

RED HOOK HIGH SCHOOL

# STUDENT HANDBOOK



2024 – 2025

# RED HOOK CENTRAL SCHOOL DISTRICT



## Our Mission

The Red Hook Central School District is a welcoming and diverse community of learners committed to personal growth and caring for others.

## Our Vision

The Red Hook Central School District seeks to empower each individual to embrace today and navigate the possibilities of tomorrow.

## Graduate Profile

As a school community, we strive for each RHCS D graduate to: Demonstrate empathy and compassion, think critically and problem solve, collaborate, and communicate, engage in local and global civics, create and innovate, embrace diversity and challenge inequities, and tend to physical and emotional health.

# PRINCIPAL'S MESSAGE

The purpose of this handbook is to summarize general information and share it with you to familiarize you with Red Hook Central High School.

In any organization, school community or otherwise, all individuals have responsibilities to themselves and others within the organization. In an educational setting, it is necessary for all students to exercise those responsibilities within the framework of rules, regulations and policies of the Board of Education outlined in this handbook.

At the same time, the purpose of this handbook is to assist you in making your time at Red Hook High School a beneficial and fulfilling one. Please continue to refer to this handbook throughout the school year.

Kyle Roddey  
**High School Principal**

Colleen Lynch  
**High School Assistant Principal**

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# Red Hook Central School District

## District Personnel

### **Board of Education**

Mr. Russ Crafton  
**President**

Ms. Erin Misasi  
**Vice President**

Ms. Kelly Borrelle  
Mr. Austin Crittenden  
Mr. Charles Kachigian  
Ms. Kate Kortbus  
Ms. Jennifer Mañón

Ms. Elena Maskell  
**Clerk of the Board**

### **Superintendent of Schools**

Dr. Janet Warden

### **Assistant Superintendent for Curriculum, Instruction, and Staff Development**

Dr. Kitty Summers

### **Assistant Superintendent for Personnel and Operations**

Dr. Erin Hayes

### **School Business Administrator**

Mr. Bruce Martin

# Red Hook Central School District

## High School Personnel

### High School Administration

Mr. Kyle Roddey  
**Principal**

Ms. Colleen Lynch  
**Assistant Principal**

Mr. Tom Cassata  
**Director of Physical Education,  
Health, and Athletics**

### Secretaries

Ms. Heather Paschal  
**Principal's Office**

Ms. Danielle Lown  
**Athletic Office**

Ms. Linda Stoddard  
**Main Office**

Ms. Maryssa Lown  
**Main Office**

**Ms. Susan Christensen**  
**Main Office**

Ms. Kelly Gravino  
**Student Services Office**

Ms. Cate Chevalier  
**Student Services Office**

### Art

Ms. Julia Shultis  
**Department Coordinator**

Ms. Kristin Larson  
Mr. Joseph Monson

### Career and Technology

Ms. Carole Anne Miles  
**Department Liason**

Mr. Stephen Hutman  
Ms. Patty Buononato  
Ms. Tanya Sasvary

### English

Ms. Christine Griffin  
**Department Chair**

Mr. Robert Carruthers  
Mr. Kevin Cayea  
Ms. Diana Decker  
Mr. Brendan Fix  
Mr. Tom O'Connor  
Ms. Kristin Povall  
Ms. Mary Shannon

### Mathematics

Ms. Jennifer d'Arcy  
**Department Chair**

Mr. Ryan Butch  
Ms. Julie Budd  
Ms. Jacalyn Grieb-Walsh  
Ms. Corinne Hermans  
Ms. Claire Lawrence  
Ms. Cori Witkiewicz



## **Music**

Mr. Matthew Funigiello  
**K-12 Department Coordinator**

Mr. Benjamin Bardenett

## **Physical Education**

Ms. Barbara Murray  
**Department Liason**

Mr. Patrick Caltabiano  
Mr. Nick Fredericks  
Ms. Jennifer Giorgio-Health

## **Science**

Ms. Tara Miller  
Ms. Kathryn Whittaker  
**Department Co-Chairs**

Ms. Larra Agate  
Mr. Dwane Decker  
Ms. Christie Hegarty  
Mr. Wyatt Mehmeti  
Mr. Thomas O'Dowd  
Mr. Jason Pavlich  
Ms. Amelia Goldstein

## **Social Studies**

Mr. Craig Burguiere  
**Department Chair**

Mr. William Decker  
Mr. Ronald Dombrowski  
Ms. Jennifer Huber  
Mr. Jeffrey Kaiser  
Mr. Richard Saulino

## **World Languages**

Ms. Billie Teixeira  
Ms. Bibina Cordova  
**Department Co-Chairs**

Ms. Amy Gilbert

Mr. Todd Johnson  
Mr. Jack Stehling  
Ms. Alys Bremer

## **Student Services**

Ms. Nicole Schmidt  
**Department Chair**

Ms. Rebecca Duncan  
Ms. Tanya French  
Mr. Michael Fuoco  
Dr. Donna Schulte  
Ms. Margaret D'Onofrio

## **School Nurse**

Ms. Gerianne Carey

## **Technology Assistance**

Mr. Mario Benincasa

## **Teaching Assistants**

Ms. Nicole DiPaola  
Mr. Randall German  
Mr. Peter Pasco  
Mrs. Laura Munisteri

## **Support Staff**

Ms. Lichiana Amigo  
Ms. Sandy Bajardi  
Mr. Frank Bauer  
Mr. Dan Nadel  
Ms. Tammy Decker  
Ms. Kim Freer  
Ms. Natalie Region  
Ms. Tammy Robertson  
Ms. Kate McArthur  
Ms. Kelli Perry  
Ms. Lisa Jones  
Ms. Debra Taylor  
Ms. Denise Triola  
Ms. Dina Ljutich

## **Cafeteria**

Mr. Michael Viggiani  
Ms. Ruth Martz  
Ms. Sonjha Correa

Mr. Dylan Burdick  
Ms. Brenda Feller  
Mr. David Morgan  
Ms. Bronwyn Novak  
Mr. Sean Wells

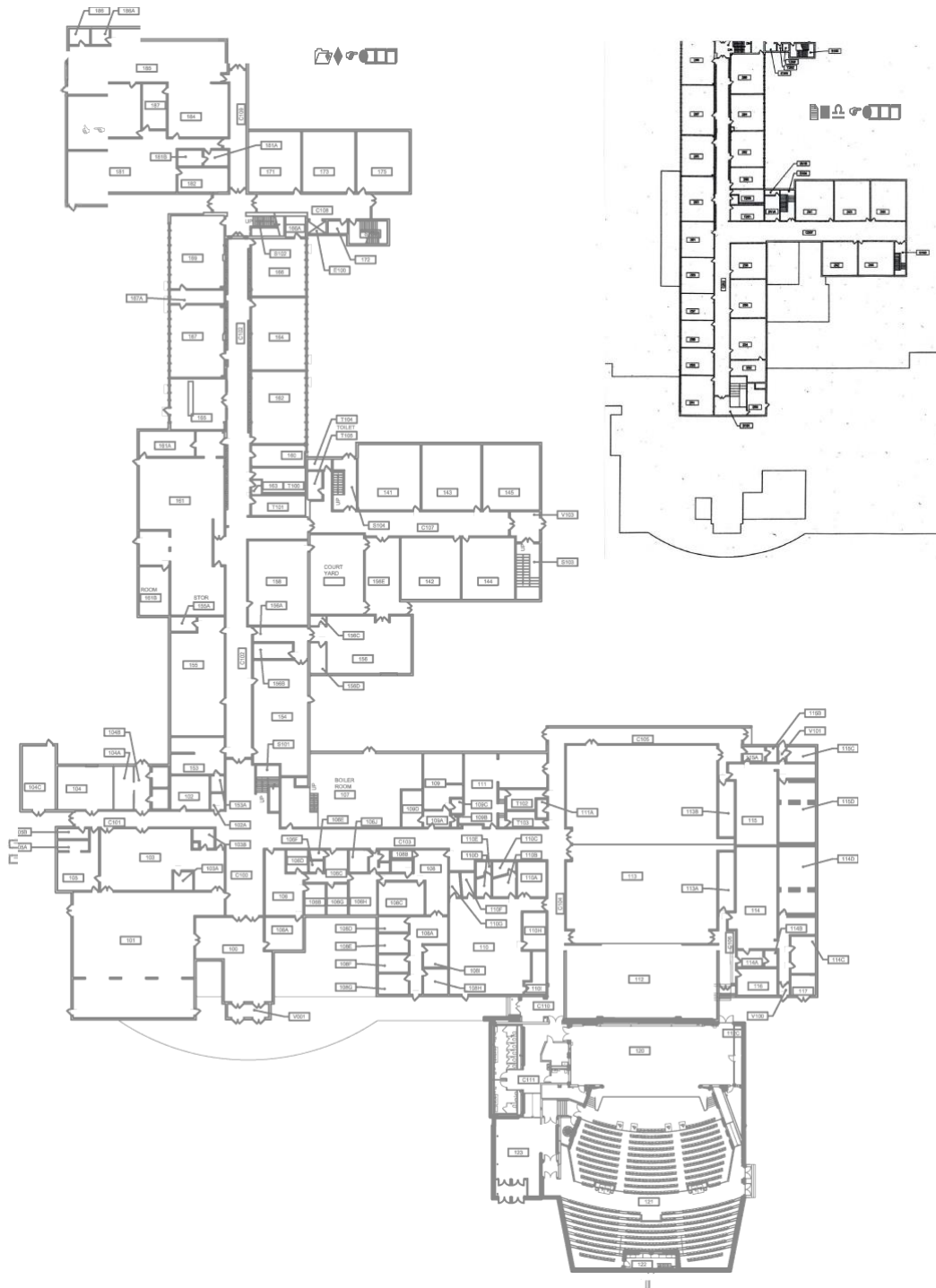
## **Custodians**

Mr. Robert Zitz  
**Head Custodian**

## **Security**

Mr. Paul Badger

# HIGH SCHOOL FLOOR PLAN



# RED HOOK CSD 2024-2025 CALENDAR

<b>SEPTEMBER '24</b>							<b>02</b> Labor Day
S	M	T	W	Th	F	S	<b>03</b> Supt Conference Day
1	2	SC	4	5	6	7	<b>04</b> School Opens
8	9	10	11	12	13	14	<b>06</b> ½ Day Mill Rd Only
15	16	17	18	19	20	21	
22	23	24	25	26	27	28	
29	30						
							(Staff 20/Students 19)

<b>OCTOBER '24</b>							<b>03</b> Rosh Hashanah
S	M	T	W	Th	F	S	<b>04</b> Supt Conference Day
		1	2	3	SC	5	<b>11</b> ½ Day Mill Rd Only
6	7	8	9	10	11	12	<b>14</b> Columbus Day/ Indigenous Peoples' Day
13	14	15	16	17	18	19	
20	21	22	23	24	25	26	
27	28	29	30	31			
							(Staff 21/Students 20)

<b>NOVEMBER '24</b>							<b>05</b> Supt Conference Day
S	M	T	W	Th	F	S	<b>08</b> No School Mill Rd Only (Mill Rd Parent/Teacher Conferences)
					1	2	<b>11</b> Veterans Day
3	4	SC	6	7	8	9	<b>27-29</b> Thanksgiving Recess
10	11	12	13	14	15	16	
17	18	19	20	21	22	23	
24	25	26	27	28	29	30	
							(Staff 17 /Students 16)

<b>DECEMBER '24</b>							<b>23-31</b> Winter Break
S	M	T	W	Th	F	S	
1	2	3	4	5	6	7	
8	9	10	11	12	13	14	
15	16	17	18	19	20	21	
22	23	24	25	26	27	28	
29	30	31					
							(Staff 15/Students 15)

<b>JANUARY '25</b>							<b>01</b> Winter Break
S	M	T	W	Th	F	S	<b>17</b> ½ Day Mill Rd Only
			1	2	3	4	<b>20</b> Martin Luther King Day
5	6	7	8	9	10	11	<b>21-24</b> Regents Exams
12	13	14	15	16	17	18	<b>29</b> Lunar New Year
19	20	21	22	23	24	25	
26	27	28	29	30	31		
							(Staff 20/Students 20)

<b>FEBRUARY '25</b>							<b>13</b> ½ Day Mill Rd Only
S	M	T	W	Th	F	S	<b>14-17</b> Presidents' Day
						1	
2	3	4	5	6	7	8	
9	10	11	12	13	14	15	
16	17	18	19	20	21	22	
23	24	25	26	27	28		
							(Staff 18 Students 18)

<b>MARCH '25</b>							<b>14</b> Supt Conference Day
S	M	T	W	Th	F	S	
						1	
2	3	4	5	6	7	8	
9	10	11	12	13	SC	15	
16	17	18	19	20	21	22	
23	24	25	26	27	28	29	
30	31						
							(Staff 21 Students 20)

<b>APRIL '25</b>							<b>14-18</b> Spring Recess
S	M	T	W	Th	F	S	<b>April 7 – May 16</b>
		1	2	3	4	5	Grades 3-8 ELA
6	7	8	9	10	11	12	Grades 3-8 Math
13	14	15	16	17	18	19	Grades 5 & 8 Science
20	21	22	23	24	25	26	<b>April 29 – May 1</b>
27	28	29	30				Grades 3 & 7 ELA
							Grades 3 & 7 Math
							(Staff 17 Students 17)

<b>MAY '25</b>							<b>20</b> ½ Day Mill Rd Only
S	M	T	W	Th	F	S	<b>23-26</b> Memorial Day
				1	2	3	
4	5	6	7	8	9	10	
11	12	13	14	15	16	17	
18	19	20	21	22	23	24	
25	26	27	28	29	30	31	
							(Staff 20 Students 20)

<b>JUNE '25</b>							<b>04</b> Science Regents Exams
S	M	T	W	Th	F	S	<b>10</b> Geometry Regents
1	2	3	4	5	6	7	<b>17-25</b> Regents Exams
8	9	10	11	12	13	14	<b>19</b> Juneteenth
15	16	17	18	19	20	21	<b>21</b> RHHS Graduation
22	23	24	25	26	27	28	<b>26</b> Half-Day K-8 (Last day of school students)
29	30						<b>27</b> Last Day for staff
							(Staff 19 Students 19)

## STUDENT MAKE-UP FORMULA

If one day: May 23, 2025  
 If two days: May 23, then April 14, 2025  
 If three days: May 23, April 14, then April 15, 2025  
 If four days: May 23, April 14, April 15, then April 16, 2025  
 If five days: May 23, April 14, April 15, April 16 then April 17, 2025

Superintendent's Conference Days are counted for student attendance.

Therefore, school MAY BE closed five times before make-up days are required for students and teachers.

In the event there are no emergency school closings, the first two scheduled give back dates are April 21, 2025, and then May 27, 2025. Additional days will be determined if necessary.

	Indicates ½ Day for Mill Rd Students Only.
	Indicates No Student or Faculty Attendance.
	Indicates No Student Attendance.
	Indicates No School Mill Rd Only

188 Teacher Days	184 Student Days
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# BELL SCHEDULE

## Regular Bell Schedule

BLOCK	Period	Time	
Warning Bell 7:40 AM			
HR	1	7:42 AM (5)	7:47 AM
1	2	7:47 AM (38)	8:25 AM
1	3	8:25 AM (38)	9:03 AM
2	4	9:06 AM (38)	9:44 AM
2	5	9:44 AM (38)	10:22 AM
3	6 LUNCH	10:25 AM (38)	11:03 AM
3	7 LUNCH	11:06 AM (38)	11:44 AM
4	8	11:47 AM (38)	12:25 PM
4	9	12:25 PM (38)	1:03 PM
5	10	1:06 PM (38)	1:44 PM
5	11	1:44 PM (38)	2:22 PM

## **Pledge of Allegiance**

At 7:44 the bell will ring indicating that the Pledge of Allegiance and announcements are to follow. This will be our homeroom.

"By law the Commissioner of Education is required to prepare a program of instruction for the flag salute and pledge of allegiance. The pledge must be recited daily." (Education Law 20:25)

### **Announcements**

It is each student's responsibility to listen attentively to all announcements.

### **Announcements**

Play on the TV in the lobby during lunch periods. Students who are not in the building during the announcements are to refer to their email for the daily link from RHBC (Red Hook Broadcasting ). All announcements must be initialed by the faculty sponsor of the organization originating the announcement. Class announcements must be approved by the class advisor.

## **Day Schedule**

School operates on a numbered day schedule from 1 to 6. The first day of school is number 1, with the second day number 2, and so on until day 6. Day number 6 is followed by day number 1. Each class schedule is marked with this day sequence designating the classes you must attend each period on each of the numbered days. This system is designed so students scheduled for labs, PE, etc., will not lose valuable class time due to snow days and holidays. When there is a day off during the week, that day number is given to the next school day.

## **School Closing**

On days of inclement weather or emergency, the school may be closed by the Superintendent of Schools after consultation with the Director of Operations. In the event of an early dismissal due to weather conditions, parents/guardians will be notified via ParentSquare VOICE, TEXT and EMAIL messages. Early dismissal information will also be posted on the district's social media channels and on the district website.

When school is closed because of inclement weather or emergency conditions, all school activities including Adult Education will be cancelled for the day.

There will be no morning BOCES classes when there is a two-hour or three-hour delay in school opening.

## **Access to Student Records**

Parents and students over the age of 18 have the right to inspect that student's

records and to request the amendment of records they believe to be inaccurate or misleading. Requests to inspect student records should be made with the student's counselor or principal.

# Attendance

## Attendance Requirements

Under New York State Education Law, which every school district is bound to uphold, a student may only be excused from school for the following reasons:

1. Sickness
2. Serious sickness or death in family
3. Impassable roads
4. Religious observance
5. Required court appearance
6. Attendance at Health Clinic, including appointment with doctor, dentist, etc.
7. Other approved\* activities, such as college visits, music lessons, etc. (\*These are to be approved by the school in advance.)

The above reasons apply to full-day absences, partial-day absences, and lateness to school.

## Parental Responsibility

Parents or appointed guardians are responsible for the regular attendance and punctuality of their children. Educational Law requires that the school have a written statement or electronic note submitted via ParentSquare from the parent or guardian explaining each instance of school absence on file. This statement is needed whether the absence is for a full-day or part of a day.

## Excuses

Attendance notes for full-day or part-day absence should contain the following:

1. Student name
2. Date note was written
3. Date(s) of absence
4. Reason for absence
5. Phone number where parent or guardian may be contacted during the day
6. Signature of parent or guardian

## **Admittance Following an Absence**

Following an absence from school, each student is to report to the Main Office upon arrival on the day they return. Upon presentation of a written excuse, the student will be given an admit slip which is to be shown to the teachers whose classes were missed. Students who do not present a written legal excuse upon return to school may be subject to disciplinary action.

## **Tardiness to School**

In as much as lateness to school is a partial-day absence, it is covered by the same section of the Education Law cited above. School begins at 7:42 a.m., and all students are to be in class and prepared to learn at that time. A warning bell rings at 7:40 a.m. allowing students time to go to their lockers. Students who arrive later than 8:00 must sign-in at the main office. Students who are late to school without a written legal excuse are subject to disciplinary action. Students will receive detention when they accumulate three (3) tardies to school. Repeated tardiness may result in stronger consequences. Students are responsible for all work missed when they are late for school.

## **Early Dismissal from School**

Students are not permitted to leave school grounds at any time after arrival without permission. Failure to secure such permission will result in disciplinary action.

Early dismissal is a partial-day absence and covered by the Education Law cited above. Students who wish to be excused during the day must present a written legal excuse signed by a parent or guardian. This excuse is to be presented to the Main Office before 7:40 a.m. on the day the student wishes to be excused.

Students who become ill during the day should report to the nurse's office immediately. Under no circumstances is a student to leave school without getting permission from the nurse or from the main office.

The sign-out sheet, like the attendance register, is a legal document. Before leaving the building, a student must clearly print his/her name, destination, and time, on the sign-out sheet in the Main Office.

## **Attendance Policy**

Good attendance is vital for academic achievement in addition to an individual's growth and development. Students with more than 9 absences in a half-year class, whether absences are legal or illegal, or with more than 18 absences in a full-year course face denial of credit for those courses which are affected



(including BOCES). Parents/Guardians may write a letter of appeal to the Superintendent of Schools should a student accrue more than 9 absences for a half-year course or more than 18 absences in a full-year course. When recording and reporting attendance, a block period shall equal two (2) absences. Students who miss 5 or more periods in a school day may not participate in extra-curricular activities on that school day.

### **Student Responsibilities**

1. Students may not accrue more than 9 absences in a half-year course or more than 18 absences in a full-year course.
2. Absences exceeding 9 or 18 absences from a given class may result in a denial of credit in that course.
3. To make up classes, students:
  - a. Must pick up, complete, and return to the main office an Absentee Make-up Form for each class period made up.
  - b. May do prearranged work during High School for 180 minutes in the eveningOR
  - c. Students may make-up PE classes in the Wellness Center after school and must sign in/sign out with instructor
  - d. May NOT make-up more than four (4) absences for individual class per quarter. Students are permitted to make up legally excused absences only.
4. Lateness to class: Students who are more than 30 minutes late to a block length class or 15 minutes late to a period length class will be counted as absent.
5. Class absences for the following will not be counted in applying the attendance policy:
  - a. field trips, music rotations, extra-curricular athletics
  - b. administrative detainment
  - c. present in in-school suspension if work is completed in a satisfactory manner
  - d. long term illness when the school has arranged to fulfill educational needs of the student (i.e. home tutoring)

### **Summer School Attendance Requirement:**

Students must remain in a course for which credit has been denied to be eligible to enroll in the same course in summer school.

### **Vacation Policy**

Planned absences for family vacations are illegal absences. Vacationing

students who are at risk of reaching the limit must make up classes prior to the vacation. Parents of students planning vacations should notify the school administration at least one week prior to the vacation. Vacationing students are responsible for all material and assignments missed.

### **Extended Illness**

When a student is diagnosed as having a potential long-term illness, a parent should contact the school nurse to make arrangements for the student's return and/or for any accommodations needed. All written medical excuses shall be submitted within 3 school days of a student's return to school to be considered as a valid excuse for the students' absence.

### **Abuse of Make-Up Policy**

Students who abuse the make-up policy will be subject to appropriate disciplinary action and will lose the opportunity to do make up work under this policy.

### **Student ID Badges**

In September of each year, students will be provided Student ID Badges. These badges must be brought to school daily. Badges will need to be shown to school staff members prior to a student entering the building each day.

Students who arrive to school without their ID badge will be required to wait to enter the building until school staff members can verify their name and student-status. Repeated failure of students to bring their badge to school may result in disciplinary action.

Student ID Badges are a critical component of our building safety plan. Understanding which individuals should be permitted into our school is one of the primary tools in ensuring a safe environment for all stakeholders.

## **Student Services & Academic Requirements**

### **Introduction**

The High School Student Services Department seeks to provide the following services:

- Individual and Group Counseling
- Occupational, Educational, and Financial Aid Information
- Testing and Appraisal
- School Orientation
- Program Placement

These services are available to all students as a part of their general educational experience and tailored, whenever appropriate and possible, for students with special needs.

## **Types of Courses**

There are two basic levels of instruction at Red Hook High School, Regents and Advanced.

The Regents classes are designed for those students who are planning to receive a Regents diploma. Students should not choose to take a Regents course if they can do the work in an advanced class. School counselors will assist students as they choose between these two levels by reviewing test records, past grades, and teacher recommendations.

Advanced Placement Courses and International Baccalaureate Courses are available to students as well. Results of AP Exams will be posted on the student's transcript if requested. Students should notify their counselor if they would like the score reported.

## **Teacher Recommendations for Course Placement**

Teacher recommendations from the English, Social Studies, Math, Science, and Foreign Language departments will determine each student's placement for the following school year. Any student/parent who disputes the recommendation will be asked to submit a parent request in writing by June 1st to the building principal. The request should include valid educational reasons (improved grades, improved class participation, outstanding attendance, etc.). Requests will be reviewed by the principal and a final determination made. School counselors will notify student/parent and/or teacher as appropriate by June 15th.

## **Graduation Requirements**

Graduation requirements are determined by the year in which a student enters ninth grade. Course requirements, sequence requirements, and examination requirements are outlined in the Student Services Handbook and should be reviewed annually by students and parents with the counselor. Because the requirements for graduation under the New York State Regents Action Plan are different for each graduating class, it is very important that students entering ninth grade carefully review their four-year plan of study with both their parents and their counselor.

## **Early Graduates**

Students shall remain a part of the class that they entered with in ninth grade until February 15th of the year in which they will complete their graduation requirements. Those who choose to graduate in January of their senior year are not affected by this. Students who complete the graduation requirements in three years are considered "early graduates." Those who seek to graduate in three

years must notify their counselor at the end of their sophomore year and a parent conference is required. Early graduates will not have individual portraits appear in the yearbook and will not be part of senior class activities that occur prior to February 15th.

## **Physical Education**

All students must earn the equivalent of two credits in physical education by participating as scheduled and by passing the course in each of four years. All students are required to take a minimum of five courses per semester in addition to physical education.

## **Regents Courses**

A Regents course of study involves class attendance, homework assignments, quizzes, tests, and other activities, as well as a Regents examination administered at the end of the course. When deciding if a pupil enrolled in a Regents course of study has satisfactorily completed the course of study and is entitled to a unit of full credit, the teacher should evaluate the pupil's overall performance.

In addition, a student who passes a Regents course but fails the exam may retake the exam at any time prior to graduation for the purpose of obtaining a Regents endorsement of credit earned. The higher score will be displayed on the student's transcript. In order for a second Regents Exam grade to be used in the calculation of a Final Mark, the Exam must be taken at the NEXT AVAILABLE DATE that the Exam is offered. The higher grade will be used in the calculation. This does not apply unless the Regents exam is the final exam.

## **Advanced Placement Courses/International Baccalaureate Courses**

The Advanced Placement and International Baccalaureate programs are college level courses designed to challenge students with rigorous and demanding curricula. Students should register for these classes with an awareness of the time and effort necessary and a willingness to fulfill the requirements of the course.

Although both programs are college level, there are different requirements, expectations, rubrics, and assessments for each. Advanced Placement exams are scored on a scale of 1 to 5. International Baccalaureate courses are scored on a scale of 1 to 7. The International Baccalaureate Diploma became part of the educational program at Red Hook High School beginning in September 2002. For general information about the IB, consult the International Baccalaureate Organization's web site at [www.ibo.org](http://www.ibo.org). For specific information about the IB at RHHS, call Mrs. Decker, IB Coordinator, at 758-2241 extension 71073.

# Student Privileges

## Parking and Parking Lot Regulations

Any student who wishes to drive to school must obtain a permission form from the office and have it signed by a parent or guardian, and must have successfully completed the "Teen Driving; A Family Affair" course as designated by the school. *Note: This is a different course than the 5-Hour course required by NYDMV.*

The permission form will outline the regulations governing student cars on school grounds. On campus parking will be limited to students with a current district parking permit displayed in the front windshield regardless of where the vehicle is parked on school grounds. Students who wish to park on any school district property accept a cotenant relationship with the school administration.

There are a limited number of parking spaces available for student parking. Students who park on school grounds without permission will be subject to having their vehicles towed.

1. Vehicles must promptly be parked in areas designated for student parking. Students are not to drive around in parking area and are not to sit in parked vehicles.
2. All automobile and/or motorcycle drivers must comply with the speed limit of 15 mph.
3. It is recommended that all vehicles be locked while on school grounds.
4. Parking privileges will be given with the understanding that the vehicle must be parked before school and not moved before the close of the school day.
5. No students are to be in parking areas during the school day without permission from the main office.
6. Students assume full responsibility for the automobile and its contents. The school does not carry insurance coverage in the event of an accident or damage.
7. Students may not drive in either direction on the access road between Linden Avenue Middle School and the High School between the hours of 7:00 A.M. and 3:00 P.M.
8. Students who violate these rules and regulations will lose their parking privilege for a minimum of one month. The loss of privileges may be temporary or permanent depending upon the severity of the offense and applies to all parking privileges at any school district property. No high school student may park on the Linden Avenue School grounds. Revoked drivers are not allowed to substitute other eligible drivers to drive their vehicles or drive other family vehicles during the revoked period.
9. Illegally parked cars may be towed away at the owner's expense.

## **Unlicensed Vehicles**

All snowmobiles and unlicensed vehicles, including motorbikes, are prohibited from operation on any Red Hook Central School District property.

## **Rules Concerning Dances**

The purpose of school dances is to provide basic social opportunities as well as fund raising activities for the groups involved. To create a pleasant, enjoyable, and safe environment and to maintain control over large groups of students, the following regulations will be in effect:

1. All students in good academic standing may attend dances.
2. All dances are held between the hours 6:00 and 10:00 p.m. No one will be admitted after 7:00 p.m.
3. Dances are limited to students enrolled in grades 9 through 12 at Red Hook High School. Students who wish to invite someone who is not enrolled in our school, must submit the name of this person in writing to the main office a minimum of 3 days in advance.
4. Four or more faculty chaperones are needed at all dances. In the event of a mixed Junior/Senior High Dance, at least one chaperone must be from each school. One police officer will assist the chaperones.
5. Refreshments are the responsibility of the organization sponsoring the dance.
6. No person at a school activity should be in possession of or under the influence of either alcoholic beverages or controlled substances.
7. Smoking is not permitted at any school sponsored activity, on or off School District property.
8. Prior to the dance, students should make arrangements to be picked up promptly at its conclusion. All students should be out of the building and off the grounds immediately after the dance is over.
9. Students conducting themselves in an inappropriate manner will be removed from the dance and their parents notified.
10. At the dance, students should be dressed in attire that is neat, clean, and appropriate for the occasion. Chaperones have the right to determine appropriate dress and shall exercise the right to deny a student entrance to the dance.
11. Adequate lighting in the dance area will be determined by the chaperone in charge.
12. No band, musician, or D.J. will be permitted to perform unless an approved contract has been obtained, completed, and returned one week prior to the dance. Contract guidelines are available in the main office.
13. Any and all publicity for the dance must be cleared through the office of the Principal.

14. Any person leaving the dance and the building will not be readmitted.

### **Winter Ball and Proms**

School proms and balls are semiformal, school sponsored activities. All rules of conduct, expectations for behavior and school rules are in force. No one will be admitted after one hour after the beginning of the event. In addition, should a student leave the dance early, there will be no readmission.

### **Field Trips**

Attendance on field trips is a privilege. Students who have demonstrated the ability to follow directions and work properly in class will be permitted to attend field trips. Students who have not demonstrated such behaviors will be denied the opportunity to attend for their own safety and the safety of others. In these instances, students may be given an alternative assignment, in lieu of the field trip.

### **Visitors**

Visitors from other schools are discouraged except when prior arrangements have been made with the principal. These arrangements must be made at least three days before the day of the visit. A pass will be provided if permission is granted. New York State Law makes it a misdemeanor for anyone except parents and guardians to be on school grounds or in school buildings during school hours, except on official business. All visitors must report directly to the main office upon entering the campus to present identification and obtain permission for the visit. If permission is granted, the visitor will be given an ID badge which must be always worn.

### **Lost and Found**

Lost articles should be immediately reported to the main office. Articles found should be immediately taken to the main office. Students are encouraged to frequently check for missing items.

### **Lunch**

Students who have finished eating their lunch will be permitted to go outdoors provided they remain in supervised areas and conduct themselves appropriately. High School Students should not be at the Middle School or associating with Middle School students during school hours, 7:30 a.m. to 2:30 p.m. Students are not allowed to stand near the main entrance or loiter in the cafeteria lobby area.

Students at Red Hook High School are not permitted to receive food deliveries from external establishments, including Uber Eats, Door Dash, or GrubHub,

during school hours. Only parents and immediate family members listed in the school's computer system may deliver food to students on campus. Under no circumstances are students allowed to open exterior doors to receive deliveries. Additionally, leaving school premises to obtain food is prohibited, and violators will face disciplinary consequences.

### **Work Release**

Students who wish to be released from school early for the purpose of going to work may apply for work release. Forms are available in the main office.

Students who are granted work release are to leave the school grounds within five minutes of their last class. Students on work release must inform the school authorities of the following:

1. If employment is discontinued.
2. If work schedule changes significantly.
3. If they must remain in school after their dismissal time for academic help.

Students who become ineligible by virtue of having failing and/or incomplete grades will lose their work release or late entry privileges.

### **Working Papers**

Those students wishing to obtain working papers should see the Student Services secretary.

### **Directory Information**

Under the guidelines established by the Family Educational Rights and Privacy Act, the Red Hook School District will from time to time make the following information available to colleges, schools, and government agencies: student names, addresses, telephone listings, dates of birth, dates of attendance, grade level obtained, and graduation date, where applicable.

## **Student Behavior**

The following guidelines are designed to assist students in maintaining an effective learning environment.

### **Passes**

A student's schedule assigns the student to a definite place every period of the school day. If the student has a legitimate reason for being elsewhere, the student must have a pass from the teacher to whom they are reporting. The pass should be given to the designated teacher prior to the start of class. Students who are held back by a teacher and are therefore late for their next class should secure a pass from that teacher. Students are not to miss any class without



securing prior written permission (in the form of a pass) from that classroom teacher.

### **Dismissal From Class**

If a student is sent out of class or study hall for misbehavior for any reason, the student must report to the Assistant Principal's office directly.

### **Hall Traffic**

There is a three-minute interval between classes to allow students to pass from one room to another. Students should keep to the right of the hall. There should be no running at any time. All food and beverages should be consumed in the cafeteria, not in the hallways.

### **Gymnasium**

1. Students are only to engage in activities supervised by authorized personnel.
2. No food or beverages are allowed in the gymnasium.
3. No one is to use the gym floor for any physical activity unless sneakers (or appropriate footwear) are worn.

**Note:** Access to PE locker rooms is limited to student usage during their PE class. Students are not to interrupt PE classes to access their PE locker. Locker rooms will be locked during lunch.

### **Library**

Students visiting the library should come to the library prepared to work and bring all the materials they need to the library, just as they would an academic class. All students visiting the library from a study hall, must report to their study hall first for attendance. Study hall teachers may send up to two students with a library pass. If additional students are requesting to visit, study hall teachers must call the library to check for availability.

Students visiting the school library must sign into the library upon arrival and drop off their pass. Students visiting from lunch should eat in the cafeteria first then come to the library. Students leaving the library must obtain a pass then sign-out on the clipboard.

There may be times during the year when the library is closed or the number of students coming to the library may be limited. This may occur when a class is meeting or there is a special event in the library. At these times, preference will be given to those students who need to use library materials to complete research assignments.

Students using the library will:

1. Engage in purposeful and quiet study, searching for and using materials, browsing independently for supplementary reading, and/or research.
2. Sign out all library materials and return them by the date due.
3. Exercise care in the use of all library materials, equipment, and furniture.
4. Show consideration to all who use the library facilities and those who provide service.
5. Use technology (e.g., computers, printers, and photocopier) for academic purposes.
6. Observe school and library regulations.

Students who have library materials that are overdue by three weeks or more may be given a referral and assigned lunch detention. Students will be charged for any library materials lost or damaged. Failure to follow the library rules will result in the loss of library privileges, the duration to be determined by the librarian and administration.

### **Cafeteria**

Students are expected to be orderly and courteous and to follow the rules of the cafeteria, which have been instituted to create a clean and positive atmosphere.

Expectations for maintaining this atmosphere include:

1. Walk, do not run.
2. Do not cut into lines.
3. Clear your table and put trash in containers.
4. Leave your table as you would have liked to have found it.
5. All food and beverages are to be consumed in the cafeteria.

Students who cannot abide by these rules of common courtesy and behavior will not be allowed to use the cafeteria and could be subject to disciplinary action.

### **Lockers**

Corridor lockers are provided for the students' personal use. Students using these lockers accept a cotenant relationship with the school Administration: student lockers may be searched by school authorities at any time.

Special lockers are issued in Physical Education for gym clothing. Students must supply a combination lock for their gym lockers during the first two weeks of school, if a student does not have the means to obtain a lock, one may be signed out from the PE staff. Students should have a set of athletic clothing for PE class including a t-shirt, shorts, sweatpants, and a sweatshirt/jacket, and a pair of athletic sneakers with arch supports (no flat sole sneakers). Access to PE locker rooms is limited to student usage during their PE class (refer to Gymnasium section for further information).

The corridor lockers and gym lockers should always be kept locked. The school cannot be held responsible for articles lost from lockers. If a student forgets has

difficulties with the function of the locker and/or forgets the combination, that student should report to the Main Office for assistance. At no time will the excuse of being delayed at the locker be accepted for lateness.

Students should take enough books to last a few periods or at least until such time as they may return to their lockers unhurried.

The inside of the locker may be decorated tastefully in a way that does not permanently change its appearance. The outside of the locker is not to be written upon or decorated in any way. Students are not to paint, spray paint, or use magic markers on their lockers.

All lockers are to be completely cleaned out on or before the last day of classes.

Seniors are required to clean their lockers out before they will be allowed to participate in graduation rehearsal practice. If lockers have not been cleaned out, students will be charged a fee for cleaning.

## **Restrooms**

Students may use the restrooms before and after school, between periods, and during a class period with the permission of the teacher in charge of the class or study hall. Students are expected to keep them clean. New York State law forbids smoking or vaping in the rest rooms. If a student is found vaping she/he will face a minimum 3 day in-school suspension and a possible fine from the County Health Department.

Loitering, writing on the walls, or damaging the facilities in any way, shall result in disciplinary action. If a student is in the restroom and begins to feel ill, he/she should report to the nurse's office or the main office immediately. At no time should there be more than one student in a stall.

## **School Assemblies**

Assemblies and concerts are part of school life and designed to be educational as well as entertaining. They provide an opportunity to learn formal audience behavior. Regardless of the type of program, courtesy demands that the student body be respectful and appreciative. Courtesy is a sign of maturity and pride in yourself and your school.

1. You are expected to enter the venue quickly and quietly and be seated.
2. Do not take books or coats to the assembly unless instructed otherwise.
3. When the chairperson of the assembly asks for your attention, please give it immediately.
4. Be courteous to the performers and your neighbors.
5. Applaud in keeping with the occasion. Applause should be generous and courteous.

6. Do not leave the assembly until dismissed, and leave by rows from the front, unless otherwise directed.
7. Assemblies in the PAC – no eating, drinking, or putting feet on the seats.

## **Skateboards**

Skateboards are prohibited from school property.

## **Study Halls**

Out of respect for those who wish to study, students in the study hall location must remain quiet for the duration of the period.

Any changes in the student's study hall assignment will be made through the student services office.

Expectations for maintaining an atmosphere conducive for study include:

1. Students are to remain seated and quiet.
2. Students are to bring necessary materials with them at the beginning of the period.
3. Students planning to use the library during their study hall period must report to their study hall first for attendance. The student is to remain there for the entire period. Study hall teachers will not issue passes to the library.
4. One student will be permitted to leave study hall at a time. When students leave the room, the names and the times of departure and return are to be recorded by the teacher in charge of the study hall. A reasonable length of time for lavatory use is 3 to 5 minutes. Special cases requiring more frequent use, longer time needed, etc., will require medical certification of need. This must be done in cooperation with the Nurse's office.
5. There should be no card playing in study hall.

## **Bus Regulations**

1. Students must obey the bus driver at all times.
2. Enter/exit the bus in an orderly manner. Running, pushing, or crowding may cause an accident or injury.
3. All students are to remain seated in a forward-facing position while the bus is in motion.
4. If your bus stop requires that you cross the road, wait, and watch for the bus driver's directions and cross at least 10 feet in front of the bus.
5. Throwing food, paper or other refuse on the floor or out the window will not be tolerated.
6. Talk in an ordinary tone of voice, having due consideration for others on

the bus. Do not shout, scream, whistle, or in any way cause a distraction. Radios, DVD, iPods, or CD players are not to be displayed or used on any bus.

7. Large musical instruments and skateboards are not permitted on the bus. Transport of other questionable items will be left to the discretion of the driver through the Transportation Supervisor.
8. Students who wish to ride on any bus other than their assigned bus, or who need to be dropped off the bus at a stop other than their regular one, must present a school office issued bus pass to the driver. Requests for these passes may be limited to educational purposes. H.S. students may not ride different bus routes for social purposes.
9. Students may request transportation to work provided the location is on a bus route.
10. Students must keep their heads, arms, and hands inside the bus at all times, whether the bus is in motion or stopped.
11. Bus drivers have the right to assign seats if necessary.

Failure to abide by the above rules may result in a range of consequences depending on the facts and circumstances of the incident. The range of penalties available to administrators includes: assigned seats, verbal warning, written warning, suspension from transportation, in school suspension, suspension from school. Students will be responsible for payment of damages to property.

## Textbooks

Textbooks are loaned free of charge to the student. It is recognized that each student issued a textbook has the responsibility to return it in the same condition as it was issued, less normal wear. Students are required to cover all textbooks upon issuance. Reimbursement for lost and/or damaged books or library books will be charged at the current cost of replacement.

## Electronic Devices

Electronic devices including (but not limited to) cell phones must be turned off and placed out of view before entering the school building and must remain off and out of view during the entire school day. The only exception is in the cafeteria or lobby with permission. Students needing to use a phone may come to the main office for assistance.

Students are responsible for the security of their electronic devices: Red Hook Central Schools is not responsible for theft or damage of a student's electronic device.

Students are prohibited from video recording, audio recording, or photographing on school grounds without the written permission of a teacher or administrator.

Students who display and/or use an electronic device and/or fail to follow the directions of a staff member regarding electronic devices will be subject to disciplinary action, including but not limited to the following:

**FIRST OFFENSE:** Confiscation of the electronic device for the remainder of the school day. The student may pick up the device from the main office at the end of the day. Notice in the form of a referral will be sent home to the parent or guardian.

**SECOND OFFENSE:** Confiscation of the electronic device and detention for insubordination. The device must be picked up from the main office by a parent or guardian. Notice in the form of a referral will be sent home to the parent or guardian.

**THIRD OFFENSE:** Confiscation of the electronic device and a full day of In-School Suspension for insubordination. The electronic device will be returned to a parent or guardian during a conference regarding the repeated behavior.

**FOURTH and REPEATING OFFENSES:** Confiscation of the electronic device and out of school suspension for 1-3 days for insubordination. The electronic device will be returned to a parent or guardian during a conference regarding the repeated behaviors.

## Interscholastic Athletics

Students regularly enrolled in Red Hook Central High School who meet all eligibility requirements of the school and the New York State Public High School Athletics Association.

Students who wish to participate in extracurricular athletics must submit the following to the school nurse:

1. A Sport Physical Card (from the current school year) completed, signed and stamped by a physician licensed in New York State to practice medicine.
2. An Interim Health History Form, completed and signed by the parent and/or guardian. (This would not be necessary if the student has received his physical within the immediate preceding 30 calendar days.
3. The Parental Acknowledgement and Permission Form, signed by the parent and/or guardian and the student.

When the school nurse has reviewed evidence that these requirements have been met, a participation permit form will be issued. The student must present this form to the coach before being allowed to participate in tryouts.

## **Athletic Awards**

The following awards are presented to students who participate on teams representing Red Hook Central, in interscholastic competition. These awards are given to those students who have completed specific requirements as members of that team.

When receiving the first letter, the student is given an insert indicating the sport for which the letter was earned. Any subsequent awards are inserts and/or service bars, captain pins, or manager inserts which are designed to attach to the first letter.

## **Athletic Award Point System**

The awards are as follows:

1. Certificate of Participation for being a member of any team but not meeting requirements for a letter.
2. J.V. letter - Red 5" block letter "R"
3. Varsity letter - White 8" block letter "R"
4. Superior Award Plaque
5. Inserts will be given to students who have already earned the "letter" in another sport and have met requirements for another "letter." Service bars are given for years of service to a squad beyond the original first year. Inserts are given for captains.

## **Eligibility for above awards**

**Certificate of Participation** – The student must be a member of a team in good standing for the entire season.

**J.V. Letter** - A student may be eligible for the J.V. Letter by the meeting requirements for a letter in that sport and participating in Junior Varsity competitions.

**Varsity Letter** - A student may be eligible for a Varsity Letter by meeting the requirements for a Varsity letter in that sport and participating in Varsity competitions.

**Superior Athlete Award** - A student may be eligible for the Superior Award if:

- 1) The student is a senior.
- 2) The student has earned 65 points during their high school career, grades 9-12. Points are awarded for participation at the JV and Varsity level, for captainship, league, Section and State awards as well as academic student athlete achievements.

## **Conduct of Spectators**

In the interest of good sportsmanship and for the safety of all concerned, the following recommendations and regulations will be in effect during athletic contests.

**Sportsmanship** - Since the home school is responsible for the conduct of all spectators, we must insist on good sportsmanship. Good sportsmanship means refraining from booing, stamping of the feet or name calling. If the referee determines that the spectators at a ball game are not displaying good sportsmanship, he/she may decide that the team must forfeit the game to the visiting ball club. We certainly would not like to see this happen. In addition to gaining a questionable reputation, it would be very unfair to our athletes. We ask that you support our players by cheering for them, not booing the officials. In order to maintain and encourage good crowd behavior, it may be necessary to ask those who cannot abide by the tenets of good sportsmanship to leave the school grounds.

**Adult Supervision** - It is reasonable to expect adult supervision for young children. In this way, their safety, as well as the safety of others can be assured. Children under the age of 13 must be accompanied by an adult at home games.

**Refreshments** - All refreshments are to be eaten in the assigned area. Food and drink are not to be taken into the gym.

**General Behavior** – All spectators are expected to behave in an appropriate and respectful manner. Running, sliding across floors, playing tag, etc., are prohibited. Such behavior in crowded situations can be a nuisance and cause unnecessary injuries.

## High School Discipline Code

### Infractions & Disciplinary Actions

For the purpose of this code, violations of school rules have been divided into three categories:

**Level A Disciplinary Infraction**

**Level B Disciplinary Infraction**

**Level C Disciplinary Infraction**

Any repetition of a "Level A" infraction will be treated as a "Level B" infraction in the determination of consequences. Any repetition of a "Level B" infraction will be treated as a "Level C". Just as students have constitutional rights, they have legal and educational responsibilities.



<p><b>Level A Disciplinary Infractions</b></p> <ul style="list-style-type: none"> <li>• Inappropriate dress</li> <li>• Running in the halls</li> <li>• Littering</li> <li>• Inappropriate display of affection</li> <li>• Horseplay</li> <li>• Late to class</li> <li>• Late to school</li> </ul>	<p><b>Level A Disciplinary Actions</b></p> <p>Level A Actions may include one or more of the following consequences:</p> <ul style="list-style-type: none"> <li>• Teacher Reprimand</li> <li>• Notice sent to Office/Home Office/Home</li> <li>• Principal Reprimand</li> <li>• Parent Conference</li> <li>• After School Detention</li> <li>• Half Day In- School Suspension</li> <li>• Loss of Privileges</li> <li>• School Service Project</li> <li>• Lunch Detention</li> </ul>
<p><b>Level B Disciplinary Infractions</b></p> <ul style="list-style-type: none"> <li>• Gross Insubordination</li> <li>• Cutting class</li> <li>• Verbal abuse</li> <li>• Partial/full day truancy</li> <li>• Throwing snowballs/food</li> <li>• Interfering with educational process</li> <li>• Repeated late to school</li> <li>• Gambling, stealing, forgery</li> <li>• Leaving school w/o permission</li> <li>• Repeated late to class</li> <li>• Missing Detention</li> <li>• Cheating/Dishonesty</li> <li>• Disrespectful Behavior</li> <li>• Possession of Stolen Goods</li> <li>• Motor vehicle violation</li> <li>• Possession of tobacco, Vape device</li> <li>• Use of Profanity</li> <li>• Gross misconduct</li> </ul>	<p><b>Level B Disciplinary Actions</b></p> <p>May include those listed in "Level A" as well as one or more of the following:</p> <ul style="list-style-type: none"> <li>• After School Detention/1-12 hrs.</li> <li>• In School Suspension/1-3 days</li> <li>• Out of School Suspension/1day</li> <li>• Removal From Class/1-5 days</li> <li>• Required in School Parent Conference</li> <li>• Police Investigation</li> <li>• Loss of Grades/Honors</li> <li>• Social Probation</li> </ul>

<p><b>Level C Disciplinary Infractions</b></p> <ul style="list-style-type: none"> <li>• Physical or verbal assault or profanity directed at staff</li> <li>• Vandalism</li> <li>• Repeated truancy</li> <li>• Repeated interference with education of peers</li> <li>• Total disregard for safety of others</li> <li>• Possession of a controlled substance (Drug and/or alcohol)</li> <li>• Using and under the influence of a controlled substance (Drug and/or alcohol)</li> <li>• Possession of a weapon</li> <li>• Fighting</li> <li>• Harassment/Teasing/Intimidation of any person</li> <li>• Smoking/Vaping</li> <li>• Failure to identify oneself to staff</li> </ul>	<p><b>Level C Disciplinary Actions</b></p> <p>May include those listed in "Level A" and "Level B" as well as the following:</p> <ul style="list-style-type: none"> <li>• In School Suspension (Up to 5 days)</li> <li>• Immediate Out of School Suspension (1 to 5 days)</li> <li>• Removal from Class (Permanent)</li> <li>• Superintendent's Hearing and Extended Suspension</li> <li>• Payment for Damages</li> <li>• Police Investigation</li> </ul>
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## Bullying, Discrimination, Harassment, or Hostile Acts

Red Hook Central Schools will not tolerate any acts of bullying, discrimination, harassment, hostile acts, or other forms of intimidation on the parts of students or employees.

**Bullying** is defined as an intentional negative action on the part of one or more students, repeatedly and over time, that interfere with a student's ability to participate in or benefit from the school's educational programs.

**Harassment and intimidation** (including bullying) means conduct, including verbal conduct, that creates a hostile educational environment by substantially interfering with a student's physical or psychological well-being and is motivated by an actual or perceived personal characteristic such as race, national origin, marital status, sex, sexual orientation, gender identity, religion, disability or is threatening or seriously intimidating. (Safe Schools Reporting Act of 2005).

**Bullying** - Bullying can be expressed in a variety of ways such as: physical, verbal or technological. However, bullying may also include repeatedly making someone feel uncomfortable or unwelcome. Examples of bullying include but are not limited to: physical violence and attacks, verbal taunts, name calling, put downs, cyber-attacks and taunts, threats and intimidation, extortion, or theft.

**Harassment** - A pattern of statements or actions directed at an individual or identified group of individuals which a reasonable person would understand are intended to ridicule or demean the other or subject the other to contempt.

**Hostile Acts** - Actions or statements which are intended to do harm to another or put an individual in fear of bodily harm.

*Note: Taking a photograph or a video of another student or staff member without consent and/or electronically transmitting or sharing in any form the content is strictly prohibited. This includes the digital manipulation of photographic or any recorded content.*

### **Reporting, Investigating and Responding to Acts of Bullying, Discrimination, Harassment or Hostility**

Any student or group of students who has a complaint regarding an act of bullying, discrimination, harassment, or hostility at school during school hours, or at any school sponsored function by another student, school employee, or volunteer, shall report the matter to a school employee or, in the case of sexual harassment, the Title IX Coordinator.

Disciplinary action will be based on the severity of the offense. In the case of student offenders, disciplinary action may include a conference, counseling referrals, detention, classroom exclusion, suspension or removal from a club or team to which the misconduct is connected, suspension from school, superintendent's hearing, or any other action deemed appropriate.

If necessary, the offense will be reported to law enforcement officials.

*Please note that students have the right to report actions and misconduct addressed by this regulation without fear of reprisal or retaliation. Insisting that behaviors were "misunderstood" does not excuse or reduce responsibility for the behavior.*

### **Dismissal From Class**

Students who are sent out of class or study hall for misbehavior, are to report to the Administrative Office immediately. Failure to do so will be considered insubordination.

## **Smoking, Alcohol, and Drug Policy**

Red Hook High School and the surrounding school grounds have both been declared "Drug Free School Zones," which means that it is illegal to possess, sell or use drugs within 1,000 feet of the school property. New York State law also forbids smoking on school grounds and in the school building.

Students are not to be in possession of any of the following in the building, on school grounds, or in school vehicles:

Smoking Paraphernalia- including cigarettes, e-cigarettes, vaping pens, chewing tobacco, etc.

Alcoholic beverages.

Drugs- including prescription or non-prescription medications without notifying the school nurse.

These items will be confiscated by school officials and disciplinary action will be taken.

The Board of Education policy relating to the above is as follows:

*“Any student who is found to have brought to school or is obviously under the influence of alcoholic beverages, synthetic, or illegal drugs on school property at any time or at any school sponsored activity, shall be suspended from school attendance immediately.*

Said suspension is to be carried out under the provision of school policy #5114.

Any student found to have violated this policy shall be required to bring his/her parents to meet with the Superintendent of Schools. A subsequent meeting with the Board of Education shall be called at the discretion of the Superintendent. The Superintendent shall report to the Board of Education, at its next regular meeting, any student found to have violated this policy.”

Any student found smoking/vaping on school property shall be suspended in school for a period of three days.

- Any student found under the influence of alcoholic beverages or drugs shall be suspended for three days.

## Sexual Harassment Policy

A. It is the policy of the Red Hook Central School District (“District”) that sexual harassment of employees, applicants for employment, or students in any form is unacceptable conduct. The purpose of this policy is to clearly state the District’s position on this issue; to notify all employees and students of the kinds of activities which constitute sexual harassment; and to provide a procedure whereby any employee or student who believes he or she is the victim of sexual harassment can submit a complaint which will be investigated by the District. Sexual harassment, whether verbal or physical, and whether arising out of the work or school environment, is unacceptable and will not be tolerated.

B. This policy shall also constitute the Grievance Procedure required by Title IX of the Education Amendments of 1972 for complaints of gender discrimination within educational institutions receiving federal financial assistance. The Title IX Officer and Sexual Harassment Compliance Officer for the District is:

Mr. Jack Costello  
Director of Pupil Personnel Services  
9 Mill Road. • Red Hook, NY 12571  
(845) 758-2241, Ext. 56100  
Office Hours: 8:00 a.m. to 4:00 p.m.

#### Sexual Harassment of and/or Between Students

Sexual harassment of students consists of verbal or physical conduct of a sexual nature, by an employee, agent, or another student of the District that denies, limits, or conditions the provision of aid, benefits, services, or treatment protected under Title IX of the Education Amendments of 1972 in the basis of sex.

Unwelcome sexual advances, requests for sexual favors, and/or other verbal or physical conduct of a sexual nature constitutes sexual harassment when:

1. submission to such conduct is made either explicitly or implicitly a term or condition of an individual's education; or
2. such conduct has the purpose or effect of unreasonably interfering with the individual's education creating an intimidating, hostile, or offensive environment.

Such actions include, but are not limited to, the following conduct directed at students:

1. unwelcome sexual flirtations, advances, or propositions
2. verbal or written abuse of a sexual nature
3. graphic verbal comments about the student's body
4. sexually degrading words used to describe a student; and
5. unwelcome and non-consensual physical touching of a sexual nature.

Given the special nature of the relationship between students and employees of the district, extreme caution should be exercised by employees of the district to avoid any situation involving comments of a sexual nature, particularly in the presence of students. It is recognized that discussions involving sexual relations and the human body are part of mandated curriculum on certain areas (e.g., health education) and are, therefore, not restricted by this policy. Nonetheless, there is no conflict between this policy and the mandates of the District's curriculum. Thus, the teaching of the District's curriculum will not constitute a charged violation of the policy.

#### **Policy**

- a. The Red Hook Central School District regards sexual harassment as a serious matter. Accordingly, sexual harassment by any employee or agent of the District of any other employee or agent of the District, or applicant for employment is hereby prohibited.
- b. It is the policy of the Red Hook Central School District that all students be free from sexual harassment in the classroom and school environment. Therefore, sexual harassment of students is prohibited. This policy also applies to conduct between students.

## Sexual Harassment Policy Enforcement Procedure for Students

1. Informal Procedure – The District encourages students who believe they are being harassed to clearly and promptly notify the offender that his or her behavior is unwelcome. If for any reason a student does not wish to confront the offender directly, or if such confrontation does not successfully end the harassment, the student should notify the designated Title IX teacher in the student's building or his or her building Principal. Any student who is uncomfortable for any reason in bringing the matter to the attention of his or her building Principal should report the matter to the Superintendent of Schools or the Title IX officer, or if that is not deemed possible, to the President of the Board of Education. The names, address, telephone numbers, and office and/or available hours of individuals in these positions are located in Section 7 of this policy. If notification is made to anyone other than the Superintendent of Schools, then the recipient of said notification shall immediately inform the Superintendent of Schools, of the allegation of sexual harassment (unless the allegation of sexual harassment is made against the Superintendent in which case the recipient of said notification shall immediately inform the President of the Board). The informal procedure should be flexible and the best course of action in any case will depend on various factors. However, a student reporting sexual harassment should be aware that the District may decide it is necessary to take action to address the harassment beyond an informal discussion.

2. Formal Procedure – The following steps should be followed to make a formal complaint about sexual harassment:

- a. Notification – a student who believes he or she has been subject to sexual harassment by any employee, agent, or other student of the Red Hook Central School District should report the incident to the designated Title IX teacher in the student's building or his/her building Principal. Any student who is uncomfortable for any reason in bringing the matter to the attention of his or her building Principal, should report the matter to the Superintendent of Schools or Title IX Officer, or if that is not deemed possible, to the President of the Board of Education. The names, addresses, telephone numbers and office and/or available hours of the individuals in these positions are located in Section 7 of this policy. In the case of a report made to anyone other than the Superintendent of Schools, the recipient of the complaint shall give notice to the Superintendent of Schools immediately (unless the allegation of sexual harassment is made against the Superintendent in which case the recipient of said notification shall immediately inform the President of the Board). Students are permitted to be accompanied by a friend, relative, guardian, or parent when making a claim of sexual harassment. If a parent of a student of the District believes that his/her son/daughter has been subjected to sexual harassment, than (s)he should follow the above referenced reporting procedure.

- b. Description of Misconduct – An accurate record of allegedly objectionable behavior is necessary to resolve a complaint of sexual harassment. All allegations of sexual harassment must be made in writing by the complainant.
  - c. Time for Reporting a Complaint – Prompt reporting of complaints is strongly encouraged. While there are no time limits for filing complaints, the accurate resolution of sexual harassment complaints will be expedited by timely filing of claims. In addition, a complainant should be aware that applicable statutes of limitation do constrain the time for instituting outside legal action.
  - d. Protection Against Retaliation – The District will not retaliate against any student who files a sexual harassment complaint in good faith. Retaliation is a serious violation of this policy and should be reported immediately. Any employee, agent, or student of the District found to have retaliated against a student for good faith reporting of sexual harassment will be subject to appropriate disciplinary action, up to and including discharge from employment for employees and agents, and up to and including suspension for students in accordance with New York State Education Law.
3. The School District will promptly investigate all allegations of sexual harassment in as confidential and sensitive a manner as possible and shall make every reasonable effort, consistent with the best interests of all parties concerned, to complete the investigation within thirty (30) days of receipt of the formal complaint.
4. The student submitting a complaint of sexual harassment and the alleged harasser shall be notified of the results of the investigation.
5. Any supervisor, administrator, teacher, employee, agent, or student of the District found to have engaged in sexual harassment of any student shall be subject to appropriate disciplinary action, up to and including discharge from employment for employees and agents, and up to and including suspension from school for students in accordance with New York State Education Law.

### Appeal

Any student who wishes to appeal the results of a sexual harassment investigation may do so within ten (10) school days of receipt of those results. Such appeal must be made in writing to the Board of Education or its designee. The student shall be entitled to present evidence as to why the investigation results are incorrect. Following a review of that evidence, as well as the information obtained in the investigation process and conclusions derived, the Board of Education or its designee shall render a decision. This decision shall be final and binding.

### Record Keeping

The District shall maintain a written record of all complaints of sexual harassment for a period of at least three (3) years. The District shall also document the steps

taken with regard to investigations, as well as conclusions reached and disciplinary action (if any) taken. The District shall also maintain these documents for a minimum of three (3) years.

#### Questions

Any questions regarding sexual harassment and compliance with Title IX of the Education Amendments of 1973 may also be brought to the attention of the Office of Civil Rights, Department of Education, Washington, D.C. 20202



# Alma Mater

Alma Mater, Red Hook Central  
we are singing now to thee;  
may the fair name dwell forever  
in our fondest memory.

And when high school days are over,  
and we leave this school so dear,  
we will love thee yet,  
we'll ne'er forget the best school far or near.

Hail, Alma Mater,  
we cheer with all our might;  
we will sing thy praise  
through endless days,  
to the Scarlet and the White.