

**HOOSICK FALLS
JR/SR HIGH SCHOOL**

2018 - 2019

**Student/Parent
Handbook &
Extracurricular
Code of Conduct**

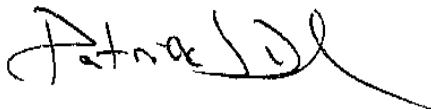
2018-2019

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 for students and parents that pertain to being a student at Hoosick Falls Junior/Senior High School during the 2018-2019 school year. All students in grades 7 through 12 are responsible for knowing the rules, policies and procedures contained within. 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. Any questions relating to the information contained in this handbook should be referred to school administration.

Sincerely,



Patrick Dailey
Principal



Stacy Vadney
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

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.

TABLE OF CONTENTS

Page

Introduction & School Information	1-4
Public Information	5
Policy Statement	5
School District Records	5
Code of Conduct	6
Student Rights and Responsibilities	6
Attendance Information	7-8
Morning Attendance Procedures	7
Tardiness	7
Leaving School Early	7
Truancy	8
Participation in After School Activities	8
Student Absences and Excuses	8
Grounds for excused/unexcused absences or tardiness	
High School Attendance	9
Minimal Attendance Procedures	9
Make-up Procedures	9
Required Course Load	10
Community Service Requirements	10
Compulsory Education for 17 year old	10
Promotion/Retention	10-11
Final Grades	11
Class Attendance	11
Students Who Enroll during the school year	11-12
Incomplete Grades	12
Tutoring	12
High School Add/Drop /Change Policy	12
Repeating a Course (grades 9-12)	12-13
General Information	
Video Surveillance	13
Emergency School Closings	13
Fire Drills	13
District Level Safety Plans	13
Visitors to the School	13-14
Homework Requests	14
Lockers	14
Textbooks	14
Internet Use	14
Class and Club Activities	14-15
Selling Items at School	15
Student Publications	15
Distribution of Literature	15
Opting out of Literature	15
Loitering	15
Free and Reduced Food Services	15
School Dances	16
Dance Rules	16
Parental Pick-up after Extracurricular Activities	16
Student Parking	16
Working Papers	17
Student Awards and Scholarships	17
Field Trip Attendance/Participation	17

Transportation Services	17-18
School Bus Regulations	17
Bus Conduct Report	18
Buses to Athletic Contests and Field Trips	18
Bus Passes	18
Health Services	18-19
Medication Procedures	18-19
Sports Physicals	19
Accident Prevention and Safety Procedures	19
First Aid	19
Student Conduct	19-25
Student Dress	19-20
Behavior at Assemblies and School Events	20
Behavior during Lunch Periods	20-21
Behavior in Study Hall	21
Passes	21
Senior Privileges	21-22
Care of School Property	22
Cell Phones and Electronic Devices	22
Prohibited Conduct	23-25
School Discipline Policies	25-31
Penalties	25
Drug and Alcohol Policy	25
Alco-Sensor Policy	26
DASA	26
Fraternization	26-27
Searches	28
Gun-Free School Policy	28
Corporal Punishment	28-29
Investigation of Complaint	29
Off Campus Policy	29
Detention	29-30
Suspensions	30
Principal's Hearing	30
Superintendent's Hearing	30
Court Action	31
Due Process	31
Appendix A: Academic Tutorial & Extracurricular Academic Eligibility Policy and Standards	33-35
Appendix B: Military Recruitment	35
Appendix C: Complaint /Concerns by Parents or Guardians	35-36
Appendix D: DASA Regulations	36-41
Appendix E: Code of Conduct for Extra-Curricular Activities	42-52
HSA	53

SCHOOL DISTRICT 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. 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.

Parents, students or other community members requesting specific information about the district should contact the District Office Secretary during regular business hours. 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 any of its teaching, administrative, cultural, recreational, athletic, programs and other activities. Video cameras may be used to monitor activities on school premises or on school buses.

For the purposes of this Code, the terms "alcohol, tobacco or other substances" refers to all substances including, but not limited to, alcohol, tobacco, nicotine products, vaping, e-cigarettes, inhalants, marijuana, cocaine, LSD, PCP amphetamines, heroin, anabolic steroids, look-alikes, opioids, synthetics and any other substances commonly referred to as "designer drugs."

The list of Prohibited Conduct includes; however, not limited to:

- Lying to school personnel or giving a false statement;
- Stealing the property of other students, school personnel or any other person lawfully on school property or attending a school function;
- 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;
- Discrimination, which includes the use of race, color, creed, national origin, religion, age, marital status, military status, gender, sexual orientation or disability as a basis for treating another in a negative manner;

- 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;
- Intimidation, which includes engaging in actions or statements that put an individual in fear of bodily harm;
- 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;
- Gambling or card playing;
- Indecent exposure, that is, exposure to sight of the private parts of the body in a lewd or indecent manner;
- Selling, using or possessing obscene material;
- Using vulgar or abusive language, cursing or swearing;
- Vaping or smoking a cigarette, cigar, pipe, e-cigarettes, or using chewing or smokeless tobacco;
- Possessing, consuming, selling, distributing, exchanging or being under the influence of alcoholic beverages, drugs and/or illegal substances;
- Inappropriately using or sharing prescription and/or over-the-counter drugs;
- Initiating a report warning of fire or other catastrophe without valid cause, misuse of 911, or discharging a fire extinguisher;
- Initiating a false report of bodily harm resulting in the contact/reporting to emergency services;
- Initiating a false report of damage to a district asset resulting in the contact/reporting to emergency services or financial loss to the district;
- Inappropriate physical displays of affection;
- Insubordinate behavior;
- Reckless behavior/action that harms oneself or others;
- Inappropriate use of electronic devices and/or the internet.

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 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:

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

- Accept responsibility for ones' actions;
- Conduct oneself as representatives of the district when participating in or when attending school-sponsored extracurricular events and hold oneself to the highest standards of conduct, demeanor, and sportsmanship.

*NOTE: If there are changes to a student's guardianship it is the responsibility of the legal guardian to provide **current court documents** verifying the change. Notarized lawyer documents will not be accepted. Any changes to contact information must to be provided to the Main Office by filling out an updated contact sheet.*

ATTENDANCE INFORMATION

Students may enter the building at 7:25 a.m. Any student who wishes to enter the building prior to 7:25 a.m. must acquire permission from a teacher or an administrator. Breakfast will be available from 7:25 a.m. to 7:32 a.m. Students who wish to have breakfast, "grab and go", may enter at the side entrance located by the cafeteria.

MORNING ATTENDANCE PROCEDURES

Students must report to homeroom by the 7:32 a.m. bell. Any student arriving to homeroom after the 7:32 a.m. will be marked late to school and impact eligibility to participate in after school activities.

TARDINESS

Students arriving late to school, after 7:32 a.m., must report to the Main Office and sign in for attendance purposes. If arriving late, a valid parent/guardian excuse must be presented at the time of the student's arrival for the tardy to be excused. Oversleeping and/or missing the bus, etc. are not valid excuses and notes written by parents or guardians excusing students for these reasons will not be accepted.

Students who acquire three (3) unexcused tardies will be assigned a consequence. For each unexcused tardy a student acquires in addition to the original three (3) unexcused tardies, the student will not be eligible to participate in extracurricular activities or attend extracurricular events the day s/he was tardy.

Students who enter the building after 7:32 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. A 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. The school nurse releases the student to the parent/guardian;
4. A note may be sent in electronically. The note 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.

PARTICIPATION IN AFTER SCHOOL ACTIVITIES

In order to participate in any after school activity, students must arrive to homeroom by 7:32 a.m. and remain in school for the remainder of the school day. For a complete review of the standards for participation, please see the *Extracurricular Activity Eligibility and Policy Standards (Appendix A)*.

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 prior to the day of the absence. The following list represents, but is not limited to, appropriate reasons for being absent from school or tardy:

- Personal Illness
- Sickness or death in family
- Medical Appointments
- Court Appearances
- Religious Observance
- Quarantine
- Supervised Education Project
- Approved cooperative work program
- Impassable Roads or Adverse Weather Conditions
- Military Obligation
- Pre-approved college visits for juniors and seniors
- 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 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 be recorded as an unexcused absence. After a student has been absent for three (3) consecutive days, a doctor's note may be requested.

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 NYS law.

Chronic absences and tardiness, whether excused or unexcused, are disruptive to the educational process and will subject a student to the range of penalties specified in the District's Code of Conduct. The following procedures will take place when unexcused absences reach certain thresholds:

- Five (5) unexcused absences (prior to April 1) - A letter will be sent home informing parents of the total number of unexcused absences. The assigned school counselor will check in with the student weekly until an improvement in attendance is noted.
- Ten (10) unexcused absences - A letter will be sent home informing parents that an *Attendance Intervention Meeting* will be conducted with the student, parent, school counselor and a school administrator to review the academic impact of missing ten or more days of school.
- Fifteen (15) unexcused absences - A certified letter will be sent home informing the parents of the academic impact on the student. The School Resource Officer will make daily contact with the parent to ascertain the reason for the absences. External resources (*i.e. law enforcement, CPS, PINS, etc.*) will be sought to assist the District in returning the student to school on a consistent basis.

TRUANCY

Per New York State education law, all students between the ages of 6 and 17 are required to receive full-time instruction at school. 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.

ATTENDANCE POLICY

All absences (excused and unexcused, including suspensions) count in the total sessions missed. The District retains the 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. A student who has three (3) tardies 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 the third instance 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.

MINIMAL ATTENDANCE PROCEDURES

The *Minimal Attendance Policy* applies 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 requirements 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 building Principal will receive a failing grade for the work missed. This should be figured into the student's final grade on an equitable basis if a lack of attendance and failure to make up work result in an incomplete (I) becoming a failing grade for the work missed. Only those students with excused absences will be given the opportunity to make up 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 building administrator.

REQUIRED COURSE LOAD

All high school students must be enrolled in at least 6.0 credit-bearing courses each year. The Principal may grant exceptions if extenuating circumstances exist. Seniors, who have only the last three graduation requirements (ELA 12, Social 12 and PE 12) to fulfill, may be granted by the building principal permission for an early release to attend work immediately after attending his/her required classes. To maintain this arrangement the senior must be passing the required classes at each 5-week reporting period and fulfilling his/her social 12 community service hours..

SERVICE LEARNING REQUIREMENT

In order to produce well rounded graduates ready to take part in their respective communities all students will be required to complete a designated amount of service learning during their high school career. As with all graduation requirements, participation in graduation will be predicated on completing these requirements.

Service learning is defined as activities participated in by students on a voluntary basis without personal or financial gain that will benefit individual community members (*not including relatives*) and/or a specific segment of the community. The service performed must include active engagement. Passive engagement, such as observation or job shadowing, will not qualify. While a “service” to the community in many ways, fundraising will not qualify for purposes of this definition. Service learning requirements for students will reflect Board of Education Policy #4770.

The District highly encourages students in grades 7-11 to participate in service learning and requires seniors to perform a minimum of 20 hours of service learning as a graduation requirement. These hours will be prorated for transfer students or may be waived by the Principal due to extenuating circumstances.

Students may choose to work in different venues, with specific organizations or at events (*i.e.* working with senior citizens or disabled adults, assisting with the latch-key program, working at the County Head Start program, or assisting with Village clean up days, Special Olympics, Town or Village programs.) Students may also submit other ideas for community service for approval. All projects must receive written approval from the building Principal and grade level coordinator prior to the service learning being performed.

COMPULSORY EDUCATION LAW FOR 17-YEAR OLDS

Effective July 1, 1992, children in New York State who turn 16 years old between July 1, 1992 and June 30, 1993 are subject to NYS Education Law § 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 Central School District Board of Education adopted this provision and implemented the change in compulsory school attendance to the age of 17 as of June 2009.

GRADING, PROMOTION AND RETENTION

The passing grade in each subject is 65%. In 7th and 8th grade, 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 (including 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.

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 grade for a **Full-Year** Course =

$$\begin{array}{cccccc} \text{1st Quarter} + \text{2nd Quarter} + \text{Mid-Term Exam} + \text{3rd Quarter} + \text{4th Quarter} + \text{Final Exam} \\ (18\%) & (18\%) & (8\%) & (18\%) & (18\%) & (20\%) \end{array}$$

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 =

$$\begin{array}{cccc} \text{1st Quarter} + \text{Mid-Term Exam} + \text{2nd Quarter} + \text{Final Exam} \\ (36\%) & (8\%) & (36\%) & (20\%) \end{array}$$

Credit for a course is awarded by achieving a Final School grade of 65%; however, in the event a student achieves a final grade below 65, yet passes the school final with a score of 70 or higher, or a Regents Exam with a score of 65 or higher. This determination will also follow the NYS safety net rules for Regents exams (*i.e. a 55 is passing on a Regents exam for a special education student, thereby passing the associated course*). The building principal will make a final determination if course credit shall be granted.

All students are required to sit for their final exam or Regents. In the event a student does not sit for his/her exam and earns a zero for a final exam score, the student will *not* earn course credit even if the final school grade factors out to a 65 or higher.

UNEXCUSED ABSENCES AND FINAL EXAMS

Achieving a passing grade in a course by passing the associated final exam will only take place if the student has maintained a minimum attendance in the course. Students will not be able to pass a course through the final exam if they reach the following number of unexcused absences:

<u>Number of Unexcused Absences</u>	<u>Course Meeting Timeline</u>
9	½ Year Every Other Day
17	½ Year Every Day
17	Full Year Every Other Day
35	Full Year Every Day

STUDENTS THAT 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 Hoosick Falls Central School.

INCOMPLETE GRADES

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

- The student has missed class more than five days during the last two weeks of the quarter. These absences must be classified as "excused" (*i.e. doctor's appointment, court appearance, sickness or funeral*);
- 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. 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

In the event a student will be out of school five (5) or more days with the appropriate documentation to verify the absences the district will assign the student a tutor for a minimum of 10 hours a week. The parent or guardian must contact the District Office Secretary to arrange for a tutor if the absence is planned. The District Office or High School Office will contact the parent or guardian if the absence is a result of disciplinary action. All arrangements for tutoring will be made through the High School Office.

COURSE ADD/DROP/CHANGE POLICY

The procedure to initiate an Add/Drop/Change is as follows:

- During the first two (2) days of class, only emergency schedule changes will be made (*i.e.* a mandatory graduation requirement was not scheduled);
- Routine requests for changes will be considered after the first two (2) days of classes. This period of consideration will end on the 2nd Friday of the school year. A completed yellow *Add/Drop/Change Form* with all the necessary signatures must be submitted to the counseling office no later than 2:15 pm on the 2nd Friday of the school year;
- 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 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;
- Please note, if the change requested adversely impacts class sizes, the request will not be considered unless s/he needs the class in order to graduate. Elective courses will be offered first to seniors and then juniors who need the course to fulfill their graduation and/or diploma requirements;
- The building principal will make the final determination on all course add/drop/changes.

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.

GENERAL INFORMATION

VIDEO SURVEILLANCE

The District employs video surveillance equipment throughout the building, on school grounds and on buses for security purposes. This equipment may or may not be monitored at any time.

EMERGENCY SCHOOL CLOSINGS

Local radio stations, television stations and a district-wide all-call will announce school closings, delays in opening or early dismissals due to inclement weather or other emergencies. No announcement will be made if the district is operating normally.

FIRE DRILLS

Hoosick Falls Central School is required to have a minimum number of NYS required fire drills each year to prepare students for possible emergency evacuations. We expect our students to remain with their teachers and follow their directions during any evacuation situation. If 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 and exit route 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 to 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. Distracting or disruptive behavior will be subject to either teacher or administrative discipline, and may warrant a disciplinary consequence.

DISTRICT LEVEL SAFETY PLANS

Emergencies and violent incidents in school districts are critical issues that must be addressed in an expeditious and effective manner. Districts are required to develop a *District-wide School Safety Plan* designed to prevent or minimize the effects of serious, violent incidents and emergencies, and to facilitate the coordination of the district with local and county resources in the event of such incidents or emergencies.

The *District-wide School Safety Plan* is responsive to the needs of the Hoosick Falls K-6 Elementary and the 7-12 Secondary School, and is consistent with the more detailed emergency response plans required at the school building level. Districts are at risk of a variety of acts of violence, and natural and technological disasters. To address these threats, the State of New York has enacted the *Safe Schools Against Violence in Education (SAVE)* law with implementing regulations.

This component of *Project SAVE* is a comprehensive planning effort that addresses risk reduction/prevention, response, and recovery with respect to a variety of emergencies in the school district and its schools.

The Hoosick Falls Central School District supports the SAVE Legislation and intends to facilitate the planning process. The Superintendent of Schools encourages and advocates on-going district-wide cooperation and support of *Project SAVE*.

VISITORS TO THE SCHOOL

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

- Anyone not a regular staff member or student will be considered a visitor;
- All visitors must sign in at the security desk at the main entrance. All visitors will be issued, and must wear, a visitor's identification badge. Visitors must sign out and return the badge upon leaving the premises;
- It is not the practice of the Hoosick Falls Central School to grant permission for visits by students' friends, relatives, etc. to "drop in for a day";
- All visitors require prior approval of the Principal with at least two days' notice prior to the visit.

HOMEWORK REQUESTS

When a student is absent, the family should make every effort to obtain required assignments. **The Main Office must receive homework requests before 9:00 a.m.** for the material to be available for pick-up by the end of the school day (3:00 p.m.).

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. Hoosick Falls Central School 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 (*i.e.* stickers, posters, etc.) without the approval of the building Principal. Students are not permitted to share lockers, use an unassigned locker, and should not offer or agree to store any items in their locker that is 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 responsibility of the student 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 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, online shopping/drawing, downloading of music, gaming, or any other inappropriate or non-educational material. Intentional wrongful use will result in the loss of Internet privileges and the assignment of disciplinary consequences.

Internet/Cyber bullying will not be tolerated. Students who use a school computer, a cell phone or any electronic device to intimidate or harass another student will be subject to disciplinary action. In the event the harassment or intimidation occurs on school grounds or at a school event, administration may report the matter and all those involved in the matter to law enforcement. In addition, incidents that occur at non-related school events, off school hours and/or off school grounds that disrupt the school learning environment or cause disruptions at school events may also be subject to disciplinary action.

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 a school bus: candy, cookies, snack foods or other goods unless approved for school fundraisers. If you sell unapproved items in school or on the school 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, limited solely by those restrictions imposed on all citizens generally, and by those specifically applicable to children 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 the 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 building Principal before distribution. Posting may only take place at sites designated by the building Principal.

OPTING OUT OF LITERATURE ASSIGNMENT

Parents and students have the right to opt out of reading literature or watch movies that conflict with his/her religious beliefs or family values. The teaching staff will send home a letter noting the literature and movies that will be part of the course. Parents will be required to initial by the sources they wish for their child to not read/watch and return the form back to the teacher. The teacher in turn will create an alternate assignment for the student to ensure s/he is provided the same opportunity to learn the same skill/concepts the other students are being taught.

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 s/he 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

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. 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

- In order to purchase a prom or ball ticket a student must have the appropriate grade level designation. For example, only a student with a junior designation may purchase a prom ticket;
- 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 7:32 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 classes are subject to the school's academic probation policies;
- If students leave a school dance, they must leave the premises and cannot 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.

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.

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 eligible. A student who does not 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:

Attendance

- The student will not have more than three (3) unexcused lates to school from the date of permit assignment.
- The student will not have three (3) unexcused absences from the date of permit assignment.
- The student will not have three (3) unexcused early dismissals from the date of permit assignment.

Academics

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

Behavior

- The student will not be assigned a disciplinary consequence by an administrator.
- The student will not drive recklessly or honk his/her car horn excessively on school grounds.

If a student fails to meet one or more of the requirements listed above, his/her parking permit will be revoked for the remainder of the semester at the discretion of the Assistant Principal.

WORKING PAPERS

To apply for working papers a student must have a current physical exam (within the past year). "Working paper" physicals can be given in the school when the school physician is available (fall/spring). A student needing working papers must meet with staff in the Career and College Center. Working papers will only be issued to students who meets 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 this with employers.

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.

FIELD TRIP ATTENDANCE/PARTICIPATION

Students are expected to attend field trips that supplement the classroom curriculum. If a student is legally absent the day of the field trip s/he will still be required to complete the field trip assignment or an alternate assignment. If the student chooses to not complete the assignment or the assignment is not to the quality the teacher has outlined the student will be graded accordingly. In the event a student is not legally absent on the day of a fieldtrip, the teacher will grade the student accordingly.

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:

- Be ready when the bus arrives;

- Obey all requests of the bus drivers;
- Students may be assigned a specific seat;
- Younger children will receive first consideration in seating;
- Students are to remain seated while the bus is in motion;
- Head, arms and hands are to be kept inside the bus;
- Do not board or leave the bus while it is in motion;
- Students must ride their assigned bus, board and disembark ONLY at their assigned stops;
- Any items that may serve as a safety hazard or a distraction to the bus driver are prohibited;
- Pass approximately 10 feet in front of the bus. Never pass behind the bus.

BUS CONDUCT REPORT

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

- The parent will be called and told their child is in danger of losing transportation services after s/he has received one *Bus Conduct Report* or when the severity of the incident requires immediate loss of bus privileges for up to one week.
- 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.
- The Principal and/or Transportation Supervisor may suspend the child from bus transportation for up to five (5) school days.
- If, after losing privileges for five (5) school days, a student receives another *Bus Conduct Report*, the case will be referred to the Superintendent of Schools for further disciplinary consequences.

BUSES TO ATHLETIC EVENTS 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 an adult member of the immediate family. The parental request must be presented by the adult family member to the faculty supervisor at the site.

BUS PASSES

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 number(s) where parent/guardians of both students involved may be reached for confirmation. **These passes are issued in cases of extenuating circumstances only.**

HEALTH SERVICES

The Jr./Sr. High School has the services of a Registered Nurse who is on duty every day. Students must get a pass from their classroom teacher before visiting the nurse. 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.

MEDICATION PROCEDURES

The school nurse is often asked to administer medication to children during school hours. The Nurse Practice Act and New York 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:

- A completed *Parent and Physician's Authorization for Administration of Medication Form*;
- A medication container that must be clearly labeled with your name, physician's name and medication name;
- 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 daily announcements, verbal communication from the physical education teachers/coaches, and posters placed throughout the building. Students are asked to sign up for a physical in the Health Office and are then 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:

- Immediately report any conditions involving equipment or buildings which may be dangerous to student or employee health or welfare;
- Immediately report any unsafe practices by anyone in the building or on the grounds;
- Ride bicycles only on the roadways, not the sidewalks. Pleasure riding on the school grounds is prohibited during school hours;
- 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 result in eyesight damage.

FIRST AID

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

These procedures include the following requirements:

- No medical treatment except first aid is permitted in school;
- A master first aid kit shall be kept and properly maintained in the school and on each school bus;
- No drugs shall be administered by school personnel unless authorized by a physician;
- Parents are asked to sign and submit an *Emergency Medical Authorization Form* which shall indicate the procedure they wish the school to follow in the event of a medical emergency involving their child and;
- 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:

- Decency (e.g. revealing attire)
- Health (e.g. dirty clothes)
- Safety (e.g. no shoes)
- 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 the criteria above, the following are examples of attire that are **NOT** acceptable:

- 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;
- Extremely brief garments such as skirts (where the hemline falls above the student's thumb while the student's arm hand along his/her side), tops/shirts that have no strap, plunging necklines that expose any cleavage, bare midriffs, and see-through garments; halter neck tops that show bra straps
- Costumes and/or masks (other than at approved functions such as Spirit Week);
- 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. Hats or other head apparel need to be removed before entering the building and kept in the student's locker until s/he exits the building;
- 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;
- Pajamas, including commonly worn flannel pants, and slippers;
- Wearing of chains or other items that may be a safety hazard. Jewelry (loose fitting earrings, chains, nose rings, spike jewelry) in Physical Education classes;
- Any clothing/footwear that is a safety hazard;
- 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 to all school sponsored events both on and off campus.

BEHAVIOR DURING LUNCH PERIODS

Students are expected to:

- Sit while eating. Quiet conversation or socializing is acceptable while eating;
- Deposit all lunch litter in trash containers;
- Return all trays and utensils to the dishwashing area;

- 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;
- No food or beverages may leave the cafeteria after lunch without permission;
- Supervisors have the discretion to assign students to specific seats in the cafeteria;
- 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;
- Students may not tamper with the possessions and/or food items of others;
- The throwing of food, litter or other items is prohibited;
- 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;
- 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:

- It is each student’s responsibility to arrive at Study Hall on time;
- All pupils must report with work to do or, at the least, something to read;
- All pupils will be assigned to seats and a seating chart will be constructed;
- Attendance will be taken at the beginning of each Study Hall and the reasons for absence verified. The Study Hall monitor will maintain accurate attendance records;
- An atmosphere with NO talking, unless the student needs to ask the study hall monitor a question, and reduced pupil movement will be maintained;
- Students may not work in groups;
- 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;
- 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.;
- Study Hall students may not leave the Study Hall without a pre-signed pass specifying their specific destination and departure time;
- 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;
- The use of electronic devices and cell phones, with the exception of a calculator and to listen to music with earbuds, are prohibited during study hall. If a student is listening with earbuds to music the volume needs to be set at a level that no other students can hear the music and his/her phone must not be visible or out on the desk. Students can not keep changing tracks and playlist. They will be expected to set the music and then immediately put the phone away or out of sight so s/he is not looking at it during study hall.
- Students must sign out and sign in upon return on the study hall monitor’s sign out sheet, noting location, time out and time in.

PASSES - STUDENT PLANNERS

Beginning September 2018, all students in grades 7-12 will be issued a student planner. These planners will be used in place of passes. During class periods, students needing to travel from one destination to another in the building must have their student planner signed by the staff member they are leaving and the planner on them at all times.

- The planner must include the specific destination, the time of departure and a signature from the staff member.

- Students who are out of a room may not visit any location other than the destination noted.
- 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 signature in the planner will be assigned disciplinary consequences.

SENIOR PRIVILEGES

The following Senior Privileges will go into effect at a time designated by the building Principal:

- Seniors with privileges will be allowed to go to the assigned Senior Area only during their assigned Study Hall period and lunch. Any senior who is there during a non-Study Hall or lunch period will be assigned consequences and have their privileges suspended/revoked.
- Approved electronic devices are allowed in the Senior Area only.
- Seniors with privileges will be allowed to order in for lunch every Friday. Students must order through the office before 11:22 a.m. and they will be able to pick up their food when lunch begins. All money must be present at time of ordering.
- During the third and fourth quarters, seniors with privileges will be allowed to eat outside during lunch in an assigned area, weather permitting.
- If the holder of a Senior Pass receives a referral that results in the assignment of a consequence privileges will be suspended for a duration to be determined by the Assistant Principal

In order to qualify for a Senior Privileges, the senior must:

- Have an overall 80 average entering into their senior year;
- Have an overall 80 average at each 5 week reporting period and not failing any classes;
- Not violate any provisions of the school's attendance policy.

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.

CELL PHONES/ELECTRONIC DEVICES

The learning atmosphere cannot be interrupted by the indiscriminate use of electronic devices. The use or open possession of such items is prohibited in the school during study hall and class time. Students may listen to music on their phone during a study hall with earbuds, yet other students should not be able to hear the music playing. During lunch and transitions between classes students are allowed to use their electronic devices. Seniors with senior privileges are allowed to use their electronic devices in the senior area, but not in the hall while classes are in session. Students are discouraged from bringing these items or other items of value to school. Violation of this policy will result in the following:

- *First Offense:* The student will turn off the phone and give it to the teacher after his/her first request. The teacher will deliver the cell phone to the Main Office where it will remain until the end of the school day. If compliant, the student will have their cell phone privileges revoked for 10 school days. During this restriction, the student is required to drop his/her phone off at the main office prior to 7:32 a.m. each day. The student can pick up the phone at the end of the school day. If they wish, parents may inform the Assistant Principal the cell phone will remain home for the 10 school day restriction. Failure to comply with the initial request of the teacher will be considered insubordination and result in further consequences.
- *Second Offense:* The student will turn off the phone and give it to the teacher after his/her first request. The teacher will deliver the cell phone to the Main Office where it will remain until picked up by the

parent/guardian. The student will lose cell phone privileges for the remainder of the school year. The Assistant Principal will contact the parents concerning the loss of cell phone privileges.

- Any listening device larger than earbuds are prohibited (*i.e. headphones, earphones, Beats, etc.*)
- Wearing headphones and earbuds in the hallway or bathroom is prohibited. Students are expected to put them away before entering the hallway/bathroom.
- A student's cell phone must be turned off at all times when s/he is taking a school exam or a New York State assessment. A cell phone ringing/vibrating during a NYS assessment will result in an automatic zero.

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/at 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:
 - Running in the hallways;
 - Reckless behaviors/actions that may cause injury to oneself or others, or damage to school property;
 - Making unreasonable noise;
 - Using language or gestures that is inappropriate, profane, lewd, vulgar or abusive;
 - Obstructing vehicular or pedestrian traffic;
 - Engaging in any willful act that disrupts the normal operation of the school community;
 - 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:
 - Demonstrating disrespect or disobedience, or failing to comply with the reasonable directions of teachers, school administrators or other school employees;
 - Leaving class or the school grounds without permission;
 - Skipping detention;
 - Refusing to do school work in lunch detention, in-school detention or after school detention.
3. Disruptive behavior, examples of which include but are not limited to:
 - Failing to comply with the reasonable directions of teachers, school administrators or other school personnel;
 - 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:
 - 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;
 - 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;
 - 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;
 - Displaying what appears to be a weapon;
 - Threatening to use any weapon;
 - 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;
 - 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:
 - Providing false information to school personnel;
 - Stealing the property of other students, school personnel or any other person lawfully on school property or attending a school function;
 - 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;
 - Displaying items that symbolize intolerance or prejudice toward an individual's national origin, ethnicity, color, religion, gender, gender identity, sexual orientation, or disability;
 - 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;
 - 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;
 - Intimidation, which includes engaging in actions or statements that put an individual in fear of bodily harm;
 - 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;
 - Selling, using or possessing obscene material;
 - Using vulgar or abusive language, cursing or swearing;
 - Smoking or in possession of an, e-cigarette, vaping, cigarette, cigar, or pipe. Using or in possession of chewing or smokeless tobacco and/or containers with chew residuals;
 - 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;"
 - Inappropriately using or sharing prescription and over-the-counter drugs;
 - Gambling;
 - Indecent exposure, that is, exposure to sight of the private parts of the body in a lewd or indecent manner;
 - Initiating a report warning of fire or other catastrophe without valid cause, misuse of 911, or discharging a fire extinguisher.
 - Inappropriate physical displays of affection;
 - 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:
 - Plagiarism;
 - Cheating;
 - Copying;
 - Altering records;
 - Assisting another student in any of the above actions.
8. Entering Off-Limits Areas, examples include but are not limited to:
 - Students are not permitted in the halls or lavatories during class periods unless they have an authorized pass;

- 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;
- All vehicles and the parking lots are off-limits during the school day;
- Two students in a lavatory stall constitutes off-limits;
- 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 includes but not limited to following:

- Verbal warning
- Written warning
- Written notification to parent
- County Probation (*i.e.* PINS)
- Reprimand
- HFCSD Restraining/Cease and Desist Order
- Detention
- Suspension from transportation
- Suspension from athletic participation
- Suspension from social or extracurricular activities
- Suspension of other privileges
- Exclusion from a particular class
- In-school suspension
- Involuntary transfer
- Saturday work detail (w/ parent permission)
- Out of School suspension
- Permanent suspension

Counseling, although not considered a penalty, may be provided as an alternative to a penalty, if formally arranged through 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, opioids, 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.

DIGNITY FOR ALL STUDENTS ACT (DASA)

Discrimination and harassment against any student by employees or students under DASA means prohibiting discrimination and harassment against any student by employees or students on school property or at a school function, that creates a hostile environment by conduct with or without physical contact and/or by verbal threats, intimidation or abuse, of such a severe nature that: (1) has or would have the effect of unreasonably and substantially interfering with a student's educational performance, opportunities or benefits, or mental, emotional and/or physical well-being; or (2) reasonably causes or would reasonably be expected to cause a student to fear for his or her physical safety. Such conduct shall include, but is not limited to, threats, intimidation or abuse based on a person's actual or perceived race, color, weight, national origin, ethnic group, religion, religious practices, disability, sexual orientation, gender, or sex.

The school district takes all incidents of discrimination and harassment very seriously. Students will receive disciplinary consequences for any and all infractions involving DASA related incidents.

See *Appendix D* for a complete overview of the DASA regulations for Hoosick Falls Central School District.

FRATERNIZATION

The Board of Education requires that all School District employees maintain a professional, ethical relationship with students that are conducive to an effective, safe learning environment. Staff members should act as role models for students at all times, whether on or off school property, both during and outside of school hours, and when using publicly accessible electronic and social media. Staff must establish appropriate personal boundaries with students and not engage in any behavior that could reasonably lead to even the appearance of impropriety or offering an unfair advantage to an individual student.

Staff members are prohibited, under any circumstances, to date or engage in any improper fraternization or undue familiarity with students, regardless of the student's age and/or regardless of whether the student may have "consented" to such conduct. Further, employees shall not entertain students or socialize with students in such a manner as to create the perception that a dating relationship exists. Similarly, any action or comment by a staff member which invites romantic or sexual involvement with a student is considered highly unethical, in violation of District policy, and may result in the notification of law enforcement officials, the State Education Department and/or Child Protective Services and the filing of criminal charges and/or disciplinary action by the District up to and including termination of employment.

Inappropriate employee behavior includes, but is not limited to, flirting; making suggestive comments; dating; requests for sexual activity; giving inappropriate personal gifts; providing alcohol or drugs to students; inappropriate touching; engaging in sexual contact and/or sexual relations; private or frequent personal communication with a student (via phone, e-mail, social media, letters, notes, etc.) unrelated to course work or official school matters. In order to avoid the perception of impropriety, electronic communications should not take place via private accounts, but should only occur in group or public forums that can be monitored by other adults. E-mail communications should be through the District's email system.

This policy applies regardless of whether the student or the school employee initiated the behavior, and whether or not the student welcomes the behavior and/or reciprocates the attention. Inappropriate fraternization of staff with students (regardless of the student's age or gender) is against District policy and may be in violation of professional standards of conduct and New York State Law. However, inappropriate employee conduct does not need to rise to the level of criminal activity for such conduct to be in violation of District rules and subject to appropriate disciplinary sanctions.

Any student who believes that he/she has been subjected to inappropriate staff behavior as enumerated in this policy, as well as students, school employees, parents or others who have knowledge of or witness any possible occurrence of inappropriate staff-student relations, shall report the incident to any staff member or either the employee's supervisor, the student's principal or the District's designated complaint officer. In all events such reports shall be forwarded to the designated complaint officer for further investigation. Anonymous complaints of inappropriate fraternization of staff members with students shall also be recorded and investigated as appropriate by the District. Investigations of allegations of inappropriate staff-student relations shall follow the procedures utilized for complaints of harassment within the School District. Allegations of inappropriate staff-student behavior shall be promptly investigated and will be treated as confidential and private to the extent possible within legal constraints. Any employee having knowledge of or reasonable suspicion that another employee may have engaged in inappropriate conduct with a student that may constitute child abuse (specifically, child abuse in an educational setting) must also follow the District's reporting procedures for such allegations; and such information will be reported by the designated administrator as required by state law to law enforcement officials, the State Education Department and/or Child Protective Services as may be applicable.

If a student initiates inappropriate behavior toward a staff member, that employee shall document the incident and report it to his/her building principal or supervisor. The District shall promptly investigate all complaints of inappropriate staff-student relations, according to the appropriate policy, regulation or law, and take prompt corrective action to stop such conduct if it occurs.

The Board of Education prohibits any retaliatory behavior directed against complainants, victims, witnesses, and/or any other individuals who participate in the investigation of allegations of inappropriate staff-student relations.

The District's policy (or a summary thereof) shall be disseminated as appropriate to staff, students, parents and volunteers. Further, this topic shall be addressed in the District Code of Conduct.

BOE Policy#: 0110 Sexual Harassment

BOE Policy#: 5460 Child Abuse, Maltreatment or Neglect in a Domestic Setting.

BOE Policy#: 9620 Child Abuse in an Educational Setting

*Title IX of the Education Amendments of 1972, 20 United States Code (USC) Section 1681 et seq.
Education Law Article 23-B*

Social Services Law Sections 411-428

8 New York Code of Rules and Regulations (NYCRR) Part

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 Hoosick Falls Central School 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.

- No teacher, administrator, officer, employee or agent in the district shall use corporal punishment against a student;

- 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 three;
- 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:
 - To protect oneself from physical injury;
 - To protect another student or teacher or any other person from physical injury;
 - To protect district property or the property of others;
 - 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.

OFF CAMPUS CONDUCT

Students may be suspended for conduct that occurred outside of the school which may endanger the health or safety of students within the educational system or adversely affect the education process. Where students off campus conduct "materially and substantially disrupts the work and discipline of the school" they may be disciplined.

STANDARD DETENTION

- Detention days will be Monday thru Friday from 2:20 p.m. to 3:15 p.m.;
- Students must report promptly at 2:20 p.m. to the assigned room;
- Should the disciplinary action warrant a lengthier detention, 2:20 p.m. to 4:15 p.m. detention may be assigned;
- Students may not leave the school building before reporting to detention;
- A bus will be available to transport students home at upon the completion of their detention;
- 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.
- Students will be required to fill out a reflection action form during the detention. If a student chooses to not fill out a form it will be considered insubordination and additional consequence will be assigned.

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:

- His/Her conduct endangers the health, safety, and/or morals of themselves and/or others;
- 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 on 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:

- On arrival at the designated room, attendance will be taken and any absences will be reported to the Assistant Principal.
- Students must come prepared to study. Bring assignments or appropriate reading material. The student may not sleep and may not make disturbances.
- 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.
- Students may not leave ISS until dismissed at 2:15 p.m. by the aide.
- Students will have 20 minutes allocated for lunch.
- 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.
- At the conclusion of the day, all assigned work will be collected and returned to the appropriate teachers to be corrected.
- In the event a student fails to complete the required schoolwork, the student will be reassigned to ISS for an additional period of time.
- 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, unless the infraction is deemed by the building principal a safety issue or illegal. 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:

- The right to reasonable notice;
- The right to be represented by counsel;
- The right to examine all evidence against the accused;

- The right to present witnesses and other evidence on the accused behalf;
- 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 officials 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.

EDUCATION LAW - DUE PROCESS

The Board of Education recognizes a student's rights to a superintendent's hearing before a suspension from attendance in excess of five days and the right to an appeal of such a suspension to the Board of Education pursuant to Education Law §3214(3).

In determining the appropriate disciplinary action, school personnel authorized to impose disciplinary penalties will consider the following:

1. The student's age;
2. The nature of the offense and the circumstances, which led to the offense;
3. The student's prior disciplinary record;
4. The effectiveness of other forms of discipline;
5. Information from parents, teachers and/or others, as appropriate;
6. Other extenuating circumstances.

As a general rule, discipline will be progressive. This means that a student's first violation will usually merit a lighter penalty than subsequent violations. If the conduct is related to a disability, the student shall be referred to the Committee on Special Education and discipline, if warranted, shall be administered consistent with the separate requirements of this code of conduct for disciplining students with a disability. A student having a disability shall not be disciplined for behavior related to his/her disability.

For students presumed to have a disability for discipline purposes (201.5).

- a) *General provision:* The parent of a student who has violated any rule or code of conduct of the school district and was not identified as a student with a disability at the time of such behavior may assert any of the protections set forth in this Part, if the school district is deemed to have had knowledge as determined in accordance with subdivision (b) of this section, that the student was a student with a disability before the behavior that precipitated the disciplinary action occurred. Where the school district is deemed to have had knowledge that the student was a student with a disability before such behavior occurred, such student is a "student presumed to have a disability for discipline purposes."
- b) *Basis of knowledge.* Except as otherwise provided in subdivision (c) of this section, a school district shall be deemed to have knowledge that such student had a disability if prior to the time the behavior occurred:
 - 1) the parent of such student has expressed concern in writing to supervisory or administrative personnel of the appropriate educational agency or to a teacher of the student that the student is in need of special education, provided that such expression of concern may be oral if the parent does not know how to write or has a disability that prevents a written statement; or
 - 2) the parent of the student has requested an evaluation of the student pursuant to section 200.4 or 200.16 of this Title; or
 - 3) a teacher of the student, or other personnel of the school district, has expressed specific concerns about a pattern of behavior demonstrated by the student, directly to the director of special education of the school district or to other supervisory personnel of the school district.

- c) Exception. A student is not a student presumed to have a disability for discipline purposes if, as a result of receiving the information specified in subdivision (b) of this section:
 - 1) the parent of the student has not allowed an evaluation of the student pursuant to section 200.4 of this Title; or
 - 2) the parent of the student has refused services under this Part; or
 - 3) it was determined that the student is not a student with a disability pursuant to section 200.4 or 200.16 of this Title.
- d) Responsibility for determining whether a student is a student presumed to have a disability. If it is claimed by the parent of the student or by school district personnel that the school district had a basis for knowledge, in accordance with paragraph (b) of this section, that the student was a student with a disability prior to the time the behavior subject to disciplinary action occurred, it shall be the responsibility of the superintendent of schools, building principal or other school official imposing the suspension or removal to determine whether the student is a student presumed to have a disability.
- e) Conditions that apply if there is no basis for knowledge. If the superintendent of schools, building principal or other school official imposing the disciplinary removal determines that there is no basis for knowledge that the student is a student with a disability prior to taking disciplinary measures against the student, the student may be subjected to the same disciplinary measures as any other nondisabled student who engaged in comparable behaviors. However, if a request for an individual evaluation is made while such nondisabled student is subjected to a disciplinary removal, an expedited evaluation shall be conducted in accordance with 201.6 of this Part.

CSE responsibilities for expedited evaluations (201.6).

- a) If a request for an individual evaluation is made during the period that a nondisabled student, who is not a student presumed to have a disability for discipline purposes, is suspended pursuant to Education Law section 3214 or is subjected to a removal as defined in section 201.2(l) of this Part if imposed on a student with a disability, the evaluation must be conducted in an expedited manner in accordance with this section.
- b) An expedited evaluation shall be completed no later than 15 school days after receipt of parent consent for evaluation, and shall be conducted in accordance with the procedural requirements of sections 200.4 and 200.5 of this Title. The CSE shall make a determination of eligibility of such student in a meeting held no later than five school days after completion of the expedited evaluation.
- c) Until the expedited evaluation is completed, the nondisabled student shall remain in the educational placement determined by the school district, which can include suspension.
- d) If, as a result of an expedited evaluation, the student is determined to be a student with a disability, the school district shall provide special education to the student pursuant to Part 200 of this Title and the provisions of this Part relating to students with disabilities shall apply.

APPENDIX A

Academic Tutorial (AT) & 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 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 in order to participate in any extracurricular activity.
- 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 under the heading- Appropriate grounds for excused absences or tardiness.
- Any student leaving early due to illness or injury is not eligible to participate in an extracurricular activity that day.
- 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.

3. The requirements and parameters of Academic Tutorial are:

- All courses are counted at each 10-week reporting period, with the exception of the first quarter interim period, to determine if a student has to take part in the Academic Tutorial program.
- The student must demonstrate each week that s/he is currently passing the course(s) that were noted as failing (an 'F' or a grade below a 65) at the prior grade reporting period.
- Teachers will be expected to input a grade into the electronic Academic Tutorial log by Friday 3:30 pm of each week indicating if the student is Passing (P) or Failing (F) for the week to determine who is eligible to participate in extracurricular activities starting that Monday until Sunday of the following week. A weekly email will be sent to all staff/coaches/advisors.
- Only graded assignments, tests, quizzes, labs and projects for the week will be used in determining the student's eligibility.
- Labs that are part of a science course are factored as well since there is a NYS Part 100 Regulation requirement for students to fulfill 1200 minutes of lab time in order to sit for the Regents exam. A lab grade noted with an "F" will be considered a failing course at the

reporting period. Each week the science teacher will input a Pass (P) or Fail (F) in the Academic Tutorial log to note the Academic Tutorial student's weekly progress.

DEFINITIONS

1. "**Quarterly Original AT List**" means the **initial list** of all the students failing 2 or more courses at the reporting period. These are the courses the Academic Tutorial student must pass each week until the next reporting period generates another Quarterly Original AT List.
2. "**Extracurricular Weekly Ineligibility List**" means the weekly list of all the students failing a course(s) that was noted on the Quarterly Original AT List. Failing one or more of the courses noted on the Quarterly Original AT List makes the student ineligible for the following week.
3. The term "**extracurricular activities**" means any school function not grade dependent (e.g. athletics, intramurals and all club/group meetings, activities, tryouts and performances held before or after school, contests or games.) Once a year events (i.e. Junior Prom, Senior Ball, Grade Level Trips or other events the Principal deems as falling into this category) are excluded from the Academic Tutorial requirement.
4. The "**transition period**" allows for students to work on passing their failing classes by Friday of that week since a new Quarterly Original AT List was just sent out the prior. Technically all AT students will be eligible that week.

ACADEMIC TUTORIAL SCHEDULE FOR QUARTER 1, 2, 3 AND 4

Below are the relevant dates and guidelines how the Academic Tutorial List will be implemented for the school year. The noted Quarterly Original AT Lists (Quarter 1 Interim, Quarter 2, Quarter 3 and Quarter 4) are created for each quarterly report card, aside from the Quarter 1 interim. Students who are failing 2 or more classes on each quarterly report card period will be placed on a Quarterly Original AT List. Once the Quarterly Original AT List is created, an Extracurricular Weekly Ineligibility List will be sent out each week during that quarter to inform students and staff who are still failing a course(s) from the Quarterly Original AT List. The transition periods allow for students to work on passing their failing classes by Friday of that week since a new Quarterly Original AT List was just sent out. Since the holiday breaks noted don't afford a student the opportunity to become eligible for the upcoming week, the student's week performance on the courses they are failing before the noted breaks will dictate their eligibility for the break and the week following the break.

The Academic Tutorial calendar is available in the Main Office and the school website. A weekly Extracurricular Weekly Ineligibility List will be sent out to all staff after the Quarterly Original AT List is sent out, however the weekly listings are not noted on the calendar. The Career and Counseling Office will generate a report of those students who are noted on the incomplete list and update the Academic Tutorial list at the beginning of each quarter if a student should have 2 or more failing classes.

Students with incompletes (I) should not be placed on the AT list until a final grade is determined.

APPENDIX B

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:

Patrick Dailey
Junior/Senior High School Principal
Hoosick Falls Central School District
21187 NY RT 22, P.O. Box 192
Hoosick Falls, New York 12090

APPENDIX C

COMPLAINT/CONCERNS BY PARENTS OR GUARDIANS

The Board of Education recognizes the important role parents/guardians play in the lives of their children. Because of the special relationship between parents/guardians and their children, it is expected that parents/guardians may have complaints or concerns about some aspect of their child's education. These complaints and concerns may address a wide variety of topics, from course materials and instruction to interpersonal relationships between their child and another student, and beyond. The main goal of the District is to address and resolve these complaints/concerns directly with the parties involved, whenever possible.

In order to give each complaint/concern of a parent/guardian the due attention it deserves, the Board of Education requires that each complaint/concern be submitted, in writing, to the proper administrative personnel.

The written complaint shall contain the following:

- The name and contact information for the person submitting the complaint/concern;
- Information and evidence to support the stated complaint/concern, when available;
- The nature of the action desired to address the complaint/concern.

Complaints/concerns pertaining to students in grades UPK-6, shall be directed to the Elementary School Principal. Complaints/concerns pertaining to students in grades 7-12 shall be directed to the Junior/Senior High School Principal. If a satisfactory resolution is not achieved, the Superintendent of Schools or his/her designee shall be contacted. The Superintendent shall refer the issue to the Board for final resolution, if necessary.

All matters referred to the Superintendent and/or the Board shall be, in writing, and shall describe the issue and steps taken to resolve the issue at the building level. Concerns registered directly to the Board as a whole or to an individual Board member will be referred by the Board, as soon as is reasonably possible, to the Superintendent for investigation, report, and/or resolution.

Although no member of the community will be denied the right to bring their complaint to the Board, the Board will refer any complaint/concern presented directly to it back through the proper administrative channels for solution before investigation or action.

Exceptions will be made when the complaint/concerns require Board action only.

APPENDIX D

DIGNITY FOR ALL STUDENTS ACT (DASA)

Discrimination and harassment against any student by employees or students under DASA means prohibiting discrimination and harassment against any student by employees or students on school property or at a school function, that creates a hostile environment by conduct with or without physical contact and/or by verbal threats, intimidation or abuse, of such a severe nature that: (1) has or would have the effect of unreasonably and substantially interfering with a student's educational performance, opportunities or benefits, or mental, emotional and/or physical well-being; or (2) reasonably causes or would reasonably be expected to cause a student to fear for his or her physical safety. Such conduct shall include, but is not limited to, threats, intimidation or abuse based on a person's actual or perceived race, color, weight, national origin, ethnic group, religion, religious practices, disability, sexual orientation, gender, or sex.

"Dignity Act Coordinator (DAC)"

The Dignity Act also requires that at least one staff member at every school be thoroughly trained to handle human relations in the areas of race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender, and sex (Education Law 13 {3}). This staff member should be referred to as the Dignity Act Coordinator (DAC).

DASA Definitions

"Threatening another student or employee of the school district" means students will refrain from engaging in threatening language or behavior directed towards other students. Threatening language is speech that is likely to produce a clear and present danger of a serious substantive evil that rises far above public inconvenience, annoyance or interest, and which would cause a reasonable listener to apprehend direct and immediate harm from the speaker. Threatening behavior is conduct directed towards another student or employee of the school district which produces a clear and present danger of harm.

"Intimidation, Harassment, Menacing, and Bullying (IHMB)" means threatening, stalking or seeking to coerce or compel a person to do something; intentionally placing or attempting to place another person in fear of imminent physical injury; or engaging in verbal or physical conduct that threatens another with harm, including intimidation through the use of epithets or slurs involving race, ethnicity, national origin, religion, religious practices, gender, sexual orientation, age, or disability that substantially disrupts the educational process.

"Bullying" is aggressive behavior directed at another that is intentional and involves an imbalance of power or strength and can include physical acts (hitting or punching), verbal acts (teasing and name-calling), and intimidation through gestures or social exclusion.

"Cyber bullying" is the repeated use of information technology, including e-mail, instant messages, blogs, chat rooms, pagers, cell phones, and gaming systems, to deliberately harass, threaten or intimidate others.

"Sexting" is sending, receiving or forwarding sexually suggestive, nude, or nearly nude, photos through text messages or email.

"Employee" means any person receiving compensation from a school district or employee of a contracted service provider or worker placed within the school under a public assistance employment program.

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

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

"Harassment" means the creation of a hostile environment by conduct or by verbal threats, intimidation or abuse that has or would have the effect of unreasonably and substantially interfering with a student's educational performance, opportunities or benefits, or mental, emotional or physical wellbeing; or conduct, verbal threats, intimidation or abuse that reasonably causes or would reasonably be expected to cause a student to fear for his or her physical safety; such conduct, verbal threats, intimidation or abuse includes but is not limited to conduct, verbal threats, intimidation or abuse based on a person's actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender or sex

(Education Law §11[7]).

"Zero tolerance" for those actions designed as Level I Infractions for both the middle school and high school. The zero tolerance with respect to those infractions is based upon civility, mutual respect, character, tolerance, honesty, and integrity.

"Disruptive student" means an elementary, middle, or high school student under the age of 21 who is substantially disruptive of the educational process or substantially interferes with the teacher's authority over the classroom.

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

"Disability" means (a) a physical, mental or medical impairment resulting from anatomical, physiological, genetic or neurological conditions which prevents the exercise of a normal bodily function or is demonstrable by medically accepted clinical or laboratory diagnostic techniques or (b) a record of such an impairment or (c) a condition regarded by others as such an impairment,

provided, however, that in all provisions of this article dealing with employment, the term must be limited to disabilities which, upon the provision of reasonable accommodations, do not prevent the complainant from performing in a reasonable manner the activities involved in the job or occupation sought or held (Education Law §11[4] and Executive Law §292[21]).

"School property" means in or within any building, structure, athletic playing field, playground, parking lot, or land contained within the real boundary line of any school of the Hoosick Falls School District, or in or on any district school bus as defined in Vehicle and Traffic Laws §142.

"School bus" means every motor vehicle owned by a public or governmental agency or private school and operated for the transportation of pupils, children of pupils, teachers and other persons acting in a supervisory capacity, to or from school or school activities, or, privately owned and operated for compensation for the transportation of pupils, children of pupils, teachers and other persons acting in a supervisory capacity to or from school or school activities (Education Law §11[1] and Vehicle and Traffic Law §142).

"School function" means any school-sponsored extracurricular event or activity.

"Violent student" means a student under the age of 21 who:

1. Commits an act of violence upon a school employee, or attempts to do so.
2. Commits, while on school property or at a school function, an act of violence upon another student or any other person lawfully on school property or at the school function, or attempts to do so.
3. Possesses, while on school property or at a school function, a weapon.
4. Displays, while on school property or at a school function, what appears to be a weapon.
5. Threatens, while on school property or at a school function, to use a weapon.

6. Knowingly and intentionally damages or destroys the personal property of any school employee or any person lawfully on school property or at a school function.
7. Knowingly and intentionally damages or destroys school district property.

“Weapon” means a firearm as defined in 18 U.S.C. §921 for purposes of the Gun-Free Schools Act. It also means any other gun, BB gun, pistol, revolver, shotgun, rifle, machine gun, disguised gun, dagger, dirk, razor, stiletto, switchblade knife, gravity knife, brass knuckles, slingshot, metal knuckle knife, box cutter, cane sword, electronic dart gun, Kung Fu star, electronic stun gun pepper spray or other noxious spray, explosive or incendiary bomb, or other device, instrument, material or substance that can cause physical injury or death. Any student possessing a weapon on school district property shall be suspended for a minimum of one year.

All district teachers are expected to:

1. Maintain a climate of mutual respect and dignity for all students regardless of actual or perceived race, color, gender identity and expression, religion, religious practices, national origin, sexual orientation, sex, weight, ethnic group, or disability which will strengthen student confidence and promote learning.
2. Confront issues of discrimination and harassment or any situation that threatens the emotional or physical health or safety of any student, school employee or any person who is lawfully on school property or at a school function.
3. Address personal biases that may prevent equal treatment of all students in the school or classroom setting.
4. Report incidents of discrimination and harassment that are witnessed or otherwise brought to a teacher's attention in a timely manner.

DISCIPLINE FOR STUDENTS WHO COMMIT ACTS OF BULLYING/HARASSMENT

The Board of Education is committed to providing a safe and productive learning environment within its schools. Bullying of a student by another student is strictly prohibited on school property, in school buildings, on school buses, and at school-sponsored events and/or activities whether occurring on or off campus. The range of possible intervention activities and/or sanctions for bullying is contained within the Behavior Expectations for all grade levels.

Bullying can happen in three (3) forms:

1. Physical (including, but not limited to, hitting, kicking, spitting, pushing, taking personal belongings);
2. Verbal (including, but not limited to, taunting, malicious teasing, name calling, making threats);
3. Psychological (including, but not limited to, spreading rumors, manipulating social relationships, or engaging in social exclusion, extortion, or intimidation).

As with other forms of bullying, cyber bullying is an attempt to display power and control over someone perceived as weaker. Cyber bullying involving District students may occur both on campus and off school grounds and may involve student use of the District Internet system or student use of personal digital devices, such as cell phones, digital cameras, and personal computers, to engage in bullying. Cyber bullying includes, but is not limited to, the following misuses of technology: harassing, teasing, intimidating, threatening, or terrorizing another student by way of any technological tool, such as sending or posting inappropriate or derogatory e-mail messages, instant messages, text messages, digital pictures or images or web site postings (including blogs).

A student who is found, after an appropriate investigation, to have engaged in such acts of discrimination or harassment against students by employees or students on school property or at a school function 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 such acts, will promptly begin an investigation.

Disciplinary actions may be the consequences noted below:

Bullying:

Bullying, whether physical or verbal, is prohibited. This includes, but is not limited to, hitting, punching, teasing, name calling, and intimidation through gestures.

Cyber bullying, including cyber threatening and sexting, is also prohibited.

Cyber bullying is the repeated use of information technology, including e-mail, instant messages, blogs, chat rooms, pagers, cell phones, and gaming systems to deliberately harass, threaten or intimidate others.

A Cyber threat is a type of cyberbullying that includes online materials that threaten or raise concerns about violence against others, suicide, or other self-harm.

Sexting is a type of cyber bullying that involves sending, receiving, or forwarding sexually suggestive, nude, or nearly nude photos through text messages or e-mail.

Bullying and cyberbullying in any form are not permitted whether or not the harmful behavior occurs at school or at home.

Consequences:

- Immediate suspension for 3 to 5 days. A phone call to parents and confirming letters will follow the student conference;
- Complaint may be filed with police;
- Parent conference during the suspension period;
- Counseling intervention with school social workers, if deemed necessary;
- Superintendent's hearing.

Harassment or Discrimination: Includes all forms of electronic, verbal, or written communications

Students will refrain from harassment or discrimination on the basis of race, color, gender identity and expression, religion, religious practices, national origin, weight, sexual orientation, ethnic group, or disability.

- Administrative conference in all cases. At the discretion of the administrator, a student may be given an educational packet to complete, a phone call may be made to parents, or the student may be suspended.
- Conference with counselor, if necessary.
- If appropriate, police may be notified and a complaint filed.
- Possible removal from class if harassment is becoming disruptive to educational process, 3-5 day suspension. Mandatory parent conference.
- Superintendent's hearing.

The Dignity Act for All Students Act emphasizes the creation and maintenance of a positive learning environment for all students. In connection with disciplining students who engage in discrimination and harassment, the District shall place the focus of discipline on discerning and correcting the reasons why discrimination and harassment occurred. In addition to any disciplinary consequences imposed for acts of discrimination or harassment, the following remedial measures may be implemented:

- Peer support groups; corrective instruction or other relevant learning or service
- Experience
- Supportive intervention
- Behavioral assessment or evaluation
- Behavioral management plans, with benchmarks that are closely monitored
- Student counseling and parent conferences

Conduct Outside of School (Sexting and Cyber-Bullying)

Students may be suspended for conduct that occurred outside of the school which may endanger the health or safety of students within the educational system or adversely affect the education process. Where students off campus conduct "materially and substantially disrupts the work and discipline of the school" they may be disciplined.

Reporting Discrimination, Harassment and Bullying

Issues related to discrimination and harassment or any situation that threatens the emotional or physical health or safety of any student, school employee, or any person who is lawfully on school property or at a school function should be reported immediately to a teacher, principal, or school employee. The reporting of such incidents shall be in accordance with the Harassment of Students Policy and Regulation and Student Complaints and Grievances policies.

Dissemination and Review of District's DASA Plan

The Board will work to ensure that the community is aware of this Code of Conduct by:

- Providing copies of a summary of the Code to all students at a general assembly held at the beginning of each school year.
- Making copies of the Code available to all parents at the beginning of the school year at Open House events.
- Posting a summary of the Code of Conduct written in plain language to all parents of District students before the beginning of the school year on the District website.
- Providing all current teachers and other staff members with a copy of the Code and a copy of any amendments to the Code as soon as practicable after adoption.
- Providing all new employees with a copy of the current Code of Conduct when they are first hired.
- Making copies of the Code available for review by students, parents, and other community members.

The Board will sponsor an in-service education program for all District staff members to ensure the effective implementation of the Code of Conduct. The superintendent may solicit the recommendations of the District staff, particularly teachers and administrators, regarding in-service programs pertaining to the management and discipline of students.

The Board of Education will review this Code of Conduct every year and update it as necessary. In conducting the review, the Board will consider how effective the Code's provisions have been and whether the Code has been applied fairly and consistently.

The Board may appoint an advisory committee to assist in reviewing the Code and the District's response to Code of Conduct violations. The committee will be made up of representatives of student, teacher, administrators, and parent organizations, school safety personnel and other school personnel.

Before adopting any revisions to the Code, the Board will hold at least one public hearing at which school personnel, parents, students and any other interested party may participate.

The Code of Conduct and any amendments to it will be filed with the Commissioner no later than 30 days after adoption.

APPENDIX E

HOOSICK FALLS CENTRAL SCHOOL DISTRICT 2018-2019 CODE OF CONDUCT FOR EXTRACURRICULAR ACTIVITIES

Hoosick Falls Central School understands that extra-curricular activities are a significant part of the educational process. The combination of academics and extra-curricular activities enhance the quality of students' lives and expands their options for learning and personal growth. Extra-curricular activities provide an educational opportunity in which students can learn essential life lessons beyond those that can be learned in an academic classroom.

The Code of Conduct of the Hoosick Falls Central School District for extra-curricular activities is intended:

- to encourage a healthy and safe lifestyle among all students who participate in extracurricular activities;
- to help them to resist negative peer pressure;
- to ensure that as representatives of the school they are positive role models for other students;
- to ensure that they conduct themselves in a way that brings credit to themselves and their school;
- to provide a dynamic environment which promotes competitiveness, teamwork, and self-discipline; and
- to achieve cooperation among all participating students, their parents and school faculty, in acknowledging the importance of a Code of Conduct, and sharing responsibility for compliance.

INTRODUCTION

TO THE PARENT:

This material is presented to you because your son or daughter has indicated a desire to participate in extra-curricular activities of the school. While participation in extracurricular activities provides a wealth of opportunities and experiences which assist students in personal development, it must be recognized that involvement in extracurricular activities is a privilege.

A student who elects to participate in any of these programs is voluntarily making a choice of self-discipline and commitment. These are the reasons we place conditions on involvement, as the health and safety and welfare of students must be our first priority.

TO THE STUDENT:

As a participant in the extra-curricular activities of the Hoosick Falls Central School, you must undertake to act responsibly and demonstrate a commitment to follow established rules. By participating in extracurricular activities to the best of your ability, you are contributing to the reputation of your school.

Because your mental and physical well-being is essential to your success, it is important that you remain drug-free. We are asking for your help and co-operation in achieving totally drug-free programs. Therefore, we are asking you to become an active part of the solution, not to become part of the problem. Your active participation in remaining drug-free throughout your activities at Hoosick Falls Central School will benefit the experience you will have.

In addition, the essential requirement for teamwork, the mental and physical challenges of training, rehearsals and competition, and the experience of winning and losing graciously and respectfully are important life lessons in every student's developmental experience. These lessons will serve students well into their future.

FULL YEAR POLICY

The rules governing the Code of Conduct apply to such students throughout a calendar year, at school-sponsored and non-school-sponsored activities, whether on or off school grounds, and whether or not the student's particular sport or activity is in season. We are entrusted to educate and teach our students and to maintain clear and consistent boundaries for them. Out of season violations reported shall be investigated and consequences for violations shall be faced prior to future extra-curricular involvement.

PARTICIPATION IN EXTRACURRICULAR PROGRAMS

The Board requires equal opportunity for every student of the district. In every way possible this policy must communicate that each student has equal access to every program of the school and that those opportunities be non-exclusionary and fair for all to try out.

It is understood that elections, tryouts, and auditions are sometimes necessary for an activity whose number of participants must be limited. It is also understood that criteria for selection must apply to all candidates.

The Board recognizes the value of extra-curricular activities as an integral part of the total experience to all students of the district and to the community. Therefore, the Board of Education shall provide as many varied programs as is financially and practically possible.

The Chemical Health policy at Hoosick Falls Central School is in effect throughout the school year, in and out of season, on and off the field, in and out of uniform. There is a reason for this... we care about the welfare of our students. We also demand a commitment from you if you want to be involved in the extracurricular activities at Hoosick Falls Central School.

ACADEMIC ELIGIBILITY

Students have a responsibility to fulfill academic expectations before they consider participation in extracurricular activities. The education of students is the highest priority. To be eligible for extra-curricular activities, a student must maintain sufficient academic status, as outlined in the Hoosick Falls Central School Student Handbook. The academic eligibility requirements are applicable to all students in grades 7 through 12.

SCHOOL ATTENDANCE

In order to participate in or attend any extracurricular activities, students must arrive to first period by 7:32 a.m. and remain in school for the rest of the day.

In the event a student arrives to school after 7:32 a.m. without a written valid excuse from his/her parent/guardian, the student will be marked as an unexcused tardy. After three unexcused tardies a student will not be eligible to participate in or attend extracurricular activities for that day. For each three unexcused tardies students will not be eligible to participate in or attend any extracurricular activities for that day.

Students who are excused early from school (prior to 2:15 p.m.) must provide a written valid excuse from his/her parent/guardian. In the event a student leaves school with an invalid excuse written by his/her parent/guardian, the student will be marked as an unexcused early dismissal. After three unexcused early dismissals, a student will not be eligible to participate in or attend extracurricular activities for that day. For each three unexcused early dismissal students will not be eligible to participate in or attend any extracurricular activities for that day.

CONDUCT OF STUDENTS

A firm and fair policy of enforcement is necessary to uphold the regulations and standards of the school district. All stakeholders feel strongly that high standards of conduct and citizenship are essential in maintaining the integrity of all activities. The health, safety and welfare of the student, is a major consideration and transcends any other consideration. All students shall abide by a code of conduct, which will earn them the honor and respect that participation and competition in extra-curricular activities affords. Any conduct that results in dishonor to the student or the school will not be tolerated. Acts of unacceptable conduct, such as, but not limited to theft, vandalism, disrespect, immorality or violations of law, tarnish the reputation of everyone associated with the program and will not be tolerated. In the event that a student is arrested for a criminal offense, the athlete may be suspended from extra-curricular participation both in practice, rehearsal or competition if it is determined that the nature of that offense places the other members of the activity in jeopardy or may endanger their health, safety or welfare.

First and foremost, the use of alcohol by anyone under the age of 21 years of age is against the law. Marijuana is an illegal drug, punishable by criminal arrest and prosecution.

New York State Penal Law:

A person under the age of 21 is guilty of 'a minor in possession', a misdemeanor, if that person attempts to purchase, or is found in possession of alcohol.

Our message to all students is loud and clear and should be understood by all Stakeholders "NO USE".

This Code of Conduct spells out for all stakeholders, the clear and consistent boundaries of all extracurricular activities. To be successful we must agree to these provisions, have a sound knowledge of them, understand them, and agree to them. They are the same for every student. There will be no exceptions to the consequences for those who decide to violate this code.

DRUG-FREE STATUS REQUIREMENT

All students are required to maintain a drug-free status in order to insure their continued and uninterrupted participation in their chosen activities and to insure health, safety and welfare. In order to protect our students, coaches and advisors are instructed to look for and recognize any signs or symptoms of violations of this required drug-free status. When a student is suspected of violating his/her drug-free status, the educator must follow the appropriate remedies and penalties for the offense. Hoosick Falls Central School will offer on-going programs to educate all stakeholders as to the concerns and issues that our students face and the message for students will be clearly, "no use". This will help us maintain a program of excellence.

PROHIBITED BEHAVIORS THAT CONSTITUTE CODE VIOLATIONS

PARTIES/PRESENCE AT PARTIES WITH ILLEGAL ACTIVITY

If a student attends a party where illegal activity is taking place or starts to take place, the student must leave the party as soon as a SAFE exit can be made. Students are encouraged to contact their parent/guardian to ensure they LEAVE SAFELY.

PERFORMANCE ENHANCING DRUGS/ SUPPLEMENTS

A nutritional ergogenic aid is defined as any foodstuff or dietary procedure that either improves or is thought to improve physical performance. Although these compounds are easily available, they are unregulated and many either pose potential health compromising threats or dangers. The use of suspected or advertised ergogenic aids, including but not limited to Creatine or other nutritional supplements may be detrimental. Due to the serious and potentially fatal effects of anabolic/ androgenic steroids and their related compounds, including hormone pre-cursors, the use of these products is strictly prohibited. They are also illegal to possess or distribute without medical documentation.

Specifically, the use of all anabolic steroids, diuretics and peptide hormones and analogues (HCG, ACTH and HGH) are to be avoided. The use of these drugs without a doctor-approved prescription and unsupervised administration represents a great risk to the student's health and welfare. It should be further noted that possession of many of these drugs is a felony and holds the same legal penalties as possession of cocaine. In addition to the illegal use of these controlled substances, you must be warned that the use of the many "Pro-hormones" and Hormone Pre-Cursors that are legal and available without a prescription may also have significant health consequences for students and may cause the users to test positive for anabolic steroids. The health-related effects of such substances can be lethal or permanently debilitating.

OVER THE COUNTER PAIN RELIEVERS AND ENERGY DRINKS

According the HFCS Student Handbook, over the counter pain relievers (Advil, Ibuprofen, Tylenol, etc.) are not to be in the possession of students at any time. Under certain circumstances described in the Handbook, the High School Nurse may dispense medications. Otherwise these medications should be administered by the parent or guardian. Coaches and advisors are to confiscate such medications and report the incident to the Athletic Director or to the Principal.

Energy drinks/gels (Red Bull, Amp, Full Throttle, etc.) are not healthy alternatives to water or Gatorade and they are not to be brought to school or to school events. Advisors and coaches are to confiscate such drinks/gels and dispose of them. Continued violation of this rule will result in more severe consequences for violators.

PRESCRIPTION DRUGS

Under certain circumstances described in the Handbook, the High School Nurse may dispense medications. Students are not to be in possession of prescription medication on campus or at school sponsored events. All prescription drugs need to be registered for use with the school nurse by a parent and/or guardian. Misuse of prescription drugs (possession or use without a prescription from a doctor) is considered a code violation.

CYBER IMAGE POLICY

Any identifiable image, photo, video, or posted online conversation which implicates a student to have been in violation of this Code of Conduct (including being in possession or in the presence of illegal drugs, illegal alcohol use, performance enhancing drugs, or tobacco use; out of character behavior or crime) shall be confirmation of a violation of the code. Since there is no way to establish a time frame for when or location of where the image was taken, it shall be a responsibility that the student must assume. It also must be noted that there may be persons who would attempt to implicate a student, by taking such images, to place them in a situation where they might be in violation of this standard. This is our rationale for demanding that our students not place themselves in such environments.

DIGNITY FOR ALL STUDENTS ACT (DASA):

Discrimination and harassment against any student by employees or students under DASA means prohibiting discrimination and harassment against any student by employees or students on school property or at a school

function, that creates a hostile environment by conduct with or without physical contact and/or by verbal threats, intimidation or abuse, of such a severe nature that: (1) has or would have the effect of unreasonably and substantially interfering with a student's educational performance, opportunities or benefits, or mental, emotional and/or physical well-being; or (2) reasonably causes or would reasonably be expected to cause a student to fear for his or her physical safety. Such conduct shall include, but is not limited to, threats, intimidation or abuse based on a person's actual or perceived race, color, weight, national origin, ethnic group, religion, religious practices, disability, sexual orientation, gender, or sex. No student, coach, volunteer or district employee shall plan, direct, encourage, assist or engage in any behavior which violates DASA statutes. Violations of DASA will not be tolerated and should be reported to the advisor, coach, athletic administrator, principal or other school administrator immediately.

BULLYING

Bullying is aggressive behavior directed at another that is intentional and involves an imbalance of power or strength and can include physical acts (hitting or punching), verbal acts (teasing and name-calling), and intimidation through gestures or social exclusion. Acts of bullying will not be tolerated and should be reported to the advisor, coach, athletic administrator, principal or other school administrator immediately.

CYBER BULLYING:

Cyber Bullying is the repeated use of information technology, including e-mail, instant messages, blogs, chat rooms, pagers, cell phones, and gaming systems, to deliberately harass, threaten or intimidate others. Acts of cyber bullying will not be tolerated and should be reported to the advisor, coach, athletic administrator, principal or other school administrator immediately.

HARASSMENT:

Harassment means the creation of a hostile environment by conduct or by verbal threats, intimidation or abuse that has or would have the effect of unreasonably and substantially interfering with a student's educational performance, opportunities or benefits, or mental, emotional or physical wellbeing; or conduct, verbal threats, intimidation or abuse that reasonably causes or would reasonably be expected to cause a student to fear for his or her physical safety; such conduct, verbal threats, intimidation or abuse includes but is not limited to conduct, verbal threats, intimidation or abuse based on a person's actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender or sex. Acts of harassment will not be tolerated and should be reported to the advisor, coach, athletic administrator, principal or other school administrator immediately.

SEXTING:

Sexting is sending, receiving or forwarding sexually suggestive, nude, or nearly nude, photos through text messages or email. Acts of sexting will not be tolerated and should be reported to the advisor, coach, athletic administrator, principal or other school administrator immediately.

HAZING:

Hazing is defined as any activity that recklessly or intentionally endangers the mental health, physical health or safety of a student for the purpose of initiation or membership in or affiliation with a team or activity. Any hazing activity, whether by an individual or a group, shall be presumed to be a forced activity, even if a student willingly participates. Any form of initiation or harassment, known as hazing, as part of any school sponsored activity will not be condoned. No student, coach, volunteer or district employee shall plan, direct, encourage,

assist or engage in any hazing activity. Suspected acts of hazing should be reported to the advisor, coach, athletic administrator, principal or other school administrator immediately.

CODE OF CONDUCT FOR EXTRA-CURRICULAR ACTIVITIES DISCIPLINARY SYSTEM

THREE TIERS OF CONSEQUENCES FOR PROHIBITED BEHAVIOR

The best possible option for consequences for behavioral problems or code violations is a three tiered consequence framework with the understanding that the severity of the consequences may be lessened or increased by an administrator. Within that framework however, no consequence will be greater or lesser than the minimum or maximum limits.

WHY THREE TIERS OF CONSEQUENCES?

It has been known in prevention theory and practices that zero tolerance policies are neither effective nor fruitful with teens. It is therefore our obligation as an educational institution, to offer options so that they might learn from mistakes they have made in the areas of chemical health violations at an age when these problems can be influenced in a positive way.

The primary goal of these options is:

- to place ownership of these violations with the student;
- to offer a process for change;
- to attempt to draw in the parents to participate in this process, and;
- to give the student every possible opportunity to rectify such behaviors.

First Offense - Option 1: The student and parent agree to attend an intake meeting with a certified counselor. The student will be required to attend a minimum of three (3) sessions or the certified counselor can require more sessions if s/he found the student did not participate or comply during a session. Any recommendations or referrals by the counselor must be pursued by the student. In addition to counseling, the student will receive a 10% suspension from participation in an activity (to be determined by season or the duration of the activity). Events/Performances that don't lend themselves to weekly contests/performances will require the student to not perform/participate for one (1) performance/contest (i.e. drama). Students must also address coaches/advisors and their peers, and re-sign the Code prior to resumption of participation in contests, competitions or evaluations. During this time the student must practice but may not suit, adorn special regalia, perform or compete. If an offense is established while an activity is inactive, the consequence will apply when the activity resumes.

First Offense - Option 2: The student will receive a 30% suspension from participation in an activity (to be determined by season or the duration of the activity). Events/Performances that don't lend themselves to weekly contests/performances will require the student to not perform/participate for three (3) performances/contests (i.e. drama). Students must also address coaches/advisors and their peers, and re-sign the Code prior to resumption of participation in contests, competitions or evaluations. During this time the student must practice but may not suit, adorn special regalia, perform or compete. If an offense is established while an activity is inactive, the consequence will apply when the activity resumes.

Second Offense - Option 1: The student shall receive a suspension from the activity for one calendar year and a mandatory assessment by the student assistance counselor as described under first offense. After three consecutive clean or decreasing drug tests (with the 3rd test 100% clean), as certified by the school doctor, the student's case will be examined to determine if the full year suspension may be shortened and the student

placed on probation. Drug testing will continue through the remainder of the probationary period. The student will be expected to have a clean tests for the remainder of the probationary period. The student must also address the coaches/advisors and peers, re-sign the Code, prior to resumption of participation in competition. During this suspension, the student may practice but may not compete in any contests (scrimmages or games).

Second Offense - Option 2: Refer to the Third Offense if the parent and student do not opt to drug screening

Third Offense: The third offense triggers a full calendar year suspension from the activity. The student will be referred for a substance abuse evaluation to a qualified agency. After six months, the Principal will review the student's progress in substance abuse counseling. If satisfactory progress is determined, the Principal may reinstate the student to probationary status following the criteria for a Second Offense - Option 1 above.

EDUCATIONAL COMPONENT FOR CHEMICAL HEALTH VIOLATIONS

As a pivotal part of our consequences for chemical health violations, the student will be required to complete an educational program as part of the process that may lead to the resumption of participation in extracurricular programs. If we fail to educate students when such violations occur, then we fail to help them learn from their mistakes.

STUDENT ASSISTANCE PROCESS

A violation of the Code requires administrative action and involves a STUDENT ASSISTANCE PROCESS. This process must be attended by the student and a parent or guardian. Parents must take parental responsibility for their child and be involved with the process. This helps insure that they are informed and aware of the nature of the violation and in full understanding that any future violations will result in greater consequences. The parent can also come to understand their role in helping their child learn a valuable lesson. Failure by a parent or guardian to comply will result in the student being able to practice or rehearse but not compete unless the process is complete. This process is educationally based and is patterned after the restorative justice model. This process shall include that the student will receive the following:

EDUCATION: an informative intervention seminar concerning the implications of use and the effect on physiological, psychological and social development, as well as discussion of harm reduction issues and personal and collective responsibility.

CORRECTIVE: come to an understanding that corrective measures are necessary in order to resume with extracurricular activities, including a document of agreed to lifestyle changes signed by the student.

RESTORATIVE: the student must address his/her peers and advisor or coach, and admit to the violation, show remorse and recommit to provisions of this CODE by resigning it in the presence of peers and advisor or coach.

Failure of any student to complete any part of the student assistance process will result in permanent suspension from any future involvement in extracurricular activities.

Students under suspension

If for any reason a student is under in-school suspension or out-of –school suspension, the student may not participate in practices, rehearsals or competitions that day.

INVESTIGATIVE PROCESS

The following general procedures will occur if you are suspected of violating your drug-free status.

- Your principal, athletic director, coach or advisor will interview you as to the reason(s) for suspected drug free violations in an effort to confirm or refute the suspicion.
- There will be parental notification if the interview with you does not succeed in obtaining the confirmation or exoneration of the suspected violation.
- The principal or athletic director will further investigate through interviews with those who may be aware of violations first-hand, those who may have limited knowledge of the violations, or those who may be involved with such violations.
- If the evidence of a suspected violation is strong enough, in the opinion of the principal or athletic director, you may be asked to participate in random drug screening to confirm your drug free status. Testing may occur for the remainder of the current school year.
- Failure to comply with providing the results of such a test or submitting to the test will be considered, as far as remedies and penalties are concerned, a confirmation of a violation.
- Any and all allegations of violations of your drug-free status will be seriously addressed and investigated.
- The approved and appropriate remedies and consequences for the type of violation will be applied and enforced.

INVESTIGATION

Any individual or stake holder may choose to report a chemical health violation orally or in writing to the:

- Building principal
- Athletic Director
- Teachers
- Activity Advisor
- Coach
- Counselors
- Nurses
- Board member

All employees who receive violation reports concerning students must report such complaints to the Principal or the Athletic Director immediately. An investigation shall begin immediately to determine the nature of such allegations.

COOPERATION DURING INVESTIGATION

In the event that a student comes under investigation for possible violations to the provisions of this code, it is expected that:

- the student be truthful
- that the student be forthcoming with information
- that the student not be deceptive or untruthful
- that the student be cooperative

During the investigation of any alleged student violation the student must be truthful and forthcoming with information or the Principal and Athletic Director has within their power to impose a greater level of consequence if it is determined that the student has lied, been deceptive or untruthful prior to or after the determination of guilt and or consequences.

Failure to comply with the above conditions may result in full expulsion from extra-curricular activities for the duration of the student's future schooling career.

SPECIAL CIRCUMSTANCES AND GREATER MAGNITUDE OF CONSEQUENCES

The three tier system may not apply in all cases. It should be noted that a single very serious incident or criminal act may result in as serious a consequence as permanent suspension from any future involvement in any extracurricular activities.

The Administration has at their discretion the authority to impose consequences of greater magnitude if they feel the student shows no remorse, has not learned from said consequences, has not made corrective changes in behavior or is not willing to carry out restorative measures to redeem oneself.

Also, during the investigation of any student violation the student athlete must be truthful and forthcoming with information or the Administration has within its power the right to impose a greater level of consequence if it is determined that the student has lied, been deceptive or untruthful prior to or after the determination of guilt and/ or consequences.

WHAT CONSTITUTES CONFIRMATION OF A VIOLATION?

Confirmation of a violation of your drug-free status may be provided by, but not limited to, any one of the following:

- An admission by the offending student.
- A positive reading for a restricted substance on a medically conducted drug screening or test.
- A failure to provide the results of a medically conducted drug screening or test.
- A refusal to take a medically conducted drug screening or test.
- An abundance of circumstantial evidence with eyewitness support.
- An advisor's or coach's evaluation of signs, symptoms and/or actions demonstrated by the student that would support the reasonable conclusion of a violation with the support of other circumstantial evidence or any eyewitness support.
- A credible eyewitness account.

CONFIRMATION OF VIOLATIONS

Once confirmation of a violation of your drug-free status has been obtained under the terms of this program, you will be subject to, but not limited by, the following disciplinary actions, consequences and process. These actions are uniform for all students. They are also not intended to replace or affect any additional disciplinary measures of each head coach or advisor. It is further understood that any specific program may elect to set a higher standard of conduct and include and adopt increased and/or additional disciplinary measures of more severe remedies and penalties if they so choose, but no lesser consequences shall exist than the provisions of this Code of Conduct.

WHAT CONSTITUTES EXONERATION?

Exoneration of a suspected violation of your drug-free status may be provided by, but not limited to, all or any one of the following:

- A negative reading for the in-question substance on a medically conducted drug screening or test.
- The absence of any credible evidence, either circumstantial or eyewitness accounts, that support the allegation.

WHAT CONSTITUTES A NON-FINDING?

A non-finding in an investigation of a suspected violation of your drug-free status may be considered when it is agreed that no reasonable conclusion of guilt or innocence may be obtained in a timely fashion. As a part of the agreement of a non-finding, the student may be placed on a probationary status and subjected to increase testing and verification procedures as to his/her drug free status. The terms of such probation are at the discretion of the administration.

SELF REFERRAL

Any student can at any time make a self-referral for a violation of the chemical health standards. This self-referral must be made prior to any investigation and must be made to the Principal or Athletic Director. The self-referral must be made prior to any investigation or reported allegations to the school authorities.

APPLICATION OF RULES FOR EACH ACTIVITY

Coaches and advisors will establish the manner in which the Code of Conduct and its established consequences will apply to each extra-curricular activity. These rules for individual activities must be explained to all participants and to parents fully at the start of each activity.

APPEALS PROCESS

Each student shall have the right to an informal hearing of a decision made by the coaching and/or administrative staff. It is preferable that problems be solved by the persons involved in the appeal. Any hazing activity, whether by an individual or a group, shall be presumed to be a forced activity, even if a student willingly participates. Any form of initiation or harassment, known as hazing, as part of any school sponsored activity will not be condoned. No student, coach, volunteer or district employee shall plan, direct, encourage, assist or engage in any hazing activity. Suspected acts of hazing should be reported to the advisor, coach, athletic administrator, principal or other school administrator immediately.

CIRCUMSTANCES THAT REQUIRE IMMEDIATE SEVERE CONSEQUENCES

Certain circumstances may require immediate action in determining consequences for an apparent violation. In certain circumstances, the penalties for the violation may be much more severe and may be applied immediately by an administrator. The violation of your drug-free status is a serious action, but it may be amplified if the violation takes place in certain environments and would tend to support the necessity for an increased severity of penalties and lessening the chances for remedies. The following situations constitute some but not all of such circumstances:

The use of an illegal substance during a school related activity, at school or away, or during travel or, at any other time school increases your risk and to those around you. The use of such substances during participation of your activity in any manner **may** constitute an immediate suspension of a year or more, even for a first offense.

The use of an illegal substance during school is another example. Being under the influence of an Illegal Drug or Alcohol at school hinders your learning capacity and places yourself and others at an increased risk of injury.

The use or possession of Nicotine at school increases the severity of the violation. As a role model, you are often being watched closely by other students, who may decide to follow your example, whether it is good or bad.

The use of these substances, especially Illegal Drugs and Alcohol, during training session (even out of season training) in the weight room or other training facilities places you and those around you at greater risk of injury. The use of any prohibited substances during school or during any school function will not be tolerated. This

includes not only school functions at Hoosick Falls Central School, but any function you attend at other schools as well.

Holistic Student Assessment

We will be administering an online survey entitled: Holistic Student Assessment (HSA) to students in grades 5-12 twice in the 2018-2019 school year. The survey will be completed in the fall and again in the spring. The HSA profile provides teachers and parents with students' social emotional strengths and challenges so we can build upon their wellness. The HSA is completed in approximately 10-15 minutes and consists of a series of questions that help students understand their emotional being. These profiles are useful in identifying the best pathway forward for your child's continued social emotional development. If you would like to discuss your child's results, please contact your building principal to arrange a meeting.

Your consent and your child's participation are completely voluntary. If you do not want your child to participate in the survey, please contact Julie Lynch via one of the following avenues:

Phone: (518) 686-0197

Fax: (518) 686-5869

Mail: Hoosick Falls CSD

CSE Office, Attn: Julie Lynch

P.O. Box 192

Hoosick Falls, NY 12090

Email: lynchj@hoosickfallscsd.org

As always, the results of the survey will be treated in a confidential manner. Each child's social-emotional well-being is as important to us as their academic achievement. If you would like to find out more about the Holistic Student Assessment, please contact our school psychologists (Jessica Etien ext. 1014, or Corie Rushman ext. 2219).