

# Hudson High School



Student-Parent Handbook

2020-2021

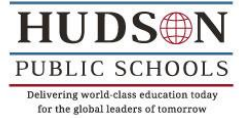


Home of the Hawks

# Hudson High School

69 Brigham Street · Hudson, Massachusetts 01749 · 978.567.6250

[www.hudson.k12.ma.us/hhs](http://www.hudson.k12.ma.us/hhs)



**Jason W. Medeiros, Ed.D., Principal**  
**Daniel R. McAnespie, Assistant Principal**

Dear Hudson High School Community:

Welcome to the 2020-2021 school year. This school year will present a number of new opportunities for our community to learn, work, and grow. Staff and students alike will be supported while navigating the new procedures for operating schools during the COVID-19 pandemic. While school may look and feel different, what does not change are the core values that we bring to our community.

We all have to approach our day-to-day work with a collective mindset of patience, respect, and understanding. As stated in our [Hawks Care Community Code](#): “Our collective care for one another this school year will allow us to learn and thrive as a community.” Now more than ever, we all share the responsibility to be good citizens for both the social and community health of Hudson High School.

Please review the contents of the student handbook carefully. Even though there are times that we will be learning remotely, the policies and expectations set forth in this handbook apply wherever and whenever you may be engaging with the work and life of Hudson High School.

We look forward to the work ahead of us.

Sincerely,

A handwritten signature in black ink that reads "Jason W. Medeiros". The signature is fluid and cursive.

Jason W. Medeiros  
Principal

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# **ACADEMIC INFORMATION**

## **ACCREDITATION STATEMENT**

Hudson High School is accredited by the New England Association of Schools and Colleges, Inc., a non-governmental, nationally recognized organization whose affiliated institutions include elementary schools through collegiate institutions offering post-graduate instruction.

Accreditation of an institution by the New England Association indicates that it meets or exceeds criteria for the assessment of institutional quality periodically applied through a peer group review process. An accredited school or college is one which has available the necessary resources to achieve its stated purposes through appropriate educational programs, is substantially doing so, and gives reasonable evidence that it will continue to do so in the foreseeable future. Institutional integrity is also addressed through accreditation.

Accreditation by the New England Association is not partial but applies to the institution as a whole. As such, it is not a guarantee of the quality of every course or program offered, or the competence of individual graduates. Rather, it provides reasonable assurance about the quality of opportunities available to students who attend the institution.

Inquiries regarding the status of an institution's accreditation by the New England Association should be directed to the administrative staff of the school or college. Individuals may also contact the Association:

NEW ENGLAND ASSOCIATION OF SCHOOLS AND COLLEGES  
COMMISSION ON PUBLIC SECONDARY SCHOOLS  
209 BURLINGTON ROAD  
BEDFORD, MASSACHUSETTS 01730-1433  
(781) 271-0022

## **Mission Statement of Hudson High School**

*In a changing world, Hudson High School provides a safe and supportive environment in which each person is challenged to fulfill his or her academic, intellectual, creative, and social potential. Guided by a commitment to ethical considerations we engage in real world challenges while preparing students for higher level academics, workforce success, active citizenship, and life-long learning.*

# GRADUATION REQUIREMENTS

In order to graduate, all students must earn 96 credits. Students must earn passing grades in the courses listed below as well as pass the English, mathematics and science MCAS.

English	16 Credits (4 courses)	English 9, English 10, English 11, English 12
Mathematics	16 Credits (4 courses)	
Science	12 Credits (3 courses)	Must be 3 lab-based science classes
Social Studies	12 Credits (3 courses)	US/World I (9), US World II (10), US History (11)
World Language	8 Credits (2 courses)	Must be 2 courses of the <i>same</i> language
Wellness	8 Credits (4 courses)	One semester each year
Fine, Performing, or Applied Arts	2 Credits (1 course)	One semester of music, drama, visual arts, technology, business, or family & consumer science
All of the credits above are earned in grades 9-12. No credits are earned in grade 8 – this includes world language.		

The final grade in June will determine whether a class is passed and credits are earned. Credits for semester-based classes will be awarded at the end of each semester.

In addition, students must earn scores in the “Proficient” or “Advanced” performance level in math, ELA and science of the MCAS (Massachusetts Comprehensive Assessment System) tests to graduate. Students who earn scores in the “Needs Improvement” level on the ELA and/or Mathematics 10<sup>th</sup> grade MCAS must fulfill the requirements of an Educational of an Educational Proficiency Plan (EPP) to earn a traditional diploma from Hudson High School (HHS). Students who earn scores in the “Failing” level must retake the test(s) and earn a score in the “Needs Improvement” category to qualify for an EPP.

Students who qualify for an Educational Proficiency Plan (EPP) must demonstrate progress towards proficiency in the subject area(s) identified on the EPP. Hudson High School uses course final assessments to determine if the student is making progress towards proficiency. Curriculum directors work with classroom teachers to interpret results and determine if each student is making progress towards proficiency. If the final assessment does not provide evidence that the student is making progress towards proficiency, the curriculum directors and teachers will review other data (term grades, performance on class assessments, teacher observations, a portfolio of student work) to determine if the student is making progress towards proficiency. In addition, any other requirements of the EPP, including attendance requirements, must be met before a student is eligible to graduate.

## POLICY FOR HIGH SCHOOL GRADUATION

- A. The following requirements must be met to be eligible for graduation from Hudson High School.
  1. Students must earn a minimum of 96 credits.
  2. Courses necessary to graduate appear under *Graduation Requirements*.
  3. All students must pass the English, math and science portions of the MCAS exam.
  4. A student must remove all marks of “incomplete” to the satisfaction of the principal.
- B. Regular attendance or authorized home study supervised by a teacher designated by the Superintendent of Schools is necessary to successfully complete the high school course of study.
- C. Students have to accumulate 68 credits in order to be considered a senior.
- D. To participate in the Baccalaureate program and graduation exercises, a student must meet the following dress code:
  - Males - A student will need to wear dress pants (as opposed to jeans), shirt and tie, and shoes and socks.
  - Females - A student will need to wear an appropriate dress, skirt, dress pants (as opposed to jeans) and dress shoes.

General appearance is important and inappropriate hairstyles may result in exclusion from either or both exercises. In the event of hardship, dress codes may be waived through appeal to the principal or his designee.

- E. Participation in all senior activities, be it graduation, baccalaureate, senior reception, or the senior class trip, is a privilege, not a right. Thus, the Principal may deny such participation as he deems appropriate.
- F. All seniors will be assigned a full course load (28 credits) during their senior year unless they qualify for and elect an X-Block.

### ELIGIBILITY FOR SENIOR ACTIVITIES

Seniors who have met all other academic requirements and who are eligible to graduate must be enrolled and passing 18 credit hours of academic course work with 16 of those credits coming from yearlong 4-credit courses on the 4th quarter senior report card to be eligible to participate in Senior Week activities. Any senior who is suspended from school in the 4th quarter or found under the influence of drugs or alcohol at any school sanctioned activity, may not be eligible to participate in senior activities, including graduation. Students who are expelled will not be eligible to participate. Additionally, seniors in violation of the school's attendance policy may not be allowed to participate in the graduation ceremony.

### INCOMPLETES FOR SENIORS

1. Cap and gown day is the final day for seniors to meet all academic and financial obligations to teachers, administration, and counseling.
2. If obligations are not met by/or on cap and gown day and a teacher issues a mark of incomplete, the student will not be allowed to participate in any senior activities or receive a diploma until the incomplete work is made up. The time period to make up the missing work will extend to two weeks after Cap and Gown Day. On that date if work is still outstanding, the incomplete will become a failure; and the failing mark will appear on the permanent record card.

### EXPENSES

Monies accrued through dues and fund-raisers are primarily to support all Senior Week activities, yearbooks, graduation invitations, caps and gowns and miscellaneous expenses. Fund-raising regulations, dues and individual raffles are subject to change on a year-to-year basis depending upon class needs.

### RELEASE OF HEALTH RECORDS TO GRADUATING STUDENTS

As per Massachusetts Department of Education Educational Law 603 CMR 23.06(3), each **graduating** student's complete health record will be released to him/her. At Hudson High School, we provide records to seniors on "Cap and Gown Day". **This is the only copy of his/her health record and should be securely filed at home accordingly.** This information will be needed for entrance into colleges and into the work force. If the student does not pick up his/her health record on this day it may be obtained in our Health Office for five (5) school days after graduation. Records remaining in the Health Office after the five (5) days will be destroyed. Records may be picked by the student, parent/guardian, or designee. A designee must be appointed in writing by the student or parent/guardian.

### SENIOR X-Block Privileges

Hudson High School grants seniors who meet specific requirements one unassigned period (X-Block) each semester. During their X-Block, students may leave campus. If a senior chooses to remain on campus during their X-Block, they must meet with a staff member or study quietly in the library. X-Block participation is a privilege and Hudson High School retains the right to revoke the X-Block privileges of any student who fails to adhere to the following guidelines and procedures:

1. Seniors *must* have a signed permission slip on file in the main office.
2. Students must follow school rules while off campus during X-block.
3. Students are required to sign out of the building in the main office before leaving and sign back in upon return.
4. Seniors must have their school-issued ID card with them when they leave campus during X-Block.
5. Students must comply with all Massachusetts Junior Operator regulations when driving on and off campus.
6. Students who do not meet the academic, attendance, or disciplinary expectations described below will lose X-Block privileges at the discretion of Hudson High School administration.

- a. **Academic Expectations:** A student must maintain good academic standing in order to be eligible for X-Block. If a student fails to maintain a GPA of 3.0 (5.0 scale) or if they become academically ineligible, they will lose X-Block eligibility.
  - b. **Attendance Expectations:** A student must maintain a minimum daily attendance rate of 90%.
  - c. **Disciplinary Expectations:** A student must be in good standing with their behavior and discipline. A student who violates the Hudson High School Code of Conduct will lose eligibility.
7. X-block is non-credit bearing. Seniors electing X-block for one semester will earn 26 credits and seniors electing X-block for the full year will earn 24 credits.
  8. X-block does not appear on a student's schedule or transcript and is therefore not seen by colleges. However, as X-block is not credit-bearing, students participating will earn fewer than 28 credits in their senior year.
  9. X-block will replace an elective, not a core academic course.

### **VALEDICTORIAN AND SALUTATORIAN**

To determine Valedictorian and Salutatorian, the high school counseling department will calculate GPA on Cap and Gown Day. GPA will be determined using all grades earned in grades 9-12, dual enrollment grades and Virtual High School grades. The responsibility of reporting grades for approved dual enrollment programs to the counseling secretary rests with the student involved. When no grade is submitted, a grade of incomplete will be entered. At this time, any student with an incomplete grade in a regular class, a dual enrollment class or a VHS class will be ineligible for consideration as Valedictorian or Salutatorian. GPA will be calculated using only classes completed at Hudson High School and approved dual enrollment programs. All classes completed at a transfer student's sending school will not be used to calculate GPA.

The student who is first in the class on Cap and Gown Day will be the Valedictorian for his/her class. The student who is second will represent the class as Salutatorian. Calculations for Valedictorian and Salutatorian will be calculated to 100th of a point. In the case of ties for either position, the Principal will use his discretion and determine Valedictorian and Salutatorian, or co-Valedictorian(s) and co-Salutatorian(s). In order for a student to be eligible to earn the honor of valedictorian and salutatorian, he or she must be enrolled at Hudson High School for their entire junior and senior years. Students transferring to Hudson High School during their junior or senior year will not be eligible for valedictorian or salutatorian.

## **ACADEMIC INFORMATION**

### **CREDITS**

Full year courses carry 4 credits and semester-based courses carry 2 credits. A student must accumulate a minimum of 24 credits each year in order to move on to the next grade. All students will need to earn a total of 96 credits to graduate.

### **COURSE CREDIT (TRANSFER)**

Course credit will be awarded to students transferring into Hudson High School from other accredited institutions. The number of credits to be awarded will be assessed at the time of transfer by Hudson High School staff. Original credit and credit recovery summer school courses taken due to course failures are not included in the GPA calculation. Courses taken outside of Hudson High School for enrichment purposes are not included in the GPA calculation and are not printed on the transcript.

### **GRADE POINT AVERAGE AND RANK IN CLASS**

Hudson High School does not calculate class rank. Each year, the students in the senior class with the two highest weighted grade point averages based on 8 semesters will be identified as valedictorian (1<sup>st</sup> in the class) and salutatorian (2<sup>nd</sup> in the class).

Weighted grade-point averages are determined by dividing a student's total quality points earned by the number of course hours attended. Quality points are determined by multiplying three variables: the earned grade, the course level, and the course credit hours. There are three levels of courses offered at Hudson High School. Each level is assigned a numerical value creating a weighted scale. Advanced Placement courses are categorized as Level 4 courses. Honors courses are categorized as Level 3 courses.

**Academic** classes are categorized as Level 2 courses. See the example below:

Course	Grade	Quality Points	Adjusted GPA
AP English	A-	4.67	
Honors English	A-	4.17	
Academic English	A-	3.67	

The level of all approved dual enrollment classes affiliated with Hudson High School will be determined by the high school administration.

GPA will be calculated using only classes completed at Hudson High School. All classes completed at a transfer student's sending school will not be used to calculate GPA. If a student transfers to HHS during the school year, any grades the student earned at his or her sending school will be used to calculate final grades for that particular school year. Course grades for approved dual enrollment courses (Future Steps, ACE Program) and Virtual High School courses will be included in all GPA calculations.

A histogram will be developed annually showing the weighted GPA distribution of the senior class. This histogram will be published in the annual school profile which is sent with all college applications. The histogram will allow colleges to see where an individual student's GPA falls when compared to the entire senior class.

Honors courses at Hudson High School are the more challenging of two levels of college preparatory classes. The course work is designed to prepare the most able students to attempt the Advanced Placement courses during their junior or senior year. If a student enrolled in an AP class fails to participate in the testing program, Hudson High School must notify all colleges and universities that the student has applied to and inform them that AP requirements were not met. Also, the AP course appearing on the student's high school transcript will be changed from an AP status to an Honors status.

### **HONOR ROLL CRITERIA**

**HORACE MANN:** In order to achieve HORACE MANN, a student must receive a grade average of 90-100 in all subjects. No grade can be below A-.

**HONOR ROLL:** In order to achieve HONOR ROLL, a student must receive a grade average of 80-89 in all subjects. No grade can be below B-. The Honor Roll will be determined on the day report cards are sent out. A grade of Incomplete will not allow a student to be eligible for the Honor Roll.

### **GRADING POLICY**

The reporting system to parents and students reflects the professional educator's assessment of the student's activities in school. The purpose of the reporting system is to aid the student, the parents, and the teachers in the development of the student's personal, social, and intellectual growth.

1. Report cards will be issued at approximately ten week intervals.
2. There will be a common grading scale for all students of the school (see below).
3. A student will receive a separate grade for each class.
4. The grade will represent the teacher's assessment of the student's academic work during the marking period.
5. The grade will reflect the degree to which the student has met the requirements and expectations of that course.
6. Homework will be assigned in all academic subjects and will be part of the grade.



7. The grading scale is as follows:

A+ = Excellent	=	97 - 100%
A = Excellent	=	94 - 96%
A- = Excellent	=	90 - 93%
B+ = Good	=	87 - 89%
B = Good	=	84 - 86%
B- = Good	=	80 - 83%
C+ = Fair	=	77 - 79%
C = Fair	=	74 - 76%
C- = Fair	=	70 - 73%
D+ = Poor	=	67 - 69%
D = Poor	=	64 - 66%
D- = Poor	=	60 - 63%
F = Failure	=	0 - 59%
I = Incomplete		

9. The course syllabus as established by the teacher will be made public at the beginning of each course.
10. Final examinations and the degree to which they will count as part of the final grade (up to one-fifth only) will be course specific.
11. A student or parent may request from a teacher how a grade was determined. The teacher will then indicate in writing how the student's grade was determined.
12. An Incomplete may be given in extenuating circumstances and with approval from the Principal or Assistant Principal. Upon completion and evaluation of those assignments, the teacher will record the appropriate regular grade. For each marking period, a student must complete unfinished assignments within two weeks after the end of the marking period. The grade for missing assignments will become an "F" if not completed by the appropriate time.

## **ATTENDANCE REGULATIONS**

### **Hudson High School Attendance Regulations**

#### **District Policy & Definitions**

Hudson Public School District believes that excellence comes through participation/engagement, commitment, and preparedness. The District believes that consecutive daily attendance is the best way to foster all of these. Regular and punctual school attendance is essential for success in school. Emerging research shows that chronic absences at an early age negatively affects performance in later grades. Attending school regularly is essential for students to gain the academic and social skills they need to succeed in life. A student's understanding of the importance of day-to-day schoolwork is also a crucial factor in the shaping of his/her character. Parents can help their children by not allowing them to miss school needlessly.

Furthermore, attendance in school is required by Massachusetts General Laws (M.G.L.), specifically Chapter 76, §§ 1, 2, 4, and 19. In addition to this law, Hudson Public Schools has attendance requirements that must be followed.

The Committee recognizes that parents/guardians of children attending our schools have special rights as well as responsibilities, one of which is to ensure that their children attend school regularly, in accordance with state law. When a child is not in school, his/her absence will be classified as "**excused**" or "**unexcused**". Definitions of **excused** and **unexcused** are as follows:

#### **Excused Absences:**

Every absence matters, regardless of whether it is excused, unexcused, tardy, or an early dismissal. Hudson Public Schools recognizes that students will, at times, have legitimate reasons to be absent.

Therefore, students may be excused temporarily from school attendance for the following reasons:

- Illness or quarantine (with medical documentation)

- Bereavement or serious illness in family/family emergency
- Observance of major religious holidays
- College visits (documentation required)
- Other school-approved or dictated activities.

A student may also be excused for other exceptional reasons with approval of the Principal or designee.

**Unexcused Absences:**

An absence is considered unexcused when a student misses school for reasons that are not accepted by the school, with or without parent permission. A student with many unexcused absences is considered truant. There are many reasons for unexcused absences, including, but not limited to the following examples:

- Attending parental/guardian appointments (e.g. medical, dental, etc.)
- Attending parent/guardian court summons
- Family/travel vacation
- Staying home to take care of or visit with family members
- Missing the school bus
- Sleeping too late
- Undocumented illness/injury that exceeds more than three days
- Weather-related absences other than those when the district has canceled school

Students absent from school may not attend school-sponsored activities on the day or evening of the absence.

**Parent/Guardian Responsibilities:**

Parents/guardians are legally responsible for ensuring that a child under their care attends school daily. Accordingly, parents/guardians will provide a call, email, or written explanation for the absence or tardiness of a child. This will be required in advance for types of absences where advance notice is possible. In instances of chronic or irregular absence reportedly due to illness, the school administration may request a physician's statement certifying such absences to be justified.

When a student is out of school or arriving late for school, a parent/guardian must call the attendance line at 978-567-6250 before 9 a.m.

If a parent/guardian does not call the school, they may submit a written note to the attendance secretary on the next school day. The written note should include the name of the student, the date of the absence, the name of the parent/guardian, and a daytime phone number for the parent/guardian. Students who miss school and whose parent/guardian does not call the school or submit a written note will be referred to an Assistant Principal as Truant.

**Student Absence Notification Program:**

The Principal or a designee will notify a student's parent/guardian within 2 days of the student's absence in the event the parent/guardian has not informed the school of the absence. As mandated by the state, beginning with 5 absences or tardies, parents/guardians will receive an attendance letter. When appropriate, the Principal or designee can request a meeting to discuss the student's attendance. Parents will continue to receive written notification of their child's attendance at every 5th absence from school. Parents and guardians will also receive attendance information on report cards and can access attendance records through ASPEN.

The Principal or designee shall make a reasonable effort to meet with any student, and that student's parent/guardian, who has numerous absences or tardies that are deemed unexcused. The meeting shall be to develop action steps to improve student attendance and shall be developed jointly by the Principal or designee, the student, and the student's parent/guardian. The parties may seek input from other relevant school staff and/or officials from relevant public safety, health and human services, housing, and nonprofit agencies.

## Hudson High School Attendance Expectations

It is expected that students regularly attend school and arrive on time. The warning bell rings at 7:20 a.m. Classes begin promptly at 7:30 a.m. Dismissal is at 2:03 p.m.

1. Student attendance will be coded as follows:
  - a. Present: the student is in school for the entire school day
  - b. Tardy: the student arrives to school after 7:30 AM with or without permission from a parent/guardian, medical note, etc.
  - c. Absent Excused: the student is absent from school in accordance with the definition of an excused absence established above
  - d. Absent Unexcused: the student is absent from school in accordance with the definition of an unexcused absence established above
  - e. Dismissed: the student is dismissed from school with permission from a parent/guardian
  - f. Medically Excused: the student is absent from school with supporting documentation from an appropriate licensed care provider
  - g. Field Trip: the student is absent from school on an approved school trip
  - h. Absent In-School: the student is absent from school on an approved in-school program
  - i. Truant: the student is tardy or absent from school or class without permission from a parent/guardian
  
2. Tardies that occur prior to 9:15 a.m. will be documented in ASPEN and parents will receive an automated email notifying them of their child's tardy. Even if a parent has sent in a note, he/she may still receive the automated email.
  
3. The first time a student is Truant from school, the student will be assigned to Saturday School. The second time a student is Truant from school, the student will be assigned to 2 Saturday School sessions and a parent conference will be scheduled. If a student is Truant three or more times in a school year, the attendance record will be reviewed and disciplinary consequences and interventions, including loss of privileges and referral to the appropriate state and local agencies will be taken as necessary.
  
4. When a student is absent or truant, the student must make up all coursework assigned during the time out of school. Students should make arrangements for the submission of late work with the classroom teachers. Generally, students will be given two additional school days per excused absence to submit work. Students who are absent unexcused or truant must submit missing work the day they return and will have one day to complete any assignments distributed on the day(s) they were absent unless the student has completed a "Planned Absence Academic Plan" (see #5 below)
  
5. Planned Absence Academic Plan: Massachusetts's law requires compulsory attendance for students. As such, Hudson High School discourages extended family travel for vacations, athletic tournaments, or other enrichment/recreation opportunities. The lost instructional time from these absences cannot be replicated by makeup work, and students lose the opportunity to learn from and with their teachers and peers. In accordance with School Committee Policy, such absences are often coded as "unexcused."

If a student anticipates missing two (2) days of school or more for planned travel, the "Planned Absence Academic Plan" Form must be filled out at least one (1) week in advance to afford students the opportunity to obtain makeup work. These forms are available from the main office. The form must be signed by the parent/guardian, each classroom teacher, and a school Administrator. It is the student's responsibility to initiate a meeting with each of his/her teachers to arrange for makeup work. Teachers are not required to provide work in advance of these absences. It is at the teacher's discretion to determine how and when missing work will be completed. For work that is assigned upon the student's return, students will not be afforded more time than their peers to prepare for and complete the required assignments and assessments.

Absences accumulated under this provision are still subject to the “Absence & Course Credit” stipulations below.

6. Students who present with a pattern of missing school to gain an advantage on an assessment or to avoid a deadline will be referred to an Assistant Principal for academic and disciplinary consequences.
7. Students who are chronically tardy to school (more than 15 times in one semester) will receive disciplinary consequences and interventions, including credit loss and loss of privileges. In the case of 11th and 12th grade students, such privileges may include participation in x-block, the Junior Prom, the Senior Trip, and Senior Reception. Students who arrive tardy to class throughout the school day will be assigned detention by the classroom teacher. Additional tardiness to class will be referred to administration. As with all cases, student attendance records will be reviewed and referral to the appropriate state and local agencies will be taken as necessary.

### **ATTENDANCE & COURSE CREDIT**

Students who accumulate 10 class absences in a semester will receive no credit for the course that semester unless documentation is provided showing that the absences should be considered excused. Except under rare and extenuating circumstances, no student shall be absent for 25 class sessions throughout the school year without partial or full loss of credit in full-year courses.

Students who lose credit will have to engage in one of the following credit recovery options:

- a. School-Year Option
  - i. If available, enroll in and complete a school-based credit recovery program during Saturday School or during their own out-of-school time
- b. Summer Options
  - i. Attend and complete summer school at the family’s expense
  - ii. Enroll in and complete an accredited online credit recovery program at the family’s expense

### **ATTENDANCE INFORMATION FOR EXTRA-CURRICULAR ACTIVITIES**

Students who wish to participate in extracurricular activities (practice sessions, rehearsals, games, etc.) are expected to arrive to school on time and to attend all their classes on the day the activity is scheduled or in situations when practice is held prior to the school day (i.e. ice hockey), students are required to arrive to school on time and to attend all their classes after practice.

Students with legitimate reasons for being late may participate in activities with permission from the principal, assistant principals or athletic director. It is extremely important that the coach be notified if a student-athlete is not going to be present at practice or a game. Practice is where plans for upcoming contests are devised and perfected. The coaches in our program expect their athletes be present at all team-related activities. Suspension or dismissal may take place as a result of such absences. Student-athletes are excused from team activities for academic or religious reasons (when accompanied by a note from teacher or parent), and/or family emergencies (prior notification to the coach is still expected when possible). Random attendance checks on game days will be performed for each team.

Additionally, the Athletic Director will run periodic reports on athlete attendance. Any athlete who has accrued **multiple tardies** will be called in to meet with their respective Assistant Principal and be given a verbal warning letting them know that **an additional tardy will result in a temporary suspension from extracurricular activities**. The duration of the suspension will vary based on the number of tardies. The Athletic Director will

send separate emails to the applicable coaching staff(s) notifying them about athletes on their roster who receive a verbal warning and are currently in jeopardy of suspension if they receive another unexcused tardy or absence.

### **ADDITIONAL ATTENDANCE INFORMATION**

**Tardiness to School:** School begins promptly at **7:30 A.M.** Students must be in their first block class by this time or be considered tardy.

**Tardiness to Class:** Students have an obligation to arrive on time for class. Class tardiness is a matter between the student and the teacher. It is understandable that a teacher cannot tolerate a continuous interruption by student tardiness and has the right to take disciplinary action and require the student to report to the teacher after school.

**Dismissals:** If a student is to be dismissed from school, he/she must bring a note from a parent to the main office specifying the date, the time, and the reason for dismissal. The note should also specify where a parent can be reached for confirmation of the dismissal request. Students and parents should make every effort to avoid removing a student from school during the day. Dismissal from school should take place only for a serious reason. If a dismissal is to be medically excused, the student must present a note from a doctor or dentist.

**Dismissal for Illness:** A student who becomes ill during the school day must report to the Health Office. The nurses will not dismiss a student from school without contacting a parent/guardian or other individual designated by the parent/guardian as an “emergency contact”. Emergency information must be updated by the parent/guardian annually or whenever contact information changes.

Refer to page 38 for more District information regarding attendance.

## **HOMEWORK POLICY**

Homework is an essential aspect of the learning process and is assigned by teachers on a regular basis. Students are expected to do work at home which is an extension of work done in the classroom. This work can help students improve their understanding of concepts, prepare students for the next class session, offer students an opportunity for differentiated learning through independent projects, reinforce skills and identify areas of needed improvement. Homework assignments should reflect the nature of the course of study, as well as the level of ability and achievement of the individual student.

In some courses, students are given long-range assignments and are instructed to set up an independent homework procedure which will allow them to complete these assignments over a specified period of time. Often an assignment will be utilized to reinforce the material that has been presented in class and may serve as a basis for the next day’s activities.

Hudson High School students should expect homework each night. The length of homework assignments varies according to the course requirements. The quantity and level of difficulty may vary. Teachers will notify students of the homework expectations and the weight of homework in the course grading policy at the beginning of each year. Course syllabi will be distributed at the annual Back to School Night along with grading policies.

Students are responsible for completing and handing in homework assignments on time. Teachers are responsible for checking homework assignments. In cases where homework is not completed, the following steps may be taken:

- The student will make up the assignment for no credit or for reduced credit as specified in the course syllabus.
- Parents may be notified by the teacher.
- Grades may be reduced as specified.
- Parents are encouraged to contact the student’s teacher or school counselor with any homework questions.

In the event that a student is absent from school, students are asked to obtain homework assignments from their teachers. When they are absent, they should contact their teachers for the day’s work. In cases of extended absence,

(three or more days), homework assignments or class work may be requested through the counseling office. Please allow two days for the counseling office to compile the requested material.

### **MAKE-UP WORK**

1. It is the responsibility of the student to make up work and tests missed due to absence. Unless there are extenuating circumstances, work should be made up within three days for each day's absence of the student's return to school.
2. The teacher's time belongs to his/her class, and make-up work cannot interfere with class. Teachers must insist that make-up be done after school.

NOTE: If a student receives an incomplete for a grade at the end of a marking term, work must be made up within two weeks after the end of a marking period.

## **PLAGIARISM**

All sources must be acknowledged in doing research. Paraphrasing another writer's work, facts, opinions, data, and/or ideas must be cited through documentation. Plagiarism is a serious offense. Teachers at Hudson High School teach students about plagiarism. Hudson High School subscribes to an online plagiarism prevention service called *turnitin*. All teachers and students have access to *turnitin.com* and many teachers require students to submit papers through this service, which verifies the authenticity of a composition. Supplementing classroom instruction in plagiarism prevention, the site provides many resources to support student's skill development in research, writing, and citation.

If a document is in question, teachers will discuss the writing with the student. Administration can be called upon to provide further advice. The student will be told that any work in question that cannot be resolved will be judged as the standard for the writing of that student.

Plagiarism occurs on a spectrum, ranging from the accidental failure to cite a source appropriately to the deliberate copying of another's ideas or words without giving credit. As a result, academic and disciplinary consequences for plagiarism are handled on a case by case basis. If a problem arises, parents, students, other teachers, curriculum coordinators, and administrators will be involved as needed. Instances of serious plagiarism will be treated in the same manner as cheating: the student will receive a zero (0) for the paper with no opportunity for make-up. In this event, the teacher will notify the principal and the student's parent or guardian.

## **SEX EDUCATION POLICY**

Hudson High School offers wellness courses that involve human sexuality or human sexual education. Parents or guardians may exempt their child from any portion of a curriculum that involves human sexual education or human sexuality issues, without penalty to the student, by sending a letter to the school principal requesting an exemption. Any student exempted under this policy may be given an alternative assignment. A copy of the Parental Notification Relative to Sex Education policy of the Hudson School Committee (Policy IHAMB) can be obtained from the Superintendent's Office by calling 978-567-6100. The following curriculum suggestions cover the spectrum of what will be taught in wellness courses:

1. Abstinence
  - The advantage and pressure of adolescence
2. Physiology
  - Secondary Sex Characteristics
  - Male and Female Reproductive Systems
  - Menstrual Cycle
  - Masturbation
  - Human Sexual Response
  - Fertilization and Conception

- Prenatal Development and Birth
3. Myths about Sex and Sexuality
  4. Contraception
    - How it works and what makes it fail
  5. Sexual Risks
    - Abortion
    - AIDS
    - Rape
    - Sexually Transmitted Diseases
    - Teen Pregnancy
  6. Family
    - Nurturing a Family Unit
    - Importance of Family
    - Understanding the Changing Family
    - Challenges that May Arise
    - Balancing Work, School and Family
    - Managing Resources
    - Caring for the Family
  7. Developing Decision-making Tools
  8. Love and its Relationship to Sex and Sexuality
  9. Understanding Different Life-styles

\*You may inspect and review the program instruction materials for this part of the curricula\*

## **SCHOOL COUNSELING SERVICES**

Counseling services are available to every student in the school. These services include assistance with educational planning; interpretation of test scores; occupational information; career information; study help; help with home, school and/or other social concerns; or any questions the student may feel he/she would like to discuss with his/her counselor.

That counselor will be responsible for all counselor duties including schedule changes, college applications, letters of recommendation, etc. Counselors are generally available by appointment; however, in case of an emergency, a counselor will see students as promptly as is possible.

Student registration and withdrawal procedures are regulated through the Counseling office. Each entering and departing student will have a conference with their counselor.

### **STANDARDIZED TESTS**

All students in grades 8 and 9 will take the PSAT 8/9 test in the fall. The PSAT 8/9 test is designed to prepare students for the PSAT and provides the school with diagnostic data for each student in the areas of reading, writing and math.

All students in grades 10 and 11 will take the practice scholastic aptitude test (PSAT) in October during the school day. The PSAT prepares students for the SAT, provides the school with diagnostic data and helps the school identify students with the potential to succeed in Advanced Placement courses as juniors or seniors. SAT's are held in November, December, January, April, May, & June. MCAS Testing is held in March, May, and June. Advanced Placement testing (AP) is held in May. More detailed information may be obtained from the Counseling Office.

If a student enrolled in an AP class fails to participate in the testing program, Hudson High School must notify all colleges and universities that the student has applied to and inform them that AP requirements were not met. Also, the AP course appearing on the student's high school transcript will be changed from an AP status to an Honors status.

## THE COLLEGE APPLICATION PROCESS

Students should try to schedule at least one appointment with their counselor after school hours. Parents and guardians are encouraged to attend this appointment. Appointments should be made in advance with the school counselor directly. It will be the responsibility of all seniors or their parents or guardians to schedule an appointment at their convenience. Counselors will continue to be available for individual meetings with seniors during the school day, but will attempt to keep these meetings brief in order to minimize the amount of missed classroom time.

### **Sending Applications to Colleges**

1. The school counseling office will send your official transcript and counselor recommendation to your colleges if you follow these steps and deadlines:
  - A. You complete **the transcript request form** for each application.
  - B. You include **a processing fee of \$2.00**.
  - C. You have previously completed your *Counselor Recommendation Packet* on Naviance.
  - D. You have made arrangements to have your official SAT Scores sent from the Collegeboard.
  - E. You have signed the FERPA statement and inputted colleges on Naviance.
2. Application Schedule:  
**Transcript requests and applications must be submitted to the counseling office a minimum of ten (10) school days prior to the college deadline to be processed on time.**

Seniors should give their completed transcript requests to the school counseling department secretary. Students are responsible for making all their own copies of recommendations essays, etc.

*Make sure that you have your Official SAT Scores sent directly from the College Board in Princeton.  
This can be done through the mail or online at [www.collegeboard.com](http://www.collegeboard.com).*

*Final grades will be sent only to the school that a student will attend. Remember, all senior year grades are reviewed very carefully by college admissions representatives.*

## SCHOLARSHIPS

The Hudson High School Counseling Department handles the scholarship application process for seniors who continue their education after graduating. The local scholarship packets are explained and handed out to interested seniors at a senior class meeting around the last week in February and must be handed in to the school counseling office before spring vacation. Prior to the March meeting, a parent meeting will be held during which time scholarship information will be distributed.

## JUNIOR BOOK AWARDS

Each spring, the faculty selects students from the junior class to receive book awards sponsored by a variety of institutions of higher education. The list below is not exhaustive, but represents the book awards that are typically presented at Scholarship and Awards Night each spring. Book award recipients are selected using criteria established by each of the sponsoring institutions. Some of these awards include the *potential* for scholarships from the sponsoring institutions should the recipient become an accepted student at that institution the following year and meet certain academic requirements. A book award application will be available in February of each school year for students interested in being a recipient of a book award. While parents are not able to nominate their child for a book award, we encourage parents to work with their student to fill out an application to be considered for an award. Parents are also encouraged to conduct their own research on the awards listed below. The list of book awards presented each year is subject to change on an annual basis.

- Clarkson Achievement Award
- Clarkson Leadership Award
- Dartmouth Book Award
- Harvard Book Award



- Rensselaer Polytechnic Institute Medal
- Rochester Institute of Technology: RIT Award
- Smith College Book Award
- St. Michael's College Book Award
- University of Rochester Bausch & Lomb Honorary Science Award
- University of Rochester George Eastman Young Leaders Award
- University of Rochester Fredrick Douglas & Susan B. Anthony Award
- University of Rochester Xerox Award
- Wellesley College Book Award

## SUMMER SCHOOL

Summer school credit is available for those students who need to retake courses failed, for those who desire to take original credit course work for credit or for those students who have lost credits due to attendance. Advanced approval, in writing, must be obtained from the student's counselor and must be signed by the principal.

Registration forms for institutions offering make up and/or original credit courses are available in the counseling office after June 1.

There are two types of summer school courses: those offered for credit recovery due to course failure and those offered as original credit courses. Students are eligible for credit recovery courses if they fail a course with a semester average of 50 or better. If the student's average is below 50, a recommendation from the teacher and school counselor, as well as administrative approval is required before they may attend summer school. If students seek to take an original credit summer school course, they must obtain administrative approval. In cases where students do not obtain administrative approval for original credit courses, credits will not be accepted by Hudson High School.

No more than one summer school course may be taken in one subject area. For example, if freshman English is taken at summer school, no other English courses may be taken at summer school during the student's remaining years at Hudson High School. All other English classes would need to be passed in a regular high school setting. **The maximum number of summer school courses that can be taken in one summer is three unless permission is given by administration. No more than 16 summer school credits can be on a student's final transcript.**

**Grades earned in summer school courses do not replace the original failing grade earned during the school year. Both the original grade and the summer school grade will appear on the transcript. Summer school grades are not averaged with the original failing grade earned during the school year. Summer school courses are not counted towards GPA.**

Students need to earn a passing grade of 70 or better **in the summer school course order to earn credit for the course.** In the event that a letter grade and a percentage grade is issued, Hudson High School will only accept the letter grade.

# STUDENT LIFE

## HUDSON HIGH SCHOOL ATHLETICS

For purposes of identification, a student who tries out for an athletic team, including cheerleading, and is notified by the coach to have in fact become a member of that team, will be considered an athlete and subject to all MIAA rules and regulations and Hudson High School rules and regulations pertaining to athletes.

### VISION

To provide learning experiences through athletics that will enable our students to be better prepared to meet and successfully handle future challenges and responsibilities.

### PHILOSOPHY

The programs at Hudson High School are built upon Hudson as a community of learners sharing the core values of active participation, shared decision making, respect for diversity and dignity, and respect for the individual. We believe all people learn best when actively engaged.

Our curricular and extracurricular programs help students develop strengths and overcome weaknesses while fostering self-esteem. We seek to promote students' responsibility for themselves and concern for others and to provide athletic experiences that encourage respect for individual differences. The athletic program is an extension of the academic program; in that the student's reason for attending school is to receive a comprehensive education. Therefore, the purpose of the athletic program is to extend the academic program by developing our athletes mentally, physically and emotionally through individual and team competition.

Because of the infinite number of individual differences in abilities and interests, the athletic program is comprehensive. All students who show an interest in the program will be encouraged to participate.

The emphasis at each level is:

**VARSIITY- VERY COMPETITIVE/INSTRUCTIONAL**  
**JUNIOR VARSITY- COMPETITIVE/INSTRUCTIONAL**  
**FRESHMEN – INSTRUCTIONAL/SOMEWHAT COMPETITIVE**  
**8TH GRADE- INSTRUCTIONAL**

In accordance with our philosophy, the athletic department's major objectives are:

- \* To foster, through teamwork, a positive attitude toward life.
- \* To encourage winning, but not winning at all cost.
- \* To encourage respect for the rights and abilities of others.
- \* To improve skills and confidence.
- \* To encourage communication with the team and individual athletes.
- \* To develop character, team spirit and a sense of fair play.

Our program is equally committed to both our female and male athletes in funding, scheduling, equipment and support. No athlete will be excluded or discriminated against on the basis of sex, race, color, religion, national origin or disability. Our program's direction and effort should be viewed as an investment in our students, the dividends of which are to be shared by all.

## **CODE OF ETHICS**

The athletic director and all coaches (where applicable) will:

1. Strive to develop and maintain a comprehensive athletic program which seeks the highest development of all participants, and which respects the individual dignity of every athlete.
2. Consider the well-being of the entire student body as fundamental in all decisions and actions.
3. Support the principle of due process and protect the civil and human rights of all individuals.
4. Organize, direct, and promote an interscholastic athletic program that is in harmony with, and contributes to, the total school program.
5. Cooperate with the staff and school administration in establishing, implementing and supporting school policies.
6. Act impartially in the execution of basic policies, and the enforcement of the conference/league, and state high school association rules and regulations.
7. Fulfill professional responsibilities with honesty and integrity, and uphold the honor of the profession in all relations with students, colleagues, coaches, administrators and the general public.
8. Avoid using the position for personal gain or influence.
9. Seek to improve the professional status and effectiveness of the interscholastic athletic administrator through participation in local, state and national in-service programs.
10. Be committed to high standards of ethics, sportsmanship, and personal conduct on the part of the administrator, members of the coaching staff, and the athletes representing their school.

## **CODE OF CONDUCT**

When in-season, all Town-owned and off-campus practice and competition venues will be considered an extension of the Hudson High School building where all applicable use of property policies and regulations apply. All HHS students will treat the following facilities as HHS school property and as such, not use said facilities for the commission of any act that is prohibited by law or for the commission of any crime. Students that violate school rules on these premises in-season may face school and athletic consequences. These properties include but are not limited to;

Busch Memorial  
Cross Country Course  
Fossile Field  
Morgan Bowl Track and Field  
New England Sports Center  
O'Donnell 1 Field  
O'Donnell 2 Field  
Riverside Park  
Riverside Tennis Courts  
Sauta Field  
Stow Acres Golf Course

## **GOVERNING BODIES**

### **The Massachusetts Interscholastic Athletic Association (M.I.A.A.)**

Hudson High School is a member in good standing of the MIAA. With membership, the Principal agrees to abide by all rules and regulations of the MIAA.

### **Midland-Wachusett League**

Hudson is a member of the Midland-Wachusett league. The league is divided into four divisions - A, B, C, D, based on grades 9-12 enrollment. Hudson is in the B division.

### **Hudson School Committee**

Additional policies, regulations, and rules are set by the Hudson School Committee and the Principal. Under MIAA guidelines, local communities are allowed to set additional policies, rules and/or regulations as long as they are more restrictive than those stipulated by the MIAA.

**MIAA LOYALTY TO THE HIGH SCHOOL TEAM:  
BONA FIDE TEAM MEMBERS (RULE 45)**

A bona fide member of the school team is a student who is consistently present for, and actively participates in, all high school team sessions (e.g. practices, tryouts, competitions). Bona fide members of a school team are precluded from missing a high school practice or competition in order to participate in a non-school athletic activity/event in any sport recognized by the MIAA. ***First Offense: Student athlete is suspended for 25% of the season (see chart on Rule 62). Second Offense: Student athlete is suspended for an additional 25% of the season, and is ineligible for tournament play immediately upon confirmation of the violation.*** See Rule 96 for additional tournament restriction and rule 86 for waiver guidelines.

**MIAA BONA FIDE TEAM MEMBER RULE (96)**

A bona fide team member is a student who is regularly present for, and actively participates in, all team practices and competitions. Bona fide members of a school team are precluded from missing a high school practice or competition in order to practice or compete with an out-of-school team. *Any student who violates this standard becomes ineligible for the MIAA tournament(s) in that sport for that season. (See Rule 51 for additional regular season penalty).* A coach does not have the right to excuse a team member from a practice or a game so he/she may play or practice for another team. The Principal of a school may request a waiver of this rule in special circumstances.

**EIGHTH GRADE ATHLETES ON VARSITY TEAMS**

As a general rule, eighth grade athletes are not placed on varsity teams unless no other level except varsity exists in a particular sport. Teams may reward eighth grade athletes for their hard work by selecting them to participate in post season play. To better serve the eighth grade athlete who has the skill and maturity to play on a varsity team, an appeal of this rule to the Athletic Director and Principal may be made.

**ATHLETIC ELIGIBILITY POLICY**

Athletes must meet all of the eligibility requirements of Extracurricular Activities. However, athletes also have additional eligibility requirements.

**PHYSICAL EXAMINATIONS/MEDICAL COVERAGE/CONCUSSIONS**

Hudson School Committee and MIAA policies require that all student-athletes pass a physical examination prior to participation in High School athletics. A physical exam covers the student for 13 months from the exam date. **Students no longer should be allowed to participate until the end of the season when their physical expires during the season.** A student's eligibility will terminate once a physical has reached the 13 month limit.

Students are encouraged to seek physical exams from their own health care providers, but in the event that this is not possible, the School Nurses will schedule sports physicals a few times a year utilizing the services of the School Physician. The physical exams will be conducted in the Health Office during a regular school day. Students will be informed regarding the dates of these offered exams via the Daily Announcements and the Round Robin.

**ATHLETIC USER FEE GUIDELINES**

1. The Hudson School Committee has established a uniform Athletic User Fee of \$125 per athlete per season for each sport including cheerleading and excluding hockey. The Athletic User Fee for Hockey is \$250 per athlete per season.
2. Students who leave a team voluntarily or who are dropped from the team by the Coach, Athletic Director, or Principal for disciplinary or scholastic deficiencies, are not eligible for a refund. Under extenuating circumstances, the User Fee may be returned at the discretion of the Principal.
3. Payments should be made online through MySchoolBucks, an online service that provides families with the convenience and information needed to manage their student's account. This system speeds up the registration process for various programs, eliminates the need to send checks to school or worry about lost or forgotten money, and ensures that students will be enrolled in all of their activities. To register for an account, simply visit: [www.MySchoolBucks.com](http://www.MySchoolBucks.com) and click on "Sign-Up Today." Visit the ATHLETIC School Store and add a SPORT to your cart. Fill out the REGISTRATION and MEDICAL FORM, and electronically sign. Checkout with your credit/debit card.

4. There are no provisions for reduced fees, except in unusual circumstances approved by the Administration. All requests for reduced fees must be submitted in writing to the Administration.
5. Game uniforms will not be issued until the squad rosters are on file with the Athletic Director and the member has paid the Athletic User Fee.
6. Payment of the Athletic User Fee does not guarantee playing time except for the time directed by the coach.

### **MIAA CHEMICAL HEALTH POLICY FOR ATHLETES**

**The MIAA Rules provide minimum standards for penalties for student athletes who possess or use alcohol, tobacco, or controlled substances. Hudson High School imposes higher penalties for its athletes (including cheerleaders) who engage in such conduct, as follows:**

Any student who, **at any time during the regular school year**, regardless of the quantity, uses or consumes, possesses, buys/sells, or gives away any drugs, including but not limited to alcohol, tobacco, or marijuana, or any other controlled substance, will be subject to the penalties outlined below. The penalties will also apply to a student who engages in such conduct during the summer vacation period, if the student's team has already begun practice for the coming school year.

**“Possession” is broadly defined:** A student may be considered to be in possession of an item if it is determined that he/she is knowingly in its presence. All information will be taken into consideration in making this determination. Once the student becomes aware of the presence of a prohibited item, he or she should leave the situation as soon as possible without putting himself/herself at risk. Any student who hosts a party where alcohol or controlled substances are consumed will be presumed to have knowledge thereof.

**Exceptions** It is not a violation for a student to be in possession of prescription medication specifically prescribed for the student's own use by his/her doctor. Nor shall it be a violation for a student to be in the presence of alcohol so long as it is in the control of the student's parent or adult of similar age or older.

#### **A. Minimum penalties:**

##### **1. First Violation**

When the Principal confirms, following an opportunity for the student to be heard, that a violation occurred, the student shall lose eligibility for the next consecutive interscholastic contests totaling 25% of all interscholastic contests in that sport. No exception is permitted for a student who becomes a participant in a treatment program. It is recommended that the student be allowed to remain at practice for the purpose of rehabilitation. All decimal part of an event will be truncated i.e. All fractional part of an event will be dropped when calculating the 25% of the season.

##### **2. Second and Subsequent Violations**

When the Principal confirms, following an opportunity for the student to be heard, that a violation occurred, the student shall lose eligibility for the next consecutive interscholastic contests totaling 60% of all interscholastic contests in that sport. All decimal part of an event will be truncated i.e. All fractional part of an event will be dropped when calculating the 60% of the season.

If after the second or subsequent violations the student of his/her own volition becomes a participant in an approved chemical dependency program or treatment program, the student may be certified for reinstatement in MIAA activities after a minimum of 40% of events ***provided the student was fully engaged in the program throughout that penalty period. The high school principal in collaboration with a Chemical Dependency Program or Treatment Program*** must certify that student is attending or issue a certificate of completion. If student does not complete program, penalty reverts back to 60% of the season. All decimal part of an event will be truncated i.e. All fractional part of an event will be dropped when calculating the 40% of the season.

Penalties shall be cumulative each academic year, ***but serving the penalty could carry over for one year. Or***, if the penalty period is not completed during the season of violation, the penalty shall carry over to the student's next season of actual participation, which may affect the eligibility status of the student during the next academic

year. (e.g. A student plays only football: he violates the rule in winter and/or the spring of same academic year: he would serve the penalty [ies] during the fall season of the next academic year).

<b>1<sup>st</sup> Offense -25%</b>	
<b># of Events/Season</b>	<b># of Events/Penalty</b>
1-7	1
8-11	2
12-15	3
16-19	4
20 or over	5
<b>2<sup>nd</sup> Offense – 60%</b>	
<b># of Events/Season</b>	<b># of Events/Penalty</b>
1-3	1
4	2
5-6	3
7-8	4
9	5
10-11	6
12-13	7
14	8
15-16	9
17-18	10
19	11
20 or over	12
<b>2<sup>nd</sup> Offense w/Dependency Program – 40% if in the program throughout the penalty period</b>	
<b># of Events/Season</b>	<b># of Events/Penalty</b>
1-4	1
5-7	2
8-9	3
10-12	4
13-14	5
15-17	6
18-19	7
20 or over	8

During practice or competition, a coach shall not use any tobacco product (*penalty: same as students’ – see chart above*).

**B. Additional penalties:**

The above are the minimum penalties to be imposed. The Principal may, in his discretion, impose additional penalties if he deems appropriate, including but not limited to removing the student from any position of leadership or excluding the student on a long term or permanent basis from all extracurricular activities, including athletic teams. The Principal may also choose to offer community service in lieu of such additional penalties.

Students are reminded that conduct that occurs at school or a school related event may also lead to suspension or expulsion from school based upon the standards set forth in the Hudson High School Student Handbook.

**C. Appeals:** Any decision by the Principal imposing the minimum penalties as outlined above (Section A) shall be the final decision of the Hudson Public Schools and shall not be subject to appeal. Additional penalties (Section B) may be appealed to the Superintendent of Schools.

- D. Penalties are cumulative.** If the penalty period is not completed during one season of play, it will carry over to the student's next season in which he would otherwise participate. Thus, penalties may carry over from sport to sport and year to year.
- E.** Parents and student athletes are encouraged to contact their coach or the high school administration if there are questions regarding the interpretation or enforcement regarding this policy.

### **STEROID USE**

Anabolic androgenic steroid use at the high school level is of grave concern. Steroids are used by some athletes, and the seriousness of the problem has been well documented. A recent study indicates that over 3% of high school seniors have tried steroids in their lifetime (NIDA, 2004). High School coaches may not be able to prevent the use of steroids altogether, but they can clearly and forcefully discourage their use. Coaches should take a proactive role, learning about steroids, and then providing this information to their athletes.

Steroids can, with proper diet and weight training, increase muscle development; however, as is typical with most "get-rich-quick" schemes, steroid use has serious short and long term consequences. Normal and equal musculature development can occur without steroid use. Although the natural process takes longer, muscle tone will last longer and does not carry the harmful side effects of steroids.

Most coaches would not promote steroid use intentionally. Total silence by coaches however condones use in some young people's minds. Even though steroids may not be mentioned when it is suggested to an athlete that his/her success is limited only by a lack of weight and/or strength, without a disclaimer the statement can be a motivation to use steroids. The pervasiveness of the drugs that allow for development of increased weight under the aforementioned circumstances is a coercive power that is difficult for young athletes to resist without knowing what the side effects of the drugs may be.

The issue goes beyond protecting the integrity of sport. The use of steroids in sports is cheating. We must oppose the use of steroids for both health and ethical reasons.

## **EXTRACURRICULAR ACTIVITIES**

The advisability of presenting an extracurricular activity is a decision of the Administration and School Committee based upon student interest. Thus, extracurricular activities may vary from year to year. \*Note that all extracurricular activities are covered by Hudson High School's Eligibility Policy. See Eligibility section of handbook.

### **PARTICIPATION IN EXTRACURRICULAR ACTIVITIES: A PRIVILEGE**

A student's participation in activities that are beyond curricular requirements is a privilege, not a right. Examples of such activities include clubs, athletic teams, and attendance at sporting events, dances, some field trips, as well as graduation ceremonies and other senior activities. The principal may thus exclude students from such activities if he/she deems appropriate.

### **CREATION OF NEW CLUBS**

Students who wish to initiate a club may meet with the school administration to discuss their interest and the procedures to be followed. These procedures include the student identifying a Hudson High School teacher or administrative staff member who will agree to serve as advisor and the administration's approval of the use of school facilities.

### **SCHOOL ATTENDANCE: PARTICIPATION IN EXTRACURRICULAR ACTIVITIES**

Students who wish to participate in extracurricular activities (practice sessions, rehearsals, games, etc.) are expected to arrive to school on time and to attend all their classes on the day the activity is scheduled. Students with legitimate

reasons for being late may participate in activities with permission from the principal or assistant principals, or athletic director. Should the practice, rehearsal, etc., take place before the school day and the student fails to attend school following the practice or rehearsal or is tardy to school, the student is ineligible for the next contest or performance.

### **ACADEMIC ELIGIBILITY FOR PARTICIPATION IN EXTRACURRICULAR ACTIVITIES**

#### **Academic requirements for participation in ALL Extracurricular Activities**

1. To be eligible to represent Hudson High School as an athlete, or to participate in any activity, or to hold office, a student must secure a passing grade in four major courses (4 credits each) plus a passing grade in one semester-based elective course (2 credits) during the previous grading period. If declared ineligible a student shall remain ineligible until grades are reported to parents following the end of the next grading period. A minimum of 18 credits, with 16 of those credits coming from yearlong 4-credit courses, must be earned in order to be academically eligible. An incomplete grade is not a passing grade.
2. Students enrolled in four or fewer than four major courses (4 credits each) must be passing all of their major courses and be passing a minimum of 18 credits total to be eligible for extra-curricular activities. For example, a student who is enrolled in 3 major courses (English 12, statistics, and sociology) plus 4 semester-based electives and fails sociology but passes all other courses is considered ineligible.
3. Summer school grades are accepted for eligibility. A student who loses eligibility due to a failing course grades may become eligible by passing the failed courses at an approved summer school program.
4. Eligibility for the first term of each school year (fall season) for students in grades 9-12 is determined by the final grades earned, not fourth term grades. Eligibility is then determined with each subsequent report card.
5. All incoming eighth grade students will be eligible for the first term. Following the first term of the eighth grade year, to remain eligible students must meet the conditions outlined in section 1 above. While 8<sup>th</sup> grade students do not earn credits, the academic eligibility requirements for them will be the same as those of students in grades 9-12.
6. Any student who is ineligible at the start of the season can become eligible as long as he/she is part of the team from the first day of practice. Academically ineligible students can only practice with a team - they are not eligible to play in contests. When a student becomes academically eligible, he/she must receive final approval from the principal, assistant principal or athletic director and the head coach before being cleared to play.
7. The principal or assistant principal may declare a student ineligible for violations of school rules or the attendance policy
8. Should eligibility questions arise, the principal's decision shall be final.

### **JUNIOR PROM**

The junior prom is for members of the junior class and their guests. All Hudson High School students attending the junior prom must be academically eligible. Eligibility requirements for the junior prom are the same as they are for all other extra-curricular activities. In order to be eligible, a student must secure a passing grade in four major courses (4 credits each) plus a passing grade in one semester-based elective course (2-credits) on the 3<sup>rd</sup> quarter report card. An incomplete grade is not a passing grade. No student may be dismissed for any prom related reason before the end of the 4th block. Classes missed due to dismissal for the Junior Prom will be unexcused. In order for a member of the junior class to bring a guest (an individual under the age of 21 who does not attend Hudson High School) to the Prom, a School-sponsored Event Consent Form must be completed and submitted to an Assistant Principal before a Prom ticket may be purchased. This policy may be waived by the principal due to extenuating circumstances. Juniors participating in the Prom are required to have class dues paid in full (including previous years).

### **GRADE 8 BOAT CRUISE**

All 8<sup>th</sup> grade students attending the annual semi-formal boat cruise must be academically eligible. In order to be eligible, a student must secure a passing grade in four major courses (4 credits each) plus a passing grade in one semester-based elective course (2 credits) during **quarter 3**. An incomplete grade is not a passing grade. Students



must be present during the entire school day on the day of the boat cruise in order to be eligible to attend. The 8<sup>th</sup> grade boat cruise is open to current Hudson High School grade 8 students only.

### WASHINGTON D.C. TRIP

All 9<sup>th</sup> grade students who wish to participate in the annual freshman class trip to Washington D.C. must be academically eligible. In order to be eligible, a student must secure a passing grade in four major courses (4 credits each) plus a passing grade in one semester-based elective course (2 credits) during quarter 3. An incomplete grade is not a passing grade. Participants are also required to have their freshman class dues paid in full prior to departure.

# CODE OF CONDUCT

## STUDENT RIGHTS & RESPONSIBILITIES

The reason for being in school is to learn. That which distracts students from this purpose must be avoided. Students are expected to show proper respect for one another, for all school personnel, and for the school building and grounds.

Once students have arrived on school grounds or board the school bus, students are under the supervision and direction of the school staff and all school regulations. Infractions of school rules and disregard of orderly school conduct may result in detention by the teacher, referral to the office, student and/or parent conferences, Saturday School, in-school or out-of-school suspension, expulsion, or other penalties deemed appropriate by the Principal or his/her designee.

Included below is a list of prohibited conduct and guidelines for response by school officials. In listing prohibited conduct, we cannot anticipate every possible circumstance that could result in discipline. Students are expected to recognize that any conduct that interferes with an appropriate educational environment, whether or not listed, may lead to discipline. In addition, students should be aware that the responses listed are merely guidelines. School officials retain the discretion to vary from these guidelines as appropriate based upon the circumstances of each incident.

The following are examples of behaviors that are not acceptable at school:

Alcohol possession / use	Inappropriate use of a cell phone
Assault	Inappropriate use of the internet
Causing a disruption	Leaving class without permission
Cutting class	Leaving the building without permission
Cutting office detention	Lying or providing false/misleading information during an investigation
Cutting Saturday School	Not following directions
Cutting teacher detention	Not reporting to the office
Destruction of school property due to arson	Physical fight/instigating a physical fight
Disrespect to a staff member	Possession of a weapon
Drug possession / use	Racial slurs
Excessive tardiness	Sexual Assault
Explosive or incendiary device	Sexual Harassment
Failure to do classwork	Showing lack of respect
Failure to do homework	Theft
Felony outside of school	Threat of physical attack

Forging a note	Threatening a student or staff member
Forging a signature	Tobacco possession / use
Harassment	Truancy
Inappropriate behavior	Vandalism
Inappropriate conduct on the bus	Vaping
Inappropriate gesture	Violation of school rules
Inappropriate language	

### **REFERRAL TO THE OFFICE**

If a student is sent out of a classroom for a class disruption, the student will report immediately to the office to report to either the principal or assistant principals. Failure to report to school administrators will result in suspension or Saturday School.

Following a discussion between the student and either school administrator, the student’s parents or guardian may be contacted and requested to come to school for a discussion of the student’s behavior. While waiting for a parent or guardian to arrive, the student will remain in the office. If the student refuses to remain in the office, he/she will be suspended. At the end of the school day, if a parent/guardian has not yet arrived, the student will be sent home, with the expectation that the student must return the following day with a parent or guardian, prior to readmission to classes.

### **RULES OF CONDUCT DURING OFFICE REFERRAL**

1. No cell phone use.
2. No iPod/MP3 player use.
3. Students will wait to see the Assistant Principal in a quiet and respectful manner.
4. No profanity.

### **TEACHER DETENTION**

Students may be required by classroom teachers to attend detention for up to one hour for various classroom offenses. Students will receive one school day notice of assignment to teacher detention and will report immediately after school Monday through Friday. The purpose of teacher detention will be to identify problem areas and arrive at constructive remedial solutions. Repeat offenses may result in recommendation by teachers that students be assigned to administrative detention. Failure to report to teacher detention will result in the assignment of two detentions and the filing of a discipline report by the classroom teacher with the assistant principals. A second failure to report to teacher detention will result in assignment to Saturday school.

### **ADMINISTRATIVE DETENTION/SERVICE**

Students may be required by administrators to attend detention for up to one hour for various offenses. Students will receive one school day notice of assignment to administrative detention and will report to the appropriate room no later than 2:10 p.m. Failure to report to administrative detention will result in Saturday School or suspension.

### **RULES FOR ADMINISTRATIVE DETENTION**

1. No talking will be allowed at any time.
2. Students will be responsible for bringing sufficient materials to remain occupied with educational endeavors for the duration of the assigned time.
3. Students may be assigned specific tasks to be completed during administrative detention that relate to the particular offense.
4. Students may be assigned to do community service after school.

### **SATURDAY SCHOOL**

An administrator may assign a student to Saturday School for various offenses. Saturday School takes place on Saturday morning beginning at 8:00 a.m. and lasts for up to four hours. Students will receive written notice of assignment to Saturday School at least 24 hours in advance. Parents may be notified by telephone prior to the day on which Saturday School will be served. Students may be assigned specific tasks related to the offense that will be completed at Saturday School.

## **SUSPENSION & EXPULSION**

A suspension is a temporary loss of membership in the school community. Expulsion is the removal of a student from the school premises, regular classroom activities, and school activities for more than ninety (90) days, indefinitely, or permanently. Students are prohibited from being on school grounds or attending school sponsored activities on or off campus during the time of the suspension or expulsion. Procedures and related protections for the following categories of suspension can be found in the District Policies section of the handbook starting on page 53.

- Short-term Suspension
- Emergency Removal
- Long-Term Suspension
- Expulsion
- Additional Protections for Special Education Students
- Possession of Weapons or Controlled Substances or Assault of Educational Personnel
- Suspension/Expulsion Based Upon a Felony Charge/Conviction M.G.L. c. 71, § 37H½
- Educational Services and Academic Progress During Suspensions and Expulsion

An administrator may, at his/her discretion schedule a conference with parents/guardians prior to a student's return to school after a suspension to discuss and set forth the terms of return. Work and tests missed during the suspension period must be made up at by the student. If Suspension or Saturday Schools has been assigned as a consequence of failure to attend administrative or teacher detention, these obligations will be met by the student after the suspension or completion of Saturday School.

## **POLICIES AND LAWS** **RELEVANT TO STUDENT CONDUCT**

### **ALCOHOLIC BEVERAGES AND CONTROLLED SUBSTANCES**

The use, serving, consumption, or possession of any alcoholic beverage or controlled substances on school property or at school functions is prohibited. Further, any student will be barred from any school sponsored activity if he or she has consumed alcoholic beverages or drugs prior to attendance at or participation in said school activities. Parents will be contacted; and a conference will be scheduled. Students are reminded that participation in all extracurricular activities and events is a privilege, not a right. The Principal will take violations of this policy seriously in determining whether students will continue to be afforded the privilege of such participation. Students are also reminded that violations of this policy may result in suspension and/or expulsion from school. See also, "Chemical Health Policy for Athletes."

If a student is suspected of being under the influence of alcohol or other controlled substance in school, the follow steps will be taken as appropriate:

1. An Administrator will be notified immediately and determine a course of action (Resource Officer, School Nurse, etc.)
2. The nature of the substance will be determined if possible.
3. The student's parent/guardian will be notified.
4. The principal will decide what other actions should be taken.
5. The principal may prepare a confidential report for the Superintendent of Schools.

### **ABUSE OF BUILDING, VANDALISM, AND THEFT**

Abuse of the building, vandalism or theft of school property is a serious matter and will result not only in school discipline but also reporting to the police. In addition, the Hudson Public School reserves the right to seek restitution in the courts.

Students are discouraged from bringing money and items of value to school. The school cannot be responsible for loss or theft of such items. Wallets, purses, etc., should not be left unattended at any time. If there is an occasion on which it becomes necessary for a student to bring a large sum of money to school, it should be left in the main office with an administrator.

### **ARSON**

The lighting of fires in school and the malicious destruction of school/personal property by fire are grounds for expulsion.

### **BOMBS**

Any student found in possession of or setting off in school either a smoke or stink bomb may be suspended up to ten days.

### **BREATHALYZER POLICY**

A *breathalyzer* may be utilized under circumstances involving reasonable suspicion of intoxication. The purpose of the *breathalyzer* is to encourage a safe and drug free environment and to deter the illegal consumption of alcohol by minors. Refusal to take the *breathalyzer* when instructed will result in parental notification and may result in out of school suspension.

### **BUS RULES**

The expectations for behavior while riding a school bus can be found in the district transportation policy starting on page 47.

### **CELL PHONE AND ELECTRONICS POLICY**

Inappropriate use of electronics, such as, but not limited to, cell phones, PDAs, iPods, etc. distracts from learning. Electronics may be used before school, after school, at lunch, and during passing time between classes. Electronics may not be used during class time unless specific exceptions are made. Cell phones or other electronic devices are not to be used during assessments unless authorized by the teacher. Unauthorized use of cell phones or other electronic devices during an assessment may result in the student receiving a grade of zero on that assessment.

#### **Student Consequences of Unacceptable Use of electronics**

##### **A. In the class room:**

The teacher may ask the student to put the device away, turn it off, etc.

The teacher may take the device and return it later or at the end of class.

The teacher may take the device away and give it to the appropriate Administrator. The Administrator will determine when to return the device to the student and may require the parent to come to school before the device is returned.

##### **B. In the hall during class time, not passing time.**

The student will be asked to put the device away, turn it off, etc.

The device may be taken away and returned at a later time.

The device may be taken away and given to the appropriate administrator. The administrator will determine when to return the device to the student and may require the parent to come to school before the device is returned.

#### **Teacher Discretion**

Teachers may allow the use of electronic devices in their class at their discretion.

Teachers must clearly define the classroom policy in their syllabus.

Students will be encouraged to tell teachers if there is a home situation that might result in a phone call.

#### **\*\*Parent Calls and Text Messages\*\***

Parents should be aware of class schedules so as not to disturb students in class with cell phone calls or text messages. Parents are asked to direct emergency calls through the main office.

## **DISPLAYS OF AFFECTION**

Signs of affection deemed inappropriate in a school setting by a teacher or administrator may result in serious disciplinary action, suspension and/or parent conference.

## **DRESS CODE**

The responsibility for the dress and appearance of the students will rest with individual students and parents. They have the right to determine how the student will dress providing that attire is not destructive to school property, complies with requirements for health and safety, and does not cause disorder or disruption. The administration is authorized to take action, with dignity and without shaming, in instances where individual dress does not meet the stated requirements.

This does not mean that student, faculty, or parent/guardian groups may not recommend appropriate dress for school or special occasions. It means that students will not be prevented from attending school or a school function, or otherwise be discriminated against, so long as their dress and appearance meet the requirements set forth above. Parents and students are expected to exercise good judgment regarding school dress attire. Student attire should not be destructive to school property, comply with requirements for health and safety, and it should not cause disorder or disruption.

Such as:

- Clothing bearing offensive themes or that advertises merchandise not suitable for minors
- See-through or transparent clothing
- Visible undergarments
- Hoods are not worn in school

Students should also wear appropriate footwear that is conducive to the scheduled activities.

## **FALSE ALARMS AND BOMB THREATS**

Students caught pulling fire alarms, making false 911 calls or calling bomb threats are subject to immediate suspension and/or expulsion, police notification, and parental conference before returning to school. The penalty for pulling a false alarm may be a fine between \$100 and \$200 or up to one year imprisonment (Chapter 269, Section 13). A bomb threat may bring up to one year imprisonment or two and one-half years in a house of correction or a fine up to \$1,000 which can be attached to either of the above penalties (Chapter 269, Section 14).

## **FIGHTING**

Students who instigate fights but are not actively involved (for example, students who carry rumors, put others up to fighting, carry information back and forth between other individuals who subsequently fight) submit themselves to the same penalties as those who are involved in the fight. In an instance of fighting, the need for self-defense will be considered, but the student must show that s/he had no reasonable means of escape and that s/he used only the force necessary to protect him/herself or others.

## **GAMBLING**

There will be no gambling on school grounds.

## **GUN-FREE SCHOOLS ACT OF 1994**

In accordance with the Gun Free Schools Act of 1994, any student who is determined to have brought a firearm to school or to a school-related event will be excluded from the Hudson Public Schools for a period of not less than one year except as determined by the Superintendent on a case-by-case basis. The definition of a firearm includes, but is not limited to, guns (including a starter gun, bombs, grenades, rockets, missiles, mines and similar devices). 20 U.S.C. §8921

## **HAZING PROHIBITED**

Any form of hazing is considered a serious offense. Any student who organizes or participates in hazing is subject to exclusion from extracurricular activities, as well as suspension or expulsion from school. In addition, students should be aware that hazing carries criminal penalties. Mass. Gen. Laws c. 269 provides as follows:

**Section 17.** Whoever is principal organizer or participant in the crime of hazing as defined herein shall be punished by a fine of not more than three thousand dollars or by imprisonment in a house of correction for not more than one year, or by both such fine and imprisonment. The term "hazing" is used in this section and in sections eighteen and nineteen, shall mean any conduct or method of initiation into any student organization, whether on public or private property, which willfully or recklessly endangers the physical or mental health of any student or other person. Such conduct shall include whipping, beating, branding, forced calisthenics, exposure to weather, forced consumption of any food, liquor, beverage, drug or any other substance, or any other brutal treatment or forced physical activity which is likely to adversely affect the physical health or safety of any such student or other person, or which subjects such student or other person, to extreme mental stress, including extended deprivation of sleep or rest or extended isolation. Notwithstanding any other provisions of this section to the contrary, consent shall not be available as a defense to any prosecution under this action.

**Section 18.** Whoever knows that another person is the victim of hazing as defined in section seventeen and is at the scene of such crime shall, to the extent that such person can do so without danger or peril to himself or others, report such crime to an appropriate law enforcement official as soon as reasonably practicable. Whoever fails to report such crime shall be punished by a fine of not more than one thousand dollars.

**Section 19.** Each institution of secondary education and each public and private institution of post-secondary education shall issue to every student group, student team or student organization which is part of such institution or is recognized by the institution to use its name or facilities or is known by the institution to exist as an unaffiliated student group, student team or student organization, a copy of this section and sections seventeen and eighteen; provided, however, that an institution's compliance with this section's requirements that an institution issue copies of this section and sections seventeen and eighteen to unaffiliated student groups, teams or organizations shall not constitute evidence of the institution's recognition or endorsement of said unaffiliated student groups, teams or organizations. Each such group, team or organization shall distribute a copy of this section and sections seventeen and eighteen to each of its members, plebes, pledges, or applicants for membership. It shall be the duty of each such group, team or organization, acting through its designated officer, to deliver annually, to the institution an attested acknowledgement stating that such group, team or organization has received a copy of this section and said sections seventeen and eighteen, that each of its members, plebes, pledges, or applicants has received a copy of sections seventeen and eighteen, and that such group, team or organization understands and agrees to comply with the provisions of this section and sections seventeen and eighteen.

Each institution of secondary education and each public or private institution of post-secondary education shall, at least annually, before or at the start of enrollment, deliver to each person who enrolls as a full time student in such an institution a copy of this section and sections seventeen and eighteen.

### **LASER LIGHTS**

Laser lights are not allowed in school. Students found with laser lights on school property or at school functions are subject to suspension.

### **OFF LIMITS**

The following areas are "off limits" to all students during the school day unless they are under the direct supervision of a teacher or permission has been given to the student by an administrator:

1. Riverside and front parking lots
2. All motor vehicles (**\*Passes to motor vehicles during the school day will be LIMITED**)
3. All lavatories, and shops; art, band, special education, custodians', and faculty rooms; library, gymnasium, department offices, and auditorium
4. Teacher mailboxes
5. Behind the front office secretary desk
6. Computer rooms
7. Back of school; Track & Morgan Bowl doors

**POSSESSION OF WEAPONS OR CONTROLLED SUBSTANCES**  
**ASSAULT OF EDUCATIONAL PERSONNEL**

In addition to the procedures starting on page 53 of the district policy, all students and parents should note that:

“**Assault**” includes not only harmful or offensive touching but also the **threat** of such touching.

“**Dangerous weapons**” include not only guns, knives, and facsimiles thereof, but other objects that are or may be used as a dangerous weapon. Such items do not belong in school.

“**Controlled substances**” include not only illegal drugs such as marijuana but also prescription medications. **All medications** are to be stored and administered in the Health Office.

“**Possession**” A student may be found guilty of constructive possession of an item if it is determined that he/she is knowingly in its presence. All information will be taken into consideration in making this determination. Once the student becomes aware of the presence of a prohibited item, he or she should leave the situation as soon as possible without putting himself/herself at risk.

**REPORTS OF SUSPECTED CRIMINAL CONDUCT TO THE POLICE**

Pursuant to the Memorandum of Understanding between the Hudson Public Schools and Hudson Police Department, the Hudson Public Schools reports suspected criminal conduct of a serious nature to the police. The school may discipline students for conduct reported to the police. **NOTE:** Copies of the Memorandum of Understanding may be obtained from the School Resource Officer.

**SEARCH OF STUDENTS AND THEIR PROPERTY**

The Fourth Amendment to the U.S. Constitution and related state law protects students from unreasonable searches by school officials in areas where students have a reasonable expectation of privacy.

**Student Lockers, Desks and Automobiles parked in Front or Riverside parking lots:** Student lockers, desks, and similar areas including automobiles in the front or Riverside parking lots are merely provided to students for their nonexclusive use and remain the property of the school. Thus, students must recognize that they have no reasonable expectation of privacy in these areas. Lockers, desks and similar areas at school are subject to search at any time.

**Search based upon reasonable suspicion:** As a general practice, students and their private possessions are subject to search by school officials at school events either on or off campus when there is reasonable suspicion that the search will produce evidence that the student has violated school rules or the law. The search itself will be conducted in a manner reasonably related to its objectives and not excessively intrusive in light of the age and sex of the student.

In deciding whether to search a student, the school official may consider information from teachers, students, and other sources the administrator deems reliable. Even information from an anonymous source may be sufficient when the object sought poses a danger. Students who refuse a search will be suspended pending a meeting with their parent/guardian.

**Random searches:** In addition to conducting searches based upon individualized suspicion described above, school officials may condition students’ participation in extracurricular activities, including overnight trips, on their assent to **random** searches.

## **SKATEBOARDS**

Skateboards are not allowed in the school building. Skateboards brought into the school building by students will be confiscated by the Administration and returned to the student's parent/guardian. Individuals who use school property for skateboarding will be considered to be trespassing and may be referred to the police.

## **SMOKING**

CH. 71, S.2A. OF THE MASSACHUSETTS GENERAL LAWS STATES THAT IT IS UNLAWFUL FOR ANY STUDENT ENROLLED IN SECONDARY PUBLIC SCHOOLS IN THE COMMONWEALTH TO USE TOBACCO PRODUCTS OF ANY TYPE ON SCHOOL GROUNDS DURING NORMAL SCHOOL HOURS. STUDENTS ARE REMINDED THAT THE SURGEON GENERAL HAS DETERMINED THAT CIGARETTE SMOKING, SMOKELESS TOBACCO, AND CHEWING TOBACCO ARE DANGEROUS TO YOUR HEALTH. USING ANY TOBACCO PRODUCTS IS NOT PERMITTED IN SCHOOL OR ON SCHOOL GROUNDS. STUDENTS FOUND IN VIOLATION OF THIS POLICY WILL BE SUSPENDED.

Students who are in possession of or found using cigarettes, cigarette lighters, matches, or nicotine delivering devices (i.e. a Vape or a Juul) on school property will be subject to suspension. If found, these items will be confiscated.

## **SUSPENSION/EXPULSION BASED UPON A FELONY CHARGE/CONVICTION**

Chapter 71, Section 37H1/2 of the Massachusetts Acts of 1993 allows the principal of a school to suspend a student who has been charged with a felony or who is the subject of a felony delinquency complaint, if the principal determines that the student's continued presence in school would have a substantial detrimental effect on the general welfare of the school. The statute also allows the principal to expel a student who has been convicted, adjudicated, or admitted guilt with respect to a felony or felony delinquency, if the principal determines that the student's continued presence in school would have a substantial detrimental effect on the general welfare of the school. A copy of this law may be obtained in the main office.

# **GENERAL INFORMATION**

## **ACCIDENTS**

The nurse is available to check any student who is injured in school. If a student is injured, he/she should notify the teacher immediately and request the teacher to file an accident report with the main office on the day of the accident. Soon after the report has been received in the main office, a claim form will be mailed home to a student carrying school insurance.

## **AFTERNOON ACTIVITIES**

Athletic activities will begin at 2:50 p.m. Time between dismissal and 2:50 p.m. will be used for organization & club meetings and extra help sessions.

## **ADDRESS & TELEPHONE NUMBER**

Any change of address and/or telephone number should be reported to the counseling office within twenty-four hours of the date the change is effective. A new emergency card should then be filed with the nurse. All students are required to keep an updated emergency card on file with the nurse.

## **ANNOUNCEMENTS**

Announcements are made during first period and via the Round Robin at the end of each day. Students are requested to listen attentively since the announcements concern student activities. When requested, students must report to the office. If a student wishes to have an announcement made, he/she should write it out, have it signed by the class advisor or faculty sponsor, and submit it to the office.



### **ARRIVAL**

Students must remain on school grounds upon arrival in the morning. They may remain outside in good weather. If the weather is inclement, students may come into the cafeteria. Students may not leave this area until they are dismissed by the bell.

### **ASSEMBLIES**

During the course of the school year, there are group assemblies. Students must show proper respect and participate fully in the assembly as requested.

### **CAFETERIA**

Every student has the right to expect a suitable length of time for lunch period; however, it is a privilege to use the cafeteria and its facilities, and with the privilege goes the responsibility of conducting oneself in an acceptable manner. You are assigned one lunch period. The following regulations are to be followed as a guide to proper behavior in the cafeteria:

1. During lunch period, students must remain in the cafeteria or may go outside to the courtyard located in front of the cafeteria. All other areas of the building including the parking lot are off limits during lunchtime.
2. Eating lunch in classrooms without staff supervision is not allowed.
3. Students may not leave the lunchroom area during lunchtime without a pass.
4. The cafeteria is closed to all students during Blocks 1, 2, 3 and 5. The cafeteria will be open to students accompanied by a teacher.

### **FOOD IN THE BUILDING**

1. Lunches are to be eaten only in the cafeteria. Lunches are not to be eaten outside of the building or in a classroom.
2. Food and most beverages are not to be consumed in the hallways or classrooms at any time of day. Water is the only beverage allowed in the hallways. The decision to allow students to drink water in a regular classroom is left up to the individual teacher.
3. Open containers of any beverage other than water are not allowed in classrooms or in hallways.
4. Food and/or beverages of any kind are not allowed in the auditorium, the gymnasium, the library, the TV studio, the computer labs, the mini-theater and the two large instruction rooms.
5. With the permission of the administration, food and drink may be brought into a room for a special occasion.

### **CARE OF SCHOOL PROPERTY**

Books and other school department property must be handled with care. Students losing or abusing such property or having school property stolen will be required to make restitution.

### **CLASS OFFICERS**

Students must be academically eligible in order to run for a class office. If elected, students must remain in good standing or they will be subject to removal from this office by the principal.

### **DANCES**

Over the course of the school year, various organizations sponsor dances in the school. Dances are offered as an activity for HHS students. School rules covering alcohol, smoking and illegal substances are strictly enforced. Any student found at a dance in possession of or under the influence of alcohol or illegal drugs shall not be allowed to attend more dances (including the Junior Prom and Senior Reception) for the remainder of the school year. Students are not permitted to sit in parked cars or loiter on school grounds during school dances or other social functions. Special approval (in advance) by an Assistant Principal is required for a guest to attend a dance. Students are not allowed to re-enter a dance once they leave and they must leave school grounds.

\*Grade eight students are not allowed to attend the annual Homecoming Semi-formal, Junior Prom, or Senior Reception.

## **EMERGENCY TRANSPORTATION**

If a student needs emergency transportation because of illness or injury, parents must make the necessary arrangements for transportation. We must request the name and telephone number of a person designated by your parents as a person to notify in case of an emergency when we are unable to contact your parents. This information will be requested when you complete your emergency card.

## **FIELD TRIPS**

The guidelines for school field trips are as follows:

1. The school trip form must be filled out and signed by both a parent and the student's teachers.
2. Any student receiving one "No" check from teachers will not be allowed to go.
3. Any student receiving an out-of-school suspension within one week prior to the field trip must have administrative approval to attend the field trip.

## **HALL PASSES**

Students are not permitted in the halls during class periods unless they are accompanied by a teacher or have a hall pass from an authorized staff member.

## **LIBRARY**

The library is a place of quiet study and research. Students can come to the library with their class, or may use the library during lunch time or after school until 3:00 p.m. Individual students must have a library pass, and the passes will be collected and returned to the classroom teacher. At lunch time, students must sign up, and remain in the library.

## **LOCKERS (CORRIDOR)**

Corridor locker assignments will be given by first block teachers. Students are to use only the corridor locker assigned to them. Corridor lockers should be kept neat and clean at all times. The following items may not be stored in corridor lockers: overdue library books, food (except for daily lunch), alcoholic beverages, stolen property, knives, razor blades, guns, and drugs of any kind. Prescribed medicine must be deposited with the school nurse. Corridor lockers remain the property of the school and are subject to search at any time.

## **LOCKERS (PHYSICAL EDUCATION)**

Students taking physical education will be given a school lock for use in the athletic locker room during P.E. class. It is the students' responsibility to bring their lock to class each day to secure personal items during class time. Only school issued locks may be used during P.E. class. Students will be charged a replacement fee for lost locks.

## **PARKING**

Seniors with parking permits may park in the front parking lot. Seniors may park in the assigned student area only. Seniors must drive safely and responsibly. Parking permits must be properly displayed in the vehicle when parking during the school day. Upon request, students may need to temporarily park at Riverside Park due to school-wide functions. Underclassmen may park at Riverside Park.

Any student who does not follow the rules listed above is subject to ticketing by the Hudson Police Department. In addition, continued violation may result in the revoking of front parking lot privileges.

## **PASSING PROCEDURE**

When the bell rings, the teacher will dismiss the class. Students are to leave the room quietly and in an orderly manner. Students will keep to the right in the halls and on the stairways.

## **POSTERS**

Posters announcing meetings or events sponsored by student groups may be placed only in areas designated by the school administration. Prior to displaying any poster, the student group must have it initialed by an administrator indicating that it complies with this policy. The purpose of the posters is to identify the sponsoring student group and the dates, times and places of its meeting or events and, therefore, may not contain other material including

website information. Posters must be appropriate for school-aged children and may not promote anything illegal or immoral, be pervasively indecent or vulgar, create a disruption in the school environment, or violate in any way the policies of the Hudson School Committee, including its policy prohibiting discrimination on the basis of race, gender, ethnicity, sexual orientation, color, marital or parental status, religious orientation, national ancestry or origin. Posters are not to be taped to the corridor walls or windows. See Policy KHC under the District Policies section for more information.

### **REST ROOMS**

You may use the rest rooms before and after school and during lunch. If you need to use the rest rooms during class time, your teacher will give you a bathroom pass. You are expected to keep them clean. Do not loiter or smoke there, write on the walls or damage the facilities. Restitution will be sought in all such cases. If you are feeling ill, report to the nurse's office. Do not remain in the rest room.

### **TEACHER'S DINING ROOM**

Students are not allowed to enter the teachers' dining room without a pass from a staff member. Students are not allowed to purchase beverages in the teachers' dining room during the school day.

### **TEXTBOOKS**

All students are expected to cover their textbooks and to replace the book cover if it becomes worn during the school year. If a textbook is misused, a fine will be imposed. If a textbook is lost or stolen, it is to be paid for by the student at replacement cost.

### **VEHICLE PRIVILEGES**

No student will be allowed to leave school in his/her car during the school day without the school administration contacting a parent. Any student who leaves school in his/her vehicle without permission will be suspended and will face the possibility of losing his/her vehicle privileges. Any student who leaves school grounds without permission may not participate in any after school activity on that day.

### **VISITORS**

Student visitors are not permitted at Hudson High School. This includes shadowing.



## Mission Statement and District Improvement Plan

Element	Definition
Mission	Delivering World-Class Education Today for the Global Leaders of Tomorrow
Our Values	We create a culture of: Excellence: We work with integrity and hold ourselves accountable for exemplary service, outcomes, and interactions. Strong Relationships: We build strong a strong sense of community based on clear communication and partnerships. Educating the Whole Child: We recognize students as Individuals and frame decisions with all student in mind.
Vision	Every student feels nurtured, challenged, and confident to embrace the future.
Are the foundation of the...	
Theory of Action	If all Hudson Publics Schools personnel work collaboratively to educate the whole child, then all students will succeed and become productive citizens.
Which leads to the development of the...	
Strategic Objectives	<ol style="list-style-type: none"> <li>1. High Quality Instructional Practices</li> <li>2. Educating the Whole Child</li> <li>3. Innovative Education Practices</li> <li>4. Climate and Culture</li> </ol>
Which will be achieved by the...	
Strategic Priorities	High Quality Instructional Practices 1.1 Build capacity through a reflective cycle of inquiry. 1.2 Build experiences that demonstrate diverse, student centered instructional practices. 1.3 Increase the effective use of data. Educating the Whole Child 2.1 Establish a social-emotional curriculum to ensure a positive learning community at each school 2.2 Provide academic pathways K-12 that ensure rigorous learning experiences for all students. 2.3. Implement the District’s MTSS Framework to support the academic success of all students. Innovative Education Practices 3.1 Define and expand K12 Pathways. 3.2 Expand availability of District-wide 1:1 technology. 3.3 Engage in a cycle of curriculum refinement. Climate and Culture 4.1 Build a strong community among all students. 4.2 Ensure an environment where students engage in age-appropriate social/emotional learning. 4.3 Strengthen the effectiveness of district leadership team.
For which you set...	
Outcomes	High Quality Instructional Practices: By 2021, 100% of our students will show growth on state standardized tests with at least a 75% of all students meeting or exceeding expectation.  Educating the Whole Child: By 2021, 100% of our teaching and support personnel will be trained in age-appropriate social-emotional practices to support all students.  Innovative Educational Practices: By 2021, 100% of curriculum will be refined and expanded to include innovative pathways integrated with digital learning.  Climate and Culture: By 2021, using the results of survey data, the district will increase the stakeholders’ positive responses for school climate and culture.

## District and School Administration Directory

Personnel	Role	Contact Information
<b>Administration Building 155 Apsley Street 978-567-6100</b>		
Dr. Marco Rodrigues	Superintendent of School	<a href="mailto:mcrodrigues@hudson.k12.ma.us">mcrodrigues@hudson.k12.ma.us</a> x41129
Kathleen Provost	Assistant Superintendent	<a href="mailto:kprovost@hudson.k12.ma.us">kprovost@hudson.k12.ma.us</a> x41111
Ariane Levenson	Executive Assistant to the Superintendent	<a href="mailto:alevenson@hudson.k12.ma.us">alevenson@hudson.k12.ma.us</a> X41129
Jennifer Allard	Director of Human Resources	<a href="mailto:jnallard@hudson.k12.ma.us">jnallard@hudson.k12.ma.us</a> x41124
Rebecca Murphy	Human Resources Assistant	<a href="mailto:Rbmurphy@hudson.k12.ma.us">Rbmurphy@hudson.k12.ma.us</a> x41115
Daniel Gale	Director of Finance and Operations	<a href="mailto:djgale@hudson.k12.ma.us">djgale@hudson.k12.ma.us</a> x41128
	Senior Accountant	
Kristine Somers	Research and Accountability Specialist	<a href="mailto:Klsomers@hudson.k12.ma.us">Klsomers@hudson.k12.ma.us</a> x42137
Shane Riordan	Food Service Director	<a href="mailto:sfriordan@hudson.k12.ma.us">sfriordan@hudson.k12.ma.us</a> x42147
Daniel Gale	Transportation	<a href="mailto:djgale@hudson.k12.ma.us">djgale@hudson.k12.ma.us</a> x41128
<b>Student Services</b>		
Catherine Kilcoyne	Director Of Student Services	<a href="mailto:cakilcoyne@hudson.k12.ma.us">cakilcoyne@hudson.k12.ma.us</a> x4121
Tanya O'Connell	Assistant Director of Student Services	<a href="mailto:tmoconnell@hudson.k12.ma.us">tmoconnell@hudson.k12.ma.us</a> x42136
Alise Wells	Elementary Coordinator of Special Education Evaluation	<a href="mailto:adwells@hudson.k12.ma.us">adwells@hudson.k12.ma.us</a> x42142
Lisa Nims	Secondary Coordinator of Special Education Evaluation	<a href="mailto:lanims@hudson.k12.ma.us">lanims@hudson.k12.ma.us</a> x42134
<b>Buildings and Grounds</b>		
Lenard Belli	Director of Facilities	<a href="mailto:lbelli@hudson.k12.ma.us">lbelli@hudson.k12.ma.us</a> x42125
	Assistant Director of Facilities	
Brad Parker	Custodial Supervisor	<a href="mailto:bparker@hudson.k12.ma.us">bparker@hudson.k12.ma.us</a> x42131
<b>Technology located at Hudson High School 978-567-6250</b>		
Ellen Schuck	Directory of Technology	<a href="mailto:eschuck@hudson.k12.ma.us">eschuck@hudson.k12.ma.us</a> x19108
Betsy Russell	Database Specialist	<a href="mailto:brussell@hudson.k12.ma.us">brussell@hudson.k12.ma.us</a> x19107
<b>District Curriculum Directors</b>		
Wendy Anderson	Director of English Language Learners	<a href="mailto:wmanderson@hudson.k12.ma.us">wmanderson@hudson.k12.ma.us</a> x41113
Sarah Davis	Director of Science	<a href="mailto:sbdavis@hudson.k12.ma.us">sbdavis@hudson.k12.ma.us</a> x41148
Robert Knittle	Director of Mathematics	<a href="mailto:rdknittle@hudson.k12.ma.us">rdknittle@hudson.k12.ma.us</a> x4113
Todd Wallingford	Director of Humanities	<a href="mailto:twallingford@hudson.k12.ma.us">twallingford@hudson.k12.ma.us</a> x44151
<b>Translation and Registration</b>		
Tiago Duarte	Registrar/Portuguese Parent Liaison	<a href="mailto:txduarte@hudson.k12.ma.us">txduarte@hudson.k12.ma.us</a>
Sandra Maiuri	Spanish Parent Liaison	<a href="mailto:scmaiuri@hudson.k12.ma.us">scmaiuri@hudson.k12.ma.us</a>
<b>School Principals</b>		
Jason Medeiros	Hudson High School 69 Brigham St	<a href="mailto:jwmedeiros@hudson.k12.ma.us">jwmedeiros@hudson.k12.ma.us</a> 978-567-6250
Jeff Gaglione	Quinn Middle School 201 Manning Street	<a href="mailto:jtgaglione@hudson.k12.ma.us">jtgaglione@hudson.k12.ma.us</a> 978-567-6210
David Champigny	Forest Avenue Elementary 136 Forest Avenue	<a href="mailto:dchampigny@hudson.k12.ma.us">dchampigny@hudson.k12.ma.us</a> 978-567-6190
Melissa Provost	Farley Elementary 119 Cottage Street	<a href="mailto:maprovost@hudson.k12.ma.us">maprovost@hudson.k12.ma.us</a> 978-567-6153
Kelly Sardella	Mulready Elementary 306 Cox Street	<a href="mailto:kcsardella@hudson.k12.ma.us">kcsardella@hudson.k12.ma.us</a> 978-567-6170

## Hudson School Committee

School Committee Member	Biography
 <p style="text-align: center;">Steven C. Smith</p> <p style="text-align: center;"><a href="mailto:scsmith@hudson.k12.ma.us">scsmith@hudson.k12.ma.us</a></p>	<p>Mr. Smith grew up in Hudson and attended Hubert, Forest Ave, JFK, and graduated from Hudson High School. He received a bachelor's in Business Administration from Framingham State University and an MBA in Information Age Marketing from Bentley University. Mr. Smith is currently employed at Boston Scientific as a manager of Digital Marketing Analytics. He also has past experience in direct marketing client services and marketing analytics in consumer electronics. Mr. Smith has one son who attends one of Hudson's elementary schools.</p>
 <p style="text-align: center;">Glen A. Maston</p> <p style="text-align: center;"><a href="mailto:gamaston@hudson.k12.ma.us">gamaston@hudson.k12.ma.us</a></p>	<p>Dr. Maston is currently a Senior Scientist at Athena Diagnostics, a division of Quest Diagnostics, where he analyzes patient genetic testing results. Prior to that he worked for ten years at University of Massachusetts Medical School, researching transcription regulation in human embryonic stem cells. He earned a bachelor's degree in Biology from Rensselaer Polytechnic Institute and a doctorate in Anthropology from Harvard University. Dr. Maston is serving in his second year with the School Committee and has two children in the Hudson Schools.</p>
 <p style="text-align: center;">Matthew S. McDowell</p> <p style="text-align: center;"><a href="mailto:mismcdowell@hudson.k12.ma.us">mismcdowell@hudson.k12.ma.us</a></p>	<p>Mr. McDowell is an experienced educator and is currently in his ninth year as Assistant Principal at McCarthy-Towne Elementary School in Acton, MA. Prior to that, Mr. McDowell taught grades 2 and 5 for twelve years in Stow, MA. He also has experience with pre-school aged students and worked as a summer camp director. Mr. McDowell earned his B.A. from Hamilton College, his M.Ed. from the University of Hartford, and an advanced degree in Education Leadership and Management from Fitchburg University. He has been a resident of Hudson for almost 20 years and has two children in HPS.</p>
 <p style="text-align: center;">Nina L.A. Ryan</p> <p style="text-align: center;"><a href="mailto:nlryan@hudson.k12.ma.us">nlryan@hudson.k12.ma.us</a></p>	<p>Nina has been in the field of education for over 20 years. She received her BA in Education with a Minor in Behavioral Studies from the University of Hartford and her Masters of Early Childhood with and without Disabilities from Lesley University. She has held many roles within the education community, such as, educator, teacher, administration, trainer and speaker. Nina has devoted her career to children and families. She has become a sought after expert in the field of Early Childhood Education. Nina has 2 children one in Hudson Public and another entering in 2020.</p>
 <p style="text-align: center;">Adam R. Tracy</p> <p style="text-align: center;"><a href="mailto:artracy@hudson.k12.ma.us">artracy@hudson.k12.ma.us</a></p>	<p>Mr. Tracy is a longtime Hudson resident and graduate from the Hudson Public Schools. He is currently a Senior Sales Engineer at Advanced Safety Systems, and has background in special hazard fire protection technical sales, code development, product management and application engineering. He holds a BS in Civil Engineering from WPI, an MS in Fire Protection Engineering from WPI, and an MBA from the UMass Isenberg School of Management. Mr. Tracy was just elected to the Hudson School Committee and has two young children that will be entering the Hudson Schools soon.</p>
 <p style="text-align: center;">Michele Tousignant Dufour</p> <p style="text-align: center;"><a href="mailto:mdufour@hudson.k12.ma.us">mdufour@hudson.k12.ma.us</a></p>	<p>Mrs. Tousignant Dufour has a background in Human Resources &amp; Technical Training. She has over 15 years of experience in the development and delivery of technical &amp; soft skills training in the out-placement, HR, IT, and, publishing industries. She holds a Master's in Education from Lesley University and a Bachelor's of Fine Arts from Emerson College. Mrs. Tousignant Dufour is in her fifth year of service with the School Committee and has two children in the Hudson Schools.</p>
<p style="text-align: center;">Elizabeth Hallsworth</p> <p style="text-align: center;"><a href="mailto:erhallsworth@hudson.k12.ma.us">erhallsworth@hudson.k12.ma.us</a></p>	

## PARENT/FAMILY PARTNERSHIPS

Family and school communication and collaboration results in:

- Students achieving at higher levels
- Students showing better attendance and completing homework done
- Students showing positive attitudes and behavior
- Students understanding the supports/partnership between home and school

Because it is a priority for a positive Home/School Partnership there are a variety of ways for families and district-level school personnel to communicate with each other. Here are some examples:

- **District-wide Website** – [www.hudson.k12.ma.us](http://www.hudson.k12.ma.us)
- **Creating Connections** – weekly newsletter from the Superintendent of Schools
- **Periodic Principal Updates**
- **School Calendar**
- **School Listserv**- parents are encouraged to sign up for regular email communication from your child's school
- **School Messenger** – An automated calling system with important messages or reminders from the school or district.
- **School-based Newsletters**– newsletter generated by the Home and School organization that goes home monthly with students and can be accessed on the School website.
- **The Big Red** – HHS School Student Newspaper
- **Report Cards** - Reports are sent home 3 times a year at the end of each term
- **Facebook & Twitter** – Follow us on [Facebook](#) or [Twitter](#)
- **HUD TV**--- [HUD TV Website](#)

One of the most important forms of communication is the direct contact between families and classroom/subject area teachers. Some samples of classroom communication include:

- **Welcome Letters and Videos** - Some teachers choose to send letters in the summer to children and/or parents
- **Open House** – Annual evening classroom visit for parents to learn about curriculum and classroom expectations
- **Parent Conferences** – Conferences are held on half days and evenings two times during the school year. Additional conferences can be held at teacher or parent request.
- **Dismissal Changes** – Changes must be in writing each time there is a change in a child's dismissal plan.
- **Notices**- The elementary schools send many notices and reminders throughout the year concerning school related matters. Such notices are sent with the students to be given to their parents. Please impress upon your child the importance of delivering such material to you so that you are kept informed of what is occurring in the school.
- **Weekly/Monthly newsletters and monthly class calendars** (optional)
- **Emails and phone calls**
- **Websites and Google Classrooms** (some teachers have their own)

## **VOLUNTEERING GROUPS**

### **Home and School Associations**

We are fortunate to have active **Home and School Associations** at each individual schools. The Home and School Association's purpose is to implement and maintain an efficient and productive communications network between parents, teachers, administrators and community members. All parents and guardians of students in the District, administrators, teachers, and community members are welcome to participate. Meetings are held monthly. Meeting dates are included in parent announcements and can be found on the district website.

### **School Improvement Council**

Under Massachusetts General Laws Chapter 71, section 59C (as added by section 53 of Chapter 71 of the Acts of 1993), each school in the Commonwealth is required to establish a school council. The Council is a representative, school building-based committee composed of the principal, parents, teachers, and community members. The main areas of responsibility for school councils are:

1. Adopting educational goals for the school that are consistent with local educational policies and statewide student performance standards.
2. Identifying the educational needs of students attending the school.
3. Reviewing the annual school building budget.
4. Formulating a school improvement plan.

### **SEPAC Hudson- The Special Education Parent Advisory Council of Hudson**

SEPAC Hudson is an all-volunteer group of parents and guardians of children in Hudson on IEPs, 504s and out of district placements. We work with the schools to form a positive, solution-driven community; work for understanding of, respect for, and support of all children with special educational needs and disabilities in Hudson. SEPAC Hudson meets regularly, hosts speakers and workshops, and shares resources. Meetings are open to all.

- Learn about special education services offered at each of the Hudson Public Schools.
- Meet other parents with similar concerns for their children's needs.
- Improve Hudson resources for children with special needs.
- Understand effective ways for parents and educators to work together.
- Learn how to better navigate the IEP and 504 process.
- Become a better advocate for your child.

For more information please visit: <https://sepachudson.weebly.com>



## VISITING PROTOCOL

### Visiting the School

- All visitors and volunteers must sign in at the school office and pick-up a visitor's badge.
- When you sign in, please state the purpose for your visit, your destination and time of arrival and departure.
- Upon your departure, you will need to sign out.
- If you would like to meet with your child's teacher please call in advance to make an appointment.
- All doors will be locked while school is in session.

### CORI Forms

We welcome parent and guardian volunteers to help out with school events; however, to do so you must complete a CORI (criminal record check) form. These forms can be completed at the schools and can take up to three weeks to process, please plan accordingly. Please see the school secretary for more information.

### **MODEL CORI POLICY - ADDA-R-JIS**

<https://drive.google.com/file/d/1wzF1K2OQxj8R6gE3MoP7EW5nOnLus00n/view?usp=sharing>

## ATTENDANCE

<b>SCHOOL HOURS WHEN STUDENTS ARE MARKED ABSENT</b>		
<b>Hudson High</b>	<b>7:30 am – 2:03 pm</b>	<b>If the student arrives after 10:30 am</b>
<b>Quinn Middle</b>	<b>7:45 am – 2:25 pm</b>	<b>If the student arrives after 10:45 am</b>
<b>All Elementary</b>	<b>8:35 am – 2:55 pm</b>	<b>If the student arrives after 11:45 am</b>

Hudson Public School District believes that excellence comes through participation/engagement, commitment, and preparedness. The District believes that consecutive daily attendance is the best way to foster all of these. Regular and punctual school attendance is essential for success in school. Emerging research shows that chronic absences at an early age negatively affects performance in later grades. Attending school regularly is essential for students to gain the academic and social skills they need to succeed in life. A student's understanding of the importance of day-to-day schoolwork is also a crucial factor in the shaping of his/her character. Parents can help their children by not allowing them to miss school needlessly.

The education of children is a responsibility shared by the school and parents. Teachers and parents work together to develop characteristics important in the educational growth of children. Regular attendance is essential to the learning process and helps to establish good student work habits. Student absences, tardiness and early dismissals affect this learning process. Therefore, students are expected to be in attendance every day of the school year from arrival to dismissal.

Furthermore, attendance in school is required by Massachusetts General Laws (M.G.L.), specifically Chapter 76, §§ 1, 2, 4, and 19. In addition to this law, Hudson Public Schools has attendance requirements that must be followed.

The School Committee recognizes that parents/guardians of children attending our schools have special rights as well as responsibilities, one of which is to ensure that their children attend school regularly, in accordance with state law. School Committee Policy JC Attendance Areas:

<https://www.hudson.k12.ma.us/common/pages/DisplayFile.aspx?itemId=24119557>

## ABSENCES

When a student is not in school their attendance record will be classified/coded as “**excused**” or “**unexcused**.” Definitions of **excused** and **unexcused** are as follows:

<b>Excused Absences</b>
Every absence matters, regardless of whether it is excused, unexcused, a tardy, or an early dismissal. Hudson Public Schools recognizes that students will, at times, have legitimate reasons to be absent. Therefore, students may be excused temporarily from school attendance for the following reasons: <ul style="list-style-type: none"><li>• illness or quarantine (with medical documentation)</li><li>• bereavement or serious illness in family</li><li>• observance of major religious holidays</li><li>• college visits (documentation required)</li><li>• other school-approved or dictated activities.</li></ul> A student may also be excused for other exceptional reasons with approval of the Principal or designee.
<b>Unexcused Absences</b>
An absence is considered unexcused when a student misses school for reasons that are not accepted by the school, with or without parent permission. A student with many unexcused absences is considered truant. There are many reasons for unexcused absences, including, but not limited to the following examples: <ul style="list-style-type: none"><li>• Attending parental/guardian appointments (e.g. medical, dental, etc.)</li><li>• Attending parent/guardian court summons</li><li>• Family/travel vacation</li><li>• Staying home to take care of or visit with family members</li><li>• Missing the school bus</li><li>• Sleeping too late</li><li>• Undocumented illness/injury that exceeds more than three days</li><li>• Weather-related absences other than those when the district has canceled school</li></ul> Students absent from school may not attend school-sponsored activities on the day or evening of the absence.

### **Parent/Guardian Responsibilities:**

Parents/guardians are legally responsible for ensuring that a child under their care attends school daily. Accordingly, parents/guardians will provide a call, email, or written explanation for the absence or tardiness of a child. This will be required in advance for types of absences where advance notice is possible. In instances of chronic or irregular absence reportedly due to illness, the school administration may request a physician's statement certifying such absences to be justified.

### **What do I do if My Child is Absent?**

1. To ensure safety for all students, it is essential to report any absence. Parents or legal guardians must call the school to report a child absence. A phone call and/or a note from a parent or guardian does not excuse the absence it just verifies it. Any medical documentation for absences should also be shared with the school office and nurse.
2. During non-school hours: You can report an absence by calling the School Absence Line via the school's main office line. Follow the prompts to record your message with your **Child's first and last name, grade, and reason for absence.**

3. During School hours: While the Absence Line is available 24 hours, we request that parents/guardians who call during regular school hours to speak personally with one a school staff member to report the absence. Please only leave a message on the Absence Line when school is **not** in session.
4. If a child is going to be absent for more than one day, you may contact the school office in advance by writing a note or calling with the child's name, grade, the dates the child will be absent, and the reason for the absences.
5. If a child is absent and the school does NOT receive a call from parents or guardians or a written note prior to the day of absence, an automated call and email will made through via our Calling Notification System. This will inform parents/guardians that their child is absent and ask you to contact the school office to confirm the absence.
6. **“Safe Child Arrival Procedure”**: At the Elementary and Middle school level, if the School is unable to contact the parent or legal guardian about a child's absence, calls will be made to all the other contact numbers on the student's biographical sheet. If no contact can be made, then the School Safety Officer or Hudson Police Department will be contacted to do a “well child check” at the home. It is important that the school office have updated names and telephone numbers (to guardians'/emergency contacts' work, cell, home, emergency numbers, and emails.)
7. If your child has a condition that might be contagious or any medical issues that the school should be aware, please notify let us know in your message and the nurse will call you back if needed.

### **Student Absence Notification to Parents/Guardians**

At the elementary level, parents and guardians who fail to notify the school of a child's absence, will be contacted that day via phone, email or “well-check” visit. As mandated by the state, beginning with 5 absences or tardies, parents/guardians will receive an attendance letter documenting the absences. When appropriate, the Principal or designee can request a meeting to discuss the student's attendance. Parents will continue to receive written notification of their child's attendance at every 5th absence/tardy from school. Parents and guardians will also receive attendance information on report cards and can access attendance records on the district's Student Information System through the Parent/Student Portal.

Each Principal, or designee, shall make a reasonable effort to meet with any student, and that student's parent/guardian, who has numerous absences or tardies that are deemed unexcused. The meeting shall be to develop action steps to improve student attendance and shall be developed jointly by the Principal or designee, the student, and the student's parent/guardian. The parties may seek input from other relevant school staff and/or officials from relevant public safety, health and human services, housing, and nonprofit agencies.

M.G.L. 76, §1 or Chapter 119, §51A.

### **Half Days and Inclement Weather Delays**

There are several planned early dismissal days during the school years. Teachers use these afternoons to participate in professional development or to hold parent-teacher conferences. On these days, all children are dismissed early and no lunch will be served. Students must be picked up on time. If you have elementary aged children, please make arrangements to have afternoon childcare ready on half days. Please go to your child's school's website to access the school's yearly calendar which contains all important dates. Please try to avoid last minute changes of dismissal on half days.

SCHOOL	Half Day Dismissal Time	Weather Delay Arrival Times
Hudson High	10:29 am	9:30 am
Quinn Middle	10:48 am	9:42 am
All Elementary	11:40 am	10:35 am

### Family Vacations

Families are strongly discouraged from scheduling family vacations or extended absences, especially during MCAS examination periods, outside the district’s planned vacation/break times. Family trips and vacations are considered **unexcused** absences. Teachers are not responsible for preparing long-term work or assignments prior to the student leaving on vacation trips.

## HEALTH SERVICES

Our school nurses help to identify health related factors that may interfere with learning. They utilize current, evidence-based practices to enhance the physical and mental/emotional health and wellness of our students. Each of our school nurses are experienced Registered Nurses and are licensed School Nurses through the Massachusetts Department of Elementary and Secondary Education. The Director of Health Services coordinates school health services and oversees the nursing staff. Our school physician provides consultation on health related matters to the district and to the nursing staff.

### School Nursing Services

General Health Office hours are Monday through Friday during each school’s normal school day hours. Student office hours are posted on the door. Passes signed by a faculty member are required for any student entering the health office, unless other arrangements are made. All dismissals for illness or injury must be processed through the health office. Student encounters with the nurses are strictly confidential unless the nurses have reason to believe the student is a danger to him/herself or others. Parent meeting times and consultations with health care providers will be arranged on a case-by-case basis. Please call your child’s school’s health office to schedule an appointment. There is a strict “no cell phone” policy in the health office at all times. Students may use cell phones in the health office ***only with the nurses’ permission.***

School	Nurse	Contact Information
Hudson High	Susan Bowen Patricia Emmons	<a href="mailto:sbowen@hudson.k12.ma.us">sbowen@hudson.k12.ma.us</a> <a href="mailto:pemmons@hudson.k12.ma.us">pemmons@hudson.k12.ma.us</a> 978-567-6250
Quinn Middle	Ann Thomas Jennifer Contois	<a href="mailto:aethomas@hudson.k12.ma.us">aethomas@hudson.k12.ma.us</a> <a href="mailto:jlcontois@hudson.k12.ma.us">jlcontois@hudson.k12.ma.us</a> 978-567-6210
Farley Elementary	Tina Hill	<a href="mailto:tmhill@hudson.k12.ma.us">tmhill@hudson.k12.ma.us</a> 978-567-6153
Forest Elementary	Christie Vaillancourt	<a href="mailto:cvaillancourt@hudson.k12.ma.us">cvaillancourt@hudson.k12.ma.us</a> 978-567-6190
Mulready Elementary	Maria Rossini	<a href="mailto:marossini@hudson.k12.ma.us">marossini@hudson.k12.ma.us</a> 978-567-6170

Hudson School Nurses provide the following services during the school day:

- Illness and injury assessment, care and referral; medication administration and monitoring
- Health education, counseling and promotion; case management and care coordination
- Communicable illness prevention, surveillance and control; environmental health and safety
- Individualized health care planning and management for children with special health needs
- Special Education consultation; health care and insurance referrals
- Confidential management of student health records; emergency preparedness and response
- Communication and collaboration with community health care provider

In accordance with the MA Department of Public Health (MDPH) regulations, HPS conducts the following health screenings annually in the grades listed below. Parents/guardians will receive notifications only when certain screenings are outside of normal ranges and may require further evaluation by a health care provider. Religious exemptions are allowed for certain health screenings; otherwise, contact the school nurse for opt-out information. For SBIRT screening, parents/guardians and/or students may opt out of the screening, in writing to the school, at any time prior to or during the screening.

Screening	Grades
Vision	K-5, 7, 9
Hearing	K-3, 7, 9
Postural	5-9
Growth (height/weight, body mass index)	1,4, 7, 10
SBIRT (Screening, Brief Intervention, Referral to Treatment)	<ul style="list-style-type: none"> <li>• All students in grades 7 &amp; 9</li> <li>• Confidential screening</li> </ul>

### **Immunizations and Physical Examinations**

#### **In accordance with MDPH regulations:**

- Students must have received the required immunizations in order to enroll and remain in school. HPS school policy allows students to enter school as long as the child has had at least the first in the series of immunizations and the others in the series have been scheduled. The school nurse may assist families in locating providers or clinics for immunizations.
- In accordance with MDPH regulations, written medical and religious exemptions for immunizations must be provided *at the start of the school year* and be renewed annually. If exempted, these students are subject to exclusion from school when one or more cases of vaccine-preventable disease is present in school.
- Physical examinations are required within one year *prior* to entrance to school or within 30 days after school entry, and once every three to four years thereafter (usually in grades 4, 7 and 10). The school nurses can assist families in locating health care providers and/or state health insurance for these examinations and other health and dental needs.
- HPS adheres to all regulations relative to students' protections under McKinney-Vento Law.

#### **When to keep your child home from school**

- If a child is unable to fully participate fully in all school activities because of illness or injury, has a contagious condition, or has a rash with an unknown cause.
- Child must be fever-free (oral temperature of less than 100° F) for at least the last 24 hours *without* the use of fever reducing medication.
- Vomiting or diarrhea within the past 24 hours or unable to eat normally.
- A diagnosis of strep throat unless your child has received antibiotic treatment for at least 24 hours.

#### **Please contact the school nurse if your child has**

- A change in health status, medication change, recent serious illness, contagious disease, injury, surgery or hospitalization.
- A diagnosed or suspected case of head lice.
- An extended absence or anticipated absence due to a health condition (three school days or more).
- A condition preventing full participation in Physical Education (PE). A written excuse from your child's health care provider stating the reason and duration of activity limitation is required.

- Experienced significant changes in family or social environment, if your child’s behavior has changed, or they seem anxious, depressed or miss school frequently.

### **Student Health Information and Student Health Records**

At the beginning of each school year, a confidential student health information form is sent home for parents/ guardians to complete and return to the school nurse. Please notify us of any changes in your child’s health or in your contact information as it occurs during the year. School nurses oversee and maintain student health records in accordance with federal and state regulations and district policies. Students are provided with the *original* student health record at the end of their senior year, unless other arrangements are made to mail the records home. For information regarding transferring and destruction of student records, refer to information provided in the student records section of this handbook.

### **MEDICATION POLICY**

The complete district policy (JLCD) is available on the HPS website under school committee policies. <https://www.hudson.k12.ma.us/common/pages/DisplayFile.aspx?itemId=23554413>

Highlights of the policy include:

- All medications to be administered during the school day and during field trips and other short-term school sponsored events require an authorized licensed prescriber’s written order and written parental permission. The school nurse may occasionally administer certain over-the-counter medications including acetaminophen (Tylenol) and ibuprofen (Motrin, Advil) through directives provided by our school physician for temporary, mild symptoms with signed parental permission.
- All medications must be in a pharmacy-labeled container or manufacture labeled container and *delivered to the school nurse by the parent/guardian or other responsible adult*. Medications must be unexpired. Under certain limited circumstances, students may be allowed to self-carry and/or self-administer their medication with the prior, written authorization by both the school nurse and parent/guardian.

### **Pregnant Students**

Pregnant students are permitted to attend classes and participate in extracurricular activities throughout their pregnancy. Exceptions will be made only when a physician expressly prohibits the student’s participation. The district does not require a pregnant student to obtain a physician’s certification that the student is able to continue in school. The district will provide reasonable accommodations for students with medical conditions relating to pregnancy to the extent such accommodations are provided to students with other temporary medical conditions. After giving birth, the student is permitted and encouraged to return to the same academic and extracurricular program as before the pregnancy leave.

### **Lice Procedures**

The Hudson Public School District believes that the management of head lice (Pediculosis) should be evidenced based, support academic achievement, and promote student emotional health. No disease is associated with head lice and in-school transmission is considered to rare (NASN, 2016; MDPH 2007). Personal hygiene or cleanliness in the home or school has nothing to do with acquiring head lice (CDC, 2015). Unnecessary dismissal or absenteeism due to head lice disrupts learning and may identify a student, potentially putting him/her at risk of teasing and isolation.

#### **Identification and Treatment:**

Head lice are tiny, insects that service by feeding on human blood. They cannot jump or fly and they do not burrow under the skin. Adult head live or their eggs (nits) are found in the hair and are most often found behind the ears and the base of the neck. Head lice usually lay their eggs on strands of hair about

4mm or ¼ of an inch from the scalp (HDPH, 2018). If the school nurse suspects a child has head lice, the student does not need to be dismissed from school. The school nurse will refer the parent/guardian to the child's health care provider for proper diagnosis and treatment and will provide resources and additional information.

Parents/guardians are the best means of early identification of possible head lice on their child. They should perform frequent, careful head check of their child's hair and scalp for evidence of lice and/or nits. Nits appear to be dandruff stuck to the hair shaft. When a child has head lice, all household members and individuals with close personal contact should be examined for lice, and if found, treated.

### **Notification, Return to School, and Follow-up**

Sending notification letters home to entire classrooms when there is only one or two incidents of possible head lice may cause unnecessary alarm and threaten the confidentiality of those students (Frankowski & Bocchini, 2010). The school nurse, in consultation with the HPS Director of Nursing if needed, will determine whether a classroom notification letter is indicated. If a child is diagnosed with head lice he/she may come back to school after recommended treatment has been started.

After treating for head lice, parents should bring the child to the school nurse prior to returning to the classroom for recheck of the scalp for live lice. If the treatment was not effective, the nurse will refer the parent to the child's health care provider for further treatment instructions. If a parent/guardian does not follow through with the recommended treatment guidelines, the school nurse, in consultation with the appropriate school administrator and/or school physician, may elect to exclude a student from school until the parent/guardian has provided effective treatment.

### **Medical Transportation Procedure**

The following guidelines describe the process for assessing if a student, based on medical need, may require a change in how they get to and from school. The guidelines and process for Medical Transportation is as follows:

- a) Medical transportation may be warranted when a student's illness or injury, managed by a health care professional, requires a change in current mode of transportation in order for the student to attend school.
- b) During the school year, request and approval for medical transportation is via the school nurse.
- c) Each request is considered individually and other options are reviewed prior to authorization of medical transportation.
- d) Parent discusses need for medical transportation with school nurse and their child's health care provider.
- e) Parent provides permission for the school nurse to discuss the student's medical need for transportation with the child's health care provider by a signed Authorization for Use or Disclosure of Health Information to and from School form.
- f) School nurse will give Student Collaborative Health Plan - Transportation form to parent/guardian for completion by the student's health care provider.
- g) The student's health care provider completes and returns the Student Collaborative Health Plan - Transportation form by fax/mail/email to school nurse; any concerns may be shared with the school nurse, by either phone, email or fax. No transportation request will be considered without the Student Collaborative Health Plan - Transportation form. The provider should also include duration of medical transportation.
- h) The school nurse will contact the student's health care provider to clarify requests, share observations about the child's medical condition and determine the appropriate accommodations.

- i) The school nurse will contact HPS Transportation Coordinator or Bus Company for information, if needed, on distance from student's home to current bus stop.
- j) The school nurse will review the request and determine if request is valid based on:
  - a. Assessment of student (including current medication use and participation in physical education/recess)
  - b. Review of Student Collaborative Health Plan – Transportation form
  - c. Discussion with the student's health care provider for further clarification and discussion, if necessary
  - d. Parent/guardian information
  - e. If the school nurse does not believe transportation is warranted based on above criteria, but the health care provider or family disagrees, the case is referred to the HPS Director of Nursing and/or School Physician for further clarification and resolution.
- k) The school nurse will fill out Request for Medical Transportation form and send to Director of Health Services along with a copy of the completed Student Collaborative Health Plan – Transportation form.
- l) The Director of Nursing or designee will route all requests to the Transportation Department. It may take up to approximately 7-10 days from receipt of Request for Medical Transportation in Health Services to the actual delivery of transportation services.
- m) Transportation Coordinator will notify the family of the student of specifics of transportation.
- n) Adjustments made for a student will not be applied to siblings.
- o) Transportation requests for students who are well but whose parents or guardians are ill will not be approved.
- p) Medical transportation is not a substitute for treatment of a specific medical condition. The school, through the student support team, is encouraged to explore creative solutions to assist these families with extraordinary needs.
- q) Parents, guardians, school nurses and health care providers may seek further assistance by contacting the Director of Health Services or the Director of Student Services.
- r) The Director of Health Services maintains a medical transportation registry as well as a Medical Transportation Request form on each child receiving medical transportation.
- s) The need for medical transportation will be reviewed annually at a minimum. Families will provide a new Student Collaborative Health Plan – Transportation form by June 1 for the following school year.

### **Specific Guidelines**

**Asthma:** Transportation is reserved for students with severe asthma who are following their providers' treatment plans and have Individualized Health Care Plans for Asthma on file with the school nurses. Students who are on daily medications via metered dose inhaler or nebulizer and are following treatment may not need medical transportation. If asthma impacts a student's ability to walk to a school bus stop, further medical evaluation and treatment may be necessary. However, even with following treatment, some students with severe asthma may need medical transportation during the coldest winter months. The school nurse monitors potential triggers. For example, does a student need medication prior to recess and gym? If the medical regime controls the symptoms, the student may not require medical transportation. Students with mild, episodic asthma using medications only occasionally do not qualify for medical transportation. A dialogue between school nurse, the student's health care provider and the parent is essential to the best management of the child with asthma. No transportation request will be granted without this communication.

**Ambulation:** Students with conditions that significantly affect ambulation, such as leg braces, crutches, lower extremity fractures, surgery or amputations may be eligible for medical transportation. Students who



are able to ambulate and fully participate in the school program should not be authorized for medical transportation.

Seizure Disorder: Transportation for students experiencing intermittent seizure activity may be provided door-to-door transportation, until stabilized. In general, if seizures are well controlled, medical transportation will not be provided.

Other: Neuromuscular disorders, cardiac disease, and sickle cell disease should be reviewed on an individual basis.

## **DISTRICT-WIDE FIELD TRIP INFORMATION**

Teachers are encouraged to partake of the opportunity to take the students on field trips. A parental permission slip is required for each child participating in the trip. Students' safety will be a primary consideration, with first aid kits required on all field trips. A school nurse may accompany students with special health care needs with treatments that cannot be provided by classroom teachers or other medical staff. One or more adults, in addition to the teacher, must accompany each group of thirty or less on any trip unless otherwise approved by the principal. Children need to be academically and behaviorally eligible in order to participate in a field trip, and must behave in accordance with the behavior guidelines of the school while on a field trip. No child shall be denied participation because of lack of economic means. Please visit this link for the School Committee Policy IJOA-Field Trips:

[https://drive.google.com/file/d/169YZ6qPgr49Zxd2D\\_-AXCIWIYYcXoJnC/view?usp=sharing](https://drive.google.com/file/d/169YZ6qPgr49Zxd2D_-AXCIWIYYcXoJnC/view?usp=sharing)

### **Additional Specific Hudson High School Requirements**

The guidelines for school field trips are as follows:

1. The school trip form must be filled out and signed by both a parent and the student's teachers.
2. Any student receiving one "No" check from teachers will not be allowed to go.
3. Any student receiving an out-of-school suspension within one week prior to the field trip must have administrative approval to attend the field trip.

## **REGISTRATION**

### **Residents of Hudson**

Residents of the Town of Hudson are eligible to register their child/children to attend grades K-12 in the Hudson Public Schools. If you have questions about the registration process for grades K-12, please contact Tiago Duarte @ (978) 567-6100 x41153 or [txduarte@hudson.k12.ma.us](mailto:txduarte@hudson.k12.ma.us).

Residents of the Town of Hudson with questions about preschool opportunities can contact Renee Graca @ (978) 567-6100 x42118 or [rgraca@hudson.k12.ma.us](mailto:rgraca@hudson.k12.ma.us)

### **Documents Required for Enrollment**

The following documents are ***required*** for registration. Please make sure you have them on hand when you call to make an appointment to register.

- Student's birth certificate or passport
- A copy of current years physical exam with immunizations
- Last report card for students grades 1 through 12
- Transcripts for grades 9 – 12
- Residency documents

- IEP (if applicable)
- 504 Plan (if applicable)
- Custody papers show you have physical custody (if applicable)
- Restraining order (if applicable)

For more information, please visit: <https://hudson.k12.ma.us/parents/registration>

### School Choice

Hudson Public Schools participates in the state's School Choice program for grades K – 11. If you have questions about school choice, please call Ariane Levenson @ 978-567-6100 x 41129

## **TRANSPORTATION**

### Transportation Eligibility Guidelines

- All Students in Kindergarten through Grade 12 living more than one mile from their assigned school.
- Students that live closer to their assigned school than outlined above are considered "walkers" and are not eligible for transportation services.
- Safety issues are taken into consideration when determining transportation eligibility as well.

Families with students that are eligible for transportation should review the bus routes for their student's school to find the bus number and stop that is closest to their home. Copies of bus routes will be available at each of the schools and the Administration building at 155 Apsley Street. **No changes to bus stops will be made during the first few weeks of school.**

### HPS Bus Action Form

Transportation change requests can be made by sending an email request to [hps.busroutes@hudson.k12.ma.us](mailto:hps.busroutes@hudson.k12.ma.us) or by contacting our Transportation Office at (978) 567-6100 x42112.

#### **First Student Contact Information**

Hudson Dispatch: Ann Marie Belanger

Phone: (978) 674-7556

Location Manager: Linda Quinn

Phone: (508) 481-5346

(978) 567-6100 x42112.

\*In an effort to create bus routes that meet new safety guidelines for the upcoming school year, bus registration and bus passes are required for all eligible students who need transportation. There is no fee charged.

### **STUDENT CONDUCT ON SCHOOL BUSES- JICC (also EEAEC)**

[https://drive.google.com/file/d/1xxKZ4LVV6DmKjSE136imSrHWt5V0\\_gBJ/view?usp=sharing](https://drive.google.com/file/d/1xxKZ4LVV6DmKjSE136imSrHWt5V0_gBJ/view?usp=sharing)

Most students ride the bus to and from school. Bus service is provided as a special privilege and should be treated as such. The bus drivers have a very serious responsibility and will not be asked to tolerate any conduct which endangers the welfare of the bus or its passengers.

**It is important that parents review and discuss with their children proper safety behavior to and from school.** Too much emphasis cannot be placed upon developing good safety habits. Children should not carry sharp objects, such as pencils, pens, rulers, etc. They should be instructed to go directly to and from school, never talking to strangers or getting into a stranger's car, etc.

Along with the above mentioned, we should also stress: getting to the bus stop on time, respecting the property of others, waiting in an orderly manner for the bus, using the hand rail when getting on and off the bus, taking a seat promptly, helping to keep the bus clean, no horse-play, being careful leaving the bus, crossing 10 feet in front of the bus if it is necessary to cross the road looking both ways, and looking for the driver's signal.

- Bus students should plan on being at their designated bus stop ten minutes prior to the arrival of the bus. Every effort is made to see that the bus will arrive at the bus stop at approximately the same time each day.
- During each school year, each pupil transported in a school bus shall receive classroom instruction in safe riding practices and participate in on-bus emergency evacuation drills.
- When on occasion a bus is delayed (inclement weather, mechanical failure, etc.), parents are encouraged to call the school and inquire about a delayed bus.
- A bus student should not walk to or from school unless the parent sends a signed note to school granting permission for the child to walk on each occasion.
- Medical transportation may be needed when a student's illness or injury, managed by a health care professional, requires a change in current mode of transportation in order for the student to attend school. Request and approval for medical transportation is via the school nurse.

### Bus Rules

1. The driver is in charge of the bus and Students. Students must obey the driver promptly and willingly.
2. Proper conduct must be observed. Remember that loud talking and laughing or unnecessary confusion diverts the driver's attention and may result in a serious accident.
3. Smoking and eating on the bus are prohibited. Students must refrain from throwing any item out of the windows.
4. No Student shall at any time extend his/her head, hands, or arms out of the windows whether the school bus is in motion or standing still.
5. Students are not to get on or off the bus until the bus has come to a full stop.
6. Students must cross the highway only in front of the school bus and only after looking to be sure that no traffic is approaching from either direction.
7. Students who have to walk for some distance along the highway to the bus loading zone must walk on the left-hand side facing the oncoming traffic. This will also apply to Students leaving the bus loading zone in the afternoon.
8. Each Student must see that his/her books and personal belongings are kept out of the aisles.
9. Students referred to the principal for conduct unbecoming a Student may forfeit his/her right to ride on a school bus.
10. Students should be on time at the designated school bus stops; keep the bus on schedule. If the bus is on time and a Student is not at the designated bus stop, the driver will not wait.

11. Bus riders are not permitted to move toward the bus at the school loading zone until the buses have been brought to a complete stop.
12. The above rules and regulations will apply to any trip under school sponsorship as well as going to and from school.

### Bicycles

- Student do not have permission to ride their bikes to school unless they have a note on file with the main office.
- Students who bike to school may not arrive before the school's established time.
- A review of the rules of the road pertaining to bicycle safety is conducted by the school each year.
- The children riding their bicycles to school are asked to walk their bicycles on the school grounds to the assigned bicycle parking area and at dismissal from the assigned parking area to the main road
- All children are required by Massachusetts law, to wear bicycle helmets whenever they are riding their bicycles.
- All bicycles must be locked to one of the school provided bike racks.

### Walkers

- Students who do not receive transportation to and from school because of their proximity to the school are considered walkers.
- Students who walk may not arrive before the school's established time.
- Please encourage your child to cross streets at designated cross walks, with the assistance of the crossing guards where available.
- Students cannot leave school grounds once they arrive.

## FOOD SERVICES

Hudson's Food Services department is managed by Chartwells. Students are given the opportunity to purchase breakfast and lunch daily.

Shane Riordan, Director of Dining Services, Chartwells

*Catering and Nutrition or Cafeteria questions*

[sfriordan@hudson.k12.ma.us](mailto:sfriordan@hudson.k12.ma.us)

978-567-6120, x42147

HPS Food Service Assistant

*Free/Reduced & all Account questions*

978-567-6120, x42146

For more detailed information: menus, nutrition, and pricing please visit the link below. Please use the links located on the left-hand side for additional information about our Food Services program.

<https://hudson.k12.ma.us/cms/one.aspx?portalId=19988408&pageId=22440745>

For all necessary lunch forms, please visit:

<https://hudson.k12.ma.us/cms/One.aspx?portalId=19988408&pageId=24257573>

### **Breakfast and Lunch Program**

The students have 30 minutes for lunch. Breakfast is available during drop off times. The cost of a student lunch, including milk, is \$3.00. Milk alone is \$.50. All food menus are posted on the website linked above. Students can purchase breakfast before school. The cost is \$1.50. Prepayment for breakfast and lunch can be made on [www.myschoolbucks.com](http://www.myschoolbucks.com) or with the school's cafeteria manager. Please refer to the link above for Hudson Public Schools' non-charging policy.

As there are children with life-threatening food allergies in the classroom, please check with the nurse and your child's teacher if you are not sure about safety of food/snacks you want to send in with your child.

### **Eligibility for Free and Reduced Priced Meals**

Applications and eligibility information for free and reduced meals will be provided to every student at the beginning of the school year, and are also available on our link the provided above. New students will be provided with the information upon registration. Applications may be completed any time due to circumstances changing. If you think you may qualify, please submit an application to the office.

If you are earning at or below current Income Eligibility Guidelines, we encourage you to contact your school to fill out a school meal application. The Food Service Department will process your application and issue an eligibility determination based on the state guidelines.

What you should know....

- Applications must be completely filled out. Applications not completely filled out will cause a delay in the eligibility determination. Parents are responsible for meal charges until notification of benefits is received.
- If you are receiving Supplemental Nutrition Assistance Program (SNAP) benefits, your child automatically qualifies for free school meals. Please contact your school to determine if you need to fill out an application.
- You may be asked to give written proof of eligibility.
- You may apply at any time during the school year.
- Eligibility letters received by parents must be kept for reference.
- Students attending Hudson Public Schools the previous year who were eligible for free or reduced meals at the end of the school year will continue to receive benefits for the first 30 days of the new school year. A new form must be filled out each school year to continue to receive benefits for the remainder of the school year.
- Applications may be dropped off at your child's school or to the attention of Food Services in the Administration Building at 155 Apsley Street.

***The federal free lunch program only includes a full breakfast and a full lunch meal. It does not include extra drinks (milk, juice, water) or a la carte items and snacks. If your child brings a lunch from home and is not getting the free or reduced meal, they are required to pay for their drink.***

## **STUDENT SERVICES**

### **Special Education Services**

As a district, Hudson Public Schools strives to fully educate children who are diagnosed with a disability which impacts their ability to access the general curriculum. In accordance with both state and federal regulations, we provide a variety of services. Our focus and goal is to include students in the Least Restrictive Environment (LRE). Our special education faculty members, including support staff, are comprised of highly qualified and/or certified professionals.

The special education staff at each school strives to provide an educational environment where our students are supported and challenged to make progress. We believe that a strong partnership with parents/guardians is key to student success. To that end, we view our parents as partners in the educational process, sharing in both advocacy and responsibility. This partnership is necessary to help students achieve their highest potential.

For detailed information on School Services, please visit:

<https://hudson.k12.ma.us/cms/One.aspx?portalId=19988408&pageId=22441001>

### **Department Personnel**

<b>Name</b>	<b>Position</b>	<b>Email</b>	<b>Phone</b>
Catherine Kilcoyne	Director of Student Services	<a href="mailto:cakilcoyne@hudson.k12.ma.us">cakilcoyne@hudson.k12.ma.us</a>	(978) 567-6100 x42121
Tanya O'Connell	Assistant Director of Student Services	<a href="mailto:tmoconnell@hudson.k12.ma.us">tmoconnell@hudson.k12.ma.us</a>	(978) 567-6100 x42136
Alise Wells	Elementary Coordinator of Special Education Evaluation and Services K-5	<a href="mailto:adwells@hudson.k12.ma.us">adwells@hudson.k12.ma.us</a>	(978) 567-6100 x42135
Lisa Nims	Secondary Coordinator of Special Education Evaluation and Services 6-12	<a href="mailto:lanims@hudson.k12.ma.us">lanims@hudson.k12.ma.us</a>	(978) 567-6100 x42134
Maureen Parker	Department Assistant	<a href="mailto:mparker@hudson.k12.ma.us">mparker@hudson.k12.ma.us</a>	(978) 567-6100 x42120
Michelle Bouffard-Gebo	Secretary	<a href="mailto:mgebo@hudson.k12.ma.us">mgebo@hudson.k12.ma.us</a>	(978) 567-6100 x42119
Renee Graca	Financial Administrative Assistant	<a href="mailto:rgraca@hudson.k12.ma.us">rgraca@hudson.k12.ma.us</a>	(978) 567-6100 x42118
June Bianchini	Support Secretary for Coordinators	<a href="mailto:jbianchini@hudson.k12.ma.us">jbianchini@hudson.k12.ma.us</a>	(978) 567-6100 x42117

### **Title I**

Title I provides supported instruction to students who qualify for the program and whose achievement in mathematics and/or reading is currently below grade level. The program is funded on a year by year basis depending on the amount of federal funds available to the Hudson Public Schools. Available funds are determined by a federal formula based on demographic and census data submitted by the state.

<https://drive.google.com/file/d/1uGPgAX2icRnp9wH7M6CCdQE84q5FCTf/view?usp=sharing>

### **School-Parent/Guardian Compact**

The parents/guardians of the students participating in activities, services, and programs funded by Title I, Part A of the Elementary and Secondary Education Act (ESEA) (participating children), agree that this compact outlines how parents/guardians, the entire school staff, and students will share the responsibility for improved student academic achievement and the means by which the school and parents/guardians will build and develop a partnership that will help children achieve the State's high standards. This compact is in effect during 2018-19 school year.

### **English Language Learners**

- The District shall provide suitable research-based language instructional programs for all identified English language learners in grades Kindergarten through 12 in accordance with the requirements of state and federal statutes and Massachusetts Department of Education regulations and guidance.
- The District shall identify students whose dominant language may not be English through home language surveys that identify a primary home language is other than English (PHLOTE), observations, intake assessments, and recommendations of parents, teachers and other persons. Identified students shall be assessed annually to determine their level of proficiency in the English language.
- The District shall certify to the Massachusetts Department of Education each year those students whose dominant language is not English, including specification of the number of non-English languages identified as dominant languages and the number and percent of students who speak each non-English language as their dominant language.
- The District shall provide additional information as required by the Massachusetts Department of Education to comply with the No Child Left Behind Act.

### **Response to Intervention (RTI) Literacy**

Hudson Public Schools has a systematic approach to meet the individual needs of all students. The Reading Specialists, support staff, classroom teachers, and paraprofessionals have developed a Literacy Intervention Block, or Response to Intervention (RTI), that allows all students to receive targeted instruction focused on individual/small group reading goals. RTI is scheduled 4-5 days per week, in addition to Reader's and Writer's Workshop. Teachers continually assess students' reading and writing skills, and use the results to plan instruction. During RTI, students have a chance to practice strategies they have learned in Reader's Workshop, and classroom teachers and support staff meet with students in small groups to address the individual goals based on assessment data. Response to Intervention is a part of the regular education program. Progress is monitored continually, and groupings, support staff, and goals change of the course of the year, as students' skills develop.

### **ADDITIONAL DISTRICT POLICIES**

Disclaimer: Please be advised that the Hudson Public Schools is in the process of evaluating and potentially revising its current written policies presently located on the HPS website. Any newly adopted policy will reflect that it is a new policy and its date of adoption by the School Committee. Wherever inconsistencies arise, conflicts will be resolved in accordance with current policies unless legally required to do otherwise.

For all district-wide policies please visit: [https://hudson.k12.ma.us/school\\_committee/policies](https://hudson.k12.ma.us/school_committee/policies)

### **STUDENT RECORDS POLICY**

<https://drive.google.com/file/d/1h7rMJazIQ5G4qVzAqFAsuOOvL9tFGLm-/view?usp=sharing>

### **STUDENT DISCIPLINE POLICY**

<https://www.hudson.k12.ma.us/common/pages/DisplayFile.aspx?itemId=23554349>

**PROCEDURES FOR SHORT-TERM SUSPENSION**  
**(exclusion of a student from school premises and regular classroom activities**  
**for a specified period of not more than ten school days.)**

The principal or assistant principal (referred to as principal in this section) may suspend students on a short-term basis. Unless a student poses a danger to persons or property, substantially and materially disrupts the order of school, possesses a firearm, controlled substance, or assaults a school staff member, the student will receive the following prior to a short-term suspension:

1. Oral and written notice of the charges in English and the primary language of the home if other than English. This notice shall include:
  - i. The disciplinary offense;
  - ii. The basis for the charge;
  - iii. The potential consequences, including the potential length of the suspension;
  - iv. The opportunity to have a hearing with the principal and the parent concerning the proposed suspension, including the opportunity to dispute the charges and to present the student's explanation of the alleged incident;
  - v. The date, time, and location of the hearing;
  - vi. The right of the parent and student to interpreter services at the hearing; and
  - vii. If the student may be placed on a long-term suspension following the hearing with the principal:
    1. The rights set forth under the "Procedures for Long-Term Suspension"; and
    2. The right to appeal the principal's decision to the superintendent.
2. At the hearing, if the student and/or parent elects to attend, the student shall have the opportunity to present his/her version of the relevant facts and any mitigating circumstances. The principal shall make reasonable efforts to notify the parent orally of the opportunity to attend the hearing. To conduct the hearing without the parent, the principal must be able to document reasonable efforts to include the parent. The principal is presumed to have made reasonable efforts if the principal sent written notice and has documented at least two (2) attempts to contact the parent in the manner specified by the parent for emergency notification.
3. Based on the available information, the principal shall make a determination as to whether the student committed the disciplinary offences and what remedy shall be imposed. The principal shall notice the student and parent in writing of his/her decision, the reasons for it, and, if applicable, the type and duration of the suspension and the opportunity to make up assignments and other academic work.

**PROCEDURES FOR EMERGENCY REMOVAL**

If the student's continued presence poses a danger to persons or property, or materially and substantially disrupts the order of the school and, in the principal's judgment, there is no alternative available to alleviate the danger or disruption, the principal shall temporarily remove the student from the school. This temporary removal shall not exceed two (2) days following the day of the emergency removal and the superintendent shall be immediately notified of the removal. Additionally, the principal shall make immediate and reasonable efforts to orally notify the student and student's parent of the emergency removal, the reason for the emergency removal, and the other information required in a short-term suspension notification. The short-term suspension notice shall be provided in writing to the student and parent. The opportunity for a hearing with the principal shall occur within two (2) school days, unless otherwise extended by the school and parent. A decision regarding the student's continued suspension or other removal shall be rendered the same day as the hearing and written notice shall be provided the following school day. This written notice shall include all the information required based on the type of discipline imposed (short-term suspension, in-school suspension, long-term suspension, or expulsion).



The principal may also remove a student from privileges, such as extracurricular activities and attendance at school-sponsored events, based on a student's misconduct. This type of removal is not subject to the procedures for suspension and expulsion outlined in this policy.

**PROCEDURES FOR LONG-TERM SUSPENSION**  
**(exclusion of a student from school premises and regular classroom activities  
for more than ten school days.)**

The principal, or his/her designee, may issue long-term suspensions at the building level. The principal may also issue expulsions for the offenses set forth in M.G.L. c. 71, §37H and §37H½. Expulsions for other offenses are handled by the School Committee pursuant to M.G.L. c. 76, §16 and §17.

1. In the event of a long term suspension or expulsion, the student will be provided oral and written notice of the charges in English and the primary language of the home if other than English. This notice shall include:
  - a. The disciplinary offense;
  - b. The basis for the charge;
  - c. The potential consequences, including the potential length of the suspension;
  - d. The opportunity to have a hearing with the principal and the parent concerning the proposed suspension, including the opportunity to dispute the charges and to present the student's explanation of the alleged incident;
  - e. The date, time, and location of the hearing; and
  - f. The right of the parent and student to interpreter services at the hearing.
2. The principal shall make reasonable efforts to notify the parent orally of the opportunity to attend the hearing. To conduct the hearing without the parent, the principal must be able to document reasonable efforts to include the parent. The principal is presumed to have made reasonable efforts if the principal sent written notice and has documented at least two (2) attempts to contact the parent in the manner specified by the parent for emergency notification.
3. In advance of the hearing, the student shall have the right to review the student's record and the documents upon which the principal may rely in making a determination to suspend the student.
4. The student shall also have the right to be represented by counsel or a lay person at the choice and expense of the student/parent.
5. At the hearing, if the student and/or parent elects to attend, the student shall have the opportunity to present his/her version of the relevant facts and any mitigating circumstances. The student shall also have the right to produce witnesses and the right to cross-examine witnesses presented by the school. The student may request that the hearing be audio recorded by the principal and may request a copy of the recording. All parties must be made aware that the hearing is recorded in advance of the hearing.
6. The parent, if present, shall have the opportunity to discuss the student's conduct and other information, including mitigating circumstances that the principal should consider in determining consequences for the student.
7. The principal shall make a determination as to whether the student committed the disciplinary offences and what consequences shall be imposed. The principal shall notice the student and parent in writing of his/her decision, including the following information:
  - a. The disciplinary offence, the date on which the hearing took place, and the participants in the hearing;
  - b. The key facts and conclusions reached by the principal;
  - c. The length and effective date of the suspension and the date of return to school;
  - d. The notice the student's opportunity to receive education services to make academic progress during the suspension;

- e. The student's right to appeal the principal's decision to the superintendent or his/her designee if a long-term suspension has been imposed. This notice of appeal shall include the process for appealing the decision, which requires the parent or student to file a written notice of appeal with the superintendent within five (5) calendar days of the effective date of the long-term suspension.
  - i. The superintendent shall hold the hearing within three (3) school days of the student's request, unless an extension is mutually agreed to.
  - ii. The superintendent shall make a good-faith effort to include the parent in the hearing.
  - iii. The hearing shall be conducted to determine whether the student committed the disciplinary offense and, if so, what the consequence shall be. The hearing shall be audio recorded and a copy of the recording shall be provided to the student or parent upon request.
  - iv. All the same rights as are afforded in the above long-term suspension principal's hearing shall apply to the student in a superintendent's hearing.
  - v. The superintendent shall issue a written decision within five (5) calendar days of the hearing. If the superintendent determines that the student committed the disciplinary offense, the superintendent may impose the same or lesser consequence than the principal.
  - vi. The decision of the superintendent shall be the final decision of the school district.

### **EXPULSION**

Expulsion is the removal of a student from the school premises, regular classroom activities, and school activities for more than ninety (90) days, indefinitely, or permanently. Conduct that may lead to expulsion includes but is not limited to possession of a dangerous weapon, assault on school personnel or upon other students, possession of a controlled substance, and certain criminal convictions and charges. See also, the Polices and Laws Relating to Student Conduct section of the handbook. Procedures associated with expulsion are set forth under the Procedures for Expulsion section of the handbook.

### **ADDITIONAL PROCEDURAL PROTECTIONS FOR SPECIAL EDUCATION STUDENTS**

In general, special education students may be excluded from their programs for up to ten school days per school year just as any other student. However, when the district seeks to exclude a special education student from his/her program for more than ten school days in the school year, the student's special education Team must first determine whether the student's behavior was caused by, or was directly and substantially related to his/her disability or whether the conduct in question was the direct result of the district's failure to implement the student's IEP (a "manifestation determination"). If the Team determines that the behavior was a manifestation of his/her disability or was caused by a failure to implement the IEP, it must conduct a functional behavioral assessment and develop a behavior plan (or review and modify an existing plan, if necessary), and return the student to his/her current program, unless the student's parents and the district agree to a change in placement.

If the Team determines the behavior was not caused by, or directly and substantially related to the student's disability or failure to implement the IEP, the school may discipline the student according to the school's code of student conduct, except that during the period of suspension or expulsion, the district must continue to provide the student with a free appropriate public education (FAPE) and, if appropriate, conduct a functional behavior assessment and provide intervention services and modifications to prevent the conduct from recurring. If the conduct involves weapons, drugs, or serious bodily injury, a special

education student may be removed to an interim alternative educational placement for up to 45 school days regardless of the behavior's relationship to his/her disability.

Additional information regarding the procedural protections for students with disabilities can be obtained from the Director of Pupil Services at 978-567-6111.

**POSSESSION OF WEAPONS OR CONTROLLED SUBSTANCES OR  
ASSAULT OF EDUCATIONAL PERSONNEL**

Massachusetts General Law Ch. 71, §37H authorizes the principal to expel students as follows:

1. Any student who is found on school premises or at school-sponsored or school-related events, including athletic games, in possession of a dangerous weapon, including, but not limited to, a gun or a knife; or a controlled substance as defined in Chapter Ninety-Four C, including, but not limited to, marijuana, cocaine, and heroin, may be subject to expulsion from the school or school district by the principal.
2. Any student who assaults a principal, assistant principal, teacher, teacher's aide or other educational staff on school premises or at school-sponsored or school-related events, including athletic games, may be subject to expulsion from the school or school district by the principal.
3. Any student who is charged with a violation of either paragraph (1) or (2) shall be notified in writing of an opportunity for a hearing; provided, however that the student may have representation, along with the opportunity to present evidence and witnesses at said hearing before the principal. After said hearing, a principal may, at his discretion, decide to suspend rather than expel a student who has been determined by the principal to have violated either paragraph (1) or (2).
4. Any student who has been expelled from a school district pursuant to these provisions shall have the right to appeal to the superintendent. The expelled student shall have ten days from the date of the expulsion in which to notify the superintendent of his appeal. The student has the right to counsel at a hearing before the superintendent. The subject matter of the appeal shall not be limited solely to a factual determination of whether the student has violated any provisions of this section.
5. Any school district that suspends or expels a student under this section shall continue to provide educational services to the student during the period of suspension or expulsion, under section 21 of chapter 76. If the student moves to another district during the period of suspension or expulsion, the new district of residence shall either admit the student to its schools or provide educational services to the student in an education service plan, under section 21 of chapter 76.
6. Districts shall report to the department of elementary and secondary education the specific reasons for all suspensions and expulsions, regardless of duration or type, in a manner and form established by the commissioner. The department of elementary and secondary education shall use its existing data collection tools to obtain this information from districts and shall modify those tools, as necessary, to obtain the information. On an annual basis, the department of elementary and secondary education shall make district level de-identified data and analysis, including the total number of days each student is excluded during the school year, available to the public online in a machine readable format. This report shall include district level data disaggregated by student status and categories established by the commissioner.
7. Under the regulations promulgated by the department, for each school that suspends or expels a significant number of students for more than 10 cumulative days in a school year, the commissioner shall investigate and, as appropriate, shall recommend models that incorporate intermediary steps prior to the use of suspension or expulsion. The results of the analysis shall be publicly reported at the school district level.

## **SUSPENSION/EXPULSION BASED UPON A FELONY CHARGE/CONVICTION**

### **M.G.L. c. 71, § 37H½**

Upon the issuance of a criminal complaint charging a student with a felony or upon the issuance of a felony delinquency complaint against a student, the principal of a school may suspend a student for a period of time determined appropriate by the principal if the principal determines that the student's continued presence in school would have a substantial detrimental effect on the general welfare of the school. The student shall receive written notification of the charges and the reasons for such suspension prior to such suspension taking effect. The student shall also receive written notification of his right to appeal and the process for appealing such suspension; provided, however, that such suspension shall remain in effect prior to any appeal hearing conducted by the superintendent.

The student shall have the right to appeal the suspension to the superintendent. The student shall notify the superintendent in writing of his request for an appeal no later than five calendar days following the effective date of the suspension. The superintendent shall hold a hearing with the student and the student's parent or guardian within three calendar days of the student's request for an appeal. At the hearing, the student shall have the right to present oral and written testimony on his behalf, and shall have the right to counsel. The superintendent shall have the authority to overturn or alter the decision of the principal or headmaster, including recommending an alternate educational program for the student. The superintendent shall render a decision on the appeal within five calendar days of the hearing. Such decision shall be the final decision of the city, town or regional school district with regard to the suspension.

The principal may expel a student who has been convicted, adjudicated, or admitted guilt with respect to a felony or felony delinquency, if the principal determines that the student's continued presence in school would have a substantial detrimental effect on the general welfare of the school. The student shall receive written notification of the charges and reasons for such expulsion prior to such expulsion taking effect. The student shall also receive written notification of his right to appeal and the process for appealing such expulsion; provided, however, that the expulsion shall remain in effect prior to any appeal hearing conducted by the superintendent.

The student shall have the right to appeal the expulsion to the superintendent. The student shall notify the superintendent, in writing, of his request for an appeal no later than five calendar days following the effective date of the expulsion. The superintendent shall hold a hearing with the student and the student's parent or guardian within three calendar days of the expulsion. At the hearing, the student shall have the right to present oral and written testimony on his behalf, and shall have the right to counsel. The superintendent shall have the authority to overturn or alter the decision of the principal or headmaster, including recommending an alternate educational program for the student. The superintendent shall render a decision on the appeal within five calendar days of the hearing. Such decision shall be the final decision of the city, town or regional school district with regard to the expulsion. A copy of this law may be obtained in the main office.

## **EDUCATIONAL SERVICES AND ACADEMIC PROGRESS** **DURING SUSPENSIONS AND EXPULSION**

Any student who is serving an in-school suspension, short-term suspension, long-term suspension, or expulsion shall have the opportunity to earn credits, as applicable, make up assignments, test, papers, and other school work as needed to make academic progress during the period of his or her removal from the classroom. The principal shall inform the student and parent of such opportunity in writing when such suspension or expulsion is imposed.

Any student expelled or suspended from school for more than ten (10) consecutive days, whether in school or out of school, shall have an opportunity to receive education services and make academic progress toward meeting state and local requirements.

## **DISCIPLINE OF STUDENTS SUBJECT TO THE INDIVIDUALS WITH DISABILITIES EDUCATION ACT POLICY**

<https://www.hudson.k12.ma.us/common/pages/DisplayFile.aspx?itemId=23554399>

## **INTERNET ACCEPTABLE USE POLICY**

<https://drive.google.com/file/d/1PBSz7KBh-1NH5grLhgI4tj7B1OcAwSws/view?usp=sharing>

### **Elementary Internet Safety Policy and Rules for Using School Computers**

Use of the Internet has potential dangers. In order to comply with the Children's Internet Protection Act and the Broadband Act of 2008, this document reflects the Hudson Public Schools' Internet Safety Policy. Hudson Public Schools has a content filter in place that blocks and filters Internet sites that are obscene, contain pornography, or contain material deemed by local standards to be inappropriate or harmful to minors. Hudson Public Schools reserves the right to monitor email, chat rooms, interactive web technologies, and electronic communications such as instant messaging, hacking, unauthorized disclosure of minors' personal information, and monitoring the online activities of minors.

#### **Rules for Using School Computers**

1. I will only use the computer for school work. Rules for Using School Computers
2. I cannot use my personal e-mail account at school.
3. I will not use chat rooms.
4. I will not give out my password or use anyone else's password. If I see that someone else has used my password, I will tell my teacher immediately and change my password.
5. I will not damage or change any of the hardware or software on any school computer.
6. I understand my teacher can look at any of my work, including any saved work.
7. I will not download anything from the Internet without my teacher's permission.
8. I will not look at or copy other people's saved work.
9. I will only use polite language on the Internet.
10. I understand that my school takes cyberbullying seriously and that appropriate action will be taken to protect students and staff.
11. I understand that the district has installed a content filter to protect students from inappropriate websites. I will not attempt to by-pass any blocked sites in any manner.
12. I understand that my teacher may use interactive web technologies such as blogs, podcasts, and wikis. I will use appropriate language.
13. If I find an Internet site that I believe is inappropriate, or that makes me uncomfortable, I will disconnect and tell my teacher immediately.
14. I will cite sources and give credit to authors during my research.
15. I will never give out any personal information such as my name, address, telephone number, school address, parent's name, parent's employer or work address, or picture while on the Internet. While this list is not intended to be exclusive, if a user is found in violation of this Acceptable Use Policy, the consequences imposed could be:

#### **Consequences**

- Temporary or permanent loss of network privileges
- Suspension of computer access

- Temporary or permanent loss of computer access
- School suspension or expulsion
- Legal action and prosecution by the authorities

## **Protocol for the Use of District Issued Devices for Students in Grades K-12**

As new technologies continue to change the world in which we live, they also provide many new and positive educational benefits for classroom instruction. To encourage this growth, students attending Hudson Public Schools will be provided a district issued Chromebook or iPad starting in the fall of 2020. The district has created a rollout schedule which is posted on the district's website.

### **Definition of Device**

For the purposes of this project, "device" means a district issued Chromebook or iPad. It should be noted that the device has multimedia capabilities including the ability to (1) create and access word processing, spreadsheet, presentation, and pdf documents; (2) access the Internet via wireless access points including video; (3) capture and record images, sound, and video; and (4) storing materials in a cloud environment.

### **Internet**

Only the internet gateway provided by the school may be accessed while in school. Students will have the capability to setup and access their wireless network at home. While using the device in the home it is the responsibility of the students and parents to follow the district's Acceptable Use Policy and guidelines concerning Digital Citizenship.

### **Security and Damages**

Responsibility for keeping the device secure rests with the individual student. Hudson Public Schools and its employees are not liable for any device which is stolen or damaged. Students at the high school and middle school are provided lockers with locks. It is recommended that students lock their device in a locked locker. If a device is stolen or damaged, the matter will be handled through the administrative office in the same manner that the theft or damage of other district owned property is handled. Additionally, depending upon the grade level, students will be carrying the device between home and school. It is recommended that students have a backpack or other protective sleeve for devices to help prevent damage to the district issued Chromebook or iPad. Students may also want to consider bringing their own stylus and their own headphones/earbuds with a built in microphone. Students are reminded that if their devices contain any personal, private, or confidential information, they should take steps to secure their devices at all times. In particular Hudson Public Schools has no liability for the loss or compromising of any such information and security of the device is at all times the sole responsibility of the student.

### **1:1 Student Agreement**

The use of a device to provide educational material is not a necessity but a privilege. A student does not have the right to use his/her device while at school. When abused, including but not limited to violations of this protocol and of any of the School Committee policies incorporated herein, privileges will be taken away (in addition to penalties set forth in the School Committee policies incorporated herein and in related handbook provisions for violation of those policies). When used properly and respectfully, these devices will benefit the learning environment as a whole.

Students and parents/guardians participating in this program must adhere to the Student Code of Conduct, as well as all School Committee policies. In particular, and without limitation, use of devices pursuant to this protocol shall comply at all times with Hudson School Committee Policy IJNDB, "Internet Acceptable Use Policy"/Policy IJNDB-E, "Elementary Internet Safety Policy and Rules for Using School Computers,

and with Hudson School Committee Policy JICFB, “Anti-Bullying” [copies are available on the district’s website]. In addition, the device:

- Must be in silent mode or used by means of headphones while on school campus.
- May be used to record, transmit or post photographic images or video of a person, or persons on campus during school activities and/or hours for school assignments **only** with positive intent and with the with the person’s express knowledge and consent.
- Cannot be used in school to photograph, film, or otherwise record images or the voice of any person at any time and in any location without that person’s express knowledge or consent. Clandestine or concealed use of the device to photograph, film or record the images or voice of another person is expressly forbidden. The sole exception to this requirement is for activities which are explicitly directed by the teacher and which are specifically linked to the curriculum. If a parent does not want a student to appear in these types of activities, he/she must fill out the Hudson Public Schools’ Picture Restriction form and return it to the school’s main office. Otherwise, consent will be assumed.
- May be used to access files on the computer or internet sites which are relevant to the classroom curriculum only.

Students and parents acknowledge, understand, and agree that:

- The device, Internet, and network will be used for **educational purposes only**.
- Websites, apps, and programs that are appropriate for the student’s age level will be accessed.
- Teachers will determine the specific manner in which the device will be used including frequency, tasks, and activities.
- The school’s content filters will be applied to one’s connection to the internet and will not attempt to bypass this software.
- Bringing on campus, or infecting the network with, a virus, Trojan, or program designed to damage, alter, destroy, or provide access to unauthorized data or information is in violation of School Committee Policy IJNDB/IJNDB-E.
- Processing or accessing information on school property related to “hacking”, altering, or bypassing network security policies is in violation of School Committee Policy IJNDB/IJNDB-E.
- The school or district has the right to collect and examine any device at any time.
- Communication tools (i.e. email, chat rooms, instant messaging, social media, etc.) will be used for educational purposes only and with teacher/parent consent.
- Students should select only appropriate screensavers and desktop backgrounds for an educational setting.
- Rights of copyright owners must be respected and work not plagiarized. Credit must be given to the author(s) of published work.
- Guidelines will be set concerning the printing from devices while at school.
- Devices must be charged prior to being brought to school. The device is required to run on its own battery power while at school. Students who leave their device at home or whose device is not charged may be determined to be unprepared for class by the teacher and will have to complete work as best as they can without their device. Students are responsible for all work they are unable to complete due to not having their device. The district will not provide devices for students who leave their device at home nor will charging stations be available during the school day.
- The HPS Technology Department and school personnel will provide support to district-issued devices.
- Students and families are responsible for returning the district-issued Chromebook or iPad, power supply, and any other equipment issued with the Chromebook and iPad to the school office when:
  - A student transfers or withdraws any time during the school year.
  - Students at the elementary level complete grade 1 and grade 4.

- o The lease cycle ends for Grade 5 (at the end of grade 8) and 9 (at the end of grade 12). Graduating seniors will return their district-issued Chromebook during Senior week.
- o Failure to turn in the Chromebook or iPad will result in the student being charged the full replacement cost for the Chromebook or iPad. There will also be a charge for any missing peripheral equipment such as the power supply. The District may also file a report of stolen property with the local law enforcement agency for equipment not returned.

I understand and will abide by the above protocol and the policies incorporated herein. I further understand that any violation is unethical and may result in the loss of my network and/or device privileges as well as other disciplinary action.

### **ANTI-BULLYING POLICY**

<https://drive.google.com/file/d/1Gt-ISRIISX9PH7-9d-KdbuNWwVPA3ePq/view>

The Hudson Public Schools is committed to providing a safe, positive and productive educational environment where students can achieve the highest academic standards. No student shall be subjected to harassment, intimidation, bullying, or cyber-bullying. HPS's Bullying Prevention Plan can be found at: [https://www.hudson.k12.ma.us/parents/bullying\\_prevention\\_and\\_intervention\\_plan](https://www.hudson.k12.ma.us/parents/bullying_prevention_and_intervention_plan)

### **NON-DISCRIMINATION POLICY AND GRIEVANCE PROCEDURE**

<https://www.hudson.k12.ma.us/common/pages/DisplayFile.aspx?itemId=22448331>

### **NON-DISCRIMINATION ON THE BASIS OF SEX**

<https://drive.google.com/file/d/1izhb4VP7XdBdDT6MpCBqhPLzIIInyqRYb/view?usp=sharing>

### **NON-DISCRIMINATION ON THE BASIS OF DISABILITY**

<https://drive.google.com/file/d/19yzWEKjeE4zTIAPeerkwocGaBmC5HUlg/view?usp=sharing>

### **STUDENT WELFARE POLICY**

<https://www.hudson.k12.ma.us/common/pages/DisplayFile.aspx?itemId=23554403>