

***HAWTHORNE CEDAR KNOLLS
UNION FREE SCHOOL DISTRICT***



PARENT/STUDENT HANDBOOK

Hawthorne Cedar Knolls Union Free School District

PARENT/STUDENT HANDBOOK

Welcome to the 2015-2016 school year. We want this to be an enjoyable and productive year.

The Hawthorne Cedar Knolls Union Free School District Parent/Student Handbook contains information about our school and the policies and procedures you and your child will need to be familiar with for a successful school year. In it you will find information pertaining to:

- Your child's grades and progress reports
- Records pertaining to your child
- Hawthorne Cedar Knolls Union Free School District's Attendance policy
- Hawthorne Cedar Knolls Union Free School District's Code of Conduct

Because the information contained in this handbook is so important, we want to ensure that you and your child have read the handbook and you assist your child in his/her understanding of the contents. Therefore, to acknowledge receipt of this handbook and the information contained in it, please review the statements below and return a signed copy of this page to the Principal's office. If you have any further questions about anything contained in this handbook, please contact your building Principal at the numbers listed below.

I have received a copy of the Hawthorne Cedar Knolls Union Free School District's Parent/Student Handbook and have read, discussed and understand the contents of the Parent Student Handbook.

Print name of student: _____

Signature of student: _____

Signature of parent: _____

Date: _____

BOARD OF EDUCATION
Daniel J. Leffell, President
James Miller, Vice President
Louis W. Bauman
Miriam Fishman
David F. Everett
Joan Weber, Ed.D.

CENTRAL OFFICE ADMINISTRATION

Mr. Mark K. Silverstein.....Superintendent
Mr. Joseph Abbondanza..... Assistant Superintendent of Finance
Clare E. Rosen, Psy.D ... Assistant Superintendent of Pupil Personnel Services
Christine Casey, Ed.D.Director of Human Resources

HCK SENIOR/JUNIOR HIGH SCHOOL

Ms. Kristin Crowley Principal
Mr. Pedro Reynoso.....Assistant Principal
Dr. Katherine Reitzes.....School Psychologist
Dr. Cheryl PinnowSchool Psychologist
Ms. Jamie Manning..... School Social Worker
Ms. Allison Paul.....Guidance Counselor
Ms. Christine Hickey..... Guidance Counselor

LINDEN HILL JUNIOR/SENIOR SCHOOL

Mr. Robert Worden.....Principal
Mr. George Pollock.....Assistant Principal
Dr. Katherine Reitzes.....School Psychologist
Ms. Rosa Anna Aducci.....School Psychologist
Dr. Cheryl PinnowSchool Psychologist
Ms. Michele Pisarz-AlbertSchool Psychologist
Ms. Marjorie Clarke.....School Social Worker
Ms. Tyanna Reyes..... Guidance Counselor
Ms. Elizabeth Fisher..... Guidance Counselor

THE LITTLE SCHOOL

Mr. Raymond Raefski Principal
Mr. Joseph AgovinoSchool Psychologist

GELLER HOUSE

Dr. Vikki Palmer.....Interim Principal
Ms. Melissa Zaveta.....School Psychologist

Hawthorne Cedar Knolls Senior/Junior High School

Directory of School Staff

To reach any of the following individuals during school business hours (7:30a.m. - 3:30p.m.) dial the main office at 914/749-2931.

Important telephone numbers:

Senior/Junior High School

Main Office	<u>914/749-2930</u>
Student Attendance	<u>914/749-2933</u>
Guidance Counselor	<u>914/749-2945</u>
Principal (Ms. Kristin Crowley)	<u>914/749-2939</u>
Asst. Principal (Mr. Pedro Reynoso)	<u>914/749-2937</u>
CSE/Transportation Coordinator	<u>914/749-2917</u>
Nurse	<u>914/749-2936</u>
Weather Hotline	<u>914/749-2999</u>

Students can also obtain school information by visiting the Hawthorne Cedar Knolls Union Free School District website at www.hcks.org . The website includes information on upcoming activities, class schedules, sports schedules, school news, academic achievements, policy information and a school calendar.

Hawthorne Cedar Knolls Linden Hill School

Directory of School Staff

To reach any of the following individuals during school business hours (7:30a.m. - 3:30p.m.) dial the main office at 914/749-2971.

Important telephone numbers:

Linden Hill School

Main Office	<u>914/749-2971</u>
Student Attendance	<u>914/749-2973</u>
Guidance Counselors	<u>914/749-2981</u>
Principal (Mr. Robert Worden)	<u>914/749-2977</u>
Asst. Principal (Mr. George Pollock)	<u>914/749-2976</u>
CSE/Transportation Coordinator	<u>914/749-2917</u>
Nurse	<u>914/749-2936</u>
Weather Hotline	<u>914/749-2999</u>

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Hawthorne Cedar Knolls Little School

Directory of School Staff

To reach any of the following individuals during school business hours (7:30a.m. - 3:30p.m.) dial the main office at 914/749-2963.

Important telephone numbers:

Little School

Main Office	<u>914/749-2963</u>
Student Attendance	<u>914/749-2963</u>
Principal (Mr. Raymond Raefski)	<u>914/749-2964</u>
CSE/Transportation Coordinator	<u>914/749-2917</u>
Nurse	<u>914/749-2936</u>
Weather Hotline	<u>914/749-2999</u>

Students can also obtain school information by visiting the Hawthorne Cedar Knolls Union Free School District website at www.hcks.org. The website includes information on upcoming activities, class schedules, sports schedules, school news, academic achievements, policy information and a school calendar.

INSTRUCTION & INSTRUCTIONAL

Mission, Vision, Goals

**Statement of Nondiscrimination/
Anti-Harassment**

Instruction

Attendance

Student Dismissal Precautions

Student Scheduling and Course Loads

Character Education

Physical Education

Driver Education

Use of School Computers

Internet Safety

School Ceremonies and Observances

Assemblies

DISTRICT MISSION

The **Hawthorne Cedar Knolls Union Free School District** is committed to each student's academic, physical, emotional and social success to ensure students become self-directed life-long learners who function as responsible, productive citizens.

DISTRICT VISION

The **Hawthorne Cedar Knolls Union Free School District** is a district in which students, teachers, parents and administrators work together to provide all students with opportunities to access resources necessary to meet the specified learning standards.

STATEMENT OF NON-DISCRIMINATION/ANTI-HARASSMENT

It is the policy of the **Hawthorne Cedar Knolls Union Free School District** not to permit discrimination or harassment on the basis of race, creed, color, sex, national origin, religion, age, economic status, marital status, sexual orientation or disability in the district's educational programs, activities or employment.

Harassment may take the form of comments, name-calling, jokes, stalking, perpetuating rumors or gossip, offensive gestures or language, assault or any other behavior that is designed to annoy, intimidate or cause fear.

COMMON CHARACTERISTICS OF BULLYING:

- Physical – hitting, kicking, taking or damaging a victim's property
- Verbal – using words to berate, hurt or humiliate
- Relational – maliciously spreading rumors, and/or actively excluding a person from the peer group to cause emotional harm

Bullying and/or hazing of students and staff are prohibited behavior and will not be tolerated at Hawthorne Cedar Knolls Union Free School District.

ATTENDANCE

It is each student's basic responsibility as a member of the school community to be on time and attend all classes. Your signature on this document indicates that you understand that your program schedule represents exactly where YOU need to be during the assigned time unless assigned by your teacher with permission from the Principal. Telephone calls will be made to parent/guardian to report unexcused absences.

HALL AND ROOM PASSES

Students must obtain valid hall passes in order to go from one building location to another during class time. They will be required to present such passes on demand to teachers on duty and/or security staff. Students are not permitted to enter into other classrooms except in an extreme emergency. It is essential that students not be excused from a class unless authorized by the school administration.

ATTENDANCE AND ABSENCE

Under state law, pupils must attend all sessions of the school while enrolled unless there are necessary causes for absence, such as personal illness, death in the family, or religious observance. Day student parents are instructed to call the building Principal's office each day a student is absent. State law requires that on the day following an absence, a written excuse for the absence must be submitted to the appropriate school official. This excuse must be signed by a parent /guardian and must include the following information:

Current date
Student's full name
Date of absence
Reason for absence

The following reasons for student absences from schools are recognized as excused:

1. Personal illness
2. Illness or death in the family
3. Impassable roads or weather making travel unsafe
4. Religious observance
5. Medical appointment
6. Approved school-sponsored trips
7. Quarantine
8. Required court appearances

Any other absence is considered unexcused.

The district will support and encourage a student's efforts to maintain or improve school attendance. Students with unexcused absences will be disciplined according to the provisions set forth in the district's code of conduct.

Bell Schedule for Linden Hill School and Hawthorne Senior/Junior High School

1 st Period	9:00-9:15
2 nd Period	9:18-9:58
3 rd Period	10:01-10:41
4 th Period	10:44-11:24
5 th Period	11:27-12:08
6 th Period	12:11-12:51
7 th Period	12:54-1:34
8 th Period	1:37-2:17
9 th Period	2:20-3:00

STUDENT DISMISSAL PRECAUTIONS

In order to ensure students' safety, the Building Principal maintains a list of individuals who are authorized to obtain the release of students in attendance at the school. No student may be released to the custody of any individual who is not the parent or guardian of the student, unless the individual's name appears upon the list.

Parents or guardians may submit a list of individuals authorized to obtain the release of their children from school at the time of the child's enrollment. The signature of the parent or guardian must be notarized.

A parent or guardian may amend a list submitted pursuant to this regulation at any time, in writing, with a properly notarized signature of the parent or guardian. Certified copies of any court orders or divorce decrees provided by the custodial parent, which restrict a parent's ability to seek the release of his or her child, shall be maintained in district offices.

If anyone seeks the release from school of a student, he/she must report to the school office and present satisfactory identification to the Building Principal.

Early dismissal for emergency reasons should be requested in writing by the parent. Medical releases are handled through the Nurse's Office in your building. The building Principal should be contacted to arrange for early dismissal for all other reasons. Students must be picked up in the Main Office. The person seeking the student's release must sign the register in the office.

STUDENT SCHEDULING AND COURSE LOADS

Course scheduling is designed to accommodate different teaching styles and subject materials. All scheduling shall conform to state requirements, work to enhance student-learning opportunities and improve individual academic achievement. Course outlines are found in the guidance office; they are provided to students during registration. Contact your child's guidance counselor for more information or questions regarding your child's schedule.

STUDENTS: YOU MUST FOLLOW YOUR SCHEDULE. YOU ARE EXPECTED TO BE AT YOUR SCHEDULED LOCATION UNLESS YOU HAVE SIGNED PERMISSION TO BE IN ANOTHER LOCATION.

CHARACTER EDUCATION

The **Hawthorne Cedar Knolls Union Free School District** works in partnership with parents and Jewish Board for Family and Children's Services to maintain learning and working environment that supports positive student attitudes and the character development of its students. Character development will reflect and reinforce character and civic values such as honesty, integrity, responsibility, hard work, and respect for others.

Parents, students, and the school community will work together to teach, promote, and model ethical behavior. The **Hawthorne Cedar Knolls Union Free School District** will reflect and reinforce positive character traits that embody community values and promote principles of fairness and justice.

PHYSICAL EDUCATION

In New York State, four years of Physical Education are mandated for all high school students. Students must be enrolled in Physical Education during every semester in which they are enrolled in school. In determining the satisfactory completion of course requirements, the factors of attendance and participation play an important role. Failure to participate adequately and conscientiously would mean non-fulfillment of the basic requirements necessary for successful completion of Physical Education requirements for the year. All students will earn a ½ credit each year for successful completion of a Physical Education course.

If a student must be excused from P.E. classes for less than a week either due to minor injuries or upon returning to school following an illness, the student must deliver a note from the parent to the physical education teacher.

If a student must be excused from P.E. for more than a week, that student must deliver a note from his/her physician to the school nurse.

Students are expected to dress appropriately in order to participate in physical education classes. All students are required to wear sneakers for safety and performance reasons.

DRIVER EDUCATION

The **Hawthorne Cedar Knolls Union Free School District** provides students the opportunity to take the test for their Learner's Permit online. Once students have obtained their permits, students, with the permission from their parent/guardian and principal, may enroll in the Drivers Education program where they will have 3 hours of supervised driving per week and when ready will be taken for their road test.

USE OF SCHOOL COMPUTERS AND INTERNET

Users of the district's computer equipment shall have no expectation of privacy. The district reserves the right to access all files and monitor all uses of the district's computer technology equipment at its own discretion in order to ensure the equipment is not being used inappropriately.

The district prohibits the use of any computer hardware/software in any inappropriate, fraudulent or destructive manner, including, but not limited to:

- Sending out unauthorized messages
- Entering a code-protected file
- Plagiarism
- Altering a software program
- Vandalizing hardware or software components
- Copyright infringement
- Inappropriate sites

ACCEPTABLE USE AGREEMENTS

An acceptable use agreement for student use of the district's computer network is required and will be signed by each student. It describes the student's access to the network and expectations for acceptable use. Students are required to sign the agreement to abide by district policy and regulation in the use of the district's computers. The Computer Technology and Internet Use Agreement policy was developed by the Board of Education in order to establish guidelines within which computer accounts and the Internet may be accessed and utilized during school hours. The policy applies to all computer use through the District Network.

These agreements are kept on file in the Building Principal's office.

Failure to abide by these regulations may result in disciplinary action up to and including suspension from school and/or revocation of system access and related privileges.

DISTRICT RESPONSIBILITIES

While the district uses technological and manual means to regulate access and information on the school computer network, parents should understand that these methods do not provide a foolproof means of enforcing the provisions of the district's policy and regulations.

The district makes no warranties of any kind, either express or implied, for the access being provided. Further, the district assumes no responsibility for the quality, availability, accuracy, nature or reliability of the service and/or information provided. Use of the district's computer network and the Internet is performed at the user's own risk. Each user is responsible for verifying the integrity and authenticity of the information that is used and provided.

The district will not be responsible for any damages suffered by any user, including but not limited to, loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions caused by its own negligence or the errors or omissions of any user. The district will also not be responsible for the unauthorized financial obligations resulting from the use or access to the district's computer network or the Internet.

INTERNET SAFETY

Hawthorne Cedar Knolls Union Free School District is committed to safeguarding children's access to the Internet and World Wide Web on district computers. Although **Hawthorne Cedar Knolls Union Free School District** cannot totally guarantee the effectiveness of selected filtering and blocking technology, the district will use such measures that block or filter Internet access to visual depictions that are obscene or otherwise harmful to minors, as defined in the Children's Internet Protection Act.

DISTRICT WEBSITE

Hawthorne Cedar Knolls Union Free School District's website is an opportunity for the school district and staff to showcase learning, events, activities and accomplishments of students and staff to the world through the Internet. It is also a direct informational link to parents and community members. The address for the District website is www.hcks.org.

SCHOOL CEREMONIES AND OBSERVANCES

The school district recognizes the value of certain ceremonies and observances in promoting patriotism and good citizenship among the students. Therefore, activities in schools commemorating national holidays such as Memorial Day, Thanksgiving and President's Day are encouraged. **Hawthorne Cedar Knolls Union Free School District** reminds students, faculty and administration of the variety of religious beliefs, and all are urged to be conscious of and respect the sensitivities of others.

Program notes and illustrations of a religious nature shall not be included if the purpose or effect is to encourage students and community members to accept and/or follow such religious teachings.

Students shall be given the option to be excused from participating in those parts of a program or curriculum involving a religious theme which conflicts with their own religious beliefs. If a parent or student has any questions regarding the use of religious music, artwork and/or symbols in a particular course/activity, the Building Principal should be contacted.

ASSEMBLIES

Student assemblies are seen as part of the overall educational process. School assemblies, at all instructional levels, are often held to provide recognition of student accomplishments by peers, parents and staff members. Assemblies will be appropriate to the educational experience, as defined by the **Hawthorne Cedar Knolls Union Free School District** Board of Education, and reflect our school's educational mission.

Students are reminded of proper conduct at assemblies to ensure responsible audience participation.

FIRE DRILLS – Procedure

The signal for a fire drill will be a series of tones from the fire bell system. The following procedure is in effect:

- Teacher closes windows.
- Students in all rooms stand and pass in single file, following the directions posted in all rooms. Students may pass in double lines.
- Students must walk quickly and remain silent; students and staff must focus on evacuating the room promptly and without confusion.
- The last student out should close the classroom door; outside doors must also be closed after all students have exited.

Teachers accompany students from their rooms. The lines formed outside the building should be far enough away from the building to be out of danger from falling debris and to permit fire-fighting vehicles and equipment to pass. Our goal is to empty the building in 120 seconds. Ringing a false alarm is a misdemeanor punishable by fine and/or imprisonment.

LOCKERS

Students are allowed access to their lockers before school, between 5th and 6th period, and at the end of the school day.

School staff will assign lockers to students and provide them with lock combinations. Combinations are not to be shared with other students under any circumstance. One person only will be assigned to a locker. Students are permitted to use their own lockers only.

The school reserves the right to inspect the locker for any purpose it deems advisable.

LOST AND FOUND

Most personal items such as lost books, wallets, pocketbooks, etc. are sent to the Main Office.

SPECIAL INSTRUCTIONAL PROGRAMS

Programs for Students with Disabilities

Academic Intervention Services

Summer School (ESY Program)

PROGRAMS FOR STUDENTS WITH DISABILITIES

Students with disabilities are entitled to receive, at public expense, special education, related services and/or supplementary aids and services as necessary to ensure a free appropriate public education in the least restrictive environment, appropriate to meet their individual needs.

Each student identified as having a disability will have access to the full range of programs and services of this school district, including extracurricular programs and activities, which are available to all other students enrolled in the public schools of the district.

Parents/students who desire further information on these programs and services should contact Dr. Clare Rosen, Assistant Superintendent of Pupil Personnel Services at 914/749-2917.

ACADEMIC INTERVENTION SERVICES

The district shall provide academic intervention services to students who have been identified as being at risk of falling below the state learning standards in English language arts, mathematics, social studies, and/or science. Such services may include additional instruction services and/or student support services such as guidance, counseling, and study skills.

A student's eligibility for academic intervention services will be determined based on his or her performance on state assessment examinations and/or in accordance with district assessment procedures.

When it has been determined that a student needs academic intervention services, the parents will be notified, in writing, by the Building Principal. The notice will outline the reason the student needs such services, the type of services to be provided and the consequences of not achieving the performance standards. In addition, the district will provide the parents with opportunities to consult with teachers and other professional staff, regular reports on the student's progress and information on ways to monitor and work with teachers to improve the student's performance.

EXTENDED SCHOOL YEAR (ESY)

Students with 12-month programming on their IEP are entitled to attend summer school at **Hawthorne Cedar Knolls Union Free School District**.

Students residentially placed at **Hawthorne Cedar Knolls Union Free School District** are eligible to attend Extended School Year as an additional support.

GRADING AND PROMOTION

Grading Systems

Homework

Honor Rolls

Class Ranking

Promotion and Retention of Students

Graduation Requirements

GRADING SYSTEMS

Grades are used to indicate achievement and development in each class or subject area in which a student is enrolled. Grading will be based, in part, upon student improvement, achievement, and participation in classroom discussions and activities. Classroom participation, and thus student attendance, is an important factor in earning high grades.

MARKING PROCEDURES

INTERIM REPORTS

Teachers will communicate via interim reports with parents or guardians regarding students' progress between quarterly grade reports. The purpose of the reports is to provide an opportunity for parents to become aware of their child's progress at a more frequent interval than the report cards provide.

REPORT CARDS

Report Card Marking Periods: Report cards are mailed home and distributed to students on a quarterly basis. The passing mark is 65% for all subjects.

Listed below is the school district's uniform grading system:

<i>Letter Grade</i>	<i>Numeric Equivalent</i>
A	95 - 100
A-	90-95
B	85-90
B-	80-85
C	75-80
C-	70-75
D	65-70
F	below 65

Classroom teachers will evaluate students and assign grades according to the established system. All students are expected to complete the assigned class work and homework as directed. Students are also expected to participate meaningfully in class discussions and activities in order to receive course credit.

HOMEWORK

Homework provides excellent opportunities for developing good study habits, providing for individual differences and abilities, and encouraging self-initiative on the part of the student. Parents and the school share the responsibility for student learning.

The amount of homework will vary with each course and grade level and should be age appropriate. All homework assignments will be graded and counted towards each student's quarterly grade.

HONOR ROLLS

Four times each year, after report cards are issued, an honor roll will be released based upon grades received during the quarter. Students are eligible for honor roll listings if they have passed all courses and are enrolled on a full-time basis.

The Honor Roll is intended to recognize those students who have developed work habits and academic values that are worthy of recognition. To be eligible for the Honor Roll, a student must obtain a quarterly average of 85% or above. A failing grade makes a student ineligible for the Honor Roll.

Absences totaling more than 50% of the total possible attendance for the marking period and failure to take examinations that, in the opinion of the teachers, give evidence of satisfactory achievement will preempt a student from placement on the Honor Roll.

The Principal will review individual cases where a student may be excluded from the Honor Roll because of unusual circumstances.

PROMOTION AND RETENTION OF STUDENTS

Hawthorne Cedar Knolls Union Free School District will make every effort to place each student in the most appropriate learning level for a successful educational experience. The following guidelines govern promotion and retention:

STUDENT PROGRESSION

At the elementary and middle school level, students who pass all subjects will be promoted. Students who do not make satisfactory progress in one or more basic subjects — reading, English language arts, mathematics, spelling, social studies and science — shall have their cases considered on an individual basis and may be retained.

At the high school level, promotion from one class to the next shall be contingent upon passing all required subjects and the accumulation of 4 or 5 units of credit at each level.

No student will be retained without an appropriate educational plan defining what will occur that is instructionally different for the student. Once the educational plan has been implemented, the student will be monitored regularly. The educational plan will be revised until the student demonstrates acceptable performance.

EARLY IDENTIFICATION/INTERVENTION

Classroom teachers are expected to make every effort to identify early those students at risk of failing. The Building Principal and the parent/guardian must be notified promptly if retention is anticipated, and a special support program shall be designed for each child identified as in danger of failing.

INTERIM REPORTS ARE PROVIDED TO PARENT/GUARDIAN AT THE MID POINT OF EACH SEMESTER.

GRADUATION REQUIREMENTS

The Board of Education will award diplomas to students who meet the requirements set forth below:

REGENTS DIPLOMA

Students must receive a score of at least 65 on the five required Regents exams and complete 22 units of credit as required.

LOCAL DIPLOMA

Students must complete 22 units of credit as specified in Commissioner's regulations and receive a score between 55 and 64 on any of the five required Regents exams are eligible to receive a local diploma or pass the RCTs.

IEP DIPLOMA

Students who have been designated as having a disability must have completed the requirements to receive an IEP diploma or local certificate as specified in the Individualized Education Program (IEP) and approved by the Committee on Special Education (CSE).

GRADUATION REQUIREMENTS

The following course requirements apply:

Course	Credits
English (9, 10, 11, 12)	4
Social Studies: Global I, Global II, American History, Economics & Government	4
Mathematics	3
Science	3
*Foreign Language	1
Health	½
Physical Education	2
Art/Music/Computers	1
Electives	3.5
Total Credits	22

*Special Education students may be exempt.

The minimum passing grade for all classes is a 65. All academic core courses are 1.00 credit; elective courses are 0.50 credit.

LOW PASS OPTION FOR LOCAL DIPLOMA

All students may graduate with a LOCAL diploma by achieving scores of 55-64 on the five required Regents examinations (This option is currently under review at the state level).

SPECIAL EDUCATION SAFETY NET

To successfully complete LOCAL diploma testing requirements, Special Education students may take and pass RCT exams if they do not pass a Regents exam. Note, however, that these students must sit for the Regents exam to earn RCT credit. RCT exams may be taken before or after Regents exams.

The following guidelines are followed to determine the grade-level status of students:

REGENTS EXAMINATION POLICY

Regents examination admission policy is as follows:

A passing grade on a Regents examination does not automatically constitute a passing grade for the course. To receive course credit, a student must have a passing average at the conclusion of the course and exam. If a student does not complete the course with a passing average, the course must be repeated either in summer school or regular day school.

Students who fail a course for the year and fail the Regents examination must repeat the course either in summer school or regular day school before they are eligible to take the Regents examination a second time.

Students who pass the course but fail the Regents examination will be allowed to take the Regents examination a second time without any requirement for additional class work. A counselor may advise additional preparation, but it is not required. Students who pass the course and pass the Regents examination will be allowed to retake the Regents examination if so desired. Students who have not taken a course but would like to take a Regents examination must demonstrate skills and knowledge comparable with those expected from students who have completed the course before they would be allowed to take the Regents examination. As per State requirement, students taking Regents examinations in Science must display evidence of the satisfactory completion of 30 laboratory periods prior to the exam.

REQUEST FOR REGENTS EXAMINATIONS

Students not enrolled in a Regents course who wishes to take a Regents examination is to make their request known to their teachers.

REQUIRED EXAMS

Regents Competency Test (RCT)	*Local/Regents (REG)	Advanced Regents (REG)
Math	Math A	Math A
Science	Living Environment or Earth Science	Living Environment or Earth Science
Global Studies	Global History & Geography	Global History & Geography
U.S. History & Government	U.S. History & Government	U.S. History & Government
Reading	English	English
Writing		Foreign Language
		2nd Science
		Math B

Minimum 65% RCT's Minimum 55% or 65%

Minimum 65%

A Local diploma is issued only for students who obtain a 65 on the six required RCT's. A Regents diploma is obtained when a student scores a minimum of 65 on each of the five required exams.

FOR REGENTS EXAMS

For students entering 9th grade in 2005: General education students must have at least two scores at 65 or above on the five required Regents exams and all scores at 55 or above.

For students entering 9th grade in 2006: General education students must have at least three scores at 65 or above on the five required Regents exams and all scores at 55 or above.

For students entering 9th grade in 2007: General education students must have at least four scores at 65 or above on the five required Regents exams and all scores at 55 or above.

For all students entering 9th grade in 2008: General education students must pass all five required Regents exams at a score of 65 or above.

HAWTHORNE CEDAR KNOLLS UNION FREE SCHOOL DISTRICT

STUDENT CODE OF CONDUCT

Code of Conduct

Student Searches and Interrogations

Use of Radios, Beepers, Cellular Phones

Student Conduct in the Cafeteria/Lunchroom

Student Complaints and Grievances

Hawthorne Cedar Knolls Union Free School District

STUDENT CODE OF CONDUCT

The code of conduct governs the conduct of students, teachers, and other school personnel, including visitors.

CODE OF BEHAVIOR (Refer to the District Code of Conduct for more specific information)

The Board of Education of the Hawthorne Cedar Knolls UFSD believes that students should achieve the best possible education in a safe and secure environment where everyone is treated with respect.

PHILOSOPHY

The school staff and community believe that discipline is learned and therefore can and should be taught in the home, school, and community. The child also learns through experience and imitation. Discipline is a developmental process. As children mature, they should be given increased responsibility in connection with practicing self-discipline.

All attempts will be made not to punish and to safeguard the dignity of the student. The ultimate goal should be the internalization of discipline, so that little external enforcement is required. The Board of Education believes that this philosophy will foster the development of happy, self-disciplined, self-reliant personalities capable of behaving appropriately as a situation demands. It is felt that this philosophy will produce individuals with social consciences who see the good sense in acceptable behavior and who are spared the consequences of misbehavior. Discipline is most effective when it deals directly with the problem in a timely manner. Students with a disciplinary problem are generally referred to one of the Time Out Rooms. Disruptions handled directly by a School Monitor, an Assistant Principal, or the Principal.

1. INFRACTIONS

Parents receive formal written notification regarding all infractions that require external suspension.

Infractions that generally merit in-school suspension or detention are as follows: excessive lateness, leaving school property, insubordination of a minor nature, and smoking on school grounds.

Infractions that generally merit external suspension are as follows: fighting, insubordination, continued and excessive violation of the rules, attendance issues refusal to serve internal suspension or detention, vandalism, drug-related activities, and other serious infractions of school rules. Conduct that materially and substantially interferes with the education process is prohibited, including the use of obscene, profane language or gestures. This type of conduct is also grounds for external suspension. Any physical altercations receive at least a three-day suspension.

Students found in possession of weapons (knives, guns, etc., or facsimiles thereof), drugs including marijuana, or drug paraphernalia will receive a five-day external suspension and will automatically be referred to the Superintendent's office for a hearing and further action, which may include involving the proper authorities.

All infractions that require suspension are reported to the parent via a letter signed by the Principal. Parents are advised of suspensions by phone prior to the dates that are to be served. In the event of external suspension, parents are entitled to an immediate conference with building administration and any or all witnesses to discuss the matter further.

Students are permitted to carry only those materials necessary for their education. Materials that do not meet this criterion may be confiscated.

2. ABSENCES FROM CLASS

With an ever-increasing amount of instructional material being presented daily in class, it is imperative that students miss as little class time as possible.

Class work, quizzes, and exams missed as a result of unexcused absences may result in a failing grade which will be factored into the quarterly average.

3. LATENESS TO SCHOOL

Tardy students are those who arrive after the 9:00 AM bell has rung. Students must sign in at the attendance office.

4. SMOKING

By law, all public buildings in Westchester County are to be smoke-free. Smoking is not permitted in the building or outside on school property at any time. Infractions will lead to detention, suspension, and community service.

Persistent violators will be referred to the Westchester Department of Health for a hearing. If a student is found guilty of the charges, violation of the Public Health Law is punishable by a fine of up to \$500 for each and every offense.

5. DRESS CODE FOR STUDENTS DURING REGULAR SCHOOL HOURS AND INDOOR SCHOOL ACTIVITIES

By law, bizarre or indecent items of attire may be banned. Cleanliness and decency in clothing are required. For reasons of safety and health, footgear is required for all students on school property. When an individual's behavior, actions, and/or attire undermine or are detrimental to the learning environment, the student will be accountable to school authorities. In the final analysis, the building administration has the right to interpret, according to the District Code of Conduct, what violates a reasonable standard of conduct and appearance.

Please note that hats, rags, and other headgear may not be worn within the confines of the school building.

6. SCHOOL EVENTS

The following code will govern the conduct and dress of all students and guests attending events:

- A. The appearance or dress of the student reflects the standards of the school. Students are to wear acceptable clothing at all events.
- B. For their protection, all students will be expected to remain within the physical limits designated for the event. Since all necessary facilities are available in the building, no students will be readmitted once they leave the premises.
- C. Smoking is not permitted at any time in the school or on the grounds.
- D. All litter such as papers, wrappers, or soda cans should be placed in the appropriate receptacles.

SUSPENSION INTERNAL: Students may be internally suspended for an entire school day or a portion of a day. While on suspension, students are assigned to a staff-supervised detention room and must assume the responsibility for making up any work missed.

EXTERNAL: Suspension requires a temporary withdrawal from school. Students who are suspended must assume the responsibility for making up assignments. They may not enter school property at any time during the suspension period. Students who appear on school property during a period of suspension are subject to further disciplinary action. Suspended students may not participate in any extracurricular activities during the period of suspension. This includes school-sponsored activities off school property.

7. LUNCH DETENTION

At the discretion of the administration, a student may be assigned to serve detention during their regular lunch period.

SUBSTANCE ABUSE (BOARD POLICY 7354)

We believe that all schools in the Hawthorne Cedar Knolls Union Free School District should be drug free. This should include alcohol and any other controlled drug detrimental to the health and welfare of the members of our school community. In view of the above, the district is committed to supporting the prevention, treatment and elimination of the use of the above-mentioned substances on school property or during school-sponsored events. No person may use, possess, sell, distribute or manufacture alcohol or other controlled substances, nor may use or possess drug paraphernalia on school grounds or at school-sponsored events at which students are present. Drugs, only as prescribed by a physician, are exempt. The terms "alcohol and other substances" shall be construed throughout this policy to refer to the use of all controlled substances including amphetamines, heroin, steroids, look-a-likes and any of those substances commonly referred to as "designer drugs." The inappropriate use of prescription and over-the-counter drugs shall also be prohibited. Additionally, any person whose behavior reflects an "obvious" consumption of alcohol or illegal substances must not enter school grounds or school sponsored events. The district will use the following principles as guides for the development of its substance use/abuse prevention efforts and for any disciplinary measures related to alcohol and other substances: Alcohol and other substance use/abuse is preventable and treatable. Alcohol and other substance use/abuse inhibit the district from carrying out its central mission of educating students and developing productive citizens. The behavior of the Board of Education, the administration, and all school staff should model the behavior asked of the students. While the district can and must assume a leadership role in alcohol and other substance use/abuse prevention, this goal will be accomplished only through coordinated, collaborative efforts among parents, students, staff and the community as a whole.

District Goal: The Hawthorne Cedar Knolls School District is committed to the prevention of use/abuse of alcohol and other controlled substances. The District is dedicated to providing a safe environment that is conducive to learning. Chemical use/abuse by students or staff members interferes with instruction, undermines the respect associated with learning, and threatens the safety and well being of both the abuser and nonuser. Our primary purpose is to educate all students using accurate age appropriate information about alcohol, tobacco and other substances. This will include the physical, psychological, and social consequences of their use/abuse. Our goal is to help students develop appropriate life skills to resist the use of alcohol and other substances by helping them develop a positive self-concept and by promoting the development of healthy life styles. To accomplish this goal, our students will be provided with a comprehensive prevention curriculum from kindergarten through twelfth grade. The district will encourage participation in positive alternatives through a program of diversified extracurricular activities.

Community Involvement: The Hawthorne Cedar Knolls Union Free School District is committed to maintaining a drug-and alcohol-free school environment. In furtherance of this commitment, the District has adopted, in conjunction with its drug-free school environment policy, "standards of conduct" for employees and students prohibiting:

The manufacture, distribution, dispensation, possession and/or illegal use of controlled substances and alcohol by employees and students on the premises.

The use of controlled substances and alcohol by employees and students prior to attending school, which results in the intoxication on school premises.

Sanctions consistent with local, state and federal law (including possible termination of employment, expulsion from school, and referral for prosecution) will be imposed on students or employees who violate the "standards of conduct."

ELIGIBILITY POLICY FOR PARTICIPATION IN CO-CURRICULAR ACTIVITIES

Co-curricular activities should be an integral part of each student's high school career. Nevertheless, the Board of Education, the High School Administration and the Faculty regard participation in such activities as a privilege. This privilege shall be dependent upon the attendance, academic standing and disciplinary record of each student.

STUDENT SEARCHES AND INTERROGATIONS

School lockers, desks, and other such equipment are not the private property of students but the property of the school district, and as such may be opened and subject to inspection from time to time by school officials.

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

USE OF RADIOS, BEEPERS, CELLULAR PHONES, PERSONAL DIGITAL ASSISTANTS AND DIGITAL CAMERAS

Radios, headsets, beepers, CD players, MP3 players, iPods, cellular phones, personal digital assistants, digital cameras, etc., are disruptions to the learning process. These items are prohibited in school. All such equipment will be confiscated and held in the main office until the student is dismissed.

Cell Phones/Electronic Devices/Other Electronic Devices (i.e., headphones, iPods, etc.) are not to be displayed and/or used during school hours.

Messages from parents may be left with the secretary in the Main Office or with the appropriate Assistant Principal. Such messages will be delivered to the student at the end of the period or at the earliest convenient time. Students can not be called to answer phones during school hours.

Misuse of a cellular phone and/or its features will result in its confiscation until a parent comes in to pick it up.

CAFETERIA

The type of food service offered will follow the menu set by the agency. The following rules apply in the cafeterias:

- Tables must be kept clean.
- Trays, utensils, and garbage must be discarded appropriately.
- Sitting on tables or standing on chairs is not permitted.
- Loitering is not permitted in the halls adjacent to the cafeterias.

Students are reminded that a clean cafeteria is not only necessary for health reasons, but is also a reflection on the school and you as individuals.

STUDENT CONDUCT IN THE CAFETERIA/LUNCHROOM

Students who misbehave during lunchtime will be reminded of the rules after their first offense. Students who continue to misbehave will have their parents contacted and may be disciplined under the district's code of conduct.

PERSONAL PROPERTY

The responsibility for your personal property is yours. Large sums of money, expensive pens, watches, jewelry, wallets, handbags, cell phones, IPODS, CD/MP3 players and radios should be left at home. UNDER NO CIRCUMSTANCES SHOULD ITEMS OF VALUE BE LEFT UNATTENDED IN AN UNLOCKED LOCKER OR OUT OF A LOCKER, ENTIRELY. If you do lose an article, check to see if it has been turned in to the Main Office or Custodial Office. The school cannot assume responsibility for any lost or stolen items or any articles kept in lockers.

CARE OF SCHOOL PROPERTY

School property is your property. It is your responsibility to take care of it. Treat such property with the same consideration you have for your home. Students who damage or vandalize school property will be prosecuted to the full extent of the law. Do not mark up desks, lockers, etc. Willful destruction of school property will result in strong disciplinary action.

OUTDOOR/RECESS RULES

Students may have the opportunity to go outside for recess throughout the school year. It is important that students are dressed appropriately for the weather conditions.

For the safety and enjoyment of all students at recess, students are asked to:

1. Stay on designated areas with their monitor.
2. Respect others
3. Refrain from throwing snowballs, or other objects (sticks, stones, dirt, rocks, etc.).
5. Stay away from icy areas.
6. Refrain from using foul language, offensive names, or put-downs.

Failure to follow these rules can result in a loss of outdoor privileges and disciplinary measures consistent with the district's code of conduct.

STUDENT COMPLAINTS AND GRIEVANCES

Students will be given an opportunity to be heard on complaints and grievances they may have. A student filing a complaint for any matter, or alleging discrimination on the basis of disability and/or sex including sexual harassment or harassment on the basis of sexual orientation, should read the following information regarding the resolution of the complaint. The following procedures may also apply to student grievances over other matters, such as racial harassment.

INVESTIGATION OF A COMPLAINT

Upon receipt of a formal or informal complaint, a prompt, thorough and impartial investigation of the allegations will follow. All witnesses shall be interviewed and complainants will be notified of the outcome of the investigation.

INFORMAL COMPLAINTS

The **Hawthorne Cedar Knolls Union Free School District** encourages the resolution of all student complaints as promptly as possible and at the lowest level possible. Accordingly, students are urged to discuss complaints first with the appropriate teacher, staff member or Building Principal. However, if the complaint concerns sexual harassment, the student and/or parent should notify the Compliance Officer, Mr. Michael Riehl or Dr. Clare Rosen. In no event will the student be required to discuss the alleged harassment with the individual alleged to be harassing him or her.

Upon receipt of an informal complaint the Compliance Officer, designee, Building Principal or other appropriate staff member will conduct a prompt investigation to determine what occurred and then take appropriate steps to resolve the situation.

Complainants have the right to end the informal process at any time and begin the formal stage of the complaint process.

FORMAL COMPLAINTS

Formal complaints may be submitted either to initially report a complaint or as a follow-up to an unsatisfactory resolution of an informal attempt to resolve a complaint.

EXTRACURRICULAR ACTIVITIES

Student Organizations

Distribution of Literature on School Grounds

Student Web Pages

Student Fund Raising

Student Field Trips

Chaperones

Interscholastic Athletics

Spectator Sportsmanship at

Interscholastic Events

STUDENT ORGANIZATIONS

The following list presents current student organizations and their faculty advisors. If a student is interested in joining any of the activities sponsored by these organizations, he/she should ask the advisor for further information.

Junior Science Wizards
Student Government
Yearbook

DISTRIBUTION OF LITERATURE ON SCHOOL GROUNDS

Literature may not be distributed on school grounds.

STUDENT FUND RAISING

Fund raising is not permitted on school grounds.

STUDENT FIELD TRIPS

Hawthorne Cedar Knolls Union Free School District believes field trips are an important part of the educational program. By providing students with hands on experience and exposure to the larger community, field trips can greatly enhance a student's educational experiences.

A signed permission slip from the parent or guardian is required for each child for each field trip. A child who does not provide a signed permission slip will be prohibited from participating and will be given an alternative assignment on the day of the field trip.

All students are expected to exhibit proper behavior on field trips. While field trips take place outside of school, school rules still apply. Students are expected to abide by the school's student code of conduct while on a field trip. In addition, students who are unable to maintain appropriate behavior in the classroom may jeopardize their opportunity to go on a field trip. Parents will be notified prior to the trip if there are concerns about their child's behavior.

CANCELLATIONS

In light of current events, the overall safety of the proposed trip location and of travel conditions will be a key factor in granting approval for field trips. Should conditions change during the time between the approval of a trip and the actual date of departure, it may become necessary to cancel the trip and deposited monies may be forfeited.

INTERSCHOLASTIC ATHLETICS

Student intramural programs and interscholastic athletics are an integral and desirable part of the district's secondary school educational program. Student eligibility for participation on interscholastic teams shall include:

1. authorization by a physician;
2. written parent or guardian consent; and
3. endorsement by the Building Principal based on established rules and various league and State Education Department regulations.

The district offers a number of intramural programs and athletic teams. Any student interested in participating, should contact their Principal.

SPECTATOR SPORTSMANSHIP AT INTERSCHOLASTIC EVENTS

All spectators at **Hawthorne Cedar Knolls Union Free School District** interscholastic events are expected to conduct themselves in an appropriate manner.

Hawthorne Cedar Knolls Union Free School District

Guidance Programs

Guidance Programs

Career Center

Employment of Students

Student Volunteers for School and Public Service

Student Awards and Scholarships

GUIDANCE PROGRAMS

Guidance programs are available for all students K-12 to ensure effective participation in their current and future educational programs. The K-6 guidance program has the following goals:

1. Addressing any attendance, academic, behavioral or adjustment problems.
2. Educating students concerning the avoidance of child sexual abuse and other forms of child abuse.

In grades 7-12, the guidance program provides the following services:

1. An annual review of each student's educational progress and career plans.
2. Instruction to help students learn about curriculum options and careers.
3. Individual and/or group counseling assistance to help students develop and implement postsecondary education and career plans.
4. Individual or group counseling assistance to help students who exhibit any attendance, academic, behavioral or adjustment problems.

Career Center/Vocational Counselor

Hawthorne Cedar Knolls Union Free School District's career center provides students with a wealth of materials for career exploration and planning. The career center is located in the guidance office and includes information on a wide array of career fields, two- and four-year colleges and universities, vocational/technical schools, and financial aid and scholarships.

EMPLOYMENT OF STUDENTS

Students over the age of 16 who are interested in obtaining working papers may pick up applications through the Vocational Counselor. The Vocational Counselor can sometimes offer assistance in finding summer employment, since vocational counselors often keep in touch with community employers.

STUDENT VOLUNTEERS FOR SCHOOL AND PUBLIC SERVICE

Volunteer services offer **Hawthorne Cedar Knolls Union Free School District** students' opportunities to earn high school credit and may provide valuable work experience.

Students may volunteer to tutor elementary school students, work at the public library, or act as a P.E. "intern" and assist physical education classes in other schools. Guidance counselors place students in beneficial environments and supervise their activities. Students should ask their guidance counselor for more information.

STUDENT AWARDS AND SCHOLARSHIPS

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

All students regardless of race, color, creed, sex, national origin, religion, age, marital status, sexual orientation or disability shall be eligible for all awards and scholarships given or disseminated by the **Hawthorne Cedar Knolls Union Free School District**.

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

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

Hawthorne Cedar Knolls Union Free School District

SUPPORT SERVICES

Accident Prevention and Safety Procedures

Student Health Services

Student Physicals

First Aid

Automated External Defibrillators

District and School Safety Planning

Fire Drills

School Food Services

ACCIDENT PREVENTION AND SAFETY PROCEDURES

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

All students and members of the school community must:

1. immediately report any conditions involving equipment or buildings that may be dangerous to student or employee health or welfare;
2. immediately report any unsafe practices by anyone in the building or on the grounds; and
3. observe the 15-mile per hour speed limit on school grounds.

Eye Safety Devices

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

STUDENT HEALTH SERVICES

The **Hawthorne Cedar Knolls Union Free School District** school nurse monitors the health of all students in the school and is the liaison between the school and various health agencies. The Health Office should be advised of any changes in address, phone numbers, and emergency contact person(s).

The school nurse will provide emergency care for students involved in accidents or unexpected medical situations.

Administration of Medicine in School

If a student needs to take medication during the school day, he or she must follow these rules:

- Bring a note from his or her parent which gives the nurse permission to store the medication for the student's use, releasing the Board and its employees of liability for the administration of medication.
- Give the nurse a doctor's note with instructions about dosage, times given, etc.
- Bring a copy of the prescription.
- An adult must bring the medication to school in the original container.

STUDENT PHYSICALS

In accordance with the state Education Law, each student shall have a physical exam completed by a physician upon entrance to school in grades 1, 3, 7 and 10. Physical forms are available from the school nurse for the family physician to fill out. Students wishing to participate in an interscholastic athletic program may also need to have a physical examination. Please see, Interscholastic Athletics, for further information.

In accordance with law, the school will provide vision, hearing, and scoliosis screening.

IMMUNIZATIONS

Students must receive proper immunizations for diphtheria, polio, measles, mumps, rubella, hepatitis B, Haemophilus Influenza Type b (Hib) and Varicella prior to entering or being admitted to school. Parents will be notified of the required immunizations needed for entry, certificates of proof, and available resources for obtaining appropriate certificates.

For more information on health issues, contact the school nurse at 914/749-2936.

Automated External Defibrillators

Hawthorne Cedar Knolls Union Free School District maintains on site, in each instructional school facility, at least one functional automated external defibrillator (AED) for use during emergencies. Whenever public school facilities are used for school-sponsored or school-approved curricular or extracurricular events or activities or a school-sponsored athletic contest is held at any location, school administrators shall ensure the presence of at least one staff person who is trained in the operation and use of an AED. Where a school-sponsored competitive athletic event is held at a site other than a public school facility, the public school officials must assure that AED equipment is provided on-site.

FIRST AID

In emergencies, the school nurse will follow established first aid procedures. These procedures include the following requirements:

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

DISTRICT AND SCHOOL SAFETY PLANS

Hawthorne Cedar Knolls Union Free School District has adopted a district-wide school safety plan and building-level emergency response plans for each building in the district. These plans are intended to define how the district and each school building will respond to acts of violence and other disasters.

They provide a framework for identifying and implementing appropriate strategies for creating and maintaining a safe, secure learning environment for all students.

A copy of the district-wide school safety plan is available for examination in the district offices.

FIRE DRILLS

The Building Principal is responsible for conducting fire drills in order to instruct students and staff in exiting the school building in an emergency in the shortest time possible and without confusion and panic. Fire drills shall include instruction on fire drill exits and fire alarm boxes, as well as fire drill procedures.

All students are expected to cooperate with staff members during fire drills, and to leave the buildings in a quiet and orderly manner. The exit route is posted in each room. Students must stay with their teacher. Distracting behavior will be subject to either teacher or administrative discipline, and may merit a penalty.

HAWTHORNE CEDAR KNOLLS UNION FREE SCHOOL DISTRICT

TRANSPORTATION

Student Conduct on School Buses

School Closings

**Student Transportation on School-Sponsored Field Trips,
Extracurricular Activities, or Similar Events**

Video Cameras on School Buses

TRANSPORTATION

School buses are an extension of the educational program. The same quality of self-discipline and respect for others' rights, which students exhibit on school grounds, is expected on school buses. Any student who does not abide by the rules governing school property may be denied the privilege of riding the bus. Smoking is prohibited by law on school buses.

Transportation is provided to students by their home district. Questions about the school transportation program should be directed to their home District transportation office. If you have any additional questions you may call the CSE/Transportation Coordinator at 914/749-2917.

STUDENT CONDUCT ON SCHOOL BUSES

In order that the bus ride to and from school may be safe, the following rules must be observed:

1. Keep all noise at a low level.
2. Keep hands, feet and all possessions to yourself.
3. Obey the bus driver.
4. Remain seated until the driver gives permission for you to leave.

Discipline problems will be referred in writing by the bus driver to the Building Principal. The penalty for continued misbehavior may range from suspension from riding the bus to suspension from school. All school rules apply while students are riding the buses. All students riding school buses are expected to maintain good conduct while traveling.

SCHOOL CLOSINGS

The Superintendent of Schools may close the schools or dismiss students/staff early in the event of severe weather or hazardous road conditions. Every attempt will be made so elementary school students will not be left without proper parental supervision.

Parents are requested to call 914-749-2999 to reach the District's inclement weather message, check the district website www.hcks.org , or listen to 100.7 WHUD, 103.9 WFAS, 10-10-WINS, local news Channel 12 and Fox 5 News for school closings and delayed starting times.

STUDENT TRANSPORTATION ON SCHOOL-SPONSORED FIELD TRIPS, EXTRACURRICULAR ACTIVITIES, OR SIMILAR EVENTS

When **Hawthorne Cedar Knolls Union Free School District** provides transportation to students for a school-sponsored activity or event, it will also provide return transportation unless the parent or legal guardian of a participating student has given the district written notice authorizing an alternative form of return transportation for their student. If intervening circumstances make return transportation impractical, a chaperone or other representative of **Hawthorne Cedar Knolls Union Free School District** will remain with the student until the student's parent or guardian has been contacted and informed of the intervening circumstances, and the student has been delivered to his/her parent or guardian.

VIDEO CAMERAS ON SCHOOL BUSES

Video cameras may be used to monitor student behavior on school vehicles transporting students to and from school or extracurricular activities. Students found violating bus conduct rules will be subject to disciplinary action in accordance with the district's code of conduct.

We are pleased to offer you this Parent/Student Handbook to provide you with the information for a successful school year. Please contact your building Principal if you have any questions about any of the policies or procedures contained herein.