

# HIGH SCHOOL STUDENT HANDBOOK

September, 2009

Dear Parent/Guardian:

Please take time to read this important handbook as the success of your child stems from their knowledge of the procedures stated in this document. Please sign and return this form with your child to their 1<sup>st</sup> period teacher.

I \_\_\_\_\_ have viewed the handbook and reviewed its' contents  
Parent/Guardian signature  
with my child.

***Hadley-Luzerne Central School***  
***273 Lake Ave, Lake Luzerne, NY 12846***  
***(518) 696-2112 ext. 105***

***Student Handbook***  
***2009-2010***

High School Principal: Mr. Baker

Guidance Counselor: Mr. Scanlan

***WELCOME to HADLEY-LUZERNE HIGH SCHOOL:***

Your high school years will be a time of learning and fun as you experience, as some say, "THE BEST YEARS OF YOUR LIFE". As a student of HLCS you will become a part of a tradition of excellence. We believe that all students are capable of learning. We also believe that all students know what acceptable and responsible behavior in school is.

The educational community prides itself on student success and as such you are expected to carry on the tradition of prior successful graduating classes. All students must adhere to the rules and regulations of Hadley-Luzerne High School Code of Conduct. All students violating the rules of the school will be subject to discipline and/or suspension. Disciplinary actions include routine or official reprimand, directives, detention, required parent conferences, in-school suspension, out-of-school suspension, and expulsions. A student may be disciplined or suspended for: violating any of the regulations as listed in the 2009-2010 Hadley-Luzerne High School Student Handbook. We expect all students to be self-disciplined. However, if students display inappropriate behavior, they will face consequences such as assignment to I.S.S., out-of-school suspension and in some cases perhaps permanent expulsion from school

*“It is the mission of the Board of Education of Hadley-Luzerne Central School District to promote and ensure, for all students in our community, the highest level of academic excellence achievable to allow them to pursue their individual dreams without limit. To assist them, through the education process, to become outstanding citizens and community members; and to provide an open and inclusive process so that all members of the community can contribute to the education and success of our children.”*

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**ALL DOORS WILL BE LOCKED DURING THE SCHOOL DAY**

In order to maintain safety for our children, the exception to the rule will be the front door and the cafeteria entrance.

**GENERAL BEHAVIOR:** We expect the following behavior from all students:

- ❖ Be courteous & show respect to teachers, staff supervisors, other students, the school and its property, and any visitors in the building.
- ❖ Dress appropriately.
- ❖ Consideration and mutual understanding for social, economic and cultural backgrounds and attitude differences.
- ❖ Promptness & punctuality for attendance at school and all classes.
- ❖ You will be expected to dedicate yourself to your studies. The twenty-first century demands that you possess the skills necessary for success. Higher level thinking, verbal expression, and technological skills must be mastered if you are to earn a diploma from Hadley Luzerne High School.
- ❖ Develop an awareness of responsibility for what they do or fail to do.
- ❖ Use school property responsibly.
- ❖ Come to each class prepared with all materials needed for that class.
- ❖ Behave in the school cafeteria at least as well as they would in their home
- ❖ When attending school athletic events and extra curricular activities students are under the jurisdiction of the school. School rules and regulations WILL be enforced.

**EACH TEACHER WILL:**

1. Establish specific standards of conduct for his or her classroom.
2. Post those standards where all students can see them throughout the year.
3. Teach those standards to all students during the first 2 weeks in that room.

4. Explain those standards to students who join the class after the first two weeks of school.

### **STUDENT RESPONSIBILITIES**

- LEARNING:** We will allow and enable the learning process for ourselves to take place free of interruption.
- RIGHTS:** We will respect and be considerate of the rights and responsibilities of ourselves and others.
- PROPERTY:** We will respect and be considerate of all property and the possession of our own and others.
- SCHEDULE:** We must be responsible for following our designated schedule.
- RESPONSIBILITY:** At Hadley-Luzerne High School we want to instill responsibility in each of our students, in doing so each student will be responsible for his/her behavior, and if inappropriate behavior is shown there will be consequences to follow. If a student breaks a rule, that student is responsible to make behavioral adjustments to improve and avoid any further behavioral issues in the future.

### **ARRIVAL:**

Any students who arrive to school before 8:00 AM must wait in the cafeteria. There should be no students at their lockers or wondering the hallways until the hall monitors allow the students to go.

### **“TEACHERS ARE HERE TO TEACH; STUDENTS ARE HERE TO LEARN”**

A school exists primarily to educate. A calm, orderly atmosphere must exist if learning is to take place. The total development of individuals both academically and

socially occur best when students, parents, teachers and administrators have established a good working relationship.

Desirable student behavior is vitally important for several reasons. First, the student benefits from an educational setting that allows him/her to concentrate on developing his/her individual talents. At the same time, he/she matures by learning to live and work cooperatively with others and by building a sense of personal responsibility. Secondly, the teacher is provided with a classroom climate of mutual respect and cooperation that allows him/her to fulfill his/her role more efficiently. Lastly, the school itself achieves recognition for its success as a smoothly functioning organization.

### **LIBRARY:**

The Hadley Luzerne Media Center (Library) is open to all students before and after school. The media center hours are from 8:00 AM - 3:10 PM daily. Any student wanting to attend the media center during their Study Halls must have a pre-signed pass from the librarians. If a student is being sent from a class, they must have a pass signed by the teacher sending them.

Each student will be held responsible for the materials checked out in his/her name, and will pay for any materials that are lost or damaged.

### **SCHOOL RESOURCE OFFICERS:**

The High School Resource Officers are trained professional policemen under the supervision of the New York State Troopers and the Warren County Sheriffs Office. The officers serve the school in all phases of law enforcement, safety, helping services and civic responsibility.

## **New York State Graduation Requirements**

**Regents Diploma**

**Regents Diploma w/ Advanced Designation**

<u>Subject</u>	<u>Units</u>	<u>Examinations</u>	<u>Units</u>	<u>Examinations</u>
English	4	Comprehensive ELA Regents	4	Comprehensive ELA Regents
Social Studies	4	Global Hist. & Glob. Regents US Hist & Gov't Regents	4	Global Hist. & Glob. Regents US Hist & Gov't Regents
Science	3	1 Science Regents	3	2 Science Regents
Mathematics	3	Integrated Algebra Regents	3	Integrated Algebra Regents Geometry Regents Algebra 2/Trig Regents
Foreign Lang. (LOTE)	1 HS Unit	Passing the Checkpoint A Proficiency in 8 <sup>th</sup> Grade fulfills this requirement.	3*	Comprehensive French/Spanish Regents *
				<i>* May substitute 5 unit CTE or 5 Unit Arts sequence for the last 2 units of LOTE and Regents exam</i>
Physical Ed	2	None	2	None
Health	½	None	½	None
Art	1	None	1	None
<hr/>				
Core Units	18 ½		20 ½	
<hr/>				
Elective Units	3 ½		1 ½	
<hr/>				
<b>TOTAL</b>	<b>22</b>	<b>5 Regents Exams</b>	<b>22</b>	<b>8 Regents Exams</b>

Note: Students successfully passing regents exams will be granted credit for said class.

### **PROCEDURES FOR DROPPED COURSES**

Students who drop courses may do so with the following notations placed on their permanent records:

1. Full Year Course:

- a. If dropped before the start of the second marking period, no notation of having entered the course will be placed on the permanent record.
- b. If dropped before January 1, the notation "withdrew" will be placed on the permanent record.
- c. If dropped after January 1, the notation "withdrew", together with course average on the date of withdrawal will be placed on the permanent record.

2. Semester Course:

- a. If dropped before the start of the second marking period, no notation of having entered the course will be placed on the permanent record.
- b. If dropped before December 1, (or May 1 in the case of second semester courses), the notation "withdrew" will be placed on the permanent record.

**SCHEDULE CHANGES:**

SEE MR. SCANLAN

**NUMBER OF CREDITS REQUIRED FOR GRADUATION:**

Every student will need at least 22 credits in order to graduate from Hadley Luzerne High School.

**PARENT & TEACHER CONFERENCES:**

Parents may schedule conferences for after school with their children's teacher(s) through the Guidance Office. Please call 696-2112 ext. 114 to set up an appointment.

**TRANSFERRING TO ANOTHER SCHOOL:**

In order for student's records to be sent to another school district, they must have returned all books to their teachers and media. They must also turn in their lock to the assigning teacher.

## **DISCIPLINE**

The need for appropriate behavior is necessary for both an effective instructional program and the well being of the school population. The following guidelines are issued to better assure an even application of the school's Code of Conduct. Every situation cannot be anticipated, and in some cases the frequency and/or severity of an offense will require individual judgment of the principal. Discipline will be based on the following levels.

### **LEVEL 1**

- |   |                        |
|---|------------------------|
| 1- Insubordination  | 2- Tardiness to class  |
| 3- Unprepared for class   | 4- Plagiarism/cheating |
| 5- Disruptive behavior in class/cafeteria/hallways/bathrooms          |                        |
| 6- Inappropriate clothing (attire which does not follow the Handbook) |                        |

Level 1 will first be handled by the teacher and/or staff member. The teacher and student will have a discussion concerning any inappropriate behavior and the parents/guardians will be notified by the teacher.

### **LEVEL 2**

- |   |                      |
|---|----------------------|
| 1- Continued behavior from level 1            | 2- Theft             |
| 3- Vandalism                                  | 4- Insubordination   |
| 5- Disruptive behavior in detention           | 6- Spitting/gleeking |
| 7- Fighting                                   |                      |
| 8- Profanity/vulgarity and offensive language |                      |

Level 2 will be handled by the principal or guidance counselor. Consequences for any inappropriate behavior outlined in Level 2 are that the parents will be notified immediately and a conference will be held, one to five days of out-of-school suspension will be assigned. Continued behavior will result in advancing to Level 3.

### **LEVEL 3**

- 1- Possession or use of tobacco products
- 2- Possession or use of drugs
- 3- Possession or use of alcohol
- 4- Pulling of the fire alarm
- 5- Sexual harassment towards students or staff
- 6- Harassment towards teacher/staff
- 7- Possession or use of weapons or weapon related materials (including any size pocket knife)

Level 3 will be handled by the principal, where as five days out-of-school suspension will be issued and a meeting will be set up with the Superintendent. The school will prosecute if behavior is in violation of the law.

#### **LEVEL 4**

- 1- Inappropriate behavior on the bus

Level 4 will be handled by the principal or guidance counselor and the students will have a discussion on inappropriate bus behavior. Parents/guardians will be notified by a written notice that will be filled out by the bus driver and signed by the principal.

If the inappropriate behavior continues on the bus then a 3:10 or a 5:10 detention will be assigned, parents will again be notified by the principal. If bus issues become a persistent problem then the student can be suspended from the bus for one to five days. Parents will be notified and a conference will be held explaining how it is a privilege to ride the bus and it will then be the responsibility of the parent to transport their child to and from school. Continuation of misbehaving on the bus could result in suspension in the privilege to ride for the rest of the school year.

This list of offenses is by no means all-inclusive. There can be situations that arise that are not listed. Any of those situations will be dealt with by the administration, which has the authority to deal with the problems as they feel necessary. Violations beyond may receive a more severe disciplinary action.

### **PLAIN TALK:**

The Hadley-Luzerne Central School supports a "NO TOLERANCE" policy on drugs, weapons, fighting/assault, extortion, disrespect, excessive skipping and disruption of any kind. Students should expect I.S.S., long-term suspensions, alternative school recommendations, and possible exclusion from school with these types of violations. Likewise, students who repeatedly violate other regulations can expect extended suspension from school.

### **VERIFICATION OF ADDRESS:**

All students must have verification of address signed by the student and parent/guardian on file in the Guidance Office. There should also be a phone number and/or emergency number listed, if any of the numbers change throughout the school year the Guidance Office should be notified immediately.

### **CLASS CUTS:**

Students are responsible for staying in school from 8:15 - 2:36. Failure to do so will result in:

**1<sup>st</sup> Cut class -  $\frac{1}{2}$  Day I.S.S.**

**2<sup>nd</sup> Cut class - 1 Full day I.S.S.**

**3<sup>rd</sup> Cut class - 2 Full days I.S.S. & loss of driving privileges**

**4<sup>th</sup> Cut class - 4 Days of I.S.S., loss of driving privileges & PINS**

### **TARDIES:**

Students are responsible to be on time for every class, they will be marked tardy if they are not in the assigned classroom when the second bell rings. They should plan ahead so that stops between classes are minimized. Teachers are to encourage, insist upon, and expect promptness to class from every student. Students who are tardy to class will need to be responsible to get a signed pass from the office, and then can be admitted into their class. The teacher will document all tardies. On the third tardy per quarter teachers will fill out a disciplinary report and give it to the office and the following consequences will take place.

**3rd tardy - Warning issued**

**5<sup>th</sup> tardy - One day detention**

**8<sup>th</sup> tardy - Two days detention**

**10<sup>th</sup> tardy - Four days detention**

**12<sup>th</sup> tardy - I.S.S.**

**15 + tardies:** Continued offenses could result in a recommendation to conduct a hearing with the Superintendent, or, if necessary a Pupil In Need of Suspension (PINS) hearing.

### **ATTENDANCE:**

Hadley-Luzerne Central School believes that regular attendance provides positive interaction with other students and teachers and contributes to solid learning. In order to achieve this, the following guidelines will be implemented.

A missed class as a result of school related activities will not register as an absence. However, any student who has one or more absences will be provided the opportunity to make up that class time (Included under this incentives is any absence due to being 10 minutes late.) The following guidelines apply:

- a) All make-up time will be between 2:36 & 3:15 pm.\*
- b) All make-up time will occur Monday through Thursday.
- c) Only one class absence from an individual class can be made up on a particular day.

- d) A make-up must be done under the supervision of the teacher of the class in which the absence occurred.
- e) It is the responsibility of the student to tell the teacher that he/she is there to make up a class absence.
- f) Make-up classes will not be given after the last day of school classes for that year.
- g) Written requests for an appeal should be submitted no later than 2 days beyond the final day of classes to the Guidance Counselor.
- h) A committee of three teachers, the School Counselor and the High School Principal will review appeals.

\*BOCES students who do not return to school until 3:00 pm will be allowed to make up their absences in the principal's office from 3:15 - 4:00 pm.

(2) Valid notes from parents or guardians with the students printed name, all dates absent, and cause of absence, should be turned in no later than the second day following the absence. Students not bringing notes to each teacher to initial will be noted as unlawfully absent and can have the privilege of make-up work revoked. Students should give the note to the Guidance office to be filed after their last period and all of their teachers have signed it.

(3) Excessive absences and/or skipping will cause students to become ineligible for participation in field trips, extra-curricular activities, and athletics.

(4) The principal may assign the student an incomplete to his/her grade if all requirements, including attendance are not met.

### **STUDENT ATTENDANCE FOR B.O.C.E.S.**

All students who are in attendance in the morning are expected to attend B.O.C.E.C. in the PM. If a student "misses" the bus, consequences can include in-school suspension for the remainder of the day.

### **TENTH PERIOD "ATTENDANCE"**

Tenth Period (2:39-3:10) is a mandatory attendance period in which students may gain extra support from classroom teachers. Students may also choose to be a part of a club or activity which may meet during this period as well. Make up classes for non-

attendance will take place during this time also. Attendance will be taken each day at the beginning of the period.

### **CHECKING IN:**

Students arriving late to school will report to the Guidance office to sign in. A parent/guardian must accompany the tardy student to school to sign in, or have written them a note that can be verified.

- Students must present an excuse from a doctor's office or court system.
- If a student checks-in without the above, ISS will be assigned until a parent comes in to check him/her in.

### **CHECK OUT/ EARLY DISMISSAL:**

Parents/Guardians must check out students through the Guidance Office. Students are not permitted to leave with other students. Only those people listed in the student's information file will be allowed to check the student out school. Students have class until 2:36 p.m. please do not pick them up early unless it is an emergency. Parents and students should be aware that early dismissals will only be granted for legal excuses. If a student has to have an early dismissal or change of bus pass the following procedure must be followed: A written request from the parent/guardian must be presented to the Guidance Office between 8:05 - 9:00 a.m. on the day of early dismissal and the following must be stated.

- First and last name
- Date
- The reason and time for leaving
- Method of Transportation, or who will be picking up student.
- Phone numbers where parents can be reached.

**NO Student** will be dismissed early if the note cannot be verified with the parent/guardian.

Any student leaving for an emergency reason of any nature or an illness **MUST** receive authorization from the school nurse, principal, or guidance counselor. The designated school personnel shall contact parent/guardian of all students being dismissed early.

**CARE OF ASSIGNED BOOKS:**

Books that have been issued to the students from a teacher are their responsibility. All books should be returned in the same condition in which they were received with a little bit of allowance for use. Any lost books will be charged to the person, in which they are assigned to. In order to replace a misplaced or lost book the cost of the lost book must be paid, until then another book will not be issued for use.

**VISITORS:**

All visitors on school property **MUST** report to the High School office and sign-in. If the visitor is permitted to visit the school, they will be issued a visitor's pass that must be displayed where all staff can see it.

It has been agreed upon by the instructional staff at Hadley-Luzerne that there will be **NO STUDENT VISITORS** during the school day except sponsored exchanges such as Saga City, Adopt-A-Team, etc. - Violators of these rules will be charged with trespassing --

**DISMISSAL:**

All students must report directly to the school bus. Students cannot leave school grounds and then return to school to attempt to board the school bus for 3:15 bus run. Only those students who remain in the building under the direction of school personnel can board the bus.

### **BACKPACKS & JACKETS:**

Backpacks and jackets will not be worn or carried through the school during the academic sessions. They must remain in the student's lockers until 2:36 p.m. Students should dress appropriately according to the weather if it is cold they should have a sweatshirt not a jacket. No exceptions allowed.

### **HALL PASSES:**

**No student is to be out of class without a signed pass.** If a student leaves the class, the teacher must sign the student's pass with the date and time. Verbal passes are not acceptable. A hall pass may be checked by any teacher, staff member, and/or administrator in order to assure the student is within an authorized area. Students that are in the hallway during class without a pass will receive one day of detention. Students who need to go see a teacher during lunch must have a note or pre-signed pass from that teacher.

- 1) Any instance of a student walking out of class must be reported to the H.S. Office so that an aide can be sent to escort the student to the Office.
- 2) As students are placed on pass restriction there will be communication to staff on the status.
- 3)

### **LOITERING IN THE HALLS AND BATHROOMS:**

Students are asked to not loiter in the hall and/or bathrooms. The functions and use of the bathrooms are understood by all. Students who use the bathrooms for uses other than intended will not be allowed to use them without direct supervision.

- 1<sup>st</sup> Offense - Verbal reprimand
- 2<sup>nd</sup> Offense - Notify parents and detention
- 3<sup>rd</sup> Offense - One Day I.S.S. with work assigned from teachers to be completed when student returns.

### **LOST AND FOUND:**

Articles found in and around the school should be turned in to the High School Office where the owners may claim their property by identifying it. The school will not be held responsible for lost or stolen articles, but will assist in trying to find them.

### **LOCKERS & LOCKS:**

Lockers and locks are school property and are issued for student use only. Misuse, damage, and/or loss (of locks) **will** require payment. Each student **must** lock his/her locker at **all times**. Students are to use only lockers and locks assigned to them. Any departure from this procedure will necessitate prompt disciplinary action. We should have PRIDE in our school! **Do not leave money or other valuable items in your lockers, or give your combination to others.** Only school locks are allowed on lockers, for as school property lockers are subject to examination as deemed necessary.

### **TELEPHONE USE:**

**The phones in the offices are not for student use except in the case of an emergency.** For extreme cases, Mrs. McLean will allow phone calls from the main office upon providing a signed pass from the student's teacher. Students may use the telephone in the High School office after 2:30 p.m. Personal phone calls to students will not be accepted. In case of an emergency, the caller must identify themselves and relationship to the student and the nature of the call. Every attempt will be made to cooperate in the event of an emergency.

### **CHEATING:**

Cheating in all of its forms will not be tolerated. Teachers should be particularly alert to this concern throughout all of the instructional and testing and measurement modalities. A dedicated, sincere and honest effort will hopefully be fostered through the elimination of cheating opportunities.

**WALKMANS, RADIOS, IPODS, MP3 PLAYERS, CELL PHONES, ANY GAMES:**

The above listed items are **NOT** allowed in the school building between 8:15 a.m. and 3:15 p.m. These articles must be placed in your locker for the entire day. If students are caught with these items the first time they will be confiscated and returned to you at the end of the school day from the High School Office. If repeated a second time only the parent/guardian will be given back the item, and if you get caught three times you will not receive the item back until the end of the school year.

**DRESS CODE:**

Students and their parents have the primary responsibility for acceptable dress and appearance and their cooperation is expected. Students should pay proper attention to their appearance, including personal cleanliness and appropriate attire. Cleanliness and neatness have proven to be important assets in the student's performance and attitude in school. The school will help in whatever way possible to meet the required health/safety standards. All students should dress appropriately for school and all school functions. Teachers and all other district personnel should exemplify and reinforce acceptable student dress and help all students develop an understanding of appropriate appearance in the school setting. A student's dress, grooming and appearance, including their hair style/color, jewelry, make-up and nails shall also follow the appropriate dress code for school. The following are inappropriate dress for school and will not be allowed:

- ❖ Revealing, low-cut (cleavage-baring), spaghetti strap, muscle shirt, bra strap, or see-through shirts, blouses, tank tops, or halter tops are not permitted .
- ❖ Camisoles (without proper shirt worn underneath), pajama tops/bottoms, and any shorts, skirts, slacks/pants, or any other clothing designed as lingerie or faux lingerie is not permitted.
- ❖ Hats, caps or sunglasses are not allowed to be worn in the building between the hours of 8:14 - 3:15, under normal conditions.
- ❖ Students are to wear their shoes at all times. Footwear that is a safety hazard will not be allowed.

- ❖ Proper undergarments must be worn and completely covered with outer clothing and not showing.
- ❖ Blouses and shirts must be tucked into or come down to the waist, skirts and slacks/pants.
- ❖ Shorts and skirts must be at least fingertip length, with arms fully extended.
- ❖ Clothing or accessory with obscene, vulgar, or suggestive language, or crude/lewd pictures, or statements pertaining to alcohol, drugs or sex are not permitted.
- ❖ Clothing or accessories should not promote and/or endorse vulgar, obscene, libelous, or denigrate others on account of race, color, religion, creed, national origin, gender, sexual orientation or disability.

The principal or his designee will be responsible for determining the appropriateness of dress in disputed cases. Students who violate the student dress code shall be required to modify their appearance by covering or removing the offending item and if necessary or practical, replacing it with an acceptable item. Any student who refuses do so shall be subject to I.S.S. for the remainder of the day, and a phone call home to their parents. Any student who repeatedly fails to comply with the dress code shall be subject to further discipline, up to and including out of school suspension.

### **CAFETERIA / LUNCH:**

Since the cafeteria is a place where a large number of students congregate for the purpose of eating, students' behavior must be such that it shows consideration for their fellow students, involves proper and courteous eating habits and respect for school property. Papers and other waste material are to be put in the containers that are provided in the cafeteria. If a student spills or drops food or milk he/she must contact a custodian or school personnel for immediate cleanup.

We expect students to follow the directions of any staff members while in the cafeteria. Staff members are there to provide reasonable supervision, and we expect your full cooperation with them in helping maintaining order and proper cafeteria atmosphere. No student will be allowed to leave the cafeteria unless it is an emergency,

therefore there should be no students in the halls where classes are being held during their lunch time.

Lunches that are brought in or bought in the school cafeteria will not be allowed to leave the lunchroom. **NO FOOD** will be consumed in the hallways or any other area except for the cafeteria.

STUDENTS ARE **NOT ALLOWED TO LEAVE THE SCHOOL** AT LUNCH AND/OR VISITORS **WILL NOT** BE ALLOWED TO BRING LUNCHESES TO THE SCHOOL FROM FAST FOOD SHOPS OR RESTAURANTS.

If a warning is issued parents will be notified and students may receive detentions or I.S.S.

With teacher approval **water** consumption may be permitted during class.

### **STUDENT PARKING INSTRUCTIONS**

The basic philosophy is that driving to school is a **PRIVILEGE**. The following driving expectations and safety regulations, while on school grounds, will be reviewed in a safe driving seminar for all student drivers during an assembly in September:

- 1) All vehicles must be appropriately registered and parked.
- 2) **RECKLESS DRIVING PROHIBITED**; common sense, courtesy, etc.
- 3) Students must have permission to leave the school building from the high school office. An appropriate pass giving permission to parking lot will be issued at the office.
- 4) Maximum Speed Limit 10 miles per hour.
- 5) Students are responsible for vehicles. There should be **no loitering, smoking, illegally missing classes, and tardiness to school.**
- 6) Respect other people's property.

The **consequence** of any infraction can constitute termination of privileges. Where there is need for clarification of a specific case, the entire committee will meet prior to the school day. All students and parents will sign a contract each year, and a safe driving seminar will be held in conjunction with State Police Authorities.

# STUDENT DRIVING CONTRACT

Permit #

\_\_\_\_\_  
PRINT STUDENT'S NAME

- 1) **Parking on campus is a privilege!**
- 2) **Any and all vehicles available to the student for operation to and or from school grounds and which is to be parked upon such grounds shall have affixed to its windshield, unobstructed and in plain view (near driver's pillar above reg. and inspection sticker), a numbered HLCS parking permit which must be on record with school administration.**
- 3) **Improper operation or failure to comply with the NYS V&T Law on, or adjacent to, school grounds may result in suspension or revocation of student's privilege to park on school grounds, school disciplinary action, and or referral of matter to authorities.**
- 4) **Upon proper authoritative notice of student's failure to comply with any section of the NYS Vehicle and Traffic Law, including but not limited to, traffic infractions related to operation, parking or equipment, on school grounds or off, the school administration may, at it's discretion, suspend or revoke the student's privilege to park any vehicle on school grounds.**
- 5) **Absolutely no stopping, standing, parking nor loitering either immediately prior to, or following normal school hours, within vehicles or without, when:**
  - a. Such attendance is unrelated to sanctioned school work,
  - b. sports, or extracurricular activities.
- 6) **Absolutely no disorderly conduct on school grounds.**
- 7) **Student's failure to sign the "Student Driving Contract" will result in the immediate suspension of privilege to park any vehicle upon school grounds.**
- 8) **Disregard of suspension of parking privilege may incur additional school administration action.**
- 9) **In addition, student drivers must agree to attend the school's "HLCS Safe Driver Seminar" during the fall trimester.**

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent's Signature

\_\_\_\_\_  
Date

Plate #	Vehicle Make/ Model & year	Color	Permit #

## **BUS REGULATIONS**

Safety campaign packets have been received by all parents. The safety and welfare of all students riding school buses is a major responsibility for us all.

All students are expected to behave in an orderly and respectful manner while on our school buses. A large percentage of the time our expectations are successfully met. However, and unfortunately, some students on occasion are unwilling to behave appropriately. The negative behavior of these students cannot and will not be tolerated. When inappropriate behavior occurs, firm, fair and consistent discipline will be administered immediately.

For the sake of the safety and welfare of all students who ride Hadley-Luzerne Central School District buses, we seek your active and continued support for school bus safety.

All parents should have signed the following forms indicating that they have received and read our disciplinary procedures.

## **REWARDS FOR FOLLOWING THE BUS RULES**

1. Each student will enjoy a safe ride to school.
2. Each student will be able to enjoy the friendships and company of others on the bus.
3. The inconvenience of dealing with consequences will not be experienced.
4. A positive, enjoyable, and rewarding relationship with the bus driver will be established.

## **ENSURING A SAFE RIDE ON THE HADLEY-LUZERNE BUSES**

ALL STUDENTS DESERVE A SAFE BUS.

NO STUDENT WILL STOP A BUS DRIVER FROM DRIVING A SAFE BUS.

NO CHILD WILL STOP THE OTHER PASSENGERS FROM HAVING A SAFE AND PLEASANT TRIP.

The bus driver expects all students to behave on the school bus.

In order to maintain safety on the bus, the driver must have the cooperation of each and every student.

### **Consequences:**

Step 1: Warn student - behavioral documentation will begin;

Step 2: Bus conduct report to principal, driver communication with parents;

Step 3: Conference with driver, principal, parents

Consequences could include: detention, I.S.S., other legal action.

### **\*SEVERE CLAUSE\***

**LOSS OF BUS PRIVILEGE - SCHOOL TRANSPORTATION WILL NOT BE PROVIDED!**

**\*A severe clause is an action that will occur immediately if the incident is serious and jeopardizes the safety of the passengers OR if frequent and numerous rule violations occur.**

### **WHAT PARENTS CAN DO**

1. Discuss the school bus rules with your son/daughter. Make sure they understand the rules and why it is important to follow them.
2. Try to get to know your children's bus driver.
3. Be sure everyone from your household is prompt for the school bus.
4. Report problems to your driver, the principal, or the transportation supervisor immediately.
5. Insist upon good behavior on the school bus.
6. Seatbelts are installed on every school bus and are available to use. While the school does not mandate their use, a parent can have their son/daughter wear a seat belt.

***PARENT/GUARDIAN SUPPORT IS ESSENTIAL IN  
ENSURING A SAFE RIDE ON THE HADLEY-LUZERNE SCHOOL BUS***



DEAR PARENT OR GUARDIAN:

PLEASE SIGN AND RETURN THIS FORM TO THE BUS DRIVER AS SOON AS POSSIBLE, BUT NO LATER THAN TWO (2) DAYS AFTER YOU CHILD HAS RECEIVED IT. YOUR SIGNATURE WILL INDICATE THAT YOU HAVE READ THE BUS RULES.

THANK YOU FOR YOUR SUPPORT.

STUDENT'S NAME: \_\_\_\_\_ GRADE: \_\_\_\_\_

PARENT/GUARDIAN SIGNATURE: \_\_\_\_\_

TELEPHONE NUMBER: \_\_\_\_\_

MY CHILD HAS THE FOLLOWING ALLERGIES OR IS TAKING THE FOLLOWING MEDICATION. (PLEASE LIST OTHER INFORMATION THAT WILL BE HELPFUL TO OUR DRIVERS AND YOUR CHILD):

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# HADLEY-LUZERNE CENTRAL SCHOOL

## High School Guidance Calendar

### 2009-2010

<b>Thurs. Sep 3</b>	Freshman Orientation (6:00 pm)
<b>Tues. Sep 8</b>	First Day of Class
<b>Thurs. Sep 24</b>	Senior Parents' Night (6:30 – 8:00 pm)
<b>Wed. Oct 7</b>	ASVAB (sponsored by military) 10, 11, & 12 <sup>th</sup> grade (8:30 – 11:30 am)
<b>Thurs. Oct 8</b>	A.C.C. Fall College Night (6:30 – 8:30 pm)
<b>Fri. Oct 9</b>	Interim Notices – 1 <sup>st</sup> quarter halfway point
<b>Wed. Oct 14</b>	PSAT/NMSQT – 11 <sup>th</sup> grade (8:15 – 11:15 am)
<b>Wed. Oct 21</b>	PLAN Assessment – 10 <sup>th</sup> grade (8:00 – 10:30 am)
<b>Fri. Nov 6</b>	1 <sup>st</sup> quarter marking period ends
<b>Thurs. Nov 12</b>	1 <sup>st</sup> quarter Report Card Night – grades 9-12 (4:00 – 7:00 pm)
<b>Wed. Nov 18</b>	National Honor Society Induction
<b>Fri. Dec 11</b>	Interim notices – 2 <sup>nd</sup> quarter halfway point
<b>Thurs. Jan 7</b>	Financial Aid Workshop–12 <sup>th</sup> grade (6:30–8:00 pm)
<b>Tues. Jan 26 – Fri. Jan 29</b>	<b>NY STATE REGENTS EXAMS</b>
<b>Fri. Jan 29</b>	2 <sup>nd</sup> quarter marking period ends
<b>Wed. Mar 3</b>	Junior Parents' Night (6:30 – 8:00 pm)
<b>Fri. Mar 5</b>	Interim Notices – 3 <sup>rd</sup> quarter halfway point
<b>Wed. Mar 17</b>	8 <sup>th</sup> Grade High School Parents' Night (6:30 – 8:00 pm)
<b>Thurs. Apr 1</b>	3 <sup>rd</sup> quarter marking period ends
<b>Wed. Apr 14</b>	3 <sup>rd</sup> quarter Report Card Night – grades 9-12 (5:00 – 7:00 pm)
<b>Tues. May 4</b>	A.C.C. Spring College Night (6:30 – 8:30 pm)
<b>May 5 – May 7</b>	Advanced Placement (AP) Exams
<b>Fri. May 7</b>	Interim notices – 4 <sup>th</sup> quarter halfway point
<b>Wed. May 26</b>	High School Awards Night (6:00 pm)
<b>Sun. June 13</b>	Baccalaureate (7:00 pm)
<b>Thurs. June 10</b>	Last day of classes
<b>June 11 + 14</b>	Local Exams
<b>Tues. June 15 – Thurs. June 24</b>	<b>NY STATE REGENTS EXAMS</b>
<b>Thurs. June 24</b>	4 <sup>th</sup> quarter marking period ends
<b>Fri. June 25</b>	High school summer school registration (8:00 – 12:00 am) (1:00 – 4:00 pm)
<b>Mon. June 28</b>	Final Report Cards Mailed

HADLEY-LUZERNE CENTRAL SCHOOL DISTRICT  
2009-2010 SCHOOL CALENDAR

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**JULY 2009**

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

**JANUARY 2010**

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

**AUGUST 2009**

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

**FEBRUARY 2010**

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

**SEPTEMBER 2009**

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

**MARCH 2010**

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

**OCTOBER 2009**

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

**APRIL 2010**

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

**NOVEMBER 2009**

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

**MAY 2010**

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

**DECEMBER 2009**

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

**JUNE 2010**

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

July 3	Independence Day
September 3	Supt. Conference Day
September 7	Labor Day
September *8	Classes Begin
October 9	1/2 Day of School
October 12	Columbus Day
November 10	*Emergency Release Day
K-12	15 minute early dismissal
November 11	Veterans' Day
November 25-27	Thanksgiving Recess
December 24	Holiday Recess Begins
January 4	Classes Resume
January 18	Martin Luther King Day
January 26-29	Regents Testing Week
February 15-19	Mid-Winter Recess
April 2	Good Friday
April 5-9	Spring Recess
May 31	Memorial Day
June 15-24	Regents Testing
June 24	Regents Rating Day
	Last Day of School

- Classes Not in Session
- Regents Testing Days
- Supt. Conference Day
- 1/2 Day of School K-12

September	17
October	21
November	17
December	17
January	19
February	15
March	23
April	16
May	20
June	18
<b>Total Number of Pupil Days</b>	<b>183</b>
Supt. Conference Day:	<u>1</u>
<b>TOTAL DAYS</b>	<b>184</b>



Adopted: February 23, 2009

## CLASS SCHEDULE

5<sup>th</sup> period lunch

6<sup>th</sup> period lunch

<b>1<sup>st</sup> BELL</b>	8:14	8:14
First Period	8:15-8:57	8:15-8:57
Second Period	9:00-9:40	9:00-9:40
Third Period	9:43-10:23	9:43-10:23
Fourth Period	10:26-11:06	10:26-11:06
Fifth Period	11:09-11:36 (Lunch)	11:09-11:50
Sixth Period	11:39-12:21	11:53-12:20 (Lunch)
Seventh Period	12:24-1:06	12:24-1:06
Eighth Period	1:09-1:51	1:09-1:51
Ninth Period	1:54-2:36	1:54-2:36
Tenth Period	2:39-3:10	2:39-3:10

## SUBJECT: HIGH SCHOOL ACADEMIC ELIGIBILITY POLICY

The Board of Education recognizes that extracurricular activities and interscholastic sports are an important part of an educational program. In order for students to earn the privilege of participating in these activities, a student must maintain satisfactory grades in his/her academic work. Failure to maintain satisfactory grades will result in the student being declared ineligible to participate in extracurricular activities and interscholastic sports.

The following policy has been approved in order to determine a student's eligibility for participation in extracurricular activities and interscholastic sports:

- a) Grade reports are issued every five (5) weeks (5 week progress reports, 10-week report cards).
  - b) Students failing one (1) or more classes will be declared ineligible.
  - c) Identified students will be placed on an ineligible list.
  - d) All identified students will remain ineligible for five (5) weeks (until the next grade report is issued).
  - e) All extracurricular activities and interscholastic sports will be governed by this policy.
  - f) Athletes who are ineligible may participate in practices only. They must attend games which involve other schools, but will be ineligible to participate.
  - g) Dropping a class to avoid ineligibility will result in a ten school day ineligibility period.
- ❖ Once in a lifetime activities i.e. Junior Prom and Post season athletics are excluded.

### **Parents & Student Involvement:**

Parents and students will be informed by phone and correspondence on Friday and the time period will begin the subsequent Monday and will be in effect through Sunday.

### **Appeal Process:**

Anyone wishing to appeal may present his/her case to the Building Principal

The Principal will advise as to the viability of the appeal.

The former appeal, submitted in writing, will be presented by the student and parents, to a committee consisting of the student's teachers and counselor.

If the committee determines that the student should be removed from the list, a plan of action will be established to monitor the student's progress.