

## TABLE OF CONTENTS

Philosophy Statement, Board of Education . . . . .	1
Mission Statement (Jr.-Sr. High School) . . . . .	2
Goals & Objectives (Jr.-Sr. High School) . . . . .	2
School Calendar, Reserved Calendar Dates, Banquet Dates, ACT/SAT Registration & Test Dates, Guidance & Concert Dates . . . . .	3-5
Bell Schedule . . . . .	5
School Delays . . . . .	6
Student Management/Student Conduct/Student Concerns . . . . .	6-7
Policies & Procedures	
Student Rights . . . . .	7
Student Responsibilities . . . . .	8-9
Student Incentives. . . . .	9
Student Discipline Procedures . . . . .	10-11
Bus Conduct. . . . .	12
School Dress . . . . .	12
Downs List . . . . .	13
Driving to School. . . . .	13
Daily Attendance & Tardiness . . . . .	13-14
Withdrawal From School. . . . .	14
Day Pass. . . . .	14
Announcements . . . . .	14
Study Hall Guidelines . . . . .	14-15
Library. . . . .	15
Cafeteria . . . . .	16
After School Activities . . . . .	16
Visitors . . . . .	16
Prescription Drugs . . . . .	16
School Dances . . . . .	17
Sports Eligibility . . . . .	18
Class Activities. . . . .	.
18	
Conduct at Extracurricular Events . . . . .	19
Report Cards/Progress Reports . . . . .	19
Use of School Telephone . . . . .	19
Cassette Players, Radios, etc. . . . .	20
Class Rings . . . . .	20
Lost & Found . . . . .	20
Hall Locker Security. . . . .	20
Food & Drink. . . . .	20
Pupil Personnel Resources	
Psychologist . . . . .	20
Speech/Language Therapist . . . . .	20
Guidance . . . . .	20
Drop/Add Policy . . . . .	20
Requirements/Regulations	
Requirements for Study/Graduation Requirements . . . . .	21-22
Physical Education. . . . .	23
Physical Education Exemption . . . . .	24
Swimming Proficiency . . . . .	24
Distance Learning Network Classes . . . . .	24
Appendix A: Maintenance of Order . . . . .	25
Appendix B: Extracurricular Activities & Organizations . . . . .	26
Appendix C: Corporal Punishment . . . . .	27
Appendix D: Student Athletic Agreement/Contract . . . . .	28-29
Appendix E: Class Attendance Procedure/Policy . . . . .	30-33
Appendix F: Transfer or Drop Out Form . . . . .	34
Appendix G: Day Pass Example . . . . .	35
Appendix H: Sexual Harassment . . . . .	36
Appendix I: National Honor Society. . . . .	37
Appendix J: Guidelines for: Student Guides . . . . .	38
After School Detention. . . . .	38
ISS/Planning Room . . . . .	39
Appendix K: Personnel . . . . .	40-41

Appendix L: School Technologies . . . . .	42-44
Appendix M: Fire Drill/Evacuation Procedures & Floor Plan Maps . . . . .	45-49
Appendix N: Curricular/Co-Curricular Expectations by Grade Level . . . . .	50
Appendix O: Senior Privileges . . . . .	51-53
Appendix P: Standards for Promotion or Retention in Grades 5-8 . . . . .	54
Appendix Q: Student Cell Phone Use . . . . .	55

## 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' expectations 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 about 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 operation 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 JUNIOR-SENIOR 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 FOR THE JR.-SR. 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)**

September 4 & 5, 2008 .....	Staff Development Days
October 3, 2008 (Fri.).....	End of 1st Interim Report Period.
October 6, 2008 (Mon.).....	Interim Grades Due in Guidance Office at 11:00.
October 9, 2008 (Thurs.).....	Fall Conference - 3:30-7:30 PM.
October 10, 2008 (Fri.).....	11:30 Dismissal of ALL Students.
October 14, 2008 (Tues.) .....	Interim Reports Distributed to Students.
November 7, 2008 (Fri.).....	3:20 p.m.: Faculty Meeting
November 10, 2008 (Mon.).....	End of 1st Marking Period.
November 12, 2008 (Wed.).....	11:30 Dismissal of ALL Students.
November 17, 2008 (Mon.).....	Staff Development Day
November 25, 2008 (Tues.).....	Grades due in Guidance Office at 11:00.
December 12, 2008 (Fri.).....	Report Cards Distributed to Students.Grades 5-8 Awards Assembly (1 pm).
December 15, 2008 (Mon.).....	End of 2nd Interim Report Period.
December 19, 2008 (Fri.).....	Interim Grades due in Guidance Office at 11:00.
January 23 & 26, 2009 .....	Interim Reports Distributed to Students.
January 27 - 30, 2009 .....	Mid-Year/Final Exams.
January 30, 2009 (Fri.).....	January Regents, RCT's and Prof. Exams.
February 2, 2009 (Mon.) .....	End of 2nd Marking Period.
February 6, 2009 (Fri.).....	11:30 Dismissal of ALL Students.
February 12, 2009 (Thurs.).....	Start of Second Semester.
March 13, 2009 (Fri.).....	Grades due in Guidance Office at 11:00.
March 16, 2009 (Mon.).....	Report Cards Distributed to Students.
March 19, 2009 (Thurs.).....	Grades 5-8 Awards Assembly (8:15 am).
March 20, 2009 (Fri.).....	End of 3rd Interim Report Period.
March 20, 2009 (Fri.).....	Interim Grades Due in Guidance Office at 11:00.
April 9, 2009 (Thurs.).....	Spring Conference - 3:30-7:30 PM.
April 20, 2009 (Mon.).....	11:30 Dismissal of ALL Students.
April 24, 2009 (Fri.).....	Interim Reports Distributed to Students.
May 5, 2009 (Tues.).....	Optional Staff Development Day
May 22, 2009 (Fri.).....	End of 3rd Marking Period.
May 23, 2009 (Sat.) .....	11:30 Dismissal of ALL Students.
May 26, 2009 (Tues.).....	Grades due in Guidance Office at 11:00.
May 27, 2009 (Wed.).....	Report Cards Distributed to Students.
June 11, 12, 15, 2009.....	Grades 5-8 Awards Assembly (1 pm).
June 17, 2009 (Mon.).....	End of 4th Interim Report Period.
June 16 - 24, 2009.....	Junior-Senior Prom.
June 25, 2009 (Thurs.).....	Interim Grades Due in Guidance Office at 11:00.
June 25, 2009 (Thurs.).....	Interim Reports Distributed to Students.
June 27, 2009 (Sat.).....	Final Exams.
	Grades due in Guidance Office at 11:00.
	Regents, RCT's and Prof. Exams.
	Grades 5-8 Awards Assembly (8 am).
	Report Cards to Students, Last Day of School.
	Commencement.

**BANQUET DATES** (Subject to Change)

November 7, 2007 (Wed.)....  
 March 5, 2008 (Wed.)....  
 June 4, 2008 (Wed.)....

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

### GUIDANCE DATES

August 27, 2008 (Wed.) . . . 7th Grade Orientation  
 September 16, 2008 (Tues.) . . . SUNY Road Show (Juniors & Seniors) 9 AM  
 October 7, 2008 (Tues.) . . . College Fair (Juniors & Seniors) AM  
 October 15, 2008 (Wed.) . . . PSAT (Juniors) AM  
 December 18, 2008 (Thurs.) . . . 15th Annual College Spirit Day (Grades 9-12)  
                                           **TBD** . . . 8th Grade Parents Night  
 March 24, 2009 (Tues.) . . . ASVAB (Juniors)  
                                           May 6, 2009 (Wed.) . . . AP Calc Exam  
                                           May 7, 2009 (Thurs.) . . . AP Lit.  
                                           May 8, 2009 (Fri.) . . . AP US History Exam  
                                           May 11, 2009 (Mon.) . . . AP Bio Exam

### 2008-2009 MUSIC CONCERT DATES

Wednesday, December 3, 2008 - 7:00 PM	Winter Concert I
Wednesday, December 10, 2008 - 7:00 PM	Winter Concert II
Fri. & Sat., March 27 & 28, 2009 - 7:00 PM	Musical
Wednesday, May 20, 2009 - 7:00 PM	Spring Concert I
Wednesday, June 3, 2009 - 7:00 PM	Elementary Concert

### 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

## **STUDENT MANAGEMENT/STUDENT CONDUCT/STUDENT CONCERNS**

### OVERVIEW

In every institution it is necessary to have certain rules and regulations which ensure that it will function smoothly and productively. Moreover, it is also felt that certain consistent standards of behavior and organization help to create an atmosphere of respect and courtesy among students and staff members.

It is important to outline certain rules which will govern the behavior of the Edwards-Knox Central Community. Each rule and disciplinary measure has been carefully designed in order to help the students understand their responsibilities during their time at Edwards-Knox.

In addition, since January, 1986, the State Education Department has required that all school districts have written policies on school conduct and discipline.

As part of a public and educational institution, the members of the Edwards-Knox Jr.-Sr. High School Community have the responsibility to provide the opportunity for every student to achieve a broad educational and social experience. Attaining this goal means recognizing the worth and dignity of the individual, fostering the development of personal values, encouraging the practice of self-evaluation and creating an atmosphere in which new and potentially controversial ideas can be rationally examined and evaluated.

To help each student to develop as a responsible citizen within society, the school must clearly define the values and ideals by which personal and group conduct is judged. Toward that end, Edwards-Knox should foster a disciplined environment which will guide each individual in developing a firm code of moral conduct and a respect for the dignity of others.

### ROLES

It is the obligation of every student, staff member and administrator at Edwards-Knox Central to maintain an orderly environment, one which is conducive to learning, respectful of the rights of others and mindful of the school's integrity. A team of students, parents, teachers and administration will yield the most effective and worthwhile results.

1. The Role of the Students

No student has the right to interfere with the education of his/her fellow students. Consequently, it is the responsibility of each student to know the rules, to adhere to the rules and to understand the consequences if the rules are violated.

2. The Role of the Teachers

In the classroom and throughout the school, teachers have the responsibility for establishing and maintaining positive, orderly and consistent student management which provides for optimal teaching

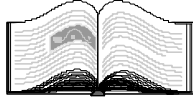
and learning.

3. The Role of the Principal

The principal is ultimately responsible for all activities that occur in and around the school building. It is his/her leadership that establishes the climate of the school.

4. The Role of the Parent

Parents play a key role in establishing a positive attitude toward school. By working with the school staff on behalf of their children, parents assist in presenting a unified, well thought out course of action which will have maximum benefit for the student.



### **STUDENT RIGHTS**

1. To attend school and receive an appropriate education.
2. To attend school and school functions without fear of injury or threats.
3. To attend classes and study halls without being disturbed by others.
4. To eat and interact in a safe area.
5. To have the use of textbooks, library resources and other materials provided by the school.
6. To receive help relating to learning, health and personal problems from the school staff.
7. To receive safe transportation to and from school.

## STUDENT RESPONSIBILITIES

To insure that all Edwards-Knox students have these rights, there are responsibilities that must be fulfilled by all students. Anyone who has rights, also has responsibilities.

The following examples of responsible behavior are intended as a guide, not a complete list.

### 1. Attendance Expectations

If you are to do well in school, regular attendance is necessary. Poor attendance causes you to fall behind in class work, do poorly in class and become discouraged and disinterested. It is your responsibility, therefore:

- A. To attend school regularly and be on time.
- B. To follow your schedule exactly.
- C. To remain in school and classes until dismissed by a teacher.
- D. To leave when school is dismissed unless staying for a specific teacher, coach, principal, or to use the library. If you remain in school after 3:12 (Mon. to Thurs.) or 2:42 (Fri.) dismissal you must be supervised by a staff member or an activity advisor. If you are found in the school not under the supervision of a staff member or an activity advisor, you will be assigned detention. If you are found in violation of this rule repeatedly, you will be denied the privilege of remaining in school after dismissal.
- E. To bring a legal written excuse for absence/tardiness on the day of returning to school.
- F. If you are withdrawing from school, you need to complete the checkout procedure established on the student withdrawal form. See Appendix F.

### 2. Academic Expectations

The classroom is a setting for learning. It is your responsibility, therefore:

- A. To use class and study time for learning.
- B. To complete assigned work on time.
- C. To prepare thoroughly for each class.
- D. To respect the rights of other students.
- E. To participate in class discussions and activities.
- F. To respect the authority of the teacher or substitute.
- G. To follow classroom procedures as determined by the teacher.
- H. To use textbooks, day planner, school technologies (computer systems, telephones, D.L. system, etc.) and other class materials appropriately and with care (See Appendix M).
- I. To get to class on time and be responsible for any time missed in the classroom.

### 3. Curricular/Co-curricular Expectations

In addition to Attendance, Academic & Social Expectations, there are other individual responsibilities for which students must take the initiative to provide for their own success. Examples of these individual responsibilities could include graduation requirements, college/financial aid/scholarship applications, field trip permissions, SAT/ACT registrations, interscholastic athletics, etc. See appendix N for expectations by grade level.

### 4. Social Expectations

Schools teach more than subject matter. While in school, you have the opportunity to learn to communicate with others, to respect the rights of others and to operate within certain rules for the common good. In an effort for you to help to promote self-esteem among your peers, it is your responsibility:

- A. To treat other people as you would wish to be treated.
- B. To respect the rights, property, and safety of every other person.
- C. To assist in keeping the school clean and free from litter.
- D. To understand that the school operates within established rules and regulations and these rules and regulations must be followed.
- E. To respect the property of the school.
- F. To follow the directions of people in authority.
- G. To avoid inappropriate physical contact.

- H. To behave appropriately at school.
- I. To avoid Inappropriate Public Displays of Affection. Inappropriate public displays of affection (PDA) are those public displays of affection which make others uncomfortable. For example, hand holding may be an acceptable public display of affection in school. However, embracing and kissing are not acceptable public displays of affection in school.
- J. To avoid 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. Parents will be contacted regarding such incidents. The Edwards-Knox Central School District policy on Sexual Harassment is included in Appendix H of this Handbook.
- K. To show respect by your words and actions for racial and religious differences.
- L. You are expected to use appropriate language while at school and while on school property. Cursing and swearing are examples of inappropriate language.

### **STUDENT INCENTIVES**

Our school wishes to encourage exceptional positive participation and behavior from students. Therefore the school and many teachers have designed and offer the following student rewards and incentives:

- A. *Homework Passes* - At the teachers' discretion, this pass entitles a student to forgo a homework assignment with no penalty.
- B. *Awards Programs* - To honor students for achieving success in academics, extra curricular activities or sports.
- C. *Community Service* - Students who demonstrate responsibility and caring for others can be allowed time to assist teachers and/or students as peer tutors or as community volunteers in classes K-12.

## STUDENT DISCIPLINE PROCEDURES

1. If you do not meet Attendance, Academic, or Social Expectations, you will be subject to disciplinary action. Disciplinary action is intended to deter misbehavior.
2. Consequences could include any of the following, alone or in combination:
  - A. Verbal reprimand
  - B. Referral to office followed by a disciplinary referral, (pink slip) **or computer generated referral.**
  - C. After school detention
  - D. In school assignment to planning room (10 days maximum per year) IF THE 10 DAY MAXIMUM IS EXCEEDED A MEETING WILL BE HELD WITH THE STUDENT, PARENT, PRINCIPAL, GUIDANCE COUNSELOR AND ONE TEACHER TO DETERMINE THE STUDENT'S FUTURE ACADEMIC PLACEMENT.
  - E. Suspension of privileges (For example: attendance at social activities)
  - F. Parent conference and/or parent notification
  - G. Suspension from school (1-5 days)
  - H. Superintendent's hearing
  - I. Community Service
  - J. Counseling/Agency Referral
3. For repeated infractions, progressively severe consequences will be assigned by the Principal according to the severity and circumstances of the infraction (see E-KCS Code of Conduct, p. 9).
4. The following are examples of **FIRST STAGE** action which **may** be taken for the specified misconduct. Subsequent infractions will result in progressively more serious consequences.
  - A. RECEIVING A GRADE OF ZERO
    1. **If you are caught cheating** then you will receive a grade of zero for that test or assignment with no option to raise that grade. In addition, your parents will be notified.
    2. **If you fail to make up work missed within the period provided by each teachers' grading and assignment "make-up" policy**, you will receive a grade of zero.
    3. **If you miss a class without making up the assigned work for that class**, you may be assigned a zero.
  - B. AFTER SCHOOL DETENTION (ASD)
    1. **School Truancy** or leaving school without permission - 1 ASD per period missed.
    2. **Failure to follow schedule** (cutting class) - 1 ASD.
    3. **Failure to attend an assigned ASD** - ASD is reassigned and an additional ASD is assigned.
    4. **Unacceptable language or inappropriate actions on school property or at school sponsored activities** - 1 ASD **(Or this could result in 1 out of school suspension.)**
    5. **Lying** in any form including illegal use of passes - 1 ASD.
    6. **Failure to present a properly written excuse** for absence after one school day - 1 ASD.
    7. **Receiving 3 tardies for class** will result in 1 ASD.
  - C. PLANNING ROOM ASSIGNMENT (PRA)
    1. **Use or possession of tobacco products** on school property - 1 full day. You shall, upon the request of a faculty/staff member, reveal whether or not you are using or possessing tobacco products. Your refusal to comply with such a request will result in you being deemed insubordinate to that Faculty/Staff member. (See #4 below.)
    2. **Fighting - Planning Room/ISS or Out-of-School Suspension.**
    3. **Deliberate destruction and/or defacement of any property left at school, school property, or an individual's personal property**, including textbooks- 1-3 PRA's.
    4. **Insubordination** (refusal to follow a reasonable direction given by a staff member) - 3 PRA's.
    5. **Stealing** - 1-3 PRA's and restitution for the monetary value.
6. **Sexual Harassment** - 1-5 PRA's, depending upon the number, type and severity of

infractions. It also may be required for you to complete an educational component and a counseling component regarding sexual harassment.

7. **Unacceptable language or inappropriate actions directed toward a staff member - In-School suspension or out-of-school suspension as determined by the principal.**
  8. **The possession of knives, or anything used as a weapon**, by students on school property is prohibited. Students brandishing knives on school property, vandalizing school property with knives, or threatening or harming others with knives will receive the following consequences - 2-5 PRA's, notification to parents and notification to Law Enforcement Agency. **In-school or out-of-school suspension.**
- D. OUT OF SCHOOL SUSPENSION (OSS), Parent notification and conference.
1. **Assault** (Physical attack on any persons which results in bodily injury) - 5 days OSS. Notification to Law Enforcement Agency .
  2. **Possession and/or use of illegal drugs/substances, alcoholic beverages, or drug paraphernalia on school property** - 5 days OSS. Notification to Law Enforcement Agency.
  3. **Endangering and threatening a person or property** with the use or possession of dangerous or illegal objects, explosives, or chemicals - 5 days OSS. Notification to Law Enforcement Agency.
  4. **Insubordinate to the High School Principal or a Staff Member** - 1-5 days OSS.
  5. **Possession of Firearms** - Federal law requires that school districts suspend students who bring firearms to school for a minimum of one *calendar* year.
  6. Reaching the Out of School Suspension level on the E-KCS Discipline matrix (p. 9 - E-KCS Code of Conduct).
- E. SOCIAL SUSPENSION
- If you attend school or school sponsored activities under the influence of illegal drugs/substances or alcohol, then all of the following consequences will apply:**
1. **First offense** - 3 school calendar months social suspension.
  2. **Second offense** - 6 additional school calendar months of social suspension.
  3. **Subsequent offenses** will result in disciplinary action as deemed appropriate by the high school principal.
  4. **You will complete** an educational component related to the infraction.
  5. **You will present to a group**, the facts of substance abuse germane to the infraction.
  6. **You will complete 7 ½ hours** of school community service for each infraction.
- F. COMMUNITY SERVICE
1. **Use or possession of tobacco products on school property at any time.**
  2. **Deliberate destruction and/or defacement of any property left at school, school property, or an individual's personal property.**
  3. **Improper cafeteria behavior.**
  4. **May be assigned at the discretion of teachers and administrators.**
- G. REIMBURSEMENT
1. **Deliberate destruction and/or defacement of any property left at school, school property, or an individual's personal property, including textbooks.**
  2. **Stolen property.**
  3. **You are responsible for textbooks, library books and other materials loaned to you.**

These disciplinary procedures also apply to bus transportation with the additional consequences of possible suspension of transportation privileges.

For any infraction not specifically mentioned above, which constitutes a clear and present danger to the safety of pupils, school employees, school property, or which disrupts the normal education process, appropriate consequences will be assigned by the principal. The principal may assign additional consequences when these consequences are deemed commensurate with the infractions. For example, a student that misuses passes will be assigned 1 ASD and may be denied pass privileges for a period of time.



## BUS CONDUCT

1. School rules are in effect on school provided transportation.

2. Obey the driver's directives.
3. Be on time for the bus. The driver will not wait if you are late.
4. Go to your seat and remain there without disturbing other riders. Bus drivers have the option to assign seats. Loud talking or laughing and other unnecessary confusion can divert the bus driver's attention and may result in an accident.
5. Keep head, hands, feet, etc. inside the bus at all times.
6. Shoving, fighting, and profane language may result in suspension of bus riding privileges.
7. Keep the bus clean. No food or drink is allowed on the bus.
8. Vandalism will result in appropriate disciplinary procedures and restitution for damage. Legal measures may be taken.
9. If you wish to make special arrangements for transportation in the afternoon, you must present a **WRITTEN**, parental approved, note to the High School office before 8:05 AM. The bus number of your regular bus and the bus you will be riding on must be on the written note. The Bus Permit pass will be available for pick up in the office after 10 AM. Bus passes will **not** be taken over the phone unless there is an emergency.
10. If you plan to attend field trips of a special nature, during and outside of regular school hours, you must submit a signed permission slip from a parent or guardian.

### **SCHOOL DRESS**

1. Your attire very often reflects your character and attitude. Although you are encouraged to dress comfortably, we also encourage you to exercise good judgment and good taste in your choice of attire.
2. While attending school, the clothing that you wear should not be the kind of clothing that creates a disruption to the orderly management and smooth operation of the school (see #2, p. 5 of "Student Dress Code" in the E-KCS Code of Conduct).
3. Clothing and hats bearing messages, comments or illustrations which contain inappropriate sexual innuendos, or which are lewd, vulgar, offensive, sexist or racist, or promotes illegal behavior (i.e. drugs, alcohol or tobacco) will not be worn during school. Articles of clothing must be turned inside out or covered in some way for the remainder of the school day if asked to do so by the school administration. These messages do not reflect the ideals and values that represent our school.
4. You will be permitted to wear hats in the hallways and public areas in the school. In general, you may not wear hats in offices, during assemblies, in the cafeteria, at banquets or programs or in classrooms. Footwear should be worn at all times inside and outside the school building except for the pool area where it may not be necessary and when students must remove soccer and baseball cleats upon entering the building. Other extenuating circumstances must be approved by the principal. No pajamas are allowed in school unless it is a special event approved by the principal. **At no time should undergarments be showing.**
5. These standards of dress are intended for boys and girls. The interpretation of these standards of dress will be consistent for both.

### **DOWNS LIST**

At the end of each five week marking period a "Downs List" is generated by the guidance office of those

students who have incomplete and/or failing grades in one or more courses. The consequences listed below are levied to students on the Downs List and are in effect until a new Downs List is produced:

1. You are not allowed browsing privileges in the library during the school day.
2. You will not be released from school to ride a spectator bus to sports events during the school day.

### DRIVING TO SCHOOL

If you drive to school for the regular school day, you are expected to drive responsibly on school property and to park in the area designated for student parking. Students may not transport another student from school without getting permission from parents and clearance from the high school principal and the siblings must have permission also to ride home with any student who drives. If the rules in the Student Handbook are not followed, the student may be denied the privilege of driving to school. If school attendance becomes a problem, the principal may also deny the student the privilege of driving to school for a period of time as deemed appropriate.

### DAILY ATTENDANCE AND TARDINESS

1. Upon reporting in the morning, you will get the necessary items from your locker and then report to your first period classroom (unless you are eating breakfast). A bell indicating students need to be in homeroom (or cafeteria) will sound at 7:50.
2. Each first period teacher will distribute day passes to students in his/her first period class or study hall. Attendance will be taken at 8:05. First period classes will begin after attendance has been taken.
3. If you eat breakfast at school, you will report to the cafeteria directly from the bus. By 8:03 people should have reported to homeroom and be in their first period class. Breakfast foods are not to be brought back to the classroom.
4. If you do not report to homeroom by 7:50, report directly to the High School Office to sign in and to receive a late pass. This late pass shall be given to the classroom teacher. A written excuse from your parent or guardian will be required. No excuse is required for a late school bus arrival. Students consistently arriving late to school or arriving and not signing in the H. S. office will receive ½ day ISP or have their driving privileges revoked.
5. After an absence from school, you shall immediately report to the high school office to submit the excuse signed by your parent/guardian, as required by education law. Whether you bring in an excuse or not, you must report to the H. S. office for a temporary readmission slip. Students will be given one day of grace only to submit their excuse. **Failure to present a properly written excuse within the grace period will result in one ASD assignment. A student will be assigned additional detentions for each day the excuse is not brought in.**
6. Regular dismissal is at 3:12 PM on Monday through Thursday and 2:42 PM on Friday. Parents must contact the principal directly for approval and confirmation of a students' need to leave early. If you need to be excused early from school, a written excuse signed by a parent/guardian should be presented to the attendance officer **prior to the beginning of school**. The excuse must state the reason for an early dismissal. It is also required that the parent/guardian or person designated on the excuse to pick you up **meet you at the High School Office**, where you will sign the log with the date, time, and reason for leaving.
7. 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 will be assigned.

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

8. Perfect Attendance shall mean that you are in attendance each and every day school is in session and are here for the entire school day.

9. Present Every Day shall mean that you have attended school for part (at least half) of the school day.

(Also see Appendix E, re: STUDENT ATTENDANCE)

### **WITHDRAWAL PROCEDURE**

If you are withdrawing from school, you need to complete the checkout procedure established on the student withdrawal form. (See Appendix F.)

### **DAY PASS**

You will be given a "day pass" during your 1st period class. It is your responsibility to keep this pass with you at all times. No replacement day passes will be issued.

With proper signatures, the day pass may be used to go to the:

- |                     |                       |
|---------------------|-----------------------|
| 1. Guidance Office  | 5. Nurse              |
| 2. Library          | 6. High School Office |
| 3. Bathroom         | 7. Counselor          |
| 4. Student's locker | 8. Other              |

Also, with proper signatures, a "Day Pass" can be used as a late pass or as a pre-signed pass. You may use the back of the day pass to list daily homework assignments. Day passes will not be collected at the end of the day.

If you arrive at school late, you will get a day pass from the **High School Office Secretary** after you have signed in. If you are a morning BOCES student, get your day pass in the cafeteria from the person assigned. See Appendix G for a sample day pass and an illustration of how day passes are to be filled out.

### **ANNOUNCEMENTS**

1. The Pledge of Allegiance will be said at the beginning of the third period (approx. 9:33 AM). Appropriate announcements will be given by students over the P. A. system from the High School Office after the Pledge of Allegiance.
2. Student requests for announcements shall be submitted to and approved by the high school secretary prior to 8:15 AM.

### **GUIDELINES FOR STUDY HALLS**

1. Contribute to an environment conducive to study.
2. Attendance will be taken daily in each study hall.
3. All study hall teachers will maintain a sign-in/out sheet for all students with the student's full name, destination and the time recorded.
4. You should come to study hall prepared to work.
5. You should be seated in your chairs.
6. If you need to meet with another teacher, you must have your day pass signed by that teacher prior to the beginning of study hall.
7. One student at a time may be given permission to go to locker, telephone and bathroom.
8. Library Passes from study halls:

- A. Library privileges 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. Be sure to sign out of your 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.
9. 9th period is designed to be an academic study and enrichment period and is to be conducted as such.

## 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.

### 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.

### 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 9th 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.

## CAFETERIA

1. You are expected to use proper conduct and etiquette.
2. In general, breakfast and lunch should be consumed in the cafeteria.

3. We prefer that students do not charge lunch. However, **you may incur a maximum of three unpaid charges**. Once you incur 3 unpaid charges, you will not be allowed to charge a lunch or "extras". Instead, **if you ask**, you will be provided with a lunch consisting of a bowl of soup, a sandwich, a dessert and a carton of milk. This same provision applies to breakfast.
4. Improper use of someone else's meal card could be considered stealing.

### **AFTER SCHOOL ACTIVITIES**

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

1. **If you remain after school, you 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 you and does not need to work with you as late as 4:30 (the time of the late bus run), you will 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 supervised activities or if a teacher/administrator requests that you remain after school for either academic or disciplinary reasons.

### **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. If two or more teachers do not approve the visit, the guest will not be allowed to 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.**

### **PRESCRIPTION DRUGS**

If you must take prescription drugs during the school day, you are required to contact the nurse to:

1. Have your parents complete the necessary permission forms and submit these forms to the school nurse.
2. Store all prescriptions with the school nurse.
3. Take all prescription drugs according to your physician's directions, under the direct supervision of the school nurse.

### **SCHOOL DANCES**

Listed below are rules of particular importance for members of the student body.

1. Dances are Friday or Saturday evenings, 7-10 pm. All students are to be at the dance by 8:00 PM. If they cannot be, they are to sign up before noon on Friday in the High School office, giving their anticipated time of arrival and reason for late arrival. The office must approve this.
2. Only Edwards-Knox Central students and approved guests will be admitted to dances. Passes are required for all person who are not current students at E-KCS. For four days prior to the dance, a guest list will be crated in the High School office. Students can sign

up guests until 2:00 PM Thursday and then pick up a guest pass after 11:00 AM on Friday. A guest must be accompanied to the dance by their Edwards-Knox host. Guest's behavior will be the responsibility of the host student. Additionally, students who bring guests will be required to fill out a contract before receiving approval to bring a guest.

3. Attendance at school dances is restricted to students in grades 7-12 (including guests).
4. Prior to a dance, the Principal will provide the advisor with a list of all students on social suspension or school suspension who cannot attend the dance.
5. 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.
6. 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.
7. Student use or possession to tobacco products is prohibited inside the school building or on school grounds.
8. Anyone who leaves the building without authorization will not be allowed to reenter, except with special permission from the advisor present at the dance.
9. Travel to lockers is off limits.
10. Dress code states:
  - A. Recognize that extremely brief garments such as tube tops, net tops, plunging necklines (front and/or back), tops and expose the midriff, see-through garments, as well as short shorts and short skirts may not be appropriate (Exceptions are prom or formal dance with approval from the Principal).
  - B. Ensure that underwear is completely covered with outer clothing.
  - C. Items of drawees that are vulgar, obscene, libelous ro denigrate others because of race, color, religion, creed, national origin, gender, sexual orientation or disability, or promote and/or endorse the use of alcohol, tobacco or illegal drugs and/or encourage other illegal or violent activities are unacceptable.
11. Displays of affection (PDA) are not appropriate. Examples include any displays of affection that make others uncomfortable such as embracing, kissing, sitting on laps, inappropriate touching (dancing or not), or excessive closeness.
12. Consequences - One warning then removal from the dance (call parent/guardian or sit by exit door).
13. The organization and it's advisor sponsoring the dance is responsible for enforcing school rules.

## SPORTS ELIGIBILITY

To be eligible to participate (either practice or play) in an interscholastic sport, both you and your 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 D). The standards of scholarship which must be met for a student to maintain athletic eligibility are as follows:

1. Your 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 you are 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 you are failing two courses at the time of the survey, you are on academic probation for the next two weeks (until the next survey). During the probation (grace) period, you must raise your grades to maintain athletic eligibility. If you are still failing two courses at the end of the probationary period, you are then ineligible to play for one week. If your grade survey finds you failing more than two courses, you are ineligible and no probationary period will be granted to you.
3. If ineligible, your academic performance in all courses **will be surveyed on a weekly basis** and you will remain ineligible on a weekly basis until you meet academic eligibility criteria.
4. You are entitled to only one probationary (grace) period per season. Ineligibility (failing more than 2 courses) uses up the probationary period.
5. If you are ineligible for two consecutive 2-week cycles and you are still ineligible when the third cycle is reported, then you are dropped from the team roster for the remainder of the season.
6. While you are ineligible, you are restricted from traveling with the team and participating in scrimmages and/or games. You must continue to comply with all other obligations outlined in the athletic agreement and specified by your coach.

## CLASS ACTIVITIES

1. All class meetings will be held Friday's from 2:30 to **2:42 or at other times approved by the principal.** Students will report directly to their bus after their meeting.
2. No meetings are to be held without the approval and presence of the class advisor. All meetings should be conducted under rules of Parliamentary Procedure.
3. All activities should have the approval of the class, the class advisor, and the Principal. Veto power always rests with the Superintendent of Schools.
4. All monies raised through projects should be accounted for by the class officers, identified with the project and deposited with the extracurricular fund Central Treasurer on a daily basis and **immediately upon completion of the fund raising activity!** No money shall be kept in classrooms, student lockers, etc. Students are responsible to return all unsold materials and items and submit all monies raised through fund-raising activities within one week of the sale.

If a student's overall balance for their class/club or organization exceeds \$150.00 including dues, fines and all other charges, they will not be allowed to participate in other fund-raising activities; unless the student collects monies in advance of delivery and submits the sales monies to the advisor. In addition, a bi-weekly payment plan must be developed and signed by the advisor, student, students' parent or guardian and the principal.

5. All signs and/or posters to be displayed by school sponsored organizations must be approved by the advisor and the High School Principal.

## EXTRACURRICULAR EVENTS

1. Attendance:
  - A. You are encouraged to attend extracurricular events and to support your fellow students. Courteous and orderly behavior is expected of everyone. All school rules apply. Misconduct at any event could result in suspension from future school sponsored social activities.
  - B. During the time period that you are serving a suspension from school, whether this is an in-school or an out-of-school suspension, you are denied the privilege of attending any extracurricular events. It is important to note that a day-suspension from school is a 24 hour suspension. For example, if a day-suspension starts at 8:00 AM on Tuesday, that day-suspension ends at 8:00 AM on Wednesday. A day suspension for a Friday ends on Saturday. A multiple day suspension that extends over a weekend includes suspension from extracurricular events over the weekend. **An in-school or out-of-school suspension carries denial of dance privileges** (opportunity to attend the next dance).
2. Traffic in and out of the gymnasium/auditorium should be kept to an absolute minimum during the event. **Students cannot leave the school building during an event without permission from an advisor or an administrator. Failure to comply with this rule will result in denial of attendance for 3 months at future similar events.**
3. Refreshments are not allowed in the gymnasium/auditorium **at any time**.

## **REPORT CARDS / PROGRESS REPORTS**

1. Our marking system is intended to give you the fairest possible rating on your academic performance.
2. Report cards are issued at the end of each ten week period. At 5, 15, 25 and 35 weeks, progress reports will be issued. (See page 4 for specific report card and progress report dates)
3. Every 5 weeks, Guidance will generate a list of students who are failing or have incompletes. No library browsing passes will be issued to any student whose name appears on this list. If your name appears on this failure/incomplete list (Downs List), you will have your library browsing privileges suspended until the next list is produced.

## **USE OF THE SCHOOL TELEPHONE**

**Telephones** for your use in the event of an emergency are located in the high school and guidance offices. You may make calls **only** during your lunch period or during study halls. Calls should be limited to five minutes maximum. Telephone messages from parents during the day will be taken in the high school office and transmitted to you when you are free.

Telephones are to be used with the permission of the supervising adult. (i.e., **Principal, Guidance Secretary, or High School Secretary.**)

(See Appendix Q for guidelines for Student Cell Phone Use)

## **USE OF CASSETTE PLAYERS, RECORDERS, CD's, RADIOS, ETC.**

No cassette players, recorders, **CD or DVD players**, radios, etc. should be used during the regular school day, unless arrangements for this are made with the high school principal. For security purposes, it is recommended that items such as those listed above not be brought to school.

### **CLASS RINGS**

In order to purchase a class ring through the school, you must be a full-fledged member of the sophomore class.

### **LOST AND FOUND**

Items lost or found should be reported and/or turned in to the high school office.

### **HALL LOCKER SECURITY**

You are encouraged not to leave money or valuables in your hall locker/gym locker. In addition, you are reminded that lockers, desks, and other such storage spaces remain the exclusive property of the school, and that students have no expectation of privacy with respect to these areas.

### **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 **open** 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 **lunch**, after school activities, events or to take to "away" activities.

### **PUPIL PERSONNEL RESOURCES** **PSYCHOLOGIST / COUNSELOR**

School psychologists provide a variety of services to students, teachers and parents. The objective is to help students become more successful in school. Examples of some of these services include: academic assessment, behavior management, teacher consultation concerning student learning and behavior, parenting and counseling (confidential), and agency referral.

You are encouraged to talk with a school psychologist/counselor whenever necessary. Offices are located in the elementary wing in rooms **100A, 209**, or in the high school hallway in room **302**.

### **SPEECH / LANGUAGE THERAPIST**

Speech/Language Therapists identify students with communication problems through referral & screening, assess communication ability and diagnose speech/language disorders, consult with parents and teachers, and make recommendations for educational programs.

The office is located in room 220 of the elementary wing.

### **GUIDANCE**

1. The Guidance Counselor and Guidance Office offer services to all students and teachers. These in-

clude: academic and personal counseling, testing, construction of schedules, supervising promotions and credits 7-12, and career counseling. In addition, the guidance office maintains student academic records.

2. Access to the guidance office is via the pass system.
3. Whenever you change your address, such change of address should be turned in to the guidance office as well as the high school office.
4. If you are transferring to another school, report to the guidance office to request transfer credentials at least three days before leaving. Transfer papers will not be issued until all textbooks, library books and other school owned materials are returned and bills are paid.
5. Any student between the ages of 12-17 must obtain working papers to begin employment. Information regarding the requirements for working papers can be obtained from the guidance office during the school year.

#### **DROP / ADD POLICY (12/10/01)**

1. No Drop / Add will be allowed after the first full week of school.
2. Parental permission is required to drop or add classes.
3. Students who add a course after the first day are responsible for making up the missed class time and assignments.
4. If there are special circumstances for dropping or adding a class after the first full week of school, parents must make this request to the principal. A meeting will be scheduled with the principal, teachers involved, guidance counselor, parent, and student to discuss the impact of this decision on course work, graduation requirements, and graduation timetable.
5. Any drops, due to special circumstances, after the first marking period will be indicated on a student's permanent record as a withdrawal.
6. Administrative schedule changes due to class size, new faculty, incomplete schedules, AIS, and other supplemental classes will occur as needed.

#### **REQUIREMENTS FOR STUDY / GRADUATION REQUIREMENTS**

1. Grades 7 & 8
  - A. If you fail more than one core course (Math, Science, English, Social Studies or Foreign Language), you will not be promoted unless you successfully complete summer school.
  - B. All 7<sup>th</sup> & 8<sup>th</sup> graders are required to use their student day planner for each class daily. On a weekly basis, or more frequently if requested by a teacher or parent, you will share the information in your day planner with your parents.
  - C. At the beginning of any course, each teacher will issue their policy on redoing quizzes, tests and assignments as well as their grading procedure. If you receive an unsatisfactory grade, you may request to re-do the quiz, test, or assignment to improve your understanding of the material and your grade. It is your responsibility to pursue these opportunities.
2. Grades 9-12
  - A. In grades 9-12, you must carry at least six (6) courses, or the equivalent, plus P.E. each semester.
  - B. In order to be promoted to the next higher grade, you must pass at least four courses, two of which must be English and Social Studies, and must also meet the minimum number of credits for one year.

- C. If you fail a course and pass the regents exam for that course, you have still failed the course.

The credit outline is as follows:

<u>Grade</u>	<u>Minimum No. of Credits Required for Promotion including...</u>	<u>Successful Completion of These Required Courses</u>
9	4 Credits	English 9, Soc. St. 9
10	9 Credits	English 10, Soc. St. 10
11	15 Credits	English 11, Soc. St. 11
12	22 Credits	English 12, Soc. St. 12

D. Summary of Graduation Requirements

<u>Required Credits and Courses</u>	<u>Total Credit</u>
English..... 4	Mandated Credits....17 ½
Soc. St..... 4	
Mathematics..3	Total for local or
Science..... 3	Regents diploma...22
Art/Music..... 1	
Health..... ½	
Phys. Ed..... 2	

\*\* An alternative to completing the Comp. Second Language requirement is to complete a 5 unit occupational sequence with an accompanying 3 unit regents sequence in math or science.

- E. Senior class rank is determined by the following procedure:

All credit bearing courses will count toward the grade point average (GPA) and all courses are weighted according to the credit they offer. Grades 9, 10, 11 and the first semester of the 12th grade constitute the 7 semesters upon which class rank is based. 9th grade (credit bearing) courses taught at the junior high level will also be included in the 7 semester cumulative average.

College courses used to fulfill graduation requirements will count toward the GPA according to the credit they offer. If the course is used solely for college credit, the grade will not be used in determining class ranking.

When transfer students enroll with non-numerical grades a standard Grade Conversions System is used. (See conversion tables below.)

A tentative class rank is generated after six semesters, the end of the junior year. Students have the opportunity to learn how they rank in relation to their peers. The final class rank is completed after seven semesters.

- F. Grade Conversion Systems - From time to time it is necessary to transfer students' grades to our school that require a conversion to our grading system. The following grade conversion systems have been adopted by our BOE for this purpose:

A+	=	98	4.0	=	95
A	=	95	3.5	=	90
A-	=	92	3.0	=	85
B+	=	88	2.5	=	80
B	=	85	2.0	=	75
B-	=	82	1.5	=	70
C+	=	78	1.0	=	65
C	=	75	0.5	=	60
C-	=	72	0.0	=	55
D+	=	69			
D	=	67			
D-	=	65			

F = 55

- G. Partaking in Graduation Ceremony - BOE Policy - You cannot participate in the commencement unless all graduation requirements are met. All seniors would be allowed to attend the all night alcohol free graduation party. A student who completes graduation requirements after commencement, during the summer or during the following year, will be able to participate in the next year's commencement. (Refer to District Policy #7220 for any clarification regarding graduation requirements.)
3. Grades 7 - 12
- A. You are required to make up any work not completed because of an absence. If an absence is an extended one, a reasonable amount of time, equivalent to the time the student has been absent, will be given to make up any work missed. If you receive an "incomplete" on a report card, you will have one week, or the time equivalent to the extended absence after the report card is issued to make up the necessary work. After that amount of time, zeros will be averaged in for all incomplete work and a mark will be recorded and submitted to guidance. (See Attendance Policy, pages 30-33)
  - B. You are required to attend all classes. If you miss a class you are responsible to make up any work covered in that class.

## **PHYSICAL EDUCATION**

1. Regular Physical Education Classes:
- A. New York State Law and philosophy of the Board of Education make it clear that all students shall be enrolled in a physical education class, unless excused or exempt because of a physical disability.
  - B. You may be excused from physical education only by the school physician or family doctor. The excuse must state the extent and length of non-participation.
  - C. While participating in physical education classes, you are required to wear sneakers and a change of clothing. Students are not to go barefoot or in their sock feet while playing either inside or outside of the building except in the pool area where it may not be necessary to wear footwear.
  - D. You are not allowed in the gymnasium without DIRECT and PROPER supervision by a faculty member.
  - E. You are provided with a gym locker and lock and are required to lock your street clothes and valuables in this locker while in class. Articles accidentally left out are to be taken to the instructor's office. The school is not responsible for articles left unsecured.

- F. Locker rooms are out - of - bounds to all students during the school day except when participating in scheduled physical education classes. **Students found in locker rooms without permission will be assigned in-school suspension for 1 full day.**
- G. Currently, as in past years, there exists an ongoing problem of students not participating in Physical Education class. Although there may be a plethora of excuses that you may offer for not participating in Physical Education, the result is the same: non-participation. The problem of lack of participation is more acute when the P.E. class is in the pool. To address this problem, the P.E. Department, in conjunction with the high school office and the Board of Education, has adopted the following procedures:
- Students with a doctor's excuse do not have to make up regular P.E. classes.
  - If the medical excuse is for an extended period of time written work may be given.
  - If their excuse is from swimming only, they may be changed to another P.E. class during their swimming unit.
  - If a medical excuse from swimming is for an extended period of time, and there is no other P.E. class to go to during that period, written work will be assigned.
  - If a student wishes to make up a class which he/she has missed for a legal reason it has to be done within 3 P.E. class days with the agreement of the teacher as to how this class is to be made up.
  - A student who is unprepared for class will be allowed to make it up. However, if a student refuses to participate they will not be allowed to make up that class.

Any day that a student does not participate in PE class, he/she may be given a written assignment to complete in class to be handed in at the end of the period. Refusal to do so will be considered insubordination and result in a referral. The student will be asked to complete the assignment either inside the pool area, outside with the class or in the gym/locker room hallway, as determined by the teacher and their class location.

In addition, except for valid written doctor's excuses, students will be required to make up missed P. E. classes. Students may make up a class missed for a legal reason within 3 P. E. class days with the agreement of the teacher as to how this class is to be made up. If a student's medical excuse is for pool activities only, he/she may be changed to another class during the swimming unit. If a make-up time cannot be arranged with a teacher an alternative assignment will be given.

### **PHYSICAL EDUCATION EXEMPTION**

Students on Varsity Teams - Students who are participating on Varsity athletic teams can use an "extra-class" athletic program for physical education credit if:

"They are scheduled into their regular physical education class and demonstrate they have achieved acceptable levels/standards of physical fitness and have acquired the knowledge of the instructional activities of the class" (8 NYCRR 135.4(c)(2)(ii)(c)). Once the extra-class athletic program has ceased, the students must return to class.

Students who have a "full schedule" and believe they have extenuating circumstances warranting exclusion from physical education class for one or more sports seasons and can meet the above criteria must present their request for exemption from physical education class before a review committee of seven consisting of: Athletic Director, Principal, P.E. Teacher, Coach, Neutral Coach, Guidance Director, and Student. A ruling will be made and announced to the student that day.



## **SWIMMING PROFICIENCY**

In February and March of 2008, eighth, ninth, tenth and eleventh grade students who were interested were tested to determine if they are proficient swimmers. Students who met the standard for "Proficient Swimmer" have the option of not swimming during physical education classes during the 2008-2009 school year. A prerequisite for being able to "Test Out" of swimming was that a student was able to tread water for three minutes. The test was administered and supervised by an instructor with WSI certification and two physical education teachers and included the following:

- ~ Jumping in water over one's head
- ~ Swimming a total of 500 yards (ten laps up and back = 1/4 mile continuous)

Students will be tested each year in grades 8 and 10 to determine their on-going proficiency.

## **COLLEGE COURSES ON THE DISTANCE LEARNING NETWORK**

Students pay \$200 of college tuition per course. School will pay the balance of tuition and text books.

High School Courses: there is no fee.

## 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 or 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 if not tenured, 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

### 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. Mike Gault
National Honor Society	Mrs. Valerie Paro/Mrs. Amy Bortnick
Student Government	Mrs. Shelly Main
Varsity Club	Mrs. Lori Brewer
Yearbook	Mrs. Kathy Whitmarsh
Whiz Quiz	Mr. Kevin Albern
Drama Director (Sr. Play)	Mrs. Ann Truesdell / Mrs. Dawn Zacharek
Drama Club (Musical)	Ms. Carol Strome
Close Up	Mr. Kevin Albern
A. V. Coordinator	Mrs. Julie Bailey / Mrs. Ann Truesdell

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 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.

**Dr. William Cartwright**  
Superintendent of Schools

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

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

**EDWARDS-KNOX CENTRAL SCHOOL DISTRICT**

P.O. BOX 630  
RUSSELL, NEW YORK 13684-0630

PHONE: (315) 562-8326 TOLL FREE: 877-201-3694  
FAX: (315) 562-8433  
BUS GARAGE: (315) 562-8440  
SCHOOL-BASED HEALTH CLINIC: (315) 562-7242  
www.ekcsk12.org

**BOARD OF EDUCATION**  
Wheeler D. Maynard, Jr., Pres.  
Dianne L. Hurley, Vice-Pres.  
Rick Brewer  
Amanda Fuller  
Bryan Gotham  
Teresa A. Hogle  
Thomas O'Brien  
Andrea Webb  
Thomas F. Wood  
Kay C. Amo, Clerk

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 D**  
**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 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.
  - V. 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.
  - VI. 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 E

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 High School Secretary 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. 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. Special events (e.g., assemblies, guest speakers, field days) scheduled on days that historically have high absenteeism (e.g., Mondays, Fridays, day before vacation);
- d. Grade-level rewards at each building for best attendance;
- e. 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 high school office 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 high school 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.

It is expected that students will arrive at school on time. If arrival occurs after 7:50 a.m., the student must report to the H. S. 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 upper classmen 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, WTNY, 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 high school office by 8:05 am. The procedure for early dismissal is that the student signs out with the attendance officer. 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 school building 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 p.m./2:42 p.m. could be considered a trespasser and may be subject to appropriate action.

### **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 be advised at that time that a parent conference is suggested to discuss the student’s absenteeism and the possible ramifications of future absences.
5. An attendance review committee will be set up, made up of respective high school secretary, a guidance counselor, two teachers, two parents and two students. The committee will review each individual case when a student feels there are special circumstances which should be taken into account. 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 by the first date of that course final examination.

## **APPENDIX F EDWARDS-KNOX CENTRAL SCHOOL DISTRICT**

TRANSFER OR DROP-OUT FORM

P.O. Box 630

Russell, New York 13684

315/562-3227 or 315/347-3410

Student Name \_\_\_\_\_

Date \_\_\_\_\_

Grade \_\_\_\_\_

Age \_\_\_\_\_

Birth date \_\_\_\_\_

Upon the return of textbooks and classroom items by the withdrawing student, faculty and staff members will sign in the appropriate spot, attesting that all materials have been returned and that all outstanding obligations have been met. This completed form should be returned to the Guidance Office.

PERIOD	CLASS	ESTIMATED GRADE	TEACHER SIGNATURE
1	_____	_____	_____
2	_____	_____	_____
3	_____	_____	_____
4	_____	_____	_____
5	_____	_____	_____
6A/6B	_____	_____	_____
7	_____	_____	_____
8	_____	_____	_____
9	_____	_____	_____

Athletic Director \_\_\_\_\_

Librarian \_\_\_\_\_

Nurse \_\_\_\_\_

Cafeteria \_\_\_\_\_

Counselor \_\_\_\_\_

Band \_\_\_\_\_

Last date of attendance at Edwards-Knox Central School: \_\_\_\_\_

Reason for Leaving/Remarks: \_\_\_\_\_

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

**APPENDIX G**

**Students must get passes signed at the end of class prior to the next class.**

**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 H

### **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 I

### 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 J

### STUDENT GUIDELINES FOR AFTER SCHOOL DETENTION

1. Be on time; detention starts at 3:15 PM sharp in room #408 (or other room as announced). If you arrive after 3:15, you will be assigned another night of detention.
2. While serving After School detention, you 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. You will bring school work to ASD to work on after DLP is completed and accepted by the Detention Monitor.
4. Should you have no school work to do, the detention monitor will assign the student some work to complete.
5. You 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. Only in extreme instances will you be allowed bathroom privileges.
9. If you receive more than two checkmarks on the Behavior Matrix, you will be assigned additional After School Detention assignments(ASD).
10. You will not be allowed to leave the detention room until 4:25.

### GUIDELINES FOR STUDENTS IN IN-SCHOOL SUSPENSION/PLANNING ROOM

While in ISS/Planning Room the following rules will apply:

1. Be on time, before 1st period begins. Arrival after the tardy bell will be considered a late for class and will be recorded by the office.
2. Students must be prepared to work. This means bring work, books/homework/magazines/projects, etc. at the beginning of the day. Teachers will assign class work throughout the day. You will be given an opportunity to complete the classroom homework. Should you have nothing to do, the monitor will assign the student work to complete.
3. You will stay on the task assigned by the monitor.
4. **NO** talking among students in ISS/Planning Room.

5. Only one bathroom/locker pass is allowed for AM and PM. NO additional movement will be allowed except in extreme instances.
6. Lunch will be at 12:20 PM. You will be escorted to and from the cafeteria. Students will eat in the ISS/Planning Room. Trays will be returned at 12:50 PM by one student, after the bell has sounded to begin period 7. NO food or drink is allowed at times other than lunch.
7. Misbehavior or disrespectful behavior will not be tolerated. Additional day assignment to ISS/Planning Room will result from your inappropriate actions. Repeated occurrences of ISS/Planning Room misbehavior could result in out-of-school suspension.

## **APPENDIX K**

### **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 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 - Counselor K-8  
T B D - Guidance Secretary

#### COMMITTEE ON SPECIAL EDUCATION

Dr. 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 K 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
<b>Mrs. Clara Cummings</b>	<b>Business</b>	<b>407</b>
<b>Mrs. Michelle Cummings</b>	<b>K-8 Counselor</b>	<b>100A</b>
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	<b>411</b>
Mrs. Melissa Brown	Nurse	Nurse's Office
Mrs. Marcia Cotton	Librarian (40%)	Library
<b>Ms. Elizabeth Ludavici</b>	<b>Foreign Language (Spanish)</b>	<b>304</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
Mrs. Shelly Main	Social Studies	405
Mrs. Suzanne McBath		Elementary
Mrs. Toleda Mathews	Business	407
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
<b>Mrs. Trisha Gotham</b>	<b>Special Education</b>	<b>300</b>
Mrs. Linda Johnson	Special Education	300
Ms. Erika Rowe	Special Education	705
<b>Ms. Jill Thomas</b>	<b>Special Education</b>	<b>300 / BOCES pm</b>
<b>Mrs. Amanda Tresidder</b>	<b>Special Education</b>	<b>706</b>
Mrs. Ann Truesdell	Library Assistant	Library

## APPENDIX L

### 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, pay telephones and classroom telephones are to be used with the permission of the supervising adult, or in case of an emergency.
2. Interactive Telecommunications System - Only those students taking an IT 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 outlining 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 L 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.**

**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 12<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.

Revision 08/08

**APPENDIX M**

**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 or on the grass.

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 put on coats nor pick up personal belongings.
  - b. Walk in an orderly manner directly to the appointed station.
  - c. Loud talking is not permitted.
  - d. Wait for signal to return, then return directly to the classroom.
4. The teacher whose classroom is close to a 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 should be blocked.
6. Know the location of fire alarm pull stations and fire extinguishers.
7. All windows and doors should be closed and lights turned off when leaving a room.

### **EVACUATION PROCEDURES**

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 given by the Superintendent or his designee.
2. Teachers and students should follow the "BOE approved Building Emergency Evacuation Procedures".
3. Teachers will then move all students to the bus garage and remain there for further instructions.

#### 1st 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 of hallway. Proceed to exit at High School Office parking lot and assemble in designated area near grassy knoll.
Rooms 306 - 308 - 310 High School Office	Exit rooms, turn right and stay to right of hallway. Exit at High School Office parking lot, through right door and assemble on grassy knoll.
Home Economics & 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 Rooms (311) (314)	Exit through back doors in the rooms and proceed to designated area on 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	1. If study hall - proceed out hallway by janitors room/loading dock, cross the driveway and assemble on grass.

2. If Lunchtime \*

- 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.
- b. The half near the kitchen should proceed out the hallway by the janitor's room/loading dock, cross the driveway and assemble on the grassy area.

\* Since there are two teachers on duty, one teacher to each area is appropriate.

Instrumental Music	Students and teachers proceed out emergency door at back of room and assemble at back of parking lot near 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 upstairs (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.
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 Exit

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 on the 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 grass.

Any other rooms not listed, follow procedures on Evacuation sheet posted next to doorway.

map

map

## APPENDIX N

### CURRICULAR/CO-CURRICULAR EXPECTATIONS BY GRADE LEVEL

#### Grade 7

- Field Trip Permission Slips
- Athletic Contracts
- Sports Physicals
- ▶ Outstanding Obligations (classroom materials, library books, cafeteria IOU's, band instruments, athletic equipment/uniforms, etc.)

#### Grade 8

- Field Trip Permission Slips
- Athletic Contracts
- Sports Physicals
- Outstanding Obligations (classroom materials, library books, cafeteria IOU's, band instruments, athletic equipment/uniforms, etc.)
- High School Plan (8th Grade Parents Night)

#### Grade 9

- Field Trip Permission Slips
- Athletic Contracts
- Sports Physicals
- Outstanding Obligations (classroom materials, library books, cafeteria IOU's, band instruments, athletic equipment/uniforms, etc.)
- Application for Working Card (Age 14 or older)

#### Grade 10

- Field Trip Permission Slips
- Athletic Contracts
- Sports Physicals
- Outstanding Obligations (classroom materials, library books, cafeteria IOU's, band instruments, athletic equipment/uniforms, etc.)
- BOCES Registration (2nd Semester)
- Driver Education Sign Up (At least 16 years of age by the date the semester of driver education begins)

#### Grade 11

- Field Trip Permission Slips
- Athletic Contracts
- Sports Physicals
- Outstanding Obligations (classroom materials, library books, cafeteria IOU's, band instruments, athletic equipment/uniforms, etc.)
- PSAT Registration (1st Semester)
- SAT/ACT Examination Registrations (2nd Semester)
- Researching Colleges/Armed Forces/Employment Opportunities

#### Grade 12

- Field Trip Permission Slips
- Athletic Contracts
- Sports Physicals
- Outstanding Obligations (classroom materials, library books, cafeteria IOU's, band instruments, athletic equipment/uniforms, etc.)
- Graduation Requirements
- Copy of Immunization Records from Health Office to your College
- College/Financial Aid/Scholarship Applications

## APPENDIX O

## SENIOR CLASS PRIVILEGE GUIDELINES

### Academic Eligibility Standards

1. For the purpose of senior privileges, a student is classified as a senior if that student is able to complete all requirements for graduation in June of that school year.
2. A senior is eligible for senior privileges on the first day of school in his/her senior year if he/she has an overall academic average of 80% for his/her junior year (list provided by guidance office) and if he/she has signed and returned a senior privilege contract by the due date!
3. Seniors academic averages will be surveyed every five weeks. Seniors with overall academic averages of 80% or greater and who have a passing grade of 65 in all classes required for graduation will be eligible for senior privileges.
4. For the purpose of verifying that seniors academic average and passing grade meet the criteria listed in #3 above, the guidance office will provide a complete listing of seniors averages when report cards are issued. This listing from guidance will be used to determine seniors' academic eligibility for senior privileges at the end of the 10, 20, and 30 week marking periods.
5. At the end of the 5, 15, 25, and 35 week marking periods, when interim reports are provided for parents and students, it will be the students' responsibility to compute their average from the interim report, verify with the high school principal that they meet the academic average and passing grade criteria listed in #3 above and **sign and date when they submit their averages to the H.S. office**. Seniors will have one week from the date interim reports are mailed home to provide the principal with this verification. The list of seniors eligible for senior privileges will be posted at the end of this week.

### Privilege Guidelines

1. Only 10 students will be allowed to sign out of a study hall to go to the commons during any given period and this will be on a first come/first served basis. This 10 student limit does not include the lunch periods, or class periods where there is only one study hall.
2. Students will be responsible for keeping the commons areas orderly, clean and neat.
3. There should be no hanging out of windows, sitting on window ledges, radiators, or tables. In addition, classes in session should not be disturbed by seniors in the commons areas.
4. It is important that seniors report to study hall and sign out on the sheet provided. It is not permissible for someone else to sign you out. Students must go to the commons at the beginning of the period and remain until the end of the period.
5. Only students from study halls are allowed access to the commons. No student should be excused from classes to go to the commons. No students other than seniors should be present in the commons area.
6. Each senior must return the senior privileges contract to the principal, signed and dated appropriately, before he/she is eligible for senior privileges.
7. During Activity Period, seniors may go to the cafeteria to the senior table, the Senior lounge near the cougar or in the gym if supervised by a teacher or staff member.

### Senior Privileges

1. Seniors are responsible for being in the hall without a pass if they have the permission of a supervising

teacher. Abuse of this privilege will result in revocation of the use of the senior commons for one week for the first offense. Additional offenses will lead to further consequences.

2. Seniors may choose to eat their lunch on the picnic tables adjacent to the senior commons areas providing they bring their lunch from home. Seniors who buy the school lunch may report to the commons areas outside the building after eating their lunch in the cafeteria.
3. Seniors, with privileges and who are demonstrating appropriate behaviors in class, could leave class 2-3 minutes early so they do not need to cut in the lunch line.
4. Seniors may get off school buses and go into the school as soon as school buses arrive at school in the morning.
5. The designated senior commons areas inside the building are:
  - The senior area near the H. S. Office.
  - The hallway benches near the library.
  - The library is not considered a senior commons area.

\*\*There should be no laying down or sleeping, horseplay or PDA in the senior commons areas.\*\*

6. The designated senior commons areas outside the building are:
  - The picnic table/benches near the high school office entrance.  
Students should not be disruptive when outside.
  - The hill facing the Technology and Agriculture rooms.

\*\*The commons areas outside the building should be used, weather permitting only.\*\*

#### Consequences for Violations

1. Any senior assigned a school suspension, either in-school or out-of-school, will have his/her senior privileges revoked for the one week period following the suspensions.
2. Seniors may lose privileges for up to one week if they have been assigned after-school detention or if they are found in the halls rather than being in the commons area when signed out for the commons area.
3. Should a situation arise whereby a teacher feels that a senior's privileges should be revoked, the high school principal will review this situation with the senior class officers and their decision will be final.
4. Violations of these guidelines, or the discipline code outlined in the student handbook, may result in a revocation of senior privileges.

#### Senior Privileges/Honor Roll Calculation Procedure

Grading period averages are calculated in the following manner:

All semestered courses count twice (2X)

Full year courses meeting every day count once (1X)  
 Half year courses meeting every day count once (1X)  
 Every other day (½ credit courses) count one-half (½ X)  
 BOCES grades count three times (3X)

Total all grades and divide by the total number of credits to arrive at your average.

Example:	English	70	(X2)	140
	Precalculus	75	(X1)	75
	Web Site Design	80	(X ½)	40
	Physics	88	(X1)	88
	French IV	90	(X1)	90
	Phys. Ed.	90	(X ½)	45
	Band	95	(X ½)	<u>47.5</u>
			Total	525.5

525.5 divided by 6 ½ (6.5) = 80.846 (average)

## APPENDIX P

### 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

## APPENDIX Q

### 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.***