCT ON SCHOOL BUSES

The student who is granted the privilege of riding a school bus must assume certain responsibilities. The following rules of conduct will apply to students on school buses.

1. Students must be ready and waiting when the bus arrives.
 2. Students must conduct themselves in a manner that will not interfere with the safe operation of the bus, and subsequently, the safety and well-being of its passengers.
 3. Students must exercise respect for the rights and property of others.
 4. No student will be allowed to ride a school bus, other than his/her assigned bus, to and/or from school without a formal school pass issued through the Associate Principal's office.
 5. Within the limits of the philosophy of these regulations regarding the safety and conduct of students on school buses, the bus driver/bus aide will have the authority to give directions, arrange for seating and implement rules for the safe and orderly conduct of students.
 6. It is anticipated that students will be reasonably quiet and orderly, and in general, demonstrate consideration for people and property at the vicinity of the bus stops.
 7. Students will enter and leave a bus only when the bus is motionless.
 8. In crossing the street to enter a bus, or after leaving a stopped bus, students will cross at least 6 feet in front of the bus in full view of the driver.
 9. Students will not extend part(s) of their bodies out of school bus windows.
 10. Students will ride the bus only for purposes of transportation to and from their homes or on authorized school trips; for example, pupils may not ride the school bus to visit friends, to private music or dancing lessons, or to religious instruction, even though the desired stop might be on a regular bus route.
2. These regulations also apply when students ride buses on authorized school trips to attend sports events, field trips or any other school-related events. **See COVID -19 Addendum #19**

HCS D POLICY 0110 SEXUAL HARASSMENT

The Board of Education recognizes that harassment of students, staff, school volunteers, and certain "non-employees" (which includes contractors, subcontractors, vendors, consultants and other persons providing services pursuant to a contract, or their employees) on the basis of sex, gender and/or sexual orientation is abusive and illegal behavior that harms targets and negatively impacts the school culture by creating an environment of fear, distrust, intimidation and intolerance. The Board

further recognizes that preventing and remedying sexual harassment in schools is essential to ensure a healthy, nondiscriminatory environment in which students can learn and employees and "non-employees" can work productively. Sexual harassment is a form of sex discrimination and is unlawful under federal, state, and (where applicable) local law. Sexual harassment includes harassment on the basis of actual, perceived or self-identified sex, sexual orientation, gender identity, gender expression, and transgender status. Sexual or gender-based harassment of a student can deny or limit the student's ability to participate in or to receive benefits, services, or opportunities from the school's programs. Sexual harassment includes unwelcome conduct which is either of a sexual nature, or which is directed at an individual because of that individual's sex, gender identity, gender expression or transgender status, when: a. submission to that conduct is made either explicitly or implicitly a term or condition of an individual's employment or a student's education; b. submission to or rejection of such conduct is used as the basis for decisions affecting an individual's employment or a student's education; or c. the conduct has the purpose or effect of unreasonably interfering with an employee's or "non-employee's" work or student's school performance or creating an intimidating, hostile or offensive work or educational environment, even if the complaining individual is not the intended target of the sexual harassment; Sexual harassment can include unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature, or verbal, nonverbal or physical aggression, intimidation or hostility that is based on actual or perceived gender and sexual stereotypes. A definition of sexual harassment and examples of unacceptable behaviors can be found in the accompanying regulation (0110-R). The Board is committed to providing an educational and working environment that promotes respect, dignity and equality and that is free from all forms of harassment based on gender and sexual orientation. To this end, the Board condemns and strictly prohibits all forms of sexual harassment on school grounds, school buses and at all school-sponsored activities, programs and events including those that take place at locations outside the district, or outside the school setting. Under various state and federal laws, students, employees, school volunteers and "non-employees" have legal protections against sexual harassment in the school environment as HUDSON CITY SCHOOL DISTRICT described above. Additionally, local laws (e.g., county, city, town, village) may apply to the district. The district's Code of Conduct also addresses appropriate behavior in the school environment. Sexual harassment can occur between persons of all ages and genders. In order for the Board to effectively enforce this policy and to take prompt corrective measures, it is essential that all targets of sexual harassment and persons with knowledge of sexual harassment report the harassment as soon as possible after the incident in order to enable the district to effectively investigate and resolve the complaint. The district will promptly investigate all complaints of sexual harassment, either formal or informal, verbal or written. To the extent possible, all complaints will be treated in a confidential manner. Limited disclosure may be necessary to complete a thorough investigation. If the target reports that they feel unsafe at school due to the nature of the complaint, the district will determine if accommodations need to be made until the issue is resolved. If, after appropriate investigation, the district finds that a student, an employee, school volunteer/non-employee" or a third party has

violated this policy, prompt corrective action will be taken in accordance with the applicable collective bargaining agreement, contract, district policy and state law. The

Board prohibits any retaliatory behavior directed against complainants, targets, witnesses, and/or any other individuals who participated in the investigation of a complaint of sexual harassment. Follow-up inquiries shall be made to ensure that sexual harassment has not resumed and that all those involved in the investigation of the sexual harassment complaint have not suffered retaliation. The Superintendent of Schools is directed to develop and implement regulations for reporting, investigating and remedying allegations of sexual harassment. These regulations are to be attached to this policy. In addition, training programs shall be established for students and annually for employees to raise awareness of the issues surrounding sexual harassment and to implement preventative measures to help reduce incidents of sexual harassment. Age-appropriate instructional materials will be incorporated into the curriculum to educate students so that they can recognize and reduce the incidence of sexual harassment. This policy shall be posted in a prominent place in each district facility, on the district's website, and shall also be published in student registration materials, student, parent and employee handbooks, and other appropriate school publications. A committee of administrators, teachers, parents, students and the school attorney shall be convened annually to review this policy's effectiveness and compliance with applicable state and federal law, and to recommend revisions to the Board.

[0110 Sexual Harassment BOE approved 040819.pdf](#)

[0110-E Sexual Harassment Exhibit BOE approved 040819 \(1\).pdf](#)

[0110-R Sexual Harassment Regulation BOE approved 040819.pdf](#)

GRADUATION REQUIREMENTS

REGENTS DIPLOMA		ADVANCED REGENTS DIPLOMA	
Required Courses		Required Courses	
English	4	English	4
Social Studies	4	Social Studies	4
Math **	3	Math **	3
Science **	3	Science **	3
World Language *	1	World Language *	3 (a)
Art/ Music	1 (b)	Art/ Music	1 (b)
Health	.5	Health	.5
Physical Education	2	Physical Education	2
Electives	3.5	Electives	1.5
TOTAL	22.0	TOTAL	22.0

REGENTS DIPLOMA	ADVANCED REGENTS DIPLOMA
Required Exams (Passing Score of 65 and above)	Required Exams (Passing Score of 65 and above)
English Language Arts	English Language Arts
Integrated Algebra	3 Math: Integrated Algebra, Geometry, and Algebra II/ Trigonometry (Class of 2013)
Regents Global Studies	Regents Global Studies
Regents U.S. History	Regents U.S. History
Regents Science	2 Regents Science
	(a) Regents World Language

Students who first enter grade nine in September 2009 must attain a score of 65 or above on the five required Regents examinations to earn a Regents Diploma.

*Students are required to complete (1) unit of credit in a World Language.

**An integrated course in Mathematics/ Science/ Technology may be used as the third required unit of credit in mathematics or science.

(a) Students earning (5) units of credit in Art, Music, Business, Technology or Vocational education may be exempt.

(b) Technical Drawing and Architectural Drawing may be used to satisfy part of the music/ art requirement. Design & Drawing for Production may be used to satisfy the one credit art/ music requirement.

B u s	<ul style="list-style-type: none"> ● Be at a stop five minutes early. ● Only get off at your assigned stop. ● Put your trash in the garbage, not on the floor. 	<ul style="list-style-type: none"> ● Respect others and yourself. ● Keep your hands and feet to yourself. ● Use appropriate language ● Volume level 1 	<ul style="list-style-type: none"> ● Follow driver / aide directions. ● Stay seated when the bus is moving. ● Keep hands and feet out of the aisles. ● Keep body and objects inside bus
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<p>O f f i c e s</p>	<ul style="list-style-type: none"> ● Have a clear purpose ● Follow Adult directions ● Honor personal boundaries ● Use passes correctly 	<ul style="list-style-type: none"> ● Follow Adult directions ● Honor personal boundaries ● Be courteous ● Be patient ● Volume level 1 ● Use appropriate language 	<ul style="list-style-type: none"> ● Follow Adult directions ● Honor personal boundaries ● Be on time ● Return to assigned location
<p>C l a s s r o o m</p>	<ul style="list-style-type: none"> ● Be in classroom when the bell rings ● Be prepared with classroom materials – notebook, textbook, homework, writing implement, etc. ● Be present and ready to learn ● Actively participate in class 	<ul style="list-style-type: none"> ● Follow directions of all school personnel ● Be polite ● Volume Level 0,1,2 ● Respect personal space ● Respect personal and school property ● Use appropriate language 	<ul style="list-style-type: none"> ● Follow all classroom rules ● Keep all exits clear ● Be in assigned location
<p>H a l l w a y s / S c h o o l G r o u n d s</p>	<ul style="list-style-type: none"> ● Be in the classroom when the bell rings ● Move at a steady pace to reach destination on time ● Plan your shortest route ● Out of the hallway by the time the bell rings 	<ul style="list-style-type: none"> ● Honor Personal Space ● Follow Adult Directions ● Walk to the right at a safe pace ● Volume level 1,2 ● Knock before entering a class other than yours ● Be courteous ● Keep your environment clean 	<ul style="list-style-type: none"> ● Keep hands and feet to yourself ● Walk to the right ● Be courteous to all ● Report accidents/spills ● Make way for others ● Remain on school grounds
<p>C a f e t e r i a</p>	<ul style="list-style-type: none"> ● Leave only with adult permission and proceed to assigned area ● Have your money or number ready ● Make sure that you leave your area clean for the next lunch period ● Be on time 	<ul style="list-style-type: none"> ● Honor Personal Space ● Follow adult directions ● Volume level 1,2 ● Clean up after yourself and others ● Wait your turn ● Be polite and use good manners ● Be courteous ● Use appropriate language 	<ul style="list-style-type: none"> ● Keep table and cafeteria clean ● Wait your turn ● Report spills immediately ● Move through lines in an orderly fashion
<p>S c h o o l W i d</p>	<p>BE RESPONSIBLE Be there, Be ready</p>	<p>BE RESPECTFUL</p>	<p>BE SAFE</p>

e E x p e c t a t i o n s			
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Verbal Volume Level Designations

0—Silence: No talking or whispering (during tests, lock downs, assembly presentations, etc.)

1—Quiet/low voice: Small group conversation (speak so only your small group can hear you.)

2—Regular inside voice: Large group/classroom discussion (speak so everyone you are addressing can hear you.)

3—Loud cheering: Appropriate times at assemblies, pep rallies, sporting events, etc.

Addendum

COVID-19 Pandemic/Social Distancing

During the 2021-22 school year and COVID-19 pandemic, it is imperative that students, as well as our staff, adhere to strict COVID guidelines as set forth by local, state and federal agencies. These guidelines will be modeled by staff to ensure student understanding and compliance. It is expected students will properly social distance and follow additional guidelines throughout their school day keeping the safety of everyone in the building in mind. As the school year progresses, adjustments may be made to comply with any changes in guidelines set forth by state and federal agencies.

1. Code of Conduct

Students, staff must wear face masks (properly used – covering nose and mouth) when in transit (bus, hallways, movement in classroom). Masks should have at least two layers of material (e.g. 2-ply). Acceptable masks include but are not limited to cloth-based masks (e.g., homemade sewn, quick cut.), and surgical masks that cover both the mouth and nose. Halloween masks, masks that fit inappropriately and masks that cause a distraction/disruption to the learning process will not be allowed.

- Masks can be removed when seated and socially distanced (3 feet).
- No physical contact (no shaking hands, hugging). Students and staff will respect social distancing – Department of Health regulation.
- Hand washing, hand sanitizing is required when entering the building, moving from one location to another and especially before/after lunch.
- No sharing of food or drinking vessels, cell phone or personal items such as chromebooks, rulers, pencils, etc.
- Masks must be worn indoors
- Failure to abide by COVID related safety measures could result in a student being placed on remote instruction by administration.

2. Students Entering School – Screening

- Entrance through the High School Main entrance. Students arriving after 7:30 a.m. enter HS main entrance only.
- Students exiting the bus –screening to comply with Code of Conduct.
- Students screened at entrance –Students who drive/walk to school enter the building and go directly to their assigned class.

3. Water Fountains

Water fountains will be limited to filling a water bottle or cup. Students will not be allowed to drink directly from the fountain.

4. Dismissal

As students exit the building, they are to keep strict social distancing guidelines. Students are not to congregate outside of the building and must leave school property immediately following the school day. School staff will be present outside to ensure social distancing and dismissal compliance

5. Hall Movement

- Students must adhere to social distancing guidelines (3 ft minimum) and wear a mask at all times in the halls.
- Handwashing; use of sanitizers will be required if students transition to another instructional space.

6. Hygiene, Cleaning, Disinfecting

- Rooms will be disinfected each period by Building and Grounds trained cleaners and supported by classroom teachers.
- Bathroom use will be limited based on the size of the bathroom.
- Bathrooms will be used closest to students' classrooms.
- Bathrooms will be cleaned as per Department of Health guidelines.

7. Breakfast

- Breakfast will be available in the high school cafe beginning at 7:10 a.m.
- Students can get breakfast prior to first period class.
- Students will have access to breakfast after period 1 on a limited basis.
- Masks will be required in the serving line of the cafeteria.

8. Lunch

- Students will be required to scan a QR code that will be placed on the table they will be eating at.
- Students seated 3 feet apart (take face covering off to eat lunch).
- Lunch supervisors coordinate; ensure social distancing; use of masks when in transit.

9. Grading

- Our traditional grading practices are in effect

- It will be a high priority for teachers, counselors, administrators to reach out to non-engaged, minimally engaged students and parents to address students not completing work.

10. Medically Approved Remote Instruction

NYSED’s position: So long as allowed by public health officials, schools should be open for in-person teaching and learning, and students should be in school.

- All students will be assigned a Chromebook to ensure compatibility with apps used by our teachers.
- Students will be provided training/assistance on any app used by their classroom teacher.

11. Fire and Lockdown Drills

During all drills, students will adhere to social distancing guidelines. The guidelines expected during drills will be reviewed by staff prior to the first of each type of drill.

12. Extra Help, Office Hours

During the COVID-19 pandemic, teachers will be available during “virtual office hours.” This information will be provided to students during the first week of school. Should the circumstances of school change, amendments to these times will be made.

13. Extracurricular activities

At this time, activities will continue as arranged by the activity advisor: Grades 9-12 class advisors, HS yearbook, Honor Societies, Student Government, Spectrum, while following the School District’s implemented Health and Safety Plan.

14. School Nurse

Due to the COVID-19 pandemic, students will be asked to follow special instructions as set forth by each school nurse. Social distancing guidelines must be strictly followed in the nurse’s office. Should a student be found to have symptoms of COVID-19, the school nurse will follow all guidelines to ensure the safety of the individuals and school building.

15. Telephone

There will be no sharing of cell phones. Students may use their cell phones to call home if needed. If a student does not have a cell phone to make a necessary phone

call home, arrangements will be made by the classroom teacher, or other staff to make the telephone call.

16. Visitors

- School will limit nonessential visitors, volunteers, and activities involving external groups or organizations, particularly during times when there is a moderate to high COVID-19 transmission rate.
- All approved visitors must follow the guidelines contained in this document.
- Approved visitors who are symptomatic must stay home and seek testing and care, regardless of vaccination status.
- Visitors may need to provide proof of vaccination and/or complete an attestation form that they are asymptomatic.

17. Masks

FACE MASKS

- Parents/Guardians must supply a mask for each child attending in-person instruction. Cloth or medical masks are acceptable.
- A mask must cover the nose and mouth completely. Masks should have at least two layers of material (e.g. 2-ply). Acceptable masks include but are not limited to cloth-based masks (e.g., homemade sewn, quick cut,) and surgical masks that cover both the mouth and nose. Halloween masks, masks that fit inappropriately and masks that cause a distraction/disruption to the learning process will not be allowed.
- HSHS has paper stocked some masks for students whose mask breaks or becomes soiled during the school day.
- Cloth masks should be cleaned daily. Paper masks should only be reused if the manufacturer recommends it.
- Face shields cannot replace masks. Students may wear a face shield in ADDITION to a mask if they choose.

MASK BREAKS

- Mask breaks (removal of mask) may be taken in specific circumstances when social distancing of at least 3' is well established and there is no movement of individuals expected. Students/Staff will call out, "Masks Up" if unexpected movement is suddenly required.

- All students will have a daily mask break to eat lunch.
- Mask breaks can NOT be taken when students are not at least 3' apart, are standing or moving, without teacher/staff permission or when riding a bus.

The 2021-2022 Student Code of Conduct states:

Insubordination - When a student fails or refuses to comply with any District requirement or directive of teachers, principals or other school personnel regarding the health and safety of students and others, including but not limited to the wearing of masks or face coverings, social distancing, and other recommendations and requirements of the District, State Education Department (SED) or the Department of Health (DOH) during any epidemic, pandemic or other health emergency situation, he/she is insubordinate and may be subject to disciplinary action to the full extent designated under of the code of conduct disciplinary consequences.

18. Student Discipline

Due to the COVID-19 pandemic, student removals from the classroom will be limited to ensure proper social distancing can be adhered to throughout the day. Should a student issue arise, administration will be notified immediately and address the situation as needed.

19. COVID Bus Regulations

- Students, staff must wear face masks (properly used – covering nose and mouth) when on the bus.
- No physical contact (no shaking hands, hugging). No sharing of personal items.
- Failure to abide by COVID related safety measures on the bus may result in a loss of bus privileges.