

HARRISON HIGH SCHOOL



**Student Handbook
and
Code of Conduct**

2018-2019

HARRISON HIGH SCHOOL
255 Union Avenue
Harrison, NY 10528
(914) 630-3095
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HIGH SCHOOL ADMINISTRATION

Kimberly Beukema, x3090 Principal
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Lawrence P. Mastrota, x3119 Assistant Principal

DISTRICT DIRECTORS

Director of English Language Arts Jaimie Kanter, Ed. D., x3147
Director of Fine & Performing Arts Lynn Fusco, x3043
Director of Guidance Kelly Malczewski, x3092
Director of Health, Phys. Ed. & Athletics..... Christopher Galano, x3125
Director of Information Systems, Data & Technology Brian Seligman, x3389
Director of LOTE and ESL..... Marina Moran, x3384
Director of Mathematics Veronica D’Andrea, x3146
Director of Science Joan O’Keeffe, x3385
Director of Social Studies..... Marlene Colonna, x3148
Director of Special Education Julie Snider, x3027
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INTERNATIONAL BACCAULAUREATE DIPLOMA PROGRAMME

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Co-Coordinators

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(Student Assistance Counselor)

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BOARD OF EDUCATION 2018-19

Harrison Central School District
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Harrison, NY 10528
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BOARD MEMBERS

Dennis DiLorenzo, Trustee
Rachel Estroff, Trustee
Kelly Kozak, Trustee
Kelly Mulvoy Mangan, Trustee
Dino Puccio, Trustee
Robert Sullivan, Trustee
Lindy Wolverton, Trustee

Barbara Teevan, District Clerk

HARRISON CENTRAL SCHOOL DISTRICT

Louis N. Wool, Ed.D.
Superintendent of Schools
630-3023

Michael Greenfield
Assistant Superintendent for Curriculum & Instruction
630-3322

Brian Ladewig, Ed.D.
Assistant Superintendent for Human Resources
630-3003

Robert Salierno
Assistant Superintendent for Business
630-3010

*The Harrison Central School District
is committed to*

FOUR CORE VALUES:

Equity

All students are provided with equal educational opportunities to meet their individual learning needs.

Access

All students benefit from an “open door” policy, which allows students, working with parents and school counselors, to self-select the most challenging and appropriate course of study, without the tracking structures or “gate-keeping” barriers that have historically limited students’ opportunities.

Rigor

All students experience a rigorous curriculum that challenges them to fulfill their potential and prepares them for the choices they will face beyond high school.

Adaptability

All students are prepared with the skills to adapt to the challenges and opportunities of the twenty-first century, and all staff members are expected to adapt their professional practice to meet students’ ever-changing needs.

ACKNOWLEDGMENTS

*Thank you to the members of the Student Handbook Committee
for their participation, time, and insights:*

<i>Chairperson:</i>	<i>Mrs. Laurie Griffo</i>
<i>Administrators:</i>	<i>Ms. Kimberly Beukema, Mr. Larry Mastrotta, Mrs. Kelly Malczewski</i>
<i>Students:</i>	<i>Ms. Rachel Schmaier and Mr. Aidan Wohl</i>
<i>Parents:</i>	<i>Mrs. Lisa Smith, Mrs. Sue Pearson,</i>
<i>Secretary:</i>	<i>Mrs. Lorraine Fontana</i>

Parents and students may view the Student Handbook and Code of Conduct online at: <http://www.harrisoncsd.org/docs/hhs/studenthandbook.pdf>

Changes may be made to the Student Handbook during the school year. Students and parents will be notified of any changes.

Revised June 7, 2018

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GENERAL INFORMATION

BELL SCHEDULE

Period 1*	7:45 - 8:30
Period 2*	8:34 - 9:15
Period 3	9:19 - 10:00
Period 4**	10:04 - 10:45
Period 5**	10:49 - 11:30
Period 6**	11:34 - 12:15
Period 7**	12:19 - 1:00
Period 8**	1:04 - 1:45
Period 9	1:49 - 2:30***

* Breakfast is served in Student Union from 7:15-9:15; **Lunch Periods 4th-8th;
 ***After-school refreshments will be served in the Student Union after 2:30 p.m.

SCHOOL CLOSING / DELAYED OPENING

In the event of severe inclement weather or mechanical breakdown, the school may be closed or starting time delayed (see chart below). School closing, delayed starting time or early dismissal will be announced via a **recorded telephone message to all students and faculty** at home as well as over the following radio and television stations:

<u>Cable TV:</u>	Cablevision News 12, FiOS1 Channels 501 and 1, and HCSD-TV Cablevision 74
<u>Radio Stations:</u>	WCBS, 880 AM, WFAS 1230 AM, and WHUD, 100.7 FM
<u>Network TV:</u>	Channel 2 CBS News Channel 4 NBC News Channel 5 FOX News Channel 7 ABC News

School closings and delays are also posted on the district website home page, <http://www.harrisoncsd.org>. If no telephone call is received or report is heard, it can be assumed that school will be in session. Please do not call the school. Telephone lines must be kept open for emergencies.

DELAYED OPENING TIMES

(ONE HOUR DELAY)	(TWO HOUR DELAY)
Period 1.....8:45 - 9:24	Period 1.....9:45 - 10:17
Period 2.....9:28 - 10:02	Period 2.....10:21 - 10:49
Period 3.....10:06 - 10:41	Period 3.....10:53 - 11:21
Period 4.....10:45 - 11:20	Period 4.....11:25 - 11:53
Period 5.....11:24 - 11:58	Period 5.....11:57 - 12:25
Period 6.....12:02 - 12:36	Period 6.....12:29 - 12:57
Period 7.....12:40 - 1:14	Period 7.....1:01 - 1:28
Period 8.....1:18 - 1:52	Period 8.....1:31 - 1:59
Period 9.....1:56 - 2:30	Period 9.....2:02 - 2:30

HIGH SCHOOL CALENDAR

2018-19

Aug. 30 & 31.....	Superintendent’s Conference Days*
Sept. 3.....	Labor Day
Sept. 4.....	Schools Open
Sept. 10 & 11	Rosh Hashanah
Sept. 19.....	Yom Kippur
Sept. 28.....	K-12 Early Dismissal
Oct. 8.....	Columbus Day
Nov. 6	Superintendent’s Conference Day*
Nov. 12	Veterans’ Day Observance
Nov. 21	K-12 Early Dismissal
Nov. 22-23.....	Thanksgiving Recess
Dec. 24-Dec. 31	Holiday Recess
Jan. 1-2.....	New Year’s Holiday
Jan. 21	Dr. Martin Luther King Day
Jan. 22-25.....	Regents/Midterms Exams
Feb. 1.....	Superintendent’s Conference Day
Feb. 18-22	Winter Recess
Apr. 15-19	Spring Recess
May 27	Memorial Day
June 3.....	Global History and Geography II Regents Exam
June 17	Last Day of Classes (HHS)
June 18-25.....	Regents/Final Exams**
June 25	Graduation Rehearsal
June 26	Last Day for Students
June 26	Last Day for Teachers
June 26.....	Graduation

*Staff Attendance Required

**School open for exams only. Specific exam schedule to follow

Unused Snow Days

If 3 remain, school will be closed on 4/22, 4/23, 5/24

If 2 remain, school will be closed on 4/22, 5/24

If 1 remains, school will be closed on 5/24

SIX-DAY CYCLE

2018-19

**KEY: (V)-School Closed, (H)-Holiday,
(S)-Superintendent's Conference Day**

Date: top number (without weekends)

Cycle Day: bottom number

Sept.	3, 4, 5, 6, 7, 10, 11, 12, 13, 14, 17, 18, 19, 20, 21, 24, 25, 26, 27, 28 H 1 2 3 4 H H 5 6 1 2 3 H 4 5 6 1 2 3 4
Oct.	1, 2, 3, 4, 5, 8, 9, 10, 11, 12, 15, 16, 17, 18, 19, 22, 23, 24, 25, 26, 29, 30, 31 5 6 1 2 3 H 4 5 6 1 2 3 4 5 6 1 2 3 4 5 6 1 2
Nov.	1, 2, 5, 6, 7, 8, 9, 12, 13, 14, 15, 16, 19, 20, 21, 22, 23, 26, 27, 28, 29, 30 3 4 5 S 6 1 2 H 3 4 5 6 1 2 3 H H 4 5 6 1 2
Dec.	3, 4, 5, 6, 7, 10, 11, 12, 13, 14, 17, 18, 19, 20, 21, 24, 25, 26, 27, 28, 31 3 4 5 6 1 2 3 4 5 6 1 2 3 4 5 H H H H H H
Jan.	1, 2, 3, 4, 7, 8, 9, 10, 11, 14, 15, 16, 17, 18, 21, 22, 23, 24, 25, 28, 29, 30, 31 H H 6 1 2 3 4 5 6 1 2 3 4 5 H 6 1 2 3 4 5 6 1
Feb.	1, 4, 5, 6, 7, 8, 11, 12, 13, 14, 15, 18, 19, 20, 21, 22, 25, 26, 27, 28 S 2 3 4 5 6 1 2 3 4 5 V V V V V 6 1 2 3
Mar.	1, 4, 5, 6, 7, 8, 11, 12, 13, 14, 15, 18, 19, 20, 21, 22, 25, 26, 27, 28, 29 4 5 6 1 2 3 4 5 6 1 2 3 4 5 6 1 2 3 4 5 6
Apr.	1, 2, 3, 4, 5, 8, 9, 10, 11, 12, 15, 16, 17, 18, 19, 22, 23, 24, 25, 26, 29, 30 1 2 3 4 5 6 1 2 3 4 V V V V V 5 6 1 2 3 4 5
May	1, 2, 3, 6, 7, 8, 9, 10, 13, 14, 15, 16, 17, 20, 21, 22, 23, 24, 27, 28, 29, 30, 31 6, 1 2 3 4 5 6 1 2 3 4 5 6 1 2 3 4 5 H 6 1 2 3
June	3, 4, 5, 6, 7, 10, 11, 12, 13, 14, 17, 18, 19, 20, 21, 24, 25, 26, 27, 28 4 5 6 1 2 3 4 5 6 1 2 3 4 5 6 1 2 3 V V

MID-PROGRESS REPORTS	MARKING PERIOD ENDS
October 5, 2018	November 9, 2018
December 14, 2018	January 25, 2019
March 8, 2019	April 12, 2019
May 17, 2019	June 26, 2019
2018-19 EXAM SCHEDULE	
Regents/Mid Term Exams.....January 22, 2019 – January 25, 2019	
Regents/Final Exams.....June 3 rd , June 18, 2019 – June 25, 2019	

GRADUATION.....June 26, 2019

The “Core Principles of Character,” “Attendance Policy,” “Behavioral Expectations,” and “Code of Conduct” should be carefully reviewed by parents and students. These conducts are examples and are not meant to be all-inclusive.

CHARACTER EDUCATION

MISSION STATEMENT

The Harrison Central School District is dedicated to educating every student in The Core Principles of Character: *Respect, Responsibility, Caring, Cooperation, Tolerance, and Trustworthiness.*

Through collaborative efforts with the home, and through modeling, teaching, and integrating of The Core Principles of Character in all school curricula, we will foster a sense of community and nurture a collective responsibility in the area of character education. In this way, we will be able to support the social, emotional, and academic development of each child and to provide “a safe, respectful environment.”

The goal of our students is to become productive, responsible, and successful citizens in their life’s journey.

THE CORE PRINCIPLES OF CHARACTER

Respect

Treating others the way you want to be treated as well as showing regard for the worthiness of someone or something

Responsibility

Being accountable for what we do and who we are

Caring

Having concern for the welfare of one’s self, others and the environment

Cooperation

Working together; following rules and procedures

Tolerance

A respect for differences

Trustworthiness

Say what you mean, mean what you say and act accordingly; reliance on the integrity, ability and character of another person

STUDENT RIGHTS AND RESPONSIBILITIES

A. Student Rights

Each school is committed to safeguarding the rights given to all students under state and federal law. Consistent with the district's mission of providing an education committed to access and equity for all students, each student has the right to be an active learner in a safe learning environment. No student has the right to harass, threaten or intimidate another student. No student has the right to interfere with the education of his/her fellow student or with the proper environment necessary to obtain it. In addition, to promote a safe, healthy, orderly and civil school environment, all students have the right to:

1. participate in school activities on an equal basis, subject to necessary restrictions based on health and safety, regardless of race, color, weight, national origin, ethnic group, religion, religious practice, gender, sex, sexual orientation, or disability;
2. present their version of the relevant events to school personnel authorized to impose a disciplinary penalty in connection with the imposition of the penalty;
3. access school rules and, when necessary, receive an explanation of those rules from school personnel; and
4. enter into dialogue with staff on issues that affect them.

B. Student Responsibilities

All students have the responsibility to:

1. contribute to maintaining a safe and orderly school environment that is conducive to learning and to show respect to other persons and to property.
2. be familiar with and abide by all district policies, rules and regulations related to student conduct.
3. attend school every day unless they are legally excused and be in class, on time, and prepared to learn.
4. work to the best of their ability in all academic, artistic and extracurricular pursuits and strive toward their highest level of achievement possible.
5. follow directions given by teachers, administrators and other school personnel in a respectful, positive manner.
6. ask questions when they do not understand.
7. report suspicious activity to school administrators; i.e., if you see something, say something.
8. seek help in solving problems that might lead to discipline steps being imposed by a teacher or administrator.
9. dress appropriately for school and school functions. (See Page 26, "Dress Code")
10. accept responsibility for their actions.
11. conduct themselves as representatives of the Harrison Central School District when participating in or attending school-sponsored field trips, extracurricular events and to hold themselves to the highest standards of conduct, demeanor, and sportsmanship and conduct themselves appropriately off school grounds, particularly when their conduct has the potential to endanger the health or safety of pupils within the educational system or adversely affect the educative process.

STUDENT SUPPORT SERVICES

SCHOOL COUNSELING DEPARTMENT

The school district offers a variety of services to its students. Each student has a designated school counselor assigned on a random basis. Siblings are assigned to the same family counselor. School counselors' caseloads include students from all four grade levels. The school counselor provides a consistent relationship to students throughout the four year experience.

School counselors assist students with personal/social development, academic development, and career planning. This support may be provided to students indirectly through consultation with school staff, or directly to students in classrooms, groups or individually. These services also provide support to parents and assist them in finding community agency support, if needed.

The school counselors' primary functions include providing guidance, support and enrichment in course selection, college, and vocational planning; counseling students with problems that arise involving school, the home, peer relationships; and serving as a resource to staff and administration regarding the interpretation of student records.

Students are encouraged to meet with their assigned school counselor frequently during the school year. An appointment may only be scheduled for any non-instructional time, a free (study) period, lunchtime, or before or after school. The Guidance Department secretaries are available to assist students who wish to meet with a counselor.

SCHOOL PSYCHOLOGISTS

School psychologists ensure that every student learns in a safe, healthy, and supportive environment. School Psychologists utilize child development theories and effective teaching practices to help alleviate difficulties that may otherwise impede successful learning. These services include consultation, assessment, intervention, prevention, education, research, and health care provision.

SCHOOL RESOURCE OFFICER

A School Resource Officer (SRO) is a certified law enforcement officer who is permanently assigned to Harrison High School. He/she is trained to fulfill three roles: first and foremost, he/she is a law enforcement officer whose primary purpose is to help maintain a safe and orderly environment in the high school so that students can learn; secondly, he/she is a law-related counselor who provides guidance to students and acts as a link to support services both inside and outside the school environment; and thirdly, he/she is a law-related education teacher who provides the school with an additional resource by sharing his/her experience in the classroom.

SCHOOL SOCIAL WORKERS

School social workers provide assistance to students, families, and appropriate school staff to understand and participate in the process of problem resolution. They may act as a liaison between school, family, and other community agencies in nurturing a child's growth and development. Additionally, school social workers provide individual and/or group support and educational workshops to strengthen parenting skills and to assist in supporting positive adolescent development. The Harrison Department of Human Services also provides outreach services to students and families.

STUDENT ASSISTANCE COUNSELOR

The Student Assistance Counseling Program provides alcohol and drug education and counseling services to students with school, peer, family, alcohol and/or drug related problems. The Student Assistance Counselor works closely with students, faculty, and parents in his/her efforts to prevent the development of alcohol and drug abuse among students, to reduce the incidents of alcohol and drug related problems among students, to reduce alcohol and drug consumption among students with alcohol and drug related problems, and to improve students' class attendance. The Student Assistance Counselor works with students on a strictly, confidential basis. Students having concerns in the areas mentioned should feel free to meet with the counselor on a walk-in basis.

STUDENT ATTENDANCE

(Policy Revised June 2008)

The Board of Education recognizes that regular school attendance is a critical component of academic success.

Through implementation of this policy, the Board will monitor the current level of Absences, Tardiness and Early Departures (hereinafter referred to as "ATED"), encourage full attendance by all students, maintain an adequate attendance recordkeeping system, identify patterns of student ATED and develop effective intervention strategies to improve school attendance.

NOTICE:

To be successful in this endeavor, it is imperative that all members of the school community, students, parents, teachers, staff and administrators work collaboratively and understand this policy, its purpose, procedures and the consequences of non-compliance in order to provide for its successful implementation. To ensure that all constituents are notified of and understand this policy, the following procedures shall be implemented:

- Copies of this attendance policy will be made available to any community member, upon request and posted on the District's website.
- The District will provide a copy of this attendance policy and any amendments thereto to faculty and staff. New staff will receive a copy upon their employment.
- Parents/Guardians will receive a plain language summary of this policy by mail at the start of the school year, which explains and stresses the parents'/guardians' responsibility for ensuring their children's attendance. This attendance policy will be included in the student handbooks and will be reviewed with students at the start of the school year.
- When appropriate, school newsletters and publications will include periodic reminders of the components of this attendance policy.
- When a student is absent from school for an unexcused reason or when a student leaves school early without the appropriate excuse/permission, designated staff member(s) will notify the student's parent(s)/guardian(s) by phone of the specific ATED.

NOTE: THE SCHOOL PRINCIPAL OR PRINCIPAL'S DESIGNEE IS THE FINAL ARBITER WHEN DETERMINING WHAT CONSTITUTES AN EXCUSED OR UNEXCUSED ABSENCE.

EXCUSED AND UNEXCUSED ABSENCES

Excused ATEDs include, but are not limited to:

- Personal illness
- Illness or death in the family
- Impassable roads or weather making travel unsafe
- Religious observance
- Quarantine
- Required court appearance
- Attendance at a health clinic
- Approved college/school visit [up to four (4) pre-approved visits per year]
- Approved cooperative work program
- Military obligation
- Or other such reasons as may be approved by the Principal or the Principal's designee

Those students with excused ATEDs must be given the opportunity to make up a test or other missed work and/or turn in late assignments for inclusion in their final grade. Make up opportunities must be completed by a date specified by the student's teacher for the class in question.

Unexcused ATEDs include, but are not limited to:

- Class cuts
- Extended vacations
- Undocumented absences
- Tardiness
- Unapproved early leaves from school

All ATEDs must be accounted for in the attendance record. It is the parent's/guardian's responsibility to phone the school (630-3117, or 630-3118) by 9:00 a.m. the day the student will be absent. *(This also pertains to students who will be leaving school early or dismissed early.)*

Parents/guardians must also provide a written excuse for the student within forty-eight (48) hours upon the student's return to school. Such excuse must contain the reason and date of the ATED [An "Absence Excuse Form" is available on the HHS website (at <http://www.harrisoncsd.org/docs/hhs/absenceexcuseform.pdf>) or in the attendance office.] If the school office does not receive a written excuse within the forty-eight (48) hour time frame, the ATED will be designated as unexcused in the student's attendance records.

After the sixth consecutive day of absence for medical reasons, a doctor's note will be required. If a student is absent or expected to be absent for 10 days or more for medical reasons, the parent should contact the attendance office to request home instruction for the student in addition to providing a doctor's note.

GENERAL PROCEDURES/DATA COLLECTION

- For students in grades six (6) through twelve (12), attendance must be recorded during each period of instruction.
- At the conclusion of each class period or school day, all attendance information shall be compiled and provided to the designated staff member(s) responsible for attendance.
- The nature of an ATED shall be coded on a student's record.
- Student ATED data shall be available to and should be reviewed by the designated school personnel in an expeditious manner.
- Where additional information is received that requires corrections to be made to a student's attendance records, such corrections will be made within a reasonable time frame. Notice of such a change will be sent to appropriate school personnel subject to applicable confidentiality rules.
- Attendance data will be analyzed periodically to identify patterns or trends in student absences.
- The school will make daily phone calls to the parent's/guardian's cell phone for any student who has an unverified absence(s) during the day.

ATTENDANCE INCENTIVES

The District will create and implement systems to acknowledge a student's efforts to maintain or improve school attendance. Some of these incentives may include, but are not limited to the following:

At the Harrison High School Senior Awards ceremonies an attendance award will be presented to those students who have had perfect attendance throughout their entire four (4) years at Harrison High School.

DISCIPLINARY CONSEQUENCES/ACADEMIC CONSEQUENCES

The Board of Education recognizes an important relationship between class attendance and student performance. **Students are expected to attend all scheduled classes on time.** Any student who illegally does not attend class, or establishes a pattern of chronic illegal absences, may be subject, but not limited, to the following disciplinary actions consistent with the Code of Conduct:

- Marked absent from class
- Parent notification
- Detention (before, during, or after school)
- Suspension/Revocation of parking privilege
- Suspension/Revocation of privilege to leave campus
- In-School Suspension
- Ineligibility to participate in co-curricular activities or attend school-wide events; i.e.:
 - Becoming or remaining a class officer
 - Participating in after-school sporting events or activities
 - Participating in clubs
 - Going on field trips
 - Attending the prom
 - Attending graduation

Harrison High School students and parent(s)/guardian(s) must be aware that in order to participate in a school sponsored event or activity, including athletics, the student must be in attendance at school for at least five (5) academic credit bearing periods on the day the activity/event is to take place. The Principal or his/her designee has the sole discretion to make any exception to this rule on a case by case basis.

ATTENDANCE REQUIREMENT FOR PARTICIPATION IN SUMMER SCHOOL

In order to be eligible to participate in summer school, a student must have been in attendance for at least seventy-five percent (75%) of the days in which school was in session. In addition, in order to be eligible to participate in summer school for a particular class, that student must maintain enrollment in such class for the entire school year. The Principal or his/her designee has the sole discretion to make any exception to this rule on a case by case basis.

APPEALS PROCESS

Any parent/guardian may appeal in writing the number of unexcused days a student has accumulated. Any written appeal must be first made to the Principal or his/her designee within ten (10) days of the date of notification from the District of the number of unexcused absences a student has.

The Principal or his/her designee will make a written determination after reviewing the facts of the case within fifteen (15) days of receipt of the written appeal.

Within five (5) days from the receipt of the written determination from the Principal or his/her designee, the parent/guardian may make a written appeal to the Superintendent of Schools and the Board of Education.

ANNUAL REVIEW

The Board shall annually review building-level student attendance records and shall revise this comprehensive attendance policy and make any revision to the plan it deems necessary to improve student attendance.

**References: N.Y. Educ. Law §§ 1709; 3024; 3025- 3213
8 NYCRR §§ 104.1; 175**

BEHAVIORAL EXPECTATIONS

The Harrison Board of Education expects all students to conduct themselves in an appropriate and civil manner, with proper regard for the rights and welfare of other students, district personnel and other members of the school community, and for the care of school facilities and equipment. The best discipline is self-imposed, and students must learn to assume and accept responsibility for their own behavior, as well as the consequences of their misbehavior. School personnel who interact with students are expected to use disciplinary action only when necessary and to place emphasis on the students' ability to grow in self-discipline.

The Board of Education recognizes the need to make its expectations for student conduct while on school property or engaged in a school function specific and clear. The rules of conduct listed below are intended to do that and focus on safety and respect for the rights and property of others. Students who will not accept responsibility for their own behavior and who violate these school rules will be required to accept the penalties for their conduct. Off campus conduct may be subject to school discipline should the District determine in its discretion that such conduct has a nexus to school activities. A student may be subject to corrective action, disciplinary consequences, or suspension from school when the student engages in behavior(s) including, but not limited to, the disciplinary infractions listed in the Code of Conduct (see pp. 21-25).

The policies related to the Student Code of Conduct (pp. 21-25) are established through New York State, which has enacted the *Safe Schools Against Violence in Education* (SAVE) law. Project SAVE is a comprehensive plan to guide student behavior across a wide range of areas. Copies of the full report are available in the Library, Principal's office, and the Harrison Central School District Office. In compliance with the SAVE law, the Harrison Board of Education has incorporated these policies within its Code of Conduct. The school maintains a standing committee of administrators, parents, students, and teachers that reviews the Code on a regular basis. Questions about the Code can be directed to any administrator.

With respect to students identified with handicapping conditions, this policy shall apply in concert with the regulations established by the Commissioner of Education.

All provisions of the Student Code of Conduct (pp. 21-25) apply to students on the property of Harrison High School, at school-sponsored events, or in vehicles provided by the Harrison Central School District (Vehicle and Traffic Law 142). School property is defined as the building structures, athletic playing fields, parking lots, or land contained within the boundary line of the Harrison Central School District campus. A school function means any school-sponsored event or activity.

A Harrison High School student is expected to treat others the way he/she wants to be treated as well as show regard for the worthiness of someone or something. This applies to the use of appropriate language and behavior. Any use of profanity or inappropriate language on campus violates the Code of Conduct and will result in disciplinary action. In the classroom, students are expected to be respectful of their teacher(s) and fellow students, arrive on time to classes, be ready to learn, and not disrupt the educational process of their fellow students.

During school hours and/or at any school-sponsored event and/or on school grounds, school officials will act "*in loco parentis*" (i.e., in the place of the parent) until a parent or guardian can be contacted by school personnel.

ACADEMIC INTEGRITY

As a school community committed to academic excellence and personal integrity, Harrison High School puts great emphasis on the individual's learning process. This process entails recognizing and nurturing creativity, ownership of ideas, responsibility, curiosity, cultural literacy, respect for the ideas of others, and high standards. Cheating, plagiarism, and forgery jeopardize all of these; therefore, faculty, students, parents, and administrators must share responsibility for maintaining academic integrity. To do so requires establishing and adhering to clear, stringent guidelines about academic honesty and promoting awareness of the importance of authentic learning. Therefore, students caught cheating or plagiarizing may face academic and/or disciplinary consequences.

Cheating is defined as using dishonest methods to gain an advantage. This includes utilizing any unauthorized means of gaining information for use on quizzes, tests, homework, labs, or any assignments in any academic department.

Examples of cheating include and are not specifically limited to:

- Using any unauthorized aid during an examination or test. [This includes, but is not limited to, writing the answers down prior to the exam for use during the exam or providing answers for another student(s) before, during, or after the exam];
- Copying another person's work, or obtaining copies of the exam or answer key prior to taking the test;
- Unauthorized use of technological devices;
- Submitting a paper or other project that has been used for any other class, buying or using another person's work without teacher's prior knowledge or consent; and
- Creating or using false data or invented data in lab reports, term projects, and research assignments.

Plagiarism is defined as the use of the language, ideas, or thoughts of another author represented as a student's own without crediting the source.

Examples of *plagiarism* include and are not specifically limited to:

- Turning in a paper retrieved from an Internet source (either free or for a fee) or including information from an encyclopedia, book, textbook, web site, database, etc. without citation;
- Turning in a paper or homework assignment copied from another student and presenting it as one's own work;
- Providing one's own work to another student who will then, in turn, present it as his/her own;
- A paper is considered plagiarized if any part of it is taken from another source without proper attribution (citation); and
- Plagiarism is not limited to papers but extends to virtually any written assignment or written/verbal presentation or projects.

Forgery is defined as the imitating or counterfeiting of images, documents, signatures and the like.

Examples of *forgery* include, but are not limited to:

- Furnishing teachers, school personnel, or parents with fabricated or forged explanations of absences or of other aspects of their performance and behavior; and
- Stealing, changing, or destroying another student's work or impeding the work of others by the theft, defacement, or mutilation of resources so as to deprive others of their use.

ARTICLES PROHIBITED IN SCHOOL

Problems arise each year because students bring articles to school that are hazards to the safety of others or interfere in some way with school procedure. Such items are undesirable and will be impounded. Weapons of any kind are prohibited in school. "Weapon" means, but is not limited to, 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, any sharp object, dagger, dirk, razor, stiletto, switchblade knife, pocket knife, gravity knife, chains, brass knuckles, sling shot, metal knuckle knife, box cutter, cane sword, laser pointer, electronic dart gun, Kung Fu star, electronic stun gun, pepper spray or other noxious spray, explosive or incendiary bomb, other device, instrument, material or substance that can cause physical injury or death when used to cause physical injury or death. Police authorities will be contacted if violations occur. Students should report any suspicious activity to a school administrator, faculty member or school personnel immediately.

CONTROLLED SUBSTANCES

The use of any controlled substance is not condoned or allowed in Harrison High School. The Board of Education and the administration of this school believe that the illegal use of a controlled substance is dangerous to the health and safety of both the user and those exposed to him/her. Anyone found to be using, selling, or in possession of an illegal substance will be liable for suspension from school and any other legal and reasonable action deemed necessary by the school administration. Students should report any suspicious activity to a school administrator, faculty member or school personnel immediately.

CORRIDOR AND CLASSROOM COURTESY

1. Pass through corridors quietly. Be considerate of others in the halls and classrooms.
2. Discard trash in the containers provided. Keep the school clean by picking up paper from the floors.
3. Electronic devices, such as cell phones, iPods, or similar devices, may not be used in classrooms or posted areas other than for educational purposes.

DIGNITY FOR ALL STUDENTS ACT (DASA)

All students, faculty, and/or staff who observe the harassment or intimidation of students, or who become aware of the harassment or intimidation of students, shall report this information immediately to the building principal or his/her designee. The principal or his/her designee shall investigate the report of harassment or intimidation and shall take appropriate disciplinary action. Consistent with the district's policy on Dignity for All Students Act, students and faculty/staff who have a reasonable cause to suspect that a student has been subjected to intimidation or harassment by an employee or student, on school grounds or at a school function, who acts reasonably and in good faith and reports such information to school officials or law enforcement authorities, shall have immunity from any civil liability that may arise from making such report. The Board prohibits any retaliatory behavior directed at complainants, victims, witnesses and/or any other individuals who participated in the investigation of a complaint of discrimination or harassment.

Harassment means the creation of a hostile environment by conduct or by verbal threats, intimidation or abuse that has or would have the effect of unreasonably and substantially interfering with a student's educational performance, opportunities or benefits, or mental, emotional or physical wellbeing; or conduct, verbal threats, intimidation or abuse that reasonably causes or would reasonably be expected to cause a student to fear for his or her physical safety; such conduct, verbal threats, intimidation or abuse includes, but is not limited to, conduct, verbal threats, intimidation or abuse based on a person's actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender or sex [Education Law §11(7)].

NO-SMOKING POLICY

State law prohibits smoking or vaping anywhere on school grounds. All buildings and grounds of the Harrison Central School District have been declared "SMOKE FREE" and, therefore, smoking, including electronic cigarettes, smokeless tobacco, vaping devices and paraphernalia, or any nicotine and/or tobacco delivery devices, by anyone in such facilities, or on such grounds, is prohibited. All members of the community are expected to follow this norm. Students will be suspended for smoking on school grounds.

RESTRICTED AREAS

Students must be in supervised areas of the campus at all times. Students are permitted on the patios and senior area pavilion; however in all other outside areas, student must be supervised. Students cannot be in a classroom unless supervised by a teacher.

SPORTSMANSHIP

These suggestions serve as guides to students in meeting their responsibilities in promoting good sportsmanship:

1. Consider the visiting team and fans, as well as the officials, as guests and treat them as such.
2. Respect the rights of all spectators.
3. Accept the official's decision as final.
4. Support the school's teams with enthusiasm.
5. Be modest in victory and gracious in defeat.
6. Consider it a privilege and duty to encourage everyone (players and spectators) to live up to the spirit of the rules of fair play and sportsmanship

STUDENT UNION

1. Students may buy or bring their lunches and must eat them in the Student Union or at the picnic tables located on the patio.
2. Students must deposit all lunch litter in trash receptacles.
3. Students are expected to recycle all plastic bottles, metal cans, and paper.
4. Students must leave the table and floor around them in a clean condition for others.
5. Students must take their place in line. "Jumping ahead" or holding places for others will not be allowed.
6. Food is expected to be eaten in the Student Union, but may be eaten in classrooms, the library, or hallways with the permission of school staff.
7. Students may not leave the classroom to purchase food from the Student Union without staff permission.

PLEASE NOTE: Students who do not meet these expectations may be denied the use of the Student Union.

VIOLATION OF SCHOOL RULES

Any violation of school regulations such as cutting classes, unverified absences (cuts), improper dress, or any disciplinary infraction (carefully read your Code of Conduct, (pp. 21-25)), may result in the following actions:

1. Student conference with the Assistant Principal. A letter will be mailed home stating the infraction and consequences.
2. The student's parking permit and/or leave privilege may be suspended;
3. Additional infractions will result in a student conference with the Assistant Principal. The student's parking permit and/or leave privilege will be REVOKED for the REMAINDER OF THE SCHOOL YEAR. A letter will be mailed home stating the infraction and the permanent revocation of the student's parking permit and/or leave privilege.

Students who violate the Code of Conduct may jeopardize their attendance at all school sponsored events, including the prom and graduation (see pp. 21-25).

REPORTING VIOLATIONS OF SCHOOL RULES

All students are expected to promptly report violations of the code of conduct to a teacher, school counselor, the building principal or his/her designee. Any student observing a student possessing a weapon, alcohol or illegal substance on school property or at a school function shall report this information immediately to a teacher, the building principal, the principal's designee or the Superintendent. Students should report to an administrator if they are aware of any student verbalizing or expressing intent to harm himself/herself or others, or school property.

If a school rule is violated, the administration will decide on the appropriate disciplinary action based on the Code of Conduct. If a law is broken, the police will be notified. When assigning disciplinary consequences, the administrator may consider a student's individual history and specific circumstances.

These school rules apply to the school day, after school and for all school-sponsored activities including dances, field trips, athletic events, etc., on any Harrison Central School District property at any time. When a student is being disciplined, his/her conversation with the school administration is an informal hearing. This means the student has the right to know what rules have been broken, and the student will have the right to present the facts, as he/she knows them.

IN-SCHOOL SUSPENSION

A student who is assigned to In-School Suspension shall report to the assigned room and is expected to complete his/her work in a timely manner.

OUT-OF-SCHOOL SUSPENSION

A student who is assigned to Out-of-School Suspension is not permitted on any school district property during the period of suspension. If he/she is found on school district property during the period of suspension, he/she will be subject to arrest for trespass.

While on out-of-school suspension, a student is not eligible to participate in any school-sponsored activity and is not permitted on school property on the date(s) of suspension. Any student who is in-school suspended may not participate in any school-sponsored activity on the date(s) of suspension. The school administration will always attempt to inform parents as soon as practicable when disciplinary action is taken.

Pursuant to Education Law §3214(3)(b), parents/guardians have the right to an informal conference with the Principal to discuss the factual basis for the suspension and to question complaining witnesses. In accordance with Education Law §3214, if a student is suspended out-of-school for two or more days, he/she is entitled to tutoring provided by the Harrison Central School District to keep them up to pace with their work, in which case the District will contact the parent shortly after the suspension begins to arrange for alternative instruction.

SUPERINTENDENT'S HEARING

A Superintendent's Hearing is a quasi-judicial proceeding similar in atmosphere and structure to a civil proceeding in a courtroom. Counsel may represent the school district and the student, and the rules of evidence applicable to a courtroom loosely apply. Unlike a judicial proceeding, the Superintendent of Schools or his/her designee acts as hearing officer and adjudicator. He or she makes the decision as to the action that may be taken regarding the student appearing before him/her. The Superintendent or his/her designee in such a proceeding has a number of options, which include but are not limited to returning the individual involved to school with no penalty, to outright exclusion from school. A number of intermediate steps may also be taken at his/her discretion. For a full discussion of this process, see the SAVE plan.

The Superintendent Hearing is a very serious proceeding. This step will only be taken by the high school administration in instances of chronic disregard for school rules and regulations, violent or threatening behavior, or a very serious single breach of discipline.

CODE OF CONDUCT

ACADEMIC INTEGRITY OFFENSES	POSSIBLE CONSEQUENCES
<ul style="list-style-type: none"> • Plagiarism or attempting to plagiarize • Cheating or attempting to cheat • Forgery or attempting to commit forgery • Use of an unauthorized electronic device during an exam • Altering records or attempting to alter records • Misuse of computers and/or computer network • Misuse of the Internet Policy (see p. 27) • Assisting a student in any of the above actions 	<ul style="list-style-type: none"> • Grade of zero and parent conference for all parties concerned • Invalidation of assessment • Postponement of parking eligibility • Suspension/Revocation of privilege(s) to leave campus • Suspension/Revocation of parking privilege • Detention (before, during, or after school) • Ineligibility to participate in co-curricular activities or attend school-wide events; i.e.: <ul style="list-style-type: none"> ○ Becoming or remaining a class officer ○ Participating in clubs ○ Going on field trips ○ Attending prom ○ Attending graduation • Removal from appropriate honor society • In-School Suspension • Out-of-School Suspension: 1-5 days, mandatory parent conference, and/or police referral • Superintendent's Hearing (and possible extension of out-of-school suspension), see page 20.
VEHICULAR OFFENSES	POSSIBLE CONSEQUENCES
<ul style="list-style-type: none"> • Parking without a permit • Unsafe driving • Illegally parking • Smoking/or possession of tobacco on school property • Use or possession of chewing tobacco • Driving with a limited use junior license, permit, or suspended/revoked license • Junior license holders exceeding the number of allowed passengers (1) under the age of 21, per New York State law • Transporting a student illegally off campus • Leaving campus without permission • Assisting a student in any of the above actions 	<ul style="list-style-type: none"> • Postponement of parking eligibility • Detention (before, during, or after school) • Suspension/Revocation of privilege(s) to leave campus • Suspension/Revocation of parking privilege • Ineligibility to participate in co-curricular activities or attend school-wide events; i.e.: <ul style="list-style-type: none"> ○ Becoming or remaining a class officer ○ Participating in clubs ○ Going on field trips ○ Attending prom ○ Attending graduation ○ Ineligibility for involvement in any other school-sponsored activity or event • In-School Suspension • Out-of-School Suspension 1-5 days, mandatory parent conference, and/or police referral • Superintendent's Hearing (and possible extension of out-of-school suspension), see page 20.
INSUBORDINATE BEHAVIOR	POSSIBLE CONSEQUENCES
<ul style="list-style-type: none"> • Tardiness* (more than 20 minutes) • Violation of dress code • Cutting class • Cutting detention • Intentional disruption to the educational process 	<ul style="list-style-type: none"> • Marked absent from class • Detention (before, during, or after school) • Suspension/Revocation of parking privilege • Suspension/Revocation of privilege to leave campus • In-School Suspension • Out of School Suspension: 1-5 days and a parent conference

*unexcused lateness to class

INSUBORDINATE BEHAVIOR (Continued)	POSSIBLE CONSEQUENCES
<ul style="list-style-type: none"> • Insubordination to school personnel, including: <ul style="list-style-type: none"> ○ Administrators, ○ Student Resource Officer, ○ Faculty/Staff, ○ Custodians, ○ Security/Safety Officers • Inappropriate use of electronic devices • Being in an unsupervised area of campus • Chronic violation of dress code • Gambling and/ or possession of playing cards, dice, dominoes, or any items used for gambling purposes • Chronic/excessive use of profanity • Illegal absences • Use of restricted areas of campus • Misuse of building • Leaving campus without permission • Intentional disruption to the educational process • Chronic and/or serious violation of the Code of Conduct 	<ul style="list-style-type: none"> • Confiscation of prohibited or illegal materials. [Parents may be called to recover confiscated material(s).] • Detention (before, during, and/or after school) • Possible parent conference • Suspension/Revocation of parking privilege • Suspension/Revocation of privilege to leave campus • Ineligibility to participate in co-curricular activities or attend school-wide events; i.e.: <ul style="list-style-type: none"> ○ Becoming or remaining a class officer ○ Participating in clubs ○ Going on field trips ○ Attending prom ○ Attending graduation ○ Ineligibility for involvement in any other school-sponsored activity or event. • In-School Suspension • Out-of-School Suspension: 1-5 days, mandatory parent conference, and/or police referral • Superintendent’s Hearing (and possible extension of out-of-school suspension), see page 20.

ENDANGERING THE HEALTH, SAFETY, MORALS OF SELF OR OTHERS	POSSIBLE CONSEQUENCES
<ul style="list-style-type: none"> • Possession and/or use of tobacco on school property • Possession and/or use of a cigarette lighter on school property • Possession and/or use of electronic cigarettes including, but not limited to, “Juil®” vaping devices and paraphernalia on school property • Use of chewing tobacco on school property • Committing or attempting to commit an act of violence while on school property or at a school function (such as hitting, kicking, punching, and/or scratching) upon a teacher, another student, administrator, other school employee or any other person lawfully on school property or at a school function. • Inappropriately using, selling, possessing, or sharing prescription and/or over-the-counter drugs • Use, possession, or sale of drugs, synthetic drugs, tobacco, vaping devices and paraphernalia, including cartridges/pods, and/or alcohol • Being in an intoxicated state and/or impaired by the improper use of legal or illegal drugs • Improper use of legal drugs • Use, possession, or sale of drug paraphernalia • Selling, using, or possessing obscene material • Disseminating obscene material via electronic devices; i.e., “sexting” • Harassment or intimidation, either online or by any other means • Indecent exposure • Sexual offenses/inappropriate sexual conduct • Discrimination against race, color, creed, national origin, religion, gender, sexual orientation, or disability • Bullying (see DASA, p. 18) • Hazing • Vandalism: <ul style="list-style-type: none"> ○ Intentional destruction of personal property ○ Intentional destruction of school property (including school buses or buses hired by the school district) 	<ul style="list-style-type: none"> • Suspension/Revocation of parking privilege • Suspension/Revocation of privilege to leave campus • Ineligibility to participate in co-curricular activities or attend school-wide events; i.e.: <ul style="list-style-type: none"> ○ Becoming or remaining a class officer ○ Participating in clubs or club events ○ Going on field trips ○ Attending prom ○ Attending graduation ○ Involvement in any other school-sponsored activities or events. • In-School Suspension • Out of School Suspension: 1-5 days and a mandatory parent conference • Superintendent’s Hearing (and possible extension of out-of-school suspension), see page 20. • Removal from Harrison High School • Report to proper legal authorities

ENDANGERING THE HEALTH, SAFETY, MORALS OF SELF OR OTHERS (Continued)	POSSIBLE CONSEQUENCES
<ul style="list-style-type: none"> • Deliberate attempts to disrupt the computer system or destroy data • Unauthorized use of computer accounts • Use of photographic or electronic devices to photograph, videotape or record another person, without authorization from such person or the building administrators, is not permitted. • Intentional disruption to the educational process • Possessing a weapon (including laser pointers) • Displaying what appears to be a weapon • Larceny/Theft and/or possession of stolen property • Extorting money, goods, or favors from any member of the school community. • Robbery • Burglary • Arson • Causing a false fire alarm • False alarm or bomb threat • Misuse of “911” emergency call • Use or possession of fireworks or dangerous objects <p style="text-align: center;">(continued)</p>	<ul style="list-style-type: none"> • Suspension/Revocation of parking privilege • Suspension/Revocation of privilege to leave campus • Out of School Suspension: 1-5 days and a mandatory parent conference • Superintendent’s Hearing (and possible extension of out-of-school suspension), see page 20. • Removal from Harrison High School • Report to proper legal authorities • Ineligibility to participate in co-curricular activities or attend school-wide events; i.e.: <ul style="list-style-type: none"> ○ Becoming or remaining a class officer ○ Participating in clubs or club events ○ Going on field trips ○ Attending prom ○ Attending graduation ○ Involvement in any other school-sponsored activities or events.

ENDANGERING THE HEALTH, SAFETY, MORALS OF SELF OR OTHERS (Continued)	POSSIBLE CONSEQUENCES
<ul style="list-style-type: none"> • Reckless endangerment • Personal injury • Intimidation • Intentionally inciting physical assault • Violent or threatening behavior towards any individual on school property • Kidnapping • Inciting, causing and/or involvement in a riot • Chronic and/or serious violation of the Code of Conduct 	<ul style="list-style-type: none"> • Suspension/Revocation of parking privilege • Suspension/Revocation of privilege to leave campus • Ineligibility to participate in co-curricular activities or attend school-wide events; i.e.: <ul style="list-style-type: none"> ○ Becoming or remaining a class officer ○ Participating in clubs or club events ○ Going on field trips ○ Attending prom ○ Attending graduation ○ Involvement in any other school-sponsored activities or events. • In School Suspension • Out of School Suspension: 1-5 days and a mandatory parent conference • Superintendent's Hearing (and possible extension of out-of-school suspension), see page 20. • Removal from Harrison High School • Report to proper legal authorities

DRESS CODE

Clothing is to be neat and in good taste. Footwear must be worn. No advertising of alcoholic beverages, obscene or suggestive slogans, pictures or patches are permitted.

All students are expected to give proper attention to personal cleanliness and to dress appropriately for school and school functions to maintain an appropriate educational environment. Students and their parents have the primary responsibility for acceptable student dress and appearance. Teachers and 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 hair style, jewelry, makeup and nails, shall:

- 1) Be safe, appropriate, and not disrupt or interfere with the educational process.
- 2) Recognize that extremely brief garments are not permitted, such as tube tops, net tops, halter tops (or anything exposing a student's mid-section), spaghetti straps, plunging necklines (front and/or back), see-through garments, short-shorts, and miniskirts are not appropriate and are not permitted.
- 3) Ensure that undergarments are completely covered with outer clothing while standing or sitting.
- 4) Wear footwear at all times. Footwear that is a safety hazard will not be allowed.
- 5) Not include items that are vulgar, obscene, libelous, or denigrate others because of race, color, religion, creed, national origin, gender, sexual orientation, or disability.
- 6) Not promote and/or endorse the use of alcohol, tobacco, or illegal drugs and/or violent activities.
- 7) Gang paraphernalia or dress is not permitted.

Dress Code Disciplinary Action

Any student who violates the student Dress Code by dressing inappropriately will be

- (a) asked to change his/her clothes if he/she has appropriate clothing in school or in his/her locker;
- (b) asked to call his/her parents to bring appropriate clothing to school to change into;
- (c) given the option to wear an appropriate shirt and/or sweat pants as provided by the school; or
- (d) assigned in-school suspension for the day if he/she refuses to dress appropriately, in which case his/her parents will be notified.

STUDENT ACCEPTABLE USE POLICY ON COMPUTER AND INTERNET USE

The Harrison Central School District offers students access to a wide array of electronic resources to enhance teaching and learning. These resources include applications residing on the school's local area network, as well as those available via the Internet. The purpose of this policy is to clarify student rights and responsibilities as they apply to the use of the HCS D network and to insure that computers are used in accordance with the district's educational mission.

Educational Purpose

The computer network (including Internet access) has been established solely for educational use. This includes classroom activities, career development, and limited high-quality self-discovery activities. It has not been established as a public access service or a public forum. A student may not use the computer and the network system for commercial purposes. This means that he/she may not offer, provide, or purchase products or services through the school's computer system.

The Harrison Central School District has the right to place reasonable restrictions on the material a student may access or post through the computer network. Students are required to use the school's Wi-Fi for Internet access and are expected to follow the rules set forth in the Code of Conduct and to follow all local, state, and federal laws regarding use of the computer on a network system.

Guidelines

Personal Safety

Be advised that it is potentially dangerous for students to post personal contact information about themselves or other people. Personal contact information includes one's address, telephone, school address, work address, etc.

Students should never agree to meet with someone they have met online without parental approval. If a student receives a message that is inappropriate or makes him/her feel uncomfortable, he/she should report this immediately to a parent, teacher, or school administrator.

Dissemination of another person's personal information via the Internet or the school-wide intranet is a serious breach of this policy. A student who engages in such conduct threatens the privacy and safety of the individual, his/her family and the district and the violated school policy. Any such breach will be treated as an intentional act of harassment and be referred to the Office of the Superintendent for appropriate disciplinary action. The parents of any child involved will be advised of the breach in security so that they may take appropriate steps to protect their family from the far-reaching effects of any such breach.

Online Behavior (Netiquette)

Students are expected to behave in an appropriate and respectful manner while online. While on campus, students are expected to use the Wi-Fi system provided by the Harrison Central School District. They may not use obscene, profane, vulgar, inflammatory, threatening, or disrespectful language nor engage in personal attacks on anyone for any reason. If the administrators determine there is a nexus between online activity and the possible disruption to the educational process, the school administration may assume jurisdiction.

Students may not plagiarize nor engage in activities that violate copyrights laws.

There is no expectation of privacy on the Internet or the district-wide intranet. Therefore, all persons will conduct themselves in a manner that anticipates that their online conversations, searches, and communications are being recorded and/or monitored. This mindset will assist students in safe and courteous use of the Internet and district-wide intranet. The situation is similar to the rights students have in the privacy of their lockers (see *Student Handbook "Lockers," p. 41*).

System Security and Unauthorized Use A student is responsible for his/her individual account through all District-related online services (i.e., PowerSchool, G-Mail, or other school-related accounts) and should take all reasonable precautions to prevent others from being able to use that account. Under no conditions should a student provide his/her password to another person.

Students may not install or download software (including shareware and freeware) onto network computers at any time.

Deliberate attempts to disrupt the computer system or destroy data are illegal.

Students' Rights

Students should expect only limited privacy in the contents of their personal files within their Harrison Google for Education account. The situation is similar to the rights students' have in the privacy of their lockers (see p. 41).

If routine maintenance and monitoring of the computer and network system leads to discovery that a student has violated this Policy, then the school's disciplinary code, or the law, will determine the consequences of this infraction.

An individual search will be conducted if there is reasonable suspicion that a student has violated this Policy, the school's disciplinary code, or the law. The investigation will be reasonable and related to the suspected violation.

Students have the right at any time to request to see the contents of their files.

Due Process

The District will cooperate fully with local, state, or federal officials in any investigation related to any illegal activities conducted through the computer and network system.

If the violation also involves a violation of other provisions of the District's disciplinary code, it will be handled in a manner described in the District's disciplinary code. Additional restrictions may be placed on a student's use of his/her Internet account or his/her Internet access may be denied.

B.Y.O.D. (Bring Your Own Device)

At Harrison High School, teachers and students are encouraged to integrate technological tools as part of the educational environment. To immerse students and faculty more deeply into the digital age and learning process, we ask that students bring an electronic device to school. Devices will be used by teachers and students to provide access to information anytime and anywhere to foster the development of critical thinking, creativity, collaboration, and communication and develop 21st century digital skills and literacies.

The choice of a device may differ based on comfort and availability. If a student does not currently own a device and would need to purchase one, we highly recommend the purchase of a Chrome Book[®], which provides a cost effective way to access the Google environment. However, any device with a 7-inch screen or larger (i.e. iPad Mini, Galaxy Tab, Microsoft Surface, etc.) is appropriate for classroom use. If a tablet is purchased, we highly recommend that a keyboard be purchased as well. The District is committed to providing all students with the tools needed for academic success. As always, if there is a need for financial assistance, please contact your school counselor. All requests are strictly confidential. A *Frequently Asked Questions* page and technology resources are available for your perusal on the district's web page.

STUDENT SEARCHES BY SCHOOL PERSONNEL

Student Searches and Interrogations

The District is committed to ensuring an atmosphere on school property and at school functions that is safe and orderly. To achieve this kind of environment, any school official authorized to impose a disciplinary penalty on a student may question a student about an alleged violation of law or the District Code of Conduct. Students are not entitled to any sort of "Miranda" type warning; for example, informing students of their right to remain silent before being questioned by school officials. School officials are not required to contact a student's parent before questioning, as students would be entitled to if subject to questioning by police. School officials will inform students as to the reason they are being questioned.

In addition, the District authorizes the superintendent, building principals, assistant principals, (or their designee), and the school nurse to conduct searches of students and their belongings if the authorized school official has reasonable suspicion to believe that the search will result in evidence that the student violated the law or the District Code of Conduct.

An authorized school official may conduct a search of a student's belongings that is minimally intrusive, such as touching the outside of book bag, without reasonable suspicion, so long as the school official has a legitimate reason for the very limited search.

An authorized school official may search a student or the student's belongings based upon information received from a reliable informant. Individuals, other than the district employees, will be considered reliable informants if (a) they have previously supplied information that was accurate and verified, (b) they make an admission against their own interest, (c) they provide the same information that is received independently from other sources, or (d) they appear to be credible and the information they are communicating relates to an immediate threat to safety. District employees will be considered reliable informants, unless they are known to have previously supplied information that they knew was not accurate.

Before searching a student or the student's belongings, the authorized school official should attempt to get the student to admit that he/she possesses physical evidence that he/she violated the law or the Code of Conduct, or get the student to voluntarily consent to the search. Searches will be limited to the extent necessary to locate the evidence sought. Whenever practicable, searches will be conducted in the privacy of administrative offices, and students will be present when their possessions are being searched.

All lockers belong to the Harrison Central School District. The school reserves the right to search, at any time, any locker in which the administration has reason to believe may contain an item which may be illegal or which could endanger the health and/or safety of students or staff.

Documentation of Searches

The authorized school official conducting a search shall be responsible for promptly recording the following information about each search:

1. Name, age, and grade of student searched.
2. Reasons for the search.
3. Name of any informant(s).
4. Purpose of search [that is, what item(s) is (are) being sought].
5. Type and scope of search.
6. Persons conducting search and his or her title and position.
7. Witnesses, if any, to the search.
8. Time and location of search.
9. Results of search [that is, what items(s) are found].
10. Disposition of items found.
11. Time, manner, and result of parental notification.

BUILDING SURVEILLANCE

Students and parents should be aware that, for safety reasons, surveillance cameras are used inside and outside the high school building, as well as on district school buses, to help ensure the safety of students. All cameras are equipped with recording capability.

EVACUATION & LOCKDOWN PROCEDURES

State law requires periodic evacuation drills and lockdown drills to practice these procedures. Cards are posted in each room giving evacuation procedures to follow in an emergency (see Page 32).

EVACUATION ALARM

When an alarm sounds, please observe the following points until the “All Clear” sounds. There is to be *NO TALKING* during an evacuation.

1. Follow all directions of staff.
2. Walk rapidly and in single file. Do not run.
3. Take purses or any personal valuables with you. Books should be left in room.
4. Stay with your group or class.
5. Do not wait for others to join you.
6. Lights out.
7. Windows closed.
8. Keep 100 feet from building.
9. Do not block roadways.
10. Do not re-enter the building until the “All Clear” bell sounds or you hear a P.A. announcement that it is safe to enter the building.

LOCKDOWN PROCEDURES

During a lockdown, students are required to follow directions and move to an area of the room that would provide the most difficult line of sight from the doorway. Students in the hallway are required to move to the nearest secure room. There should be *NO TALKING* during a lockdown procedure. Use the following guidelines for the areas described below:

Large Gym:

Students and faculty move to locker rooms. Physical Education teachers need to establish who takes which locker room in case of lockdown

Small Gym:

Stay inside the gym and position yourself against the wall nearest the hallway.

Library:

All students/faculty would evacuate to the inner offices and computer lab spaces and secure the doors

HPAC:

Students need to move to secure locations within the auditorium.

Senior Bench Area:

Students immediately enter the girls’ locker room.

Student Union:

- **During non-lunch periods:** Students and faculty would move into the Server area/Kitchen and close the doors.
- **During lunch periods:**

If intruder is already in the building or entering the building from an entrance other than the exterior Student Union doors, students should be moved to the lower field behind the tennis courts.

If intruder is entering through the exterior Student Union doors, students and faculty exit the Student Union through the nearest INTERIOR exit and proceed to the boys’ or girls’ locker room.

Lastly, once a lockdown has been announced, no one is to leave his/her classroom. If we are in a lockdown situation, and the fire bell goes off, the source of the alarm will be investigated. If a fire emergency is verified, the principal will make an announcement and provide as specific directions as possible to exit. Otherwise, you are to stay in your rooms until the Harrison Police Department has provided directions to leave the room or building.

EMERGENCY RESPONSE

Harrison High School

<p><u>Shelter-In-Place</u></p> <p>Used to shelter students and staff inside the building.</p> <ul style="list-style-type: none"> Listen for instructions about the situation and your actions. Students in hallways should return to assigned classroom, if possible. Classroom teachers, take attendance. All other staff assist students, as needed. Move away from windows, if situation warrants. If instructed, move out of classroom to designated safe area. Stay together at all times. Take Attendance. Listen for updates. 	<p><u>Hold-In-Place</u></p> <p>Used to limit movement of students and staff while dealing with short term emergencies.</p> <ul style="list-style-type: none"> Listen for instructions about the situation and your actions. Students in hallways should return to assigned classroom, if possible. Classroom teachers, take attendance. All other staff assist students, as needed. Listen for updates. 	<p><u>Evacuate</u></p> <p>Used to evacuate students and staff from the building.</p> <ul style="list-style-type: none"> Listen for instructions about the situation and your actions. Lead students to designated assembly or announced secondary area. Use secondary route, if necessary. Bring attendance list and class roster. Close the classroom door after exiting. Take attendance when safe to do so. If evacuating off site, take attendance before moving from and upon arrival at off site location. Listen for Updates. 	<p><u>Lockout</u></p> <p>Used to secure school buildings and grounds during incidents that pose an imminent concern outside of the school.</p> <ul style="list-style-type: none"> Listen for instructions regarding the situation and your actions. Lock all exterior windows, are. Take Attendance. After initial instructions listen for updates. Classroom instruction continues as normal. All outdoor activities are terminated. Listen for updates. 	<p><u>Lockdown</u></p> <p>Used to secure school buildings and grounds during incidents that pose an immediate threat of violence in or around the school.</p> <ul style="list-style-type: none"> When you hear lockdown announced, you should move quickly to execute the following actions. If safe, gather students from hallways and common areas near your classroom. Lock your door. Barricade if necessary. Move students to a safe area in the classroom out of sight of the door. Leave windows, blinds/flights as they are. Keep everyone quiet, silence cell phones. Take attendance, if possible. Do not communicate through door or answer room phone. Do not respond to P.A. announcements or fire alarm. Stay hidden until physically released by law enforcement personnel.
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PROMOTION POLICIES AND GRADUATION REQUIREMENTS

Please also refer to the
Harrison High School Guide to Educational Planning for Students and Parents
for additional information and guidance

The following are the promotion and graduation requirements of Harrison High School:

PROMOTION REQUIREMENTS

- To Grade 10* - Students must have earned five (5) units of credit, plus one half (0.5) unit in physical education.
- To Grade 11* - Students must have earned a minimum of ten (10) units of credit, plus one-half (0.5) unit in physical education.
- To Grade 12* - Students must have earned fifteen (15) units of credit, plus one-half unit in physical education.

GRADUATION REQUIREMENTS

All students must successfully complete 22 units of study and demonstrate competency as prescribed by the New York State Education Department to fulfill diploma requirements within the Harrison Central School District. Required courses include: Four units in English and four units in social studies, three units each in science and in mathematics, one unit in art or music, two units in physical education, one-half (0.5) units in health, and three and one-half (3.5) units of elective credit. Completion of two years of LOTE study prior to the end of grade nine is required for all.

Prior to entering Harrison High School, students are assisted by their counselor in developing a multi-year plan to successfully complete diploma requirements. This plan is monitored and reviewed annually throughout a student's high school years. Students in grades nine, ten, and eleven are required to enroll in and maintain study in six courses plus physical education within the nine-period day. Students in grade twelve are required to enroll in and maintain study in at least five courses plus physical education within the nine-period day. Participation in the graduation exercise requires successful completion of all diploma requirements.

DROPPING OR ADDING A COURSE OF STUDY

Drop forms will be available after the first ten school days.

The deadlines for dropping courses are as follows:

- For a half-year course: The deadline is six school days after the first quarter progress report is issued, or after the third quarter progress report in second semester courses.
- For a full-year course: The deadline is six school days after the first quarter report card is issued.

The deadlines for adding courses are as follows:

- For a half-year course: The deadline is on or before five school days.
- For a full-year course: The deadline is on or before ten school days.

REQUIRED UNITS OF CREDIT ¹

Students are expected to meet the following requirements for graduation

2018-19			
REGENTS DIPLOMA		ADVANCED DESIGNATION	
Content Area	Credits	<i>Content Area</i>	Credits
English	4	English	4
Social Studies	4	Social Studies	4
Mathematics	3	Mathematics	3
Science	3	Science	3
Languages Other Than English (LOTE)	1	Languages Other Than English (LOTE)	3
The Arts	1	The Arts	1
Health	0.5	Health	0.5
Physical Education	2	Physical Education	2
Electives	3.5	Electives	1.5
Total Credits	22	Total Credits	22

¹ Students may substitute 5 units in art, music, business, technology or vocational education.

TESTING REQUIREMENTS ²

Regents Diploma (Minimum passing score 65%)	Advanced Designation (Minimum passing score 65%)
Regents English Language Arts*	Regents English Language Arts
Regents Mathematics*	Regents Mathematics
Regents Social Studies*	2 nd / 3 rd Regents Mathematics ³
Regents Science*	Regents Global History
*FOUR PLUS ONE: Plus one additional Regents in any of the four subject areas listed above (not LOTE) ⁵	Regents US History
	Regents Science (physical)
	2 nd Regents Science (life)
	LOTE ⁴

² For students entering grade 9 after 2011, a score of 45-54 on a required Regents exam (except English and math) can be compensated by a score of 65 or above on another required Regents exam. In all cases, students must achieve a score of 55 or above on English and math. In addition, the student must pass the course in which he or she earned a score of 45-54 and have satisfactory attendance to earn a Local Diploma.

³ Students must successfully complete the three-course sequence of Algebra I, Geometry and Algebra II.

⁴ Students may substitute 5 units in art, music, business, technology or vocational education. The LOTE exam is a Checkpoint B exam created by the school, this meets the Regents requirement.

⁵ Students must pass Regents exams in English, Math, Social Studies, AND Science as well as one additional Regents in any one of these four subject areas.

DIPLOMA DESIGNATIONS

Regents Diploma with Advanced Designation

Awarded to students who complete all the requirements of a Regents Diploma plus the additional requirements: (a) LOTE (Languages Other Than English)-at least 3 credits in the same LOTE plus a score of at least 65% on the LOTE Regents exam (Checkpoint B) OR a 5-unit sequence in art, music, or career technical education; (b) A second and third Regents examination in Mathematics; and (c) A second Regents examination in Science. One exam must be Living Environment and the second can be any of the Physical Sciences (Earth Science, Chemistry or Physics).

International Baccalaureate (IB) Diploma

Awarded to students who successfully complete the requirements within the IB Diploma Candidate Programme. This is an optional diploma not needed to graduate from high school and students are notified of receipt in July, which follows high school graduation. We encourage all students to take one or more IB courses up to the full IB Diploma Candidate Programme. In addition to the IB Diploma, students must earn a Regents diploma in order to graduate from the high school. Students who take IB courses will receive a certificate for each successfully completed IB course.

Regents Diploma

Awarded to all students who complete at least 22 credits and achieve satisfactory scores on the required Regents exams.

Diploma with Honors

Awarded to students who complete all requirements for the Regents diploma and achieve an average of at least 90% on all Regents exams.

- *Regents Advanced Designation Diploma with Honors*
- *Regents Diploma with Honors*

ADVANCED PLACEMENT (AP) and INTERNATIONAL BACCALAUREATE (IB) EXAM REQUIREMENT

Students who enroll in and maintain placement in an AP and/or IB course are required to sit for the respective AP and/or IB exam when administered.

Students who do not take a corresponding AP and/or IB exam will lose the AP and/or IB designation on their transcript as well as any course weighting that may have been received.

AP and IB Testing Environment: Please note the following:

- You must bring proof of identity to each examination. A school ID is acceptable.
- You cannot have any communications device, including a cell phone, with you during an examination or during breaks (such as a restroom visit). Such devices include, but are not limited to:
 - Cell phones
 - iPods and MP3 players
 - iPads, tablets, and other e-readers
 - Laptops, notebooks, or any other personal computing devices
 - Cameras, other photographic equipment, and personal scanning devices
 - Wearable devices, smart wearables, including smart watches and health wearables with a display
 - Headphones, headsets, or in-ear headphones such as ear buds, and
 - Any other device capable of recording audio, photographic, or video content, or capable of viewing or playing back such content, or sending receiving text, audio, or video messages.

(continued)

- If a cell phone rings or vibrates, you may not answer it. If you do, your examination will be cancelled.
- You are expected to attend classes when you are not taking exams.
- If you are scheduled for a morning exam, you will be expected to attend afternoon classes unless you have parent permission (e.g., a note to attendance to be excused).
- If you are scheduled for an afternoon exam, you will be expected to attend morning classes unless you have parent permission (e.g., a note to attendance to be excused).
- If you are not scheduled for an exam on a specific day, you are expected to attend classes.

PHYSICAL EDUCATION REQUIREMENTS

All students are required to take physical education as prescribed by state law and the regulations of the Commissioner of Education. This means that the students must be physically present, properly dressed, and must participate. As a result of failure to plan for early graduation, a student may be required to take two physical education classes per semester in order to meet the two-credit New York State graduation requirement. If a student refuses to attend physical education classes and does not fulfill course requirements approved by the Board of Education, a failing mark will be given and graduation withheld until such time as the deficiency has been removed.

In cases of a student being excused for medical or psychological reasons, the student will be assigned class as usual in a non-physical capacity or with a medically approved modification. The Director of Physical Education, Health, and Athletics, in conjunction with the principal, will make available a non-physical program.

The Physical Education Option Program

The Physical Education Option Program is designed to support students in meeting their academic and Varsity athletics demands. Varsity athletes who maintain an academic schedule that includes no more than one (1) free period during the school day, excluding lunch, may apply to be exempt from physical education class for a marking period during the varsity season. Students approved to participate are expected to use the scheduled time for classwork. The forms required to apply for the Physical Education Option Program can be found in the Guidance Office.

REGENTS AND LOCAL EXAMINATIONS

Specific instructions will be issued in January and June regarding the administration of Regents and local examinations. Local final and mid-term examinations will be given prior to the Regents examinations. Students will not be excused from taking local examinations. Legally excused individuals who do not take an examination at the regularly scheduled time are required to make arrangements for a make-up test during "Regents week." Failure to take the exam may result in a test grade of zero.

A deliberate refusal to take a scheduled Regents exam will result in a test grade of zero (0). If a student is unable to take either a local examination or a Regents examination, the final disposition of the matter will rest with the principal.

State proficiency tests may be administered to students in various academic areas. These tests are not Regents examinations and do not carry Regents credit. They are merely examinations prepared by the State Education Department to measure proficiency in the subject areas cited. If given, they are treated as proficiency examinations only. They are not a substitute for a locally developed final examination. Passage of these exams does not in any way carry with it guaranteed passage of the course. Regents' credit is not awarded for passing proficiency examinations.

REPORT CARDS / PROGRESS REPORTS

Report cards for the first three quarters of the school year are only available for viewing through the PowerSchool Portal. Final report cards will be mailed home on a quarterly basis shortly after the close of the last marking period (See bottom of Page 8). Grading will also be based on a quarterly ten-week basis. Parents can access their child's grades at any time via the PowerSchool Portal.

TESTING ENVIRONMENT

In accordance with New York State Education Department testing regulations, all students are prohibited from bringing cell phones and certain other electronic devices into a classroom or other location where a State exam is being administered. Test proctors, test monitors, and school officials shall retain the right to collect and hold any prohibited electronic devices prior to the start of the test administration. Admission to the test shall be denied to any student who is in possession of a cell phone or other prohibited electronic device and refuses to relinquish it.

A student cannot have any communications devices, including a cell phone, with them during regent exams or during any breaks (such as a restroom visit). Such devices include, but are not limited to:

- Cell phones
- iPods and MP3 players
- iPads, tablets, and other e-readers
- Laptops, notebooks, or any other personal computing devices
- Cameras, other photographic equipment, and personal scanning devices
- Wearable devices, smart wearables, including smart watches and health wearables with a display
- Headphones, headsets, or in-ear headphones such as ear buds, and
- Any other device capable of recording audio, photographic, or video content, or capable of viewing or playing back such content, or sending receiving text, audio, or video messages.

Any student observed with any prohibited device while taking a State exam must be directed to turn it over to the proctor or monitor immediately. To allow for all possible outcomes of procedural due process, the student should be allowed to complete the exam. The incident must be reported promptly to the school principal. If the principal determines that the student had a prohibited device in his or her possession during the test administration, the student's test must be invalidated. No score may be calculated for that student.

Note: Some students with disabilities may use certain recording/playback devices **ONLY IF** this accommodation is specifically required as a provision of the student's Individualized Education Program ("IEP") or Section 504 Accommodation Plan ("504 Plan"). In addition, a student may be allowed to retain an otherwise prohibited device in his or her possession if there is documentation on file at the school from a medical practitioner that the student requires such a device during testing. Without such documentation, the general policy on communications devices as provided above is in effect, and the school may not allow the student to retain any such equipment while testing.

CO-CURRICULAR ELIGIBILITY POLICY

ELIGIBILITY REQUIREMENTS FOR PARTICIPATION IN EXTRA-CURRICULAR ACTIVITIES AND INTERSCHOLASTIC SPORTS

To ensure that students are eligible to participate in extra-curricular and interscholastic sports, the following Eligibility Policy shall be observed:

ACADEMIC ELIGIBILITY Levels of Participation

No. of Failed Courses	Eligibility Status	Description
1	Probation	<p>FULL participation throughout the quarter provided that a <i>Eligibility Progress Report</i> is submitted weekly. A complete report is signed by <i>all</i> teachers, a parent/guardian and the coach/advisor.</p> <p>Students are required to attend extra help in the failed course weekly. Additionally, students are expected to maintain good academic standing in all classes in order to remain eligible to fully participate.</p>
2	May Practice No Play	<p>MAY practice and attend meetings, but may not compete in games or participate in events.</p> <p>After 2 weeks of positive <i>Eligibility Progress Reports</i>, students will move to “Probation” and must continue to submit complete reports throughout the quarter. A complete report is signed by <i>all</i> teachers, a parent/guardian and the coach/advisor.</p> <p>Students are required to attend extra help in the failed courses weekly. Additionally, students are expected to maintain good academic standing in all classes.</p>
3 or more	No Practice No Play	<p>May NOT practice, compete, or participate in any inter-scholastic sport, or extracurricular activity.</p> <p>After 2 weeks of positive <i>Eligibility Progress Reports</i>, students will move to “May Practice/No Play” and must continue to submit complete reports throughout the quarter. By doing so, students will eventually be eligible to move to the status of “Probation”. A complete report is signed by <i>all</i> teachers, a parent/guardian and the coach/advisor.</p> <p>Students are required to attend extra help in the failed courses weekly. Additionally, students are expected to maintain good academic standing in all classes.</p>

Probation

Any student failing ONE subject shall automatically be placed on probation by the committee and will remain on probation for the marking period. A student on probation may participate in all extra-curricular activities and interscholastic sports provided that he/she adheres to the following criteria immediately upon being notified of his/ her status:

Ineligible

Any student failing TWO (2) subjects at the end of a marking period will be declared ineligible, under the status "May Practice/No Play". Students with this status are ineligible to compete in any interscholastic sport or extracurricular activity, yet they may practice and attend meetings. After a minimum of two weeks of positive progress reports, a student will be moved to "Probation" status, allowing the student to compete in interscholastic and/or extracurricular activities, but must continue to complete the weekly eligibility reports until the end of the marking period. Failure to submit weekly progress reports on time and/or negative reports can result in a change in status back to "No Practice/No Play".

Any student failing THREE (3) or more subjects at the end of a marking period will be declared ineligible, under the status "No Practice/No Play". Students with this status are ineligible to compete in any interscholastic sport or extracurricular activity and may not practice, compete, or participate in any interscholastic sport, or extracurricular activity. After a minimum of two weeks of positive progress reports, a student will be moved to "May Practice/No Play", allowing students to practice and attend meetings, but not yet compete or perform in interscholastic and/or extracurricular activities. Students must continue to complete the weekly eligibility reports until the end of the marking period. Failure to submit weekly progress reports on time and/or negative reports can result in a change in status back to "No Practice/No Play".

1. The Eligibility Committee meets every Wednesday at 2:45. Students wishing to discuss their status are welcome to attend and speak with the committee during this time.
2. Students need to ensure that they submit *Eligibility Progress Report* (forms can be found in B104) in advance of the Committee meeting. Ideally, forms should be completed by ALL teachers each Friday and submitted the following Monday after being signed by a parent/guardian and coach/advisor. In the event of a student or teacher absence, students have until 2:30 PM Wednesday afternoon to submit a completed form.
3. The student must seek help in those subjects failed and provide proof of it to the Eligibility Committee.
4. Poor performance or incomplete forms may cause the student to be declared INELIGIBLE. Failure to submit a weekly progress report on time will result in the student being declared ineligible until the next meeting.

1st Quarter Eligibility:

1st Quarter eligibility is determined by 4th quarter grades of the previous academic year. If a student is declared ineligible or placed on probation at the end of the fourth marking period, but has passed the courses for the year, he/she will be placed on probation for the first quarter. If a student is declared ineligible or placed on probation at the end of the 4th marking period, as a result of failing one or more subjects in that quarter which resulted in a failing grade for the course, he/she needs to attend and pass summer school. Failure to attend and pass summer school will cause the student to begin the next school year with the same status that was determined at the conclusion of the year.

It is an honor to represent Harrison High School in co-curricular activities and representatives should be worthy of that privilege. A student may be suspended from an activity due to lack of good citizenship or academic decline. Good citizenship shall be defined as adhering to the rules and regulations of the classroom, activity, school, and district.

MISCELLANEOUS

BUS TRANSPORTATION / LATE BUSES

Bus transportation to and from Harrison High School (as well as to and from the Southern Westchester BOCES Center for Career Services) is provided for all eligible students. Late buses are provided for students who attend extra help sessions, athletics, and extracurricular activities. Late buses depart from Harrison High School at 4:00 p.m., 4:45 p.m., and 5:45 p.m. and run on a modified route. Bus stops for late buses are posted in the Main Office, Room B104, and on the Harrison Central School District website at: http://www.harrisoncsd.org/docs/general/latebus_hhs.pdf

CHANGE OF ADDRESS

The Central Registrar's office must be informed if a student and/or parent or guardian has a change of address or phone/cell number in order to help in addressing school mail and to aid in contacting a parent/guardian in case of an emergency. The Central Registrar (Michelle Marchese) can be contacted by phone at 630-3382, or by e-mail at marchesem@harrisoncsd.org.

CLOSED CAMPUS (For Underclassmen)

Freshmen and sophomores must remain on campus all day. Any student leaving or driving on or off campus without proper authorization will be subject to disciplinary action.

COURSE LOAD

All freshmen, sophomores, and juniors must carry a minimum of 6.5 units of credit each semester. Seniors are required to carry at least 5.5 units of credit per semester.

FOOD DELIVERIES

Outside food vendors **MUST** be registered with the school district. Students and staff ordering food for delivery to Harrison High School may only order from registered food vendors who are authorized to deliver to Harrison High School. If you have a question as to which vendors are registered, please see Mrs. Fontana in B104.

HEALTH OFFICE

In order to go to the Health Office, a student must have a pass from a teacher. No student may enter the office without this pass except in cases of emergency. The Health Office is for first aid and emergencies only. The school cannot administer medication, i.e., aspirins, eye drops, etc., without written permission from the family doctor. A student who wishes to go home because of illness should report to the Health Office. If the student's parent consents, the student will receive a slip excusing him/her from school. In case of major injuries in school, students or teachers should send for the Nurse.

INTERSCHOLASTIC SPORTS - BOYS & GIRLS

In order to participate in interscholastic athletics, students are required to have a physical by their private physician (*Please refer to p. 45*) and must be academically eligible (*see Co-Curricular Eligibility Policy, pp. 38-39*). All issued athletic equipment must be returned. When an injury occurs, the school's insurance is supplementary to the student's personal insurance.

LIBRARY/MEDIA CENTER

The use of the library is a privilege for students of Harrison High School. Students must exercise proper decorum and common sense to use the library. The Media Center is to be used for reference work, for gathering materials to prepare assignments, to satisfy reading interests beyond textbooks and for serious browsing.

Any student wishing to use the library must present their ID card upon entering. The ID card will be necessary for students to be admitted to the library during all periods. During lunch periods, students who wish to use the library must arrive within the first 15 minutes of the period and sign in. Students are required to remain the entire period. Entrance will be on a first come, first serve basis. Students will only be admitted through the library's main entrance.

NOTE: Food and drink are permitted only in designated areas of the Library/Media Center.

LOCKERS

Each student is assigned a locker for the storage of books and supplies. All lockers belong to the Harrison Central School District. The school reserves the right to search, at any time, any locker in which the administration has reason to believe may contain an item which may be illegal or which could endanger the health and/or safety of students or staff. It is the student's responsibility to see that the locker is kept locked and in order at all times. Since lockers are a permanent part of the building, students are expected to keep them in good, usable condition. Students should get class materials for morning classes upon arrival in the morning and should get class materials needed for afternoon classes at the very beginning or conclusion of the lunch period.

LOST AND FOUND

Students who find lost articles are asked to take them to the Security Desk in the Main Hallway. All claims for lost items may be made at the Security Desk or in Room B104. Any items left unclaimed for 30 days or more will be donated at the end of each marking period to a local charitable organization.

MEDICAL EXAMINATIONS

State law requires that all tenth grade students, new entrants, and re-entries have a physical examination. After October 1st the school doctor must examine any student who has not submitted a report from his/her own doctor. New York State also requires an eye and ear test each year. The nurse administers this test and will notify students of the date it is to be given. (See "Medications" below)

MEDICATIONS

Students requiring either prescription or over-the-counter medication during the school day must inform the Health Office (see p. 40). If this is necessary, please contact the nurse directly at 630-3123 and she will advise you of (and provide) the appropriate paperwork that must be completed prior to the dispensing of medications. All medications must be locked in the nurse's office.

PARKING RULES & REGULATIONS

There is "No Parking" along the curbs on the Student Union side of the building or in the Fire Lane on the gym side of the building. The crosswalk at the front of the building must be kept clear at all times. Violators will lose their parking privileges (see "Student Parking & Leave Privileges," pp. 42) and/or be ticketed or towed. Students are not permitted to smoke or vape in cars on school property or to sit in their cars during school hours.

PHYSICAL EDUCATION MEDICAL EXCUSE

Physical education is required for all students, unless they are excused for medical reasons. One-day medical excuses should be taken directly to the teacher. Notes from parents for more than one day should be taken to the Health Office. Extended absences are granted only after receipt of a letter from a physician stating the reason and duration. Students will be asked to have their physician fill out a modification form. Attendance in class is mandatory, unless excused by the instructor.

POWER SCHOOL PORTAL

All students and parents are given access to the Student Information System ("PowerSchool"). Parents and students can receive log-in information from school personnel in Room B104.

STUDENT ACTIVITIES

Harrison High School offers co-curricular clubs to meet the varied interests of students (see page 44). Membership in a club enriches the school experience and allows students to explore new opportunities and pursue interests beyond academics. Students are encouraged to participate in co-curricular clubs and connect to the high school community in new ways. Participation in a club provides students the opportunity to develop their talents and interests while building new friendships and taking on new roles within the school. Any students interested in starting a club can fill out an application (found in Room B104). Please note that that all new clubs require a faculty advisor and administrative approval.

STUDENT GOVERNMENT ("G.O.") and STUDENT ADVISORY BOARD

The G.O. permits the student body to express their opinions, assist in the administration of the school, and participate in the management of school enterprises. The student organization's mission is to promote leadership and citizenship among its members. Each spring a president, vice president, treasurer, secretary,

public representative, and class representative are elected at each grade level to carry on the work for the following school year. Freshman elections will be held at the beginning of the school year. In addition, the Student Advisory Board, consisting of students from 10th, 11th, and 12th grades who will be appointed each year, will work in concert with grade level officers to promote the ideas, needs, and interests of the student body.

STUDENT ID CARDS

All students will have their pictures taken for their Student ID Cards. Students are to have their ID cards in their possession at all times. Cards are used for identification and for verifying permission to leave campus. The cost of replacing a lost card will be \$3.00.

STUDENT PARKING & LEAVE PRIVILEGES

The privilege of driving to and from school, as well as leaving during the course of the day by any student, requires parental and administrative authorization. These privileges may be suspended or revoked as a consequence. Violating the Student Code of Conduct and/or not being in good academic standing (i.e., failing one or more course) may result in additional disciplinary action.

Students must follow the directions of parking lot attendants and security personnel at all times and must observe school parking rules and regulations (see p. 42) Failure to do so will result in disciplinary action.

Seniors

Seniors must have signed parental permission and administrative approval to be eligible for the privileges of parking and driving on campus as well as the privilege to leave campus during their lunch and/or free period(s). [Please note: Seniors may not leave campus on foot at any time during the school day.] (Permission forms may be found on the district website at <http://www.harrisoncsd.org/docs/hhs/Sr-Letter-Form.pdf>). The requirements for eligibility to park on campus are as follows: a senior must have a valid license, an automobile, and must be in good academic standing. The administration reserves the right to deny students eligibility for parking and/or leave privileges. *A violation of the Code of Conduct and/or not being in good academic standing may result in suspension and/or revocation of privileges.*

Juniors

Juniors, with signed parental permission and authorization from the administration, may be eligible to leave campus during their lunch period only. (Permission forms may be found on the district website at <http://www.harrisoncsd.org/docs/hhs/Jr-Letter-Form.pdf>) Juniors may not, however, drive or park on campus, nor leave the campus on foot during the school day. The administration reserves the right to deny students eligibility for leave privileges. *A violation of the Code of Conduct and/or not being in good academic standing may result in suspension and/or revocation of privileges.*

Juniors leaving campus illegally may forfeit their driving privilege for the first semester of their senior year.

STUDENT VISITORS

The administration reserves the right to grant visitation privileges to high school age students under certain circumstances. In order for an individual to be considered for this privilege, the administration must receive a request in writing one week prior to the date requested. The request must state the specific reason for the visit and contain the name and phone number of the parent/guardian making the request.

SUBSTITUTE TEACHERS

Harrison High School employs certified teachers when regular teachers are absent. It is expected that students will conduct themselves appropriately when a substitute teacher is in the classroom in a manner consistent with their behavior when their regular classroom teacher is present.

TEXTBOOKS

Textbooks and other educational materials, when issued to each student, are done so without charge. At the end of the school year, or upon transfer, all books, textbooks, and other educational materials that have been assigned to a student must be returned to the teachers. School grades or official school records are not released or forwarded until full clearance is given based upon a full reimbursement for the materials not returned or damaged.

TITLE IX – PUBLIC NOTICE

Harrison High School does not discriminate on the basis of sex in the educational programs or activities it operates and is required by Title IX of the Education Amendments of 1972 not to discriminate in educational programs and activities. No member of the school community should ever make remarks reflecting bias or discrimination based upon race, ethnicity, gender, sexual orientation, or religion.

TRANSPORTATION

Bus transportation is provided for all eligible students. All school rules apply on buses (*See “Code of Conduct,” pp. 21-25*). When buses are provided for school-sponsored trips and activities, pupils representing the school are required to go on that bus and return on it, unless approved by school administration. Returning by other means is not allowed. While buses are in operation, the bus drivers have the same authority as teachers, including the assignment of seats, supervision of conduct, and if necessary, the removal of a pupil from the bus and reporting such action to the Principal’s Office. State law prohibits smoking or vaping on buses. Seat belts must be worn at all times (*Vehicle and Traffic Law 142*). All district school buses are monitored by video and audio surveillance.

CO-CURRICULAR CLUBS

Athletic Council	GSA (<i>Gay Straight Alliance</i>)
Art Club	HHS Newspaper (<i>The "Husky Herald"</i>)
Astronomy Club	HHS Playhouse (<i>Dramatic Production</i>)
Buddies Club	HPAC Tech Crew / Stage Crew
Cable TV Club	Italian Club
Chemistry Club	Latin Club
Color Guard	Literary Magazine
Computer Science Club	Majorettes
Dance Connections	Math Team
Debate Team	Model Congress
DECA (<i>Distributive Education Clubs of America</i>)	Peer Leaders
Film Studies	R.O.T.O.Y (<i>Reaching Out To Our Youth</i>)
Footlight Players (<i>Musical Production</i>)	Youth to Youth (Formerly SADD)
French Club	Spanish Club
Friends of Rachel	Yearbook (<i>"Reminiscence"</i>)
General Organization (<i>G.O.-Student Gov't.</i>)	YVH (<i>Youth Volunteers of Harrison</i>)

CURRICULAR EXTENSIONS

Husky Harmonics
(*Formerly Jazz Singers & Madrigal Singers*)

Marching Band

Sirius Jazz Workshop

Strings Ensemble

Symphonic Winds

ATHLETICS

2018-19

Fall Season- September to November

Winter Season - November to March

Spring Season - March to June

Baseball (spring)	Varsity, Junior Varsity, Freshmen
Basketball (winter).....	Varsity Boys, Junior Varsity Boys, Freshmen Boys, Varsity Girls, Junior Varsity Girls
Bowling (winter)	Varsity Boys, Varsity Girls
Cheerleaders (fall & winter)	Varsity & Junior Varsity
Cross Country (fall).....	Varsity Boys, Varsity Girls
Field Hockey (fall).....	Varsity, Junior Varsity
Football (fall).....	Varsity, Junior Varsity
Golf (spring)	Varsity Boys, Varsity Girls
Ice Hockey (winter).....	Varsity (Merged Team), Modified (Merged) (Grades 7, 8, 9)
Lacrosse (spring).....	Varsity Boys, Junior Varsity Boys, Varsity Girls, Junior Varsity Girls
Soccer (fall).....	Varsity Boys, Junior Varsity Boys, Varsity Girls, Junior Varsity Girls
Softball (spring)	Varsity, Junior Varsity
Swimming (fall)	Varsity Girls
Swimming (winter).....	Varsity Boys
Tennis (fall).....	Varsity Girls, Junior Varsity Girls
Tennis (spring)	Varsity Boys, Junior Varsity Boys
Track (spring & winter)	Varsity Boys, Varsity Girls
Volleyball (fall).....	Varsity, Junior Varsity
Wrestling (winter).....	Varsity, Junior Varsity

In order to be eligible for interscholastic athletic competition, a private physician's physical and athletic health history form must be sent into FamilyID at: <http://www.familyid.com/harrison-csd-athletics>

Times of contests, directions to schools where games are held, etc. can be found on the Harrison Central School District website at www.harrisonathletics.org. Also follow us on twitter @htown_huskies for up to date information regarding athletics.