

# HARRISVILLE CENTRAL SCHOOL



Home of the PIRATES

STUDENT HANDBOOK  
Grades 5-8  
2025-26

## **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.

**HARRISVILLE CENTRAL SCHOOL  
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HARRISVILLE, NY 13648  
543-2707 OR 543-2920**

**Robert N. Finster**, Superintendent of Schools, PreK-4 Principal  
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**Sheryl Tuttle-Lamb** - PreK-12 Curriculum Coordinator

**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.**

Visit the school web page at [www.hcsk12.org](http://www.hcsk12.org)

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# SCHOOL DAY

## GETTING TO AND FROM SCHOOL BUS TRANSPORTATION

The same general rules of good conduct apply in the school buses, at all times, as in the school building. All students have the opportunity to be bused to school. Riding a bus should be considered a privilege. The student who continually misuses that privilege may be required to furnish transportation for himself/herself.

### Boarding the Bus Protocol:

1. Remain by the side of the road until the bus has come to a complete stop.
2. Wait for the bus driver's signal to cross the road.
3. Check both directions for cars before crossing the street, as some cars may not stop.
4. When crossing the road, walk ten feet in front of the bus so the driver can see you.
5. Go directly into your home from the bus.

## 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. Obey the bus driver at all times.
2. Help keep the bus on which you ride clean and in good condition.
3. Use extreme caution when getting off or on the buses and follow the driver's directions.
4. Stay in your seat when the bus is in motion.
5. Do not put your arm or hand out of windows. Do not throw anything out of the windows.
6. Don't engage in horseplay when the bus is being loaded or when it is in motion.
7. Speak in a reasonable voice. Don't yell.
8. Always set a good example for younger students.

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.

### Consequences:

1. Repeated offences may result in suspension of bus riding privileges
2. Students will be required to furnish transportation for him/herself
3. Any vandalism or destruction of bus will be charged to the parents of the students involved.

## PERMISSION SLIPS

- Written parental permission slips must be approved in the office for middle and high school students to ride a bus (even his/her own) to a destination other than their home.
- Students DO NOT need a written parent note if they do not wish to ride the bus to/from school or plan to walk, ride bike, etc. to school.
- Student drivers may only transport other students if the student driver has completed the Student Driver and Rider form and has parental permission to drive to school AND carry named passengers.

## MORNING ARRIVAL

1. Students should not be in the high school building before 7:45 A.M. daily unless there is an organized group meeting prior to school.
2. Prior to 7:45 A.M., students should report to the cafeteria for breakfast.
3. Students may begin reporting to their first period class at 7:45 A.M.
4. By 7:55 A.M. students should be in classes for attendance.
5. Students arriving at school after 7:55 A.M. will be considered tardy and are to report immediately to the main office to sign in and receive a pass to class.

## AFTERNOON DISMISSAL

1. Students should remain in their 8th period class until the dismissal bell at 2:54 P.M.
2. Students should promptly board their assigned bus for departure by 3:00 P.M.
3. After 3:00 P.M. and the buses have departed, students walking, driving, or riding with a parent/guardian may leave.
4. Students waiting to walk or for a ride should wait in the lobby until the buses have left the circular driveway.
5. After dismissal, all students are to leave the school, unless scheduled for an extracurricular activity, detention or academic help.
6. Students should go promptly to their scheduled location and report to supervising teacher before going to another location.
7. Students waiting for the late bus or a ride should wait in the lobby.

## DAILY CLASS SCHEDULE

7:45 a.m. – 7:54 a.m.	Building Entrance	
7:55 a.m. – 7:58 a.m.	Morning Announcements	
7:58 a.m. – 8:40 a.m.	Period 1	
8:43 a.m. – 9:23 a.m.	Period 2	
9:26 a.m. – 10:06 a.m.	Period 3	
10:09a.m. – 10:49 a.m.	Period 4	
10:52 a.m. – 11:32 a.m.	Period 5A	
11:13 a.m. – 11:53 a.m.	Period 5B	10:49 a.m. – 11:19 a.m. Lunch 1
12:05 p.m. – 12:45 p.m.	Period 5C	11:35 a.m. – 12:05p.m. Lunch 2
12:48 p.m. – 1:28 p.m.	Period 6	12:15 p.m. – 12:45 p.m. Lunch 3
1:31 p.m. – 2:11 p.m.	Period 7	
2:14 p.m. – 2:54 p.m.	Period 8	
3:00 p.m.	Dismissal from school	

## 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.

### Cafeteria Expectations:

1. Line up in an orderly manner. Don't cut the line and respect personal space.
2. Pass through as quickly as possible.
3. Talk with friends, but no horseplay.
4. Absolutely no throwing of any materials under any circumstances.
5. After you finish your lunch, return your tray and throw your trash in the containers provided.
6. Your cooperation and courtesy to the lunchroom personnel and lunchroom supervisor is expected.
7. 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.
8. Students are required to remain in the cafeteria their entire lunch period unless they have a pass to leave.

## ATTENDANCE

It is the belief of Harrisville CSD that in order for students to achieve their fullest potential, they must regularly attend school in order to take advantage of the information and interaction with his/her teachers and peers. Each student's presence or absence will be recorded daily electronically in a register of student attendance during each instructional period. Any absence from the school day shall be recorded in the register as excused or unexcused. In addition, any student's late arrival or early dismissal from school, shall be registered accordingly.

### Legally Excused Absences:

- Note from parent/guardian stating student was ill.
- Illness, (including quarantine) health treatment, or attendance at a clinic with provided doctor's note.
- Religious observance/instruction
- Required court appearance
- Sickness or death in the family
- Military obligation
- Disciplinary detention of an incarcerated youth
- College/Vocational Visit
- Driver's test
- School suspension
- Approved cooperative work program

### Unexcused Absences:

- Cold weather
- Student Skip Day
- Family vacations
- Traveling
- Shopping/hair appointment
- Missing the bus
- Needed at home
- Working
- Hunting/fishing
- Babysitting

Students who have an unexcused absence, late arrival, or early departure from scheduled instructional classes will be subject to a series of incremental interventions which may include, but not limited to, counseling, loss of privileges, detention, or suspension.

Harrisville Central School District believes there is a critical correlation between class attendance and school performance. Subsequently, it is the expectation of the district that students must be in attendance to ensure student success. If a student's attendance becomes a concern for a year-long course, the follow actions will be taken by the district:

Five (5) unexcused absences, tardiness or early departures	- The parent/guardian will be notified by mail to remind them of the attendance policy.
Ten (10) unexcused absences, tardiness or early departures	- The parent/guardian will be notified by mail to remind them of the attendance policy, a discipline referral will be written and an administrative consequence issued.
Twelve (12) unexcused absences, tardiness or early departures	- A discipline referral will be written, an administrative consequence issued and a parent/guardian meeting scheduled/held in order to develop intervention strategies to rectify the attendance problem.
Fifteen (15) unexcused absences, tardiness or early departures	- A discipline referral will be written, an administrative consequence issued and a home visit conducted by school administration and the School Resource Officer (SRO).

If and when a student is in jeopardy of being denied course credit or promotion due to their poor attendance record, parent/guardian will be notified by administration. Before credit/promotion is denied, the student and parent/guardian have the right to appeal. The parent/guardian must ask for an appeal in writing, to the Superintendent of Schools office within 10 business days of notification.

All students are required to attend school according to 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.

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 prior approval and 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 from class unless they have reported to the school nurse, an illness determined and the student has been excused from the nurse.

#### Protocol for Absences, Late Arrivals, and Early Dismissal:

- Students should present a note from his parents/guardians to the Guidance Office at the start of the school day in the following instances:
  - Immediately upon return from school following an absence
  - If a student is to be excused early.
  - If a student arrives late.
- Students should sign in with the Main Office whenever arriving late or returning to school late.
- Students should always sign out with the Main Office before leaving early from school.
- Notes should detail the reason for absence, late arrival, or early dismissal and should be legibly signed by a parent or guardian.



### Following an Absence:

- Students are responsible for any work missed during an absence and should be proactive in obtaining and completing it.
- Students should check with each of their teachers concerning missed schoolwork that can be made up.
- Students who are absent for more than two school days may request homework assignments through the Guidance Office. Parents can make such arrangements for missed assignments by calling the Guidance Office.
- Student are expected to complete missing assignments after the student returns from an absence in a timely manner. For each absence, students will receive two days to make up the work they missed.

### Perfect Attendance

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

### Truancy and Tardiness

Students are expected to be on time to their assigned locations throughout the day. Late arrivals to (or absence from) any class period will be excused only by a written pass or written/verbal confirmation by school personnel concerning reason for tardiness.

Student absence without the knowledge and consent of the parent is considered truancy.

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, students should make every effort to be in school every day and on time.

Students who are tardy from school past 8:45 a.m. will need to provide a legal written excuse in order to participate in after-school activities including practices and/or games.

### Student Dismissal Precautions & Regulations

In order to ensure student safety 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 maintained by the Building Principal and District Office.

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.

Parents may amend the list at any time, but should provide changes in writing with any certified copies of any court orders or divorce decrees that restrict a parent/guardian's ability to seek the release of the student.

Medical releases are handled through the Nurse's 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.

## SCHOOL PROPERTY

### Care of Buildings, Grounds, and School Property

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.

### Lockers

Lockers are provided for the student's personal use. 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. The school is not responsible for articles lost or stolen from lockers.

#### Locker Use:

- Each student should memorize the combination and locker number just as soon as the homeroom teacher issues it.
- **A locker combination should never be given to anyone else.**
- If, for any reason, the locker does not work properly, the difficulty should be reported immediately to the main office.
- Do not vandalize or otherwise write on any of the lockers.
- Backpacks and outerwear should be kept in lockers for the entire school day. They are not permitted in classrooms.

The secretary in the guidance office will be glad to help students who forget their combination.

### Textbooks (Loss or Damage)

The district furnishes textbooks and calculators to each student as required. Any damage that is unreasonable, or loss, will require payment by the student before he is entitled credit for the course or another device is distributed.

### Chromebooks

The district furnishes a Chromebook/laptop and charger to all of our students in grades 5-8. It is the responsibility of the student to bring their Chromebook/laptop and charger daily to school. These devices are to be used for school related work and/or activities. Any damage to the devices (internal or external) that is unreasonable, negligent, loss, etc. will require payment by the student for the repairs or device. (See Appendix Computer Use Form & Chromebook Use below)

### 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, chromebooks, calculators or other school equipment, due to misuse or negligence, must be paid for by the student.

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.

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.

## SCHOOL POLICIES AND PROCEDURES

### 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 rules of conduct focus on personal safety and respect for the rights and property of others and 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.

### General Behavior Expectations:

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. Physical displays of affection are inappropriate in school.
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. The school strictly prohibits fighting and warns that possible suspension from school could result when students choose to fight. 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. Knives and other weapons will not be carried or allowed in school. This includes all knives, both pocket and on belt carriers.

### PROHIBITED STUDENT CONDUCT

Students are expected to conduct themselves in an appropriate civil manner, with proper regard for the rights and welfare of other students, district personnel and other members of the school community. The rules of conduct listed below are intended to focus on the safety and respect for the rights and property of others. Students who will not accept responsibility for their behavior and violate school rules, will be required to accept the penalties associated with their conduct. Students may be subject to disciplinary action up to and including suspension from school when they:

- A. Engage in conduct that is deemed disorderly. Examples of disorderly conduct include, but are not limited to:
- |  |   |
|--|---|
| a. Making unreasonable noise   | d. Trespassing on school grounds  |
| b. Using language or gestures that are profane, lewd, vulgar or abusive. | e. Computer/Electronic Device misuse including any violation as outlined in the District's Acceptable Use Policy. |
| c. Engaging in a willful act that disrupts the educational process.      | f. Failure to comply with rules/directions on the school bus.   |
- B. Engage in conduct that is insubordinate. Examples of insubordinate behavior include, but is not limited to:
- |   |   |
|---|---|
| a. Failing to comply with a reasonable direction/request of a teacher, school administrator, or other school personnel in charge of students. | c. Skipping an assigned detention.                            |
| b. Lateness for, missing or leaving school without permission.  | d. Failure to comply with rules/directions on the school bus. |

C. Engage in conduct that is disruptive Examples of disruptive behavior include, but are not limited to:

- a. Failing to comply with a reasonable direction/request of a teacher, school administrator, or other school personnel in charge of students.
- b. Being loud and/or failure to remain seated on the school bus.
- c. Failure to comply with established classroom rules and expectations.

D. Engage in conduct that is violent in nature. Examples of violent conduct include but are not limited to:

- a. Commit an act of violence (hitting, kicking, punching, etc.) upon another student, teacher, administrator, etc.
- b. Possession of a weapon on school grounds
- c. Verbally threaten to cause harm to another student, teacher, administrator, staff member, etc.
- d. Threatening to harm another student with/without a weapon.
- e. Intentionally damaging or destroying the personal property of another student, staff member or the school district.
- f. Participating in gang-related activities including but not limited to, the use of gang signs, hand gestures, wearing of gang clothes, bandanas, "colors," etc.

E. Engage in any conduct that endangers the safety, morals, health or welfare of others. Examples of such conduct include, but are not limited to:

- a. Lying to school personnel.
- b. Stealing the property of other students and/or the school.
- c. Discrimination, which includes the use of race, color, sexual orientation, creed, religion, national origin, disability, etc.
- d. Harassment, which includes a sufficiently severe action or a persistent, pervasive pattern of actions or statements directed at an identifiable individual or group.
- e. Intimidation that puts fear in an individual of bodily harm.
- f. Hazing
- g. Distributing or selling obscene materials.
- h. Using vulgar or abusive language.
- i. \*\*Possessing, using, selling, distributing, or exchanging alcoholic beverages, illegal drugs, prescription drugs, tobacco products including cigarette, chewing tobacco, snuff, vaping materials, or synthetic drugs of any kind.
- j. Misconduct on the school bus including excessive noise, pushing, shoving, fighting, and not staying seated.
- k. Sexual harassment which includes any statement or action perceived as harassing as a sexual connotation.
- l. Gambling

\*\*If a student is found in possession of or use of the above-mentioned materials, part of the disciplinary process will be a 5 Week Course (1x/week) provided by our in-school substance abuse counselor educating students on the dangers of tobacco, alcohol, drug use. These classes will be arranged through the office and added to the disciplinary consequence of the student.

## TEACHERS AND ADMINISTRATORS ROLE IN STUDENT DISCIPLINE

Teachers by virtue of their direct and continual interaction with students are expected and authorized to discipline students. Student behaviors, which are subject to teacher discipline, include those listed above.

Every interaction between a student and staff member is a learning/teaching experience for the individual student. The administration reserves the right to modify these guidelines where appropriate depending on the individual situation. Not all infractions are covered in these guidelines; others not mentioned will be handled based on the nature of the incident.

All students will have the opportunity to present their version of the facts to the school personnel (teachers, administration, etc.) imposing the disciplinary penalty. Discipline by the principal may include, but is not limited to, the following:

- Verbal Reprimand
- Parent/Guardian Notification
- Lunch Detention
- Administrative Detention
- Suspension of Privileges
- In-School Suspension
- Out of School Suspension
- Restriction of Extracurricular activities
- Referral to the Superintendent of Schools
- Referral to outside agencies

### Student Dress and Appearance

Our school is considered a professional workplace and appropriate, professional dress is expected for everyone in our building:

Appropriate Dress and Appearance Expectations:

- All individuals are expected to give proper attention to personal cleanliness and to dress appropriately for school and school functions.
- A person'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.
- Clothing items that are deemed vulgar, obscene, libelous, or denigrate others on account of race, color, religion, creed, national origin, gender, sexual orientation, or disability, advertise alcohol, drugs or tobacco will not be allowed. Anyone wearing such clothing will be asked to change, turn their shirt inside out and/or remove the inappropriate article of clothing.
- 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 professional and are not deemed appropriate for a school setting.
- Hats, bandanas, or other head coverings are not permitted in the school building until after 2:54 p.m.
- Do not carry backpacks or wear outer garments in classrooms. They must be stored in lockers.
- Footwear must be worn at all times.
- It is the discretion of the principal or his/her designee to approve clothing with writing or sayings.

### Cell Phone Policy

Throughout the school day, **cell phone use will not be permitted in Harrisville Middle School.** Cell phones are expected to be off and in a student's locker at all other times.

If a student is found to be in use of a cell phone or electronic device, the student will be sent to the office where they will turn over their device to either the secretary or the principal. The device will be placed in a labeled envelope and held until the end of the school day. The consequences will be as follows:

#### 1st Offense:

- Cell phone held in office until the end of the day.
- Student will sign for the cell phone at the end of the day in the office.
- Parent or guardian notified.

#### 2nd offense:

- Cell phone held in office until the end of the day.
- A parent or guardian will need to sign for the cell phone at the end of the day in the office.

### 3rd offense:

- Cell phone held in office until the of the day.
- A parent or guardian will sign for the cell phone after a meeting with the student and principal.
- The student will be subject to a one (1) day in-school suspension.

Additional offenses will be considered an act of insubordination. A student that refuses to comply with a request to surrender their cell phone by any member of the faculty or staff and/or administrator, will be considered insubordinate and an appropriate consequence will be issued.

### Study Halls

All students are automatically assigned to a teacher or aide supervised study hall for any periods in which they have no class assignment. Study halls are to be used for study only.

Unless reporting to another teacher for educational reasons, students should remain in study hall, barring any necessary and reasonable trips to the student's locker, the bathroom, nurse, or school offices.

#### Approved Study Hall Activities:

- Completion of homework or late classwork (i.e. making up from absence)
- Study of class material, especially vocabulary
- Reading for class or leisure
- Teacher approved study games, if materials or devices are available

#### Prohibited Study Hall Activities:

- Visiting with friends
- Eating
- Use of any student held electronic device or cell phone (including music) will be left to the discretion of the supervising teacher and/or staff member.
- Playing cards or other non-teacher approved games
- Wandering

#### Leaving Study Hall Protocol:

- Sign out with *full name, destination, and time leaving* on designated classroom sheet
- Complete or take properly signed or designated Hall Pass approved by study hall monitor.

Students failing to comply with study hall procedures as outlined and instructed by study hall monitor will be subject to disciplinary measures as outlined in the Discipline Code in this handbook.

### Hall Pass System:

The pass system provides for staff and student accountability and safety. Students should be in assigned areas and staff should 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.

There are to be no "Year Long Passes" for students. Students need to get a pre-signed pass each day they expect to leave for another teacher's classroom.

#### Leaving Class Protocol:

- Should students need to leave, they should ask politely and not during instruction (unless emergent)
- Students should sign out with *full name, destination, and time leaving* on designated classroom sheet
- Students should complete or take properly signed or designated Hall Pass approved by classroom teacher.
- Pass should contain the time, destination, and teacher initials.

## 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, as well as to practice applying material taught during class. Copying homework from another student is not permitted and will result in a disciplinary referral.

Absence from class or school does not excuse a student from the preparation of homework assigned during his/her absence. It is the responsibility of the student to meet with their teachers in order to find out what work was missed during an absence and establish a deadline for work completion with the teacher.

General Homework Expectations for Grades 5-8:

- Grades 5-6 can expect to have homework approximately 1-2 times per week for each class.
- Grades 7-8 can expect to have homework approximately 2-3 times per week for each class.

Late work that is not turned in by the assigned deadline, will be given a 1-week extension to be completed at a reduced grade. After 1-week, any incomplete work will result in a zero (0)

## OUTSIDE VISITORS

All visitors are always welcome to visit the school during the course of the school year. We encourage outside visitors to visit HCS after school hours in order to maintain security in the building and to minimize the disruption to the educational setting. Regardless of the time, all visitors need to set up a scheduled time with the building administrator(s) to visit the building. Upon arrival, visitors should report to the main office to sign in and receive a visitor's pass.

## **ACADEMICS**

### PROMOTION GUIDELINES

Promotion or retention of a student 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 or two courses may be promoted with the faculty's recommendation. However, summer school will be recommended to pass the failed course. Students who fail three 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. Parents and/or teachers can make recommendations at any time if they feel their child is struggling academically and in need of extra supports.

### ADD / DROP CLASS POLICY:

1. A class can be added up to one week from the first day of each semester.
2. A class may be dropped up to one week from the first day of each semester
3. Any schedule changes after these dates must have signatures from the parent/guardian's, teacher(s), school counselor's and administrator's approval under extenuating circumstances.

### HONOR ROLL

Four times each year, after report cards are issued, Honor Roll will be released based upon quarterly grades. Students are eligible for Honor Roll listings if they have passed all courses and are enrolled on a full-time basis.

To qualify for:

- **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 reporting period with no incompletes.
- **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.

An incomplete or failing grade in physical education will cause the student to be ineligible for the Honor and/or High Honor Roll.

Teachers issuing an incomplete for that quarter will notify the Guidance Office when the student has successfully satisfied the incomplete.

### PROGRESS REPORTS

Every 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.

The report card averages are computed using School Tool online grade management system. The course average on the report card is determined by combining the quarterly grades (80%), and the midterm 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 5-week marking period.



## ACADEMIC ACCELERATION IN 8<sup>TH</sup> GRADE

Following the completion of 7<sup>th</sup> grade, students will be evaluated using the rubric found in the appendices (pgs. 22-23) to determine eligibility for moving ahead in 8<sup>th</sup> grade for the areas of ELA and mathematics. Students who score 16 out of 18 or greater within the rubric, will be eligible for consideration for acceleration. The Guidance Office will be in touch in May/June to discuss this with the parent/guardian and student to determine if they are interested in being accelerated.

## 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.

## GUIDANCE SERVICES

Guidance programs are available for all students 5-8 to ensure effective participation in their current and future educational programs.

In grades 5-8, 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.
- **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.
- **Summer School** - Students who have experienced a course failure in a given subject should seriously consider summer school. Successful completion of summer school can help avoid scheduling conflicts and keep plans for graduation on schedule.

## PHYSICAL EDUCATION

New York State mandates that Physical Education is a requirement for ALL students. Students who are on athletic teams will be expected to participate in their regularly scheduled physical education classes.

### Physical Education Expectations:

- It is expected that students come to physical education with the proper attire, sneakers and attitude.
- Attire is expected to be appropriate. Please refer to the Student Handbook for appropriate attire.
- If a student fails to dress for physical education:
  1. \*First Offense - Student will sit out for the day and receive a zero. A phone call will be made home to the parent/guardian by the teacher.
  2. \*Second Offense – Student will be issued a zero for the day. The student will also be sent to the office and a discipline referral issued. A phone call will be made to the parent/guardian.
  3. \*Third Offense – Student will be sent to ISS for the period and a discipline referral written. A phone call will be made to the parent/guardian.
- Cell phones are not permitted to be out in use while in the locker room and they are not permitted in the gymnasium during class time.

**\*ALL P.E. classes that a student does not dress for, are required to be made up in either a study hall or afterschool.**

To be excused from gym class for a prolonged period of time, a student must present a written excuse from a doctor.

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.

Parental excuses may be honored as a temporary (not more than one class) excuse for such things as illness, home injury, etc. and must be approved through the school nurse.

### Locker Room Rules:

Students are not to be leaving needed materials in the locker room during the day. They are to put these things in their hallway locker for access and/or use. The locker rooms will be locked while P.E. classes are occurring each period by the P.E. teacher. Students are not to be in the locker rooms during the school day unless given access and permission from the P.E. teacher. Students who are found to be in the locker room during the school day will receive a referral and will face disciplinary action.

## 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 schoolwork. A variety of on-line data bases are also available for students and staff use. Students visiting the library are expected to work quietly and not disturb others.

### Library Behavior Expectations:

- Students sign in when arriving at the library.
- Students work quietly without disturbing others.
- Talking kept to minimum and related to school work.
- Games and e-mail on computers are only allowed for educational purposes.
- Students may remain in the library as long as they are quiet and there is room for them.
- Students should cooperate with and obey all library staff.
- No cell phones or other electronic devices allowed.
- Students sign out and have pass signed by library staff before leaving the library.

### Behavior Consequences:

- Students will receive one warning.
- Continued disruptions will result in being sent back to study hall and loss of 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 a table gets a warning it applies to everyone at the table.
- Third time a student is asked to leave the library will result in a write up.

If a student has lost their privileges and needs to use the library for research then student must request a pre-signed pass to come to the library during a specific period. Library staff reserve the right to refuse student entry to the library. Student will be required to sit at a table alone while work.

### Signing Out Materials:

- All materials other than those designated as the reference collection may be signed out for student use.
- Materials will be stamped with their due date.
- Materials may be renewed at the discretion of the librarian, whose decision is based on current demand for each item.
- 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 are not allowed to sign out materials in another student's name.

### Overdue Policy:

- No fine exists for overdue materials.
- 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.
- As soon as their obligations are satisfied, student will be allowed full use of the library again.

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.

### Inter-library Loan

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.

## EMPLOYMENT OF STUDENTS

### Work Permits

If you are under 18 (ages 14-17), you must have a work permit to be legally employed. Application for permits to work may be picked up 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.

Students seeking employment at Harrisville Central will need to pass ALL of their school courses at the end of the year in order to be considered for employment.

## **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, as well as to provide information and 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.

#### Audience Member Expectations:

- Take an assigned seat quietly (with class members).
- Do not speak above a whisper, and then only when necessary during applause.
- Pay attention to the speaker/performer(s).
- Do not use cell phones and/or electronic devices.
- Applaud only when appropriate.
- Exit/Enter auditorium during applause

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 who attend.

#### Dance Guest Rules:

- Harrisville students may each invite one guest. These guests must be registered in the office prior to 3:00 P.M. on the 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 of Harrisville CSD.
- 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.

## Dance Rules:

- Students planning to attend a dance are to arrive no earlier than 30 minutes prior to the start of the dance. No students will be admitted 30 minutes after the start of the dance unless prior permission is granted by the principal.
- Students attending dances are to remain at the dance unless a parent is present or has submitted written authorization giving them permission to leave early.
- Once a student or guest leaves, he/she is not to return during the remainder of the evening's dance.
- 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 and pick up from the event.

## ATHLETICS

The athletic program offers a wide variety of activities for girls and boys. All are invited to participate. Each coach will announce the time and place for practice when his/her particular sports seasons arrives.

All athletes are required to be scholastically eligible. Scholastic eligibility is determined by the Extra-Curricular Academic Policy.

The parent/guardian of each student who participates in extracurricular sports must file an Athletic Consent Form through Family ID/Arbiter Sports. See the school website for the link to Family ID/Arbiter Sports. *(Not applicable for the 4<sup>th</sup> -6<sup>th</sup> Grade October League Basketball)*

Schedules and sports information can be found on the website [www.hcsk12.org](http://www.hcsk12.org), under the Athletics tab.

## INTERSCHOLASTIC ATHLETICS

Student interscholastic athletics are an integral and desirable part of the district's secondary school educational program.

FALL INTERSCHOLASTIC SPORTS	Modified Soccer	OPEN TO All (7-8)
	eSports	OPEN TO All (7-8)
	4th-6th Grade Fall Basketball	OPEN TO ALL (5-6)
WINTER INTERSCHOLASTIC SPORTS	Modified Basketball	OPEN TO All (7-8)
SPRING INTERSCHOLASTIC SPORTS	Modified Baseball	OPEN TO Boys (7-8)
	Modified Softball	OPEN TO Girls (7-8)
	eSports	OPEN TO All (7-8)

## MIDDLE SCHOOL FIELD TRIP

At the end of each school year, the Middle School students will have the opportunity to earn an end-of-the-year field trip. In order to attend this field trip, each student MUST meet the following criteria:

- Students must pass ALL of their courses for the given year
- Students must not have more than 15 unexcused absences (see page #3 for explanation of excused and unexcused absences)
- Students will not have any Out-of-School Suspensions (OSS) or more than one In-School Suspensions (ISS) for the current school year.

## JUNIOR STUDENT REPRESENTATIVE ASSEMBLY (JSRA)

The main focus of the Junior Student Representative Assembly (JSRA) is to formulate and work on projects and activities that will positively affect the school, the students, and the community at large. In the process, the students who choose to be involved are developing a sense of responsibility and compassion toward others that will not only make them better persons but will also enhance the atmosphere in the Middle School and our community.

The officers of the JSRA are chosen at our first meeting of the year. At that meeting, a President, a Vice- President, a Secretary, and a Treasurer are elected.

Membership in the group is open to any student in grades 5-8 who wishes to join.

## 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. 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.

## MEMBERSHIP CRITERIA

Section 1: Membership in this chapter shall be known as active, honorary, and graduate. Active members become graduate members at graduation. Graduate and honorary members have no voice or vote in the chapter's affairs.

Section 2: Membership in this chapter is an honor bestowed upon deserving students by the faculty and shall be based on the criteria of scholarship, leadership, service, and character.

Section 3: Candidates eligible for induction to this chapter must be members of the 8<sup>th</sup> grade class.

To be eligible for selection to membership in this chapter, the candidate must have been in attendance for a period of at least one year at Harrisville Central Middle School.

Candidates eligible for selection to the chapter shall have a minimum cumulative GPA of 88%. This scholastic level of achievement shall remain fixed, and shall be the required minimum level of scholastic achievement for admission to candidacy. All students who rise in scholarship to or above this standard may be admitted to candidacy for selection into the society.

## OTHER STUDENT ORGANIZATIONS

Many clubs and organization membership are offered to students. Listed below are a list of clubs and activities that students can join or become a part of after school.

- Art Club
- Class Officer
- eSports Club
- Green Team
- Roller Coaster/IMPETUS Club
- School Musical/Theater
- Yearbook Club
- Young Adult Book Club
- Youth Advisory Council (YAC)

Students can obtain more information on offered clubs and organizations on the school website. If a student is interested in joining any of the activities sponsored by these organizations, he/she should ask the advisor for further information.

## **STUDENT PERSONNEL SERVICES**

### **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.

At the end of the first 10-week marking period, regular parent conferences with teachers are scheduled for most of the students in grades 5-8. After this time, parent conferences are scheduled for students who are facing academic difficulty. At the end of the 25-week progress report period, parent conferences will again be scheduled for those students who are in danger of not passing a course.

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.

### **PROGRAMS FOR STUDENT WITH DISABILITIES**

Students with disabilities are entitled to receive 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.

### **STUDENT RECORDS**

Federal "Family Educational Rights and Privacy Act of 1974" (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.

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.



## **APPENDICES**

Academic Acceleration Rubric

Dignity for All Students Bill of Rights

Title IX - Anti-Discrimination Policy

Health Services and/or Student Injuries

Discipline Policy

Safety Guidelines and Procedures

Computer Use Form & Chromebook Use

Harrisville Central School  
**Dignity for All Students Act (DASA) Student Bill of Rights**

The goal of the Dignity Act is to create a safe and supportive school climate where students can learn and focus, rather than fear being discriminated against and/or verbally and/or physically harassed.

All public elementary and secondary school students have the right to attend school in a safe, welcoming, considerate, and caring environment.

No student shall be subjected to harassment, discrimination, bullying, or fear for personal safety by employees or students on school property (including athletic fields, playgrounds, and parking lots), in school buildings, on a school bus/vehicle or at school-sponsored events based on their:

Race (actual or perceived)	National Origin Color
Weight	Ethnic group
Religion/Religious practice	Disability
Gender	Sexual orientation

Types of Harassment Behaviors include:

Physical: Hitting, punching, tripping, kicking, pushing, scratching, damaging, stealing property

Verbal: Name calling, teasing, taunting, making offensive/discriminating remarks, verbally threatening/intimidating

Social/Emotional/Relational: Excluding or threatening to exclude, spreading rumors, gossiping, ostracizing, alienating, using threatening looks or gestures, extortion

Cyberbullying: Use of internet, cellphone or other technology to harass and intimidate

Bullying is a type of harassment: an intentional act of aggression, based on an imbalance of power, that is meant to harm a victim either physically or psychologically and usually occurs repeatedly and over time, however can sometimes be a single event.

Cyberbullying is harassment and bullying through any form of electronic communication that substantially interfere with a student's educational performance or mental, emotional or physical well-being or causes a student to fear for his or her physical safety. Cyberbullying that occurs off school property and creates, or would foreseeably create, a risk of substantial disruption within the school environment or where conduct, threats, intimidation or abuse might reach school property will be investigated and reported to authorities.

Students will receive instruction in civility, citizenship and character education by expanding the concepts of tolerance, respect for others and dignity.

Reporting a Claim: Forms are available in the school office or on the school web site under Code of Conduct. Verbal claims can be made to teachers or school principals.

## **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 counselor 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.
3. The Board shall render a decision in writing fifteen (15) days after the hearing has been concluded.

## HEALTH SERVICES and/or STUDENT INJURIES

### 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.

### 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.

### 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.

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

Students registering for classes at Harrisville Central School MUST be immunized against diphtheria, polio, measles, mumps and rubella, Hepatitis B, chicken pox, tetanus, pertussis and depending on their age, against pneumococcal & Hemophilus influenza Type B. 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 within 30 days of entering the district. If a student receives an immunization from their family doctor or from a public health clinic, 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 315-543- 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. New students to the district and students who are entering pre-K or Kindergarten (if they did not attend pre-K) and grades 1, 3, 5, 7, 9 & 11 must have a physical exam performed by their family physician, physician's assistant or a nurse practitioner. This physical can be no more than 12 months old and a copy must be provided to the school for the school nurse to keep on file.

Students participating in an extra-curricular sport/activity, must have a current physical on file. The school physician does sports physicals at Harrisville CSD three times per year for each athletic season. Athletes who sign up for the sport will be reviewed and an appointment generated for them with the school physician if they do not have a current physical on file.

Prior to participation or practice in an extra-curricular sport, the student will need to complete the registration information online at FamilyID.com or complete a paper version available from the main office. On each form, the following information will be collected:

- parent(s) permission to participate
- a brief updated health history since the last sport participation
- medical emergency information (for designated physician and/or facility care).

This form must be completed 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 coach and/or 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.

## **DISCIPLINE AND BEHAVIOR**

### **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.

“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 potentially 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.

### **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 district’s programs, services or privileges. Any student who believes that he/she has been subjected to harassment should report the alleged misconduct immediately to Eric Luther; 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.



## **SUBSTANCE ABUSE POLICY**

### **Philosophy**

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.

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. The available resources for the district from outside agencies will be utilized in dealing with the various aspects of the problems. This includes education/counseling for students found in possession or use of alcohol, tobacco, vaping and/or drug related materials.

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. The philosophy of substance education is one of continuing programs planned for the maturity level of the learners involved.

## **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. Observe the 15 mile per hour speed limit on school grounds.

### **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.

## **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.

## **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.

Harrisville Central School  
**Computer Acceptable Use Rules**

Harrisville Central School is providing students access to our educational computer resources. Students have access to various software applications, databases, libraries, and computer services through the Internet. With this educational opportunity comes responsibility. Unacceptable use of these resources will result in suspension or revocation of these privileges as well as discipline, monetary and/or legal consequences. **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.
- **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. This includes, but is not limited to, the uploading or creation of computer viruses.

**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**

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: \_\_\_\_\_

**NOTE: Copy of Computer Acceptable Use Guidelines and Regulations is available in Student Handbooks**

found on school webpage at [www.hcsk12.org](http://www.hcsk12.org)



# **HARRISVILLE CENTRAL SCHOOL**

## **CHROMEBOOK TERMS**



### **CHROMEBOOK ACCEPTABLE USE POLICY**

#### **Statement of Responsibility**

The use of the Chromebook is a privilege. The user is responsible for what he/she says and does on his/her school assigned Chromebook. Network administrators will make reasonable efforts to maintain reliable service. They cannot, however, absolutely guarantee that the system will always be available or operating correctly. Students should know that none of their data is private or confidential. Any communication or data may be subject to review by network or school administration.

1. The Chromebook, an educational tool, is the property of the HCSD. It may be confiscated and inspected at any time. The student should have NO expectation of privacy of any materials found on the device.
2. HCSD Chromebooks are provided as an educational tool for school work. Students are encouraged to think of the school-issued device like they would any other school owned instructional equipment or material and take care accordingly.
3. HCSD makes no guarantee, written or implied, that materials on the device including school work, will be safe from deletion or corruption, accidental or otherwise.
4. The Chromebook comes equipped with a front facing camera and video capacities. Student must request permission before recording an individual or group. Recording must be used appropriately in an educational manner. HCSD reserves all rights concerning any recording and/or publishing of any student or staff member's work or image. Students must obtain school permission to publish a photograph or video of any school related activity.
5. Chromebooks must remain free of any writing, drawing, stickers, or labels that are not property of the HCSD affixed labels. District affixed labels and tags shall not be removed from the device.
6. Inappropriate or provocative images including, but not limited to: pornographic images, guns, weapons, inappropriate language, threatening language, drug, alcohol, or gang related images are not permitted and subject to classroom/school consequences.
7. Adding or deleting of a Chromebook "app" is by IT permission only. Failure to comply may result in restricted access to the device and/or a reimaging cost to the student.
8. Games, music, videos, and sound use will be at the discretion of the classroom teacher and school administrators.
9. All students should recognize and guard their personal and private information. While on the Internet, students shall not reveal personal information, including a home address or phone number, or the address or phone numbers of other students.

#### **Parent/Student Financial Responsibility for Repairs**

Students must report any damages to the teacher who will then notify the IT department. Any minor/accidental damage to Chromebook is covered as long as all school rules and procedures were being followed when the damage occurred. Intentional damage or obvious neglect is not covered. At that time a claim is submitted, **Students/Parents are responsible to pay full cost of the repair or Chromebook (please see itemized replacement cost document).**

If a student loses or damages a Chromebook, he/she will receive a loaner device to ensure there is no disruption in his/her learning. Once school issued device has been repaired students will exchange their loaner Chromebook for their assigned Chromebook.

Once a school owned device has been reported as lost or stolen the device will be rendered inoperable. This means the device is deactivated and will no longer function.

### HCSD Information Technology Replacement Costs

• Chromebook base unit with replacement ADH 3 year warranty	\$250.00
• AC Charger and power cord	\$25.00
• Screen replacement	\$150.00 (Touchscreen) \$50.00 (non-touchscreen)
• Key replacement	\$25.00
• Keyboard replacement	\$60.00
• Cleaning charge - will be applied if device has marker, stickers, food, ect...	\$30.00

\* Prices subject to change based on availability and market change





