

HARRISVILLE CENTRAL SCHOOL



**2009—2010
STUDENT HANDBOOK
Grades 6-12**

**HARRISVILLE CENTRAL SCHOOL
14371 PIRATE LANE
HARRISVILLE, NY 13648**

543-2707 OR 543-2920

**Rolf A. Waters, Superintendent of Schools & K-5 Principal
Mary E. Curcio, 6-12 Principal**

Welcome to Harrisville Central. We pride ourselves in providing a sound education in a small and caring setting. Teachers and staff are here to see that you are given the opportunity to learn, to strive for excellence and receive the support you need to be successful. As students, you will be given help in learning and should expect to be challenged in your work.

This is your Student Handbook. It is your responsibility to have this handbook with you at all times. The replacement cost for the handbook will be \$4.00. Students who have questions about this handbook should contact a teacher or administrator.

**Visit the school web page at
hcsk12.org**

**Get athletic schedules and school activities by visiting
Sport Schedules on the school's web page.**

**A copy of this handbook is available on the
School web page under Grades 6-12**

STUDENT IDENTIFICATION

Name: _____

Address: _____

City/Town: _____ **Zip Code:** _____

Telephone: _____

Grade: _____ **Homeroom:** _____

HARRISVILLE CENTRAL SCHOOL
COMPLETE SECONDARY STUDENT HANDBOOK

GRADES 6—12

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COMMUNITY RELATIONS

EQUAL OPPORTUNITY

Each student is encouraged to develop and achieve individual educational goals. The district will provide every student with equal educational opportunities regardless of race, color, creed, sex, national origin, religion, age, economic status, marital status, or disability. No student will be excluded on such basis from participating in or having access to any course offerings, student athletics, counseling services, employment assistance, extracurricular activities or other school resources.

The Principal is the designated district compliance officer, who will coordinate compliance with the nondiscrimination requirements of Title IX of the Educational Amendments of 1972, and Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act.

PUBLIC INFORMATION PROGRAM

Parents and members of the community are encouraged to attend and participate at public Board of Education meetings, which are ordinarily held on the second Monday of each month in the library conference room at 7:00 P.M.

Notes and flyers regarding school activities are often sent home with students. Parents and community members wishing to obtain further information about the school district should inquire first through the office of the Building Principal. The school website is www.hcsk12.org.

Harrisville Central School also has an active Shared Decision Making Committee covering the secondary, elementary and district levels. Parents, teachers, students, and community members are invited to attend meetings of this committee and to offer their thoughts and input to the stakeholder groups as well.

PARENTAL INVOLVEMENT

Harrisville School District believes that student achievement is directly linked to parental involvement, and therefore encourages such involvement in school educational planning and daily operations. Parental involvement may take place either in the classroom (as volunteers) or during extracurricular activities. Additionally, the Board of Education also encourages direct parental involvement at home (for example, planned home reading time, informal learning activities, and/or homework "contracts" between parents and children).

For further information on how parents can be involved in the schools, contact the Harrisville Parent-Teacher Organization. For information on how parents can assist their children academically, contact the Guidance Department.

RELATIONS WITH PARENTS WITH DISABILITIES

District parents with disabilities will be afforded an equal opportunity to participate in the services, programs and activities of the district, particularly those which are designed for parental involvement and are directly related to their child's academic and/or disciplinary progress (e.g., parent/teacher conferences, and/or meetings with other school personnel.)

SCHOOL DAY

MORNING ARRIVAL

All students have the opportunity to be bussed to school. Therefore, students are not to be in the high school building before 7:45 A.M. daily unless there is an organized group meeting prior to school. Upon entering the building, students are to report to breakfast or to their homeroom. By 8:05 students should be in classes for attendance. Students arriving at school after 8:05 A.M. will be considered tardy and are to report immediately to the guidance office to sign in and have their Hall Pass signed.

DAILY CLASS SCHEDULE

8:00 - 8:05	Building Entrance		
8:05 - 8:14	Homeroom/Square One		
8:17 - 9:00	Period 1		
9:03 - 9:46	Period 2		
9:49 - 10:31	Period 3		
10:34 – 11:17	Period 4		
11:04 – 11:47	Period 5A	10:31 – 11:01	Lunch 1
11:20 – 12:03	Period 5B	11:17 – 11:47	Lunch 2
11:50 – 12:33	Period 6	12:03 – 12:33	Lunch 3
12:36 – 1:19	Period 7		
1:22 – 2:05	Period 8		
2:08 – 2:51	Period 9		

8:14 AM BOCES bus departure

11:30 PM BOCES bus departure

Students driving or riding may leave before 3:00 P.M. After 3:00 P.M. they are not to leave before the buses depart in the afternoon. They are to wait in the library hallway until the buses have left the circular driveway.

Students walking are to wait in the lobby until buses have left the circular driveway.

After school, all students are to leave the school, unless scheduled for an extracurricular activity, detention or academic help.

ATTENDANCE

All students are required to attend school according to the adopted school calendar for the district. Under New York State Law, every individual between the ages of six and sixteen must be in regular attendance in school unless he/she has a legal reason for absence. Individuals must attend school until the end of the school year after the individual's sixteenth birthday.

According to this law, the only reasons for excused absence are: illness, religious observance, quarantine, court, sickness or death in the family, impassable roads, hazardous weather conditions, health treatment, or attendance at a clinic. All other absences, unless authorized by the school, are considered unexcused .

By law, neither the parent nor the school may excuse students for such activities as hunting, fishing, helping with chores at home, going shopping, or missing the bus.

Immediately upon return to school following an absence, the student must present a note from his or her parents to the Guidance Office, as required by law, explaining his or her absence.

If a student must be excused from school early for medical appointments or other reasons, the student must bring or send a note to the Guidance Office before classes begin in the morning. The student must sign out in the Guidance Office when they leave for the appointment. They must sign in when returning to the building.

Attendance is important; being on time to an assigned location is equally important. Students who are late for school in the morning or who come in during the course of a school session after it has started are required to report to the Guidance Office to have their Hall Pass signed. This pass will admit them to class for the rest of the day.

Following an absence, the student should check with each of their teachers concerning schoolwork which they may have missed that must be made up. Students who are absent for any length of time may request homework assignments. Parents can make arrangements for missed assignments by calling the Guidance Office. Teachers may also expect the student to complete certain assignments after the student returns from an absence.

A student who is absent from school will not be permitted to participate in or attend any school function on the day of absence without written permission from the principal. If a student becomes ill during the school day, he/she must report to the nurse's office. If they missed an assigned class or study hall due to illness, it will be considered an unexcused absence unless they have reported to the school nurse.

PERFECT ATTENDANCE

Students will be awarded a Perfect Attendance Certificate only if they have been in attendance daily for the full day with no absences, tardies or excusals.

TRUANCY AND TARDINESS

Harrisville Central School believes it is important to ensure students are attending class and arriving to class on time, since these are essential aspects of ensuring an orderly environment for learning.

Student absence without the knowledge and consent of the parent is considered truancy. Truancy is a violation of New York State Law and is subject to disciplinary measures imposed both by the school and Family Court.

Tardiness, whether the fault of the child or the parent, cannot be excused except for the reasons cited in Board of Education policy. A note explaining the cause of lateness is required. Since excessive tardiness and absences are not conducive to good work habits or learning, parents should make every effort to have their children in school every day and on time.

Chronic tardiness and truancy are disruptive to both teachers and fellow students and therefore will not be tolerated. Disciplinary measures are outlined in the Discipline Code in this handbook..

SCHOOL CLOSINGS AND DELAYS

If the weather is such that school may be closed for the day, listen to the following media for information about the possible closing: TV stations: WWNY - TV Channel 7, WWTI - TV Channel 50, Cable News 10 Now; Radio stations: WTNY, Froggy 97 & Z-93; WTOJ, WOTT, WATN, WWLF & WBDR; North Country Public Radio; WSLB, & WPAC, and WPDM & WSNN. Information will also be on the school website at www.hcsk12.org

Please do not call the school, since the phones are necessary to inform others of the closing.

STUDENT DISMISSAL PRECAUTIONS REGULATION

In order to ensure student safety, the Building Principal maintains a list of individuals authorized to obtain the release of a student in attendance at 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.

A parent or guardian may amend a list submitted pursuant to this regulation at any time, in writing. 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/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 or his/her designee. If the person seeking the release of a child exhibits to the school official an out-of-state custody order, the Superintendent will be called.

Medical releases are handled through the Nurse's Office. Early excuses for emergency reasons should be requested in writing by a parent/guardian and submitted to the guidance office. All other reasons for release must be submitted to the guidance office. The person seeking the student's release must sign the register in the main office.

In the event of an emergency, the Superintendent of Schools (phone number 543-2707) may release a student to an individual who does not appear on the approved list only if the parent or guardian has been contacted by the Superintendent and has approved the release, and the Superintendent determines that an emergency exists.

ANNOUNCEMENTS

The announcements for the day are printed on the daily attendance sheet, available on the school intranet, and announced over the public address system in the morning and again prior to dismissal in the afternoon if necessary. All announcements should be given to the main office secretary in written form, the afternoon before.

The principal must approve printed announcements or posters that are to be displayed about the building before being posted.

The school does not post advertising for individuals or for-profit businesses.

STUDY HALLS

All students are automatically assigned to a study hall for any periods in which they have no class assignment. The purpose of the study hall is to provide opportunity to do homework, study or read.

Teachers or aides supervise students at all times. Study halls are to be used for study only. Students are not to use this time for visiting, eating, playing cards, games, telephoning, or wandering.

Students leaving the study hall must sign full name, destination and time leaving on the appropriate sheet, located on the desk of the study hall teacher, and must have the properly signed Hall Pass in their possession when they leave study hall.

Students are to bring work or reading material with them to study hall. Study hall monitors may institute additional guidelines in order to provide for an orderly environment.

LOCKERS

Lockers are provided for the student's personal use. Each student should memorize the combination and locker number just as soon as the homeroom teacher issues it on the first day of school.

A locker combination should never be given to anyone else. The secretary in the main office or homeroom teacher will be glad to help students who forget their combination.

The locker should always be locked. The school cannot be responsible for articles lost from lockers. If, for any reason, the locker does not work properly, the difficulty should be reported immediately to the main office.

Special lockers are issued in the gymnasium dressing rooms for gym clothes. Gym lockers should be kept locked at all times, especially during gym classes. Money and valuables should be locked in the coach's office. During regular school hours, students should not carry money or leave it in their locker. Instead, it should be left in the main office safe.

While a student's locker is reserved for his or her private use, the school reserves the right to search any locker at any time in the public interest of health, safety and welfare of building inhabitants.

Do not write on any of the lockers. Each time that writing is scrubbed off the locker door, the paint wears thinner and the lockers become unsightly.

All students should practice good housekeeping habits within each of their lockers, not only for their own benefit, but benefit of those around them.

Do not carry backpacks or wear outer garments in classrooms. They must be stored in lockers.

PERSONAL PROPERTY

It is extremely important that you safeguard your personal property at all times while in any public building.

It is good practice never to leave your personal belongings unattended or out of sight. It should not be necessary for you to bring to school more than the usual amount of money needed for lunch. You are reminded to label with your name all items of outdoor clothing, books, musical instruments, eyeglasses cases, gym clothing and shoes and any other personal school incidentals.

Students are reminded that all personal items should be kept in their personal lockers **LOCKED AT ALL TIMES**.

TEXTBOOKS (Loss or Damaged)

The district furnishes textbooks and calculators to each student as required. Twenty percent (20%) depreciation is allowed for a book used for one year. Any damage that is unreasonable, or loss, will require payment by the student before he is entitled credit for the course. Students will be fined for the following types of damage and the following schedule for charges will be used.

<u>Damages</u>	<u>Schedule of Charges</u>	
Broken or loose bindings	New Books	100%
Water damage	1 year old	80%
Worn or marked pages	2 years old	60%
Torn covers/bent corners	3 year old	40%
Torn pages	4 years old	20%
A missing page renders a book useless and full payment is expected (including depreciation)	Minimum value for older books	20%

HOMEWORK

Homework is an opportunity for you, as a student, to determine whether or not you have understood the material presented during the classroom period. Copying homework from another student is not allowed.

Absence from class or school does not ordinarily excuse a student from the preparation of homework assigned during his absence.

It is the responsibility of the student to find out what work was missed during an absence and to complete that work within a reasonable amount of time, to be specified by the teacher. Work that is not turned in by the specified time may result in the paper receiving a lower grade.

HALL PASS SYSTEM

The pass system provides for staff and student accountability. Students need to be in assigned areas and staff needs to know the whereabouts of the students, especially in emergencies. Therefore, students who are not in their assigned class need to have a pass signed by a teacher authorizing the student to be elsewhere, such as the bathroom, office, or locker.

Passes are provided in the Student Agenda given to each student at the beginning of the school year. These passes are an integral part of the Student Agenda and must be kept in the Agenda.

Procedures and responsibilities:

Teachers during the day:

When a student requests to leave a class, the teacher will write the time, destination and his or her initials in the next available space in the Student Agenda Hall Pass section.

Students:

Have an intact Student Agenda to give to a teacher when requesting a pass.

Other uses and situations:

Late/tardy to school:

The student should report directly to the guidance office to sign in. The guidance secretary signs the student's Hall Pass on the next available line.

The student will report to class.

Excused to leave for medical appointments or court appearances:

The student will turn in the excuse to leave early to the homeroom teacher. The teacher will send these excuses to the guidance office for approval.

The teacher will write the time the student is to leave in the Student Agenda Hall Pass area, but the student must sign out in the guidance office before leaving the building.

The student will have all the teachers that he or she has after the time he or she is excused initial the Daily Planner before leaving school.

Student needs to go to the health office:

The nurse will log the student's reason in the health office log and then initial and write the leaving time on the Hall Pass.

Pre-signed passes to see teachers:

The student and teacher need to see each other on the same day the pass is issued:

The teacher initials the Student Agenda Hall Pass section .

The teacher needs to see a student whenever the student has free time:

The teacher will write a note of explanation on the pass.

Lost Student Handbooks or Agenda:

The student who loses his or her Student Handbook or Agenda should go to the main office and report the loss. Students will be required to purchase another Student Handbook or Agenda to replace the lost book.

Permanent pre-signed passes:

Teachers who want students to have "permanent pre-signed passes" to a particular area should work the situation out on an individual basis.

LATE TO SCHOOL (Tardy)

Students arriving late to school (tardy) will be noted on the daily absentee sheet, if possible, so that teachers can check on unexcused absences from class.

LATE TO CLASS AND MISUSE OF PRIVILEGES

- A. Teachers will close classroom doors at the bell and require late passes from latecomers. If a teacher or staff member causes a student to be late to his next assigned area, he must sign the student's Student Agenda Hall Pass. If the lateness is the fault of the student, the receiving teacher is to make out a Disciplinary Referral. The referral is to be turned in to the main office by the end of that school day.
- B. Students traveling in the halls without properly signed passes or found in areas of the school where his or her pass does not authorize him or her to be will be issued a Disciplinary Referral which will be handled in the same manner as a late referral.
- C. During a ten-week period, a student will be allowed a maximum of two late/misuse referrals without penalty. If the student receives a third late/misuse referral, he or she will be required to stay after school in the assigned detention area for one hour for this referral. For each additional referral issued, an additional hour of detention will be served. At the close of each ten-week period, all late/misuse referrals will be destroyed. However, a student may still have some detention to make up for the previous period. Parents of students who are assigned detention will receive a letter from the office notifying them of the detention.
- D. After School Detention is held Tuesday, Wednesday, and Thursday from 3:00 to 4:00 P.M.

Students are expected to bring work. Students may ride the late bus home if they notify the office in advance.

CELL PHONES

Students should make certain that any cell phone brought into the building has been turned off.

Students must leave the cell phone in their hall locker at all times.

The cell phone is not to be used during school hours, including all school related activities and field trips during that time, for any reason.

If students need to use their cell phone during school hours, they must come to the office and ask permission.

MUSIC IN STUDY HALL

Listening to music with a headset will be allowed in study halls to students in grades 9-12. The music is only for the person playing it (not too loud) and music must be appropriate for listening to in school. Music is not allowed in the library.

CLINIC/SCHOOL BASED HEALTH CENTER

An affiliate of Carthage Area Hospital, the Harrisville School Based Health Center is a unique health care model in which comprehensive physical, mental, and preventive health services are provided to school aged youth in a school setting. The practitioners provide a full range of services for all students, regardless of whether or not they have health insurance coverage. To ask for an enrollment form or for more information, please call the School Based Health Center at 543-1218.

ADULT VISITORS

Parents and other citizens are always welcome to visit the school during the course of the school year. However, adequate security in the building must also be maintained. Persons who are not students or staff must report immediately to the school office.

Visitors to the school of the district shall be governed by the following rules:

1. A group wishing to visit must contact the Building Principal, and prior approval must be obtained for the visit.
2. All visitors must report to the main office, sign in, and be issued a visitor's badge which must be displayed at all times. The badge must be returned to the main office and the visitor must sign out at the conclusion of the visit.
3. Parents are encouraged to visit teachers, the guidance counselor, the school nurse, the school psychologist and other support personnel by appointment, in order to discuss any problems or concerns the parent may have regarding the student.

STUDENT VISITORS

Student visitors are students attending other schools who have vacation days while Harrisville is in session. Visitors must have prior permission from the Building Principal to visit and are governed by the guidelines below. They are here to visit secondary classes and take part in the activities of the school. We encourage visitors to enjoy their day here in Harrisville while maintaining the same high standards of conduct that Harrisville students show. Past experience has shown that the majority of our visitors respect the privilege of visiting.

In order to maintain the orderly climate of our school, Harrisville School reserves the right to refuse entry to any visitor and to remove visitors when their presence interferes with the Harrisville education program. The Building Principal may ask visitors to leave at any time if, in his or her judgment, the visitor's presence is disruptive to the educational program. Teachers are to report visitors who are disruptive to the office and to ask them to leave the classroom.

The following conditions also apply:

1. The Building Principal must approve visitors to the 6-12 grades in advance.
2. Visitors who should be in attendance at another school will not be permitted in Harrisville.
3. Visitors must have a Harrisville student as a sponsor. As sponsor, a Harrisville student must escort the visitor and remain with the visitor during the day.
4. Sponsor students must have signed approval by teachers to bring a visitor to classes.
5. Generally no more than three visitors will be permitted to attend Harrisville on any given day. Visitors and sponsors must check in at the main office at the beginning of the visit and receive a written pass allowing them to visit. As good manners dictate, the sponsor must introduce the visitor to each teacher at the beginning of class.
6. Visitor and sponsor names will appear on the daily announcement sheet for reference.
7. Students should not bring pre-school children or grade school children to school during our regular school day.
8. No visitors will be allowed during the mid-term and final exam weeks.

STUDENT ACTIVITIES & ORGANIZATIONS

ASSEMBLIES

Student assemblies are part of the overall educational process. School assemblies are held to provide recognition of student accomplishments by peers, parents and staff members, to provide information, and to provide cultural experiences. Assemblies will be appropriate to the educational experience, as defined by the Harrisville Board of Education, and reflect our school's educational mission.

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

- o Take an assigned seat quietly.
- o Do not speak above a whisper, and then only when necessary.
- o Pay attention to the speaker/performer(s).
- o Applaud only when appropriate.

Students who do not follow these guidelines are subject to removal from the assembly and appropriate consequences.

DANCE RULES AND RESPONSIBILITIES

Dances are an extracurricular activity designed as social gatherings for students attending Harrisville School. Usually held on Friday evenings, these dances are carefully controlled and monitored for the enjoyment and safety of all.

- I. Class or Group Sponsoring a Dance
 - A. Dances are to be chaperoned by six parents of students of the class or club sponsoring the dance. There must be three male parent/guardians and three female parent/guardians present. If the dance is held in the cafeteria, there are to be an additional two parents present. Two teachers, one of whom must be an advisor of the class or club sponsoring the dance, must also be present. The dance will be cancelled if all the chaperones cannot be present or replaced with the approval of the principal. Faculty chaperones are asked to be present by 6:15 P.M. Parent chaperones are asked to be on duty one-half hour in advance of the starting time.
 - B. Dances are planned to final detail two days prior to the dance. The following forms must be completed in full and submitted to the main office ten days prior to the dance: Building Use Form, Advisors Preliminary Approval Form, Class Activity Checkout Sheet, Food/Refreshment Sales Forms, and Chaperone Agreements.
 - C. The class or group sponsoring the dance is responsible for insuring that the volume of the music is kept at a reasonable level as determined by the chaperones. The band or DJ should know that if asked to turn the volume down, the change should be accomplished without a problem. Lyrics should be acceptable.

- D. No student is allowed in the building for the dance prior to 6:30 P.M., and a teacher chaperone must be present before entry is allowed (to include band, DJ, and students from the sponsoring class or activity) without prior approval from the Building Principal.
 - E. The building must be cleaned and cleared of all students and band, if applicable, by 11:00 P.M. For special dances, one hour will be allowed after dance completion.
- II. Duties of chaperones are as follows:
- A. Check rest rooms frequently.
 - B. Check lobby and corridor areas.
 - C. If a student is causing a disturbance, a faculty chaperone may ask him/her to leave and notify his/her parents.
 - D. Students who are persistently intimate should be asked to leave and their parents notified.
 - E. Insure that refreshments stay in the lobby and are not allowed in the dance area or halls.
 - F. Prevent the gathering of groups around the entrance as it creates hazardous situations in the event of an emergency.
 - G. "Adequate lighting" should be maintained at all times in the dance area.
 - H. At the time students enter the building, one teacher chaperone is to stand by entrance door to ensure guests have been registered and to observe appearance/action of students.
- III. Dance Rules
- A. Dances are scheduled for Harrisville students. However, Harrisville students may each invite one guest. These guests must be registered in the office prior to 3:00 P.M. on Thursday prior to the dance. The Building Principal reserves the right to refuse the admission of any guest. Guests are expected to abide by the rules. A guest is a student from another high school or a high school graduate of two years or less. Parents are invited to attend any dance.
 - B. Any Harrisville student sponsoring a guest is obligated to attend the dance with the guest and also is held responsible for informing the guest of the dance rules.
 - C. Elementary students in grades K - 5 are not eligible to attend dances. Students in Grade 6 are eligible to attend all dances except the prom..
 - D. Dance hours will be 7:00 to 10:00 P.M. Students attending dances are to remain at the dance until 9:45 P.M., unless written authorization is given by a parent or guardian to leave early. Once a student or guest leaves, he/she is not to return during the remainder of the evening's dance. Students planning to attend a dance are to arrive before 7:30 P.M. No students will be admitted after 7:30 P.M., unless prior permission is granted by the principal. NOTE: Occasionally, dance hours are modified in regard to length, starting time, and/or ending time.
 - E. If a student leaves a dance early, he/she will also leave the school grounds immediately, not loiter on the grounds outside the building, and will not be allowed to re-enter the building.
 - F. All vehicles are to be parked in the parking lot ONLY.
 - G. Consumption/use of alcoholic beverages or other illegal substances on the premises is not allowed. If a student is consuming or shows evidence of alcoholic beverage consumption or illegal substance use, the chaperone should advise the acting administrator who will notify parents to arrange for the student's removal.
 - H. Refreshments are to be sold, served, and consumed in the main lobby only. No food or drinks are allowed in the cafeteria, dance area, or hallways.
 - I. Coat Storage—Tables will be placed in the main hall for coat storage.
 - J. When dances are held in the cafeteria, students are not to sit on the bleachers when they are folded against the wall
 - K. The Building Principal will either be in attendance at the dance, working in the office, or will be on call at home. In the Building Principal's absence, the Superintendent will be present or available to call.
- III. Junior Prom/Dance Rules
- A. Prom/Dance is for students in grades 9 - 12 ONLY.
 - B. Refreshments
 - 1. To be served and consumed in the main hall.
 - 2. No food or drinks in the cafeteria/dance hall.
 - C. Vehicle parking will be available in the parking lot ONLY.

- D. Regular dance rules will be in effect with the following exceptions.
 - 1. Dance hours are 8:00 - 12:00 midnight.
 - 2. Arrival and entrance are no later than 8:30 P.M.
 - 3. No students are to be allowed to leave before 11:45 P.M., without signed permission.
- E. Entrance - The main entrance will be the ONLY entrance allowed into the building. The only entrance into the dance will be through the elementary cafeteria doors from the main hall. All other doors into rooms and/or corridors will be kept locked during the prom.
- F. Coat Storage - Tables will be placed in the main hall for coat storage.

ATHLETICS

INTERSCHOLASTIC ATHLETICS

Student 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 the school physician
- 2. Written parent or guardian consent
- 3. Endorsement by the Building Principal based on established rules and various league and State Educational Department regulations.
- 4. Attendance of athlete and at least one parent at Code Night.

FALL INTERSCHOLASTIC SPORTS	Soccer	OPEN TO All (7-12)
WINTER INTERSCHOLASTIC SPORTS	Basketball	OPEN TO All (7-12)
	Cheerleading	OPEN TO ALL (9-12)
	Wrestling - Merge	Based on host school policy
SPRING INTERSCHOLASTIC SPORTS	Baseball	OPEN TO Boys (7-12)
	Softball	OPEN TO Girls (7-12)
	Golf – Merge	Based on host school policy
	Girls Track - Merge	Based on host school policy

I. The Athletic Program

- A. The athletic program offers a wide variety of activities for girls and boys. You are invited to participate. Each coach will announce the time and place for practice when his/her particular sports seasons arrives.
- B. All athletes are required to be scholastically eligible. Scholastic eligibility is determined by the Athletic Policy.
- C. Cheerleaders appear at athletic events and have requirements for participation as outlined in our Athletic Code.
- D. The parents of each student who participates in extracurricular sports must file an Athletic Consent Form at Code Night.
- E. Schedules and sports information can be found on the website www.viewmyschedule.com.
- E. Rules for Home Games:
 - 1. Please observe all the rules for home basketball games as they are listed below. Please remember that these rules are not written or enforced to take away any enjoyment of the game for our students. We try to instill a spirit of sportsmanship in our students and make them realize they are here to watch and enjoy the game, not fool around or meander in the halls. If students do not intend to watch the game, then they should not be here. The expected rules for student behavior at home basketball games are primarily the use of good common sense as listed below:
 - 2. All students attending basketball games are there specifically to watch the games. They should find a seat in the bleachers and sit down to watch the game.
 - a. Students are not to stand along the court lines or in the doorways.

- b. Students are not to run, play, or loiter in the halls.
 - c. Students are to remain in the gym while the game is being played. They may be in the halls only at intermission or between games, and then only for refreshments or to go to the bathroom.
3. Refreshments will be sold at all home basketball games. However, food or drinks are not allowed in the gym. They must be consumed only in the lobby and main hall.
 4. Students are not allowed in any other room except the bathroom at any time. Students are not allowed to go outside the building unless they are leaving to go home. Once a student leaves the building, he/she is not allowed to re-enter the building that night.
 5. Students are not allowed to leave the gym by the exit doors near the middle school wing and faculty room and should not be in the hall at any time.
 6. Shooting of baskets and use of the gym floor prior to both girls and boys basketball games is limited to ONLY those players in FULL basketball UNIFORM, and only prior to their scheduled game and their half time. Please, no unorganized shooting of baskets at any time.
 7. Students are to sit on the bleachers only. They are not to stand along the balcony railing or lean against it. There is to be no sitting on the edge of the balcony under the railing at any time. There is no sitting on the stairs.
 8. Students, cheerleaders, and fans are asked NOT to kick or stamp on the bleachers. They are not built for this pounding, and it does not reflect good sportsmanship. They are also asked not to yell or scream while opposing team members are shooting foul shots. It is considered impolite, embarrassing, and not good sportsmanship.
 9. Cheerleaders are not to warm up or practice in the hallways at any time during their visit. The cafeteria will be available for the cheerleaders to use for this purpose, and NO pyramids more than two persons high are allowed.
 10. Any student reported to the administration for any infraction of the above rules will be excluded from attending some or all of the remaining games this year.
 11. Smoking is not allowed anywhere on school grounds.
 12. To attend a game as a player or athlete, a student must be in school the day of the game.

II. To promote good sportsmanship at all high school athletic events, we seek cooperation in enforcing the following rules:

- A. There will be cooperation with referees and school officials.
- B. There will be no booing or heckling of officials, players, or coaches.
- C. There will no objectionable cheers, language, or gestures.
- D. Pep bands, noisemakers, etc. will not be allowed during a cheer by the cheerleaders or during foul shots.
- E. There will be no food or beverages in the gym.
- F. There will be no throwing of confetti or any other articles.
- G. There will be courtesy and respect for everyone present. We have always been proud and grateful for the excellent, cooperative behavior of our students. Please keep up the fine tradition.
- H. There are to be no cheers or other distractions during foul shots, especially during shots by the opposing team.

NATIONAL HONOR SOCIETY

A member of the junior or senior classes may be selected for membership in the Bonaparte Chapter of the National Honor Society. Selection criteria is based upon scholarship, character, service, and leadership.

The election of members to this chapter shall be by a majority vote of the faculty council, consisting of five voting faculty members appointed annually by the Building Principal.

Candidates must currently be attending Harrisville Central School and have completed at least one semester. They shall be members of the junior and senior classes.

A student may be elected to the National Honor Society if he/she meets the following requirements:

- I. Scholarship: A student is scholastically eligible if he/she has
 1. Successfully completed all tenth grade courses and maintained an academic average of 89% or higher since entering tenth grade.
 2. OR successfully completed all eleventh grade courses and maintained an academic average of 89% or higher since entering eleventh grade.

- II. Character: A student meets the requirements for this characteristic if he/she receives a majority vote of the faculty council. The council will use these guidelines:
 1. The character of student.
 2. Takes criticism willingly and accepts recommendations graciously.
 3. Consistently exemplifies desirable qualities of behavior.
 4. Upholds principles of morality and ethics.
 5. Cooperates by complying with school regulations concerning property, program, office, halls, etc.
 6. Demonstrates the highest standards of honesty and reliability.
 7. Shows courtesy, concern, and respect for others.
 8. Observes instructions and rules, punctuality, and faithfulness both inside and outside the classroom.
 9. Has powers of concentration and sustained attention as shown by perseverance and application to studies.
 10. Manifests truthfulness in acknowledging obedience to rules, avoiding cheating in written work, and showing unwillingness to profit by the mistakes of others.
 11. Actively helps rid the school of bad influences or environment.

- III. Service and Leadership: A student is considered eligible if he/she has demonstrated qualities of service and leadership since entering the tenth grade. The faculty council will verify each activity and office held. Community service organizations may count toward this requirement if the leader will certify the student's participation.

Members of National Junior Honor Society who fall below these requirements will be given one semester to correct the problem before dismissal action is taken.

NATIONAL JUNIOR HONOR SOCIETY

The object of the National Junior Honor Society is to create an enthusiasm for scholarship, stimulate a desire to render service and leadership in school and community, and encourage development of character. Therefore, membership in each chapter is based on possession of these qualities: scholarship, service, leadership, and character. Once selected for membership, students have the responsibility to continue to demonstrate these qualities.

National Junior Honor Society (NJHS) national bylaws require each local chapter to adopt bylaws to specify minimum requirements for admission and for participation in school and community service projects, which are an important part of the chapter's existence. Students cannot apply for admission but are selected by a faculty council in the school. Students must be members of the school for one semester before they are eligible for membership. Moreover, each Junior Honor Society chapter is required to set local requirements for eligibility within the individual school. Our local chapter updated and revised its requirements in agreement with national regulations in January, 1995.

There are three major steps in becoming a member of the National Junior Honor Society. Membership in the National Junior Honor Society is open to eighth and ninth graders with the seventh grade year used to evaluate the student. This is not an eligibility year. First, eighth grade students may be elected to the National Junior Honor Society, if they have successfully completed all seventh grade courses and maintained an academic average of 88%

or higher since entering the seventh grade. Ninth graders must have successfully completed all seventh and eighth grade courses and maintained an academic average of 88% since entering seventh grade.

Second, students must receive the favorable recommendation of a majority of the National Junior Honor Society Faculty Council, a five-member panel of teachers appointed by the high school principal. Such recommendation carefully considers the positive as well as negative aspects of a student's character with proper regard given for adolescent growth behavior. Finally, and very importantly, students are considered eligible if they have at least 2 service/leadership points per year since entering junior high. These activities can be school or community related, but they **MUST** be of a voluntary nature. Each activity or office held earns one service/leadership point. Community service organizations count for this service point if the leader will certify active participation.

Members of National Junior Honor Society who fall below these requirements will be given one semester to correct the problem before dismissal action is taken.

STUDENT REPRESENTATIVE ASSEMBLY

The Student Representative Assembly is composed of students who represent all regularly enrolled students at Harrisville Central School. The group serves as an intermediary group for the consideration of all school problems which are of vital interest to the students. They promote a better understanding of the privileges and responsibilities of students and faculty. They assist in the promotion of school activities. The SRA appoints student representatives to the Shared Decision Making (SDM) committee. The group also works to build better school morals and promotes, in all possible ways, the general welfare of the students, faculty, and school community.

The SRA Officers are elected from within the group at its first meeting of the year. The Chair will be a senior who has served as Vice Chair the previous school year. The Vice Chair will be a junior. The Secretary and Treasurer, who are elected, may be representatives from any other class.

Any student who wishes may volunteer to participate in SRA.

Any member or officer may be removed by the method outlined in the Constitution. A member who misses more than three consecutive meetings or is not fulfilling his or her responsibilities may be removed from the group. A consensus of the other members of the assembly will determine whether a student has not fulfilled his or her responsibilities.

OTHER STUDENT ORGANIZATIONS

Harrisville Central School also offers the following student organizations:

S.A.D.D. (Students Against Destructive Decisions)	
Yearbook	Friends of Rachel Club
Chess Club	HCS Enhancement Club
Journalism Club	Young Adult Book Club
Youth Advisory Council	Whiz Quiz Team

If a student is interested in joining any of the activities sponsored by these organizations, he/she should ask the advisor for further information. Students who find that they are unable to meet the commitments of a particular group or activity must notify the advisor of the group as soon as possible. This will help the group cope with the absence of that member.

STUDENT FUND-RAISING

The following guidelines apply to student's contests, fund drives, and outside projects:

1. The Building Principal must approve all fund-raising activities at least two weeks before any items are ordered or any commitments are made to either outside companies or to students.
2. The degree of financial need of the student organization as well as the purpose to which the money will be used will be considered in deciding whether to approve or disapprove any fund-raising activity.

3. No sale of food will be allowed in the building on school days before the end of the last lunch period.
4. Posters or flyers must meet fire code standards.

STUDENT ACTIVITIES FUNDS MANAGEMENT

Money from the student activities funds shall be used for covering operating costs of each organization. The elected treasurer of the organization or the activity advisor will be responsible for the handling of all money along with the central treasurer in the District Office. Financial records will be maintained for periodic inspection by the school district and the annual audit by outside auditors.

Any unencumbered class or activity funds will automatically revert to the general activity fund of the school when the class graduates or an activity is discontinued.

DISCIPLINE AND BEHAVIOR

PUBLIC CONDUCT ON SCHOOL PROPERTY

Harrisville Central School expects a high standard of conduct from its students, faculty and support staff, as well as visitors to the school. The school will enforce a code of conduct, which governs the conduct of all persons, whether or not their presence is authorized, upon any premises or property under the control of the district and used in its teaching, administrative, cultural, recreational, athletic, and other programs and activities.

Prohibited Conduct -- No persons, either alone or with others shall:

1. Cause or threaten physical injury to any other person, for the purpose of compelling or inducing such other person to refrain from any act that he/she has a lawful right to do or to do any act that he/she has a lawful right not to do.
2. Use, possess, sell, or distribute alcohol, illegal drugs and drug paraphernalia.
3. Smoke or use any tobacco product.
4. Physically restrain or detain any other person, nor remove such person from any place where he/she is authorized to remain, except that students may be restrained as permitted by Commissioner's Regulations (see 5314 Corporal Punishment).
5. Damage or destroy property of the district or under its jurisdiction, nor remove or use such property without authorization.
6. Without permission, expressed or implied, enter into any private office of an administrative officer or staff member, or a classroom of a faculty member.
7. Enter upon and remain in any building or facility for any purpose other than its authorized use or in such manner as to obstruct its authorized use by others.
8. Without authorization, remain in any building or facility after it is normally closed.
9. Refuse to leave any building or facility after being requested to do so by an authorized administrative officer, member of the faculty, or staff member.
10. Obstruct the free movement of persons and vehicles in any place to which these rules apply.
11. Disrupt or prevent the peaceful and orderly conduct of classes, lectures and meetings or deliberately interfere with the freedom of any person to express his/her views, including invited speakers.
12. Have in his/her possession upon any premises to which these rules apply, any rifle, shotgun, pistol, revolver, or other firearm or weapon without the written authorization or the Superintendent of Schools, whether or not a license to possess the same has been issued to such person.
13. Incite others to commit any of the acts herein prohibited with specific intent to procure them to do so.
14. Statement on cheating—Cheating (including, but not limited to copying, using unauthorized held sheets and the like, illegally obtaining tests in advance, substituting for a test-taker, and other forms of unauthorized collusion) will not be allowed.
15. Violate any law, regulation, or Board policy.

Respect for fellow students, faculty, staff, and school property is the guide for satisfactory school conduct. The high school program in Harrisville is an outstanding program because students accept a share of the responsibility for making it work, along with faculty, Board of Education, and administration. To violate a guideline is to cast a vote against the program as it now operates. Every teacher is responsible for enforcing all established guidelines. If a student violates a guideline, he/she should expect to be corrected by a member of the staff.

1. Directions or requests of teachers, aides, secretaries, custodians, or bus drivers are to be complied with promptly and courteously.
2. Running, horseplay, loud and boisterous conduct will not be allowed in the school or on the buses.
3. Relationships: Physical displays of affection are inappropriate in school, as they are in places where people work, shop, or carry on any activity that involves public interaction with people.
4. Fighting is considered a most dangerous action. It is not only disruptive to the educational process, but also endangers the health, safety, and welfare of students. With this in mind, the school strictly prohibits fighting and warns that possible suspension from school could result when students choose to fight. Students have an obligation to refrain from fighting and seek alternatives to the fight situation. It is expected that a student will seek help in avoiding a fight situation by contacting school personnel.
5. Students are reminded that there is to be NO gambling on school property.
6. Chewing gum is a privilege. No gum chewing in the halls, office, or any area with carpet. In home-room, classroom and study hall, the option of chewing gum is left to the teacher or supervisor.
7. Knives will not be carried or allowed in school. This includes all knives, both pocket and on belt carriers. Any BOCES students who need a knife for BOCES class are to leave it in the locker and use it only for BOCES or leave knives in BOCES locker.
8. There must be no snowball throwing in the vicinity of the school building. This type of act is a hazard to all.

WEAPONS

No student shall have in his or her possession upon school premises any rifle, shotgun, pistol, revolver, other firearm, knives, dangerous chemicals, explosives, or any object, which is not necessary for school activities and which could be used as a weapon. A weapon is defined as any instrument capable of firing a projectile, the frame or receiver of any such weapon, a firearm muffler or silencer, any explosive device, or any other instrument capable of inflicting bodily harm.

“Weapon” means a firearm as defined in 18 USC §921 for purposes of the Gun-Free Schools Act. It also means any other gun, BB gun, pistol, revolver, shotgun, rifle, machine gun, disguised gun, dagger, dirk, razor, stiletto, switchblade knife, gravity knife, brass knuckles, sling shot, metal knuckle knife, box cutter, cane sword, electronic dart gun, Kung Fu star, electronic stun gun, pepper spray or other noxious spray, explosive or incendiary bomb, or other device, instrument, material, or substance that can cause physical injury or death when used to cause physical injury or death.

In accordance with law, a student found guilty of bringing a firearm onto school property, as defined in section 921 of Title 18 of the United States Code, after a hearing has been provided pursuant to section 3214 of the Education Law, will be referred to the criminal justice or juvenile delinquency system and will be subject to at least a one year suspension from school. However, after this penalty has been determined, the Superintendent of Schools will review the penalty and may modify such suspension on a case-by-case basis. If the Superintendent believes a one-year suspension penalty to be excessive, he/she may modify the penalty based on criteria including but not limited to:

The age of the student.

The student’s grade in school.

The student’s prior disciplinary record.

The Superintendent’s belief that other forms of discipline may be more effective.

Input from parents, teachers, and/or others.

Other extenuating circumstances.

Authorized law enforcement officers are the only people permitted on school property to have a weapon in their possession.

STUDENT DRESS AND APPEARANCE

An important concern of young people is their personal appearance. Styles of dress have been the source of much discussion in recent years. With this in mind, we would expect consideration of the following guidelines for students in the high school:

- All students are expected to give proper attention to personal cleanliness and to dress appropriately for school and school functions. Students and their parents have the primary responsibility for acceptable student dress and appearance. Teachers and all other district personnel should exemplify and reinforce acceptable student dress and help students develop an understanding of appropriate appearance in the school setting.
- A student's dress, grooming and appearance including jewelry, nails, and makeup should be appropriate for an educational setting and be safe, appropriate, and not disrupt or interfere with the educational process.
- Recognize that extremely brief or exposing garments such as, but not limited to midriff tops, tube tops, net tops, plunging necklines (front and/or back), short shorts, mini-dresses/skirts (above mid-thigh length), and see through garments are not appropriate and not allowed.
- Ensure that underwear is completely covered.
- Footwear must be worn at all times.
- Do not wear hats, bandanas, or other head coverings in the school building during instructional hours.
- Clothing items that are vulgar, obscene, libelous, or denigrate others on account of race, color, religion, creed, national origin, gender, sexual orientation, or disability are not allowed. Clothing with sexually suggestive writing or sayings such as but not limited to: hot, hottie, hot one, etc. will not be allowed. Clothing advertising alcohol, drugs or tobacco will not be allowed. It is the discretion of the principal or his/her designee to approve clothing with writing or sayings.
- Do not carry backpacks or wear outer garments in classrooms. They must be stored in lockers.
- Do not wear belt chains or other items that may cause injury to a person. This includes but is not limited to: wallet chains, dog chains, dog collars, spike collars, saber/dagger jewelry.
- Attire and body piercing that is potentially dangerous is prohibited for health and safety reasons. Jewelry must be removed for PE classes and during athletic practices and/or sporting events and for other elective programs as deemed appropriate by the instructor or coach.

STUDENT CONDUCT

Productive, satisfying, and wholesome learning environments depend upon relationships, which permit students to learn and teachers to teach. Each student is expected to be responsible for his/her behavior. The following rules of conduct, focusing on personal safety and respect for the rights and property of others, apply both in the classrooms and throughout the school. Students who fail to meet these standards and violate school rules may be subject to appropriate disciplinary action and more regulated supervision.

ACADEMIC MISCONDUCT

Engaging in any form of academic misconduct will not be tolerated. Examples of academic misconduct include:

- Plagiarism
- Cheating
- Copying
- Altering records
- Assisting another student in any of the above

Disciplinary action, when necessary, will be firm, fair, and consistent in order to be most effective in changing behavior, and action will be appropriate to the seriousness of the offense. The Building Principal may first review the student's disciplinary records and consider the circumstances, which led to a violation of the school code before assigning an extreme penalty (such as a full-year suspension).

DISCIPLINE CODE

Harrisville Central School operates under the following student behavior guidelines which are based on the following premises:

- No student has the right to interfere with a teacher's teaching or with another student's learning.
- Students should know the consequences for undertaking any action, which is a direct violation of established rules of conduct.
- That self-discipline is the training and key to self-control, good character, orderliness, and good educational atmosphere.

This code will be implemented and adhered to as is administratively feasible.

DEFINITIONS:

A - Detention:

1 - Detention is held after school from 3:00 PM until 4:00 PM on Tuesday, Wednesday, and Thursday. A teacher will supervise the detention where a student may do homework or read. Students may ride the late bus home if they notify the office in advance.

B - Suspension:

1 - In-school - 8:10 A.M. - 2:51 P.M. Location to be determined by the Building Principal.

2 - Out-of-school - No School participation

3 - Both types of suspension are for the calendar day assigned and also prohibit student participation or attendance in-school or extra-curricular activities. (Also see class attendance percentage)

C - Hearings/Parent Conferences

1 - Parent Conference - Meetings between parents, the Building Principal, and at his/her discretion other members of the faculty.

2 - Informal Hearing - Meetings with parents, students, and Building Principal and/or Superintendent for which a written record will be maintained.

3 - Formal Hearing - A Superintendent's Hearing is defined in the New York State Education Law. The student and parents are eligible to be represented at such hearings.

SUSPENSION

Suspension means that a student may not attend classes or any activities or participate in any events or contests, or enter upon any school property without being accompanied by parents.

1. GUIDELINES FOR DISCIPLINE

A - Substance Abuse, including

Follow District Policy as stated starting on page 25.

B- Smoking

Follow District Substance Abuse Policy

C- Possession Of Cigarettes, Lighters, Matches, Etc. Other instruments or possessions hazardous to individuals

Follow District Substance Abuse Policy

D - Physical Assault on Staff

Five days suspension out-of-school, formal hearing, and parents are notified.

E - Threatening Staff

1 - Minimum penalty - Three days out-of-school suspension. Parents are notified in writing and a conference is required.

2 - Minimum penalty - Five days out-of-school suspension. Informal hearing held and parents are notified.

F - Threatening to bring a weapon or bomb to school

1 - Minimum penalty - One day out of school suspension. Informal hearing, parents and law enforcement are notified.

2 - Minimum penalty – Five days out of school suspension, superintendent’s hearing, parents and law enforcement are notified.

G - Being judged a violent pupil

A violent pupil will be suspended for a minimum of three days out of school or the penalty required under the separate offense whichever is greater.

H - Vandalism

- 1 - Minimum penalty - Three days out-of-school suspension. Parents are notified in writing. Student is required to pay for repair or replacement. Arrange for payment before re-admission.
- 2 - Minimum penalty - Five days out-of-school suspension. Parents are notified in writing. Student pays for damages. Informal hearing is held.

I - Disruptive Behavior in Class

- 1 - Minimum penalty - Verbal reprimand and/or one day after school detention.
- 2 - Minimum penalty - Three days detention. Parents are notified and warned of classroom probation.
- 3 - Minimum penalty - One-day out-of-school suspension. Parents are notified in writing. A next offense will mean the student will be removed from the course until a parent conference is held.
(Type and degree of disruption taken into consideration and length of time between occurrences.)

J - Profanity, Vulgarity, Verbal Abuse - Student Use In General

- 1 - Minimum penalty - Verbal reprimand and/or one day after school detention.
- 2 - Minimum penalty - After school detention. Parents are notified in writing. Parent conference is required.
- 3 - Minimum penalty - In-school suspension. Parents are notified in writing. Parent conference requested.
- 4 - Minimum penalty - Out-of-school suspension.. Parents are notified in writing. Informal hearing is held.

K - Profanity, Vulgarity, Verbal Abuse to Staff

- 1 - Minimum penalty - One day out-of-school suspension.
- 2 - Minimum penalty - Three days out-of-school suspension. Parents are notified in writing. Parent conference is required.
- 3 - Minimum penalty - Five days out-of-school suspension. Parents are notified in writing. Informal hearing is held.

L - Fighting

- 1 - Minimum penalty - In-school suspension for one day. Parents are notified in writing.
- 2 - Minimum penalty - Suspended for three days out-of-school. Parents are notified in writing. Parent conference is held.
- 3 - Minimum penalty - Suspended for five days out-of-school. Parents are notified. Parent conference is held.

M - Cutting Detention

- 1 - Minimum penalty - Extra day of after school detention. Parents notified by letter, warning of suspension. Detention is to be made up.
- 2 - Minimum penalty - One day in-school suspension. Parents are notified in writing. Detention is to be made up.
- 3 - Minimum penalty - Three days in-school suspension. Parents are notified in writing. Detention is to be made up.
- 4 - Minimum penalty - Repeat of 3rd Offense.

N - Class Cuts

- 1 - Minimum penalty - One day of after school detention for each period cut. Parents are notified and warned of possible suspension.
- 2 - Minimum penalty - One day in-school suspension. Parents are notified in writing. Referral to guidance.
- 3 - Minimum penalty - Three days in-school suspension. Parents are notified in writing. Referral to guidance.

4 - Minimum penalty - Five days in-school suspension. Parents are notified in writing. Referral to guidance. Informal hearing is requested.

O - Truancy

1 - Minimum penalty - One day in-school suspension. Parents are notified in writing, warning of suspension.

2 - Minimum penalty - Three days in-school suspension. Parents are notified in writing. Parent's conference requested for re-admission.

3 - Minimum penalty - Five days in-school suspension. Parents are notified in writing. Informal hearing is requested.

P - Leaving Building Without Permission

1 - Minimum penalty - One-day in-school suspension. Parents are notified in writing.

2 - Minimum penalty - Three days in-school suspension. Parents are notified in writing. Parent conference is requested.

3 - Minimum penalty - Five days in-school suspension. Informal hearing is requested.

Q - Stealing

1 - Minimum penalty - One-day out-of-school suspension. Parents are notified.

2 - Minimum penalty - One to three days out-of-school suspension. Parents are notified. Parent conference requested.

3 - Minimum penalty - Five days out-of-school suspension. Parents are notified. Informal hearing is requested. (Property must be returned or paid for.)

R - Intimidation of other Students and/or Sexual Harassment

1 - Minimum penalty - Verbal reprimand and/or one day of after school detention. Parents are notified

2 - Minimum penalty - One-day in-school suspension. Parents are notified. Parent conference is requested.

3 - Minimum penalty - One to three days out-of-school suspension. Parents are notified. Parent conference is required.

4 - Minimum penalty - Five days out-of-school suspension. Parents are notified. Informal hearing may be requested.

S - Insubordination – Definition: Failure of a student to follow a reasonable request or order of a person in authority such as an administrator, teacher, or other school staff person.

1 - Minimum penalty - Verbal reprimand with one day of after school detention.

2 - Minimum penalty - One-day in-school suspension. Parents are notified.

3 - Minimum penalty - One-day out-of-school suspension. Parents are notified.

4 - Minimum penalty - Three days out-of-school suspension. Parents are notified. Parent conference is requested.

5 - Minimum penalty - Five days out-of-school suspension. Parents are notified. Formal hearing requested..

T - Disorderly Conduct—Reckless endangerment or harassment of others: ie. Punching, kicking, shoving, throwing objects, running in hall, blocking hall or stairs, willful disruption of classes, school program or activity.

1 - Minimum penalty - Verbal reprimand.

2 - Minimum penalty - One day of after school detention. Parents are notified.

3 - Minimum penalty - One day in-school suspension. Parents are notified. Parent conference recommended.

U - Reckless/Physical Endangerment - Health & Safety

1 - Minimum penalty - Five days out-of-school suspension. Parents are notified. Informal hearing is requested.

2 - Minimum penalty - Five days out-of-school suspension. Parents are notified. Formal hearing is requested.

V - Late to School/Tardy -Minimum penalties

1 - After five (5) instances of being tardy without an excuse, the student will be placed on one day of after school detention. (Students have five (5) school days to provide an excuse after being tardy).

2 - For the next succeeding increment of three (3) unexcused tardiness, the student will be placed on in-school suspension for one (1) day.

3 - For the next succeeding increment of three (3) unexcused tardiness, the student will be placed on in-school suspension for three (3) days.

W—Late to Class

- 1—Upon receiving a third late /misuse referral, student will receive a detention.
- 2—For each additional referral, an additional detention will be assigned.
- 3—At the close of each 10 week period, all late/misuse referrals are discounted.

X - Public Display of Affection

- 1 - Student corrected
- 2 - Student corrected and parent notified
- 3 - One day of after school detention. Parent conference requested.

Y—Cell Phones

- 1 - Minimum penalty— One day of after school detention. Parents are notified.
- 2—Minimum penalty— One day in-school suspension. Parents are notified.
- 3—Minimum penalty—One day out-of-school suspension. Parents are notified. Parent conference recommended.

Z - School Buses

The Discipline Code applies fully while students are on district vehicles.

For any circumstances not covered, which in the judgment of the Principal constitutes a clear and present danger to the safety of pupils, school employees, property, or the normal process of education, disciplinary action will be administered accordingly.

REMOVAL OF SUBSTANTIALLY DISRUPTIVE STUDENTS FROM CLASS

A - Definition of a disruptive student – A student who exhibits continuing behavior that impedes the teacher’s ability to give instruction or prevents other students from benefiting from the instruction, and persists after reasonable efforts by the teacher to point out the disruptive nature of the behavior and the possible consequences of removal.

1 - Examples of disruptive behavior: continued talking out of the class context, swearing, fighting, throwing objects, unsafe acts. These act are examples only and are not to be taken as the only types of disruptive behavior.

B - Procedures for disruptive student removal.

- 1 - The student is directed to the ISI room with a filled out slip and homework assignment.
- 2 - The teacher completes a discipline form.
- 3 - The student may be removed from that class for up to two days.
- 4 - Provision must be made for instructing that student in the In School Instruction room.
- 5 - The student’s parents are notified by phone and in writing of the removal.
- 6 - The teacher provides a written report of the reasons for removal of the student to the principal within 24 hours of the removal.

PROCEDURE TO INFORM LOCAL LAW ENFORCEMENT OF CODE VIOLATIONS

The school administration is responsible for notifying local law enforcement, in a timely fashion, of code violations which are crimes, either by telephone or by fax. Generally, the Lewis County Sheriff will be notified, but other police agencies such as St. Lawrence County Sheriff and New York State Police may be notified.

Staff members are to report such violations that are crimes to the administration in a timely fashion. If an administrator is not available to notify local authorities, the staff should notify them.

SUBSTANCE ABUSE POLICY

I. Philosophy

- A. The Harrisville Central School Board of Education recognizes the problems and/or potential problems related to the availability, use and abuse of tobacco related products, alcoholic beverages, and illegal drugs in the community.

- B. The available resources for the public school system, whether they are in district or available resources to the school district from outside agencies, will be utilized in dealing with the various aspects of the problems.
- C. The primary role of the school in dealing with tobacco related products, illegal drugs, or alcohol is to provide appropriate educational programs based on the latest reliable research for involved students. The purpose of these programs is to provide information, which hopefully, will discourage their use among students.
- D. Established programs must be part of the total educational program K-12 and should be regularly integrated into health education classes as part of the elementary school health curriculum, science classes and in other appropriate programs.
- E. The philosophy of substance education is one of continuing programs planned for the maturity level of the learners involved. To these ends, the Building Principal and teachers have a continuous responsibility and commitment.
 - 1. All teachers and administrators shall have basic knowledge in the area of substance abuse.
 - 2. The Health Education Staff, in conjunction with the School Nurse and the Guidance Counselor, shall coordinate school programs and serve as a liaison with the other community programs.
 - 3. Each student shall be exposed to appropriate educational programs during each school year.
 - 4. Members of the Student Assistance Team shall provide counseling and make appropriate referrals.
 - 5. At the Middle and High school level, health classes shall be provided in conformity with educational law in New York State.
 - 6. The school shall make its educational facility and resources available for adult education.

It is the responsibility of students to familiarize themselves with the substance abuse policy of the school system. Students should be familiar with the laws concerning possession and/or distribution of illegal drugs.

II. Smoking, Use of Tobacco Policy in Drug Free Zone School

- A. Definition: Smoking, use of any tobacco product by any student, employee, or visitor is not permitted in the school building, on school grounds, on school buses, or at any sanctioned event.
- B. Violation: A student will be considered to have violated this policy:
 - 1. If the individual has a cigarette, cigar, pipe or related instrument/container in his/her possession.
 - 2. If the individual has a tobacco related product in any form when apprehended.
- C. Method of Reporting Violation:
 - 1. Staff member, upon witnessing a policy violation, will immediately bring the student to the main office or call the main office to report the incident. The staff member will complete a student discipline referral form outlining the incident, providing details of location, time, date, witnesses, etc. within 24 hours.
- D. Administrative Measures:
 - 1. One night detention and letter to the parent or guardian.
 - 2. One day In-School suspension and a letter to the parent or guardian. Conference with the parent or guardian.
 - 3. Three days suspension - out-of-school and letter to parent or guardian. Conference with the parent or guardian.
 - 4. Punishment at the discretion of the school administration with notification to the Board of Education.

III. Sale, Distribution or Possession of Illegal Drugs (including alcohol) on school property or at a supervised school function shall result in the following:

- A. Method of Reporting Violation

1. When an individual is found by a staff member to be selling, distributing, or in possession of illegal drugs on school property or while in attendance at a school-supervised function, the staff member shall notify the building administration.
 2. The administration will then immediately notify the parent or legal guardian and the appropriate police agency. The student will be detained with the physical evidence until the police arrive.
 3. Where the sale, distribution, or possession of illegal drugs by a pupil has been established by reasonable evidence, the pupil shall not be readmitted without the approval of the Superintendent of Schools. The Superintendent of Schools shall have the option of referring to a review board for their review and recommendation and/or to conduct a Superintendent's hearing for further disciplinary action. The review board might be composed of:
 - a. Designated school personnel
 - b. Law Enforcement Official
- B. Method of Reporting Suspected Drug Use
1. If a student is suspected to be under the influence of illegal drugs or alcohol, a referral will be made to either the Guidance Counselor, School Nurse, or the Administrator. The referral will then be confirmed or rejected. If the referral is confirmed, the School Nurse, Guidance Counselor or Administrator will call the parent/guardian in for a conference. The teacher making the referral will also be notified of the decision rendered.
- C Administrative Measures:
1. Suspension of the student for a period not to exceed five school days.
 2. Prompt notification of parent or guardian by telephone and in writing.
 3. Prompt notification of the appropriate police agency, when applicable.

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.

The bus driver will be referring, in writing, discipline problems 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.

HARASSMENT OF STUDENTS

The Board of Education prohibits defamation, discrimination and harassment on the basis of race, color, gender, religion, sexual orientation or national origin in any manner that interferes with or limits the ability of a student to participate in or benefit from the districts programs, services or privileges. Any student who believes that he/she has been subjected to harassment should report the alleged misconduct immediately to Mary E. Curcio or Kathy Felio, Title IX or Title VI Compliance Officers, so that corrective action, up to and including discharge of an employee or suspension of a student, may be taken at once. The student can pursue his/her complaint informally or file a formal complaint .

In the absence of a victim's complaint, the school, upon learning of, or having reason to suspect, the occurrence of any harassment, will promptly begin an investigation and take action as deemed appropriate upon learning the results of the investigation.

SEXUAL HARASSMENT OF STUDENTS

Sexual harassment is a form of sex discrimination. The district is committed to safeguarding the right of all students within the school district to learn in an environment that is free from all forms of sexual harassment. Conduct is deemed to be sexual harassment when the student perceives behavior as unwelcome, such as inappropriate touching, verbal comments, sexual name calling, spreading sexual rumors, gestures, jokes, blocking a student's movement, rape or attempted rape. These are only examples.

CAFETERIA

We encourage your participation in our cafeteria program and ask your help in keeping the cafeteria looking neat and clean. It is certainly inconsiderate to leave a table dirty when some other student will be eating at it. Remember, our cafeteria is also used as a classroom.

We have the following expectations:

1. Talk with friends, but no horseplay.
2. Absolutely no throwing of any materials under any circumstances is permitted.
3. When going through the serving line, please pass as quickly as possible. There is to be no cutting into the line and students should refrain from pushing and shoving in the line.
4. After you finish your lunch, return your tray and throw your trash in the containers provided.
5. Your cooperation and courtesy to the lunchroom personnel and lunchroom supervisor is expected.
6. Pitch-In - If you see a paper on the floor, even though you may not have put it there, please help out and put it in the basket anyway. A little effort on everyone's part can help gain pride in our school.
7. Students are reminded that all food purchased during lunch is to be eaten in the cafeteria, not in the halls, gym, or on the BOCES bus.
8. Students are required to remain in the cafeteria their entire lunch period unless they have a pass to leave.
9. A student who believes he/she qualifies for free or reduced price lunches should pick up an application in the main office.
10. To comply with State and Federal regulations regarding school lunches, it is required that each student mark the roster with a 'X' as they go through the lunch line.
11. Charged Lunches - It has been the policy of the school to allow any student not more than three charged lunches. No student with 3 charges will be denied a lunch, but may be given an alternate lunch, i.e.: a sandwich and milk.

Free and Reduced Price Food Services

The nutrition of district students is an important factor in their educational progress. The school therefore participates in federally funded school breakfast and lunch programs, and shall provide free or reduced price food services to qualified district students. The school cafeteria supervisor will provide information upon request.

HALL TRAFFIC

Traffic control in the corridor is everyone's responsibility. Students should always keep to the right as they move about the building. Please keep a steady walk without turning.

Study halls and lunch are going on when the BOCES students return for lunch. To prevent disturbing these study halls, BOCES students should go directly to their assigned class and refrain from congregating in the halls.

CARE OF BUILDINGS, GROUPS, AND SCHOOL PROPERTY

We know that the appearance of our building is related to the way people feel about our school and themselves. Be proud of your school and of yourselves, and help us to maintain a clean and orderly building so that we all may enjoy our pleasant surroundings.

STUDENT FEES, FINES AND CHARGES

Students are expected to exercise reasonable care in the use of school equipment and any damage done to library books, textbooks, calculators or other school equipment, due to misuse or negligence, must be paid for by them. Lost or damaged textbooks will be immediately reported to the office for payment. Other school equipment that is damaged should be reported to the building principal, who will determine if negligence on the part of the student was the cause of the damage. If so, the student and the student's parents will be expected to pay for such damage. (See depreciation schedule on page 10).

Students who abuse property, break windows or do other damage to school property or equipment will be required to pay for the damage done or replace the item.

CORPORAL PUNISHMENT

Consistent with Regulations of the Commissioner of Education that prohibit corporal punishment, the Harrisville Board of Education affirms that corporal punishment is not a desirable method of enforcing decorum, order, or discipline. The Board therefore prohibits the use of corporal punishment by district employees.

1. No teacher, administrator, officer, employee, or agent in the district shall use corporal punishment against a student.
2. As used in this section, corporal punishment is defined as the use of physical force for the purpose of punishing a student, except as otherwise provided in subdivision 3.
3. In situations in which alternative procedures and methods not involving the use of physical force cannot reasonably be employed, nothing contained in this section shall be construed to prohibit the use of reasonable physical force for the following purposes:
 - a. to protect oneself, another student, teacher or a person from physical injury;
 - b. to protect district property or the property of others;
 - c. to restrain or remove a student whose behavior is interfering with the orderly exercise and performance of district functions, powers or duties, if that student has refused to comply with a request to refrain from further disruptive acts.

Any complaint about the use of corporal punishment shall be submitted in writing to the Superintendent of Schools. This written complaint will be forwarded to the School Attorney within seven (7) days. The Superintendent will investigate the complaint to determine whether an incident actually took place, and if so, to determine the identity of the student or students punished, reasons for the action and any other relevant facts or circumstances. Results of this investigation will be forwarded to the School Attorney upon completion of the investigation.

SAFETY PROCEDURES AND ACCIDENT PREVENTION

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 school grounds.
3. Ride bicycles only on the roadways, not the sidewalks. Bicycles are to be parked in the rack provided by the school. Pleasure riding on the school grounds is prohibited during school hours.
4. 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 the eyesight.

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 that 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 or guardian 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 or guardian can be reached.
6. School Based Health Clinic may be utilized, if staff is available.

EMERGENCY PLANS

In accordance with regulations of the Commissioner of Education, the district has developed an Emergency Management Plan to safeguard the safety and health of students and staff, as well as district property, in the event of a true emergency.

Each year, the school will stage a "test" or drill of the Emergency Management Plan, including practice in sheltering students and staff, and an early dismissal at a time not more than 15 minutes earlier than the normal dismissal time. Parents/Guardians will be informed of any such "test" at least one week prior to the drill.

The district Emergency Management Plan includes the following:

1. Definitions of "emergency" and procedures to be followed to activate the Plan.
2. Designation of a control center in anticipation of, or in response to an emergency.
3. Identification of sites of potential emergencies.
4. Identification of appropriate responses to emergencies.
5. Procedures for coordinating the use of District resources and personnel during emergencies.
6. Identification of district resources that may be available for use during an emergency.
7. A system for informing all schools within the district of the emergency.
8. Plans for taking the following actions, if appropriate: school cancellation, early dismissal, evacuation, and sheltering.
9. Pertinent information about each school (including information on school population, number of staff, transportation needs and the business and home telephone numbers of key employees of the district and others, as appropriate).
10. Procedures for obtaining advice and assistance from local government officials.

Copies of the Emergency Management Plan are available in the main office.

FIRE DRILLS AND EMERGENCY EVACUATIONS

The state requires a school to have twelve fire drills each school year. The purpose of these drills is to familiarize students with the procedure to follow in case of fire. Fire drills are to be taken seriously. The following regulations apply to fire drills:

1. The drill will commence with the sounding of the fire alarm.
2. Teachers are to control the orderly flow of students to the exits designated for the particular room occupied at the time of the drill.
3. If an exit should be blocked, teachers will direct students to the nearest unobstructed exit.
4. Exit is to be made in silence and as quickly as possible without running.
5. Pupils are to move away from the building at least 100 feet. Do not block the driveway.
6. The all-clear signal will be the announcement over the PA system to re-enter.
7. When the all-clear signal is given, everyone enters the building in an orderly manner. Remember that more people are injured because of confusion, panic and lack of courtesy than from the actual fire. For civil defense drills, or other emergencies, directions will be given over the PA system.

CURRICULUM INFORMATION

Requirements for graduation from Harrisville Central and New York State schools are gradually being increased. Students will have the following requirements leading to a Regents diploma.

Course	Years For Regents Diploma	Years for Advanced Regents Diploma	Required Examinations Regents Diploma	Required Examinations Advanced Regents Diploma
English	4	4	Reg Exam in English	
Social Studies <i>Including Global History & Geography, US History & Government, Participation in Government and Economics</i>	4	4	Reg in Global History & Geography Reg in US History & Government	
Mathematics	3	3	Reg in Mathematics	2nd Reg in Mathematics
Science	3	3	Reg in Science	2nd Reg in Science
Health	.05	.05		
The Arts	1	1		
Language other than • English	1	<i>For Advanced Regents Diploma, complete one of these:</i> • <i>A language other than English (3 credits)</i> • <i>Career & Technical Education (5 credits)</i> • <i>The Arts (3 credits)</i>		Reg in Language other than English (French)
Physical Education	2	2		
Sequence Course/Electives	3.5	4.5		
TOTAL CREDITS	22	22 +		

ADD / DROP CLASS POLICY

A class can be added up to one week from the first day of school.

A class may be dropped up to two weeks from the first day of school

Any schedule changes after these dates must have an administrator's approval.

Guidelines for Auditing

1. Auditing a course is a way for student to gain experience in coursework without the penalty of failing grades. It allows the student to experience a broader curriculum and expand his or her knowledge from an academically safe standpoint.
2. Only seniors will be allowed to audit courses and they may audit only senior level optional course. These are courses not required for graduation and do not include such courses as English, Participation in Government, Economics.
3. Students may not audit Advanced Placement Courses. Students who elect an AP course are expected to take the AP examination.
4. Auditing courses means that the student may attend class sessions, do homework assignments and take tests. However, the teacher is under no obligation to correct, grade, or otherwise evaluate such work.
5. Teacher time is a valuable resource that ill be spent first on students who are taking the course for credit.
6. If, in the opinion of the teacher and the principal, an auditing student is causing class disruption, is in any way a behavioral problem in the class, or is causing friction between him or herself and other students who are taking the course for credit, the principal may remove the auditing student from the class.
7. Students may decide to audit a course up to the end of the 15 week reporting period. After that the student must either continue with the course or drop it.

COLLEGE TESTING PROGRAMS

Standard Testing Schedule

<u>Test</u>	<u>Date</u>	<u>Grade</u>
PSAT (Preliminary Scholastic Aptitude Test)	October	11
ACT (American College Test)	Four times per year	11/12
SAT (Scholastic Aptitude & Ach. Test)	Four times per year	11/12

GRADUATION HONORS POLICY

Harrisville Central School recognizes academic achievement in the following manner:

Final class rank averages (top honors) are calculated on 3-1/2 years (7 semesters) of work. Students are ranked numerically and this ranking is listed on individual student transcripts. Each grade is weighted according to its unit value. Generally, one unit of credit is equal to one course taken each day for a school year.

Two Top Academic Leaders are recognized: The awards go to the students with the highest and second highest overall average based on a 7 semester GPA.

Top Vocational Student: The student whose major is in any vocational school area (2 years of vocational school attendance) and who has the highest average earns the top vocational award.

Honors Group: Any student with a 3-1/2 year (7 semester) grade point average of 90 or above.

One student cannot qualify for more than one honor position.

BOCES ADMITTANCE (Southwest Tech) Occupational Education

One and two year programs of vocational education are available to Harrisville juniors and seniors. Two years is the maximum time that Harrisville Central School will send a student for vocational education, though post-graduates may attend for an additional year by paying the tuition charge themselves. The guidance office provides information on all courses currently offered at Southwest Tech. Sophomores are given the opportunity to visit Southwest Tech so they may become aware of and make decisions regarding occupational education. Interested sophomores must complete an application for admission to their chosen vocational program. Student eligibility for vocational education is based upon student attendance, academic performance, and the student's reason for want-

ing to enroll. Students who are accepted and have completed ten weeks at Southwest Tech are again reevaluated in November, if necessary. Student attendance, academic performance, and attitude, as recorded by Southwest Tech, is reviewed and committee recommendations are made to the Building Principal regarding each student's continuation of the program. The Building Principal makes final determination about each student's continuation at Southwest Tech. Parents will have the opportunity for conference concerning all decisions regarding their son's or daughter's enrollment or continuation of vocational program at Southwest Tech.

BOCES Students Daily Transportation

Morning BOCES: Upon arrival at school BOCES students are to report directly to homeroom. Daily attendance will be taken. Students will board the BOCES bus at 8:10 A.M. They will return for lunch at approximately 11:15 A.M.

Afternoon BOCES: Students will eat lunch at approximately 11:05 A.M. and are to proceed from lunch to lockers and board the BOCES bus at 11:25 A.M. The bus will leave promptly at 11:30 A.M.

CLASS MEMBERSHIP

A student is assigned to a particular grade according to the number of credits accrued. The number of credits needed to be assigned to a given grade as of September is as follows:

GRADE	CREDITS NEEDED
To enter Grade 10	5 credits
To enter Grade 11	10 1/2 credits
To enter Grade 12	15 1/2 credits

While credits for full year courses are not awarded in January, a student who has failed any course and has made up academic deficiencies may move to the next higher grade based upon a review by the Building Principal. The review involves evaluating the student's transcript and teacher recommendations. The student must request such a review.

To be eligible for assignment into the senior class, the student must first have sufficient credits and also must be qualified and able to graduate in June with the senior class.

GRADES 6, 7 AND 8 PROMOTION GUIDELINES

Promotion or retention of a student in grades 6, 7 and 8 will be based on a study of various information. A recommendation for retention will rarely be based on any single consideration. In general, students who fail one course may be promoted with the faculty's recommendation. However, summer school will be recommended to pass the failed course.. Students who fail two or more courses will be retained unless the failed courses are successfully completed in summer school.

Information used to determine promotion or retention

1. Grades in the "core" courses: Math, Science, Social Studies and English, and in the combination of all the special area courses.
2. Chronological age.
3. Ability and potential.
4. Past record of retentions.
5. Attendance.
6. Particular learning problems or handicapping conditions.
7. Previous year's academic performance.
8. Standardized tests.
9. Physical and emotional maturity.
10. Personality traits.
11. Prognosis for development.

ACADEMIC INTERVENTION SERVICES (AIS)

Students who are not making satisfactory academic progress will have Academic Intervention Services (AIS) available to them.

MAKEUP OPPORTUNITIES

Students who are absent will be given reasonable time to make up assignments missed during their absence. Classroom teachers will determine the appropriate assignments for purposes of making up work missed. Assignments may be sent home, and a teacher or teacher aide will be available to provide assistance. Students whose misconduct is directly related to the student's academic performance (for example, planning an absence from class or school "skipping" -- in order to gain more study time for a test) may be denied the opportunity to make up work.

It is the student's responsibility to request all makeup assignments from subject teachers during or following absence from class. The student must request assignments early enough to allow adequate time for completion prior to the end of the marking quarter.

In grades 9, 10 and 11 if a student fails English, social studies, or physical education, and does not successfully complete a makeup in a duly authorized summer school, the student must retake the same course the following year.

EARLY GRADUATION

A student shall be eligible for early graduation in fewer than eight semesters upon completion of all requirements for graduation, excluding physical education, as mandated by Commissioner's Regulations. A student shall not be required to continue enrollment for the sole purpose of completing physical education requirements. The District, upon request from the student's parent or legal guardian, may choose to grant the student a high school diploma prior to his/her completion of the eighth semester.

HONOR ROLL

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.

- I. To qualify for:
 - A. The High Honor Roll - A student must have an overall average of 90.0 or above, and have passed all courses during that report period with no incompletes.
 - B. The Honor Roll - A student must have an overall average of at least 85.0, but below 90.0 and have passed all courses during that report period with no incompletes.
- II. An incomplete or failing grade in physical education will cause the student to be ineligible for the Honor Roll.
- III. Teachers issuing an incomplete for that quarter will notify the Guidance Office when the student has successfully satisfied the incomplete.
- IV. Students should make every effort to contact the teacher for help in completing the work.

MAROON AND GRAY CARDS

The Maroon and Gray Card System is to honor students in grades 10 through 12 who do well academically. Each card is earned by high academic achievement; the maroon card by an average of 95.0 or better; the gray card by an average of 90.0 to 94.99. The cards allow privileges such as free or reduced admission to school events, free college entrance testing, moving from study hall without having a pass signed, and the option of not taking a final exam in courses where a high average is maintained and the teacher has agreed. More specific information can be obtained from the National Honor Society advisor.

PHYSICAL EDUCATION

New York State mandates that Physical Education is a graduation requirement for ALL students. It is a credit bearing course and ALL students must complete 4 years of satisfactory participation in physical education as a requirement for graduation from Harrisville Central School.

Each student in grades 9-12 must successfully complete the physical education course during each year of attendance in school in order to qualify for graduation. Two units of PE (1/4 unit per semester) are mandated by the Regulations of the Commissioner of Education, and these units are in addition to those credits necessary for a Regents or local high school diploma.

If a student requires a special or adaptive physical education program, he/she should notify the guidance counselor and PE teacher as soon as possible. A note from the student's physician may be required.

Requirements are:

1. All are expected to participate.
2. If students are unprepared, more than three times during a semester, their PE teacher will mail a report home.

If the situation does not improve, the student will be referred to the office, may be assigned to a study hall, and may fail physical education for the remainder of the semester.

Students on athletic teams will be expected to participate in their physical education classes.

Gym Excuses - To be excused from gym class for a prolonged period of time, a student must present a written excuse from a doctor. Parental excuses may be honored as a temporary (not more than one class) excuse for such things as illness, home injury, etc. Following any serious illness or injury, a note from the doctor must be given to the school nurse stating that a return to gym class is permissible.

School insurance does not cover glasses which are broken in school. If it is necessary that your child wear his/her glasses while playing or in gym, please sign a note indicating that you will accept responsibility if his/her glasses are broken.

Also, it is necessary for pupils to be properly dressed in shorts/sweat pants, t-shirts/sweatshirts and sneakers/socks, in order to participate safely in the varied activities in our PE program.

1. All students are expected to participate. Failure to do so may result in an "incomplete" for that class. Making up the missed gym classes can only satisfy "incompletes".
2. Showering is an integral part of our physical education program. Students are expected to change and shower after all gym classes. An "incomplete" will be given, on a daily basis, to those who do not. "Incompletes" must be made up before a grade can be given.
3. Students wishing to be excused from gym because of sickness, must see the instructor first and then go to the health office

LIBRARY

The High School Library offers a wide range of reading materials both for research and for leisure reading. Computers are available for research and school work. A variety of on-line data bases are also available for student and staff use. Playing games and e-mail are not allowed. Students visiting the library are expected to work quietly and not disturb others.

Library Guidelines

1. You will be expected to work or read while in the library. You will not be allowed to come to the library just to socialize. Talking should be kept to a minimum and should not be above a whisper.
2. You will receive one warning. If you continue to be disruptive you will be sent back to study hall and lose your library privileges for the rest of the day and for at least the next two school days. Each time that you are

asked to leave the number of days that you lose your privileges will increase. Warnings will carry over from one period to the next. If your table gets a warning it applies to everyone at the table. You will be written up the 3rd time you are asked to leave the library.

3. If you have lost your privileges and you need to use the library for research then you may come if you have a pre-signed pass. You will need to sit at a table by yourself and work.
4. If you are rude and disruptive when you are asked to leave then you will be written up and lose your library privileges for at least a week.
5. No food or drinks are allowed in the library. Please leave any beverages at the desk.
6. Magazines - please sign the card on the front of the magazine and leave it at the desk.
7. Computers - computers are for school work. No e-mails, IM, etc. will be allowed. Only schoolwork may be printed.

Students arriving in the library should sign themselves in at the main desk. They may remain in the library as long as they are quiet and there is room for them. The teacher issuing the pass may set a time limit on the library visit so that others will have a chance to come later. If a student creates a disturbance or more seats are needed for students using reference materials, a student may be sent back to study hall. When they are ready to leave, students should sign themselves out at the main desk. Students will be sent back to study hall approximately three minutes before the end of each period.

Students should request a research pass from the teacher who assigns that research. Research passes will be given priority by study hall teachers and library staff.

Since it is a carpeted room, chewing gum, eating food or consumption of beverages is prohibited in the library.

In the library, students may read current issues of magazines by first signing them out at the main desk. The magazine should be returned to the staff member in charge at the desk. The magazine will be checked for damage before it is returned to the shelf.

Materials other than those designated as the reference collection may be signed out. They will be stamped with their due date. They may be renewed at the discretion of the librarian, whose decision is based on current demand for each item. There is no fine for overdue materials and no limit on the number of books a student may sign out, except in cases where a number of students may be using the same books. Then a limit may be set, or the material may be placed on reserve for use only in the library.

Students, who have books overdue for an exceedingly long period of time or a large number of overdue items, will have their library privileges restricted. They may not come to the library for recreational purposes or sign out materials. They may use the library only if they have a research pass and must use the materials in the library. As soon as their obligations are satisfied, they will be allowed full use of the library again. With our limited resources it is not fair to allow a few students to keep materials indefinitely without taking steps to get these materials back.

Any student sent back for creating a disturbance will lose their library privileges for a minimum of two school days.

Students are expected to take good care of the materials they use. Items, which are lost, damaged, or destroyed, must be paid for or replaced by the student responsible for them. Therefore, students are not allowed to sign another student's name for materials.

Our library participates in the St. Lawrence-Lewis School Library System. One of the benefits we receive as a member library is the opportunity to borrow books or periodicals from other libraries in the North Country. The library has a catalog of materials available for interlibrary loan. The staff will be happy to order items for HCS

students or faculty. It takes from 3-10 days for the materials to arrive at our school, so requests should be made early, in advance of project or paper deadlines.

TEACHING ABOUT DRUGS, ALCOHOL, TOBACCO

Harrisville School believes that education is an important preventive measure against student involvement with drugs, tobacco, and alcohol. Instruction will include sessions about the causes and effects of drug, alcohol and tobacco abuse, especially on young people. In addition, all high school students will receive instruction on the dangers of driving while under the influence of alcohol and/or drugs.

Parents and students who want more information on substance abuse, or would like to ask questions about a specific problem, may call and/or visit the Guidance Office. Harrisville believes that individuals with problems should feel comfortable to seek help without fear of punishment. The Guidance Office encourages students who believe they may have a substance abuse problem to meet with their counselor and discuss it as soon as possible.

AIDS INSTRUCTION

In compliance with the Regulations of the Commissioner of Education, the district will provide classroom instruction concerning Acquired Immune Deficiency Syndrome (AIDS) as part of a sequential and comprehensive health program for all students, K-12. The school provides age-appropriate instruction, which must include the following information:

1. The nature of the disease;
2. Methods of transmission of the disease; and
3. Methods of prevention of the disease (stressing abstinence as the most effective and appropriate protection against AIDS).

A copy of the course outlines (by grade level) are kept in the main office for public information. Parents may request to have their child excused from that segment of AIDS instruction regarding methods of prevention of the disease by filing a request with the Superintendent of Schools. The request must give assurance that such instruction will be given at home. Please contact the Building Principal for a copy of the request form.

The district has an advisory council consisting of members of the Board of Education, appropriate school personnel, parents and community representatives (including representatives from religious organizations). The advisory council makes recommendations on content, implementation, and evaluation of the AIDS instructional program.

STUDENT PERSONNEL SERVICES

PARENT-TEACHER COMMUNICATION

PROGRESS REPORTS

Each five weeks, a written progress report is issued to each student. The report gives the student and his or her parents an indication of the student's progress in all his courses. Progress reports on all students are sent home at the end of the 5th, 15th, 25th and 35th weeks.

REPORT CARDS

Report cards are issued at the end of each of the four 10-week marking periods. The report cards will be sent home on dates listed in the school GLANCES. Our local minimum passing mark/grade is 65. When letter grades are used on report cards, the following numerical equivalents are in effect:

A+	97-100	B+	87-89	C+	77-79	D+	67-69
A	93-96	B	83-86	C	73-76	D	65-66
A-	90-92	B-	80-82	C-	70-72	F	0-64 Failing

Examinations are not scheduled at the end of the first and third quarters, except in a ten-week course. The report card grades are earned by students for work throughout the 10 weeks. The teacher determines the method of calculating course grades. Teachers will outline how grades will be calculated at the beginning of the term.

The average for the ten-week period is determined on number grades only. Letter grades are not computed into the average.

The report card averages are computed in the following manner. The course average on the report card is determined by combining the quarterly grades (80%), and the mid-term and final exams (20%). The overall average on the report card is calculated by averaging the course averages weighted by the credit value of the course.

An incomplete grade will be given to a student who has a reasonable excuse for not completing the course work. An incomplete grade must be made up within the next 10-week marking period.

MID-MARKING PERIOD REPORTS

Parents or students may request a mid-marking report for specific classes. This report is issued in between a progress report and report card. Every 2-1/2 weeks a parent would receive either a progress report, mid-marking period report or report card. These evaluations are issued through the guidance office after consultation with the guidance counselor and parent. Reports are generated for a ten week period and are designed to improve parent-teacher-student communication when a student's work is not up to par. Mid-marking period reports must be requested by a parent at the beginning of each 10-week marking period. Since these evaluations require thought and effort by the teacher, parents should be sure to tell the school if a report is no longer needed.

PARENT CONFERENCES

Parent-teacher conferences are an important element of home and school cooperation. Conferences are scheduled on days which are set aside for this purpose. Therefore, parents and teachers should schedule meetings in advance.

Parents may request a conference by calling the school office and making an appointment with the teacher, counselor or principal. If a parent cannot attend a scheduled conference, he/she should notify the school as far in advance as possible so that another conference time may be arranged.

At the end of the first ten-week marking period, regular parent conferences with teachers are scheduled for most of the students in grades 6-12. At the end of the thirty-week marking period, parent conferences are scheduled for students in academic difficulty.

PROGRAMS FOR STUDENT 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.

Each student identified as having a disability will have access to the full range of programs and services of this school district. Extracurricular programs and activities, which are available to all other students enrolled in Harrisville Central School, are also included.

Parents/students who desire further information on these programs and services should contact the Building Principal at 543-2920 or 543-2707.

STUDENTS WITH CONTINUING HEALTH PROBLEMS

The Harrisville Board of Education recognizes that the opportunity to receive an education is necessary to leading a full and productive life. In addition, a minor under 16 must continue his/her education. Therefore, any student with a continuing health problem is encouraged to continue participation in the public school program.

As soon as a medical problem is confirmed, the student and their parents or guardians should consult with the Building Principal and other appropriate staff to plan an appropriate educational program.

Every effort will be made to see that the educational program of the student is disrupted as little as possible. Student health and counseling services, as well as instruction, are provided so that the student is encouraged to complete high school.

GUIDANCE SERVICES

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

- A. Addressing any attendance, academic, behavioral or adjustment problems;
- B. Educating students concerning the avoidance of child sexual abuse and other forms of child abuse.
- C. In grades 6-12, 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 post secondary education and career plans.
 4. Individual or group counseling assistance to help students who exhibit any attendance, academic, behavioral or adjustment problems.

The Guidance Counselor is available to help students who have difficulties that their teachers or parents cannot help them with. Students should see their counselor regarding any academic or social problems they are having in school. Information regarding future careers, academic or vocational higher education, or the armed services is available in the guidance office. The Guidance Counselor should be contacted when:

- Changing Schools - Certain forms must be completed to achieve a smooth transfer.
- Dropping Out-of-school - This is a very serious decision and could affect the rest of your life. If, after careful consideration and consultation with your parents, your Guidance Counselor, and teachers, there are forms that must be signed before a student may drop out. These forms will require signatures by the classroom teachers, librarian, nurse, counselor and Building Principal.
- College/Employment Information - The guidance office has a library of college books and career/vocational literature. The guidance office is dedicated to helping students decide what they want to do educationally and vocationally after graduation. The guidance counselor will contact any college or employer to arrange for a student visitation.
- Employment - Your first responsibility is toward school. If, however, a part or full-time job is listed with the guidance office, any interested student may make arrangements to have his name submitted to the prospective employer.
- Personal Problems - Since personal problems can affect performance in school, you should see your guidance counselor when these problems arise. Any problem will be kept confidential and involve others only when necessary.
- Schedule Changes - The majority of schedule changes will be permitted during the first week of every semester. Only changes that are absolutely necessary will be permitted after that time. The Building Principal or Counselor must authorize all schedule changes. Major changes will require parent, teacher and counselor signatures to be submitted to the principal for approval. If approved, the student's four year educational plan must be revised, dated and signed by the student and parent.
- Scholarship Information, Transcripts, etc. - Information and counsel in the filing of scholarships, grants, and loan forms are available in the guidance office. Requests for transcripts can be made in the guidance office.

- Summer School - Students who have experienced a course failure or wish to improve their skills or grade in a given subject should seriously consider summer school. Attending summer school provides the student with six weeks of concentrated review in a subject and the opportunity to retake a final and/or Regents examination. Successful completion of summer school can also help avoid scheduling conflicts and keep plans for graduation on schedule.

STUDENT RECORDS

This section will advise you of your rights with respect to the school records relating to your student pursuant to the Federal "Family Educational Rights and Privacy Act of 1974" sometimes known as FERPA.

Parents of a student under 18, or a student 18 or older, have a right to inspect and review any and all official records, files, and data directly related to their children or themselves, including all material that is incorporated into each student's cumulative record folder, and intended for school use or to be available to parties outside the school or school system, and specifically including, but not necessarily limited to, identifying data, academic work completed, level of achievement (grades, standardized achievement test scores), attendance data, scores on standardized intelligence, aptitude, and psychological tests, interest inventory results, health data, family background information, teacher or counselor ratings and observations, and verified reports of serious or recurrent behavior patterns.

A parent of a student under 18 years of age or a student 18 years of age or older shall make a request for access to that student's school records, in writing, to the Superintendent of Schools, Guidance Counselor or Principal. Upon receipt of such request, arrangements shall be made to provide access to such records within a reasonable period of time, but in any case, not more than forty-five (45) days after the request has been received.

Parents and students are also entitled to an opportunity for a hearing to challenge the content of such records, to insure that they are not inaccurate, misleading, or otherwise in violation of the privacy or other rights of students, and to provide an opportunity for the correction or deletion of any such inaccurate, misleading, or otherwise inappropriate data contained therein. Any questions concerning the procedure to be followed in requesting such a hearing should be directed to the Superintendent.

Student records, and any material contained therein which is personally identifiable, are confidential and may not be released or made available to persons other than parents or students without the written consent of such parents or student. There are a number of exceptions to this rule, such as other school employees and officials, and certain state and federal officials, who have a legitimate educational need for access to such records in the course of their employment.

Students with disabilities shall have the option of deciding whether or not to disclose the existence of their disability on their high school transcripts.

HEALTH SERVICES and/or STUDENT INJURIES

ACCIDENTS

Every accident that occurs in the school building, on school grounds, or any school sponsored event, must be reported immediately to the teacher in charge. If a teacher is not available, report the accident to the school nurse or personnel in the main office. The teacher in charge must write up an incident report and is responsible for turning the information over to the school nurse.

The school nurse is responsible for reporting injuries to the student insurance company; so ALL injuries must be reported to the school nurse. The school nurse will initiate all student injury claim forms.

To insure proper coverage with accurate details, coaches, teachers, and students are reminded to personally report EVERY injury at the time, or as soon as possible, following the injury.

Illness: Students who are to be excused from school because of illness, medical or dental appointments, must have their daily pass initialed by each teacher from whose class or activity they shall be absent during the balance of the day.

Students who become ill during the day are to obtain permission from the teacher; in whose class or activity they are at the time, to seek assistance from the nurse. In the event that the school nurse is not available in the office at that time, the student is to report to the main office or guidance office secretary.

Any student, who is very ill or appears to be very ill, should not be allowed to leave the classroom to go to the health office alone!

IMMUNIZATIONS

All students who register for classes at Harrisville Central School, before classes can be assigned, MUST be immunized against diphtheria, poliomyelitis, measles, rubella and mumps. This applies to ALL students.

New students must provide proof of the above immunizations. Students will be advised when their immunizations need to be updated.

All new students entering the district from out of state must show proof of immunizations and are required to have a physical examination and/or show an examination done by a physician within the current school year. Otherwise, an examination will be scheduled with the school physician.

If it happens that a student receives an immunization from their family doctor or from emergency room personnel, please ask for a form documenting what was given so school health records can be updated.

COMMUNICABLE DISEASES

All communicable diseases should be reported to the school nurse as soon as possible. These are reportable to the State Health Department. In cases of known exposure to a communicable disease, a general note is written to alert parents stating that a disease, for example, chicken pox, has been identified. This is usually done for a classroom group when the exposure has been noted.

INSURANCE

Our school insurance is an excess policy. The claim is first made under the family or employer policy. If parents do not have an insurance plan, the parents should indicate that there is no other coverage on the injury claim form. If the family receives Medicaid, that should be indicated with the county and identification number. Proof of coverage or non-eligibility for coverage by the parents' plan must be submitted with the student claim form, before the bills will be considered for payment by the insurance company.

Parents should read the brochure, which is sent home with the student injury claim form. The brochure explains the benefits, provisions, procedures, and limitations of the student insurance plan. It is not a full coverage plan! There is a set benefit allowance. Therefore, if a billing statement indicates a balance after payment from both plans, the balance is the parents' responsibility.

The parent is responsible for completing the claim form. A more detailed explanation of claim forms and procedures will be given to all students who are injured.

If you have any questions regarding claim procedures, please feel free to call the School Nurse at 543-2592 or 543-2920. You will receive a brochure describing the program in detail at the time you receive the injury claim form.

PHYSICAL EXAMINATIONS

The school physician gives each student who participates in an extra-curricular sport activity a physical examination yearly. Students at the grade levels K, 1, 3, 7, and 10 will also be scheduled for physical examinations given by the school physician. If the parents of a student of a grade K, 1, 3, 7, or 10 prefer to have the physical examina-

tion done by their family physician, the parents are asked to obtain a physical examination form from the school nurse to be completed by the family physician and returned to the school nurse for filing with the student's health data card. A documented form from the family doctor must be signed by the doctor. The school nurse will schedule all physical exams.

Prior to participation or practice in an extra-curricular sport, the student will receive a form from the coach of the sport that indicates: (1) parent(s) permission to participate, (2) a brief updated health history since the last sport participation, and (3) medical emergency information (for designated physician and/or facility care). This form must be returned to the school nurse or secretary before a student is allowed to participate in the extra-curricular sport activity.

If a student who participates in interscholastic sports activities has had a serious illness or injury during the summer months or since his/her last school physical exam, he/she should make this fact known to the school nurse before participation in practice.

MEDICATIONS

Students should not request that the nurse administer any medications UNLESS a written order from a doctor is presented to the nurse. All medications are to be kept in the nurse's office. Students who have inhalers for asthma may have the coach keep the inhalers with the First Aid Travel Kit providing a doctor's note is on file in the health office for the current year. The same applies to specific emergency medical needs, such as for a diabetic student. Any student who has been medically documented to be allergic to bee or to other insect stings should make this fact known to the school nurse and to the physical education teacher or coach of the sport. This is important for prompt and efficient emergency care.

MEDICAL RECORDS

Health records on students are retained only for a specific time period and then are destroyed. Please contact the health office for more specific information.

EMPLOYMENT OF STUDENTS

Students under 18 who are interested in working papers may pick up applications in the Main Office.

Despite the attraction of having a part-time job after school hours, students should give careful thought to the amount of time and energy such a job can demand. Students should remember that school responsibilities always take precedence over such jobs.

WORK PERMITS

If you are under eighteen (18) years of age, you must have a work permit to be legally employed. Application for permits to work may be secured from the main office.

Minors may not work during the hours they are required to attend school. Additional information concerning hours of employment, New York State Labor Laws, etc., may be obtained from the main office.

Students wishing permits for summer employment should obtain permits from the main office before the month of June, to avoid delay in processing, since proof of physical examinations is required.

WORK RELEASE PROGRAM

Seniors who have met most of their graduation requirements and have regular employment outside the home may be granted released time from school for the purpose of that employment. However, a letter is required from his/her employer stating his/her employment and times of employment.

Released students will be responsible for their own transportation and shall have a Driver's or Rider's Permit on file in the high school office.

GETTING TO AND FROM SCHOOL

BUS TRANSPORTATION

1. In no phase of the school program can thoughtlessness prove more hazardous. Courtesy and orderliness on the part of each rider on the bus will promote safety and satisfaction for all.
2. The same general rules of good conduct apply in the school buses, at all times, as in the school building. When getting off the bus, walk ten feet in front of the bus to cross the road, so the driver can see you.
3. Check both directions for cars before crossing the street, as some cars may not stop. Wait for the bus driver's signal to cross the road.
4. Go directly into your home from the bus.

The following rules should be carefully observed:

1. Riding a bus should be considered a privilege. The student who continually misuses that privilege may be required to furnish transportation for himself/herself.
2. The bus is valuable school property. Help keep the bus on which you ride clean and in good condition. Damages resulting from vandalism will be charged to the parents of the students involved.
3. Use extreme caution when getting off or on the buses and follow the driver's directions.
4. Remain by the side of the road until the bus has come to a complete stop.
5. Stay in your seat when the bus is in motion.
6. Do not put your arm or hand out of windows. Do not throw anything out of the windows.
7. Don't engage in horseplay when the bus is being loaded or when it is in motion.
8. Obey the bus driver at all times.
9. Speak in a reasonable voice. Don't yell.
10. Be prompt and courteous.
11. No large musical instruments (or other large objects) are to be brought on buses.
12. **THERE WILL BE NO SMOKING ON SCHOOL BUSES AT ANY TIME.**
13. Written parental permission slips must be approved in the office for middle and high school students to ride a bus to a destination other than their home.
14. High school students are expected to set a good example for Elementary and Middle School students.

PERMISSION SLIPS

Transportation by bus is provided and available to all students in our district. Any student driving to school must have a registration form on file in the office and purchase a \$5.00 refundable parking tag to be prominently displayed in their car window.

Permission forms are not needed for students who wish to walk to school, ride to school with someone else, or ride their bicycle to school if they do not wish to ride the bus to school.

Also, any student wishing to ride his/her assigned bus or another bus to a destination other than their home, **MUST** have a permission slip from his/her parents and approved in the office before the request is granted.

STUDENT DRIVING, RIDING, AND PARKING

All students have the opportunity to ride a bus to school. However, limited parking space is available for student vehicles in the school parking area.

Do not park along the sidewalk on the front side of the school. This is an emergency lane.

Hot-rod driving of any kind around the school or neighborhood will result in the loss of the driving privilege.

The following are regulations for student parking:

1. Student parking on school property is considered a privilege and not a right.
2. All student drivers must have a current school parking permit. Parking permit registration forms may be secured in the Building Principal's office. The forms are to be completed in full and returned to

the office for approval before parking is allowed in the school parking lot. Note: Any student wishing to drive starting in September should register in the month of August. Students who become licensed drivers during the school year may register at that time.

3. Student cars must be parked in the far rear corner toward the bus garage of the parking lot. After parking their car, students are to immediately leave their cars until dismissal. Loitering in cars is not allowed. Cars should be kept locked at all times. Student drivers should plan to arrive and park in their designated parking area prior to the arrival of the buses. Students should enter by the school's main entrance on Pirate Lane, not by the bus garage.
 4. Students, who drive to school and do not have a valid parking permit, will be subject to disciplinary action.
 5. Excessive speed (over 15 mph) or other unsafe driving practices on school property will not be tolerated and will be subject to loss of driving privileges and possible prosecution by police.
 6. Permission to drive to BOCES from Harrisville on an occasional basis will be subject to prior approval by the Principal of Southwest Tech.
 7. Students driving or riding may leave before 3:00PM. After 3:00 PM they are not to leave before the buses depart. They are to wait in the library hallway until the buses have left the circular driveway.
- Any violation of the above regulations for student drivers will result in the loss of the student's driving privilege for a period for time determined by the Building Principal.

TITLE NINE - ANTI DISCRIMINATION

The Harrisville Central School District does not discriminate on the basis of sex in the educational programs or activities which it operates, and it is required by Title IX of the Educational Amendments of 1972 not to discriminate in such a manner.

This policy of non-discrimination includes the following areas:

1. Recruitment and appointment of employees
2. Employment pay and benefits
3. Counseling services for students
4. Access by students to educational programs
5. Course offering and student activities.

STUDENT COMPLAINTS AND GRIEVANCE PROCEDURES

DEFINITIONS

1. Grievant - shall mean a student who alleges that there has been a violation of Title IX or Section 504 Regulations of the ADA, which affect him/her.
2. Grievance - shall mean any alleged violation of Title IX or of Section 504 Regulations or the ADA.
3. Compliance Officer - shall mean the employee designated by the Board of Education to coordinate efforts to comply with and carry out responsibilities under Title IX and/or Section 504 and the ADA.
4. Representative - shall mean any person designated by the Grievant as his/her counsel or to act in his/her behalf.
5. Individual complaints and grievances shall be handled in accordance with the following guidelines:
 - a. To reach an informal solution to the problem, students should try to discuss the incident with appropriate teacher or staff member. Students may appeal to the highest authority in the school building i.e., the Building Principal, who has the final determination on all such matters.
 - b. For resolution of matters where appeal procedures are outlined in the law, such as student suspensions, the legal course of action will be followed.
 - c. On issues affecting the student body, students may address the Student Representative Assembly in order to resolve such matters. Students may request a conference with the Building Principal in accordance with the rules and procedures established by the student government.

The resolution of student complaints, including those alleging any action prohibited by Title IX and/or Section 504 of the Rehabilitation Act or the ADA, shall be dealt within the following manner:

STAGES

Stage I - Compliance Officer

1. Within thirty (30) days after the events giving rise to the grievance, the Grievant shall file a grievance in writing with the Compliance Officer. The Compliance Officer may informally discuss the grievance with the Grievant. He/she shall promptly investigate the complaint. All employees of the school district shall cooperate with the Compliance Officer in such investigations.
2. Within fifteen (15) days of the receipt of the grievance, the Compliance Officer shall make a finding in writing that there has or has not been a violation of Title IX or Section 504 of the Rehabilitation Act or the ADA. In the event the Compliance Officer finds that there has been a violation, he/she shall propose a resolution of the complaint.
3. If the Grievant is not satisfied with the finding of the Compliance Officer, or with the proposed resolution of the grievance, the Grievant may, within fifteen (15) days after he/she received the report of the Compliance Officer, file a written request for review by the Superintendent.

Stage II - Superintendent of Schools

1. The Superintendent may request that the Grievant, the Compliance Officer, or any member of the school district staff present a written statement to him/her setting forth any information that such person has relative to the grievance and the facts surrounding it.
2. The Superintendent shall notify all parties concerned as to the time and place when an informal hearing will be held where such parties may appear and present oral and written statements within fifteen (15) school days of the receipt of the appeal by the Superintendent.
3. Within fifteen (15) days of the hearing, the Superintendent shall render his/her determination in writing. Such determination shall include a finding that there has or has not been a violation of Title IX and/or Section 504 of the Rehabilitation Act or the DA, and a proposal for equitably resolving the complaint.
4. If the Grievant is not satisfied with the determination of the Superintendent, the Grievant may, within fifteen (15) days after its receipt, file with the Clerk of the Board of Education, a written request for review by the Board.

Stage III - Board of Education

1. When a request for review by the Board had been made, the Superintendent shall submit all written statements and other materials concerning the case to the President of the Board.
2. The Board shall notify all parties concerned of the time and place when a hearing will be held. Such hearing will be held within fifteen (15) school days of the receipt of the request of the Grievant. All parties concerned shall have the right to present further statements and testimony at such hearing.
1. The Board shall render a decision in writing fifteen (15) days after the hearing has been concluded.

APPENDIX

Bullying Rubric Grades 6-8
Bullying Rubric Grades 9-12
Bus Rules
Internet & Computer Use Rules
Study Hall Rules
Senior Privileges
Safety Guidelines for Students

HCS Bullying Discipline Rubric for Grades 6-8

BEHAVIOR	1st time earns . . .	2nd time earns . . .	3rd time earns . . .	4th time earns . . .
Bullying may include: Name calling Mean teasing Harassing Making fun of Mocking Irritating Annoying Pushing Grabbing Shoving Poking Tripping Kicking Taking property Destroying property Excluding behaviors Spreading rumors/gossiping Play fighting Invading personal space Unwanted flirting/notes	<ul style="list-style-type: none"> • Lunch detention, a call home and a written or verbal apology stating what the person did and how their actions hurt the other person as well as what they will do differently in the future. Copy to be sent to parents. • The letter is sent home for parent's signature and returned to the principal before school the next day. • Both parents informed. • Lunch detention each day until letter is returned. 	<ul style="list-style-type: none"> • After school detention, a call home and a written apology stating what the person did and how their actions hurt the other person as well as what they will do differently in the future. Copy to be sent to parents. • The letter is sent home for parent's signature and returned to the principal before school the next day. 	<ul style="list-style-type: none"> • Call home; in-school suspension for at least one day as well as the consequences described for the 2nd offense. • Additional days will be added if bullying continues. • Out of school suspension if aimed at the same person. 	<ul style="list-style-type: none"> • Out of school suspension

**In the end, we will remember not the words of our enemies,
but the silence of our friends.**

Martin Luther Kings, Jr.

HCS Bullying Discipline Rubric for Grades 9-12

BEHAVIOR	1st time earns . . .	2nd time earns . . .	3rd time . . .	4th time earns . . .
Bullying may include: Name calling Mean teasing Harassing Making fun of Mocking Irritating Annoying Pushing Grabbing Shoving Poking Tripping Kicking Taking property Destroying property Excluding behaviors Spreading rumors Play fighting Invading personal space Hovering over each other Any other behavior deemed bullying	<ul style="list-style-type: none"> • Visit to the principal's office • Lunch detention, a call home and a written or verbal apology stating what the person did and how their actions hurt the other person as well as what they will do differently in the future. Copy to be sent to parents. • The letter is sent home for parent's signature and returned to the principal before school the next day. (Lunch detention everyday until returned) 	<ul style="list-style-type: none"> • After school detention; a call home and a written and verbal apology stating what the person did and how their actions hurt the other person as well as what they will do differently in the future. Copy to be sent to parents. • The letter is sent home for parent's signature and returned to the principal before school the next day. (Lunch detention every day until returned) • Watch a video on bullying and write a report. 	<ul style="list-style-type: none"> • Call home, in-school suspension for at least one day as well as the consequences described for the 2nd offense. • Additional days will be added if bullying continues. • Out of school suspension if aimed at the same person. • The letter is sent home for parent's signature and returned to the principal before school the next day. (Lunch detention everyday until returned) 	<ul style="list-style-type: none"> • Out of school suspension. • Out of school suspension for each repeated offense.

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HARRISVILLE CENTRAL SCHOOL

RULES FOR PUPILS RIDING THE SCHOOL BUS
REMEMBER, DON'T LOSE YOUR RIDING PRIVILEGE!!!

1. Always be ready when the bus arrives. Be at bus stop 5 minutes early. Stay away (10 feet) from the bus until it stops.
2. Immediately find your seat and sit down. The bus driver is authorized to assign seats on the bus. Enter and leave in an orderly fashion.
3. Remain in your seat until the bus comes to a complete stop.
DO NOT leave your seat at anytime while the bus is moving.
Always face the front when the bus is in motion.
4. Keep your head, arms and feet inside the bus at all times.
Littering is illegal so DO NOT throw anything out of the bus windows.
5. Smoking is **not allowed** on the bus.
6. Be courteous and **always obey the driver**. Remember that swearing, using inappropriate language, quarreling, fighting or fooling around on the bus will not be tolerated.
7. Damage to the bus by students (writing on inside or on seats, tearing or cutting seats, etc.) will be reported to the principal and compensation will be expected.
8. Excessive noise can be disturbing to the driver. Normal voice tone should be used when talking to your neighbor.
9. Help keep the bus clean at all times by depositing papers, etc. in the waste basket at the front of the bus when it is stopped. Cooperating with the bus driver makes it easier for the bus driver to do a safe and responsible job.
10. Bus drivers will report any discipline problems to the principal.
11. Get off the bus at an assigned place **ONLY**. Students who ride the bus to school **MUST** ride the bus home. If they are not riding the bus home or riding to a place other than home, written permission from a parent is required and must be recorded in the office.
12. Students are not to drink any beverage or eat food on a moving bus. Further, no liquids may be transported in a glass container.
13. The MOST IMPORTANT rules are:
 - a. When a child leaves the bus at night at home, if he/she has to cross the road, he/she is to walk 10 paces ahead of the bus, look at the driver, and wait for the signal to cross (**POINTED FINGER WITH THUMB UP**). Then the child is to go **DIRECTLY** to his house, not the mailbox, etc.
 - b. When departing the bus at school, each child is to go directly into the school, not fool around on the sidewalk, nor wait for friends on other buses.
 - c. **NEVER WALK OR CROSS BEHIND THE BUS !!!! Remember the 10 foot rule.**
 - d. **DANGER SIGNAL—BLOWING HORN** Means danger, go back to where you came from.

PARENTS: Please read and discuss the above rules with your children. It will make everyone's job easier and much safer. This form **MUST** be signed and returned to your child's homeroom teacher.

(Student's Signature)

(Parent's Signature)

(Date)

Harrisville Central School
Acceptable Use Guidelines and Regulations
for

Instructional Computer Network, Internet Service, and Stand Alone Computer Stations-
REVISION—August 2004

Harrisville Central School provides access for students and staff to a local area network (LAN) of computer in every classroom and several labs in the building. On that LAN are various software packages that can be used for personal productivity, education, and research. The school also provides, through NERIC (Northeast Regional Information Center) access to the Internet for every networked computer. **E-mail access is provided to school staff only.**

Use – Use of the computer networks and Internet in Harrisville Central School must be in support of education and research and consistent with the educational objectives of the Harrisville Central School District.

Controversial Materials – Harrisville Central School will take available precautions to restrict access to controversial materials, including filtering Internet access as required by the Children’s Internet Protection Act. However, on a global network, it is impossible to control all materials and an industrious user may discover controversial information in written and graphic form. The Harrisville Central School district firmly believes that the valuable information and interaction available on this worldwide network far outweighs the possibility that users may access material that is not consistent with the education goals of the District.

Scope of Services: The Harrisville Central School provides Internet access including access to downloads. It does not provide, nor may students use, instant messenger services. E-mail access is provided for students only through classroom accounts for specific educational purposes.

Supervision: All students using computers in Harrisville Central School must be supervised directly by a teacher, administrator or other trained staff member.

“Netiquette”– You are expected to abide by the generally accepted rules of network etiquette. These include (but are not limited to) the following:

1. Be polite. Do not write or send abusive message to others.
2. Use appropriate language. Do not swear, use vulgarities or any other inappropriate language.
3. Do not reveal your personal address, phone number, or credit card number or those of students or colleagues.
4. Note that electronic mail (e-mail) is not guaranteed to be private. People who operate that system do have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.
5. Do not use the network in such a way that you would disrupt the use of the network by other users (e.g. downloading huge file during prime time; sending mass e-mail (SPAM); annoying other users)
6. All communications and information accessible via the network should be assumed to be private.
7. Report any technical problems you may be having to your supervising teacher.
8. Illegal activities are strictly forbidden.
9. Pay attention to your grammar, spelling, and subject matter. Many others may be reading your message. You want them to see your best work.
10. Carefully observe copyright laws. This applies to software and all written messages. It is inappropriate to take credit for other people’s work.
11. Keep your password secret. Do not share your account or password with others.
12. Do not impersonate others online.

Reliability – The Harrisville Central School makes no warranties of any kind, whether expressed or implied for the service it is providing. Harrisville Central School will not be responsible for any damage you suffer. This includes loss of data resulting from delays, non-deliveries, misdeliveries, or service interruptions caused by its own negligence or your errors or omissions. Use of any information obtained via the networks or Internet is at your own risk. The school specifically denies any responsibility for the accuracy or quality of information obtained through its services.

Security – Security on any computer system is a high priority, especially when the system involves many users. If you feel that you can identify a security problem on any network, you must notify a system administrator. Do not demonstrate the problem to others. Do not use another individual’s account without written permission from that individual. Do not give your password to any other individual. Attempts to log in to the system as any other user will result in cancellation of user privileges. Attempts to log in as a system administrator without authorization are serious and will result in cancellation of user privileges and may incur other disciplinary action. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to Harrisville computer systems.

Vandalism - Vandalism will result in cancellation of privileges. Vandalism is defined as any malicious attempt to harm or destroy data of another user, NERIC, or any other agencies or networks that are connected to Harrisville Central School computers, or the NSFNet Internet Backbone. This includes, but is not limited to, the uploading or creation of computer viruses.

Harrisville Central School
Harrisville, NY 13648

Harrisville Central School is providing your child access to our educational computer resources. Your child has access to various software applications, databases, libraries, and computer services through the Internet.

Internet is a system that links smaller networks creating a large and diverse network. Internet allows a student the opportunity to reach out to many other people to share information, learn concepts, and research subjects by sending and receiving messages using district computers and telecommunications connections.

With this educational opportunity comes responsibility. It is important that you and your child read the attached district policy, regulations and this agreement. Please discuss these requirements together. Unacceptable use of these resources will result in suspension or revocation of these privileges as well as discipline, monetary and/or legal consequences.

Unacceptable uses include, but are not limited to:

- Use of the computer network for any unethical or illegal activity including violation of copyright laws, transmission or use of threatening or obscene material or violation of confidential information.
- Use of the computer network for commercial purposes, product advertisement or political lobbying.
- Vandalizing, degrading or disrupting equipment or system performance.
- Unauthorized access to resources or systems including the use of an account owned by another user.
- Transmission of computer viruses
- Use of racist, sexist, pornographic or inappropriate language or images
- Sharing personal information electronically
- Sending or posting anonymous messages or using another's name
- Plagiarism
- Sharing personal passwords and/or accounts with others
- Invading the privacy of others

While students need a certain amount of privacy , parental involvement and supervision is important. The Harrisville Central School District will make a reasonable attempt to prevent inappropriate use of the electronic resources, including Internet filtering as required by the Children's Internet Protection Act, but ultimately the responsibility lies with the student. Parents and guardians of minors are responsible for setting and conveying acceptable standards that their child should follow.

SIGN AND RETURN THIS PORTION TO SCHOOL

I have read and understand my responsibility as the parent or guardian for actions by the student named below regarding computer hardware, software, and electronic access in the Harrisville Central School District.

Parent Signature _____ Date: _____

As a student in the Harrisville Central School District, I agree to abide by the district's policies regarding use of computer hardware, software and electronic access.

Student Signature _____ Date: _____

Harrisville Central School Study Hall Rules

Study halls are places where students are assigned to do school work quietly and by themselves. Be considerate of those around you. These are great opportunities to get work done so that you don't have to take it all home. The following rules will help make study halls good places to get schoolwork done.

1. All students should be in their assigned seats and quiet when the bell sounds. Students must stay in their assigned seats during the period.
2. Students must do work during the period.
3. Quiet is to be maintained at all times. Students may work quietly on homework together at teacher's discretion.
4. Attendance will be taken before any students are given passes. This will be quicker if Rule 1 is followed carefully.
5. Passes will be taken in this order: Pre-signed, Library, Bathroom, Locker, Other.
 - a) Be sure to sign out and in on the sign out sheet. Write your first and last name legibly.
 - b) Passes must be signed in and out by the teacher.
 - c) Only one boy and one girl to the bathroom or locker at a time.
 - d) Students should be out of the room a maximum of 5 minutes (except for library and pre-signed passes).
 - e) No passes will be given during the last 5 minutes of the period.
6. Personal music such as cassette or CD players are permitted in Grades 9-12 ONLY.
7. Card playing, game playing, food, and drink are not permitted.
8. Leave any equipment in the room alone.

HARRISVILLE CENTRAL SCHOOL

SENIOR PRIVILEGES

Conditions for senior privileges are as follows:

- A senior cannot be failing any class.
- A senior cannot have any incompletes
- A senior cannot have a discipline referral.
- A senior must have an overall average of 80.
- A senior must be in a designated area as stated in senior privileges.
- If any senior violates any of the above conditions, their senior privileges will be suspended.

Seniors may use the picnic table outside for lunch or study hall as long as they sign out and in at the guidance Office.

Seniors may use the computer lab during their study hall periods.

During their free periods, seniors may have their headsets in designated areas as the picnic table, computer lab or teacher's class. Headsets are not allowed in the library.

Seniors may go to designated teacher classrooms if that teacher has volunteered their room for seniors and agrees to supervise those seniors. Seniors will have to sign out of study hall before going to the designated classroom.

NOTE: The list of seniors with privileges will be revised at the end of each 5-week marking period.

- 4th quarter grades from junior year will be used to determine 1st quarter eligibility.
- Seniors can only be added at the 10 week marking periods.
- Failing or incomplete grades will be revisited at 5 week marking periods, but seniors will only be removed from disqualified list at 10 week marking periods.
- Discipline referrals will be revisited at 5 week marking periods, but seniors will only be removed from disqualified list at 10 week marking periods.

EARLY RELEASE PRIVILEGE

Permission may be granted to leave the building during the school day, on a regular basis, driving own vehicle or picked up by an authorized person, effective after the first five (5) weeks of school. Students must have an overall academic average of 80 or above and passing courses with at least a 75 grade. The privilege can be revoked if a 80 or above grade average is not maintained, a course has a failing grade, or a discipline infraction warrants the loss of this privilege.

HARRISVILLE CENTRAL SCHOOL

SAFETY GUIDELINES FOR STUDENTS

DEFINITIONS:

Watch	Pending danger, signaled by PA announcement
Warning	Imminent danger; prepare for internal shelter; signaled by PA announcement or messenger
Evacuation	Internal (within building) or External (outside or off school grounds)
Shelter Site	Shelter sites within building, other than classrooms
Lockdown	All student & staff confined to locked classrooms

DURING A DRILL OR EMERGENCY:

- Stay calm.
- Follow teacher's directions.
- Proceed to evacuation or shelter site in a quiet and orderly manner; When you have evacuated, report to your teacher for attendance. Notify teacher of anyone extra with your group.
- If you are not with your class, evacuate and report to the nearest teacher/staff.
- Return to class only when instructed to do so.
- **DO NOT USE CELL PHONES.** Cell phones can set off a spark or explosion. Making calls can cause confusion or jeopardize the emergency situation.

IF YOU WITNESS AN EMERGENCY, ASSAULT, OR MEDICAL PROBLEM:

- Contact the nearest teacher/staff for help OR
- Go to nearest phone and call the office for help.
- If you discover a fire, pull the fire alarm and immediately leave the building.
DO NOT ATTEMPT TO PUT OUT THE FIRE.
- Staff calm and observe the situation. You may be asked to write a description of the event.

BUS EMERGENCY:

- Stay calm.
- Follow bus driver's directions.
- If necessary, evacuate bus as learned during Bus Drills. Move back at least 100 feet from bus.
- Assist bus driver with watching out for younger students.

Alma Mater

Our strong band shall ne'er be broken
Formed in Harrisville
Far surpassing words unspoken
Sealed by friendships tie.

Amici Usque ad oras
Deep graven on each heart
Shall be found unwavering true
When we from life shall part.

