

Hudson Senior High School

Student Handbook

2018 – 2019



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
2018 - 2019 CALENDAR**

September 3	Labor Day
September 4	Superintendent Conf. Day
September 5	Classes Begin
October 8	Columbus Day
November 6	Superintendent's Conf. Day
November 9	Emergency Go Home Drill
November 12	Veterans' Day Observance
November 14	½ Day 6–12 Report Card Conf.
November 21 - 23	Thanksgiving Recess
December 12	½ Day K-5 Report Card Conf.
December 24 - 31	Holiday Recess
January 1	Holiday Recess Cont.
January 2	Classes Resume
January 21	Martin Luther King, Jr. Day
January 22 - 25	Regents/Testing week
February 18	Presidents' Day
February 19 - 22	Mid-Winter Recess
March 15	Superintendent Conf. Day
April 2 - 4	ELA testing (2 days TBD)
April 19	Good Friday
April 22 - 26	Spring Recess
May 1 - 3	Math Testing (2 days TBD)
May 23 - 24	No Classes
May 27	Memorial Day
June 18 - 26	Regents/Testing Days
June 24 - 26	½ Day Grades K - 8
June 26	Last Day of Attendance
June 28	Graduation Day

Emergency Closing Make-Up Days:

May 2, May 24, April 26, 2019

Emergency Closing Return Day: May 28, 2019

BELL SCHEDULE 2018 – 2019



HOMEROOM: 8:00 – 8:05
Pledge of Allegiance: 8:07

Period 1 8:07 – 8:48

Period 2 8:52 – 9:33

Period 3 9:37 – 10:18

Period 4 10:22 – 11:03

PERIOD 5 11:07 – 11:37 – LUNCH

Period 6 11:41 – 12:22

Period 7 12:26 – 1:07

Period 8 1:11 – 1:52

Period 9 1:56 – 2:37

EARLY DISMISSAL SCHEDULE

2018-2019

Half-day schedule for dismissal at 11:37AM

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

PERIOD

1	8:07 - 8:30
2	8:34 - 8:56
3	9:00 - 9:22
4	9:26 - 9:48
5	There will be no lunch period scheduled. Students will attend academic classes only.
6	9:52 - 10:14
7	10:18 - 10:40
8	10:44 - 11:06
9	11:10 - 11:37

P.M. VOTEC Students with transportation are dismissed at 9:40AM.

P.M. VOTEC Students without transportation will report to the Library at 9:40AM.

SCHEDULE FOR ONE HOUR DELAY
2018-2019

<u>Homeroom</u>	9:00 - 9:05
<u>Pledge</u>	9:07
<u>Period 1</u>	9:07 - 9:33
<u>Period 2</u>	9:37 - 10:03
<u>Period 3</u>	10:07 - 10:33
<u>Period 4</u>	10:37 - 11:03

Period 5 Lunch will begin at 11:07 AND THE REGULAR DAY WILL FOLLOW

Schedule for TWO HOUR DELAY
2018-2019

SCHEDULE A

<u>Period 1</u>	10:05 - 10:32
<u>Period 2</u>	10:35 - 11:03

SCHEDULE B

<u>Period 3</u>	10:05 - 10:32
<u>Period 4</u>	10:35 - 11:03

5th Period Lunch will begin at 11:07AM
AND THE REGULAR DAY WILL FOLLOW.

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

As you may remember, in the past we had many two-hour delays and an “A” and “B” schedule for two-hour delays was developed.

“A” schedule means that students attended 1st and 2nd periods and **not** 3rd & 4th periods and “B” schedule means that students attend 3rd & 4th periods and **not** 1st and 2nd periods.

We will be employing this same strategy throughout the winter.

The bell system will remain ringing on the 2-hour schedule and we will have to announce to students that it is an “A” or “B” two (2) hour schedule for the day.

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, comprised as it is of 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.

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, overslept, or car trouble are not acceptable and will be listed as un-excused.

Consequences for Unexcused Absences:

At Hudson Senior High School, more than sixteen (32) un-excused absences from a full year course or more than eight (16) un-excused absences from a ½ year course will result in loss of course credit and will be ineligible to attend Summer School. 9 or more un-excused 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 insure 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, lock-down).

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, in 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 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.

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.

F. Dances/Activity Night

Dances at Hudson High can be most enjoyable activities. 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 pre-paid and ID may be required at the door. Suggestive dancing is not allowed.

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.

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

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 life styles 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 so 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.

1. 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.

2. 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.

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.

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.

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.

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 parent/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) to 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 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. Lunch

1. Each day the cafeteria serves a complete, nutritious lunch at a nominal cost. For students who do not want the complete meal, a-la-cart menu of soups, sandwiches, and desserts is available. Also, each morning the cafeteria

offers a variety of breakfast items prior to the opening of school.

2. Students eligible for free or reduced price meals must have their parent/guardian complete and sign the appropriate lunch application (distributed on the 1st day of school), and then return it to the Nurse.
3. There is to be no horseplay, shouting, throwing of food or popping of milk or other type containers at any time. Trays, dishes, and silverware are to be returned to the receiving window. Waste materials should be placed in the proper receptacle. Students are expected to clean up after themselves.

Hudson Senior High School has a closed lunch policy and, as such, students may not leave school grounds during lunch period. 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 BUSINESSES 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 comprised 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 first week 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.

CLASS RANKING FOR HIGH SCHOOL STUDENTS

The purpose of this policy is to establish a method to rank students in order of scholastic achievement, from highest to lowest.

The method used to determine class standing will be as follows:

- A) All subjects are to be used in computing a student's grade point average. A weighted grade point average will be calculated to reflect the difficulty of courses taken by Hudson High School students. By utilizing a weighted grade point average, students voluntarily taking on a more rigorous course of study, are less likely to be placed at a disadvantage in computation of class rank and students will be encouraged to register for and remain enrolled in the more challenging courses.

Courses will be weighted in the following manner:

1. All Advanced Placement (AP) courses will be given a weight of 1.08.
2. All College-Level courses will be given a weight of 1.05.
3. All Honors courses will be given a weight of 1.03
 - Implementation will begin with the incoming freshmen in September 2014 (Class of 2018)
 - Mixed grade classes (AP Bio, Pre-Calculus, etc.) will have grade weights calculated individually for each student on the one and only year that this will occur while this policy becomes fully integrated.

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.hudsoncityschoolsdistrict.com, 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 to school late if they have study halls in the beginning of the day, leave school early if they have study halls at the end of the day or sign out and return to school when they have consecutive study halls in the middle of the day adjoining lunch.

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.

X. Skate Boards/In-Line and Sneaker Skates

Students are not allowed to bring skate boards 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. Cigarettes lighters, matches 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 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 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.

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.)

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: HCSD 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 expression 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 record 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 insure 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 HCS D 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, handheld 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, sling shot, 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 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 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 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 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 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 item until student is ready to leave school grounds for the day.
2. **Second offense** – Parent notification, PM Detention and confiscation of item until student is ready to leave school grounds for the day.
3. **Third offense** – Parent notification, Administrative level discipline, and confiscation of item until such time as a parent/guardian of owner can pick up and take 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 skate board/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

1. First Cut/Truancy
 - a. Parent/Guardian notified.
 - b. Administrator level consequence assigned.
2. 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 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 in 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 in his/her own behalf and has the right to cross examine witnesses against him/her.
- E. The decision of 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 extra-curricular 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 un-excused 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 re-arranged 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 HCS.D. 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 member who is 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's 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 student 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. Student 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.
11. These regulations also apply when students ride buses on authorized school trips to attend sports events, field trips or any other school-related events.

REGULATIONS - GENDER DISCRIMINATION, INCLUDING SEXUAL HARASSMENT, OF STUDENTS

The following regulation will implement the Board of Education's policy concerning gender discrimination.

Sexual harassment is defined as conduct which a reasonable person who is the

object of such conduct could conclude is: (a) unwanted touching of a sexual nature of any part of the person; (b) unwanted expressions to the person which intimidate, ridicule or otherwise offend the person on the basis of gender, traits associated with gender or presumed sexual or actual sexual orientation. A student can be subject to sexual harassment by a student, employee, Board member or any individual who foresee ably might come in contact with the student on school grounds or at school activities. Sexual harassment experienced by a student is not always easily recognized. The following may constitute grounds for finding of sexual harassment:

1. touching;
2. verbal comments;
3. sexual name calling;
4. spreading sexual rumors about a person;
5. gestures, jokes, pictures, leers;
6. overly personal conversation;
7. cornering or blocking student's movement;
8. pulling at clothes;
9. attempted rape and rape;
10. intentionally brushing up against someone;
11. flashing or mooning;
12. showing, giving or leaving sexual pictures, photographs, illustrations, messages or notes;
13. forcing someone to kiss you or do something sexual other than kissing;
14. spying on someone while dressing or showering; and
15. referencing to someone as "fag" or a "lesbian" or "gay"
- 16.

Procedures

Any student who believes that he or she has been the victim of gender discrimination, including sexual harassment, or any other person who believes that a student has been the victim of gender discrimination, including sexual harassment, may file a complaint with the Compliance Officer in accordance with the provisions of these regulations. The Board of Education has designated Mark Brenneman, 215 Harry Howard Ave., Hudson, NY 12534, phone 518)828-4360, as Compliance Officer, to serve the district's responsibilities associated with compliance with Title IX. In addition, the Board has designated a second individual, to be named, 215 Harry Howard Ave., Hudson, NY 12534, phone (518) 828-4360, for ensuring compliance with Title IX in regard to gender discrimination so that students who believe that they have been subjected to gender discrimination will have a second avenue of complaint, if the alleged discriminator/harasser is the Compliance Officer, Business Official.

The Superintendent of Schools shall implement specific and continuing steps to notify students, parents, employees, and prospective students or employees that the school district does not discriminate on the basis of sex in the educational programs or activities which it operates as required by Title IX. Such notification shall include publication in: local newspapers; newspapers and magazines operated

by the district or by student, alumnae, or alumni groups for or in connection with the district; and memoranda or other written communications distributed to every student and employee.

All reports of gender discrimination will be held in confidence, subject to all applicable laws and relevant provisions found in the district's policy manual and collective bargaining agreements.

Consistent with federal and state law, and all applicable provisions contained in the district's policy manual and collective bargaining agreements, the following procedures shall be employed in handling any report, investigation and remedial action concerning allegations of gender discrimination:

Formal Complaints

Formal complaints may be submitted either to initially report any incidence of gender discrimination, or as a follow-up to an unsatisfactory resolution of an attempt to resolve a complaint.

The formal written complaint will consist of any appropriate forms and a copy of any applicable Building Principal or Superintendent reports. The appropriate forms solicit the specifics of the complaint, e.g., date and place of incident, description of sexual misconduct, names of any witnesses, and any previous action taken to resolve the matter.

The Superintendent or the Board shall take immediate, appropriate and corrective action upon a determination of gender discrimination. The Superintendent or the Board shall notify the complainant of any findings and action taken.

Remedial Action

If the investigation reveals that gender discrimination has occurred, appropriate sanctions will be imposed in a manner consistent with any applicable law, district policies or regulation. Depending on the gravity of the misconduct, sanctions may range from a reprimand up to and including dismissal of an employee or suspension or permanent suspension of a student.

Anyone subjecting complainants or witnesses to any form of retaliation will also be subject to disciplinary action in the manner prescribed by law and consistent with any applicable provisions in the district's policy manual or collective bargaining agreements. If the investigation reveals that no gender discrimination has occurred, or if the complainant is not satisfied with the remedial action taken after a finding of gender discrimination, the complainant may appeal to the next appropriate level in the complaint procedure. The appeal must include a copy of the original complaint, all relevant reports, the specific action being appealed, and an explanation of why the complainant is appealing.

Post Remedial Action

Following a finding of gender discrimination, victims will be periodically interviewed by the appropriate Building Principal or Superintendent to ensure that the discrimination and/or harassment has not resumed and that no retaliatory action has occurred. In the discretion of the district, these follow-up interviews will continue for an appropriate period of time.

Complaint Records

Upon written request, complainants should receive a copy of any resolution reports filed by the Building Principal or Superintendent concerning his/her complaint. Upon substantiation, copies should also be filed with the student or employment records of both the complainant and the alleged discriminator/harasser.

Investigation in the Absence of a Complaint

The Board will, in the absence of a victim's complaint, ensure that an investigation is commenced by the appropriate individuals, upon learning of, or having reason to suspect, the occurrence of any gender discrimination.

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	Required Exams
English Language Arts	English Language Arts
Integrated Algebra	3 Math: Integrated Algebra, Geometry, and Algebra
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.

School Wide Expectations	Cafeteria	Hallways/ School Grounds	Classroom	Offices	Bus
BE RESPONSIBLE Be there, Be ready	<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"> 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"> 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"> Have a clear purpose Follow Adult directions Honor personal boundaries Use passes correctly 	<ul style="list-style-type: none"> Be at stop five minutes early. Only get off at your assigned stop. Put your trash in the garbage, not on the floor.
BE RESPECTFUL	<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"> 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"> Follow directions of all school personnel Be polite Volume Level 0,1,2 Respect personal and school property Use appropriate language 	<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"> Respect others and yourself. Keep your hands and feet to yourself. Use appropriate language Volume level 1
BE SAFE	<ul style="list-style-type: none"> Keep table and cafeteria clean Wait your turn Report spills immediately Move through lines in an orderly fashion 	<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 	<ul style="list-style-type: none"> Follow all classroom rules Keep all exits clear Be in assigned location 	<ul style="list-style-type: none"> Follow Adult directions Honor personal boundaries Be on time Return to assigned location 	<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

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.