

**The 2010-2011
Hoosick Falls Junior/Senior High School
Student & Parent Handbook**

Welcome to this year's edition of the Hoosick Falls Student Parent Handbook.

This handbook provides important information to students and parents that pertain to being a student at Hoosick Falls Junior/Senior High School during the 2010-2011 school year. All students in grades 7 through 12 will be provided with a copy of this handbook, and all students are responsible for knowing each of the rules, policies and procedures contained within it. During the school year, this handbook should be maintained and used as a reference whenever questions may arise. Parents and students are asked to read and review the contents of this handbook thoroughly to ensure an understanding of its contents. In addition to receiving the handbook, all students and parents will be required to sign and return a form as an acknowledgement that that they have reviewed, and understand, the information contained within the handbook. Forms will be collected and maintained by the school administration. Any questions relating to the information contained in this handbook should be referred to the school administration.

Sincerely,
Stacy Vadney
Principal

Brett Lamy
Assistant Principal

SCHOOL COLORS
Blue and White

SCHOOL EMBLEM
Panther

*Our school athletic teams are called **The Panthers***

District Website: www.hoosickfallscsd.org

CEEB-ACT Code: 332-445

Please note: The contents of this handbook are in most cases arranged by general title or topic, though key words may be applicable under other topic headings.

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PUBLIC INFORMATION

POLICY STATEMENT

The Hoosick Falls Board of Education does not discriminate on the basis of race, gender, sexual orientation, religion, national origin, age or disability in matters affecting employment, access to educational programs or activities. Persons who have questions about equal opportunity and non-discrimination should contact the Superintendent of Hoosick Falls Central School.

SCHOOL DISTRICT RECORDS

Often, parents, students or other community members may want to have specific information about the schools in this district. Please contact the District Office Secretary for information regarding inspection and /or copying of district records during regular business hours on any day the district offices are open.

Requests to inspect or make copies of records must be submitted in writing, either in person or by mail, to the District Office Secretary, who will provide information regarding fees and the number of copies available. The District Office Secretary shall then acknowledge receipt of the request and advise as to the approximate date when the request will be granted or denied. When a request for access to a public record is denied, the District Office Secretary shall indicate in writing the reasons for such denial, and the right to appeal. An applicant who is denied access to a public record may file an appeal by delivering a copy of the request and a copy of the denial to the district clerk of the Board of Education within 30 days after the denial from which such appeal is taken. If denied, an appeal may be made to the Commissioner of Education.

CODE OF CONDUCT

Hoosick Falls Central School expects a high standard of conduct from its students, faculty and support staff, as well as visitors to the schools. The school will enforce a Code of Conduct, which governs the conduct of all persons, whether or not their presence is authorized, upon any premises, school sponsored activity or property under the control of the district and used in its teaching, administrative, cultural, recreational, athletic, and other programs and activities. Video cameras may be used to monitor activities on school premises or on school buses.

The list of Prohibited Conduct includes; however, 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. 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.
4. Discrimination, which includes the use of race, color, creed, national origin, religion, age, marital status, veteran status, gender, sexual orientation or disability as a basis for treating another in a negative manner.
5. Harassment, which 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.
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.
10. Smoking a cigarette, cigar, pipe or using chewing or smokeless tobacco.
11. Possessing, consuming, selling, distributing or exchanging alcoholic beverages, drugs or illegal substances, or being under the influence of either.
12. Inappropriately using or sharing prescription and over-the-counter drugs.
13. Gambling.
14. Indecent exposure, that is, exposure to sight of the private parts of the body in a lewd or indecent manner.
15. Initiating a report warning of fire or other catastrophe without valid cause, misuse of 911, or discharging a fire extinguisher.
16. Inappropriate physical displays of affection.
17. Card playing.
18. Insubordinate behavior.
19. Inappropriate use of the Internet.
20. Reckless behavior/action that harms oneself or others.
21. Inappropriate use of all electronic devices.

STUDENT RIGHTS AND RESPONSIBILITIES

The district is committed to safeguarding the rights of all students under state and federal law. In addition, to promote a safe, healthy, orderly and civil school environment, all district students have the right to:

- Take part in all district activities on an equal basis regardless of race, color, creed, national origin, religion, gender or sexual orientation or disability.
- Present their version of the relevant events to school personnel authorized to impose a disciplinary penalty in connection with the imposition of the penalty.
- Access school rules and, when necessary, receive an explanation of those rules from school personnel.

Each district student has the responsibility to:

1. Contribute to maintaining a safe and orderly school environment that is conducive to learning and shows respect to other persons and property.
2. Be familiar with and abide by all district policies, rules and regulations dealing with student conduct.
3. Attend school every day that school is in session unless legally excused, and be on time for the start of school.
4. Be in class on time and prepared to learn.
5. Work to the best of ones' ability in all academic and extracurricular pursuits and strive toward the highest level of achievement possible.
6. React to direction given by teachers, administrators and other school personnel in a respectful, positive manner.
7. Work to develop mechanisms to control ones' anger.
8. Ask a question when one does not understand.
9. Seek help in solving problems that might lead to disciplinary action.
10. Dress appropriately for school, school functions and school sponsored activity.
11. Accept responsibility for ones' actions.

12. Conduct oneself as representatives of the district when participating in or when attending school-sponsored extracurricular events and to hold oneself to the highest standards of conduct, demeanor, and sportsmanship.

ATTENDANCE INFORMATION

Students may enter the building at 7:30 a.m. Any students who want to enter the building prior to 7:30 a.m. must acquire permission from a teacher or an administrator. Breakfast will be available from 7:30 a.m. to 7:40 a.m. Students who wish to have breakfast may enter at the side entrance located by the cafeteria.

MORNING ATTENDANCE PROCEDURES

Students must report to their first period class by the 7:45 a.m. bell. Since homeroom tasks and announcements will be incorporated into first period, first period has been extended six minutes, 7:45 a.m. to 8:31 a.m. Any student arriving to first period after the 7:45 a.m. will be marked late.

TARDINESS

Students arriving late to school, after 7:45 a.m., must report to the Main Office and sign in for attendance purposes. When arriving late, a valid parent/guardian excuse must be presented at the time of the student's arrival, but no later than the following day. Oversleeping and/or missing the bus, etc. are not valid excuses for lateness, and notes written by parents or guardians excusing students for these reasons will not be accepted.

Students who acquire 3 unexcused tardies will be assigned a consequence. Thereafter, every 3 unexcused tardies acquired will result in further and more consequence. Students who enter the building after 7:45 a.m. that do not sign in at the Main Office will be subject to disciplinary consequences.

LEAVING SCHOOL EARLY

Students in grades 7-12 may be dismissed from school by one of four ways:

1. A note from a parent/guardian with a contact number listed can be presented at the Main Office.
2. Parent/guardian comes to the Main Office and signs out the student. Students will only be released to a non-custodial parent/guardian when a note from the custodial parent/guardian is provided to the Main Office prior to releasing the student.
3. Nurse releases student to the parent/guardian.
4. A faxed note may be sent. It must have a phone number where the parent/guardian can be contacted to verify dismissal. In the event, the school is unable to make contact with the parent/guardian the student may not be granted permission to leave school grounds until contact is made.

If your parent or guardian requests that you leave school early the student must obtain an *Early Dismissal Form* (pink card) from the Main Office prior to the early dismissal. It is the student's responsibility to acquire and make up any missed assignments.

TRUANCY

Student absence without the knowledge and consent of the parent is considered truancy. Truancy is a violation of New York State Law and is subject to disciplinary measures imposed both by the school and Family Court.

PARTICIPATION IN AFTER SCHOOL ACTIVITIES

In order to participate in any after school activity, students must arrive to homeroom by 7:45 a.m. and remain in school for the rest of the day.

Please see the Extracurricular Activity Eligibility and Policy Standards, *Appendix A*.

STUDENT ABSENCES & EXCUSES

All students between the ages of 6 and 17 are required to receive full-time instruction at school.

Appropriate grounds for excused absences or tardiness:

The student and his/her parent or person in parental relation is responsible for providing written notification of the reason for such absences upon the student's return to school. Whenever possible, parents or persons in parental relation are encouraged to contact the school in writing or by telephone prior to or on the day of the absence. The following list represents, but is not limited to, appropriate bases 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
8. Approved cooperative work program
9. Impassable Roads or Adverse Weather Conditions
10. Military Obligation
11. Pre-approved college visits for H.S. juniors and seniors
12. Motor Vehicle Appointments

Grounds for Unexcused Absences or Tardiness:

A student who was absent must present a note, or documentation stating the reason for the absence upon returning. Absences for reasons for which a student does not have pre-approval from the District or for which the student does not provide an appropriate note or documentation within three (3) school days of his/her return to school will also be recorded as an unexcused absence. After a student has been absent for three (3) consecutive days, we may request a doctor's note.

Parental requests excusing their child from school for reasons not included above (i.e. to get a haircut, to go shopping, to go on a family trip, or not stating a specific reason) are unexcused absences under state law.

Chronic absences and tardiness, whether excused or unexcused, are disruptive to the educational process and will not be tolerated. Make-up work will be available for excused absences subject to the classroom teacher's discretion. The student will be responsible for the acquisition of assignments. For unexcused absences, make-up assignments will be offered entirely at the discretion of the teacher.

Chronic unexcused tardiness and/or absences will also subject a student to the range of penalties specified in the District's Code of Conduct.

HIGH SCHOOL ATTENDANCE

All absences (excused and unexcused, including suspensions) count in the total sessions missed. The District retains discretion to evaluate a student's attendance in light of academic performance and other indicators in deciding whether credit shall be denied.

Students on home instruction will be given credit for attendance.

A student who has an unexcused tardy to class exceeding 15 minutes will be considered absent for that class. Also, a student who has three (3) instances of tardiness that are less than 15 minutes in a particular class will be considered as having one (1) absence. Classroom teachers will handle the discipline for unexcused tardiness to class (under 15 minutes) prior to the referral, which will be written upon three (3) instances of tardiness.

Students who are unable to attend a class due to their participation in a school sponsored activity (*i.e.* music lessons, field trips) shall, upon the completion of any make-up work assigned, be given credit for class participation for the day/class period missed. This also applies to any student who is absent from school due to illness who receives home instruction from the district.

Students will have the opportunity to make up the classes and work missed as determined by the Principal/designee. To assure due process, the implementation of this general attendance policy will be in accordance with rules and regulations as developed by the administration. Further, the District shall vigorously publicize and disseminate this policy in order to ensure faculty, student and parental awareness.

MINIMAL ATTENDANCE PROCEDURES

Prorating for new students: The *Minimal Attendance Policy* will apply to new entrants based on the marking period in which they enroll. If a student enters Hoosick Falls Central School after the beginning of the school year, the entry date will be noted and class attendance will be prorated.

MAKE-UP PROCEDURES

A student who has not made up the work missed within a reasonable amount of time as determined by the teacher and the Principal will receive a failing grade for the work missed.

When lack of attendance and failure to make up work result in an incomplete becoming a failing grade for the work missed, this should be figured into the student's final grade on an equitable basis. Only those students with excused absences will be given the opportunity to makeup a test and/or turn in a late assignment for inclusion in the calculation of the class participation portion of their final grade.

It is the responsibility of the student to make arrangements with his/her individual teacher to make up class time. Make-up opportunities must be completed by a date specified by the student's teacher for the class in question. Teachers may, but are not obligated to, allow a student make-up for unexcused absences for a test and/or late assignments for inclusion in the calculation of the class participation portion of their final grade. It is the responsibility of the student to ask his/her individual teacher for permission to make up absences related to unexcused absences and/or class cuts.

Unexcused absences and or class cuts can be made up in two ways:

1. By spending an equivalent number of periods after school with the teacher working on course related material approved by the teacher.
2. By spending an equivalent amount of time after school, in detention, working on course related material approved by the teacher. This make-up detention must be approved and scheduled by the appropriate building administrator.

GENERAL INFORMATION

EMERGENCY SCHOOL CLOSINGS

Local radio and television stations will announce school closings, delays in opening or early dismissals due to inclement weather or other emergencies as soon as a decision is made. Please do not call the stations or school. Simply listen to the radio or watch television for announcements. No announcement will be made if school is operating normally.

RADIO STATION FREQUENCIES AND TELEVISION CHANNELS

WBTV 94.3 FM WROW 590 AM

WTRY 98.3 FM WGY 810 AM

K100 100.3 FM WTRY 980 AM

K100 100.9 FM WBTV 1370 AM

WPYX 106.5 FM

WGNA 107.7 FM TELEVISION CHANNEL 6

TELEVISION CHANNEL 10

TELEVISION CHANNEL 13

FIRE DRILLS

Hoosick Falls School is required to have 12 fire drills each year to prepare students for possible emergency evacuations. Eight of the drills will take place from September 1 to December 1 annually. We expect our students to follow their teachers' directions during any evacuation situation. When not directly with a teacher, students are instructed to go to the nearest exit and report to an adult once outside the building. A fire evacuation plan is posted in each room. Students are responsible for becoming familiar with plans in each of their classrooms. When the fire alarm sounds, students are to file out of the room and walk quickly and quietly to the designated exit. Running or talking is not permitted. The first students to reach outside doors are to hold them open until all have left the building. Students are to remain at least 50 feet away from the building, out of traffic lanes and away from parked cars. An announcement will be made when it is safe to re-enter the building. All students are expected to cooperate with staff members during fire drills, and to leave the buildings in a quiet and orderly manner. The exit route is posted in each room. Students must stay with their teacher. Distracting or disruptive behavior will be subject to either teacher or administrative discipline, and may warrant a disciplinary consequence.

EMERGENCY MANAGEMENT PLANS

In accordance with regulations of the Commissioner of Education, the district has developed an Emergency Management Plan to safeguard the safety and health of students and staff, as well as district property, in the event of a true emergency. Each year, the school will stage a "test" or drill of the Emergency Management Plan, including practice in sheltering students and staff, and an early dismissal at a time not more than

15 minutes earlier than the normal dismissal time. Parents/Guardians will be informed of any such “test” at least one week prior to the drill.

The district Emergency Management Plan includes the following:

1. Definitions of “emergency” and procedures to be followed to activate the plan;
2. Designation of a control center in anticipation of, or in response to an emergency;
3. Identification of sites of potential emergencies;
4. Identification of appropriate responses to emergencies;
5. Procedures for coordinating the use of District resources and personnel during emergencies;
6. Identification of district resources which may be available for use during an emergency;
7. A system for informing all schools within the district of the emergency;
8. Plans for taking the following actions, if appropriate; school cancellation; early dismissal; evacuation; and sheltering;
9. Pertinent information about each school (including information on school population, number of staff, transportation needs and the business and home telephone numbers of key employees of the district and others, as appropriate) and;
10. Procedures for obtaining advice and assistance from local government officials.

Copies of the Emergency Management Plan are available in the District Office.

VISITORS TO THE SCHOOL

The following rules apply to anyone who visits the school during a regular school day:

1. Anyone not a regular staff member or student will be considered a visitor.
2. All visitors must sign in at the security desk at the main entrance. All visitors must be issued, and must wear, a visitor’s identification badge. Visitors must sign out and return the badge upon leaving the premises.
3. It is not the practice of the HFCS to grant permission for visits by students’ friends, relatives, etc. to “drop in for a day”, “spend a day here because they are up visiting,” etc. School visitors are typically students from other districts here for legitimate reasons as part of authorized exchange programs, etc. All visitors require prior approval of the Principal. At least two days notice should be given when requesting a visit.

HOMEWORK REQUESTS

When a student is absent, the student should make every effort to secure required assignments. **The Main Office must receive requests before 9:30 a.m. if you want homework sent home that night or intend to pick-up homework after school.**

LOCKERS

A locker is assigned to each student and may not be changed without permission from the Main Office. Keep your locker locked at all times. Do not share your locker or give your combination to another student. Keep personal items and books in your locker. HFCS cannot assume responsibility for any lost or stolen property. Students are responsible for the security and care of their locker, and are financially responsible for the school property in their charge. Nothing may be written on or inside any locker, nor may anything be placed on the outside of the locker (stickers, posters, etc.). Under special circumstances students must obtain the approval of the building principal. Students are not permitted to share lockers or use an unassigned locker, and students should not offer or agree to store any items in their locker that are not their own property.

Students experiencing any difficulties with their locker or combination should notify the Main Office. ***Please be advised that lockers are subject to search at the discretion of the school administration at any time it is deemed necessary.***

TEXTBOOKS

Textbooks are provided to students in a variety of subject areas. Teachers may require textbooks to be covered. It is the student's responsibility to keep the books in good condition and return them in the same condition they were in when received.

Payment must be made when a book is lost or damaged. In the event a payment is not made, the district may file a claim with the small claims court.

INTERNET USE

Students must have a completed *Internet Agreement* on file with the District and receive a password from the network administrator to use the school's equipment and facilities. The Internet is to be used for academic purposes only. It is not to be used for electronic messaging, on-line shopping/drawing, downloading of music, games, or any other inappropriate or non-educational material. Intentional wrongful use will result in loss of Internet privileges and the assignment of disciplinary consequences.

CLASS AND CLUB ACTIVITIES

All requests to hold an activity will go to the appropriate class advisor and the Principal. Activities must be planned in advance of the scheduled date.

SELLING ITEMS AT SCHOOL

Students are not permitted to sell or solicit any of the following items in school or on the bus: candy, cookies, snack foods or other goods unless approved for school fundraisers. If you sell unapproved items in school or on the bus you will be subject to disciplinary consequences.

STUDENT PUBLICATIONS

Students have the right to express their views in speech, writing, or through any other medium or form, limited solely by those restrictions imposed on all citizens generally, and by those specifically applicable to children and youths in a school setting.

All student publications must comply with the rules for responsible journalism.

Libelous statements, unfounded charges and accusations, obscenity, false statements, materials advocating racial or religious prejudice, hatred, violence, the breaking of laws and school policies and/or regulations, or materials designed to disrupt the educational process will not be permitted.

Expressions of personal opinion must be clearly identified as such and must bear the name of the author. Opportunity for the expression of opinions differing from those of the student publishers must be provided.

Student newspapers and/or publications, which are paid for by the school district and/or produced under the direction of a teacher as part of the school curriculum, are **not** considered a public forum. In such cases, the Board of Education reserves the right to edit or delete such student speech, which it feels, is inconsistent with the district's basic educational mission and school district policies.

DISTRIBUTION OF LITERATURE

Students have a right to distribute literature on school grounds and in school buildings provided such distribution does not interfere with or disrupt the educational process. No literature may be distributed unless a copy is submitted in advance to the Superintendent of Schools and the Building Principal.

Permission to post any type of printed material or artwork must be obtained through the Principal before distribution. Posting may only take place at designated sites. Please visit the Main Office for a list of approved sites.

LOITERING

While school is in session, no person other than a student in good standing, an officer or employee of the District, or a parent or guardian of a student shall enter the school property for any purpose without the permission of the Superintendent, Principal, or other authorized representative.

Violators of the above rule are subject to arrest and prosecution for trespassing and disorderly conduct. A student suspended from school will be considered loitering if he/she enters school property during the period of suspension.

FREE AND REDUCED PRICE FOOD SERVICES

The school participates in federally funded school breakfast and lunch programs, and shall provide free or reduced price food services to qualified district students. The School Lunch Manager will provide further information upon request.

SCHOOL DANCES

1. School sponsored dances, on or off campus, are subject to the Hoosick Falls Central School Code of Conduct. Failure to comply may result in disciplinary action.
2. The advisor of the student activity sponsoring a school dance will be responsible for the conduct and behavior of students at the dance and will be considered the Chaperone in Charge. It is the responsibility of the Chaperone in Charge to insure that the rules listed below are enforced and that the dance is both a safe and beneficial experience for the students of HFCS. In the event that an advisor is not present at a dance, another HFCS staff member must be designated the Chaperone in Charge.

DANCE RULES

- To be eligible to attend a dance, students must be in continuous attendance until dismissal on the day of the dance or the last school day before the dance. Their attendance must commence no later than 7:44 a.m.
- Students desiring to bring guests who do not attend Hoosick Falls Central School must receive permission from the Principal prior to the day of the dance. Guests must be of the appropriate grade level and age for the dance to which they are invited. Grades 7 and 8 students may not attend high school dances (including the Junior Prom) and high school students may not attend grade 7 and 8 dances. No one over the age of 21 may attend any school dance.
- Students (grades 7-12) who are failing two or more subjects are subject to the school's academic probation policies.
- If students leave a school dance, they must leave the premises and cannot later return to the dance.

- Anyone found on the school grounds during a dance without a legitimate reason to be there will be asked to leave.
- Students who misbehave will be ejected from the dance. Students who are ejected for misbehavior will either be released to their parents/guardians or to the police if necessary. Incidents will be reviewed on the next school day.
- Students must arrange for a timely pickup following the dance. The Chaperone in Charge will insure that students do not loiter on school grounds after a dance.

STUDENT PARKING

Parking will be available to juniors and seniors. If there are not enough parking spots available a lottery will be conducted. A student parking application must be filled out each semester for a student to be considered. A student who doesn't have a parking permit on their vehicle will be towed. In order for a student to keep his/her parking permit the conditions below must be followed:

I. Attendance

- The student will not be late to school no more than 3 times from the date listed below.
- The student will not have 3 unexcused absences from the date listed below.
- The student will not have 3 unexcused early dismissals from the date listed below.

II. Academics

- The student will not be failing 2 or more classes at the interim period or report card period.

III. Behaviors

- The student will not be assigned a 3:20/4:20 Detention, In-School Suspension or Out of School Suspension.
- The student will not drive reckless or honk his/her car horn excessively on school grounds.

If a student doesn't meet one or more of the requirements listed above, his/her parking permit will be revoked for the remainder of the semester.

PARENTAL PICK-UP AFTER EXTRACURRICULAR EVENTS

All students must leave the premises within 15 minutes of completion of an extracurricular event. Failure to do so may result in loss of extracurricular privileges for one or more events.

WORKING PAPERS

To apply for working papers a student must have a current physical exam (within the year). "Working paper" physicals can be given in the school when the school physician is available (fall/spring). A student needing working papers must sign up in the Counseling Center. Working papers will only be issued to students who are meeting academic, attendance and behavioral standards. After working papers are issued to a student, the

student must continue to meet academic, attendance and behavioral standards. Students who receive working papers and then fail to meet standards will have their working papers revoked. In these cases, the school will communicate with employers.

STUDENT RECORDS

The procedures for the confidentiality of student records shall be consistent with federal statutes, including the Family Educational Rights and Privacy Act of 1974 (FERPA), its implementing regulations, and the Commissioner's Regulations.

The district shall arrange to provide translations of the following notice to non-English speaking parents in their native language.

To Parent(s) Guardian(s) Eligible Students: This section is intended to advise you of your rights with respect to the school records relating to (your son) (your daughter) (you) pursuant to the Federal "Family Educational Rights and Privacy Act of 1974."

Parents of a student under 18, or a student 18 or older, have a right to inspect and review any and all official educational records as defined by FERPA, files, and data directly related to their children or themselves, including all material that is incorporated into each student's cumulative record folder, and intended for school use or to be available to parties outside the school or school system, and specifically including, but not necessarily limited to, identifying data, academic work completed, level of achievement (grades, standardized achievement test scores), attendance data, scores on standardized intelligence, aptitude, and psychological tests, interest inventory results, health data, family background.

STUDENT AWARDS AND SCHOLARSHIPS

Each year a number of students receive formal recognition for excellence in academic service and/or athletic activities. Outstanding achievement is recognized by honors conferred at the beginning of the school year.

All students regardless of race, color, creed, sex, sexual orientation and national origin, religion, age, economic status, marital status or disability shall be eligible for all awards and/or scholarships given or disseminated by Hoosick Falls School District.

Eligible candidates for academic or other achievement awards will be selected on the basis of academic achievement, school citizenship, and/or co-curricular performance, as applicable to the type of award being given. Recipients of academic awards will be selected by the *Scholarship Committee* from a list of eligible candidates prepared in consultation with the appropriate school staff.

Scholarships to high school graduates will be awarded on the basis of the student's academic achievement, his/her potential for success at an institution of higher learning, financial need, and the student's inability to pursue higher education without the scholarship. The Board of Education may select the recipient(s) of scholarship(s) awarded by the district from a list furnished by the High School Principal after consultation with the appropriate school staff.

TRANSPORTATION SERVICES

SCHOOL BUS REGULATIONS

School bus transportation is an extension of the school day and all school rules apply. It is expected that students will ride their school bus in an orderly and respectful fashion.

When students misbehave on the bus, their actions tend to distract the driver of the bus and create a potentially dangerous situation.

The school bus rules are as follows:

1. Be ready when the bus arrives.
2. Obey all requests of the bus drivers.
3. Students may be assigned a specific seat.
4. Younger children will receive first consideration in seating.
5. Students are to remain seated while the bus is in motion.
6. Head, arms and hands are to be kept inside the bus.
7. Do not board or leave the bus while it is in motion.
8. Students must ride their assigned bus and are to board and disembark ONLY at their assigned stops.
9. Any items that may serve as a safety hazard or a distraction to the bus driver are prohibited.
10. Pass approximately 10 feet in front of the bus. Never pass behind the bus.
11. Students who stay after school must obtain a bus pass from the teacher they stayed with in order to board their bus.

BUS CONDUCT REPORT

A Bus Conduct Report will be issued to a student who fails to follow the rules of bus conduct:

1. The parent will be called and told their child is in danger of losing transportation services after he/she has received one Bus Conduct Report or when the severity of the incident requires immediate loss of bus privileges for up to one week.
1. If a third Bus Conduct Report is issued, a conference (by phone or meeting) will be held with any or all of the following parties: parents, the Principal, bus driver and/or transportation supervisor to discuss the problem, possible suspension and corrective behavior.
2. The Principal and/or Transportation Supervisor may suspend the child from bus transportation for up to five (5) school days.
3. If, after losing privileges for five (5) school days, a student receives another Bus Conduct Report, the case will be referred to the Superintendent for further disciplinary consequences.

BUSES TO ATHLETIC CONTESTS AND FIELD TRIPS

Buses scheduled for athletic activities and field trips are under the supervision of a coach, advisor, or faculty supervisor. All students are required to return to the school on their assigned bus unless a written request (*signed by the parent*) is received, at the site of the event, to ride with a member of the immediate family. The parental request must be presented, by the family member, to the faculty supervisor at the site.

BUS PASSES

These passes are issued in cases of extenuating circumstances only.

Bus passes to ride a different bus will only be issued by the Main Office. Requests for a pass require a stated reason, parent/guardian signature and the phone numbers where parent/guardians of both students involved may be reached for confirmation.

HEALTH SERVICES

The Jr./Sr. High School has the services of a Registered Nurse, who is on duty every day. Whenever you feel ill, the nurse may decide to allow you to rest in the Health Office until you are well enough to return to class. If you are too ill to return to class, your parents or guardian will be notified and asked to come to school. Students must get a pass from their classroom teacher before visiting the nurse.

MEDICATION PROCEDURES

The school nurse is often asked to administer medication to children during school hours. The Nurse Practice Act and the State Education Law prohibits any medication administration without specific physician and parent authorization. This includes all medication, including aspirin, Tylenol or other over-the-counter medications.

If you require medication during school hours, your parent must provide:

1. A completed *Parent and Physician's Authorization for Administration of Medication* form.
2. The medication container must be clearly labeled with your name, physician's name and medication name;
3. Medication is to be brought into the Health Office upon arrival to school and is to be picked up upon dismissal.

SPORTS PHYSICALS

Sports physicals are given by the school physician during the spring of each school year. A physical given at this time allows a student to participate in all sports seasons during the following year. Should a major injury or surgery occur after the physical is given, "a release to participate" from a physician will be required in order to resume participation. Students are notified of the spring physicals 2-3 weeks in advance through daily use of the P.A. System, verbal communication from the physical education teachers, and posters placed throughout the building. Students are asked to sign up for a physical in the Health Office and then are notified in homeroom when the physical appointment is scheduled.

ACCIDENT PREVENTION AND SAFETY PROCEDURES

These rules are to ensure the safety of students and employees of the district while on district property.

All students and members of the school community must:

1. Immediately report any conditions involving equipment or buildings which may be dangerous to student or employee health or welfare;
2. Immediately report any unsafe practices by anyone in the building or on the grounds;
3. Ride bicycles only on the roadways, not the sidewalks. Pleasure riding on the school grounds is prohibited during school hours; and
4. Observe the 10-mile per hour speed limit on school grounds.

Use of Eye Safety Devices

Eye safety devices are provided for all students, instructors and visitors who are engaged in or observing the use of materials or equipment that may potentially damage the eyesight.

FIRST AID

In emergencies, the School Nurse will follow established First Aid Procedures.

These procedures include the following requirements:

1. No medical treatment except first aid is permitted in school;
2. A master first aid kit shall be kept and properly maintained in the school and on each school bus;
3. No drugs shall be administered by school personnel unless authorized by a physician;
4. Parents are asked to sign and submit an emergency medical authorization which shall indicate the procedure they wish the school to follow in the event of a medical emergency involving their child and;
5. In all cases where the nature of an illness or an injury appears serious, the parent or guardian will be contacted if possible, and the instructions on the child's emergency card followed. When deemed necessary in extreme emergencies, arrangements may be made for the child's immediate hospitalization, whether or not the parent or guardian can be reached.

STUDENT CONDUCT

STUDENT DRESS

The New York State Commissioner of Education has established guidelines for student dress as follows:

Student attire should pass the test of:

1. Decency (e.g. revealing attire)
2. Health (e.g. dirty clothes)
3. Safety (e.g. no shoes)
4. Interference with the educational process.

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. A student's dress, grooming, and appearance, including hair style/color, jewelry, make-up, body art, and nails, shall be appropriate, and not disrupt or interfere with the educational process. Students who violate the student dress code shall be required to modify their appearance by covering or removing the offending items or replacing it with an acceptable item. Any student who refuses to do so shall be subject to disciplinary consequences. Faculty members and administrators will interpret the appropriateness of student dress. The Principal may exclude from school or class any student that is improperly dressed until correction is made.

Based on these criteria, the following are examples of attire that are **NOT** acceptable:

1. Articles of clothing which are suggestive of drugs, tobacco or tobacco products, alcohol, nudity, or are sexually implicit or explicit, or which advocate illegal activity.
2. Extremely brief garments such as **skirts (more than 5 inches above the knee)**, tube tops, net tops, halter-tops, spaghetti straps, plunging necklines (front and/or back), bare midriffs, "muscle shirts" or "A-shirts" and see-through garments.
3. Costumes and/or masks (other than at approved functions such as Spirit Week).
4. The wearing of hats or other head apparel (bandanas, hoods, etc.) is prohibited in the school building at all times, unless worn for religious or medical reasons.

5. Clothing and attire which have an expression (phrase, word or words) or insignia (picture, symbol, patch or pin) which is obscene or libelous (that is, which contains objectionable language, including insults, whether directed to themselves or others), or which denigrate others on account of race, color, religion, creed, national origin, gender, sexual orientation or disability.
6. Pajamas, including commonly worn flannel pants, and slippers.
7. Undergarments that are not completely covered with outer clothing.
8. Wearing of chains or other items that may be a safety hazard. Jewelry (loose fitting earrings+ chains, nose rings, spike jewelry) in P.E. classes.
9. Any clothing/footwear that is a safety hazard.
10. Gang related clothing, garments, jewelry or other forms of symbolism associated with gangs or gang membership.

BEHAVIOR AT ASSEMBLIES AND SCHOOL EVENTS

Students are expected to behave in an appropriate manner at all athletic, drama, music and other school events. If student behavior is unacceptable to a faculty supervisor, the student will be told to leave and will be subject to further disciplinary responses as listed in the student handbook. This student handbook applies at all school-sponsored events both on and off campus.

BEHAVIOR DURING LUNCH PERIODS

Students are expected to:

1. Sit while eating. Quiet conversation or socializing is acceptable while eating.
2. Deposit all lunch litter in trash containers.
3. Return all trays and utensils to the dishwashing area.
4. Leave the table and floor around your place in a clean condition. Students failing to obey these rules will serve clean-up detail under the direction of faculty supervisors.
5. No food or beverages may be consumed anywhere in the school except in the cafeteria. Food and/or beverages may generally not be taken out of the cafeteria. However, water in clear bottles will be allowed.
6. Supervisors have the discretion to assign students to specific seats in the cafeteria.
7. Students are dismissed from the cafeteria by the supervisors on duty, not by bells. Students who leave the cafeteria without being dismissed will be assigned disciplinary consequences.
8. Students may not tamper with other's possessions and/or food items.
9. The throwing of food, litter or other items is prohibited.
10. Students "cutting" the lunch line or allowing others to do so will be sent to the end of the line. Chronic violators will be assigned consequences.
11. Students are not to leave the cafeteria without pre-signed passes or signed passes from the supervisor.

BEHAVIOR IN STUDY HALL

The duty of the Study Hall monitor is to supervise pupils in a quiet setting for the purpose of encouraging reading, studying and the completion of other assigned academic work.

Guidelines for the successful operation of a Study Hall are listed below:

1. It is each student's responsibility to arrive at Study Hall on time.
2. All pupils must report with work to do or, at least, something to read.
3. All pupils will be assigned to seats and a seating chart will be constructed.

4. Attendance will be taken at the beginning of each Study Hall and the reasons for absence verified. The Study Hall monitor will maintain attendance records.
5. An atmosphere with minimum talking and reduced pupil movement will be maintained.
6. Students may not routinely work in groups or in concert with others.
7. Study Hall monitors do not write passes for Study Hall pupils wanting to visit the library, nurse, Counseling Center, a teacher, etc. **They do, however, honor pre-issued passes brought by students for such visits.**
8. Students are not routinely allowed to go to lockers to exchange books and/or get more work, use the phone in the main office, etc.
9. **Study Hall students may not leave the Study Hall without signing out and acquiring a pass specifying their specific destination and departure time.**
10. Bathroom passes that specify date and time will be allowed for one male and one female at a time, as may be needed. Normally, they will be allowed no more than three minutes in the bathroom.
11. **Students who are failing two or more courses at the end of any five week grading period are not allowed to sign out of Study Hall except on a pass signed by one of the teachers in whose course the student is failing.** The Principal must approve exceptions to this rule.

PASSES

During class periods, **students needing to travel from one destination to another in the building must secure a staff-issued pass from the staff member from the location they are leaving.**

Passes must include the specific destination, the time of departure and a signature from the staff member issuing the pass. Students who are out of a room on a pass may not visit any location other than the destination noted. In addition to having a pass, when leaving any classroom in the building, students must sign out on that room's sign-out sheet noting the departure time. Upon returning, students must sign back in and record the time of arrival.

Students who are found to be in transit without a proper pass will be assigned disciplinary consequences.

CARE OF SCHOOL PROPERTY BY STUDENTS

Any damage to property should be reported to the Main Office or to the appropriate teacher. Students who willfully destroy, damage or deface school property shall be subject to disciplinary action, and may be prosecuted to the fullest extent possible under the law. If a student damages school property, the student and/or his/her parents or guardian shall be required to pay the district for the value of the damaged property up to the limit of the law.

PROHIBITED ITEMS

The learning atmosphere can't be interrupted by the indiscriminate use of electronic devices. The use or open possession of such items is prohibited in the school during homeroom and class time. The only exception will be made if the Study Hall teacher/monitor allows the student(s) to listen to music on his/her ipod or similar electronic devices. Students are discouraged from bringing these items or other items of value to school. Violation of this policy will result in confiscation of the prohibited item and possible disciplinary action. Any refusal to comply with a confiscation request will be considered insubordination.

Prohibited items include, but are not limited to:

- Cell phones/Palm Pilots/PDA's
- Audio/visual devices, i.e. I-Pods, headphones, cameras – still or video
- Electronic games
- Other disruptive devices

Laser pointers are prohibited at all times.

A student's cell phone must be turned off at all times when s/he is taking a school exam or Regents/RCT exam.

PROHIBITED CONDUCT

The following discipline code applies to the behavior of all students while they are on school grounds, in school buildings, and/or participating in school-sponsored activities. Serious violations of the District's Code of Conduct can result in an immediate hearing with the Superintendent or Board of Education. A student may be suspended from school or subjected to another form of disciplinary action when he/she engages in:

1. Disorderly Conduct, examples include but not limited to:
 - a. Running in the hallways.
 - b. Reckless behaviors/actions that may cause injury to oneself or others, or damage to school property.
 - c. Making unreasonable noise.
 - d. Using language or gestures that is inappropriate, profane, lewd, vulgar or abusive;
 - e. Obstructing vehicular or pedestrian traffic.
 - f. Engaging in any willful act that disrupts the normal operation of the school community.
 - g. Computer/electronic communications misuse, including any unauthorized use of computers, software, or the Internet; accessing inappropriate websites; or any other violation of the District's Acceptable Use Policy.
2. Insubordination, examples of which include but are not limited to:
 - a. Demonstrating disrespect or disobedience, or failing to comply with the reasonable directions of teachers, school administrators or other school employees.
 - b. Leaving class or the school grounds without permission.
 - c. Skipping detention.
3. Disruptive behavior, examples of which include but are not limited to:
 - a. Failing to comply with the reasonable directions of teachers, school administrators or other school personnel.
 - b. Any behavior that a staff member may deem to be loud, excessive or disruptive to the educational process.
4. Violent Behavior, examples include but are not limited to:
 - a. Committing an act of violence (such as hitting, kicking, punching, and scratching) upon a teacher, administrator or other school employee, or attempting to do so.
 - b. Committing an act of violence (such as hitting, kicking, punching, and scratching) upon another student or any other person lawfully on school property, or attempting to do so.

- c. Possessing a weapon, or using an item as a weapon. 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.
 - d. Displaying what appears to be a weapon.
 - e. Threatening to use any weapon.
 - f. Intentionally damaging or destroying the personal property of a student, teacher, school administrator, other district employee or any person lawfully on school property, including graffiti or arson.
 - g. Intentionally defacing, damaging or destroying school district property.
5. Actions that endanger the safety, morals, health or welfare of others, examples include but are not limited to:
- a. Providing false information to school personnel.
 - b. Stealing the property of other students, school personnel or any other person lawfully on school property or attending a school function.
 - c. 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.
 - d. Discrimination, which includes the use of race, color, creed, national origin, religion, age, marital status, veteran status, gender, sexual orientation or disability as a basis for treating another in a negative manner.
 - e. Harassment, which 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.
 - f. Intimidation, which includes engaging in actions or statements that put an individual in fear of bodily harm.
 - g. 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.
 - h. Selling, using or possessing obscene material.
 - i. Using vulgar or abusive language, cursing or swearing.
 - j. Smoking or in possession of a cigarette, cigar, or pipe. Using or in possession of chewing or smokeless tobacco and/or containers with chew residuals.
 - k. Possessing, consuming, selling, or attempting to sell, distributing or exchanging alcoholic beverages or illegal substances, or being under the influence of either. Illegal substances include, but are not limited to, inhalants, marijuana, cocaine, LSD, PCP, amphetamines, heroin, steroids, look-alike drugs, and any substances commonly referred to as "designer drugs."
 - l. Inappropriately using or sharing prescription and over-the-counter drugs.
 - m. Gambling.
 - n. Indecent exposure, that is, exposure to sight of the private parts of the body in a lewd or indecent manner.
 - o. Initiating a report warning of fire or other catastrophe without valid cause, misuse of 911, or discharging a fire extinguisher.
 - p. Inappropriate physical displays of affection.
 - q. Providing a false name, or representing oneself as someone else, either orally or in written form.

6. 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.
Disruptive or distracting behavior will not be tolerated.
7. Academic Misconduct, examples include but are not limited to:
 - a. Plagiarism.
 - b. Cheating.
 - c. Copying.
 - d. Altering records.
 - e. Assisting another student in any of the above actions.
8. Entering Off-Limits Areas, examples include but are not limited to:
 - a. Students are not permitted in the halls or lavatories during class periods unless they have an authorized pass.
 - b. After students have reported to school, they may not leave the school grounds for any reason without permission from the school. If they do so, it is considered truancy and carries with it the appropriate penalties.
 - c. All vehicles and the parking lots are off-limits during the school day.
 - d. Two students in a lavatory stall constitutes off-limits.
 - e. The middle school (7-8) and elementary (K-6) areas are off limits to high school students. High school areas are off limits to students in elementary (K-6) grades and to students in the middle school (7-8).

SCHOOL DISCIPLINE POLICIES

PENALTIES

The range of penalties that may be imposed for violations of the student Code of Conduct include the following:

1. Verbal warning
2. Written warning
3. Written notification to parent
4. County Probation (i.e. PINS)
5. Reprimand
6. HFCSD Restraining/Cease and Desist Order
7. Detention
8. Suspension from transportation
9. Suspension from athletic participation
10. Suspension from social or extracurricular activities
11. Suspension of other privileges
12. Exclusion from a particular class
13. In-school suspension
14. Involuntary transfer
15. Out of School suspension
16. Permanent suspension

Counseling, although not considered a penalty, may be provided as an alternative to a penalty, if formally arranged through the Counseling Center and approved by the school administration.

DRUG & ALCOHOL POLICY

The school is committed to the prevention of alcohol and other substance use/abuse. No student may use, possess, sell, or distribute alcohol or other substances, nor may he/she use or possess drug paraphernalia, on school grounds, on school buses, or at school-sponsored events. The term "alcohol and/or other substances: refers to the use of all substances including, but not limited to, alcohol, inhalants, marijuana, cocaine, LSD, PCP, amphetamines, heroin, steroids, look-alike drugs, and any of those substances commonly referred to as "designer drugs." The inappropriate use of prescription and over-the-counter drugs is also forbidden.

Additionally, the following persons are not permitted to enter school grounds or school-sponsored events: any person who gives any visible and/or physical indication that he/she has used or consumed alcohol and/or other substances, or any person who school personnel have reasonable grounds to suspect has used alcohol and/or other substances.

Any substances found shall be confiscated immediately. The parent/guardian of the student(s) involved will be called and appropriate disciplinary action taken, up to and including permanent suspension. The district will contact law enforcement.

ALCO-SENSOR POLICY

The Board of Education has authorized the administrators and staff to use an Alco-Sensor as a safe and accurate method of determining blood alcohol levels in students during school and school sponsored events. The Alco-Sensor is a simple device used to measure a student's blood alcohol level via breath analysis.

The administrators and staff authorized to administer the test will receive training in the proper use of the device. Any student that the administration or staff believes to be under the influence of alcohol will be requested to use the Alco-Sensor to help determine if the student is under the influence of alcohol.

A student suspected of being under the influence of alcohol will be requested to come to the Main Office or to another confidential place where the student will be instructed on how to use the device and will then be requested to use the device. If any alcohol is evident, the student's parents or guardian will be contacted, the student and their guest (if any) will be taken from the activity by the parent or guardian, and appropriate consequences will be imposed. The police may be contacted when deemed appropriate.

If a student refuses to take the Alco-Sensor test, the student's parent or guardian will be contacted, the student and their guest (if any) will be requested to leave the event with their parent or guardian and appropriate consequences will be imposed.

SEXUAL HARASSMENT PROHIBITION: Title IX Compliance

The school is committed to safeguarding the right of all students to work and learn in an environment that is free from all forms of sexual harassment. Conduct is deemed to be sexual harassment when a student perceives such behavior as unwelcome, such as inappropriate touching, verbal or written comments, sexual name-calling, gestures, jokes and pictures.

Students who believe that they have been subjected to sexual harassment by any individual on school grounds or at school activities should report the alleged misconduct

immediately to their bus driver, school nurse, teacher, counselor, Principal or Superintendent.

Reports of sexual harassment will be thoroughly investigated and violation of this policy will be treated as a serious disciplinary infraction. No student shall be subjected to adverse retaliation for any good faith report of harassment, or for participating in an investigation about harassment under this policy. To the extent possible, all reports of harassment will be kept confidential.

A student who is found, after an appropriate investigation, to have engaged in the sexual harassment of another student or school employee will be subject to appropriate disciplinary actions as determined by the Principal or his/her designee. In the absence of a victim's complaint, the school, upon learning of, or having reason to suspect the occurrence of any sexual harassment, will promptly begin an investigation.

Disciplinary actions may include parental contact, counseling, detentions, in or out of school suspensions and Superintendent's Hearings.

RACIAL HARASSMENT OF STUDENTS

Racial harassment of students consists of different treatment on the basis of race (also color and national origin) in a manner so severe, pervasive or persistent that it interferes with or limits the ability of a student to participate in or benefit from the District's programs, services or privileges.

Examples of the type of incidents that might constitute racial harassment include:

1. Unwanted verbal or written comments, racial name calling, racial or ethnic slurs, slogans, graffiti;
2. School personnel treating minority students more severely than majority students;
3. Intimidating actions such as cross-burning or painting swastikas; and
4. Employee repeatedly treating minority students in a racially derogatory manner.

The Board of Education prohibits discrimination on the basis of race, color and national origin. Any student who believes that he/she has been subjected to racial harassment should report the alleged misconduct immediately to the Superintendent, Title IX or Title VI Compliance Officer, so that corrective action, up to and including discharge of an employee or suspension of a student, may be taken at once.

The student can pursue his/her complaint informally or file a formal complaint (see procedures 53111.3-R)

In the absence of a victim's complaint, the school, upon learning of, or having reason to suspect, the occurrence of any racial harassment, will promptly begin an investigation and take action as deemed appropriate upon learning the results of the investigation.

SEARCHES

School desks, lockers and other such equipment are the property of the Hoosick Falls Central School District. They are not the private property of students, and as such are subject to inspection school officials at any time it is deemed necessary.

Under special circumstances, school officials may search students, particularly if there is a reasonable suspicion that a student is in possession of a dangerous weapon or illegal drugs. Students must be aware that such items are forbidden both on school property and at school-related activities.

Under law, students have no reasonable expectation of privacy rights in school lockers, desks, or other school storage places, and the school exercises overriding control over such school property.

The District retains the right to inspect student lockers at any time without a search warrant, without notice, and without student consent. Inspections may be conducted by authorized school personnel and/or law enforcement officials, and may be conducted with the assistance of trained dogs.

GUN-FREE SCHOOL POLICY

Students are prohibited by Federal Law and Board of Education policy from bringing a firearm onto property owned and/or controlled by Hoosick Falls Central School District. A firearm is defined, consistent with Section 921 Title 18 of the United States Code, as any weapon (including a starter gun) which will or is designed to, or may readily be, converted to expel a projectile; the frame or receiver of such weapon, any firearm muffler or silencer, or any destructive device. Violation of this Policy will be reported to police authorities and pursued to the full extent of the law.

In accordance with the Gun-Free Schools Act of 1994, any student who, after a Superintendent's Hearing is held, pursuant to Education Law Section 3214 and is found guilty of bringing a firearm onto the premises of any school owned or controlled by this school district will be subject to a penalty of at least a one-year suspension from school. However, in determining an appropriate penalty, the Superintendent of Schools may modify the suspension requirement on a case-by-case basis, considering, among other things, the totality of circumstances surrounding the offense and the student's previous record.

Suspended students under the age of compulsory attendance as defined by Education Law Section 3205 will be immediately provided appropriate alternative instruction outside of the school from which the student has been suspended for the duration of the suspension. Students classified as disabled, pursuant to the Individuals with Disabilities Education Act (IDEA), in addition to the hearing required by Education Law Section 3214, such student shall not be suspended in excess of 10 days unless the district extends such student the additional procedural protection required by IDEA in connection with the change of placement.

CORPORAL PUNISHMENT

Consistent with Regulations of the Commissioner of Education that prohibit corporal punishment, the HFCS Board of Education affirms that corporal punishment is not a desirable method of enforcing decorum, order or discipline. The Board therefore prohibits the use of corporal punishment by district employees.

1. No teacher, administrator, officer, employee or agent in the district shall use corporal punishment against a student.
2. As used in this section, corporal punishment is defined as the use of physical force for the purpose of punishing a student, except as otherwise provided in subdivision 3.
3. In situations in which alternative procedures and methods not involving the use of physical force cannot reasonably be employed, nothing contained in this section shall be construed to prohibit the use of reasonable physical force for the following purposes:
 - a. To protect oneself from physical injury;
 - b. To protect another student or teacher or any other person from physical injury;
 - c. To protect district property or the property of others;

- d. To restrain or remove a student whose behavior is interfering with the orderly exercise and performance of district functions, powers or duties, if that student has refused to comply with a request to refrain from further disruptive acts.

Investigation of Complaints

Any complaint about the use of corporal punishment shall be submitted in writing to the Superintendent of Schools. This written complaint will be forwarded to the School Attorney within seven (7) days. The Superintendent will investigate the complaint to determine whether an incident actually took place, and if so, to determine the identity of the person or persons who administered the punishment, the identity of the student or students punished, reasons for the action and any other relevant facts or circumstances. Results of this investigation will be forwarded to the School Attorney upon completion of the investigation.

DETENTION

Detention days will be on Mondays, Tuesdays, Wednesdays and Thursdays from 2:20 p.m. to 3:15 p.m. Students must report promptly at 2:20 p.m. to the assigned room.

Students may not leave the school building before reporting to detention.

A bus will be available to transport students home at 3:20 p.m. Students are not permitted to leave the room once detention time starts.

While in the detention room, students are required to remain silent and complete school related work. Students with “nothing to do” will be assigned work.

In some cases, a student who has been assigned to detention may have a valid reason for not being able to serve the detention when it is scheduled. In these situations, the parent/guardian must notify the office by telephone or note, *prior* to the time of the detention, that the student is not able to serve detention. The detention can then be rescheduled. Students with conflicts whose parent/guardian does not notify the office, and who does not attend as scheduled, will be placed in In-School Suspension on the next school day. Please note: Parent notifications after the fact will not be accepted as a reason for missing a detention. Students who intentionally skip an assigned detention will be placed in In-School Suspension on the next school day.

Students having after-school responsibilities must realize and understand that they are expected to attend detention if they have chosen to violate school rules. The student's first responsibility is to behave appropriately and responsibly in school.

When a school rule is broken, the student has made a choice and must be responsible for the consequences of that choice. All detentions that are assigned by the school administration must be served. A student who is absent from school on the day of an assigned detention will have the detention rescheduled.

SUSPENSIONS

In Accordance with New York State Education Law (Section 3214):

A student will be prohibited from attending class or school-related activities when:

1. His/Her conduct endangers the health, safety, and/or morals of themselves and/or others.
2. Suspended as a disciplinary action for violations of the school Code of Conduct.

A student may be suspended for a period of up to 5 days without a formal hearing.

If such a suspension occurs the parent/guardian must be notified in writing within 24 hours. Suspension may be In-School (ISS) in a supervised area, or Out-of-School (OSS). **While on Out-of-School Suspension, a student may not come upon school**

grounds during school hours or for any after-school activity, on or off school grounds.

No student may attend or participate in any school event or activity while on ISS or OSS. **If a suspended student does attend an event, he/she will have his/her suspension extended and/or may be subject to arrest for trespassing.**

Students are responsible for obtaining and completing all class work covered during the period of suspension.

Rules of Behavior in the ISS Room:

1. On arrival at the designated room, attendance will be taken and any absences will be reported to the Assistant Principal.
2. Students must come prepared to study. Bring assignments or appropriate reading material. The student may not sleep and may not make disturbances.
3. Students will work quietly and diligently. If a student wants to ask another student an academic related question s/he must acquire permission from the aide; otherwise there is absolutely no talking or gesturing during ISS. Students are not permitted to leave the classroom. A hall monitor will escort students who need to utilize the lavatories.
4. Students may not leave ISS until dismissed at 2:15 p.m. by the aide.
5. Students will have 20 minutes allocated for lunch.
6. Seats will be assigned. Students must take the seat assigned by the proctor and remain seated until dismissed. The desks and room are not to be marked in any way.
7. At the conclusion of the day, all assigned work will be collected and returned to the appropriate teachers to be corrected.
8. In the event a student fails to complete the required schoolwork, the student will be reassigned to ISS for an additional period of time.
9. In cases where students will **NOT** accept their responsibilities while in ISS, Out of School Suspension (OSS) may result.

PRINCIPAL'S HEARING

This is the last step before a Superintendent's Hearing. We will make every effort to resolve the student's inappropriate behavior at this level. A parent will be notified and a hearing date will be set. In some cases the student will not be permitted to return to school until the Principal's Hearing is held.

SUPERINTENDENT'S HEARING

Any suspension beyond five (5) days requires a Superintendent's Hearing.

New York State Education Law guarantees the student and the parent or guardian the following rights with regard to a Superintendent's Hearing:

1. The right to reasonable notice.
2. The right to be represented by counsel.
3. The right to examine all evidence against the accused.
4. The right to present witnesses and other evidence on the accused behalf.
5. The right to cross-examine any witness against the accused.

COURT ACTION

Should a situation arise where a student under the age of 17 is deemed by school officially to be beyond the control of his/her parents or legal guardian, the school may file

a Person In Need of Supervision (PINS) petition to the Family Court requesting placement in a supervised facility.

APPENDIX A

Academic Tutorial & Extracurricular Activity Eligibility Policy and Standards

Introduction:

The Board of Education recognizes the educational values inherent in student involvement in **extracurricular activities** for such purposes as participating in the arts and athletics, building social relationships, developing interests in an academic area, and gaining an understanding of the responsibilities of good citizenship. The Board believes it is important for students to have support and intervention from parents, teachers, and administrators when it becomes apparent that academic achievement or behavioral standards cannot be maintained. This cooperative effort is designed to encourage and motivate students to perform at their maximum potential academically, artistically, athletically, and in all areas of interest and endeavor.

In order to promote the highest standards of scholarship, achievement, and integrity, the Board advocates that every student who wishes to participate in **extracurricular activities** uphold a satisfactory level of academic and behavioral performance. Attendance in school, therefore, is an important part of participation in **extracurricular activities**.

The academic tutorial coordinator shall generate and distribute the **Extracurricular Ineligibility List** to all administrators, teachers, advisors, and coaches on a five-week basis. The counselors shall also send a letter to each student's parent or guardian indicating that the student is on the list and **will become eligible only by attending the required number of Academic Tutorial sessions**. In addition, any parent or guardian wishing to have a parent/student/teacher meeting should call the guidance office (686-7321 ext.1510) to schedule an appointment.

The Eligibility Policy and Standards apply to all students in grades 7 through 12.

Eligibility Standards:

- 1. Attendance.** A student must be in attendance for the entire school day, including homeroom, in order to participate in any **extracurricular activity**.
 - a. Any student arriving late or leaving early must provide written verification to the main office upon arrival in school in order to participate in an **extracurricular activity** for that day. The list of approved tardies is listed on page 7 under the heading- **Appropriate grounds for excused absences or tardiness**.
 - b. Any student leaving early due to illness or injury is **not eligible** to participate in an **extracurricular activity** that day.
 - c. The advisors/coaches of **extracurricular activities** must check the daily attendance sheet to determine eligibility.

2. **Academics.** A student **failing and/or incomplete in 2 or more** subjects must comply with the requirements of **Academic Tutorial** in order to be eligible to participate in **extracurricular activities**. The **requirements** of Academic Tutorial are:

a. A student must attend a minimum of three hours (three blocks) **per week** in order to be eligible to participate in **extracurricular activities**. The session blocks will be held in designated areas on Monday through Friday from 2:20 p.m. until 3:15 p.m.

b. In addition to attending at least 3 hours/3 blocks per week, the student must demonstrate s/he is currently passing the course(s) s/he was failing. The student must take a progress report to each teacher for the course s/he was failing by Thursday (or if a shortened week Wednesday, etc.) so the teacher can indicate if the student is currently passing or failing for the week. Once the form is completed, the student will submit his/her progress report to the AT coordinator so s/he can submit a list on Friday to staff informing who is not eligible to participate in extra curricular activities starting that Friday until Thursday of the following week. Academic tutorial coordinators will have copies of the progress report forms available. Failure to return progress reports to the AT coordinator will result in being ineligible.

If a student is not making adequate progress, the guidance counselor will meet with the student to devise an action plan.

c. Time missed due to absence from school must be made-up immediately upon the student's return to school. For example, if a student should have attended tutorial on Thursday and the student was absent on Thursday, that student must attend one or more blocks the following Monday to make up the absence, **and** attend three (3) other blocks to fulfill the requirement for that week.

d. A student may sign out of Academic Tutorial with a pre-signed pass from a teacher, but must return to the appropriate tutorial coordinator's room prior to the 3:15 p.m. release time. The tutorial coordinators will make telephone contact with teachers to ensure that students have arrived at destinations indicated.

e. If, three-weeks after the start of the five-week reporting period, the student is passing all of his/her core subjects for three consecutive weeks (per the weekly progress report) s/he will no longer be required to attend the Academic Tutorial program. In the event the student is required to attend the Academic Tutorial program due to failing two or more core courses at another five-week reporting period during the school year, this opportunity will not be available to him/her.

f. If a student is failing two or more courses, based on his/her final mark from the prior school year, the student will be placed on Academic Tutorial the first day of the following school year and must attend the required hours. If the student raises his or her grades to passing by attending summer school and has no more than one failing course from the prior school year, the student will not be placed on the Extracurricular Ineligibility List.

g. No student will be diminished in standing on his/her team or activity because of attendance at the required study session.

h. Lack of effort and inappropriate behavior of any kind will not be tolerated during the tutorial sessions and may result in the student being placed on the Extracurricular Ineligibility List by the coordinator and removed for the remainder of the marking period from the “Academic Tutorial” program. All students must be prepared for tutorial sessions with schoolwork or acceptable outside reading material (i.e. novels).

i. Under this policy, if a student has a choice to attend tutorial among five available dates, then the student must attend blocks on the dates that s/he will not be required to leave early. For example, if the student has an “away game” on a Tuesday and the bus for that “away game” leaves at 2:30 p.m., the student must then choose blocks on Monday, Wednesday, Thursday or Friday to attend Academic Tutorial.

Definitions:

1. The “**Extracurricular Ineligibility List**” means a list of all students failing and/or incomplete in 2 or more courses as of the 5-week interim progress report or quarterly report card making them ineligible to participate in any **extracurricular activities**.
2. The term “**extracurricular activities**” means any school function not grade dependent, e.g., athletics, intramurals and all club/group meetings, activities, dances, tryouts and performances held before or after school, including practices, contests or games.

APPENDIX B

Graduation Requirements and Curriculum

Our goal is to help you understand the testing and coursework requirements for students to receive a diploma for the Classes of 2010 and beyond. We encourage you to call the Counseling Office with any follow-up questions.

SOME BASICS

1. The graduation requirements are “set in stone” according to the year a student entered any 9th grade program (called their “cohort”). If they repeat a grade because of lack of credits, they still follow that class’s requirements, and may catch up by senior year.
2. Types of diplomas currently available are the Local, Regents, Regents with Honors, Advanced Regents and Advanced Regents with Honors.
3. ONE UNIT of credit is a value given to any high school subject pursued five times a week for the entire school year. ONE-HALF UNIT of credit is earned for pursuing a half-year course that meets on alternating days for the entire school year, or 5 times per week for a half-year.

4. PREREQUISITES are the requirements that must be met before a student may be enrolled in a given subject. This may consist of meeting certain standards in previously completed courses, attaining minimum standard scores on previous finals or Regents, and/or the recommendation of teachers and building principal.

Graduation Requirements for the Class of 2005 and thereafter

LOCAL DIPLOMA		REGENTS DIPLOMA		ADV. DESIGNATION	
Content Area	Credits	Content Area	Credits	Content Area	Credits
English	4	English	4	English	4
Social Studies	4	Social Studies	4	Social Studies	4
Math	3	Math	3	Math	3
Science	3	Science	3	Science	3
LOTE	1	LOTE	1	LOTE	3 **
Art/Music	1	Art/Music	1	Art/Music	1
Health	0.5	Health	0.5	Health	0.5
Physical Education	2	Physical Education	2	Physical Education	2
Electives	3.5	Electives	3.5	Electives	1.5
Total:	22.0	Total:	22.0	Total:	22.0

Note: **Students acquiring 5 units in Art, Music, Business, Technology Education or Vocational Education may be exempt from the LOTE, Language Other Than English, requirement for the Advanced Regents.

REQUIRED EXAMS

LOCAL DIPLOMA (PASSING SCORE OF 55-64)	REGENTS DIPLOMA (PASSING SCORE OF 65 and above)	ADV. DESIGNATION (PASSING SCORE OF 65 and above)
English Language Arts	English Language Arts	English Language Arts
Math A	Math A	Math A and Math B
Global History	Global History	Global History
US History	US History	US History
Science	Science	2 Science Exams (1 Life Science & 1 Physical Science)
		Foreign Language

Note: The extension of the safety net for students with disabilities applies to students who enter grade 9 through 2009. The safety net allows students who do not pass a required Regents exam to pass the corresponding Regents Competency Test to meet the local diploma requirements.

Honors Diplomas: Students may qualify for Honors Diploma status if they earn a ninety average or above on their required examinations for graduation. Therefore, a student must earn a ninety average or above on the five Regents exams above to earn a Regents Diploma with Honors, or they must earn a ninety average or above on the eight Regents exams above to earn an Advanced Regents Diploma with Honors.

REQUIRED EXAM SCORE

Students first entering grade 9 in:	Local Diploma Requirements	Regents Diploma Requirements	Regents Diploma with Advanced Designation Requirements
2005	General education students must score on the 5 required Regents exams: <u>65 or higher on 2 of the 5 AND at least 55 or higher on the other 3</u> required Regents exams. Earn 22 units of credit.	Score 65 or higher on 5 required Regents exams. Earn 22 units of credit.	Score 65 or above on required Regents exams. Earn 22 units of credit.
2006	General education students must score on the 5 required Regents exams: <u>65 or higher on 3 of the 5 AND at least 55 or higher on the other 2</u> required Regents exams. Earn 22 units of credit.	Score 65 or higher on 5 required Regents exams. Earn 22 units of credit	Score 65 or above on required Regents exams. Earn 22 units of credit
2007	General education students must score on the 5 required Regents exams: <u>65 or higher on 4 of the 5 AND at least 55 or higher on 1</u> required Regents exams. Earn 22 units of credit.	Score 65 or higher on 5 required Regents exams. Earn 22 units of credit	Score 65 or above on required Regents exams. Earn 22 units of credit
2008 and beyond	General education students must pass all 5 required Regents exams at a score of 65 or higher. Earn 22 units of credit.	Score 65 or higher on 5 required Regents exams. Earn 22 units of credit	Score 65 or above on required Regents exams. Earn 22 units of credit

The Regents Competency Test (RCT) safety net for students with disabilities will continue to be available for students only entering grade 9 prior to September 2010. Students using this safety net will receive a local diploma. The low-pass option of scoring between 55-64 on the required Regents exams to earn a local diploma will continue to be available for students with disabilities, without local option.

The New York State Education Department is phasing in new math requirements. The chart for Regents Diploma Requirements for Mathematics can be found on the following page.

REGENTS DIPLOMA REQUIREMENTS FOR MATHEMATICS

REGENTS DIPLOMA			
Students first entering Grade 9 in:	Mathematics Units of Credit	Course/ Regents examination options*	Mathematics Regents examinations
September 2006	3	Mathematics A, Mathematics B	1
September 2007	3	Mathematics A, Mathematics B, ----- Integrated Algebra, Geometry, Algebra 2/Trigonometry	1
September 2008	3	Integrated Algebra, Geometry, Algebra 2/Trigonometry ----- Mathematics A**, Mathematics B**	1
September 2009 and thereafter	3	Integrated Algebra, Geometry, Algebra 2/Trigonometry	1

REGENTS DIPLOMA WITH ADVANCED DESIGNATION

Students first entering Grade 9 in:	Mathematics Units of Credit	Course Options	Mathematics Regents examinations	Regents examination options*
September 2006	3	Mathematics A, Mathematics B	2	Mathematics A <u>and</u> Mathematics B
September 2007	3	Mathematics A, Mathematics B ----- - Integrated Algebra, Geometry, Algebra 2/Trigonometry	2 or 3	Mathematics A <u>and</u> Mathematics B or Algebra 2/Trigonometry ----- Integrated Algebra or Mathematics A <u>and</u> Geometry, <u>and</u> Algebra 2/Trigonometry
	September 2008	3	Integrated Algebra, Geometry, Algebra 2/Trigonometry	3

			or	----- ----- Mathematics A** <u>and</u> Mathematics B** or Algebra 2/Trigonometry
September 2009 and thereafter	3	Integrated Algebra, Geometry, Algebra 2/Trigonometry	3	Integrated Algebra or Mathematics A** <u>and</u> Geometry, <u>and</u> Algebra 2/Trigonometry

* All students who have completed the course of study leading to a Regents examination have the right to be admitted to the examination.

** Students may take these examinations to meet diploma requirements while they are still being administered. These examinations are being phased out (see NOTES below).

NOTES: Last administration of the Regents Examination in Mathematics A is January 2009
 Last administration of the Regents Examination in Mathematics B is June 2010
 First administration of the Regents Examination in Integrated Algebra is June 2008
 First administration of the Regents Examination in Geometry is June 2009
 First administration of the Regents Examination in Algebra 2 and Trigonometry is
 June 2010

REQUIRED COURSE LOAD

All high school students must be enrolled in at least 5.5 credit-bearing courses each year, not counting physical education courses. In other words, students will be enrolled in 6 classes each day. One period of resource room instruction may be counted one time only as a high school course for credit for special education students. The Principal may grant exceptions if extenuating circumstances exist.

COMPULSORY EDUCATION LAW FOR 17-YEAR OLDS

On June 23, 1992, the Governor signed into law Chapter 198 of the Laws of 1992. This provision amends Education Law, section 3205 and clarifies the age at which a child is subject to compulsory education. Effective July 1, 1992, children in NYS who turn 16 years old between July 1, 1992 and June 30, 1993 are subject to NYS Education Law, section 3205 which states, “**all children in NYS between the ages of 6 and 16 years in proper physical and mental condition must receive full-time instruction in a public, private or parochial school, or at home**”. Please note the New York State Education Department also granted a school district’s Board of Education the ability to require any child turning 17 on or after July 1 of a given year can no longer be legally discharged from school until the end of the following school year and must attend school regularly as stated in the law. Hoosick Falls CSD’s BOE has adopted and implemented this change as of June 2009.

CLASS ATTENDANCE

There is a strong correlation between a student’s attendance and academic performance. Students who attend on a regular basis achieve better grades and acquire the necessary skills to perform at the next grade level. Chronic absences and tardiness,

whether excused or unexcused, are disruptive to the educational process and will not be tolerated. In the event a student's attendance becomes chronic the district will take progressive action to address the matter. Notification in writing, parent conference and/or contacting PINS and CPS are interventions the district will pursue to address chronic absences and tardiness.

Make-up work will be encouraged for excused absences and tardiness subject to the classroom teacher's discretion. It is the responsibility of the student to make arrangements with his/her teacher to make up class time and complete the work by the specified deadline determined by the teacher. For unexcused absences and tardiness, make-up work will generally not be offered in which will most likely result in a much lower grade or failing.

PROMOTION / RETENTION

- **7/8 Grade**

The passing grade in each subject is 65%. A student must pass all four core Subjects (ELA, Math, Science and Social Studies) in order to be promoted to the next grade. Any student who fails to pass all four core subjects by September 1st (includes summer school**) will repeat the grade.

If a student has been retained previously, the building principal will determine the appropriateness of the promotion/retention.

** Summer school course offerings are based on budget approval, student enrollment and teacher availability. School districts are not required or mandated to offer summer school to students who fail courses during the regular school year.

- **9-12**

PROMOTION REQUIREMENTS

Class of 2005 and up need a minimum of 22 credits to graduate

CREDITS NEEDED TO MOVE FROM 9 TH TO 10 TH GRADE	5.5
CREDITS NEEDED TO MOVE FROM 10 TH TO 11 TH GRADE	11.0
CREDITS NEEDED TO MOVE FROM 11 TH TO 12 TH GRADE	16.5

- Summer School is available to earn credits by repeating the courses you failed during the year.

FINAL GRADES

The passing grade for all courses at Hoosick Falls Jr./Sr. High School is a 65 final average. This final school grade is determined in a full-year course by the arithmetic average of the four-quarter grades, mid-term grade and final exam grade as outlined below.

Formula for computing the Final School mark for a Full-Year Course:

Final School Grade = 1st Quarter + 2nd Qtr + Mid-Term + 3rd Qtr + 4th Quarter + Final
(18%) (18%) (8%) (18%) (18%) (20%)

The final school grade in a half-year course is determined by the arithmetic average of the two-quarter grades and the final exam grade as outlined below.

Formula for computing the Final School mark for a Half-Year Course:

- Final School Mark = 1st Quarter + 2nd Quarter + Final Exam
(40%) (40%) (20%)

Credit for a course is awarded by achieving a Final School mark of 65%; however, in the event a student achieves a final mark below 65, yet passes the school final or Regents exam with a score of 70 or higher, the building principal will make a final determination if course credit shall be granted.

Students enrolled in ELA 11 may be required to take the Regents in January and June. Only students who acquire a January ELA Regents score of 90 or higher will be provided the option of either completing a project deemed appropriate by the teacher or take the June ELA Regents.

STUDENTS WHO ENROLL DURING THE SCHOOL YEAR

A student who enrolls after the 1st interim reporting will have their prior school district's course work reviewed. The review will be conducted by the building principal and the assigned school counselor. In the event there is not enough information for the building principal and school counselor to make a determination, the appropriate instructional staff will assist with assessing the student and making a recommendation for course placement and quarterly grade designation. The building principal will make the final determination what grade(s) will be assigned to the quarter(s) the student was not present at HFCS.

WEIGHTED COURSES and GPA

All credit-bearing classes are included in a student's cumulative average. A student taking a Regents course where the Regents exam is the final exam for the course will have the higher score between Regents exam and final average counted for grade point average purposes. AP courses will be weighted at a 1.1. The weight of these courses will be factored into a student's quarterly average, GPA and rank.

CLASS RANK

Final class ranks are determined after the completion of the third quarter of the senior year. A student must have attended Hoosick Falls High School for at least 3 semesters to be eligible for valedictorian and salutatorian designation. Students must also be enrolled as full time students at the 3rd quarter determination.

HONORS DESIGNATION

To acquire an honors designation in a Regents level course the student must fulfill the following:

- Submit a research proposal with a parent signature to the classroom teacher by the **3rd Friday in the month of September**. Acquire the teacher's and principal's signatures approving for you to proceed with the project.
- Submit your completed research project to your classroom teacher **by the first Friday in May**. Acquire at least a grade of 90 or higher on the research project and an overall class average of 90 or higher.
- Make arrangements with the classroom teacher to present the project to the teachers of that particular department in May.
- Achieve a Regents exam score or school exam score of 90 or higher in that course.

Once the student fulfills the above, his/her transcript will note honors designation.

AP COURSE CRITERIA

- Submit an AP Application for each course to the counseling office by the first school day in April. Applications will be available in the school counseling office by February 1st.
- Complete all summer work prior to the start of the school year. Students who do not fulfill this requirement will automatically be removed from the AP course.
- Achieved a Regents exam score of 90 or higher on prior Regents courses for that particular subject area.
- Students can appeal to the Building Principal to be considered for an AP course. All students enrolled in an AP course will be on a probationary period until the end of the first interim period. However, an AP teacher can submit a request to the building principal requesting a student to be removed from an AP course before the end of the first interim period. A student must have at least an 87 as his/her 1st quarter interim grade to remain in an AP course. The building principal after conferencing with the AP teacher will make the final determination.
- Students who drop an AP course after the first quarter or opt to not sit for the AP exam will receive a "W" on their transcript indicating withdrew.

INCOMPLETE GRADES

An "Incomplete" grade may be given under the following circumstances only:

1. The student has missed class more than five days during the last two weeks of the quarter. These absences must be classified as "excused." Examples of excused absences are doctor's appointment, court appearance, sickness or funeral (Check with the nurse if in doubt).
2. An "Incomplete" grade may be given under certain other conditions by special permission of the principal.

Incomplete grades must be converted to percentile grades within 10 school days of the end of the marking period by the school counselor. Incomplete grades may not be given in the fourth quarter. A percentile grade must be assigned. Students who are absent from a local final exam, for a legal reason, will be given an opportunity to make up the exam. If the exam cannot be made up, the average of the final quarterly averages will be used as the exam grade.

TUTORING – ROLE OF THE CLASSROOM TEACHER

In the event a student will be out of school 5 days or more with the appropriate documentation to verify the absences, the district will assign the student a tutor for at least 10 hours a week. It is the responsibility of the classroom teacher to provide the tutor each week with work s/he deems appropriate and with specific deadlines noted. Science teachers need to make alternative labs when possible that can be completed at home to ensure the student has the opportunity to fulfill his/her lab time requirement. When the tutor returns the work, the classroom teacher will grade the assignments within a week and provide the tutor the grades the student received for the work s/he completed.

HIGH SCHOOL ADD/DROP/CHANGE POLICY

The procedure for an initiated Add/Drop/Change is as follows:

1. During the first three (3) days of class, only emergency schedule changes will be made (i.e. a mandatory graduation requirement was not scheduled).
2. Routine requests for changes will be considered after the first 3 days of classes. This period of consideration will end on the last school day in September. Meaning a completed yellow add/drop/change form with all the necessary signatures needs to be submitted to the counseling office no later than 2:15 pm on the last school day in September.
3. The student must meet with the School Counselor to discuss the proposed change. During this initial meeting, a determination will be made regarding whether the change is appropriate. If the requested change is possible and deemed to be appropriate, the student will be given a yellow Add/Drop/Change form to complete. Requesting a different study hall, period a class is offered or teacher will not be considered unless the building principal approves this request.
4. Please note, if the change the student is requesting impacts other classes' class size, where it exceeds more than 20 students, the request will not be considered unless s/he needs the class in order to graduate. Elective courses will be provided first to seniors and then juniors who need the course to fulfill their graduation and/or diploma requirements.
5. The building principal will make the final determination.
6. Accelerated students must have at least an 87 or higher on their 1st quarter interim grade to remain in the course (i.e. 7x science, 7x math, 8th grader in Biology or Integrated Algebra).

REPEATING A COURSE (Grades 9-12)

Any student repeating a course that does not offer a Regents exam will be eligible to take an examination in that course in January (at the end of the first semester). The school final examination will count 1/3 of the final average for the repeated course. Students who are repeating a course that has a Regents exam linked with it will need to pass the Regents exam in January with a score of 65 or higher in order to be granted course credit. Students who pass the Regents exam will no longer be enrolled in the course during the second semester (3rd and 4th quarter).

Since the school final examination or Regents exam is to represent the curriculum for the entire course, it will be the responsibility of the eligible student to review all material to be included on the examination that is not covered during classroom instruction.

STUDENT SERVICES

- School Counselors

The purpose of the guidance and counseling program is to help all students develop and acquire the skills, abilities, knowledge and attitudes necessary to plan for their futures. Conferences with students are the number one priority of the counselor's time. Conferences with school counselors may be scheduled at the request of counselors, students, parents or teachers when it is deemed necessary. Any questions in reference to new entrants or withdrawal from school should be directed to the Counseling Center.

- School Psychologist

School Psychologist conduct IQ and achievement testing for students who have been referred to the CSE and every three years for students who are currently identified in order to review the progress a student with a disability is making in his/her academic program. S/he also has group and one-to-one counseling sessions with students with disabilities as indicated in his/her IEP.

- School Social Worker

The School Social Worker assists students and their families to address issues occurring outside of school that are negatively impacting students' attendance and academics. S/he can advise a parent and/or student to community services and resources that can assist him/her in overcoming obstacles/issues that are negatively impacting a student's academic performance. One-to-one and group counseling sessions are conducted with general education students.

- Substance Abuse Counselor

The Substance Abuse Counselor assists students who are experiencing or have experienced substance abuse issues. S/he conducts group or one-to-one counseling with students who refer themselves or who have been referred by a parent/guardian or school staff member.

- Special Education Services

The CSE determines who qualifies for special education services. Pre-referral strategies need to be implemented before a referral is considered by the CSE. Any questions regarding the CSE process please contact the Special Education office.

- Section 504 Committee

The 504 committee determines if a student has a medical, physical or mental impairment that substantially limits one or more of his/her major life activities. Any questions regarding the Section 504 process please contact the 7-12 Assistant Principal's office.

- Instructional Support Team

This team consists of administrators, a psychologist, school counselors, a reading specialist, and a school nurse. This team addresses student problems in reading, speech, attendance, health and/or psychological areas. The main goal of the team is to develop plans to assist students to achieve success in school. Pre-referral strategies are reviewed and devised by this team. If the team concludes the strategies implemented have still not helped the student make academic progress the team will refer the student to the CSE.

- Academic Intervention Services

Academic Intervention Services (AIS) are intended to assist students who are risk of not achieving the state learning standards in English Language Arts, mathematics, social studies and/or science, or who are at risk of not gaining the knowledge and skills needed to meet or exceed designated performance levels on state assessments. AIS is additional instruction that supplements the instruction provided in the general curriculum. Academic intervention services shall be made available to students with disabilities on the same basis as non-disabled students, provided that such services shall be provided to the extent consistent with the Individualized Education Program (IEP) developed for such student pursuant to section 4402 of the Education Law. [100.1(g)]

SEQUENCING OPTIONS FOR CORE COURSES

ENGLISH PROGRAMS

7	8	9	10	11	12
English 7	English 8	English 9	English 10	English 11** or AP Literature and Composition	Writing & Research and senior electives and/or AP Literature and Composition

- Note: * Regents exam in June
 ** Regents exam in January and June
 + Take in conjunction with mandated course
 ~ Must have acquired honors designation in English 10 to be considered.

SOCIAL STUDIES PROGRAMS

7	8	9	10	11	12
Social Studies 7	Social Studies 8	Global Studies I	Global Studies II*	US History & Government* or AP US History* +The World at War, Baseball as Americana, Civil War	Participation in Gov't and Economics, +The World at War, Baseball as Americana, Civil War

Note: * Regents exam in June
 ** Regents exam in January and June
 + Take in conjunction with mandated course

SCIENCE PROGRAMS

7	8	9	10	11	12
Science 7X	Living Environment* (Biology)	Earth Science*	Chemistry*	AP Environmental Science, ESF, SUNY Physics and/or Physics *	Physics*and/or AP Biology
Science 7	Science 8	Living Environment 2 year – 1(Biology)	Living Environment 2 year –2 (Biology)\ **	Earth Science*, Forensics or Ecology	Physics* or Chemistry* or Forensics or Ecology
Science 7	Science 8	Living Environment (Biology)*	Earth Science*	Chemistry*	Physics* or AP Environmental, SUNY Physics, ESF

Note: * Regents exam in June
 ** Regents exam in January and June

MATH

7	8	9	10	11	12
Math 7X	Integrated Algebra*	Geometry*	Algebra 2 and Trigonometry*	HVCC PreCalc	AP Calculus BC
Math 7	Math 8	Integrated Algebra*	Geometry*	Algebra 2 and Trigonometry*	HVCC PreCalc or HVCC College Alg.
Math 7	Math 8	Integrated Algebra*	Geometry	Geometry**/Algebra 2 & Trigonometry	Algebra 2 & Trigonometry*
Math 7	Math 8	Integrated Algebra 2 year -1	Integrated Algebra 2 year - 2**	Intermediate Algebra or Topics in Geometry	Geometry or HVCC College Alg.

Note: * Regents exam in June

** Regents exam in January and/or June

^ Course has been phased out due to math curriculum changes by NYSED

LOTE PROGRAMS (SPANISH)

7	8	9	10	11	12
Spanish 7	Spanish 8*	Spanish I ^	Spanish II	Spanish III**	Spanish IV
Spanish 7	Spanish 8*	Spanish II	Spanish III**	Spanish IV	Spanish IV
	Spanish IA^^	Spanish IB^*	Spanish II	Spanish III**	Spanish III**
	Spanish IA^^	Spanish IB^*	Spanish I ^	Spanish II	

Note: * Proficiency exam in June

** Regents exam in June

^ A student who does not pass the Spanish Proficiency in 8th grade or Spanish IA or IB will be enrolled in Spanish I .

^^ The last school year, 2009-2010, this course will be offered.

^* The last school year, 2010-2011, this course will be offered.

APPENDIX C

MILITARY RECRUITING

According to a federal law that became effective on January 8, 2002, the Hoosick Falls Central School District (the "District") is required, upon request, to provide to military recruiters and institutions of higher education, such as colleges and universities, access to the names, addresses and telephone numbers of secondary school students enrolled in the District. You may request that your child's information not be released without prior written parental consent. If you do not want your child's name, address, and telephone number to be released without your prior written consent, you must write a letter, or complete, sign and return the appropriate form. Forms are sent home with school and district information prior to the start of school.

All correspondence should be returned to: Stacy Vadney
Junior/Senior High School Principal
HFCS
P.O. Box 192
Hoosick Falls, New York 12090.