

# **Hudson Middle/High School**

## **Student and Family Handbook 2018-2019**



**771 North Maple Grove Avenue  
Hudson, Michigan 49247  
(517) 448-8912**

**Web Site: [www.hudson.k12.mi.us](http://www.hudson.k12.mi.us)**

# **WELCOME!**

## **FAMILIES:**

The staff of Hudson Middle/High School welcomes you! Whether this is the first child you have sent to us or you have had other children here, be confident that we will do everything in our power to help your child have an enjoyable and successful year. It is our desire to work as a team with you to help make this happen. Please feel free to contact us if you have any questions or concerns, as it is much easier to discuss situations when they first begin to arise.

## **STUDENTS:**

The staff of Hudson Middle/High School welcomes you! We look forward to another exciting and challenging school year. Everything that is offered to you is meant to assist and lead you in reaching the goals that have been set by you, by your families, and by the community. We are here to help you reach these goals in any way we can. As students, we encourage you to be active learners and active participants in all that we do. We want the years you spend with us to be the best they can be. The following pages in this handbook explain what you will need to know to make this year a success. Take time to go over these pages with your families. The opportunity to work with you as a team as you prepare for your future is an opportunity that is important to all of us.

## **HUDSON STUDENTS...**


- are considerate, courteous, and respectful of others.
- are good sports and responsible citizens in our classrooms, within our buildings, at athletic events, concerts, assemblies, around our community and while representing Hudson Middle/High School.
- are on time for school and class, prepared with necessary materials and completed assignments.
- are involved in school and community activities to improve themselves, their school, and society.

## **PHONE DIRECTORY**


|                         |          |          |                        |
|-------------------------|----------|----------|------------------------|
| School Office           | 448-8912 | Ext. 240 | Hours: 6:30am – 3:30pm |
| Guidance Counselor      | 448-8912 | Ext. 336 | Hours: 7:00am – 3:30pm |
| Athletics               | 448-8912 | Ext. 247 | Hours: 8:00am – 4:30pm |
| Transportation          | 448-8912 | Ext. 224 | Hours: 6:45am – 4:15pm |
| Superintendent's Office | 448-8912 | Ext. 227 | Hours: 7:30am – 5:00pm |

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**ANONYMOUS TIP LINE**  
**(1-517-448-8129)**



Call to report drugs or alcohol use or an assault taking place. The life you save could be a friend in need or your own.

**Your identity will remain anonymous. No one will ask for your name nor should you give it out when calling.**

# **MISSION & VISION STATEMENTS**

## **MISSION STATEMENT**

Hudson Middle/High School is committed to excellence and will provide all students with the necessary disciplines, opportunities, and challenges to perform as productive world citizens.

## **VISION STATEMENT**

Hudson Middle/High School is a learning environment where faculty and students have established high expectations for behavior, integrity, and academic achievement. Faculty are empowered to seek the best practices that ensure the success of all students. They collaborate with colleagues and work to build positive professional relationships with students, parents, and other professionals. The student body displays a respect for self and others. They understand that they are responsible for their own behavior and make choices that will help prepare them for a successful future. Hudson Middle/High School appreciates diversity, encourages creativity, and motivates students to grow to their potential.

## **CORE VALUES**

*Hudson Middle/High School values a school environment where:*

1. We promote and model high social, moral, and academic expectations.
2. We work collaboratively to establish and consistently enforce standards of responsible behavior.
3. We recognize that all actions have consequences.
4. We maintain a safe, responsible, and orderly environment.
5. We work to establish teacher/student/parent communication relationships that foster positive growth of student learning.
6. We guide students to develop employability skills that will lead to academic and career goals.
7. We promote respectfulness, kindness and politeness among the school community and celebrate diversity.
8. We enhance the educational world through professional strategies to create a higher learning environment.
9. We provide opportunity for all learning domains.
10. We experience diversity, react to its ramifications, and accept the necessary compromise due to differences.

# **HUDSON AREA SCHOOLS BOARD OF EDUCATION**

President  
Wes Rowan

Secretary  
Marsha Evenson

Vice-President  
John Enerson

Trustee  
Jason Borck

Treasurer  
Jim Bills

Trustee  
Becky Pogoreski

Trustee  
Jim Reamsnyder

# **HUDSON AREA SCHOOLS ADMINISTRATION**

Superintendent  
Dr. Michael Osborne

Middle/High School Principal  
Michael Beard

Elementary School Principal  
Cindy Godfrey

Middle/High School Assistant Principal  
Luke Miller

CSI/Alternative Education Principal  
Lance Horwath

Athletic Director  
Jeremy Beal

## **ACADEMICS**

### **EQUAL EDUCATIONAL OPPORTUNITIES**

Hudson Area Schools will foster an educational environment that provides equal opportunity for all students. Educational programs and services will be designed to meet the varying needs of all students and will not discriminate against any individual for reasons of race, creed, sex, national origin, economic status or handicap.

#### **Definitions:**

- Formative Assessments – These are used during the period of instruction leading up to the summative assessment. Examples of formative assessments include but are not limited to homework and in-class assignments, group work, quizzes, initial drafts/attempts, questions during instruction, re-teaching, etc.
- Summative Assessments – These are used at the end of a period of instruction to show mastery of the content expectations. Examples of summative assessments include but are not limited to projects, presentations, tests, summative quizzes, performance assessments, authentic assessments, final drafts, major assignments, etc.

The content expectations are the constant. Time and interventions are the variables. All children can learn. The time it takes to understand a concept and the way they learn a concept vary. Our goal is to have all student's college and workplace ready. Standards based education is a student-centered approach in which students take control of their education.

## GRADING SYSTEM

Grade point averages are calculated on classes taken in grades 9-12. The grade point average is computed by adding the number of points earned and then dividing by the number of classes taken. Advanced Placement classes will be graded on a five-point scale. Students who retake an Advanced Placement class will be graded on a four-point scale. Honors classes will be graded on a 4.5 point scale. Any student who earns a 4.0 or better grade point average will be considered as Valedictorian.

|          |    |      |
|----------|----|------|
| 100      | A+ | 4.00 |
| 93-99    | A  | 4.00 |
| 90-92    | A- | 3.67 |
| 87-89    | B+ | 3.33 |
| 83-86    | B  | 3.0  |
| 80-82    | B- | 2.67 |
| 77-79    | C+ | 2.33 |
| 73-76    | C  | 2.00 |
| 70-72    | C- | 1.67 |
| 67-69    | D+ | 1.33 |
| 63-66    | D  | 1.00 |
| 59.45-62 | D- | .67  |

|   |              |
|---|--------------|
| S | Satisfactory |
| U | Ungraded     |
| I | Incomplete   |
| W | Withdrawn    |

End of year retention meetings with Principal, Counselor, Teachers and Parent/ Guardian.

- A. District and State Assessment results
- B. Grades
- C. Age
- D. Social and Emotional Functioning
- E. Progress in achieving IEP goals and objectives (if applicable)
- F. Teacher Recommendations
- G. Parent/Guardian Recommendations.

The body of evidence shall be reviewed by a committee consisting of an administrator, counselor, instructors, including any staff members making the retention recommendation and parent/guardian. For special education students, the case manager shall be a member of the review committee.

Retaining a student will be the decision of the Principal based upon the recommendation of the review committee. Parent/Guardian will be involved and informed of the decision. Parent/Guardian has the right to appeal the decision and meet with the Principal with concerns. Further appeals shall be heard by a board sub-committee.

## RETAKING A CLASS

When a student repeats a course, it is critical that the student understands the implications of that decision. A course that has already been attempted will have that grade averaged with the grade earned once retaken. The exception to this is if the repeated course is done through an online credit recovery program, in which case credit can still be awarded, but the passing grade will only appear as an “S” and not averaged with prior grades of the same course.

## GRADUATION REQUIREMENTS

|                            |                  |
|----------------------------|------------------|
| Class of 2019              | 28 Total Credits |
| Class of 2020              | 27 Total Credits |
| Class of 2021              | 25 Total Credits |
| Class of 2022 (and beyond) | 23 Total Credits |

Hudson Area High School operates on a four-year comprehensive program, which means that students are expected to maintain a full schedule of 3.5-credits per semester, 7-credits per year for four full years.

## MICHIGAN MERIT CURRICULUM (MMC)

### High School Graduation Requirement

To prepare Michigan’s students with the knowledge and skills needed for the jobs in the 21<sup>st</sup> Century, the State of Michigan has enacted a rigorous new set of statewide graduation requirements that are among the best in the nation. With these new graduation requirements, students will be well-prepared for future success in college and the workplace.

The Michigan Merit Curriculum requires students entering 9<sup>th</sup> grade in 2007, to obtain a minimum of 16.5 credits for graduation, which could be met using alternative instructional delivery methods such as alternative course work, humanities course sequences, career and technology courses, industrial technology or vocational education courses, or through a combination of these programs.

| <b>Michigan Merit Curriculum - High School Graduation Requirements</b>                      |  |             |                    |
|---|--|-------------|--------------------|
| <b>Mathematics – 4 years</b>  |  |             |                    |
| Pre-Algebra or Algebra I  | Geometry   | Algebra II  |                    |
| One additional math course in final year of high school (Trig/Pre-calculus and AP Calculus) |  |             |                    |
| <b>English Language Arts – 4 years</b>  |  |             |                    |
| English 9   | English 10   | English 11  | English 12         |
| Research & Design   | AP English   |             |                    |
| <b>Science – 3 years</b>  |  |             |                    |
| Biology   | One additional science credit (Earth Science, Anatomy or AP Biology) |             |                    |
| Chemistry/Physics   |  |             |                    |
| <b>Social Studies – 3 years</b>   |  |             |                    |
| U.S. History  | OR Honors U.S. History   |             |                    |
| Civics/Economics  |  |             |                    |
| World History   |  |             |                    |
| <b>Physical Education and Health – 1 credit</b>   |  |             |                    |
| Health (.5 credits)   | PE (.5 credits)  |             |                    |
| <b>Visual, Performing and Applied Arts – 1 credit</b>                                       |  |             |                    |
| Band/Choir  | Debate/Drama   | Art Courses | Music Appreciation |
| <b>Online Learning Experience (documentation only) (0.5 credit by Hudson Board of Ed.)</b>  |  |             |                    |
| Career Ed (Hudson Board Decision Graduation Requirement) (0.5 credit per semester)          |  |             |                    |
| <b>Language other than English – 2 credits</b>  |  |             |                    |
| In grades 9-12 OR an equivalent learning experience in grades K-12                          |  |             |                    |

All required courses/ credits must be aligned with Course/ Credit Content Expectations and Guidelines developed by Michigan Department of Education, may be acquired through Career and Technical Education programs, and integrated courses.

See the curriculum guide available online or in the counseling office for more information about scheduling.

## **ACCIDENT/ INJURY POLICY**

Accidents to students, no matter how slight, must be reported to the office Assistant Principal or Principal immediately. A report will be filed. Should a student be injured, effort will be made by the school to contact the parent/guardian for instructions. If the parent/guardian cannot be contacted and the illness or injury is believed to be serious enough to require medical attention, arrangements to take the student to the doctor or hospital for treatment will be handled by the school. This action on the part of the school does not obligate the school to assume financial responsibility for the treatment of the student.

## **AFTER SCHOOL ACTIVITIES**

All students in the building that are not participating in a supervised activity are required to leave the building by 3:00pm Any student involved in an after school activity shall have a chaperone or sponsor present at all times. Students will **not** be permitted to loiter in the hallways after school hours, but may wait in the foyer or outside. Students that do not comply will be subject to disciplinary action.

## **AGE OF MAJORITY**

All students who reach the age of majority (18-years-old) will be expected to abide by all school rules and policies. Students may not assume responsibility for their own absence excuses or school records unless they can furnish evidence of living independently and of providing their own financial support.

## **ANNOUNCEMENTS**

Students, clubs or groups should submit to the office a clearly written announcement, signed by the Principal or advisor, which specifies the date(s) that the announcement should be read. Announcements **MUST** be turned into the office no later than 7:15am and will not be read more than two times. If the announcement is received after 7:15am, it will be included in the announcements the following school day.

## **ASSEMBLIES**

Assemblies are held periodically throughout the year and are generally arranged by the staff and the Student Council. The following should be remembered:

Courtesy rules regarding appropriate behavior should be followed.

- A. Pay attention to the program even if it does not appeal to you
- B. Do not leave the assembly area once the program begins
- C. Show appreciation by applause
- D. Refrain from booing and/or making degrading remarks



## **ATHLETIC ELIGIBILITY**

Students planning on participating in athletics will be given a copy of the Hudson Area Schools Athletic Code by their coach. The Athletic Code book provides a comprehensive overview of eligibility requirements, expectations, and rules for Hudson Area School's student-athletes. Additional copies of the Athletic Code are available through the Athletic Director's office.

## **ATTENDANCE POLICY**

1. Students are expected to be in class, punctual, and prepared to participate in the learning process every day. Regular attendance and punctuality are essential if students are to make use of the educational opportunities in high school.
2. When a student is absent from school, parents/guardians are requested to notify the school by calling 517-448-8912 and leave a message at ext. 600 with the name of the person leaving the message, student's name, grade and reason for the absence. Parents/Guardians may choose to send a written excuse with the student when he/she returns to school. Parents/Guardians who do not contact the school regarding a student's absence may be contacted by the school to determine the reason for the absence. Excuses for absences will not be accepted more than 2-school days after the student's return. If no call or note is received in the office within 2-school days, the absence will remain unexcused. *All absences will count toward the allowable limit with the exception of any school related absences. There will not be any "No Count" absences.* Excused absences will include:
  - Personal illness
  - Doctor, dentist and orthodontic appointments
  - Death in the family
  - Family emergencies
  - Family vacations
  - School related: athletic contests, music performances, school sponsored conferences, school competitions, or field trips
  - Any properly initiated parent request of absence
  - Out-of-school suspension (OSS) will count as an absence against the student and all work and tests are due immediately upon return to class. It is the student's responsibility to get and complete all class work that is assigned during the suspension period
  - Court dates - Court contact and note is required
  - Homebound - set up by the administration for long term situations
  - Hospitalization and extended illness - doctor contact required.
3. Student absences will be marked in the teacher's attendance book as follows:
  - A = excused: student may make up work and tests but the absence counts; an excused absence is defined as a situation where the parents/guardians have notified the office that their student will be or has been absent
  - U = unexcused: student may not make up work and tests for a grade and the absence counts; an unexcused absence is defined as a situation where the parents/guardians have not notified the office that their student will be or has been absent
  - OSS = out-of-school suspension: student may makeup work and tests immediately upon return
  - T = tardy: student is less than 10-minutes late to class
  - TABS = tardy absence: student is more than 10-minutes late to class
  - LE = left early: student left class early
4. Students are allowed to obtain a maximum of **nine** absences per semester. Once a student receives ten absences, it is possible that the Lenawee County Truancy Officer will be contacted. When students

accumulate four to eight absences in one or more class periods an attendance letter will be mailed out to parents/guardians informing them of the number of absences their students have per class period and making them aware that the following policies will take effect:

- a. After two marked absences students will meet with the building Assistant Principal to discuss steps to ensure the student will not become truant.
  - b. When a student is absent from any given class four times, a letter will be sent home notifying the parent(s) **and an intervention plan will be put in place by the Assistant Principal.**
5. “Unexcused absences” Excessive absence from school or a class for an extended period of time without permission. Unexcused absences are those absences where the student fails to attend class and the parent or guardian has not notified the school in accordance with the required attendance procedures.
- a. Upon the 10th unexcused absence, Truant Liaison Officer is directed to contact parent/guardian.
  - b. On the 15th day of unexcused absence, the Truant Liaison Officer makes a home contact and determination to proceed with proper notification to Juvenile court.
  - c. Once a student is deemed truant, a child shall be monitored by a counselor or by a building level administrator.

### **TARDY POLICY**

A tardy is defined as being **10** or less minutes late to class. Students showing up to class 10-minutes late will be considered truant. Students who are marked tardy for the first time **in any given** class will receive a warning but further tardys will result in the following steps:

- Second Tardy will result in a lunch detention
- Third Tardy will result in a half day in school suspension
- Fourth Tardy will result in a full day in school suspension
- Fifth Tardy will result in Saturday school

The following steps will be subject to administrative discernment

### **TECH CENTER & CSI STUDENTS**

It is the responsibility of a parent/guardian to notify the Tech Center and/or CSI if your child will be absent from those classes. To report your child absent from the LISD Tech Center, please call its attendance office at 517-265-1659. To report your CSI child absent, please call 517-448-1413 and leave a message. It is the attendance policy of Hudson Middle/High School, the LISD Tech Center and CSI that if your child is absent due to a suspension at one of these three buildings/programs, the suspension will be in effect in all buildings/programs your child attends. These absences will count against the student's allowable number of days in all above buildings/programs.

### **COLLEGE VISITS**

Students are encouraged to visit colleges in order to help make a well-informed choice for their future. Seniors are allowed two days for college visits that will not count against their attendance. Juniors are allowed one day for a college visit that will not count against their attendance. A pre-arranged absence form must be filled out prior to the student's college visit. The student must turn in a note on college letterhead verifying the student's visit.

# BELL SCHEDULE

## 2018 – 2019 MIDDLE/HIGH SCHOOL SCHEDULE

|   |                 |  |
|---|-----------------|--|
| 1 <sup>st</sup> Hour                                  | MS & HS         | 7:40 - 8:38  |
| LISD Tech-Center<br>2 <sup>nd</sup> – 4 <sup>th</sup> |                 | 1 <sup>st</sup> hour ends @ 8:26<br>bus arrives at TC @ 9:00 - bus departs HS @ 8:30<br>TC class starts @ 9:04     |
| 2 <sup>nd</sup> Hour                                  | MS & HS         | 8:42 - 9:34  |
| 3 <sup>rd</sup> Hour                                  | MS & HS         | 9:38 - 10:30   |
| 4 <sup>th</sup> Hour                                  | MS & HS         | 10:34 - 11:26  |
|   | <b>MS LUNCH</b> | <b>11:26 - 11:54</b>   |
| LISD Tech-Center<br>2 <sup>nd</sup> – 4 <sup>th</sup> |                 | TC class ends @ 10:52<br>bus arrives at HS @ 11:26 - bus departs TC @ 10:56<br>5 <sup>th</sup> hour starts @ 11:30 |
| 5 <sup>th</sup> Hour                                  | <b>HS</b>       | 11:30 - 12:22  |
|   | <b>HS LUNCH</b> | <b>12:22 - 12:50</b>   |
| 5 <sup>th</sup> Hour                                  | <b>MS</b>       | 11:58 - 12:50  |
| 6 <sup>th</sup> Hour                                  | MS & HS         | 12:54 - 1:46   |
| 7 <sup>th</sup> Hour                                  | MS & HS         | 1:50 - 2:42  |

| ½ Day Schedule  |  |   |       |
|---|--|---|-------|
| 1 <sup>st</sup> Hour  | 7:40                                   | - | 8:14  |
| LISD Tech-Center<br>2 <sup>nd</sup> – 4 <sup>th</sup>   | bus departs HS @ 8:18                  |   |       |
|   | bus arrives at TC @ 8:48               |   |       |
|   | TC class starts @ 8:52                 |   |       |
| 2 <sup>nd</sup> Hour  | 8:18                                   | - | 8:49  |
| 3 <sup>rd</sup> Hour  | 8:53                                   | - | 9:24  |
| 4 <sup>th</sup> Hour  | 9:28                                   | - | 9:59  |
| 5 <sup>th</sup> Hour★   | 10:03                                  | - | 10:34 |
| 6 <sup>th</sup> Hour★   | 10:38                                  | - | 11:09 |
| LISD Tech-Center<br>2 <sup>nd</sup> – 4 <sup>th</sup>   | TC class ends @ 10:46                  |   |       |
|   | bus departs TC @ 10:50                 |   |       |
|   | bus arrives at HS @ 11:20              |   |       |
|   | report to 7 <sup>th</sup> hour @ 11:24 |   |       |
| 7 <sup>th</sup> Hour★   | 11:13                                  | - | 11:44 |
| (no lunches will be served)   |  |   |       |
| ★ Jill to SR TC students for 5 <sup>th</sup> – 7 <sup>th</sup> .  |  |   |       |
| NOTE: 7 <sup>th</sup> hour will only be SR if student is marked TABS by teacher vs. absent.<br>If the student remains absent by the teacher, that states they did NOT report to class for the last 20 minutes of the day. |  |   |       |

| 2-Hour Delay Schedule  |                           |                      |       |
|--|---------------------------|----------------------|-------|
| LISD Tech-Center<br>2 <sup>nd</sup> – 4 <sup>th</sup>  | bus departs HS @ 9:40     |                      |       |
|  | bus arrives at TC @ 10:10 |                      |       |
|  | TC class starts @ 10:14   |                      |       |
| 2 <sup>nd</sup> Hour   | 9:40                      | -                    | 10:20 |
| 3 <sup>rd</sup> Hour   | 10:24                     | -                    | 10:59 |
| 4 <sup>th</sup> Hour   | 11:03                     | -                    | 11:38 |
|  | <b>MS LUNCH</b>           | <b>11:38 - 12:06</b> |       |
| 5 <sup>th</sup> Hour <b>HS</b> ★   | 11:42                     | -                    | 12:17 |
| LISD Tech-Center<br>2 <sup>nd</sup> – 4 <sup>th</sup>  | TC class ends @ 11:43     |                      |       |
|  | bus departs TC @ 11:47    |                      |       |
|  | bus arrives at HS @ 12:17 |                      |       |
|  | <b>HS LUNCH</b>           | <b>12:17 - 12:45</b> |       |
| 5 <sup>th</sup> Hour <b>MS</b>   | 12:10                     | -                    | 12:45 |
| 6 <sup>th</sup> Hour   | 12:49                     | -                    | 1:24  |
| 7 <sup>th</sup> Hour   | 1:28                      | -                    | 2:03  |
| 1 <sup>st</sup> Hour   | 2:07                      | -                    | 2:42  |
| ★ Teachers should mark Tech Center students absent for 5 <sup>th</sup> hour.<br>Jill will go back and SR them. |                           |                      |       |

## **BULLYING/AGGRESSIVE BEHAVIORS**

A complete copy of this policy is available [www.hudson.k12.mi.us](http://www.hudson.k12.mi.us).

The Board of Education believes that a safe and civil environment in school is necessary for students to learn and achieve high academic standards.

It is the policy of the District to provide a safe and nurturing educational environment for all of its students. This policy applies to all activities on school property and to all school sponsored activities whether on or off school property.

Bullying or other aggressive behavior toward a student, whether by other students, staff, or third parties, including Board members, parents/guardians, guests, contractors, vendors, and volunteers, is strictly prohibited. This prohibition includes physical, verbal, and psychological abuse, including hazing, gestures, comments, threats, or actions to a student, which cause or threaten to cause bodily harm, reasonable fear for personal safety or personal degradation. Demonstration of appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment or bullying is expected of administrators, faculty, staff, and volunteers to provide positive examples for student behavior.

This policy applies to all activities in the District, including activities on school property, in a school vehicle, and those occurring off school property if the student or employee is at any school-sponsored, school-approved or school-related activity or function, such as field trips or athletic events where students are under the school's control, or where an employee is engaged in school business. Misconduct occurring outside of school may also be disciplined if it interferes with the school environment.

"Bullying", which is considered a repeated act, is any gesture or written, verbal, graphic, or physical act (including electronically transmitted acts – i.e. internet, telephone or cell phone, personal digital assistant (PDA), or wireless hand held device) that is reasonably perceived as being motivated either by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression or a mental, physical, or sensory disability or impairment; or by any other distinguishing characteristic. Such behavior is considered harassment or bullying whether it takes place on or off school property, at any school-sponsored function, or in a school vehicle.

Aggressive behavior is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student's educational, physical, or emotional well-being. Such behavior includes, for example, bullying, hazing, stalking, intimidating, menacing, coercion, name-calling, taunting, and making threats.

"Bullying" is conduct that meets all of the following criteria:

1. Is directed at one (1) or more students;
2. Substantially interferes with educational opportunities, benefits, or programs of one (1) or more students;
3. Adversely affects the ability of a student to participate in or benefit from the school district's educational programs or activities by placing the student in reasonable fear of physical harm or by causing emotional distress; and,
4. Is based on a student's actual or perceived distinguishing characteristic (see above), or is based on an association with another person who has or is perceived to have any of these characteristics.

## CONSEQUENCES FOR MEAN OR BULLYING BEHAVIOR

| BEHAVIOR   | 1st Time   | 2nd Time  | 3rd Time   | 4th Time   |
|--|--|---|--|--|
| <b>Horseplay:</b><br>“Goofing around” or playing that may include grabbing, pushing/shoving, hitting, tripping, play fighting, or name calling   | - 15 second intervention<br>-Written Behavior Report   | -15 second intervention<br>-Written behavior report<br>-Student Calls parent  | -15 second intervention<br>-Written behavior report<br>-Student calls parent<br>-1 silent lunch<br>-Time to think form   | -15 second intervention<br>-Written behavior report<br>-Student calls parent<br>-Saturday School assigned<br>-Time to think form   |
| <b>Teasing:</b><br>Name-calling, note writing, gossiping, spreading rumors, playing mean tricks, rude gestures, profanity, or other behavior that would hurt others or make them feel bad  | -15 second intervention<br>-Written Behavior Report<br>-1 silent lunch<br>-Time to think form                                    | -15 second intervention<br>-Written behavior report<br>-Student calls parent<br>-Saturday School assigned<br>-Time to think form<br>-Written apology    | -15 second intervention<br>-Written behavior report<br>-Student calls parent<br>- Saturday School assigned<br>-Time to think form<br>-Written apology<br>-Parent conference required | -15 second intervention<br>-Written behavior report<br>-Student calls parent<br>-2 Saturday Schools assigned<br>-Time to think form<br>-Written apology<br>-Parent conference required |
| <b>Moderate Physical Contact:</b><br>Hitting, pushing, shoving, grabbing, slapping, tripping, spitting, throwing objects, etc. in an attempt to control each other<br><br><b>Moderate Intimidation</b><br>Threats of emotional or physical aggression, intimidation, exclusion | -15 second intervention<br>-Written behavior report<br>-Student calls parent<br>-Saturday School assigned<br>-Time to think form | -15 second intervention<br>-Written behavior report<br>-Student calls parent<br>-2 Saturday Schools assigned<br>-Time to think form<br>-Written apology | -15 second intervention<br>-Written behavior report<br>-3 Saturday Schools assigned<br>-Parent conference required<br>-Written apology   | -15 second intervention<br>-Written behavior report<br>-Out-of-School Suspension assigned<br>-Parent conference required<br>-Written apology   |
| <b>Severe Physical Contact</b><br>Punching, kicking, fighting, and similar behavior that is designed to injure another   | See student handbook   | See student handbook  | See student handbook   | See student handbook   |
| <b>Severe Harassment and Intimidation</b><br>Racial, ethnic, sexual and/or religious harassment; overt coercion  | See student handbook   | See student handbook  | See student handbook   | See student handbook   |

If a student repeats a behavior 4-times in a year, an individual behavior plan will be set up.

# **BUSING**

## **RIDING REGULATIONS**

Riding the bus is a privilege and behavior should be governed accordingly. Cooperation with fellow students and the driver is both needed and desired. Bus regulations will be reviewed by the driver. Follow these rules:

1. Bus drivers are in complete charge of the bus at all times.
2. Students must be at their stop when the bus arrives.
3. All students are to stay off the road while waiting for the bus.
4. Each student is to cross in front of the bus immediately after leaving the bus and on the driver's signal.
5. Each student is to remain seated until the bus has stopped.
6. The emergency exits are for emergency use only, with permission from the driver.
7. Students must keep their hands, heads, and/or objects inside the bus at all times.
8. There is to be no loud talking or loud noises. Conversations are to be in normal volume.
9. There is to be no moving around or changing seats on the bus while the bus is in motion.
10. Any damage to a bus is to be reported to the driver immediately.
11. Any student vandalizing a bus will be required to pay for the damage.
12. Students are encouraged to help keep the buses clean, sanitary, and orderly.
13. Students are to go directly to the bus when school is dismissed. No students will be allowed to board the bus at the elementary school without a pass.
14. Students are not to use profane language.
15. Matches, lighters, tobacco, alcohol, and any illegal substances will not be allowed or tolerated.
16. Fighting or harassing on the bus will not be tolerated.
17. Eating/drinking on the bus is only acceptable if allowed by the driver.
18. Drivers may assign seats.
19. Students are to ride their assigned buses only.
20. Students will not be allowed to get off the bus at stops other than their own without a note signed by the office.
21. Emergency exits and aisle ways may not be blocked. Equipment and instruments, or other large objects must be held on the lap.
22. There will be no live animals, including reptiles/insects on the bus.
23. Signs of public affection, indecent exposure, and/or inappropriate behavior will not be tolerated.

## **BUS DISCIPLINE PROCEDURE**

After a verbal warning by the driver, the following procedure will be used:

|                       |   |
|-----------------------|---|
| <u>First Offense</u>  | Written Warning/notice to parents/guardians       |
| <u>Second Offense</u> | 1 day BUS suspension/notice to parents/guardians  |
| <u>Third Offense</u>  | 3 day BUS suspension/notice to parents/guardians  |
| <u>Fourth Offense</u> | 5 day BUS suspension/notice to parents/guardians  |
| <u>Fifth Offense</u>  | 10 day BUS suspension/notice to parents/guardians |
| <u>Sixth Offense</u>  | 10 day BUS suspension/notice to parents/guardians |

Offenses 2-6 may be invoked for more serious offenses.

## **SERIOUS OFFENSES**

When a serious infraction of the rules occurs, the penalties of any listed offense may be invoked.

Serious offenses include:

1. Use, possession, or consumption of alcoholic beverages, drugs or narcotics;
2. Unauthorized use of weapons or dangerous instruments;
3. Fighting, assault, or threat of harm;
4. Damage or destruction of school property;
5. Any life threatening situation;
6. Danger to oneself or others.

## **LISD & CSI TRANSPORTATION**

1. All Tech Center and CSI students are required to ride the bus to and from Tech Center.
2. Tech Center and CSI students who miss the bus should report immediately to the office.
3. Driving permits may be issued but must be signed by parent/guardian and the vocational education director at Hudson and Tech Center. Students must not take any other students. This is not allowed at CSI.

## **CAFETERIA**

While in the cafeteria, the following guidelines will be followed by the students:

### *(I) Middle School*

- a. Obey and respect all lunchroom supervisors and cafeteria staff members.
- b. Students will sit in their assigned tables during lunch time
- c. The students at each table will be responsible to make sure that the table tops are cleaned off and underneath the table is cleaned up
- d. Students are expected to sit at their table until they have finished with their lunch. Once they have finished, they may go to the middle school gym, Boys and Girls Club, or outside if the weather permits. Students are not allowed to wander around the cafeteria or in the hallways during lunchtime.

### *(II) High School*

- a. Obey and respect all lunchroom supervisors and cafeteria staff members.
- b. Students are not allowed to cut in line.
- c. Food – Students may consume food and beverages inside the commons, outside the commons using the picnic area, (weather permitting), and in classrooms **with the supervised authorization** of teacher(s) and other school personnel. However, students must discard their trash in proper containers. Glass bottles and containers are not allowed in the building. It is the responsibility of all students and staff to keep all eating areas as clean as possible.

Students who do not following the above guidelines **could** face:

- a. Lunch detention
- b. In school suspension
- c. Saturday school

The lunch program consists of a regular hot lunch tray and an ala-carte line. In the ala-carte line many choices are made available to the students. Instead of a flat rate for a lunch, students are charged for the total cost of each item in the ala-carte line.

There is also a breakfast program. Students may come into the building at 7:15am to eat breakfast. There are many hot and cold foods available. Students who receive free or reduced lunches also qualify for free or reduced breakfast.

### **CLOSED CAMPUS LUNCH GUIDELINES**

1. Students will remain on campus during the lunch period.
2. Access to cars will not be permitted without permission from the administration.
3. Only under the most extenuating emergency circumstances will students be allowed to leave the campus during the closed lunch. Parent consultation will be required.
4. Individuals not enrolled at the high school, including family members, may not visit students on school grounds during the school day.

### **CELL PHONES, RADIOS AND ELECTRONIC EQUIPMENT**

Cell phones must be turned off in **all** instructional settings (classrooms, labs, outdoor classrooms, etc.) during the day. Cell phones may be used before and after school hours, and during hall passing in between classes, and/or during lunchtime. However, the device or earbuds must not impede the student from being able to hear directions and inquiries from school personnel and fellow students. Students who need to use their cell phones during the school day must request permission from the office or the classroom teacher.

### **CLASS DUES**

Class Dues will be collected each year during a student's high school career. Dues will be \$10 before Winter Break and \$15 after Winter Break. Dues help to pay for graduation and class activities. Unpaid dues will be added to fees and fines that students must pay in order to graduate.

### **CLASS SCHEDULE CHANGES**

Students and parents/guardians should understand that classes are planned and teacher schedules developed on the basis of subjects selected by students during class registration. Classes, once started, should not be changed. If for some special reason a change of schedule is required, the student should see the counselor. Work must be made up in the class that is added within an agreed upon amount of time negotiated between the student and teacher. A class change cannot be made without the consent of teachers, parents/guardians, counselor, and administration. The student who withdraws from a class without following the proper procedure may receive an F for that class. To keep disruptions to a minimum, class changes must be made during the first week of each semester.

### **CODE OF CONDUCT**

#### **A. STUDENT RESPONSIBILITIES:**

1. Protect the rights of all to study and learn  
Students come to school for an education and accept responsibility not to inhibit others from learning.



2. Attend school regularly  
Students with excellent attendance tend to have higher grades.
3. Be on time for school and class  
Students tardy to class can interfere with and inhibit the learning of others.  
Punctuality helps student success in and out of school; 3-tardies equals 1-absence.
4. Come to class prepared to learn  
Students must bring needed books and supplies to each class. Not being prepared for instruction interferes with learning.
5. Obey school rules  
Standards of student conduct are necessary to ensure that individuals seeking to express their rights do not conflict with the rights of others. Students are expected to act so that their behavior will reflect favorably on them and their school. Students will show consideration for fellow students, and will create a harmonious school atmosphere.
6. Complete all school work  
All work assigned will be completed to reflect quality and turned in to the teacher on time.
7. Respect public property  
The school building, its grounds, books, materials, and equipment are on loan to students. These are the community's gifts to its young people so these items must be cared for and preserved for students who follow. Fees are assessed for lost or damaged property.
8. Practice courtesy and tolerance  
Each student is responsible for promoting good human relationships by respecting individual differences and treating fellow students and staff with courtesy and respect at all times.
9. Secure personal and school property  
Students are responsible for their personal property. Hall lockers are provided to each student with a personal combination that should not be shared with others. Gym lockers are available with combination locks. Lockers remain the property of the school and there are consequences for vandalism.
10. Use appropriate language  
Students must refrain from libelous and/or slanderous remarks, and from the use of obscenity in verbal and written expression.
11. Respect diversity  
Students are expected to develop tolerance of the viewpoints and opinions of others, to recognize the right of other individuals to form different points of view, dissent in a normal and respectful manner, and to respect the rights of others who wish to participate.
12. Follow school policies and procedures  
School policies and rules apply to all school related activities:
  1. During or after school hours
  2. On or off school grounds including athletic events and field trips
  3. On school vehicles
  4. While a student is going to or from school
  5. Anytime a student is under jurisdiction of the school
13. Provide identification  
Students and all other persons must identify themselves to school authorities in the school building, on school grounds, or at school sponsored events.
14. Honesty in all academic work  
A student's homework, school work, and testing must reflect his/her own effort.

**B. PARENT/GUARDIAN RESPONSIBILITIES:**

1. Teach your child that school is a place to learn; promote a positive attitude toward school and teachers.
2. Teach your child to maintain good citizenship and personal behavior while enroute to and from school, and at all times while on school grounds.
3. Teach your child to obey the law, and follow the school rules and discuss the consequence together.
4. Teach your child to respect the rights and viewpoints of other students and school personnel (Principals, teachers, secretaries, lunchroom volunteers, custodians, substitutes, bus drivers, and all other members of the Hudson Area Schools educational family).
5. Know that your child gets to school every day and attends classes on time.
6. Work cooperatively with school personnel in resolving problems.
7. Inform and update the school of any medical or other health related problems that might affect the attendance or performance of your child.
8. Notify the school of address or home and business telephone number changes. It is very important that the school be able to contact a parent or guardian at any time.
9. Support the school district in teaching the importance of honesty, personal integrity, and pride in academic performance.
10. Remember the attitudes learned at home can be reflected in the behaviors demonstrated in school.

**C. TEACHER RESPONSIBILITIES:**

1. Use all available district resources to elicit positive behavior.
2. Create a classroom atmosphere that maximizes learning.
3. Consistently enforce the rules and policies of the school district, correcting and disciplining when appropriate.
4. Collaborate with teachers, students and staff in developing behavior guidelines, which relate to the classroom and the school.
5. Seek opportunities to meet with parents/guardians and students in resolving problems and promoting student attitudes that improve the learning environment.
6. Be as observant as possible in classes so as to learn potential sources of problems.
7. Recognize responsibility of monitoring halls between classes or other areas of the building.
8. Monitor for and model behavior that shows courtesy, respect, fairness, and understanding for all.
9. Exemplify a positive role model to students.

**D. ADMINISTRATOR RESPONSIBILITIES:**

1. Know and enforce fairly and consistently the policies of Hudson Area Schools.
2. Give opportunity to and encourage participation by school personnel, parents/guardians, and students in the formulation of school policies.
3. Communicate to staff, parents/guardians, and students all policies and clearly define responsibilities.
4. Make assistance or guidance available for staff, students, or parents/guardians as soon as possible.
5. Communicate to staff and parents/guardians involved regarding action taken by the administration in disciplinary matters.
6. Cooperate with staff, parents/guardians, and students in a professional and appropriate manner to avoid disrespect and prejudice in all cases, striving at all times for positive human relations.

**E. ENFORCEMENT OF RULES AND REGULATIONS**

All students of Hudson Middle/ High School are expected to behave appropriately during the school day and at school-sponsored activities. Students need to be aware of the possible consequences if misconduct does occur, which could include suspension.

The 18-year-old (age of majority student) is legally able to conduct some matters of business related to school. However, the law does not affect the administration of student discipline and attendance because the age of the student is not a factor in the school's regulations of student conduct. Regardless of age, all students are equally responsible under the school code of conduct.

If self-discipline fails, regulations for management of school behavior must be enforced by those directly responsible for the operation of the school. School staff members will make every effort to help each student gain acceptable self-discipline standards.

In all disciplinary cases, the administration may elect to employ after school detention in lieu of out-of-school suspension. In certain circumstances an in-school work detail can be used as a behavioral consequence. The final disposition of any case, depending upon severity, may result in possible recommendation for expulsion.

All school related activities after school hours and/or off school grounds, including all field trips, are subject to the disciplinary regulations of Hudson Middle/High School. The same rules apply while a student is in enroute to and from school.

## **COMPUTERS**

Our computer labs are a vital part of the instructional program. They are intended to be used by students to generate work assigned in or as part of a classroom project. While using the computer labs, or any classroom computers, students are reminded: not to use computers to generate any unauthorized material such as pornography or lewd pictures, not to play video games or to touch or change the material generated by another student. Students will be held liable for intentional damage to the computers. Violations of the above rules will result in disciplinary action that could range from General Misconduct to Severe Misconduct and the student being barred from the use of the computers.

### **COMPUTER USE POLICY**

To maintain the computer equipment and network within the Hudson Area Schools and avoid costly repairs, we are requiring that any student who wishes to be given computer access, and his/her parent or guardian, read the acceptable use policy and sign a form to indicate knowledge of the policy and agreement to its terms and conditions.

1. All use of the network must be in support of education and research and consistent with the purposes of Hudson Area Schools and Michnet.
2. Use of the network is prohibited for the following activities:
  - a. Commercial use
  - b. Private for-profit business
  - c. Personal use
  - d. Advertising
  - e. Political lobbying
3. Network accounts are to be used only by the authorized owner of the account for authorized purposes.
4. Users shall not intentionally seek information on, obtain copies of, or modify files, other data, or passwords belonging to other users, or misrepresent other users on the network.
5. All communications and information accessible via the network -should be assumed to be private property.
6. No use of the network shall serve to disrupt the use of the network by others. Hardware or software shall not be destroyed, modified, or abused in any way.

7. Malicious use of the network to develop programs that harass other users or infiltrate a computer or computing system and/or damage the software components of a computer or computing system is prohibited.
8. Hate mail, harassment, discriminatory remarks, and other antisocial behaviors are prohibited on the network.
9. The illegal installation of copyrighted software for use on district computers is prohibited.
10. Use of the network to access or process pornographic material, inappropriate text files, or files dangerous to the integrity of the local area network is prohibited.
11. Subscriptions to lists must be reported to the technology facilitator or teacher. Prior approval for lists or newspapers is required for students.
12. Mail from lists may be monitored daily and deleted from the personal mail directory to avoid excessive use of fileserver hard-disk space.
13. From time to time, Hudson Area Schools will make determinations on whether specific uses of the network are consistent with the acceptable use practice.

## **DANCES**

School dances are a basic part of the school program and are sponsored by the classes or organizations. Dance rules are as follows:

1. Dances end no later than 11:00pm, with the exception of Prom. Dances starting before 9:00pm are to last no longer than 2.5-hours.
2. Any visitors to the dance must:
  - a. Have a least one day prior approval from the administration (secure a guest pass form):
    - i. Any Hudson Middle/High School student requesting to bring a guest to a dance who is not a Hudson Middle/High School student must have the guest form completed and approved by the Hudson Area High School administration before the guest will be allowed at the dance.
    - ii. Hudson Middle/High School has the right to deny any guest pass application and/or refuse admission. All administrative decisions are final.
    - iii. Hudson Middle/High School will assume no legal responsibility for non-Hudson students.
  - b. Be sponsored by a present Hudson Middle/High School student.
  - c. Present the visitor's pass.
  - d. Be under 21-years of age and enrolled in high school.
  - e. Arrive with the Hudson Middle/High School student and have photo identification available.
3. Middle School students are not permitted to high school dances.
4. Students are not allowed to leave the dance without informing a dance chaperone and once they leave they are not allowed to reenter the building.
5. The use of tobacco (vaping), alcoholic beverages, and controlled substances are forbidden on school property. Police action, as well as informing the schools and parents/guardians of all students involved may result.
6. Students are expected to use appropriate judgement with their choice of clothing.

## **DECORATIONS**

1. All oil based products, (i.e. oil-based paint, permanent markers) are prohibited.
2. When working on floors, tables, or other building surfaces, place plastic, cardboard, or other protective material appropriately under the work area.
3. An advisor must be present and in the immediate area any time students are in the building decorating.
4. Students must clean up their own messes that result from decorating. This includes, but is not limited to, floors, walls, windows, tables, sinks, and restrooms.
5. Any violation of these guidelines may result in one or more of the following consequences:
  - a. Loss of points in competition;
  - b. Elimination from competition;
  - c. Charges to class fund for additional time required for cleaning;
  - d. Elimination from one or more future class events;
  - e. Restriction on decoration privilege.

## **DISPLAY OF AFFECTION**

Inappropriate Public Display of Affection – Consensual kissing, hugging, fondling or touching another person in public that goes beyond acceptable casual contact and which creates, or has the potential to create, a disturbance in the school setting or at a school activity could result in the following steps:

Step One: Warning

Step Two: In-School-Suspension with parental contact

Step Three: Saturday School

Administration reserves the right to assign other consequences once the student has shown steps beyond Step Three.

## **DRESS CODE**

At Hudson, our school is a professional learning environment. We believe that a student's attire and mindset are directly related and a student who is professionally and appropriately attired for school is also more apt to treat their education as a professional endeavor and is suited to do their best work. As a result, it is our intent to support our students as they progress by maintaining expectations for professional and appropriate school attire. Our goal is to be proactive and avoid having to ask parents to bring alternative attire to the school for their son or daughter by asking that you discuss the statements listed below that outline what is **NOT** appropriate for school. We are asking for your assistance in making sure that our students are prepared to be successful at Hudson each and every day. The school district reserves the right to revise guidelines throughout the year, as we deem appropriate.

1. No hats of any kind, sunglasses, dew rags, scarves, bandannas; hoods may be worn with the hood off of the head
2. No clothing with questionable material that is suggestive, obscene, has a double meaning or promotes alcohol and other controlled substances, or gang symbols
3. No shirts or blouses that expose the midriff, straps are allowed but they need to cover undergarments and the back should not be exposed. No shirts with plunging sides.

4. Yoga/spandex/stretch pants must be covered by a long shirt or sweat shirt
5. Shorts, skirts and dresses must cover to at least 3-inches from above the knee
6. No wallet chains, or studded neck, wrist, or ankle collars
7. Footwear, shoes/sandals must always be securely worn (no house slippers or flip flops)
8. **Undergarments** should always be covered

Students wearing clothing that is deemed inappropriate could face the following steps:

Step One: Warning

Step Two: In-School-Suspension with parental contact

Step Three: Saturday School

Administration reserves the right to assign other consequences once the student has shown steps beyond Step Three.

## **DUE PROCESS**

The following due process is used for any student in violation of the Hudson Middle/High School discipline code.

1. Any report of violation, citing specific circumstances, must be submitted to the administration in writing by a staff member.
2. An administrator will discuss the incident with the student. During this conference the charge and the rule that has been violated will be explained.
3. A student will be given an opportunity to explain his/her side.
4. Any conflicting stories will be checked out which could result in several days of investigation.
5. The student will be advised of any penalty that is in order and the parent/guardian will be notified.
6. Parent/Guardian and/or the student may appeal the decision to the Principal, the Superintendent and the Board of Education, in that order.

## **EMERGENCY DRILLS**

Emergency drills are held periodically throughout the school year. It is essential that students follow directions quickly and quietly.

- **FIRE DRILLS:** All students, accompanied by teachers, are to move out and away from the building by prescribed evacuation routes. Once out of the building, teachers and students should move to their designated rally point.
- **TORNADO DRILLS:** Students should go immediately to the area designated for that room. Students are to sit on the floor and wait for further instructions.
- **BUILDING EMERGENCY:** Students are to follow the instructions of school personnel, or emergency announcements. Instructions may vary based on the event.

## **FEES AND FINES**

Students are expected to return all supplies, equipment, and books in the same condition as they receive them. Fines will be assessed for school property damaged or lost by the student. Students will be held accountable for all debts owed to the high school. All debts must be paid prior to receiving cap and gown for graduation.

Textbooks and library books are the property of the school district and are on loan to students without a deposit. Each student is responsible for his/her own books and assumes liability for loss or damage. Each textbook is expected to last five years.

## **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA) NOTIFICATION**

The Family Educational Rights and Privacy Act affords families certain rights with respect to their education records. These rights are:

1. The right to inspect and review the student's education records within 45 days of the day the school receives a request for access. Parent/guardian should submit to the building principal written requests that identify the record(s) they wish to inspect. The building principal will make arrangements for access and notify the parent/guardian of the time and place where the records may be inspected. If the records are not maintained by the building principal to whom the request was submitted, the building principal shall advise the parent/guardian of the correct official to whom the request should be addressed.
2. The right to request the amendment of the student's education records that the parent/guardian believe is inaccurate or misleading. Parent/guardian may ask the school to amend a record that they believe is inaccurate or misleading. They should write the school official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the school decides not to amend the record requested by the parent/guardian, the school will notify the parent/guardian of the decision and advise the parent/guardian of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent/guardian when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is defined as a person employed by the school in an administrative, supervisory, academic, or support staff position (including law enforcement unit and health staff); a person or company with whom the school has contracted (such as an attorney, auditor, or collection agency); a person serving on the Board of Education; or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-4605

## **FOOD AND BEVERAGES**

Food and beverages are restricted to the cafeteria or outside picnic area; there should be no beverages or food in classrooms or in the hallways. Bottled water is allowed in classrooms **with** teacher permission.

## **GUIDANCE DEPARTMENT**

The Guidance Department provides various services to the students. The counselors are available to assist students with personal problems as well as a variety of college and career preparations, college catalogues, applications, scholarship information, and career decision-making materials.

## **HALLWAYS**

Middle school students are only permitted to use the high school hallway if they have a class in that hallway. All other times they are to use middle school hallways to pass to their classes.

High school students are only permitted to use the middle school hallway if they have a class in that hallway. All other times they are to use high school hallways to pass to their classes.

## **HALL PASSES**

Students needing to be in the halls during regular class hours **must** have a hall pass. All students are expected to carry a pass with them when out of the classroom. This is the responsibility of the classroom teacher. Students in the hallway during class hours without a hall pass and no reason to be in the hallway could receive a behavior referral.

## **HARASSMENT/SEXUAL HARRASSEMENT**

A complete copy of this policy is available [www.hudson.k12.mi.us](http://www.hudson.k12.mi.us). Harassment of students is prohibited, and will not be tolerated. This includes inappropriate conduct by other students as well as any other person in the school environment, including employees, Board members, parents/guardians, guests, contractors, vendors and volunteers. It is the policy of the District to provide a safe and nurturing educational environment for all of its students. This policy applies to all activities on school property and to all school sponsored activities whether on or off school property.

Harassment is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student's educational, physical or emotional well-being. This would include harassment based on any of the legally protected characteristics, such as sex, race, color, national origin, religion, height, weight, marital status or disability. This policy, however, is not limited to these legal categories and includes any harassment that would negatively impact students. This would include such activities as stalking, name-calling, taunting, and other disruptive behaviors.

Harassment through any means, including electronically transmitted methods (e.g., internet, telephone or cell phone, personal digital assistant (PDA), computer or wireless hand held device), may be subject to District disciplinary procedures. Such behavior is considered harassment whether it takes place on or off school property, at any school-sponsored function, or in a school vehicle if it is considered to have a negative impact on the school environment.

Any student that believes s/he has been or is the victim of harassment should immediately report the situation to the teacher, the principal or assistant principal by calling 517-448-8912. Complaints will be investigated in accordance with AG 5517.

Every student should, and every staff member **must** report any situation that they believe to be improper harassment of a student. Reports may be made to those identified above.



If the investigation finds harassment occurred it will result in prompt and appropriate remedial action. This may include up to expulsion.

Retaliation against any person for complaining about harassment, or participating in a harassment investigation, is prohibited. Suspected retaliation should be reported in the same manner as harassment. Intentionally false harassment reports, made to get someone in trouble, are also prohibited. Retaliation and intentionally false reports may result in disciplinary action as indicated above.

The following definitions are provided for guidance only. If a student or other individual believes there has been harassment, regardless of whether it fits a particular definition, s/he should report it and allow the administration to determine the appropriate course of action.

## **HARASSMENT**

1. Submission to such unwelcomed conduct or communication is made either an explicit or implicit condition of utilizing or benefiting from the services, activities, or programs of the School District;
2. Submission to, or rejection of, the unwelcomed conduct or communication is used as the basis for a decision to exclude, expel, or limit the harassed student in the terms, conditions, or privileges of the School District;
3. The unwelcomed conduct or communication interferes with the student's education, creates an intimidating, hostile or offensive environment, or otherwise adversely affects the student's educational opportunities. This may include racial slurs, mocking behavior, or other demeaning comments.

**SEXUAL HARASSMENT** may include, but is not limited to:

1. Verbal harassment or abuse;
2. Pressure for sexual activity;
3. Repeated remarks with sexual or demeaning implications;
4. Unwelcome touching;
5. Sexual jokes, posters, cartoons, etc.;
6. Suggesting or demanding sexual involvement, accompanied by implied or explicit threats concerning one's grades, safety, job, or performance of public duties.

## **HEAD LICE**

Anyone can get head lice. Our school makes a strong effort to control the spread of head lice. In order for our school to keep the number of head lice cases low, parent/guardian cooperation is a must. Students that are infested may not return to school, even after treatment, until all nits (lice eggs) have been removed from the hair. This is the only way to prevent and detect infestation. When returning to school, the student(s) will be checked again to ensure that the nits have indeed been removed before they enter a classroom.

How to get rid of head lice: (the following information was provided by the Lenawee County Health Department). Head lice can be extremely hard to get rid of if not treated properly. Proper treatment consists, in part, of ridding the hair of nits, which are lice eggs. Nits look like dandruff, but differ from dandruff in their location and by the fact that they cling tightly to each strand of hair. They are more plentiful in the regions behind the ears and close to the scalp. They cannot be washed out. Please check with your pharmacist or doctor and follow their directions.

All bed linens, towels, and clothing used by the child should be washed in hot water. Combs should be scrubbed and brushes washed with medicated shampoo. Clothing and hats that come in contact with the hair should be washed or dry-cleaned. Thoroughly vacuum all upholstered furniture and carpeting.

Important: Treat everyone in the family at the same time. If you have any questions, contact the Public Health Nurse at the Lenawee County Health Department, 517-264-5228.

## **HONOR ROLL AND SCHOLARSHIP ROLL**

To be considered for the Honor Roll every nine weeks, a student must achieve a grade point average of 3.5 or better. To be considered for the Scholarship Roll every nine weeks, a student must achieve a grade point average of 3.0-3.49. The grade point average is determined by grades only. U's and S's are not figured into the grade. The students who make these two rolls are honored by having their name published in the local newspaper.

## **ILLNESS OR INJURY**

Students who are ill should report to the office. After the hour is over, students must decide to return to class or to go home. Students in the office due to illness are counted as an excused absence.

## **IMMUNIZATION OF STUDENTS**

Any student entering school or transferring to our school for the first time must show a record of immunization.

Public Act 368, Part 92, 1978, as amended, reads, "State law prohibits a principal or teacher from admitting new entrants to school without a record of having received at least one dose of each: Measles, Mumps, Rubella, Polio, Diphtheria, Tetanus, Pertussis, Hepatitis B, and Chickenpox. Children who have not received the required immunizations **WILL BE EXCLUDED** from school until parent/guardian provides proof that all required immunizations have been given, or have a waiver on file."

Please check with your health care provider to make certain your child has been completely and properly immunized and bring that record to school.

## **INCLEMENT WEATHER**

School closing or delay announcements are made as early as possible. All families with updated phone numbers and/or e-mail addresses will receive contact through the Alert Now System. Contact the office to update information as needed. Notification will also be available on the following radio and TV stations:

|          |            |           |
|----------|------------|-----------|
| WABJ     | 1490 AM    | Adrian    |
| WLEN     | 103.9 FM   | Adrian    |
| WQTE     | 95.3 FM    | Adrian    |
| WCSR     | 1340 AM    | Hillsdale |
| WCSR     | 92.1 FM    | Hillsdale |
| WMXE MIX | 102.5 FM   | Hillsdale |
| WJR      | 760 AM     | Detroit   |
| WILX     | Channel 10 | Jackson   |
| WNWO     | Channel 24 | Toledo    |

When school is closed due to inclement weather, generally all extra-curricular activities, including practices are canceled. However, if conditions improve during the day, the Superintendent's permission may be granted to permit certain activities, including transportation of students.

## **LEAVING THE BUILDING**

The school is responsible for students during the regular school day, and it is the job of the school system to protect and keep each student safe within the building. Students may sign out of school only when the office has received verbal or signed written permission from a parent/ guardian stating the reason for the student leaving school. Written permission requires a parent/ guardian telephone number for verification purposes. Students leaving the building without permission will be considered skipping. Any student who opens the door for students to get back into the building will also be subject to disciplinary procedure.

## **LOCKERS**

Lockers are the property of the school and will remain such throughout the school year. The administration reserves the right to conduct periodic searches in order to clean out food, papers, or any items that could endanger health, welfare, or safety of students, or to look for overdue library or text books. There are no privacy expectations for students regarding student lockers or the contents in the lockers. Students assigned to lockers will be held responsible for any destruction or defacing of the lockers. The school is not responsible for items stolen from lockers. Students are to stay with the lockers assigned to them. Changes may be made only with permission from the office. Students should not bring valuables to school and should make sure that lockers are properly secured. Students are not permitted to put personal locks on their lockers. Locks may be rented for five dollars and are available in the office.

## **VALUABLES**

Students should not bring valuables and large amounts of money to school. All personal possessions should be marked with the student's name on it. If a valuable item must be brought to school, it should be left in the office upon the student's arrival to school.

## **MEDIA CENTER INFORMATION**

The Hudson Middle/High School Media Center is open for student and faculty use, from 7:15am to 2:45pm every Monday, Wednesday and Friday. Hours for Tuesday and Thursday are 7:45am to 3:30pm. The library is maintained as a resource center for materials and equipment and as a quiet area for research and study.

Materials may be signed out for a two-week period and renewed, unless there is a waiting list for that particular piece of material.

Reference books, which have high demand and low availability, are restricted to one day or overnight use. Encyclopedias and magazines will not be circulated. Restricted materials are signed out at a teacher or librarian's discretion.

The Media Center will assess fines for damaged and/or lost books or material to help in the replacement of those resources. Overdue notices are placed in teachers' mailboxes to hand out to students on a bi-weekly basis. Students who have lost, damaged or overdue materials will not be allowed to check out

additional materials until the overdue, lost or damaged item is returned or paid for. Occasionally, letters are sent to parents/guardians to enlist their help in recovering lost and overdue materials.

## **MEDICATION**

All medication is to be kept in the school office. It is against the law to administer aspirin, Tylenol, or any other non-prescription drug to any student without a doctor's order. When a student has had medication prescribed for a health problem that needs to be taken daily or "when needed" at school, a written order from the doctor is required to be one file along with parent/guardian permission. The parent/guardian must supply the drug in a properly labeled container with the student's name, drug name, and the directions listed. The student is responsible for coming to the office for medication and taking home containers.

### **ADMINISTRATION OF MEDICATION**

The following elements must be present before district personnel may dispense or administer medicine:

1. Specific instructions for administering medication must be provided.
2. Consent form from parent/guardian and physician must be signed.
3. Medication shall be kept locked and the contents will be labeled. The dispensation and administration of medication shall be contained in the school office. Parent/Guardian must bring all medication to school.
4. Medication administration shall be recorded and supervised by Principal/designee and a witness.
5. Adult administering medication should note reactions and effects, and report such to parent/guardian and physician.
6. Non-prescription drugs may be given with parent/guardian consent.

## **MODES OF DISCIPLINE**

A student's behavior may warrant some degree of disciplinary action. The following are types of discipline available to the faculty and administration.

1. **DETENTION:** Students will be required to serve up to one hour during the normal school day or to serve a lunch detention. The teacher or the administration may assign detentions. Once a student has served up to three detentions in a semester, it is possible they could serve a full day ISS or Saturday School.
2. **IN-SCHOOL SUSPENSION:** Student will report to the ISS room at the beginning of the day and work on homework or school project until the end of the day. The ISS director can determine if they need technology to support the student(s) while they work. If a student misses ISS due to an excused/unexcused absence, they will be required to make up the ISS when they return to school.
3. **SATURDAY SCHOOL:** Students will be required to attend Saturday School in the library from 7–9am on the day assigned to them. They will be required to complete homework and additional assignments. Teacher can assign Saturday school to a student who is missing several assignments or seems to be falling behind drastically in their class. Failure to attend Saturday School could result in multiple In-School-Suspensions.
4. **OUT-OF-SCHOOL SUSPENSION -** Students will be removed from school for a minimum of one day or a maximum of ten days, determined by the administration.
5. **EXPULSION -** Students will be removed from school on a permanent basis, as determined by the Hudson Area School Board of Education.

## **OFFICE**

Students are to use the pass-through window when visiting the office. Students should not enter the office area or use office equipment without the permission of office staff.

## **TELEPHONE USAGE**

Students are not allowed to make phone calls during assigned classroom time. Office or classroom phones are not permitted to be used by students unless directed by faculty or staff for an emergency (illness, cancellation of a school activity, etc.). Students will not be permitted to use school phones for any personal reasons (forgot item at home, changed plans for after school, etc.)(see policy for Cell Phone/Radio/Electronic Equipment).

## **VISITORS**

All visitors are required to report to the office immediately upon entering the building. They must receive a visitor's pass. Student visitors are not allowed during the day because of the potential disruption to the educational process. No visitors will be allowed in the cafeteria during lunch.

## **GIFTS**

All student gifts that are delivered to the school during the day can be picked up in the office during last hour.

## **CHANGE OF ADDRESS**

Students or parents/guardians should report changes of address, telephone number, and emergency contact persons to the office so that records can be kept current at all times. It is vital that we have up-to-date emergency telephone numbers on record in case a student becomes ill or there is a matter involving the student that needs immediate attention.

## **PARENT/TEACHER CONFERENCES**

Parent/teacher conferences are held twice a year. The first conference is held halfway through first semester and the second conference is held halfway through second semester. All parents/guardians are welcomed and encouraged to attend.

## **PHYSICAL DISABILITY/ EXTENDED ILLNESS/ALLERGIES**

It is important that the school be made aware of any condition that might interfere with the educational performance of any student. This information is confidential to the administration and teaching staff. Please notify the Principal or Counselor so that an appropriate educational plan can be designed.

## **QUALIFICATIONS TO RUN FOR OFFICER**

In order to be eligible for Student Council, class officer or club officers, students must have a minimum 2.0 grade point average, no suspensions for the current school year, and three references from a middle school or high school teacher.

# **REFERRALS/SUSPENSIONS/EXPULSIONS**

## **GENERAL MISCONDUCT**

Dress code violation, food or drink in the hallway or classroom, inappropriate use of the computer or personal cell phone, tardiness, inappropriate language, no hall pass, public display of affection, inappropriate use of electronic devices in the classroom, water balloons, snowballs, lack of productivity in the classroom and other similarly inappropriate behavior for school will result in the following consequences:

STEP 1: Warning

STEP 2 and beyond: half day In-School-Suspension; full day In-School Suspension or Saturday School

Administration reserves the right to assign other consequences once the student has shown steps beyond number 2.

## **SEVERE MISCONDUCT**

School rules and regulations, which comprise this code of conduct, are necessary to protect the rights of **all** members of the school and to ensure that teaching and learning is the primary focus of the school. Behaviors that will not be tolerated and may result in a situation where a student may be assigned to Step 3 immediately include, but are not limited to verbal threats, assault, harassment, setting off fire alarms, illegal use of fire extinguishers, small weapons, fireworks, extortion, illegal use of teacher materials or accessing teacher documentation on the computer, theft or other behaviors deemed to be severe.

1. First Offense: 3-10 day OSS
2. Second Offense: 5-10 day OSS
3. Third Offense: OSS for the remainder of the semester or up to 180 days

## **Skipping, Not Signing Out Properly, Closed Campus Violation**

1. First Offense: Half day ISS
2. Second Offense: Full day ISS
3. Third Offense: One day OSS

**Note: Skipping Saturday School could result in multiple In-School-Suspension; a student who is insubordinate and chooses to skip In-School-Suspension could face several days OSS.**

Administration reserves the right to assign other consequences once the student has shown steps beyond number 3.

## **Academic Dishonesty**

Submitting or attempting to obtain data or answers dishonestly; taking credit for oneself and not giving credit to the source for written and oral expression authored and/or prepared by another, cheating on exams, etc. A violation may result in academic sanctions, in addition to other discipline such as:

1. First Offense: Zero on the assignment/test; could face disciplinary steps
2. Second Offense: Zero on the assignment/test: pending value of the assignment will determine the additional consequences; these consequences could result in loss of credit for the semester.

## **Use and/or Possession of Tobacco Products including vaping**

1. First Offense: 3-day OSS - Police notified
2. Second Offense: 5-day OSS - Police notified
3. Third Offense: 10-day OSS - Police notified

### **Use and/or Possession of Drugs or Alcohol**

1. First Offense: OSS up to one semester - Police notified
2. Second Offense: OSS up to 180-days - Police notified

### **Vandalism**

1. First Offense: 1-10 day OSS and restitution
2. Second Offense: 5-10 day OSS and restitution
3. Third Offense: OSS for remainder of semester and restitution

### **Physical Confrontation**

1. First Offense: 3-10 day OSS
2. Second Offense: 5-10 day OSS
3. Third Offense: OSS for up to 180 days

Administration reserves the right to alter the step process on any given circumstance

### **Arson, Criminal Sexual Conduct, Physical or Verbal Threat to an Adult, Selling Drugs, Assault, Weapons (See Mandatory Expulsion)**

Immediate OSS until a board hearing for expulsion - Police notified

### **Inappropriate Language Toward a School Employee/Severe Insubordination**

1. First Offense: 1-3 days OSS
2. Second Offense: 3-6-day OSS
3. Third Offense: 6-10 day OSS

Administration reserves the right to alter the step process on any given circumstance

### **PERMANENT EXPULSION**

A complete copy of this policy is available [www.hudson.k12.mi.us](http://www.hudson.k12.mi.us).

The Board of Education is continually concerned about the safety and welfare of District students and staff and, therefore, will not tolerate behavior that creates an unsafe environment or a threat to safety.

In compliance with State and Federal law, the Board shall expel any student who possesses a dangerous weapon in a weapon-free school zone or commits either arson or criminal sexual conduct in a District building or on District property, including school buses and other school transportation.

For purposes of this policy, a dangerous weapon is defined as "a firearm, dagger, dirk, stiletto, knife with a blade over three (3) inches in length, pocket knife opened by a mechanical device, iron bar, or brass knuckles" or other devices designed to or likely to inflict bodily harm, including, but not limited to, air guns and explosive devices. The term "firearm" is defined as: a) any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of the explosive; b) the frame or receiver of any such weapon; c) any firearm muffler or firearm silencer; or d) any destructive device. Such term does not include an antique firearm.

The Board shall permanently expel a student in grade six or above if that student commits physical assault at school against a District employee, volunteer, or contractor. Physical assault is defined as "intentionally causing or attempting to cause physical harm to another through force or violence."

The Board shall suspend or expel a student in grade six or above for up to 180 school days if the student commits physical assault at school against another student. The Board shall suspend or expel a student in grade six or above for a period of time as determined at the Board's discretion if the student commits verbal assault at school against a District employee, volunteer, or contractor or makes a bomb threat or similar threat directed at a school building, property, or a school-related activity. Verbal assault is a communicated intent to inflict physical or other harm on another person, with a present intent and ability to act on the threat.

## **REGISTERING FOR SCHOOL**

For any child registering for school for the first time in our district, it will be necessary to bring several items to the school. These are:

1. The child's birth certificate
2. An official record of immunizations
3. Proof of residency (note the following residency statement)

The student's records, containing all other necessary information will be requested from his/her former school. Students and parents/guardians both will need to be present to register for school. If the child has any special requirements or needs, please let school personnel know at the time of registration. Moving to a new school district is exciting, but can be upsetting for a student. We will do all we can to make this move as easy and as pleasant as we can. If we can help in any specific way, please let us know.

### **RESIDENCY VALIDATION (Non-School of Choice)**

When a student is being registered in Hudson Middle/High School for the first time, it is necessary that the parent/guardian present reasonable proof of residency in our district. If the parent/guardian is able to present a house deed, closing papers showing the purchase of a home, home owner's insurance papers, or any other evidence of home ownership, then they must also present personal identification with their address to indicate that they actually live in the home which they have purchased (i.e. voter registration, driver's license).

If the parent/guardian presents a rent receipt or lease agreement indicating their rental of property, then they must present two other forms of evidence, one being personal identification with their address (i.e. voter registration, driver's license) and the other being a utility bill addressed to them at their address (gas/oil, telephone, water, electric, etc.).

Because utility bills are not always immediately available, the student will be permitted to register and attend school upon presentation of only the rent receipt or lease agreement and the personal identification. However, the utility bill must be presented within 30-days of registration in order to complete the registration process.

We hope that these guidelines will not cause hardship to our citizens. However, the strict requirements of the state attendance laws require that we take precautions to assure our community and ourselves that local tax dollars are being used to educate only those students who are legally in attendance in our schools.



## **REPORT CARDS/PROGRESS REPORTS**

Progress Reports are issued halfway through each semester.

Semester 1 - Progress Report will be handed out at Parent/Teacher Conferences

Semester 2 - Progress Report will be handed out at Parent/Teacher Conferences

Report Cards are issued at the end of the semester.

Course credits will not be issued until the end of each semester.

Semester 1 - Report Card is distributed to the student to bring home

Semester 2 - Report Card is mailed home along with any fees or fines the student has accumulated for the school year

## **SEARCH AND SEIZURE**

The school administrators have the legal right to search areas assigned to students such as lockers, desks, etc. Students should realize that such areas are not private and are accessible to the school administrators or their agents. Student personal property may be seized by school authorities if the items are illegal or stolen, or are reasonably determined to be a threat to the health, safety, or security of others. Items, which are used to disrupt or interfere with educational process, may be temporarily removed from student possession. A student's personal effects (e.g. purse, book bag, athletic bag) may be searched, whenever a school official has reasonable suspicion to believe that the student is in possession of illegal or unauthorized materials. If a properly conducted search yields illegal or contraband materials, such findings can be turned over to proper legal authorities for ultimate disposition.

## **STUDENT ACTIVITY OPPORTUNITIES**

**BOYS & GIRLS CLUB:** The Boys and Girls Club is for students up to 17-years of age and meets on a regular basis in the club on campus.

**KEY CLUB** - The Key Club was created in connection with our local Kiwanis International Club. The club meets regularly for club activities and service projects.

**NATIONAL HONOR SOCIETY:** The NHS is composed of recognized students who have shown high standards of character, leadership, service and scholarship. The achievements of our outstanding students are brought to the attention of classmates, parents/guardians, the community, employees, and colleges. Sophomores, juniors and seniors who meet the criteria for membership may be inducted into the NHS.

**PEP BAND:** The pep band helps by not only playing the National Anthem, but also developing spirit for the team during home basketball games. Pep band is open to all high school band members.

**PLAYS:** Each year a play/musical may be performed for parents/guardians, students, and the community. Students interested in performing in a play production should see the director.

**SCIENCE OLYMPIAD:** The Science Olympiad team is composed of 15-students who wish to compete in local and statewide science contests.

**STUDENT COUNCIL:** Student Council membership is open to students in grades nine through twelve. The duties of the Student Council revolve around working on projects, being a representative body, and helping students in learning the democratic process.

**YEARBOOK:** The yearbook is published each year by the yearbook staff. Students are encouraged to take an active role in publishing their yearbook.

## **STUDENT DRIVING POLICY**

Student parking is a privilege reserved for students who agree to follow the rules and regulations that apply to student drivers. Students must obtain an application for a parking permit from the office before they may drive to school. Temporary (one day) parking permits may be obtained if the student notifies the office in advance that they have a special need that requires them to drive to school.

The following regulations apply to student drivers:

1. The motor vehicle must not be used during the school day unless special permission is given by the main office.
2. When the motor vehicle is parked, the keys must be removed.
3. Students are not to be on, in, or near their or other students' motor vehicles during the school day.
4. All motor vehicles driven to school by students must be parked on the school grounds in the assigned student parking area and should be locked.
5. Student drivers are required to use good judgment in the use of the vehicles so that the school grounds remain safe.
6. In the event of an emergency that requires the use of a student vehicle, special permission may be granted by the main office to leave the school grounds.
7. Student driving permits must be properly displayed.

Any deviation from these rules requires prior approval from a building administrator.

The consequences for violation of these rules are as follows:

First Offense - up to one-month suspension of parking privilege

Second Offense - suspension of parking privilege for up to a semester

Third Offense - suspension of parking privilege for up to a year

Extreme cases - immediate suspension of parking privilege for up to a year; it is a privilege for students to park their cars on school property; this privilege may be revoked at any time

## **STUDENT INSURANCE**

Parents/Guardians can purchase insurance coverage for students through the school. This insurance is supplementary to their regular insurance at home. Insurance forms are available in the office.

## **STUDENT PICTURES**

Each year in the fall, students will have their pictures taken for their student identification cards and the yearbook. Students have the option of purchasing various packets of pictures. Student pictures and identifying names will be printed in the yearbook unless parent/guardian requests that pictures not be published. Such requests must be made in writing to the building principal and do not cover pictures taken by the news media at school events.

## **STUDENT RECORDS**

The School District maintains many student records including both directory information and confidential information.

Neither the Board nor its employees shall permit the release of the social security number of a student, or other individual except as authorized by law. Documents containing social security numbers shall be restricted to those employees who have a need to know that information or a need to access those documents. When documents containing social security numbers are no longer needed, they shall be shredded by an employee who has authorized access to such records.

Directory information includes:

- A. a student's name
- B. major field of study
- C. participation in officially recognized activities and sports, height and weight, if a member of an athletic team
- D. date of attendance
- E. date of graduation
- F. awards received
- G. honor rolls
- H. scholarships

Parents/Guardians and eligible students may refuse to allow the District to disclose any or all of such "directory information" upon written notification to the District within 10-days after receipt of the District's public notice.

Directory information can be provided upon request to any individual, other than a for-profit organization, even without the written consent of a parent/guardian. Parents/Guardians may refuse to allow the Board to disclose any or all of such "directory information" upon written notification to the Board. For further information about the items included within the category of directory information and instructions on how to prohibit its release you may wish to consult the Board's annual *Family Education Rights and Privacy Act (FERPA)* notice which can be found on line in the Annual Report.

Other than directory information, access to all other student records is protected by (FERPA) and Michigan law. Except in limited circumstances as specifically defined in State and Federal law, the School District is prohibited from releasing confidential education records to any outside individual or organization without the prior written consent of the parent/guardian, or the adult student, as well as those individuals who have matriculated and entered a post-secondary educational institution at any age.

Confidential records include test scores, psychological reports, behavioral data, disciplinary records, and communications with family and outside services.

Students and parents/guardians have the right to review and receive copies of all education records. Costs for copies of records may be charged to the parent/guardian. To review student records please provide a written notice identifying requested student records to the building principal. An appointment will be scheduled with the appropriate person to answer any questions and to review the requested student records.

Parents/Guardians and adult students have the right to amend a student record when they believe that any of the information contained in the record is inaccurate, misleading or violates the student's privacy. A parent/guardian or adult student must request the amendment of a student record in writing, and if the request is denied, the parent/guardian or adult student will be informed of their right to a hearing on the matter.

Individuals have a right to file a complaint with the United States Department of Education if they believe that the District has violated FERPA.

## **STUDENT REFERRAL SERVICES**

It is important that students come to school each day prepared to perform at their highest level. This requires a body and mind that are free from alcohol and addictive drugs. These substances are unlawful and harmful as stated in our discipline code. Disciplinary action will be imposed if students are caught in possession or under the influence of drugs or alcohol at school or at any school sponsored activity. The Student Assistance Program is designed to aid those students who become involved with drugs or alcohol or any other situation that interferes with learning. The counselors, administrators, and teachers have a list of services available to assist students.

## **TEACHER AVAILABILITY**

Teachers are available for consultation before and after school, and during their planning/conference hours. Close parent-teacher communication and cooperation is important for optimum student success in the classroom. Parents/ Guardians are encouraged to make appointments with teachers as often as necessary.

## **TESTING PROGRAM**

### **6<sup>th</sup>-8<sup>th</sup> grade**

M-STEP

Incentive- Scoring a “1” on any subject qualifies student for a 2<sup>nd</sup> semester field trip sponsored by the parent group. It also allows the student a choice as to whether or not to take the Final Exam in that subject during 2<sup>nd</sup> semester of that year (must have a C+ or better in the class the week before the exam).

### **9<sup>th</sup> Grade**

P-SAT

### **10<sup>th</sup> Grade**

P-SAT

ACT (OPTIONAL AND NOT HOSTED AT THE SCHOOL-COST INVOLVED)

### **11<sup>th</sup> Grade**

SAT & Work Keys

M-STEP (science and social studies)

ACT (OPTIONAL AND NOT HOSTED AT THE SCHOOL- COST INVOLVED)

ARMED SERVICES VOCATIONAL APTITUDE BATTERY (ASVAB)

- Estimated time---3 hours
- Purpose --- Assists College/Career Counseling

PRELIMINARY SCHOLASTIC APTITUDE TEST (PSAT)(TOP 20)

- Estimated time---2 hours and 45 minutes
- Purpose---National Merit Scholarship Qualifying Test----Prepares students for the SAT

**12<sup>th</sup> Grade**

SCHOLASTIC APTITUDE TEST (SAT) (IF NOT TAKEN IN 11<sup>th</sup> GRADE)

- Estimated time---3 hours
- Purpose—Confirms National Merit Scholars. Not needed for college in Michigan

ASVAB---See 11<sup>th</sup> Grade description

**WEIGHT ROOM AND GYMNASIUM**

The weight room and gymnasium must be supervised by a Hudson Middle/High School teacher, coach, or approved volunteer. Students are not to be in these areas without proper adult supervision.