

# HAVILAND MIDDLE SCHOOL



## STUDENT HANDBOOK

2026-2027

|                                                                       |                   |
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**FDR/HMS Academic Eligibility Standards**

**Welcome, students, to the start of a new school year!** All of us who work at Haviland Middle School wish you a safe, productive and challenging year. It is our goal to encourage and support you as you strive to "rise above" and achieve both personal and academic success. To "RISE Above!" means:

- **Respect.** Being respectful means taking pride in yourself, acting in a socially appropriate manner, using polite language, and helping others.
- **Inspire.** Inspire means positively influencing those around you by your words and actions.
- **Safe.** Being safe means following the Code of Conduct. These are the rules for all members of our school community. If we all follow the rules, we will all be safe from harm.
- **Excel.** Excel means trying your best in all of your classes and completing your assignments with care.

As you can see, we have high expectations for you while you are a student in our school. We have high expectations because we care about you as a student and an individual. If you work to meet those expectations, you will have a fun and rewarding time in school. I hope you have a wonderful learning experience at Haviland Middle School.

Best wishes,

*Mr. Shaw*

Principal

This handbook is your guide to Haviland Middle School. It is organized alphabetically. Please read it carefully and share it with your parents or guardians. You and your parent or guardian are asked to sign a statement indicating that you have read and understand the contents of this handbook and agree to follow our school's rules.

## **ABSENCES/ATTENDANCE**

1. Come to school daily, unless you are sick.
2. After you have been absent, please bring a note from your parent or guardian when you return to school. The note should state the dates you were absent and the reason for your absence. See BOE Attendance Policy for excusable absences. Please give this note to your homeroom teacher as soon as you return to school. Notes can also be submitted via Parent Square.
3. Until you bring in a note explaining your absence, an unexcused absence will be noted in your attendance record.
4. If you are absent for only one day, email your teacher, check Google classroom or contact a classmate and get the assignments you missed.
5. If you are absent for more than one day, your parent or guardian should call the guidance office and request the homework you missed.

## **AFTER-SCHOOL ACTIVITIES AND SPORTS**

Haviland Middle School offers after-school activities three days per week: Tuesday, Wednesday and Thursday. Late buses are available on these days. Also, interscholastic sports programs are offered throughout the year. Interscholastic sports, where Haviland teams play other middle schools and junior high schools, are only for 7th and 8th graders. In addition, if you qualify, you can play on some of the FDR High School teams.

You are not allowed to stay after school unless you are in a supervised activity. Please make sure to get permission from home to stay after school prior to the day of the activity or program. If you would like more information about after-school activities, check with your teachers, school counselor or in Student Services.

### **Eligibility for After-School Activities and Sports:**

"Eligibility" means that you are able to participate in an after-school activity or sport. Please see the FDR/HMS Academic Eligibility Standards sheet in this handbook for further information.

## **ANNOUNCEMENTS**

Daily announcements are read in the morning during homeroom. This is the time when important information related to the school day, your classes, clubs, sports and evening activities will be shared with every member of the school. Additionally, announcements can be found on the Haviland web page. The Pledge of Allegiance also will be recited at this time. It is expected that all students and staff stand for the Pledge of Allegiance.

## **BACKPACKS**

Backpacks are for transporting items to and from school. During the school day, backpacks are to be stored in your locker.

## **BREAKFAST**

Having something to eat in the morning is important for focusing and being productive in class. Breakfast is available at no cost for all students prior to the start of classes. If you would like to have breakfast in school, here is what you need to do:

1. When you enter the school at 8:00, go directly to the cafeteria and get in line for breakfast.
2. Do not go to your locker or hang out with your friends when you first enter the school. If you do this, you run the risk of missing breakfast because the doors are closed at the warning bell.
3. After getting breakfast, take your food to your 1<sup>st</sup> period class. On your way to class, you may stop at your locker and get your materials for your morning classes.

## **BUS PASSES**

If you plan on riding a different bus at the end of the day instead of the bus you normally ride, you will need a note from your parent or guardian giving permission. Give your note to Student Services by 10 A.M. You can pick up your bus pass at lunch from Student Services.

## **CLASSROOM PROCEDURES**

Each teacher and team of teachers has a set of classroom procedures. It is important for you to know the routine for each of your classes. Make sure to bring your supplies to class and be on time, ready to begin work. Remember that a positive attitude helps any situation improve. If you need to leave the room for any reason, make sure you ask and get your teacher's permission first. You must have your teacher's permission and a pass to leave the room. In general, unless it is an emergency, teachers do not allow students to leave the classroom once the lesson has begun. Most requests, like going to the bathroom, can wait until the period has ended. Other requests, like going to your locker, are considered interruptions and need to be managed during the designated times.

## **CODE OF CONDUCT**

There are rules that all students must follow. These rules are known as the Code of Conduct. These rules were approved by our Board of Education. Code of Conduct will be delivered to parents digitally through the Infinite Campus Parent Portal. Please review them carefully.

## **COUNSELORS**

At Haviland Middle School we have school counselors, psychologists and social workers available to you when you may need help. These people are here to assist you with problems, conflicts, school concerns, and also help you plan for your future. When one of the counselors wants to meet with you, your homeroom teacher will receive a pass to give to you. Pay careful attention to the appointed time on the pass. If you wish to see one of the counselors at any other time, try to schedule an appointment during a study hall, lunch or a convenient time permitted by your teacher.

## **DELAYED OPENINGS/SCHOOL CLOSINGS**

On days when school must be delayed, closed or students dismissed early because of weather conditions or in an emergency, announcements will be recorded on the district's website, Parent Square, as well as made over local radio stations. Parents and guardians likely have already experienced the value of receiving telephone, text, and/or email notifications via Parent Square. If your parents or guardians have not already, Parent Square sign ups can be done through the district website. You should discuss an

emergency plan with your parents or guardians in case there is an unforeseen problem and school is closed before the scheduled end of the day.

## **DRESS CODE**

The Code of Conduct provides a general explanation of our school district's Dress Code.

### **Student Dress Code**

All students are expected to give proper attention to personal cleanliness and to dress appropriately for school and school functions. Students and their parents have the primary responsibility for acceptable student dress and appearance. Teachers and all other district personnel should exemplify and reinforce acceptable student dress and help students develop an understanding of appropriate appearance in the school setting.

A student's dress, grooming and appearance, including hairstyle/color, jewelry, make-up, and nails, must:

1. Be unlikely to injure people or damage property, appropriate according to this code, and not substantially disrupt or materially interfere with the educational process.
2. Recognize that extremely brief garments and see-through garments are not appropriate.
3. Ensure that underwear is covered by outer clothing. (visible waistbands and straps are not a violation)
4. Include footwear at all times. Footwear that is a safety hazard will not be allowed.
5. Students should be easily identifiable at all times, with the exception for medical or religious purposes, clothing should be worn in a way that does not substantially cover the face or obstruct one's identity.
6. Not include items that are vulgar, obscene, libelous, or denigrate, harass or discriminate against others on account of race (including traits historically associated with race, such as hair texture and protective hairstyles like braids, locks, and twists), color, religion, creed, national origin, ethnic group, gender, (including gender identity and expression) sex, sexual orientation or disability.
7. Not promote and/or endorse the use of alcohol, tobacco or controlled substances or illegal drugs and/or encourage other illegal or violent activities.

Nothing in this policy will be construed to limit the ability of students to express their gender identity through clothing, jewelry, makeup, or nail color or styles or to discipline students for doing so. Likewise, nothing in this policy will be construed to restrict students from wearing hairstyles a trait historically associated with race (such as hair texture and protective hairstyles like braids, locks and twists) or to discipline them for doing so.

Each Building Principal or their designee will be responsible for informing all students and student's

parents of the student dress code at the beginning of the school year and any revisions to the dress code made during the school year.

Enforcement of this dress code must be approached with careful consideration and sensitivity, with the goal of supporting students in reaching their full potential, not shaming or criminalizing them, and to minimize loss of instructional time. Staff, preferably those who have a positive relationship with the student, are expected to address dress code violations with students privately, determine if there are factors impacting the student's ability to meet the dress code, and help address these issues. Students whose appearance violates the student dress code will be required to modify their appearance by covering or removing the offending item, and if necessary or practical, replacing it with an acceptable item. Any student who refuses to do so may be subject to discipline, Any student who repeatedly fails to comply with the dress code may be subject to further discipline.

At Haviland, we believe that it is important for students to express who they are, but at the same time to respect those around them and be appropriately dressed for the learning environment and the weather. All staff members at Haviland Middle School are required to remind students about the Dress Code and make sure that students follow it. Students who are wearing something that is in violation of the Dress Code will be required to change into something more appropriate.

## **DROP-OFF AND PICK-UP OF STUDENTS**

All students are encouraged to take district transportation. If you are driven to school, you should be dropped off in front of the C-wing of the school by the auditorium. Students should enter through their grade level entrance. At 8:00 a.m. all students are allowed to go to their lockers and/or breakfast. If your parent or guardian is picking you up prior to the end of the day, he or she must come to the security vestibule to sign you out of the building. Your parent or guardian will be asked to show identification before leaving with you. Parents / guardians may begin lining up for student pick up at 2:40 p.m.

## **ELECTRONIC EQUIPMENT**

Personal electronic equipment must be placed in your locker once you arrive at school. Personal electronic equipment includes any and all internet connected devices, including, but is not limited to: cellular phones, tablets, iPods, earbuds, headphones, smart watches, etc.

The following procedures will be followed for students out of compliance with district policy.

- **First Time Instance:** Remind the student of the policy and ask them to place the device(s) in their locker.
- **Second Instance:** Remind the student of the policy and instruct them to bring their device(s) to the Assistant Principal's Office. The student may retrieve their device at the end of the school day,

and a letter will be mailed home to the Parent/Guardian.

- Third and Fourth Instance: Remind the student of the policy and instruct them to bring their device(s) to the Assistant Principal's Office, where the device will be stored in a lockable unit until the end of the day. The parent will be notified and asked to pick up the device.
- Additional Instances: Additional interventions will be put in place, including progressive discipline for insubordination to this Board of Education Policy.

## **EVACUATION DRILLS (FIRE DRILLS) AND EMERGENCY PROCEDURES**

Regulations require that all public schools hold certain safety drills each year. Safety drills are also required on the school buses to practice emergency evacuation procedures. These drills are designed to reduce the chances of serious injury in the event of a real emergency. Please make sure you remain silent during the drills and when returning to the classroom or bus so that you can hear instructions given by school personnel.

Remember, the improper use of the fire alarm system or pulling the alarm as a prank is a crime. Any person found guilty of improperly using the fire alarm system is subject to arrest and school disciplinary procedures.

## **EXTRA HELP**

If you need extra help with your school work, please ask your teacher for assistance. Most teachers will be able and willing to assist you during a study hall, lunch period, or after school. Work with your teacher to find a time that works for both of you. Once you have agreed on a time, be sure to keep the appointment. We also offer an Extended Day program for extra help on Wednesdays and Thursdays (October - May) Please speak with your parents or guardians about the fact that you are seeking extra help and that you have made arrangements with your teacher or to participate in Extended Day.

## **HALLWAYS**

With almost 800 students, the hallways at Haviland Middle School can be crowded at times. To ensure orderly and timely transitions between classes, we require students to follow these rules for the hallways:

- Walk at all times.
- Stay to the right-hand side.
- Keep moving.

Consider our hallways to be like highways. If a car stopped on the highway or traveled in the wrong direction, traffic would be backed up for miles in a matter of minutes. It would also be a dangerous

situation. The same idea can be applied to our hallways. If a few people stop in the hallway to talk or hang out, it will quickly become crowded, loud and confusing. In order to stop this from happening, all students are required to walk, stay to the right and keep moving. Lateness to class will result in disciplinary actions.

## **HOMEWORK AND STUDY SKILLS**

Homework assignments are given to reinforce the lessons taught in class and to help develop good study habits and responsibility. The following suggestions might help you complete your homework successfully:

- Write down your homework assignments accurately. You may think that you can easily remember your assignments, but writing them down will keep you organized.
- Do your homework in a comfortable place that has adequate lighting, desk supplies (chromebook, pen, pencil, paper, etc.) and a useful workspace.
- Set a time every day to complete your homework. Some students like to complete homework as soon as they get home from school, others like to have a snack and take a short break before beginning homework. Find a time that is right for you.
- Keep your finished assignments in a certain place so they can be found easily when needed. Submit your homework on time.

Remember that you are responsible for any assignments missed when you are absent from school.

## **HONOR ROLL AND AWARDS**

You will be named to the Haviland "Honor Roll" if you have maintained an overall average of 90 or higher with no grade lower than 85 in any class at the end of each marking period. You will receive an "Academic Achievement" certificate if you maintain an overall average of 85 or higher with no grade lower than 80 in any class at the end of each marking period.

## **INJURY OR SICKNESS AT SCHOOL**

If you become injured or sick while at school, notify the teacher in charge of the class or activity immediately. We will take care of you and notify all the appropriate people, including your parents or guardians.

## **INTERNET POLICY**

All students are provided with a HPCSD user account to access the internet for academic purposes.

Students must keep their login information private and are not permitted to share this information with any other student. Any account holder who uses the district's computers and/or Internet in violation of district policy may have his/her user account suspended and/or revoked. The use of school computers, software, network resources and/or the Internet for non-educational purposes such as for profit activity, personal business or illegal activity is prohibited. Please see HPCSD's Acceptable Use Policy, which is sent to parents / guardians via Infinite Campus Parent Portal.

### **LATE TO SCHOOL**

If you arrive late to school, please sign in at the security vestibule and receive a pass to your class.

### **LEAVING SCHOOL EARLY**

If you need to be dismissed early, please bring a note from your parent or guardian. This note should be given to your homeroom teacher. When your parent or guardian arrives at school and signs you out in the security vestibule you will be dismissed from class.

### **LIBRARY**

The library is a place to learn, read and do research. Please return all library materials on time so others may use them. Remember that you are financially responsible for all unreturned materials you sign out. If you are interested in using the library during your study hall, ask your study hall teacher for a library pass.

### **LOCKERS**

You are responsible for the hall locker and combination assigned to you. Lockers are assigned free of charge but they are the property of the school. This means that school personnel can open lockers at any time without notice. Make sure you do not share your locker or your combination. Please do not leave your locker open or unlocked. The school is not responsible for any loss of personal property. If you have a problem with your locker, please go to Student Services for assistance.

Lockers are provided to you so that you have a safe and secure place to store your things and to help you so that you do not have to carry all of your belongings at once throughout the entire day.

### **LOST AND FOUND**

To find a lost article or to turn in something you have found, go to Student Services. People there will assist you. Please be sure to check lost and found regularly, items will be donated to charity periodically

throughout the year.

## **LUNCH**

You may get lunch in the cafeteria or you may bring lunch from home. Lunch is provided free of charge to all students. You have many food choices when selecting lunch at school. Lunch menus are on our website and daily lunch options are shared on the morning announcements. Please be responsible for throwing away your empty trays and garbage in an appropriate manner. You also are responsible for the cleanliness of your table as well as the floor around your table. The cafeteria monitors may ask you to help keep the cafeteria neat and clean. Lastly, if you need to see a teacher during your lunch period you must have a pass from that teacher prior to entering the cafeteria.

## **MEDICINE**

If you need to take medicine of any kind, including over the counter medication (ex: aspirin, allergy meds, etc.) the health office must receive a note from your doctor and from your parent or guardian. All medication must be left with the school nurse who will personally dispense the medicine unless you have special permission to self-administer.

## **PASSES**

Your teacher will give you a pass if you need to leave the classroom during a class period. Other people may ask to see your pass as you are walking in the halls. If you are late to a class because you were talking with a friend or walking slowly, please do not ask a staff member to give you a pass. In this type of situation, you are to go to your class. You will be marked late. Do your best to be on time to class and be sure to ask your teachers for passes as needed.

## **PERSONAL ITEMS**

If you have something that you consider to be valuable and it is not required for school, we strongly recommend that you leave it at home. Students should not bring expensive items like jewelry, headphones or earbuds to school because they could be lost or stolen. The district staff are not responsible for locating lost or stolen items.

## **PHOTOGRAPHY AND VIDEO RECORDING**

Throughout the school year, photographs may be taken of students for use in district-produced publications, websites, or by the news media. In addition, the local TV stations also videotape students

during the school year for telecasts on their local news programs. If you do **not** wish your child(ren) to be photographed or videotaped, please indicate so **in writing** to each child's school as soon as possible. Students are not permitted to photograph or video record on school premises, including on school buses.

## SCHOOL SCHEDULES

Each day begins at 8:00 A.M. First period begins at 8:23 A.M. The last period ends at 2:55 P.M. We have a nine period day at Haviland with each period lasting 40 minutes. There are four minutes between periods for students to get to their classes.

| Daily Schedule         |               |
|------------------------|---------------|
| Homeroom               | 8:08-8:23     |
| 1 <sup>st</sup> period | 8:23 - 9:03   |
| 2 <sup>nd</sup> period | 9:07 - 9:47   |
| 3 <sup>rd</sup> period | 9:51 - 10:31  |
| 4 <sup>th</sup> period | 10:35 - 11:15 |
| 5 <sup>th</sup> period | 11:19 -11:59  |
| 6 <sup>th</sup> period | 12:03 - 12:43 |
| 7 <sup>h</sup> period  | 12:47 - 1:27  |
| 8 <sup>th</sup> period | 1:31 - 2:11   |
| 9 <sup>th</sup> period | 2:15 - 2:55   |

| 2-Hour Delay           |               |
|------------------------|---------------|
| Homeroom               | 10:08 -10:13  |
| 1 <sup>st</sup> period | 10:13 -10:42  |
| 3 <sup>rd</sup> period | 10:46 -11:14  |
| 4 <sup>th</sup> period | 11:18- 11:45  |
| 5 <sup>th</sup> period | 11:49 - 12:16 |
| 6 <sup>th</sup> period | 12:20 - 12:47 |
| 7 <sup>th</sup> period | 12:51-1:18    |
| 8 <sup>th</sup> period | 1:22 -1:50    |
| 9 <sup>th</sup> period | 1:54 - 2:23   |
| 2 <sup>nd</sup> period | 2:27 - 2:55   |

| Early Release          |              |
|------------------------|--------------|
| Homeroom               | 8:08 - 8:23  |
| 1 <sup>st</sup> period | 8:23 - 9:03  |
| 2 <sup>nd</sup> period | 9:07 - 9:47  |
| 3 <sup>rd</sup> period | 9:51 -10:31  |
| 9 <sup>th</sup> period | 10:35 -11:17 |

## SCHOOL WEBSITE

Haviland Middle School operates a website for the purpose of informing students, parents, guardians, and community members about events and activities happening at school. We post the daily announcements on the website and this is a good way for students and parents and guardians to stay informed about activities, clubs and cancellations. We strive to keep the website current, helpful and informative.

## SPORTSMANSHIP

At Haviland Middle School we expect our student-athletes to demonstrate respectful and appropriate behavior during competitions and practices, both home and away, just as we expect all students to behave respectfully and appropriately at school and on field trips. Additionally, spectators who attend home games are required to demonstrate respectful and appropriate behavior as they cheer on our teams and student-athletes. If you attend a sporting event, please cheer appropriately when the athletes perform well, but do not make negative comments or noises at any time. Do not attempt to distract the players or try to get them to make a mistake or a bad play in order to help one team. Sporting events are school events and

they are chaperoned by school staff. Students, parents, guardians, and/or visitors engaging in disruptive behavior will be asked to stop. If the disruptive behavior continues, the offending person(s) will be required to leave school property.

## **STUDENT SERVICES**

Student Services is located between the cafeterias. Mrs. Ruseskas and Ms Kirschner are located there to help you with things that you may need during the school year. If you need to call home, get a bus pass, etc., please feel free to get help in Student Services.

## **STUDY HALLS**

Study halls provide time for you to complete schoolwork, use the library, or get extra help. Please come to study halls prepared to do work related to school assignments.

## **TELEPHONES**

If you need to use the phone, go to Student Services and you will receive assistance. Parents / guardians can call the Main Office if they need to get in contact with their student. Students are not permitted to use personal devices ( i.e. cell phones or smart watches) during the school day.

## **TEXTBOOKS/CHROMEBOOKS AND SCHOOL PROPERTY**

You are responsible for all school property issued to you. If you do not return the items that have been issued to you, then you must pay for them before being issued books or items for the next school year. Students who do not return or pay for the items issued to them will be placed on the "Student Obligations List." If you are put on the list, you will not be allowed to participate in sports or clubs, attend dances or evening events, receive textbooks or other school related items such as instruments, library books or sports equipment. Once you return the missing item or pay for it, you will be taken off the list.

## **TITLE IX DISCLOSURE**

The Hyde Park Central School District does not discriminate on the basis of sex, race, color, national origin or handicap in the areas of recruitment and appointment of employees, employment pay and benefits, counseling services for students, access by students to education programs, course offerings and student activities. The Title IX Coordinator may be contacted at Central Administrative Office, P.O. Box 2033, Hyde Park, NY 12538. The phone number is (845) 229-4000. This official will provide information, including complaint procedures, to any student or employee who feels that the district and/or its officials have violated his/her rights under Title IX.