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## PHILOSOPHY STATEMENT - BOARD OF EDUCATION

We believe that every student in the Edwards-Knox Central School District is entitled to an equal opportunity for an education that will develop individual potential to the maximum and enable each to become a useful and participating citizen in our democratic society.

Knowing that each student is an individual and that wide and complex differences exist among students and their abilities, we shall make every effort to provide an educational program that will meet the needs, abilities, aspirations and interests of each child.

With this in mind, the objectives of Edwards-Knox Central School shall be:

1. To teach the skills of reading, composition, listening, speaking and computation, to develop these to as high a degree as possible so that each student may learn to read with comprehension at the top level of individual ability and to express him or herself clearly and concisely, both in speech and writing.
2. To encourage creative and disciplined thinking and to strengthen the capacity for inquiry; to develop the ability to identify, define and solve problems; to encourage competence and interest in self-instruction and independent learning.
3. To develop an understanding of and a loyalty to our American system of government with its rights, privileges, responsibilities, and duties and to understand the ways in which it differs from other forms of government, past and present; to emphasize the need for intelligent participation in government on all levels, as voters and possible future office holders.
4. To provide a fundamental understanding of the humanities, social and natural sciences and mathematics. Further recognizing the communities' expectation for strong college preparation, we will provide opportunities for excellence in these fields.
5. To develop an appreciation of and discriminating taste in literature, music, the performing and visual arts and an appreciation of nature.
6. To provide instruction in physical education and to encourage participation in athletic programs, both intramural and interscholastic; to stress the importance of good mental and physical health habits; to aid in the understanding of human sexuality.
7. To foster an appreciation of the family and its importance to the individual and to society; to teach family economics of purchasing goods and services intelligently; to offer instruction to the economic structure of our country and the way in which it differs from others.
8. To provide educational opportunities for the adults of the community as their interests and desires are expressed.

In meeting these objectives, the Board of Education will endeavor to provide the finest administrative, instructional and operational staffs, and physical facilities possible. We will provide the plan for the use of modern instructional aids. We will approve experimentation with new methods of instruction which the administration and staff believe will be of value to the educational system of the District in meeting the demands created by the prodigious growth of the world's knowledge.

It is also recognized that the education of a student is not confined to school alone. Much education is received at home, in the place of worship and from the community. While we in the school have certain obligations for teaching, we stand ready at all times to cooperate with the home and other institutions and agencies interested in the well-being and all around development of children.

Lastly, it is recognized that this philosophy should be evaluated periodically. We live in a rapidly changing society and this philosophy is but an instrument of guidance for education at Edwards-Knox. It should be amended or rewritten as often as necessary to ensure that our school system is meeting the needs of all our children and community.

**EDWARDS-KNOX MIDDLE-HIGH SCHOOL  
MISSION STATEMENT**

**Teaching, Learning, Growing, - An Investment For The Future**

The goal (mission) of the Edwards-Knox Jr.-Sr. High School is to provide for the growth of healthy, educated, independent and creative individuals who will continue this growth throughout their lives.

This goal will be achieved through teaching and learning in an environment which is safe and positive, and which focuses on social, emotional, intellectual and physical dimensions.

This goal will be achieved through the cooperative efforts of students, parents, the community, the Board of Education, the professional staff and the support staff.

"RIGHTLY SOWN, HARVEST FOREVER"

**GOALS AND OBJECTIVES - MIDDLE / HIGH SCHOOL**

1. Recognize and encourage the individuality of students in their roles as learners by providing variety, challenge and opportunity for choice in the school program and within each course.
2. Develop a respect for the individual and an understanding of the individual's place and responsibility in society.
3. Provide diversified experiences for students to acquire general learning skills as well as specific knowledge and skills.
4. Develop an understanding of local, national and global issues and encourage active participation in society.
5. Provide a curriculum that is intellectually challenging for each student.
6. Stimulate and encourage creative thinking and problem solving.
7. Develop an atmosphere of cooperation in the planning of school and community activities.
8. Encourage student participation in extracurricular activities which are designed to promote student interests, social development, leadership and citizenship.
9. Teach the importance of good mental and physical health habits.
10. Enable the student to discover and learn the knowledge, skills, attitudes and values necessary to carry out career decisions.



**RESERVED CALENDAR DATES (See Calendar on Page 3)**

Tuesday, September 1 & Wednesday, September 2, 2009	Staff Development Days
Friday, October 2, 2009	End of 5 wk Progress Report Period
Monday, October 5, 2009	Progress Reports due in Guidance Office at 9:00 AM
Thursday, October 8, 2009	11:30 Dismissal of All Students
Thursday, October 8, 2009	Fall Conference (3:30 PM - 7:30 PM )
Tuesday, October 13, 2009	Staff Development Day
Friday, November 6, 2009	11:30 Dismissal of All Students
Friday, November 6, 2009	End of 10 wk Marking Period
Monday, November 9, 2009	Grades Due in Guidance Office at 9:00 AM
Thursday, November 12, 2009	Report Cards Mailed Home
Tuesday, November 24, 2009	5-8 Awards Assembly (1:00 PM)
Friday, December 11, 2009	End of 15 wk Progress Report Period
Monday, December 14, 2009	Progress Report Due in Guidance Office at 9:00 AM
Wednesday, December 16, 2009	Progress Reports Distributed to Students
Thursday, January 21 & Friday, January 22, 2010 (Reserved Day Mon. Jan. 25)	Mid-Year/Final Exams
Tuesday, January 26 - Thursday, January 29, 2010	January Regents, RCT's and Proficiency Exams
Friday, January 29, 2010	11:30 Dismissal of All Students
Friday, January 29, 2010	End of 20 wk Marking Period
Monday, February 1, 2010	Start of Second Semester
Monday, February 1, 2010	Grades Due in Guidance Office at 9:00 AM
Wednesday, February 3, 2010	Report Cards Mailed Home
Thursday, February 11, 2010	5-8 Awards Assembly (8:15 AM)
Friday, March 5, 2010	End of 25 wk Progress Report Period
Monday, March 8, 2010	Progress Reports Due in Guidance Office at 9:00 AM
Thursday, March 11, 2010	11:30 Dismissal of All Students

Thursday, March 11, 2010	Spring Conference (3:30 PM - 7:30 PM) Progress Reports Distributed at Conferences
Friday, March 19, 2010	Optional Staff Development Day
Friday, April 9, 2010	11:30 Dismissal of All Students
Friday, April 9, 2010	End of 30 wk Marking Period
Monday, April 19, 2010	Grades Due in Guidance Office at 9:00 AM
Thursday, April 22, 2010	Report Cards Mailed Home
Tuesday, May 4, 2010	5-8 Awards Assembly (1:00 PM)
Friday, May 14, 2010	End of 35 wk Progress Report Period
Saturday, May 15, 2010	Junior/Senior Prom (8:00 PM - 12:00 AM)
Monday, May 17, 2010	Progress Reports Due to Guidance Office at 9:00 AM
Wednesday, May 19, 2010	Progress Reports Distributed to Students 1 <sup>st</sup> Period
Thursday, June 10 & Friday, June 11, 2010 (Reserved Day Mon. June 14)	Final Exams
Wednesday, June 16, 2010	Grades Due in Guidance Office at 9:00 AM
Tuesday, June 15 - Wednesday, June 23, 2010	Regents, RCT's and Proficiency Exams
Thursday, June 24, 2010	5-8 Awards Assembly (8:00 AM)
Thursday, June 24, 2010	Report Cards Distributed to Students 1 <sup>st</sup> Period <b>Last Day of School</b>
Saturday, June 26, 2010	Commencement (7:00 PM)

**BANQUET DATES** (Subject to Change)

November 2009.....TBD
March 2010.....TBD
June 2010.....TBD

Fall Sports Awards (all levels)  
Winter Sports Awards (all levels)  
Spring Sports Awards (all levels)

**GUIDANCE DATES**

August 26, 2009 (Wed.) . . . 7th Grade Orientation (6:30 PM)  
 September , 2009 (TBD.) . . . SUNY Road Show (Juniors & Seniors) 9 AM  
 October 6, 2009 (Tues.) . . . College Fair (Juniors & Seniors) AM  
 October 14, 2008 (Wed.) . . . PSAT (Juniors) AM  
 December 17, 2008 (Thurs.) . . . 15th Annual College Spirit Day (Grades 9-12)  
 March 3, 2010 (Wed.) . . . 8th Grade Parents Night  
 March, 2010 (TBD) . . . ASVAB (Juniors)  
 May 5, 2010 (Wed.) . . . AP Calc Exam  
 May 7, 2010 (Fri.) . . . AP US History Exam  
 May 10, 2010 (Mon.) . . . AP Bio Exam

**2009-2010 MUSIC CONCERT DATES**

Wednesday, December 2, 2009 - 7:00 PM	Winter Concert I
Wednesday, December 9, 2009 - 7:00 PM	Winter Concert II
Fri. & Sat., May 7 <sup>th</sup> and 8th, 2010 - 7:00 PM	Musical
Wednesday, May 19, 2010 - 7:00 PM	Spring Concert I
Wednesday, June 2, 2010 - 7:00 PM	Spring Concert II
TBD	Elementary Concert

**AFTERNOON BUS SUPERVISION SCHEDULE 2009-2010**

September 3 - September 25	McBath, Main, Mathews, Montgomery
September 28 - October 30	Sykes, Ventura, M. White, Morgan
November 2 - November 30	R. White, Albern, Alford, Paro
December 1 - December 22	Curley, Curtis, Gault, Porter
January 4 - January 29	Brewer, Buckley, C. Cummings
February 1 - February 26	Bailey/Cotton, Bortnick, Bresett
March 1 - March 26	Hamilton, Hogle, S. Stone
March 29 - April 23	Lane, Lavender, Ludavici
April 26 - May 28	Rader, Remington, Siver
June 1 - June 24	K. Stone, Storie, Strome

**BELL SCHEDULE - JR.-SR. HIGH SCHOOL**

<u>Periods</u>	<u>Time</u>	
	7:42 -	Buses Arrive
	7:50 - 8:00	Breakfast/Silent Reading
	8:02 - 8:16	Walk
1.....	8:20 - 9:00	
2.....	9:03 - 9:43	
3.....	9:46 - 10:26	
4.....	10:29 - 11:09	
5.....	11:12 - 11:52	
6A.....	11:55 - 12:35	
1st Lunch....	11:52 - 12:22	
6B.....	12:25 - 1:05	
2nd Lunch....	12:35 - 1:05	
7.....	1:08 - 1:48	
8.....	1:51 - 2:31	
9.....	2:35 - 3:12 (2:42 on Friday)	

## SCHOOL DELAYS

There are schedule changes on days when the school starting time is delayed. The following two schedules were adopted in 1994 and remain in effect. Which schedule to follow is based upon the even/odd numbering of the actual delay.

### First two hour delay (First, Third, Fifth, etc. Day delayed)

9:45 - 9:55 - Students to lockers & homeroom  
 9:55 - 10:05 - Attendance  
 10:05 - 10:28 - Period 1  
 10:32 - 11:00 - Period 4  
 11:04 - Period five, follow regular schedule

### Second two hour delay (Second, Fourth, Sixth, etc. Day delayed)

9:45 - 9:55 - Students to lockers & homeroom  
 9:55 - 10:05 - Attendance  
 10:05 - 10:28 - Period 2  
 10:32 - 11:00 - Period 3  
 11:04 - Period five, follow regular schedule

## 2008-2009 BUILDING PLANNING TEAM

<u>Team Member</u>	<u>Constituency</u>	<u>Team Member</u>	<u>Constituency</u>
Mrs. Bortnick	Mrs. M. White Mrs. Paro Mrs. Lavender	Mr. Albern	Mrs. Main Mrs. Morgan Mr. Doyle
Mrs. Love	Mrs. Bailey Ms. Ludavici Mrs. Hamilton	Mrs. Curley	Ms. Strome Ms. Ventura Mr. Bessette Mr. Gault
Mrs. Porter	Ms. S. Stone Mr. Rob White Mr. Curtis Mr. Storie	Mr. Hogle	Mrs. Siver Mrs. K. Stone Mr. Remington
Mr. Rader	Mr. Bresett Mr. Buckley Mrs. Sykes Mrs. Mathews	Mrs. Lane	Mrs. Brewer Mr. Montgomery
Mr. Davis - Central Office Recorder - Mrs. Love Facilitator - To Be Announced		Ms. Alford Mrs. Cummings	Mrs. Sherry White

## SCHEDULE OF BUILDING PLANNING TEAM MEETINGS

Regularly scheduled meetings will be held on day 1, period 9, in room 405. Planning team meetings are open to all faculty.

## FACULTY MEETING SCHEDULE

General faculty meetings will be scheduled for the first Monday of each month that we are in school. Exceptions to this are indicated below. These meetings will be held in the cafeteria or auditorium and they will begin at 3:15 PM. Other types of faculty meetings may be scheduled throughout the year. These will be announced in advance.

September 8, 2008  
October 14, 2008  
November 3, 2008  
December 1, 2008  
January 5, 2009

February 2, 2009  
March 2, 2009  
April 6, 2009  
May 4, 2009  
June 1, 2009

## STUDENT MANAGEMENT

### STUDENT RESPONSIBILITIES

Each student is responsible for following his/her schedule **exactly!** It is the Administration's contention that the students, themselves, are responsible for being at their assigned place at their assigned time. Furthermore, it is also the students' responsibility to secure a properly authorized signature on their day pass if they wish to deviate from their schedule. Day passes may be used for the following reasons:

- To go to the bathroom.
- To go to the Nurse's Office.
- To go to their locker.
- To go to the library.
- To go to the High School Office.
- To go to the Guidance Office.
- To go to the pay telephone (during study halls).
- To go to another teacher's classroom. (Only if the day pass has been pre-signed by that teacher.)

Teachers, please understand that students must request permission. Teachers are expected to use their own judgment and discretion when authorizing students to leave their classrooms.

### AFTER SCHOOL ACTIVITIES

**We will only have late buses (4:30) on Tuesday and Thursday for the 2008-2009 school year.**

1. **Students remaining after school need to be directly supervised at all times.** For example: If team members have to wait for scheduled practices or games, they do not have open access to the building. They need to be either with a teacher or the coach or in the LRC. If a staff member keeps a student and does not need to work with a student as late as 4:30 (the time of the late bus run), the student needs to be escorted and assigned to the after school library assistant in the LRC until the late bus departure.
2. Bus transportation at 4:30 PM is intended for students who remain after school for supervised activities or for either academic or disciplinary reasons as requested by a teacher or the principal.

## STUDENT VISITORS / GUESTS

1. All persons visiting the Middle / High School between the hours of 7:45 AM and 3:12 PM on Monday through Thursday, 2:42 PM on Friday, must report to the High School office to obtain a visitor's pass.
2. Students who would like to bring a guest to our school should obtain a Guest Approval Form from the H. S. office **two days** prior to the intended visit. Teachers must sign the form granting approval or denying the intended visit. Approval must be granted at least one day in advance of the visit by the school administrator in charge.
3. All passes will be issued for a specified period of time.
4. Visitor's passes must be worn and visible at all times.
5. **The Administration reserves the right to refuse any person a visitor's pass or to revoke a pass.**

## TEACHERS' RESPONSIBILITIES

Teachers are responsible for taking accurate daily attendance for each of their classes and study halls and for reporting any unexplained student absences to the principal's office. This must be done for every class, every day, by every teacher.

Teachers will issue dated day passes to each student in their first period class. Teachers must ensure that the student's first and last names appear on the day pass. When a teacher issues or signs a day pass for a student, the teacher as well as the student is responsible for the accuracy and completeness of the day pass. See Appendix H for an example of a day pass.

Teachers may send a student to the high school office, by using the telephone in their rooms to notify office personnel that a student is en route. A pass is not necessary in this circumstance.

Those teachers who regularly supervise the areas near their classrooms have helped greatly. All teachers are urged to monitor the halls outside of their classroom between classes.

**At no time will teachers leave students unsupervised in their classrooms.**

Teachers are expected to complete CSE requests for student performance summaries for CSE Meetings in a timely manner.

## BEHAVIOR PROBLEMS WITH STUDENTS

Behavior problems with students may be minimized in severity and in frequency through a proactive student management plan. Such a plan would include:

- Teachers need to share student expectations and classroom rules both verbally and by posting them in the classroom.
- Teachers need to teach and model the behaviors they expect from students. Teachers should not assume that because students have reached a certain age or grade level that they have learned appropriate behaviors.
- Teachers need to approach each day as a new day and to be consistent with expectations from day to day. Teachers must also be sensitive and flexible in dealing with individual students.
- When a student's behavior is inconsistent with a teacher's expectations, the teacher should first make the student aware of the specific breach of conduct and then issue a warning.
- If this situation cannot be resolved satisfactorily, the teacher should refer the student to the office by intercom. The student will not return to that classroom that period. As soon as possible, the teacher should complete a student referral form **on the computer and check "pending."** This will allow the student infraction to be printed by the administrator on a "Pending List" each day

## PROCEDURE FOR ADDRESSING A STUDENT ACTING IN AN UNUSUAL AND ATYPICAL MANNER

1. If a student is acting in an abnormal manner, not typical of the student's regular behavior, ask some specific questions of the student, such as "Are you not feeling well?" or "Are you sick?" or "Did you take some type of medication today for an illness?"
2. Alert an administrator or designee if the student cannot respond in a normal/typical manner with clear, calm speech using correct sentences and assembling thoughts in a logical manner.
3. The administrator will come to the room to see the student and/or take him/her to the office for an assessment of the student's condition.
4. The school nurse will be notified by the administrator.
5. If it is believed the student is behaving in an abnormal or unusual way, the school nurse, or nurse practitioner if the student is enrolled in the health clinic, will be utilized to examine the student outside of a classroom, in the nurse's office, or health clinic or in some other more private location.
6. If the student's vital signs, such as heart rate, pulse, breathing, eye movement, and pupil size, are not consistent with the information on the student's medical records it will be noted in the nurse's logbook.
7. At this point the parents will be contacted and if necessary they will take the student home. If the student drives to school, he/she will be required to leave his/her vehicle on school grounds until someone else can drive the vehicle to the student's home.
8. Parents of students who are not enrolled in the school Health Clinic may be advised to seek additional attention through their family doctor or the parent can come to school and enroll his/her child for purposes of immediate evaluation.
9. If a similar situation occurs a second time in school the administration will contact the State Hotline Registry to report the situation.
10. If a student becomes violent toward himself/herself or others, acting in a very threatening or intimidating manner, the teacher or administrator will remove the other students from the room. The school counselor or school psychologist will be called in to assist, or if necessary, the State Police or County Sheriff's Department will be called for assistance. In addition, staff members on the same floor will be contacted for assistance and involvement as necessary.

## BUS SUPERVISION

In order to provide for orderly dismissal and bus loading, the Administration will assign teachers to supervise students during the time that the students are boarding school buses and until buses depart from the loading zone. (See page for the bus supervision schedule and Appendix G for Bus Supervision guidelines.)

## SPORTS ELIGIBILITY



For a student to be eligible to participate (either practice or play) in an interscholastic sport, both the student and his/her parent/guardian must sign the athletic contract, agreeing to maintain specified standards of attendance, behavior, and scholarship. The standards of attendance and behavior are addressed in the agreement itself (See Appendix E). These standards of scholarship which must be met for a student to maintain athletic eligibility are as follows:

1. Students' grades will be surveyed on a bi-weekly basis during the sports season. For the purpose of determining eligibility, a teacher need only indicate whether a student is failing that teacher's course at that time (based on evaluation of grades for that 10 week marking period). **Also, for the purpose of determining athletic eligibility, double period courses which are semestered and which meet every day will count as two courses and occupation center courses, BOCES, will count as three courses.**
2. If a student is failing two courses at the time of the survey, that student is on academic probation for the next two weeks (until the next survey). During the probation period, that student must raise his/her grades to maintain athletic eligibility. If the student is still failing two courses at the end of the probationary period, that student is then ineligible to play for one week. If a student grade survey finds a student failing more than two classes, this student is ineligible. No probationary period will be granted to an ineligible student.
3. An ineligible student's academic performance in all classes **will be surveyed on a weekly basis** and this student will remain ineligible on a weekly basis until he/she meets academic eligibility criteria.
4. A student is entitled to only one probationary (grace) period per season. Ineligibility (failing more than 2 classes) uses up the probationary period.
5. Any student who is ineligible for two consecutive 2-week cycles and is still ineligible when the third cycle is reported, then that student is dropped from the team roster for the remainder of the season.
6. While a student is ineligible he/she is restricted from participating in scrimmages and/or games. An ineligible student must continue to comply with all other obligations outlined in the athletic agreement specified by his/her coach.

(See Appendix E, pgs. 24 & 25, for copies of the **STUDENT ATHLETIC AGREEMENT**.)

## GUIDELINES FOR STUDY HALL

1. Maintain an environment conducive to study.
2. Teachers are responsible for taking accurate daily attendance in each study hall.
3. All study hall teachers will maintain a sign-in/out sheet of all students and student's destination with the time recorded.
4. Teachers are responsible for accurate checking of all passes for proper travel time and signatures.
5. Students should come to study hall prepared to work.
6. Students should be seated in their chairs.
7. Students who need to meet with another teacher must have their day passes signed by that teacher prior to the beginning of study hall.
8. One student at a time may be given permission to go to locker, telephone and bathroom.
9. Library Privileges:
  - A. Library passes will be limited depending on the number of study halls during that period. There will be only one pass per study hall for all students going to the library.
  - B. Students will report directly to the library and will remain in the library all period.
  - C. Students will sign out of the study hall and into the library.
  - D. Study hall teachers will be responsible for clarifying student responsibilities under this system.
  - E. No browsing passes will be issued during 9th period.



## FOOD AND DRINK

Unopened food items can be placed in a student's locker for consumption after school or may be taken for an away athletic event or field trip. This includes food items from the cafeteria. No food items are to be opened in the hallway or locker. If this rule is not adhered to, food items can be confiscated and placed in the principal's office for the student to have after school.

No soda or other beverages other than water in a clear plastic container can be in a student's possession at their locker. Students may keep a clear bottle of water in their locker for between classes, however open foods and beverages are not allowed in the hallways or lockers. Students may keep unopened soda in their locker for after school activities or events or to take to "away" activities.



## **TEACHERS' INSTRUCTIONAL DAY**

All teachers are to be in their assigned 1st period classrooms by 7:45 A.M. Teachers are to remain at school until 3:15 P.M. (Monday through Thursday) or 2:45 P.M. (Friday), exclusive of faculty meetings, parent conferences and other professional responsibilities. When it is necessary for a teacher to leave school early, the teacher is to request permission to do so from the principal.

When teachers need to leave the school building during the school day to attend to personal matters, they must sign out and sign back in upon their return. A log book is in the High School Office for this purpose.

## **TEACHER ABSENCES**

When it is necessary for a secondary teacher to be absent from school because of an illness, the teacher should call Mrs. Amo at 347-1700 the previous evening if possible, but preferably no later than 6:00 A.M. the morning of the absence. Late calls mean less chance of finding substitutes.

Personal days for teachers are to be approved by the Principal. Requests for personal days need to comply with specifications in the teacher's employment contract.

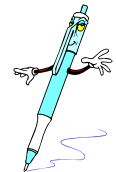
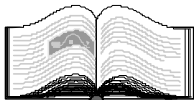
When teachers are absent, the appropriate form should be completed and returned to the office promptly. (See Appendix K for a sample form.)

## **PLAN BOOKS**

All teachers will plan effectively for all classes and courses they teach. Each teacher is to maintain a plan book or lesson plan outline.

All teachers will submit a copy of their weekly lesson plans to the principal no later than the first day of school for that week.

All teachers are required to submit their lesson plan book to the office, prior to leaving school for the summer.



## **CLASS RECORDS**

Class attendance and grade books should be an accurate record of attendance and student grades for all assignments, tests and class work. Attendance is to be taken carefully in each class, daily. Because these are legal documents, please exercise great care when recording data in them. Attendance and grade books will be collected at the end of the school year and kept in the office until the beginning of the new school year when they will be returned to teachers.

## **CLASS MANAGEMENT**

Classes should be conducted in an orderly manner, and the teacher should maintain control of the class at all times. Assignments should be purposeful and educationally based. Every attempt should be made to grade all homework and tests and these should be returned to students in a timely manner.

## **MIDDLE SCHOOL PRACTICES**

Teachers are required to instruct all of their 7th grade students in using the student day planner properly. In addition, teachers will require all 7th grade students to have their day planner with them in class and to use their day planner properly each day. On a weekly basis, or more frequently if requested by a teacher or parent, the student will share the information in the day planner with a parent.

Teachers of 7th and 8th grade students will share with these students their individual procedures for students to re-take quizzes and exams and to re-submit class work. Teachers should make students aware of what test(s) they have missed. They should copy for parents and students, at the beginning of the course, their policy on redoing quizzes, tests and assignments.

Teachers are encouraged to use the student reward and incentive programs in the jr.-sr. high school.

### **STUDENTS RECEIVING A FINAL GRADE OF 63% OR 64%**

Students receiving a final grade of 63% or 64% for a course will be allowed the opportunity to do extra work for that course to raise that grade to a 65%, if that student has completed on time 80% of the course work for that course. The extra work necessary to earn the extra credit will be mutually agreed upon by the student, high school principal and the teacher. If a teacher cannot document that a student has or has not completed 80% of the work for that course on time, then by default, that student will have the right to complete extra credit to earn the point or points to pass that course.

### **TEACHERS AWARDING A GRADE OF ZERO**

If you determine that a student has cheated while completing class work for your class, then you will assign that student a grade of zero and the student will have no option to raise that grade. In addition, you will notify the principal and the student's parents, informing both of the specifics of this infraction.

If a student fails to make up work missed **within a fair time period determined by the teacher** for that assignment, then that student should be awarded a grade of zero for the incomplete work. Extra consideration should be given for extenuating circumstances as determined by the principal.

### **CLASS ATTENDANCE PROCEDURE**

Each first period teacher will enter attendance electronically between 8:00 and 8:05 on their computer. Whether an excuse is brought in or not, a student must report to the H. S. office for a temporary readmission slip. First period class teachers are responsible for collecting from the students their temporary readmission slips and completing a pink referral form for students who have not returned a valid excuse after the one day grace period.

Regular dismissal is at 3:12 pm (Monday - Thursday), 2:42 (Friday). Parents must contact the principal directly for approval and confirmation of a students' need to leave early and any other attendance related questions.

(See Attendance Policy, pages 26-29)

### **ATTENDANCE PROCEDURES**

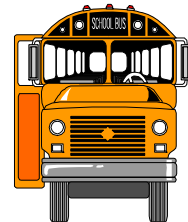
1. Sign in to your computer and click on the Web-2-School program.
2. Type in your username and password again for the program, as directed.

3. From the menu bar select “Administration” and go down to Attendance and then to “Detailed-Daily” and click to select. Your list of students will come up on the screen.
4. On the View/Modify Attendance screen, first check the date to ensure that it is for the current day (i.e. for day one it would read 09/07/06).
  - a. In the Attn. Category of the student(s) who are absent, click on the down arrow and highlight **AB** to select for each one.
  - b. Once all absent students are marked as absent, click **OK** at the bottom of the screen.
5. Attendance should be completed for the office by **8:10 am** each morning.

### TARDY TO CLASS

Teachers will keep track of student tardies to class. When a student is late 3 times, their name(s) and dates of tardiness to class will be sent to the high school office and 1 ASD (After School Detention) will be assigned.

If a student is kept after class for any purpose related to that class, that teacher shall sign the day pass for the next class. Such incidents of tardiness will not count in the tally kept by the teacher.



### BUS PASSES

Students must have a written note for a bus pass. Bus passes cannot be taken by phone except in the case of an emergency. Notes must be brought to the High School Office before 8:05 am. Bus number(s) of the regular bus and the bus they will be riding must be on the written note. Bus Permit passes will be written and available for pick up in the office after 10 am.

### ANNOUNCEMENTS - AM/PM

1. The Pledge of Allegiance will be said at the beginning of third period (approx. 9:33 am).
2. Appropriate announcements will be given by students over the P. A. system from the High School Office after the Pledge of Allegiance.
3. Requests for announcements shall be submitted to and approved by the high school secretary on an announcement form prior to 8:15 am.
4. Teachers are encouraged to read those daily announcements that pertain to the students in their room.
5. Any necessary afternoon announcements will be read at the beginning of 9<sup>th</sup> period only.

## THE LIBRARY

We welcome library users to come and learn how to access information. Your needs will determine how often you visit and what facilities you use on those visits. The library is a working place. In order to respect others' rights, you will be asked to tend to business or to return to study hall.

Teachers must call library if sending students down for research from a scheduled class to see if the library can accommodate them.

### Student Responsibilities:

- A. You should come to the library with a properly signed pass and only essential materials.
- B. You may sign out up to four books and return the books at the end of the two week loan period.
- C. Sign your own name in full, legibly, on the sign in sheet when entering the library.
- D. Conduct yourself in a quiet, polite working manner.
- E. You may sign out with the pass to the bathroom, one at a time.
- F. You are expected to come to the library prepared to work. Infractions may result in the loss of library privileges.
- G. If you are asked to return to study hall, library privileges will be revoked for one week.
- H. If library privileges are revoked several times, a referral will be written to the high school principal.

### Research Use:

- A. You **must** come to the library with a pass pre-written by subject area teacher.
- B. You **must** come prepared to work and do the work stated on your pass.
- C. During study halls one student at a time may be allowed to go to the library to check out a book.

### Academic Purpose:

- 1. The library is a learning center and an extension of the classroom.
- 2. Note taking is a component of the research process and a crucial learning tool.
  - 1. Therefore students will be instructed to take notes before requesting a photocopy.
  - 2. They also will be asked to preview for selection before printing material from computers.
  - 3. Students will type reports from their own notes not from books or printed material.

### Leisure Use:

- A. You must come on a group pass and your day pass must be signed by a study hall teacher.
- B. You may not attend the library for leisure use during the Activity Period.

### General Rules:

- A. You **must** sign out library material before removing it from the library. Magazines and other reference materials are not to be signed out of the library.
- B. In general, students doing research should have priority in the use of the computers.

## PURCHASING POLICY & PROCEDURES

General:

1. Only the person designated by the Board of Education as Purchasing Agent may commit the district for a purchase. The Business Manager is designated by the Board of Education as the Purchasing Agent.
2. No purchase order can, or will be, executed without a properly filled out and approved requisition.
3. All requisitions must be approved by the High School Principal and the Business Manager.
4. Only forms issued by the Purchasing Agent may be used for requisitions. Requisition forms are available in the business office and the high school office. See Appendix J for a sample purchase requisition form.

Procedure:

1. Fill out a requisition form with all required information and submit the form to the High School Principal.
2. If approved, the Business Office personnel will fill out the purchase order.
3. All purchase orders will be signed by the Purchasing Agent before issuance.
4. The following are designated as requisitioners: Superintendent of Schools, High School Principal, Elementary Principal, Head Mechanic, Head Custodian, and Teachers.
5. **Please Note- Do not confuse requisitions with budget requests.** Budget requests are filled out at the time of budget preparation and do not take the place of a requisition.

## USE OF THE SCHOOL BUILDING AND GROUNDS

Requests for the use of district buildings and grounds are to be submitted for approval to the building principal using the district's 'Application for Facility Use' form.

## SCHOOL DANCES

- A. Passes are required for all persons who are not current students at E-KCS. Each student at Edwards-Knox may have one guest pass. The student obtaining the pass must be in attendance at the dance and is responsible for the guest's behavior. No passes will be issued after the close of school on the date of the dance. Dances will take place between the hours of 7:00 and 10:00 PM.
- B. Attendance at school dances is restricted to students in grades 7-12.
- C. Prior to a dance the advisor will obtain from the high school principal, a list of all students on social suspension or school suspension.
- D. There shall be at least seven chaperones for each dance, including the **class advisor** and at least **two other staff members**. A written list of chaperones must be approved with the Principal at least one week in advance of the scheduled dance.



- E. The drinking of alcoholic beverages on school property is prohibited.
- F. Anyone who obviously has been drinking will not be admitted to, or allowed to remain at the activity. A student who attends an activity under the influence of alcohol/drugs will be detained for a parent to pick up. **The student will be prohibited from attending another dance for 6 months from the date of the incident.**
- G. Student use or possession of tobacco products is prohibited inside the school building or on school grounds.
- H. Anyone who leaves the building without authorization will not be allowed to reenter.
- I. No one will be let into a dance one hour after it has begun.
- J. The class sponsoring the dance is responsible for adherence to school rules.

### **SEXUAL HARASSMENT**

Sexual Harassment may include, but is not limited to, sexually degrading words or gestures; verbal sexual abuse; obscene phone calls; offensive sexual graffiti, pictures or cartoons; subtle pressure for sexual activity; leering or staring; insulting remarks to a person about his or her gender or sexual orientation; demands for sexual favors accompanied by implied or overt threats; and unwanted touching, patting, pinching or brushing. The Edwards-Knox Central School District policy on Sexual Harassment is included in Appendix L of this Handbook.

### **RESPONSIBILITIES AND CONCERNS FOR CLASS / ACTIVITY ADVISORS & CLASS OFFICERS**

- 1. All activities should be planned as carefully as classes. All meetings should be conducted under rules of Parliamentary Procedure. Teach your presiding officers and class members to conduct democratic, orderly and worthwhile meetings. No meetings are to be held without the approval and presence of the advisor.
- 2. All activities should have the approval of the class, the advisor, the principal and the Superintendent of Schools. Veto power always rests with the Superintendent.
- 3. All monies raised through projects should be accounted for by class officers, identified with the project and deposited with the Extracurricular Fund Advisor immediately. During a fund raising activity, advisors should encourage students to turn in money daily. Advisors should take extra care to store funds submitted to them and in the district vault daily.
- 4.
  - A. The Extracurricular Treasurer shall set aside time to receive and disburse student funds. Each student treasurer must make an appointment with the extracurricular central treasurer to deposit and disburse monies during a study hall.
  - B. Other than in extreme situations, all coins will be rolled prior to their being deposited.
  - C. All deposit slips should be made out in duplicate with the activity properly identified, such as "**Class of 09**", "Band", etc. **No deposit slip should be made out as "Senior Class", "Sophomore Class", etc.**

- D. Upon acceptance of the deposit by the Extracurricular Fund Advisor, the student deposit slip duplicate will be initialed by the Extracurricular Fund Advisor.
  - E. All deposit slips should be numbered in order, beginning each school year with #1.
  - F. All student entries in the Class Individual Financial Record books shall be accurately and carefully made, including date of deposit, number of deposit, source of receipts (candy sales, dance, etc.) or date and number of disbursement slip, purpose and running balance.
  - G. All disbursement orders must be accurately and completely made out, including balance less payment order and remaining balance, and signed by the class treasurer, the class advisor, and the high school principal before presentation to the Extracurricular Fund Advisor for his/her approval.
  - H. All class bills should be paid by check. **There should not be any cash transactions.** No bill will be paid without presentation of an invoice to the Extracurricular Fund Advisor.
  - I. Checks are not disbursed by the Extracurricular Fund Advisor without the Principal's approval.
  - J. Advisors should never allow large amounts of cash to be stored in the vault over a lengthy period of time. Weekly deposits can and should be made and all cash boxes should be completely cleaned out on Friday of each week, unless the class needs change for an event over the weekend, such as a dance.
  - K. All class monies should be deposited and all bills should be paid with the Extracurricular Fund Advisor by June 15. This procedure will allow for all books to close before the last week of school in June.
5. The Extracurricular Fund Advisor will prepare a report bi-annually (December and June) using the established forms to be presented to the Board Of Education along with the bank statements.
  6. Class advisors are to be in attendance at all class activities and are responsible for the enforcement of school rules. Advisors should also ensure class finances are well maintained and that all class meetings are well organized.
  7. Class advisors are expected to act in an advisory capacity.
  8. Advisors need to schedule extracurricular events and to make the class members aware of these scheduled events in a timely manner.
  9. All students and advisors are to remain for class meetings for the entire length of the period **established by the meeting.**

## APPENDIX A

### **Rules and Regulations For Maintenance Of Public Order For Edwards-Knox Central School District**

- I. In accordance with CHAPTER 740 LAWS of 1972, ARTICLE 55, Section 2801 of NEW YORK STATE EDUCATION LAW, the following are prohibited:
  - A. Willful physical injury to any person.
  - B. Willful damage to property.
  - C. Willful disruption of the orderly conduct of classes of any other school program or activity.
  - D. Entry upon any portion of the school premises for any purpose other than its authorized use.
  - E. Willful interference with the lawful and authorized activities of others.
  
- II. Penalties and procedures for violations of these rules and regulations are as follows.
  - A. A licensee or invitee will have this authorization to remain in a school building or on school property withdrawn and shall be directed to leave the premises. If he fails to do so, the police will be notified immediately. If the violation involves any personal injury or property damage, the police will be notified.
  - B. A trespasser or visitor without specific license or invitation will be subject to ejection. The person will be asked to leave and if he does not, the police will be called immediately. If the violation involves any personal injury or property damage, the police will be notified.
  - C. Students will be subject to suspension as outlined in the Education Law Section 3214.6 or lesser disciplinary actions as the case may warrant.
  - D. A faculty member will be subject to dismissal according to section 3020a of the Education Law if tenured, or Chapter 866 Laws of '72 is not tenures, or lesser disciplinary actions as the case may warrant.
  - E. An employee in the classified service of the Civil Service, described in Section 75 of the Civil Service Law, will be subject to the penalties prescribed in said action.
  - F. An employee other than the one described on paragraphs (D) and (E) above will be subject to dismissal or lesser disciplinary actions as the case may warrant.
  - G. The above will follow accepted principles of due process where said applications dictates.

## APPENDIX B

### **CLASSIFICATIONS OF POSITIONS UNDER TENURE Edwards-Knox Central School Russell, New York**

#### Teachers hired before August 1, 1975

Elementary (K-6): All teaching positions except Supervision and Administration.

High School (7-12): General Secondary - all positions not covered by special tenure area.

Special Tenure Areas - Art, Music, Physical Education, Industrial Arts, Vocational Education (Business, Home Economics).

#### Teachers hired after August 1, 1975

Same as above, except secondary will be according to subject area, i.e. Math, Science, English, Social Studies, etc. This does not, of course, change for people teaching special tenure area subjects.

## APPENDIX C

### **SUMMARY OF AMENDMENT TO THE REGULATIONS OF THE COMMISSIONER OF EDUCATION REGARDING CORPORAL PUNISHMENT, EFFECTIVE JANUARY 26, 1985**

The State Of New York Prohibits The Use Of Corporal Punishment.

Corporal punishment means any act of physical force upon a pupil for the purpose of punishing that pupil. The use of reasonable physical force for any of the following purposes is acceptable and is not defined as Corporal Punishment.

1. to protect oneself from physical injury;
2. to protect another pupil or teacher or any other person from physical injury;
3. to protect the property of school or of others; or
4. to restrain or remove a pupil whose behavior is interfering with the orderly exercise and performance of school district functions, powers or duties, if that pupil had refused to comply with a request to refrain from further disruptive acts; provided that alternative procedures and methods not involving force cannot reasonably be employed to achieve the purpose set forth in 1 through 4 above.

Liability insurance is provided by the Board of Education for teachers who are carrying out their professional duties, board policy and/or administrative directives.

## APPENDIX D

### **EDWARDS-KNOX JR.-SR. HIGH SCHOOL PLANNING TEAM**

Originally drafted 1990 - updated March 17, 2000

#### Organizational Structure

The Middle / Sr. High school Planning Team will act as an advisory and decision-making body for middle / high school concerns. Each faculty member within the building will be represented by a member of this team.

#### Responsibilities Of Individual Team Members

1. Establish the agenda - this will occur during each meeting. At each meeting, a tentative agenda will be established for the following meeting.
2. Report back to the constituency which the team member represents. This may be accomplished in one of three ways:
  - A. Meetings of the entire group.
  - B. Contact with each individual member.
  - C. Combination of both.
3. Each team member will be responsible for being aware of and researching agenda items when and where appropriate.
4. Each team member will be responsible for discussing/providing input/clarifying/reporting information at the team meetings.
5. Decisions at the Building Planning Team meetings will be made by consensus. Consensus is defined as a decision which everyone on the team agrees to support.

#### Administrative Input

The administrator(s) of the building are responsible for providing input and information. They are responsible for clarifying when and where necessary; i.e district policy, procedures, etc.

#### Facilitator

The Facilitator will be selected by the team. The role of facilitator follows:

1. Generates and distributes agenda to all faculty.
2. Begins meetings promptly.
3. Keeps meetings on-task.
4. Monitors time.
5. Opens the agenda at the beginning and end of the meeting.

#### Recorder

The Recorder volunteers or is selected by the group. The duties of the recorder follow:

1. Establish format for taking minutes.
2. Takes minutes.
3. Provides a legible copy of minutes to high school secretary for all faculty.

## APPENDIX D CONT'D

### Meeting Mechanics

- \* Establishing agenda - open agenda to team, add/delete agenda items, reorder agenda items
- \* Length of meeting - generally not to exceed one class period
- \* Frequency of meetings - weekly
- \* Regular meetings - Day 1, Period 9
- \* Each constituency will decide in May of the appropriate year as to who their representative on the Building Planning Team will be; membership on the team becomes open every 3 years
- \* New members will be requested to 'sit in' on the June meetings. New members will begin their active participation on the Building Planning Team in September of the next year

All faculty are reminded that they are welcome to attend each meeting and may participate as a contributor, as a presenter, or merely as a listener. However, only Building Planning Team members have a vote in the decision making process.

**Dr. William Cartwright**  
Superintendent of Schools

**EDWARDS-KNOX CENTRAL SCHOOL DISTRICT**

**BOARD OF EDUCATION**  
Wheeler D. Maynard, Jr., Pres.  
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Kay C. Amo, Clerk

**Jeffrey A. Davis**  
Jr.-Sr. H.S. Principal  
562-3227 or 562-3152

P.O. BOX 630  
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FAX: (315) 562-8433  
BUS GARAGE: (315) 562-8440  
SCHOOL-BASED HEALTH CLINIC: (315) 562-7242  
www.ekcsk12.org

**Suzanne L. Kelly**  
Elementary Principal  
562-3284 or 562-3210

2008-2009 School Year

Dear Parents/Guardians:

Your son/daughter has expressed an interest in becoming a member of one of our athletic teams. We believe that participation on athletic teams allows students opportunity for personal growth and development. In addition, students can learn much about self-discipline and about responsibility and dependability by participating on a team.

Attached you will find a copy of the Edwards-Knox Athletic Agreement. This is a list of rules and regulations governing all athletes participating on our athletic teams and it is yours to keep. Please review this agreement carefully with your son/daughter.

Please note the Athletic Agreement below. Students must return this contract to their coach, signed by the student and the student's parent or guardian before the student is eligible for participation in the sport named. In addition, the accompanying Authorization For Emergency Treatment of Minors Form and the Medical Update Form must also be completed and returned to the coach before the student is eligible to participate.

Sincerely,

THE ADMINISTRATION

ckw/  
-----

I have reviewed the Student Athletic Agreement with my son/daughter and understand that all team members will be expected to abide by these rules and regulations. I hereby give my permission for (Name of Athlete) \_\_\_\_\_ to participate in (Name of Sport) \_\_\_\_\_ for the \_\_\_\_\_ season.

\_\_\_\_\_  
Parent/Guardian Signature

I have read the rules and regulations and agree to abide by them.

\_\_\_\_\_  
Athlete Signature

## APPENDIX E

### **EDWARDS-KNOX CENTRAL SCHOOL STUDENT ATHLETIC AGREEMENT**

The following rules and regulations are to be followed by all athletes (boys and girls) while participating on an athletic team and cheerleading squad.

1. All eligibility rules of the New York State Public High School Athletic Association will be strictly followed. A copy of these rules is available in the athletic office.
2. Students will have until the end of the first full week of a sport's season to become a member of an athletic or cheerleading team. Extenuating circumstances will be reviewed. This guideline is consistent with our academic add/drop policy.
3. Athletes will meet academic eligibility guidelines, as stated on page 20 in the Student Handbook.
4. Athletes must be in attendance for a **full day** of school (**arrive by 7:50 am**) in order to practice or play unless they present a written legal excuse on official paper from the doctor, dentist, motor vehicle office, etc. (i.e. doctor's appointment, dentist appointment, road test). In extenuating circumstances, a parent may notify the principal for a clarification of certain emergencies.
5. The possession/use of ALCOHOL, ILLEGAL DRUGS, or TOBACCO (in any form) by athletes is strictly prohibited.
  - A. Alcohol and Illegal Drugs - The use and/or possession of alcohol or illegal drugs is a very serious concern and a violation of the law. First offense for such activity will be a suspension of three games. The second offense within an athlete's career at Edwards-Knox will result in a one-year (365 day) suspension from all athletic activities from the date of the determination by the athletic committee.
  - B. Tobacco - Use or possession of tobacco or tobacco products is prohibited by athletes both on school grounds or off during an athlete's "season". Although 18 years old is the legal age for purchase or use of cigarettes and chewing tobacco, we do not condone possession or use of these unhealthy products. Violation of this rule will result in a three game suspension for the first offense and a six game suspension for the second offense. A third offense will result in a one-year (365 day) suspension from all athletic activities from the date of the determination by the athletic committee.

Violations of the preceding rules and regulations will result in the alleged offender being suspended pending a meeting of the athletic committee. The committee will consist of the Jr.-Sr. High School Principal, Athletic Director or designee, the coach of the team and two other coaches.

6. Athletes will be expected to maintain acceptable standards of school and community citizenship.
7. Athletes will be expected to follow the individual coach's rules involving each sport.
8. All injuries must be reported promptly to the coach and school nurse.
9. Athletes must ride the team bus to and from each athletic contest. **Parents/Legal Guardians** wishing to drive their children home from the contest must notify the coach of this, **in person**, and sign the release form provided by the coach. When the coach releases the athlete to the parent/guardian, the school is then relieved from all liability for the student's transportation home from the athletic contest. A written request by a parent/guardian for an exception to this rule/ procedure must be presented to the high school principal. Any exceptions to this rule/procedure will be approved by the high school principal. Once a request for an exception to this rule/procedure has been approved, the principal will initial this request and the student athlete will present this note to the coach. The school is then relieved from all liability for the student's transportation home from the athletic contest.
10. An athlete who wishes to withdraw from the squad must **notify the coach personally and sign a withdrawal form provided by the school.**
11. All athletes are held personally and financially responsible for ALL equipment issued to them. Failure to return equipment within a week following the last scheduled contest will result in financial penalty and delay in commencing the next sport season.

\* A signed and dated athletic agreement by each student/parent will be kept on file by the Athletic Director in a large 3-ring binder at the start of each sports season.

## APPENDIX F

### **CLASS ATTENDANCE PROCEDURE / POLICY**

Approved - 8/13/01  
Updated - 3/15/02  
Revised - 4/29/02

#### **STUDENT ATTENDANCE**

The Board of Education, in accordance with the State Education Law, requires that each minor regularly attend school full time from the first day of session in September of the school year in which the minor becomes six years of age through the last day of the school year in which such minor becomes sixteen years of age, unless he/she has completed a four-year high school course of study. He/She may attend a school other than a public school or receive home schooling, provided the instruction meets the State requirements for home schooling.

It shall be the responsibility of the Superintendent of Schools to prepare and the Board to enact appropriate rules and regulations to monitor the attendance of all children below the age of 16, and those above 16 but less than 19 who have chosen to work full time but are unemployed. Such rules shall include a provision to contact the home at the start of a period of unexcused absence, and establish a minimum attendance requirement.

Intervention strategies have been developed by both the High School Planning Team and the High School Discipline Committee to address identified patterns of unexcused student absences, tardiness, or early departures. Ideas are brought to these committees who discuss them and develop them into strategies. These strategies are then discussed with the faculty for constructive feedback. The committees then develop final drafts of the strategies for Board of Education approval.

High School Administrators, the Attendance Officer and faculty will be responsible for reviewing student attendance records and initiating appropriate action to address unexcused student absences, tardiness and early departures consistent with the comprehensive attendance policy.

The High School Secretary maintains school attendance records on the school's computer system. Attendance is taken by teachers at the start of the school day. Students who are tardy or depart early must fill out the attendance sheet kept in the high school office. **Failure to follow this important rule will result in a detention after school.** The High School Secretary records absences, tardies, and early departures in the computer. There are fourteen codes used which indicate the reason and classification of the absence.

#### **CLASS ATTENDANCE AND COURSE COMPLETION**

The District believes that classroom participation is related to and affects a student's performance and grasp of a subject matter and, as such, is properly reflected in a student's final grade. For purposes of this policy, classroom participation means that a student is in class and prepared for work.

In order to encourage student attendance, the District will develop and implement grade-appropriate/building-level strategies and programs such as:

- a. Attendance honor rolls to be posted in prominent places in District buildings and included in District newsletters and, with parent/person in parental relation consent, in community publications;
- b. Monthly drawings for prizes at each grade level to reward perfect attendance;
- c. Grade-level rewards at each building for best attendance;
- d. Classroom acknowledgment of the importance of good attendance (e.g., individual certificates, recognition chart, bulletin boards);

Any student absent from a class more than 15% of the time, for any reason (including excused and unexcused absences), will not receive credit for the course. More than fourteen period absences in a half unit course or more than twenty eight periods absent for a full unit course will result in loss of credit. When a student has not met the attendance requirements the student will not be allowed to take the final exam and/or state exams (i.e. Regents, 8<sup>th</sup> grade assessments, etc.).

Transfers and students re-enrolling after having dropped out will be expected to attend 85% of the scheduled class meetings during their time of enrollment. The procedures followed will be prorated according to their possible number of class meetings.

Students who are absent from class due to their participation in a school sponsored event are to make arrangements with their teachers to make up any work missed in a timely manner as determined by the student's teachers. Upon completion of the assigned make up work, the student will be given credit for classroom work and participation for the class absence.

Except for those intentional absences whereby the student sought to gain an unfair academic advantage (e.g., the student is absent to allow for more time to study for an exam), make up opportunities will be provided for all student absences from class per classroom policy.

To assure due process, the implementation of this general attendance policy will be in accordance with rules and regulations as developed by the administration. Further, the District shall vigorously publicize and disseminate this policy in order to ensure faculty, student and parental awareness.

### **GENERAL ATTENDANCE INFORMATION**

Regular attendance at school is required for all students enrolled. Excused absences are limited to illness or injury, medical, dental, or similar appointments, family emergencies requiring the student's presence, death in the immediate family or certain religious holidays. In order for the school principal or nurse to record these absences as excused, a written excuse signed by parent or guardian must be presented to the attendance officer immediately following the absence.

Truancy is defined as absence from school without the consent of school or home and is a serious matter. Repeated truancy can lead to family court action.

Once a student enters school, he/she does not leave for the remainder of the day unless dismissed (and properly signed out) by the school attendance office or principal. A student will be dismissed from school for reasonable and excused needs if the parent or legal guardian calls for the student at the office. The parent or legal guardian must sign the student out.

No student will be released to any person other than his/her parent or legal guardian except under the following conditions:

- A. An emergency situation that will be in the best interest of the student.
- B. To law enforcement officers if the principal deems the action to be justified (parent will be called in such event).
- C. To persons designated by parent or legal guardian. Parent should call the principal in advance of the planned early dismissal. Transportation method must be approved by the parent or guardian and the principal.

Reasonable request by a parent in writing for early dismissal will be approved unless it becomes repetitive or disadvantageous to the student's academic program. **Only seniors passing all courses needed for graduation will be allowed to sign out at 2:30. They must also submit a weekly work schedule verified by their employer.**

It is expected that students will arrive at school on time. If arrival occurs after 8:05 a.m., the student must report to the office immediately upon arrival for the attendance record. Parents of students with excessive absences, tardies, or early departures will be notified.

Students will avoid regular tardiness. If these patterns develop, the student will be expected to discuss the situation with the principal.

With parent approval, a "late arrival" or "early dismissal" pass may be issued by the principal. Passes will be issued only to seniors because of a job or because they are needed at home due to unusual family circumstances. In

these cases, the student will maintain his/her school work at acceptable levels. A student who has a "late arrival" pass must report to the office immediately upon arrival each day for attendance recording.

### **ATTENDANCE AND TARDINESS**

1. According to the school laws of the State of New York, all children between the ages of 6 and 16 must be in attendance at school at all times during which the school is in session. The following are excused absences:
  - A. Illness of pupil
  - B. Severe storms or impassable roads
  - C. Sickness or death in family, requiring student's presence at home (this does not provide for continual absences)
  - D. Religious observance
  - E. Quarantine
  - F. Required presence in court
  - G. Music lessons
  - H. Clinic and health treatment
  - I. Road Test
  - J. School sanctioned activity
2. If school is closed because of inclement weather, sickness, or any other nonscheduled reason, notice will be given over radio stations WTOJ, WOTT/WNCQ, WTNV, WPAC, WSLU, WVNC, WIGS, WKLS and WPDM/WSNN and WWNY Watertown and WWTI Channel 50 Television stations; listen to the radio or television - do not call the school.
3. Attendance at all classes, which includes study halls, physical education classes and science labs, is mandatory. Any student skipping any class will be subject to appropriate disciplinary procedure.
4. Tardiness to class will not be tolerated. If a student is going to be late for a class or study hall due to discussion with a teacher, finishing a project, or cleaning up, the student will obtain a late pass from the teacher.
5. Procedure for Leaving School - You should plan appointments so as not to interfere with your education. If, however, it is necessary for you to leave school early, you should bring a note stating the reason for your request with the signature of a parent or guardian. This should be presented to the attendance office by 8:05 am. The procedure for early dismissal is that the student **signs out on the sheet in the high school office after approval from the nurse and/or high school principal**. A student will be dismissed from school for reasonable and excused needs if the parent or legal guardian calls for the student at the office. The parent or legal guardian must sign the student out. Extenuating circumstances will be reviewed by the principal.

### **BEFORE 7:45 A.M. - AFTER 3:12/2:42 P.M.**

1. No student is to be in the upstairs or downstairs hallways or classrooms before 7:45 a.m. unless supervised by a teacher.
2. Students are not to be in the school building after 3:12 p.m. (Mon. to Thurs.) or 2:42 p.m. (Fri.) unless they are: a) part of a school "approved" activity such as cheerleading, sports teams, scout organizations or spectators at a school-sponsored event, only at those times that the above groups are meeting and/or practicing; b) working in the library from 3:12/2:42 to 4:30; and c) under the supervision of a teacher.
3. Any other group that needs to stay after school for any reason must have the written permission of the principal and must have a faculty member to supervise the group.
4. Any unsupervised student in the school building after 3:12/2:42 p.m. **may receive an after school detention**.

### **SPECIFIC ATTENDANCE INFORMATION FOR STUDENTS 7-12**

1. Minimum attendance for each class is required for permission to take a final exam.
2. Any student with absenteeism in excess of 15 percent of the total number of class periods per subject will not receive credit for that particular course or courses (exceptions are explained on page 2).
3. Periods absent can be made up by spending an equivalent number of minutes in relation to the class periods missed, working on course-related material. A contract will be developed between the student and the teacher stating how this will be arranged.
4. A student and his/her parents will be notified by the teacher and principal by letter when he/she is at about the midway point of absenteeism. The student and his/her parents will **also be advised when the student is in danger of exceeding the absenteeism limit.**
5. An attendance review committee **may** be set up, made up of respective attendance officer, a guidance counselor, two teachers, two parents and two students **to review extending circumstances related to a students absence from school.** The committee's recommendation will then be forwarded to the high school principal for action.
6. All absences, excused or unexcused, will be included in the total number which will lead to the loss of credit if the number of absences exceeds the limit and absences are not made up. The 85% attendance requirement must be achieved **one week prior to the first date of that courses** final examination.

## APPENDIX G

### **GUIDELINES FOR SUPERVISING THE PLANNING ROOM**

1. The Monitor assigned to supervise the planning room during first period will report to the high school office before first period begins to escort the student(s) who have been assigned there for that day to the planning room.
2. The Monitor assigned to the planning room first period will unlock the door. Teachers should be expedient to get to the planning room to relieve the teacher that is in there. At the end of the school day the monitor assigned to the planning room during ninth period will close the door.
3. The planning room is to be silent at all times and the atmosphere is to be serious at all times.
4. Students assigned to the planning room are to be actively engaged in instructional, educational tasks at all times while in the planning room. Tasks such as homework, studying, reading, writing quizzes and tests, etc., are some examples of appropriate tasks for students to be engaged with while they are assigned to the planning room.
5. Students assigned to the planning room may leave to go to the health office or to the bathroom, not to their locker or to see another teacher. The student needs a properly completed pass to leave the planning room. Students will be allowed a bathroom pass once in the morning and once in the afternoon. Monitors will keep a record of each student's bathroom passes. Students assigned to the planning room use the bathrooms closest to the ISS room.
6. Only the Principal or his/her designee can assign students to the planning room.
7. Students assigned to the planning room will be escorted to the cafeteria at 12:20 by the monitor assigned to the planning room at that time. The students will return to the planning room with their lunch. A student will return all lunch trays at 12:55.
8. Students will bring all of their books and study materials to the planning room at the beginning of the first period assigned.
9. Students' assignments will be sent to the planning room first period, daily. Quizzes and tests can be given in the planning room during the regularly scheduled period.

### **SUPERVISION OF AFTER SCHOOL DETENTION**

1. Detention will be on Tuesdays and Thursdays from 3:15 to 4:25 P.M.
2. Teachers are to check in the high school office for a list of names of students assigned to detention and for each student's Detention Learning Packet (DLP) assignment, if there is one. **If a teacher is absent on the date of their assigned detention they will be assigned another after school detention to meet their contractual obligation.**
3. The High School Principal, or his designee, assigns After School Detention (ASD).

## APPENDIX G CONT'D.

4. If there are no students assigned ASD, the teacher is free to leave.
5. Teachers are requested to volunteer to monitor detention two nights per year. A sign up will be posted in the High school Office.
6. Detention Learning Packets:
  - Students will follow all instructions on DLP.
  - Teachers need to read student responses on the DLP and determine whether these responses are acceptable. If DLP responses are not acceptable, teachers should return the DLP to the student. DLP responses are to be submitted to the teacher by 4:25 and the teacher is to submit them to the High School Principal.
7. Teachers will complete the behavior matrix each night and submit this matrix to the High School Office.
8. Teachers are to report the names of students that are absent from ASD to the High School Principal.
9. Students that are repeatedly disruptive may be sent out of the detention room by the teacher after contacting the administrator on duty.
10. Teachers will enforce the Student Guidelines for After School Detention.

### **STUDENT GUIDELINES FOR AFTER SCHOOL DETENTION**

1. Be on time; detention starts at 3:15 PM sharp in the ISS room (#406), unless otherwise announced. **If a student arrives after 3:15 they may be assigned another night of detention.**
2. While serving After School Detention, students must be prepared to work or successfully complete the following tasks in the order prioritized below:
  - Detention Learning Packet (DLP) assigned to student.
  - Homework
  - Detention Room Monitor Assignment
3. Students will bring school work to ASD to work on after DLP is completed and accepted by the Detention Monitor.
4. Should the student have no school work to do, the detention monitor will assign the student some work to complete.
5. Students will stay on task assigned by the detention monitor.
6. No talking among the students in detention.
7. No food or drink is allowed in the detention room.
8. Students receiving more than two check marks on the Behavior Matrix will be assigned additional After School Detention (ASD).
9. Students will not be allowed to leave the detention room until 4:25.
10. Only in extreme instances will students be allowed bathroom privileges.

APPENDIX G CONT'D.

**SUPERVISION OF CAFETERIA**

1. Students may go to the nurse's office or bathrooms without a pass, but with permission.
2. Otherwise, teachers should not release students without a pass.
3. Teachers who are assigned to cafeteria supervision should be supervising students and not eating lunch.
4. If a discipline problem occurs, the teachers should report it to the high school office.
5. Cafeteria monitors might find it practical to supervise doorways near the time for dismissal.

**SUPERVISION DURING BUS DUTY**

1. Teachers should report as soon as possible to the boarding area.
2. Teachers should direct students to board the bus promptly.
3. High school teachers should discourage student running.
4. High school teachers should cover both ends of the bus line as well as the front door.
5. High school teachers and elementary teachers assigned to entrance will be responsible for releasing the buses.
6. Teachers should notify their respective office about any problems to be dealt with the next day, except in extreme cases.

**GUIDELINES FOR OFFICE HELPER**

1. One "student office helper" can be chosen daily or weekly by a study hall teacher each period. The student helper should report to the High School office to assist where needed.
2. Always be polite and businesslike when entering a class and give the message to the teacher.
3. Students can help perform a variety of noon-confidential tasks.
4. Students demonstrating inappropriate behavior while on duty will lose the privilege for the rest of the school year.

## APPENDIX H

**This sample day pass shows that a student, Edward Knox, left Mrs. Paro's room during second period, at 9:11 to go to his locker and returned at 9:14, as initialed by Mrs. Paro. He also left her room at 9:22 to go to the bathroom and returned at 9:24.**

**Later in the day, Edward left Mr. White's room, at 10:21, to go to the library, where he remained until the end of the period, which Mrs. Julie Bailey verified with her initials.**

**Finally, Eddie obtained a pre-signed pass from Mrs. Paro to go to her room at the beginning of 9th period (activity period), from Mr. Gault's room, 311. This pre-signed pass might be because he was receiving extra help from Mrs. Paro, or because he was attending a meeting in her room on this particular day.**

APPENDIX I

**SAMPLE FIELD TRIP PERMISSION FORM**

Month #, 20\_\_\_\_

Dear Parents/Guardians:

On date your son's/daughter's subject class will be taking a field trip to destination. We will be leaving the school at 8:10 AM and will be returning at approximately 2:45. This will allow your son/ daughter to ride their regular bus home in the afternoon.

OR

We will be leaving the school at 8:10 AM, but we will not be returning until 4:15 PM. Your son/daughter can ride the late practice/ detention bus home, or can make arrangements for an adult to pick them up at the school. If it is your intention to make arrangements for your son/daughter to be transported home by private car, please inform me of this in writing, in advance of the day of the trip.

While on this field trip, students will be expected to provide and/or purchase their own lunch. A snack bar is available at destination and a picnic area is also provided for those students wishing to "brown bag".

The fee for entrance to destination is \$?.00. Your son/daughter is/is not expected to provide this entrance fee. Should you have any questions regarding this field trip, please feel free to contact me at the high school.

Sincerely,

Subject Instructor

-----  
I give \_\_\_\_\_ permission to attend the field  
Student Name  
trip to \_\_\_\_\_ on \_\_\_\_\_. I understand  
destination date

that my son/daughter is responsible for providing/purchasing his/her lunch and that  
he/she is responsible for the entrance fee to \_\_\_\_\_.  
destination

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

APPENDIX J

**REQUISITION FORM**

<b>EDWARDS-KNOX CENTRAL SCHOOL</b> <b>P. O. BOX 630</b> <b>2512 COUNTY ROUTE 24</b> <b>RUSSELL, NY 13684</b>	DATE:
	REQUISITION:
	P.O.#
	FUNDING SOURCE:

BUILDING/DEPARTMENT: High School	BUDGET YEAR: 2008-2009
----------------------------------	------------------------

SUGGESTION SUPPLIER: VENDOR # _____	Ship To: (Teacher's Name & School Address)  Edwards-Knox Central School Attention:
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**INSTRUCTIONS:** Complete a separate requisition for each suggested supplier using a current catalog. Use exact cost, do not round amounts. Typewrite or legibly handwrite items on form. Requisitions that cannot be read will be returned and not ordered. Forward completed form to your Administrator for approval and processing.

QUANTITY	CATALOG NO./ISBN #	ITEM DESCRIPTION (Size, Color, Name, Author, etc.)	UNIT PRICE	TOTAL PRICE	ACCOUNT CODE/FUND
<b>GRAND TOTAL</b>					

ADMINISTRATOR AUTHORIZATION: \_\_\_\_\_

BUSINESS OFFICE AUTHORIZATION: \_\_\_\_\_

APPENDIX K

**EDWARDS-KNOX CENTRAL SCHOOL  
EMPLOYEE ABSENTEE FORM**

I was absent from school on \_\_\_\_\_ (am) (pm) (all day) for the following reason:

Sickness / Family Sickness \_\_\_\_\_

Death in the Family \_\_\_\_\_  
(Indicate person) \_\_\_\_\_

Personal \_\_\_\_\_

Other (Please specify) \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

PLEASE RETURN THIS FORM TO THE YOUR BUILDING'S SECRETARY FOR PAYROLL INFORMATION.

## APPENDIX L

### **E-K Sexual Harassment Policy** - Civil Rights Act of 1963, Title VII

The Board of Education affirms its commitment to non-discrimination and recognizes its responsibility to provide for all District employees an environment that is free of sexual harassment and intimidation. Sexual harassment is a violation of law and stands in direct opposition to District policy. Therefore, the board prohibits all forms of sexual harassment by employees. Generally, sexual harassment is defined as unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when:

- a. Submission to such conduct is made, either explicitly or implicitly, a term or condition of an individual's employment;
- b. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual;
- c. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

The Board acknowledges that in determining whether sexual harassment has occurred, the perspective of the victim as well as the offender's conduct and/or intention should be evaluated.

Any employee who believes that he/she has been subjected to sexual harassment shall report all incidents of such conduct to the District's designated complaint officer through informal and/or formal complaint procedures developed by the District. In the event that the complaint officer is the offender, the complainant shall report his/her complaint to the next level of supervisory authority. All such reports will be held in strictest confidence.

Upon receipt of an informal/formal complaint, the District will conduct a thorough investigation of the charges. However, if the District has knowledge of or has reason to know of any alleged sexual harassment, the District is obligated, even in the absence of a complaint, to investigate such conduct promptly and thoroughly.

Based on the results of the District's investigation, immediate corrective action will be taken, up to and including termination of the offender's employment in accordance with contractual and legal guidelines. The Board prohibits any retaliatory behavior directed against complainants and/or witnesses. Follow-up inquiries shall be made to ensure that harassment has not resumed and that the victim and/or witnesses have not suffered retaliation.

The Board directs the Superintendent to develop regulations for resolving sexual harassment complaints. The Superintendent/ designee(s) shall affirmatively discuss the topic of sexual harassment with all employees, express the district's condemnation of such conduct and explain the sanctions for harassment. A copy of this policy and its accompanying regulations shall be posted in appropriate places and available upon request to all employees.

APPENDIX M

**2008-2009 PERSONNEL**

Superintendent of Schools

Dr. William Cartwright

Board of Education

Rick Brewer  
Amanda Fuller  
Bryan Gotham  
Teresa Hogle  
Dianne Hurley  
Wheeler Maynard  
Andrea Webb  
Thomas Wood  
Thomas O'Brien

Administrative Staff

Jeffrey Davis - Jr.-Sr. High School Principal  
Melanie Manning- Jr.-Sr. High School Secretary  
Suzanne Kelly - Elementary Principal  
Sherry Shattuck - Elementary Secretary  
Rodger Williams - Business Office Manager  
Angela Gollinger - Business Office Clerk  
Kay Coloton Amo - Secretary to the Superintendent/District Clerk

Guidance

Linda Alford - Guidance Counselor 9-12  
Michelle Cummings - Guidance Counselor K-8  
T B D - Guidance Secretary

Committee on Special Education

Dr. William Cartwright - CSE Chairperson  
Jeffrey Davis - Asst. CSE Chairperson  
Suzanne Kelly - Asst. CSE Chairperson  
Jennifer Tupper - CSE Secretary

Psychologist/Counselor

Sherry White

Speech/Language Therapist

Lisa Reynolds  
Lynn Grant

APPENDIX M CONT'D.

**MIDDLE / HIGH SCHOOL FACULTY AND SUBJECT ASSIGNMENTS**

Name	Subject Assignment	Room Location
Mr. Kevin Albern	Social Studies	402
Ms. Linda Alford	9-12 Guidance Counselor	Guidance Office
Mrs. Julie Bailey	Librarian (60%)	Library
Mr. Milton Bessette	Technology	314
Mrs. Amy Bortnick	English	400
Mr. Kevin Bresett	Science	401
Mrs. Lori Brewer	Physical Education / Athletic Director	Coaches' Office
Mr. James Buckley	Science	411
Mrs. Melissa Brown	Nurse	Nurse's Office
Mrs. Marcia Cotton	Librarian (40%)	Library
<b>Mrs. Clara Cummings</b>	<b>Business</b>	<b>407</b>
<b>Mrs. Michelle Cummings</b>	<b>K-8 Counselor</b>	<b>100A</b>
Mrs. Brenda Curley	Instrumental Music	317
Mr. Monty Curtis	Special Education	300
Ms. Shirley Denesha	Lifeguard / Pool	Pool
<b>Mr. Brian Doyle</b>	<b>Alternative Education (G. E. D.)</b>	<b>307</b>
Mr. Michael Gault	Agriculture	311
Mrs. Jeanne Hamilton	Art	309
Mr. Jon Hogle	Mathematics	408
Mrs. Lisa Lane	Physical Education	Coaches' Office
Mrs. Bonnie Lavender	Special Education	308
Mrs. Rosaria Love	Foreign Language (Spanish)	703
Ms. <b>Elizabeth Ludavici</b>	<b>Foreign Language (Spanish)</b>	<b>304</b>
Mrs. Shelly Main	Social Studies	405
Toleda Mathews	Business	407
Suzanne McBath		Elementary
Mr. Kenneth Montgomery	Physical Education/Health	Coaches' Office
Mrs. Melanie Morgan	Social Studies	707
Mrs. Valerie Paro	English	404
Mrs. Kate Porter	Resource Room / Special Education	705
Mr. Paul Rader	Science	403
<b>Mr. Terry Remington</b>	<b>Business</b>	<b>310</b>
<b>Mrs. Amanda Siver</b>	<b>Mathematics</b>	<b>709</b>
Mrs. Kelly Stone	Mathematics	412
Ms. Stephanie Stone	Remediation / English	708
Mr. Lawrence Storie	Special Education	706
Ms. Carol Strome	Vocal Music	316
Mrs. Amy Sykes	Science	409
Ms. Jillian Ventura	Instrumental Music	317
Mrs. Marcia White	English	702
Mr. Rob White	Resource Room	704
Mrs. Sherry White	Psychologist / Counselor	209

**TEACHING ASSISTANTS & AIDES**

Mrs. Becky Averill	Special Education	300
Mrs. Patti Daniels	Special Education	705
Mrs. Trisha Gotham	Special Education	300
Mrs. Linda Johnson	Special Education	300
Ms. Erika Rowe	Special Education	705
Ms. Jill Thomas	Special Education	300 / BOCES pm
Mrs. Amanda Tresidder	Special Education	706
Mrs. Ann Truesdell	Library Assistant	Library

## APPENDIX N

### **SCHOOL TECHNOLOGIES**

Edwards-Knox Central School is committed to providing you with the most complete and current technologies available. To this end, our district has invested substantial funds for the purchase and installation of advanced technologies. When you are using the school's technology, you must show respect for this technology and use this technology only for the purpose that it is intended to be used.

1. Telephones -Office telephones are to be used with the permission of the supervising adult, or in case of an emergency. Cell phones can only be used in the High School Office
2. Interactive Telecommunications System - Only those students taking an D.L. Course are to adjust the cameras, amplifiers, etc. in the IT room. You need to be trained before adjusting this equipment.
3. Computer Network (LAN) System -
  - A. If you misuse or abuse the privileges and/or responsibilities of using the District's Computer System, you may have your rights suspended for a period of time and your parents/guardians will be notified.
  - B. Repeated infractions of these privileges and/or responsibilities may result in:
    1. extended suspensions of user rights on the District's Computer LAN System.
    2. in-school suspensions
    3. out-of-school suspensions
  - C. In addition, if these infractions constitute illegal actions on your part, then the appropriate law enforcement officials will be notified.
  - D. Examples of misuse or abuse of the privileges and/or responsibilities of using the District's Computer System include, but are not limited to:
    1. illegal copying software/data files
    2. using another computer user's rights without their permission
    3. illegally accessing confidential files
    4. tampering with another user's personal files
    5. inappropriate use of the INTERNET System
  - E. You need to read carefully and sign the district contract outlying the terms and conditions for use of the Internet at school before you use the Internet at school.

If infractions occur which are specifically mentioned above, or for which consequences are not specifically mentioned above, the principal will assign consequences deemed commensurate with the infractions.

## APPENDIX N CONT'D

### **EDWARDS-KNOX CENTRAL SCHOOL TECHNOLOGY GUIDELINES FOR ACCEPTABLE STUDENT USE**

We are pleased to offer the students of Edwards-Knox Central School access to the district computer network for Internet access. To gain independent access (the use of the Internet during a student's free time) all students must obtain parental permission and must sign and return this form to the School.

Access to the Internet will enable students to explore thousands of libraries, databases, and bulletin boards throughout the world. Families should be warned that some material accessible via the Internet may contain items that are illegal, defamatory, inaccurate or potentially offensive to some people. While our intent is to make Internet access available to further educational goals and objectives, students may find ways to access other materials as well. We believe that the benefits to students from access to the Internet, in the form of information resources and opportunities for collaboration, exceed any disadvantages. Edwards-Knox Central School teachers who utilize the Internet for instruction will review the guidelines for its use. Parents and guardians should help set and convey the standards that their children should follow when using media and information sources. To that end, Edwards-Knox Central School supports and respects each family's rights to decide whether or not to apply for independent access. However, by not approving Internet access a student's ability to research information will be limited.

#### **Guidelines for Acceptable Use - Users are expected to follow these rules of network etiquette:**

1. Users are to be polite and use appropriate language. Abusive and/or vulgar messages are not allowed.
2. Users are not to engage in illegal activities including sexually explicit material, gambling, and hate websites.
3. Users are not to reveal anyone else's address, phone number or personal information out over the Internet.
4. Users cannot hold the district responsible for materials that he/she acquires on the network.
5. User's files are NOT private. The Network Administrator has access to all files.
  - Any messages relating to or in support of illegal activities may be reported to the authorities.
7. Users are not to use the network in any way that will be disruptive to other users.
8. Users are not to access, alter, or destroy any files.
9. Users may access the network ONLY for educational intent.
10. Users are not to investigate, download or play Internet games, use chat rooms (ICRs) or use Multi-Dimensions (MUDS).
11. Users are not to download or install any software to the computers
12. Users are not to give out their username and password to anyone, nor are they to use another person's username and password to access the network.
13. Users will credit all materials in their work in keeping with copyright laws.
14. Users are not to employ the network for commercial purposes.
15. Users are to report any misuse of the system according to these rules to the administration.
16. Users are to treat the equipment with care and not abuse it.
17. Users are to follow printing guidelines and ask permission to print more than 25 pages or in color.
18. If you have any questions about using a computer not consistent with these guidelines, please ask a staff member.

#### **The following are possible consequences depending on the severity of the offense and the impact it may have on others:**

- Loss of privileges for 30 days.
- Loss of privileges for remainder of semester or 60 days.
- Loss of privileges for remainder of the year or 90 days.
- Students may be removed from the Network by the Network Administrator for inappropriate use of the network/Internet.
  
- A discipline referral needs to be filled out by faculty/staff to report violations.

**Additional disciplinary action may be determined at the building level for infractions that may violate existing practices (i.e. inappropriate language.) When applicable, law enforcement agencies may be involved.**

EDWARDS-KNOX CENTRAL SCHOOL

TECHNOLOGY GUIDELINES FOR ACCEPTABLE STUDENT USE

**Grades 3-12**

**User Agreement and Parent Permission Form – 2008-2009**

As a user of the Edwards-Knox Central School computer network, I hereby agree to comply with the stated rules on the reverse side- communicating over the network in a reliable fashion while honoring all relevant laws and restrictions.

**Student Name (please print)** \_\_\_\_\_

**Grade** \_\_\_\_\_ **Birth Date** \_\_\_\_\_

**Student Signature** \_\_\_\_\_

As the parent or legal guardian of the student signing above, I grant permission for my son or daughter to use networked computer services at Edwards-Knox Central School as outlined in this document. I understand that my son or daughter will be held liable for the aforementioned violations.

**Parent Name (please print)** \_\_\_\_\_

**Street Address** \_\_\_\_\_

**Town** \_\_\_\_\_

**Home Telephone** \_\_\_\_\_

**Parents' Signature** \_\_\_\_\_

**Date** \_\_\_\_\_

In order to have your network account enabled, **this form must be returned by Friday, September 15<sup>th</sup>** to your homeroom teacher. Until this form is returned, you will not have access to our network.

**Password:** \_\_\_\_\_

- \* Do not use your name, capital letters, blank spaces, symbols or punctuation marks.
- \* Do use a combination of alpha-numeric characters.

**Example: 2ning4ork**

- \* Choose a password you will remember. Avoid passwords longer than eight characters.

## APPENDIX O

### **NATIONAL HONOR SOCIETY**

The Edwards-Knox Chapter of the National Honor Society is intended to recognize and promote scholarship, character, leadership and service among the students. Membership is open to qualified juniors and seniors (sophomores if the induction ceremony is in the spring) who have demonstrated scholarship by achieving a cumulative average of 85 for ninth grade and above. The faculty is then given the opportunity to evaluate and comment on each candidate on the basis of character, leadership and service.

Five faculty members, selected by the high school principal, will act as a faculty council chaired by the faculty advisor who is a non-voting member. This faculty council will review and discuss the qualifications of each candidate based on Student Activity Information Forms, faculty evaluations and personal knowledge. Candidates receiving a majority vote of the faculty council will be inducted into the chapter.

Membership in the National Honor Society is both an honor and a responsibility. A member is never *automatically* dismissed for failing to maintain standards. A hearing must be conducted by the faculty council to dismiss a member. But members should understand fully that they are liable for dismissal if they do not maintain the standards of scholarship, leadership, service and character that were used as a basis for their selection. They should also be informed that they are allowed limited warnings during their membership but that in the case of a flagrant violation of school rules or civil laws, a warning is not necessarily required for dismissal. Furthermore, a student who is dismissed or who resigns may never again become an Honor Society member.

If a member is dismissed, written notice of the decision should be sent to the member, his or her parents, and the principal. The dismissed member may still appeal, under whatever rules govern disciplinary appeals in the school district following the normal channels for a local appeal process. Specifically, the dismissed member would appeal a decision for dismissal to the High School Principal, then the Superintendent of Schools and then the School Board of Education.

## APPENDIX P

### **CURRENT EXTRACURRICULAR ACTIVITIES AND ORGANIZATIONS**

<u>Organization/Activity</u>	<u>Advisor</u>
Class of 2009	Mrs. Dawn Zacharek
Class of 2010	Mrs. Angela Gollinger / Mrs. Shelly Main
Class of 2011	Mrs. Jennifer Tupper / Mrs. Sherry White
Class of 2012	Mrs. Charla Whitmarsh
Class of 2013	Mrs. Melissa Brown
Class of 2014	Mrs Karen Dandrow
Band Fund	Ms. Jillian Ventura
Cheerleaders Club	Mrs. Pamela Stevens
Foreign Language Club (Spanish)	Mrs. Rosaria Love
Future Farmers of America	Mr. Michael Gault
National Honor Society	Mrs. Valerie Paro / Mrs. Amy Bortnick
Student Government	Mrs. Shelly Main
Varsity Club	Mrs. Lori Brewer
Yearbook	Mrs. Kathleen Whitmarsh
Whiz Quiz	Mr. Kevin Albern
Drama Director (Sr. Play)	Mrs. Ann Truesdell / Mrs. Dawn Zacharek
Stage Director (Musical)	Mrs. Dawn Zacharek / Ms. Carol Strome
Close Up	Mr. Kevin Albern
Art Club (After School Elem.)	Mrs. Nan Lazovik
A. V. Coordinator	Mrs. Julie Bailey / Mrs. Ann Truesdell
Impetus	Mr. Mike Gault

Should you wish to start a new extracurricular activity or organization, the procedure to be followed is:

1. Secure the approval of the High School Principal.
2. Recruit a faculty advisor.
3. Secure Board of Education approval.
4. Elect officers (president, vice-president, treasurer, and secretary).
5. Seventh graders, or any class that needs an advisor, can actively seek one or more advisors.

## APPENDIX Q

### **SUBSTITUTE TEACHER GUIDELINES**

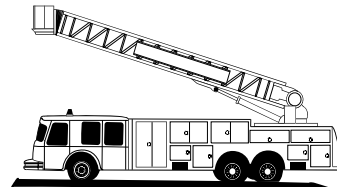
- \* Substitutes are not to use classroom computers for any reason. Email may be checked on the library computer designated for substitute use. This should be done during a teacher's planning period or during lunch.
- 1. Be at E-K and assigned place at 7:45 am.
- 2. Check teacher's mailbox for lesson plans, otherwise they should be found on teacher's desk or delivered to you.
- 3. Pass out appropriately colored *Day Passes* . . . students should put name and date on pass if they are not already on it.
- 4. Any student who enters after 7:50 am must have a pass from the office. Breakfast passes should be collected. Any other passes should be signed and timed.
- 5. 7:50 am to 8:05 am is *Silent Reading* . . . meaning students and teacher silently read.
- 6. Take *ATTENDANCE* at 8:05 after students have returned from breakfast, and send a list of absentees to the H. S. Office with a student by 8:10 am, or call extension 534.
- 7. For any students missing period 2, call EXT. 534 to inquire whether the students is absent.
- 8. It is very important the *attendance be taken at the beginning of each class period* to make sure all students are accounted for. The daily attendance sheet comes out during period 3. If a student is not present in a class period and is not on the absentee list, call the H. S. Office, ext. 534, to report the student missing.
- 9. Announcements are made at the beginning of period 3.
- 10. There are 6 minutes between pds. 8 and 9, thus no student should leave his/her assigned period 9 area without a pre-signed pass, unless called by the office, has a scheduled meeting or is being dismissed early. No locker or bathroom passes should be issued during period 9.
- 11. **HATS ARE NOT TO BE WORN IN THE CLASSROOM.** Pajamas are not allowed in school unless it's a special event approved by the principal.
- 12. Students may have drinking water in a clear plastic container. Other beverages and food are not allowed in the classroom unless a student has a medical certificate on file with the principal.
- 13. Generally students do **NOT LEAVE** the **CLASSROOM TO GO TO LOCKERS** or the **BATHROOM** during a class! May be acceptable for a study hall one student at a time.
- 14. Any time a student leaves the classroom during a period a **PASS IS REQUIRED** . . . signed by the teacher and with the time and date on it.
- 15. At **NO** time should students be left unsupervised in a classroom or assigned area.
- 16. Follow established rules and routines for hall, cafeteria, breakfast, ISS, and bus duties.
- 17. Fill out green **SUBSTITUTE LOG** report form, with any additional notes for the teacher, close windows, lock door and return key to H. S. Office. (See page 6 for bell schedule - Silent Reading is from 7:50 to 8:05)

## APPENDIX R

### **FIRE DRILL PROCEDURES**

Fire Drills will be held during the first week of school and periodically thereafter.

1. All teachers will explain the fire drill procedures, talk each class through the procedure during the first week of school and designate a meeting point approximately one hundred feet from the building, beyond the blacktop.
2. Classes will leave the building in an orderly fashion and will remain together until the all clear signal has been given. **Each teacher will take a roll call and remain with his/her own group.**
3. Students will observe the following rules during a fire drill:
  - A. Do not take time to pick up personal belongings.
  - B. Walk in an orderly manner to the appointed station.
  - C. Loud talking is not permitted.
  - D. Wait for signal to return, then return directly to classroom.
4. The teacher whose room is closest to the lavatory is responsible for clearing the lavatory of all occupants.
5. Be sure you know an alternative evacuation plan in the event your fire exit is blocked.
6. Know the locations of the fire alarm pull stations and fire extinguishers.
7. All doors and windows should be closed and lights turned off when leaving a room.



### **EVACUATION PROCEDURES**

1.

There may be occasions when the school must be evacuated and occupants kept from the building for a period deemed necessary. During this time the building will be inspected. To be prepared for any evacuation, it is essential that the following procedures be well understood.

1. The signal for an evacuation will be the evacuation siren.
2. Teachers and students should follow the fire drill procedures when directed.
3. Teachers will then move all students to the bus garage and remain there for further instructions.

## APPENDIX R (CONT'D)

### **FIRST FLOOR FIRE PROCEDURES BY ROOM**

Rooms 300 - 302 - 304	Exit rooms, turn left and stay to left side of hallway. Exit through the doors by the stairway near room 300 and assemble in the center of the outdoor courtyard.
Rooms 301 - 303 - 305	Exit rooms, turn left and stay to left side of hallway. Proceed to exit at High School Office parking lot and assemble in designated area near grassy knoll.
Rooms 306 - 308 - 310	Exit rooms, turn right and stay to High School Office & right of hallway. Exit at High School Office parking lot, through right door and assemble on grassy knoll.
Alternative Education & Art Room (307) (309)	Exit room and turn left and stay to left of hallway. Exit to parking lot through left door and proceed to grassy knoll.
Sr. Lounge, Shop & Ag Room (314) (311)	Exit through back doors in the rooms and proceed to grassy knoll and assemble in respective classes.
Library	Everyone exits through the back door in the study area and proceeds to soccer fields and remains with librarians.
Cafeteria	<ol style="list-style-type: none"><li>1. If study hall - proceed out hallway by janitors' room / loading dock, cross the driveway and assemble on grass.</li><li>2. If Lunchtime *<ol style="list-style-type: none"><li>a. The half of the cafeteria near the dish washing room should exit out the cafeteria doors directly to grassy area in front of school.</li><li>b. The half near the kitchen should proceed out the corridor by the janitors' room/loading dock, cross the driveway and assemble on the grassy area.</li></ol></li></ol>
<p>* Since there are two teachers on duty, one teacher to each area is appropriate.</p>	
Instrumental Music	Students and teachers proceed out emergency door at back of room and assemble at back of parking lot near the grassy knoll.
Choral/Vocal Music	Students and teachers should proceed through emergency door at back of room and assemble at back of parking lot near grassy knoll.
Auditorium	Leave by nearest exit in quiet and orderly fashion. <ol style="list-style-type: none"><li>1. Main Doors - Turn right and exit to parking lot.</li><li>2. Side Exit by Cafeteria - Exit through main entrance to school.</li><li>3. Side Exit by Music Room - Leave by exit near the stairway going up-stairs (near room 300).</li></ol>
Swimming Pool	Exit using the doors at the deep end of the pool and assemble across the driveway on the grassy knoll.

APPENDIX R (CONT'D)

Gymnasium	<ol style="list-style-type: none"><li>1. Half of the gym toward the music rooms, exit using three doors directly to the parking lot and proceed left to the grassy area beyond the parking lot.</li><li>2. Half of the gym toward driveway, exit using doors at end of gym and assemble across the driveway on grassy area.</li></ol>
Pool Locker Rooms	Exit into the hallway between gymnasium and locker rooms, turn left and exit across the driveway onto grassy area.
New Main Gym Locker Rooms	Exit through the emergency doors going directly outside. Proceed across the driveway and stand on the grass beyond the parking area.

**SECOND FLOOR FIRE DRILL PROCEDURES BY ROOM**

Rooms 400 - 402 - 404	Exit rooms, turn left and proceed down the stairs. Exit by the door behind the stairs facing the elementary wing and assemble away from the school soccer fields.
Rooms 401 - 403 - 405	Exit rooms, turn right and proceed down the stairs. Enter downstairs hallway, turn left and exit through main entrance. Assemble on grass on lawn on the other side of the driveway.
Rooms 408 - 410 - 412	Exit rooms, turn right and proceed down the right side of the hallway and right lane of stairway by the high school office. At bottom of stairway, turn right into Ag room and proceed out door at back of room or go out H. S. entrance if Ag door is locked. Assemble at grassy knoll.
Rooms 407 - 409 - 411	Exit rooms, turn left and proceed down stairway by the high school office. Stay on the left side of the stairway and proceed straight out the door to the parking lot. Assemble on grassy knoll.
Rooms 701 - 705	Exit rooms, turn left and proceed down stairway to the left of the upstairs cafeteria. Exit at base of stairway. Assemble with others who exited through the main school entrance on the grass or lawn on the other side of the driveway.
Rooms 707 - 710	Exit rooms, turn left and proceed down stairway by the loading dock. Cross driveway and assemble on the grass.
Any other rooms not listed follow procedures on Evacuation sheet posted next to doorway.	

map page

map page

## APPENDIX S

### STUDENT CELL PHONE USE

Students are prohibited from using or having on or in an operational mode any paging device, mobile telephone, cellular telephone, laser pointer or laser pen, or any other type of telecommunications or imaging device during the hours of 7:45 am to 3:15 pm while in the school building or associated with a school trip. The only exception would be with prior approval by an administrator when such a device is deemed necessary for a classroom assignment.

While students are permitted to possess such devices during the school day, they are prohibited from using them in any educational process which invades the privacy of students, employees, volunteers, or visitors. If a student violates this prohibition, then he/she is subject to discipline under this provision and/or any other provision in the school district Code of Conduct that may be applicable to the circumstances involved. This prohibition also includes the use of cameras, either still or video.

However, a student may use a cell phone after the school day has ended under the following circumstances:

- \* For purposes of contacting a parent or guardian to arrange transportation.
- \* In case of an emergency.

If a cell phone is brought to school it must be turned off and placed in a backpack, purse or pocket, **not displayed visibly** during the school day.

***At no time will cell phones be allowed in locker rooms or bathrooms.***

If a cell phone is displayed in school it will be confiscated by the teacher and given to the principal.

Cell phone use on a bus will be at the discretion of the bus driver or bus chaperone (when there is one).

***At no time is E-KCS responsible for the loss, damage or the usage of a cell phone while on school property.***

## APPENDIX T

### **STANDARDS FOR PROMOTION OR RETENTION IN GRADES 5-8**

- \* Students who failed one core subject area (math, English Language Arts, science, reading, and social studies) in grades 5-8 will be promoted to the next grade level. These students will be provided with academic assistance in their area of deficiency(ies) in an effort to bring their skill and knowledge to an appropriate level.
- \* Students who failed two or more core subject areas in grades 5-8 will be retained at that grade level. They will repeat all courses at that grade level in order to avoid being a crossover student (taking courses at varying grade levels at the same time). Upon entering ninth grade, they will need to begin their regents courses fully and be on target for NYS testing.
- \* If a student is retained prior to grade 5 and is still not meeting the necessary requirements to pass while in grades 5-8, they will be referred to the appropriate educational committee. The committees will be made up of a variety of staff including guidance counselor, administrator, alternative/special education teacher, regular education teacher, school psychologist, and other pertinent members. The committee will review the individual student's academic program, progress, and discuss options including retention as well as the need for additional services or a referral to CSE.
- \* Students in grades 7-8 who attain a final average of 60-64 can attend the Edwards-Knox summer school program. Students in grades 5-6 who attain a final average below 64.9 must attend the Edwards-Knox summer school program and successfully complete the course(s). In order to be promoted, only one core subject area may be below a 65% average.
- \* Students receiving a final grade average of 63% or 64% for a course will be allowed the opportunity to do extra course work to raise that grade to a 65%. There are two criteria that must be met to be afforded this opportunity: a) the student must have completed 80% of the course work and b) the extra work/assignment must be mutually agreed upon by the teacher, student, and administrator, including guidelines and due date.
- \* Students in grades 7 and 8 who fall below a 60% in two or more core subject areas need to attend the Gouverneur regional summer school. In order to be promoted, only one core subject area may be below a 65% average.

Grades 5 and 6 summer school options will be determined.

- \* Students who may have experienced extenuating circumstances will have the opportunity to meet with the educational committee. The outcome will be discussed and resolved by this group.

\* Honor Roll and grade criteria for grades 5-8 are:

95 – 100 Outstanding Performance

90 – 94.9 High Honor Roll

85 – 89.9 Honor Roll

65% and above Passing

64% and below Failing