

Edwards-Knox Central School

Faculty Handbook



2019-2020

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PHILOSOPHY and MISSION STATEMENT

“The philosophy of the Edwards-Knox Central School District is that every student can learn. We will strive to enable each student the opportunity to reach their greatest potential so they may become a productive and successful citizen of this twenty-first century global community.”

The mission of the Edwards-Knox Central School District is to provide positive learning experiences in order to maximize the growth and potential of each student and to serve as a learning resource for the entire community.

This mission will be achieved through teaching and learning in an environment which is safe and positive, which encourages students to become responsible and to respect themselves and others and which focuses on social, emotional, intellectual, and physical dimensions.

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

Foundation Principles

- 1) SED Compliance: Ensure district is in compliance with SED to include Race to the Top (RTTT), APPR, CCS, and schools in need of improvement.
- 2) Education: To provide all students opportunities for excellence in academics, vocational, social, emotional, and physical well-being to prepare our students for the tasks ahead when entering post-secondary education or the workforce.
- 3) People: To recruit and retain high quality staff and personnel.
- 4) Community: To foster open communication between parents, community members, and all district stakeholders to explore opportunities to provide the best learning environment for our students.
- 5) Technology: To ensure that all students become fluent and responsible in the use of ever evolving technology, in a safe and legal manner.
- 6) Finance: To work with all district stakeholders to develop fiscally responsible budgets.

Rules & 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 his 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.
 - 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 one described in 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 application dictates.

AFTER SCHOOL ACTIVITIES

We will have late busses on Monday, Tuesday, Wednesday, and Thursday.

1. **Students remaining after school need to be directly supervised at all times.** For example: If team members have to wait for scheduled practices or games, they do not have open access to the building. They need to be with a teacher or the coach or in the assigned room. If a staff member keeps a student and does not need to work with a student as late as 4:10 p.m., the student needs to be escorted and assigned to the monitor in the assigned room until the late bus departure.
2. Bus transportation at 4:10 p.m. is intended for students who remain after school for supervised activities or for either academic or disciplinary reasons as requested by a teacher or the principal.

ANNOUNCEMENTS

Elementary

1. Requests for announcements shall be submitted to the Main Office Secretary prior to 7:45 a.m.
2. Daily announcements will be sent electronically and can be accessed via online.

Middle/High School

1. Requests for announcements shall be submitted to and approved by the Main Office secretary on an announcement form prior to 7:45 a.m.
2. Daily announcements will be sent electronically and can be accessed online.
3. Any necessary afternoon announcements will be read during 5th and/or 9th period.

BEFORE-SCHOOL CONTRACTUAL TIME

1. Tuesdays and Thursdays will be meeting days for administrative purposes.
Mondays and Wednesdays will be meeting days for faculty purposes.
Two Fridays a month are for faculty purposes.
2. Extended Day Program, and other approved activities, will be on Monday, Tuesday, Wednesday, and Thursday starting at 2:51 p.m. and ending at 4:15 p.m.
Detention will remain on Tuesday and Thursday starting at 2:55 p.m. and ending at 4:10 p.m.
3. Bargaining unit members will have no formally assigned students after 2:55 p.m. with the exception of detention. However, bargaining unit members have the option of working with students during this time (anyone interested in sponsoring a club must submit the appropriate paperwork to the principal of the grade level involved).

BEHAVIOR PROBLEMS WITH STUDENTS

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

- Teachers need to share student expectations and classroom rules both verbally and by posting them in the classroom.
- All students will be given a Behavior Contract to have signed by the student and parent/guardian and returned to school to be kept on file by the teacher.

- Teachers need to teach and model the behaviors they expect from students. Teachers should not assume that because students have reached a certain age or grade level that they have learned appropriate behaviors.
- Teachers need to approach each day as a new day and to be consistent with expectations from day to day. Teachers must also be sensitive and flexible in dealing with individual students.
- When a student's behavior is inconsistent with a teacher's expectations, the teacher should first make the student aware of the specific breach of conduct and then issue a warning. If a time out is used, the teacher MUST be able to visually see the student(s) at all times.
- If this situation cannot be resolved satisfactorily, the teacher should refer the student to the office by telephone. All staff are expected to complete a Discipline Form ONLINE and submit it in a timely fashion. The administrators cannot adequately handle the situation without the staff's input. As a reminder, these reports will be seen by the parent/guardians.

PROCEDURE FOR ADDRESSING A STUDENT ACTING IN AN UNUSUAL/ATYPICAL MANNER

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

BUS SUPERVISION

In order to provide for an orderly dismissal and bus loading, the administration will assign teachers, on a rotating basis, to provide proper supervision of students at dismissal time. Elementary Teachers: one staff member should be stationed in the lobby for classroom teachers to notify that their room is out. The other two staff will be outside: one staff will be stationed by the cafeteria door area, and the other will be in front of the elementary parking lot. High School Teachers: one is assigned to the front door and is responsible for

releasing the buses. Two should cover both ends of the bus line. All teachers should direct students to board the bus promptly and discourage student running. Teachers should notify their respective office about any problems to be dealt with the next day, except in extreme cases. These need to be dealt with immediately.

BUS SUPERVISION SCHEDULE MIDDLE/HIGH SCHOOL

Sept. 4 – Oct. 4	Lapoint	Love	M. McGrath
Oct. 7 – Nov. 1	S. McGrath	Morgan	Paro
Nov. 4 – Dec. 6	Peryer	Pickering	Szczepanski
Dec. 9 – Jan. 13	R. White	S. White	TBD Business
Jan. 14 – Feb. 14	Willman	Alford	Averill
Feb. 17 – Mar. 20	Brewer	Burke	Cummings
Mar. 23 – Apr. 24	Curtis	Cusano	TBD (PE)
Apr. 27 – May 22	M. Hewlett	P. Hewlett	Friot
May 25 – June 26	Gault	Hogle	Impey

BUS SUPERVISION SCHEDULE ELEMENTARY

DATES	CLIPBOARD	CAFETERIA SIDE	PARKING LOT SIDE
Sept. 4 – Oct. 4	Brewer	Salego	C. Besaw & Peabody
Oct. 7 – Nov. 1	Lottie	Desellems	O'Connor
Nov. 4 – Dec. 6	Tulip	Frisbee	Arbuckle
Dec. 9 – Jan. 13	Fredericks	B. Besaw	Dandrow
Jan. 14 – Feb. 14	Rowe	Deleel	McCurdy
Feb. 17 – Mar. 20	Christy	Oemcke	Vantassel
Mar. 23 – Apr. 24	Durham	Bullock	Doyle
Apr. 27 – May 22	Hance	Atria	Foster
May 25 – June 26	Maguire	Whalen	McCormick

CALENDAR OF EVENTS 2019-2020

AUGUST

August 28 & 29 Staff Development Days – no school for students

SEPTEMBER

September 4 First day of school

September 5 SAT Registration Deadline for the October test

September 11 6:00 p.m. – Parents' Association meeting, PSAT sign-up deadline –Guidance office

September 12 11:00 a.m. – Jostens rings, grad announcements, cap/gown orders

September 18	SUNY Roadshow – Jrs. & Srs. – 12:00-1:00 p.m. at E-K
September 20	9-12th grade – last day to Add/Drop a class
September 27	ACT Test Registration deadline for the October test
September 30	7-8th grade – last day to Add/Drop a class
<u>OCTOBER</u>	
October 1	College Fair – tentative for Juniors and Seniors
October 2	6:00 p.m. – Parents' Association meeting, SAT Registration Deadline for the November test
October 4	End of 5-week progress reporting period (23 days)
October 5	SAT Test Day
October 7	Grades are due on SchoolTool
October 9	Progress reports distributed in Homeroom
October 14	No school – Columbus Day
October 16	PSAT – AM for Juniors
October 17	Manufacturing Day – interested 10th-12th grade students
October 26	ACT Test Day
October 31	8:45 a.m. – Elementary Halloween Parade – Big Gym
<u>NOVEMBER</u>	
November 1	End of 1st marking period (42 days), 11:10 a.m. – students dismissed early
November 2	SAT Test Day
November 4	Grades are due on SchoolTool
November 6	6:00 p.m. – Parents' Association meeting
November 7	11:10 a.m. – delayed start, 3:30-7:30 p.m. Conferences, SAT Registration Deadline for Dec
November 8	ACT Test Registration deadline for the December test
November 8	Report cards distributed in Homeroom – grades PK-12
November 11	No school – Veterans' Day
November 12	Staff Development Day – no school for students
November 27-29	No school – Thanksgiving Recess
<u>DECEMBER</u>	
December 3	Visit to SWT - Sophomores AM, ASVAB -Sophomores – PM
December 4	6:00 p.m. – Parents' Association meeting
December 7	SAT Test Day
December 10	College Spirit Day
December 12	6:30 p.m. – Winter Concert – grades 5-12 (snow date 12/19/19)
December 13	End of 15-week progress reporting period (25 days)
December 14	ACT Test Day
December 16	Grades are due on SchoolTool
December 18	Progress reports distributed in Homeroom, 9:00 a.m. – PK-4 Holiday Program – Auditorium
December 20	Winter Olympics for grades 7-12 – PM

December 23-31	No school – Holiday Break
<u>JANUARY</u>	
January 1-3	No school – Holiday Break
January 10	ACT Test Registration deadline for the February test
January 16	12:00-2:00 p.m. – Mad City Money – 8th grade
January 20	No school – Martin Luther King, Jr., Day
January 21-24	Regents exams
January 31	End of 2nd marking period (49 days), 11:10 a.m. – students dismissed early
<u>FEBRUARY</u>	
February 3	Grades are due on SchoolTool
February 5	High school report cards distributed in Homeroom, 6:00 p.m. – Parents' Association meeting
February 7	Elementary report cards go home
February 8	ACT Test Day
February 13	SAT Registration Deadline for the March test
February 10-14	Scheduling week for 9th and 10th grade
February 17-21	No school – Mid-Winter Break
February 29	ACT Test Registration deadline for the April test
<u>MARCH</u>	
March 4	6:00 p.m. – Parents' Association meeting
March 6	End of 25-week progress reporting period (20 days)
March 9	Grades are due on SchoolTool
March 10	8th grade visit to SWT
March 11	Progress reports distributed in Homeroom
March 14	SAT Test Day
March 18	Gateways for Seniors
March 19	11:10 a.m. – delayed start, 3:30-7:30 p.m. Conferences, 6:30 p.m. 8th Grade Planning Night
March 20	Staff Development Day – no school for students
March 25-26	NYS ELA Test – grades 3-8
March 27-28	Musical
<u>APRIL</u>	
April 1	6:00 p.m. – Parents' Association meeting
April 2	SAT Registration Deadline for the May test
April 4	ACT Test Day
April 9	End of 3rd marking period (43 days), 11:10 a.m. – students dismissed early
April 10-17	No school – Spring Break
April 20	Grades are due on SchoolTool
April 21-22	NYS Math Test – grades 3-6
April 22	High school report cards distributed in Homeroom

April 22-23	NYS Math Test – grades 7-8
April 24	Elementary report cards go home
<u>MAY</u>	
May 2	SAT Test Day
May 5	AP Calculus – AM
May 6	SAT Registration Deadline for the June test, 6:00 p.m. – Parents’ Association meeting
May 8	AP US History – AM, ACT Test Registration deadline for the June test
May 12	AP Psychology – PM
May 14	AP World History – AM, 9th Grade Career Jam – tentative
May 15	AP Statistics – PM, End of 35-week progress reporting period (20 days)
May 18	Grades are due on SchoolTool
May 19	8:00-11:00 a.m. – Kindergarten Screening for new enrollments
May 19	6:00-7:00 p.m. – 5-8 Spring Concert (5/6 band & chorus, 7/8 band & chorus)
May 19	7:30-8:00 p.m. – 9-12 Spring Concert (9-12 & chorus)
May 20	Progress reports distributed in Homeroom, NYS Science Performance Test – grade 8
May 22	Cougar Day - tentative
May 25	No school – Memorial Day
May 27	NYS Science Performance Test – grade 4, 6:00 p.m. – PK Meet & Greet/Bus Ride
<u>JUNE</u>	
June 1	Regents exams, NYS Science Written Test – grades 4 & 8
June 3	6:00 p.m. – Parents’ Association meeting
June 5	8:00 a.m. – Awards for grades 7-8
June 6	SAT Test Day
June 12	8:00 a.m. – Awards for grades 9-12, Elementary Olympics – grades PK-6
June 13	10:00 a.m. – Kindergarten Ceremony, ACT Test Day
June 15	6:00 p.m. – PK Ceremony
June 16	11:00 a.m. – Graduation luncheon/practice, Last day for grades 7-12
June 17	Elementary grades due on SchoolTool
June 18	High school grades are due on SchoolTool
June 17-25	Regents exams
June 24	9:00 a.m. – Elementary Awards Assembly
June 25	11:10 a.m. – students dismissed early
June 26	K-6 Meet & Greet, 11:10 a.m. – students dismissed early, Last day of school
June 26	Report cards go home
June 27	11:00 a.m. – High School Graduation

DAILY TIME SCHEDULE**ELEMENTARY**

Teachers arrive	7:25
Breakfast	7:45
Announcements/pledge	8:02
Instruction begins	8:05
Period 1	8:05 – 8:45
Period 2	8:48 – 9:28
Period 3	9:31 – 10:11
Period 4	10:14 – 10:54
Period 5	10:57 – 11:59
Period 6	12:02 – 12:42
Period 7	12:45 – 1:25
Period 8	1:28 – 2:08
Period 9	2:11 – 2:51
Busses depart	2:55

HIGH SCHOOL

Teachers arrive	7:25
Busses arrive/breakfast	7:45 – 7:55
Period 1	8:00–8:45 (8:00 announcements/pledge)
Period 2	8:48 – 9:28
Period 3	9:31 – 10:11
Period 4	10:14 – 10:54
Lunch	10:57 – 11:27 (7-9 upstairs; 10-12 downstairs)
Period 5	11:30–11:59 (Study Hall)
Period 6	12:02 – 12:42
Period 7	12:45 – 1:25
Period 8	1:28 – 2:08
Period 9	2:11 – 2:51
Busses depart	2:55

EMERGENCY SUB PLANS

Emergency sub plans are required and are to be kept in the classroom of each teacher. Please complete the “Emergency Sub Cover Sheet” and submit a copy to the appropriate office **by September 16, 2019**.

EVALUATIONS OF TEACHING ASSISTANTS

1. The classroom teacher will review the job description of the TA in their classroom and write up the expectations for their TA on the appropriate form. A conference will be held between the teachers and the TA to review the specifics of the job description. This will be completed by the end of September, and both individuals will sign the form as an acknowledgement of the expectations. A copy is to be submitted to Sherry White to be kept on file. **(Date due TBD)**
 2. The teacher will prepare an evaluation using the required form due by the last Friday in January. A conference is to be held to discuss the evaluation with the TA. A signed copy is given to the individual and to the office. **(Date due TBD)**
 3. The same process is to be repeated with the paperwork due by the second Friday in June. **(Date due TBD)**
- * If the teacher or administrator notes concerns, the administrator may complete additional evaluations at any time.
 - * The administrator will make a summary statement at the end of each school year indicating prognosis for continued employment and tenure recommendations.

EXTRACURRICULAR ACTIVITIES AND ORGANIZATIONS

Athletic Director – Mr. Rob White
Boys Varsity Basketball – Mr. Matt Scott
Boys JV Basketball – Mr. David Bullock
Boys Modified Basketball – Mr. Rob White
Girls Varsity Basketball – Mrs. Patty Taylor
Girls JV Basketball – TBD
Girls Modified Basketball – Mrs. TraceyBurke
Boys Varsity Soccer – Mr. Jon Davison/ Asst. Mr. Matt Scott
Boys Modified Soccer – Mr. Steve Szczepanski
Girls Varsity Soccer – Mrs. Patty Taylor
Girls Modified Soccer – Mrs. Lori Brewer
Varsity Baseball – Mr. Rob White/ Asst. Mr. Matt Scott
Varsity Baseball – Assistant – Mr. Matt Scott
Modified Baseball – Mr. Jon Davison
Varsity Softball – Mrs. Lori Brewer
Modified Softball – Mr. Doug Mathews/ Asst. Ms. Laurie White
Girls Varsity Swim – Mrs. Tomorrah Averill
Girls Modified Swim – Ms. Paige Hewlett
Modified Volleyball – Mrs. Tracey Burke
Varsity Cheerleading – Mrs. Rachael Matejick
Modified Cheerleading - Rachael Matejick/ Jennifer Hotaling -Volunteer
NHS Co-Advisors – Mrs. Jessica Friot/Mr. Shane Pickering
Student Government Advisors – Mrs. Jessica Friot/Mrs. Linda Alford

Yearbook Advisors – Mrs. Jennifer Impey
 Musical Director – Ms. Kristen Willman
 Music Director - TBD
 Choreographer – TBD
 Drama Director (Senior Play) - Brandie Besaw
 Drama Director Assistant (senior Play) - Caleb fuller
 After School Art Club – Kaycee Macguire
 Speech & Debate club - Mrs. Tanya Truesdell
 Senior Class Advisors – Mrs. Brandie Besaw, Mr. Caleb Fuller
 Junior Class Advisor – Mrs. Jennifer Clary
 Sophomore Class Advisor – Mrs. Shelly Grimshaw, Mrs. Mary Solon
 Freshman Class Advisor – Mrs. Tomorrah Averill, Mrs. Shammie Robinson
 FFA Advisor – Mr. Mike Gault

FACULTY ASSIGNMENTS

<u>Name</u>	<u>Subject</u>	<u>Location</u>
Ms. Linda Alford	9-12 Guidance Counselor	Guidance Office
Ms. Brittney Arbuckle	Grade 6	202
Ms. Danielle Atria	Grade 2	103
Mrs. Tomorrah Averill	Science	411
Ms. Brandie Besaw	Special Education	216
Mrs. Charity Besaw	Occupational Therapist	205
Mrs. Lori Brewer	Physical Education	504
Miss Natasha Brewer	Title I Remediation	203
Mrs. Samantha Bullock	Kindergarten	105
Mrs. Tracey Burke	Resource Room	705
TBD	Nurse	Nurse's Office
Ms. Melinda Christy	Grade 5	208
Mrs. Stephanie Cummings	Title I Remediation	702
Mr. Monty Curtis	Special Education	300
Mrs. Kelly Cusano	Mathematics	412
Mrs. Karen Dandrow	Grade 6	204
Mrs. Samantha Deleel	PK-4 Counselor	102
Ms. Shannon DeSellems	Grade 3	211
Mr. Brian Doyle	Grade 3	207
Mrs. Diane Durham	Title I Remediation	220
TBD	PE	505
Mr. Fred Foster	Grade 4	214
Ms. Angela Fredericks	Prekindergarten	116
Mrs. Jessica Friot	Social Studies	400
Ms. Angela Frisbee	Kindergarten	107
Mr. Michael Gault	Agriculture	311
Mrs. Kathy Hance	Special Education	109

Mrs. Andrea Heller	Lifeguard/Community School Coordinator	306
Ms. Megan Hewlett	Science	409
Ms. Paige Hewlett	English	410
Mr. Jon Hogle	Mathematics	408
Mrs. Jennifer Impey	7-12 Art	309
TBD	LPN	Nurse's Office
Ms. Tara LaPoint	Mathematics	703
Mrs. Amber Lottie	Grade 2	108
Mrs. Rosaria Love	Foreign Language (Spanish)	307
TBD	Business Teacher	402
Ms. Lindsey McCormick	Grade 4	212
Mrs. Kara McCurdy	Speech/Language	101A
Mrs. Meagan McGrath	Librarian	Library
Mr. Sean McGrath	Social Studies	405
Ms. Kaycee Maquire	Elementary Art	104
Mrs. Melanie Morgan	Social Studies	707
Ms. Kaitlyn O'Connor	Grade 5	210
Ms. Amanda Oemcke	Prekindergarten	113
Mrs. Valerie Paro	English	404
Ms. Victoria Peabody	5-8 Counselor	200
Mr. Shane Pickering	Science	403
Ms. Erika Rowe	Grade 1	110
Mrs. Becky Salego	Grade 5	111
Mr. Stephen Szczepanski	Physical Education/Health	304
Ms. Kristin Tulip	Resource Room	203
Mrs. Kimberley VanTassel	Title I Remediation	114
Mrs. Kallie Whalen	Grade 1	112
Mr. Rob White	Resource Room	704
Mrs. Sherry White	Psychologist/CSE Chairperson	305
Ms. Kristin Willman	Music	316

TEACHING ASSISTANTS

Mrs. Becky Averill	705
Mrs. Shaundra Brown	212
Mrs. Rochelle Bullock	109
Mrs. Jennifer Clary	300
Mrs. Kimberly Forsythe	113
Mr. Caleb Fuller	216
Mrs. Patricia Gotham	300
Mrs. Michelle Grimshaw	112
Ms. Mellisa Mathews	110
Mrs. Mary Solon	216
Mrs. Patricia Taylor	203
Mrs. Jill Thomas	116

Mrs. Abigail Tresidder	704
Mrs. Joni Tresidder	109
Mrs. Amy Turner	107
Mrs. Cynthia VanBrocklin	Library

Labor Managment Dates

Teachers' Labor Mgmt. Dates	SEA Labor Mgmt. Dates	Administrative Council Mtgs.
4:30 pm	4:30pm	7:30am
TBD	TBD	TBD

PARENT CONFERENCES/REPORT CARDS

Conferences are held so that the teacher and the parent can examine together the strengths and weaknesses of the child. The end result of such a conference will hopefully be a measurable plan devised and agreed upon by both parent and teacher. If we are aware of each child's ambitions and shortcomings physically, socially, emotionally, and mentally, then we can establish more insight into his/her behavior.

PURCHASING POLICY & PROCEDURES

General:

1. Only the person designated by the Board of Education as a purchasing agent may commit the district for a purchase. The Superintendent is designated by the Board of Education as the purchasing agent.
2. All requisitions must be approved by the appropriate Principal or Superintendent.
3. No purchase order will be executed without a properly filled out and approved requisition.
4. Only forms issued by the purchasing agent may be used for requisitions. Requisition forms are available in the offices.
5. Claim Reimbursement forms may only be used with prior approval from an administrator. Tax may not be reimbursed; pick up a Tax Exempt Form from the Business Office prior to shopping.

Procedure:

1. Fill out a requisition form with all required information and submit the form to the appropriate Principal. Be sure to include a 15 percent shipping and handling expense regardless of the company's policy.
2. If approved by the Principal, the requisition will be submitted to the Business Office and approved as a Purchase Order.
3. All purchase orders must be signed by the purchasing agent before issuance.
4. Please note: do not confuse requisitions with budget requests. Budget requests are filled out at the time of budget preparation and do not take the place of a requisition.

SCHOOL CLOSINGS OR DELAYS

If school is closed because of inclement weather, sickness, or any other non-scheduled reason, notice will be given over radio stations WPDM, WANT/WTOJ/WBDR/WOTT/The Fox, YES-FM/WPAC/Q102.9, 790WTNY/Z93/Froggy 97, and WSLU; and 7 NEWS, Newswatch50-WWTI-TV, YNN, WMSA/Rock 101.5/The Valley 96.1 television stations; listen to the radio or television – do not call the school. The school's automated phone system will also make contact with every staff and student's home number.

First two-hour delay (First, Third, Fifth, etc., day delayed)

10:00 – 10:26: Period 1

10:29 – 10:54: Period 4

10:57 – Follow regular schedule

Second two-hour delay (Second, Fourth, Sixth, etc., day delayed)

10:00 – 10:26: Period 2

10:29 – 10:54: Period 3

10:57 – Follow regular schedule

DELAYED START SCHEDULE

11:10: Arrive at school

11:10: PK-6 students report directly to classroom

11:10 – 11:27: Grades 7-12 report directly to Lunch

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; demand for sexual favors accompanied by implied or overt threats; and unwanted touching, patting, pinching, or brushing.

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 unwelcomed sexual 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 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.

STUDENT MANAGEMENT

All teachers are responsible for the control of the students in and around school, whether they are in class, study hall, library, gymnasium, cafeteria, or hallways. Assignments should be purposeful and educationally based. Every attempt should be made to grade all homework and tests, and these should be returned to students in a timely manner. Faculty is responsible to contact parents regarding homework issues and general behavioral concerns before involving the principal. All teachers should post their classroom expectations, grading, and homework guidelines on their individual web pages.

Under Commissioner Regulations, teachers are not to use corporal punishment. An explanation of a teacher's parameters is summarized below:

Corporal punishment means any act of physical force upon a pupil for the purpose of punishing that pupil.

Corporal punishment shall not mean the use of reasonable physical force for any of the following purposes:

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 the school or of others.
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 has refused to comply with a request to refrain from further disruptive acts; provided that alternative procedures and methods not involving the use of physical force cannot reasonably be employed to achieve the purposes set forth in one or two above.

TEACHER ABSENCES

When it is necessary for a teacher to be absent from school, the teacher will contact Brandi Graham.

Personal days for teachers are to be approved in writing at least 24 hours in advance by the principal. Requests for personal days are to be electronically completed and comply with the specifications in the teachers' employment contract.

All absences not requiring substitute coverage (1/4 days, Staff Development, etc.) will require the staff member to contact Brandi Graham.

TELEPHONE – PERSONAL CELL PHONE USE

We are role models for our students in cell phone use in the workplace. Teachers and staff may not use personal cell phones during classroom instruction time. If there are extenuating circumstances, please contact your principal.

Use of Personal Vehicles for Transporting Pupils

Staff members should not transport pupils for school purposes in their personal vehicles unless authorized by an administrator. The school district carries liability insurance but it is not valid on personal vehicles.

USE OF THE SCHOOL BUILDING AND GROUNDS

Request for the use of district buildings and grounds are to be submitted for approval to the building principal or the Superintendent using the district's Application for Facility Use form. All functions will be posted on the school web page for viewing.

SAMPLE FIELD TRIP PERMISSION FORM

Month #, 20__

Dear Parents/Guardians:

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

OR

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

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

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

Sincerely,

Subject Instructor

I give _____ permission to attend the field trip to
Student Name

_____ on _____. I understand that my
destination date

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

Parent/Guardian Signature

Date

Parent/Guardian Phone Number: _____

Emergency Contact Name & Phone Number: _____

SCHOOL CALENDAR

EDWARDS-KNOX CENTRAL SCHOOL

2019-2020

JULY 2019						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

July 4 - Independence Day

AUGUST 2019						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Aug. 28 & 29 - Staff Development Days

SEPTEMBER 2019						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

Sept. 2 - Labor Day
Sept. 4 - School Opens

OCTOBER 2019						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Oct. 14 - Columbus Day

NOVEMBER 2019						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

Nov. 1- Early dismissal - 11:10 a.m.
Nov. 7 - Late Arrival - 11:10 a.m. - Fall Conferences
Nov. 11 - Veterans Day
Nov. 12 - Staff Development Day
Nov. 27-29 - Thanksgiving Recess

DECEMBER 2019						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Dec. 23-31 - Holiday Break

JANUARY 2020						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Jan. 1-3 - Holiday Break
Jan. 20 - Martin Luther King Day
Jan. 31- Early dismissal - 11:10 a.m.

FEBRUARY 2020						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

Feb. 17-21 - Mid-Winter Break

MARCH 2020						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Mar. 19 - Late Arrival - 11:10 a.m.
- Spring Conferences
March 20 - Staff Development Day

APRIL 2020						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

April 9 - Early dismissal - 11:10 a.m.
April 10-17 - Spring Break

MAY 2020						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

May 25 - Memorial Day

JUNE 2020						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

June 16 - Last day of school for High School Students
June 25 - Early dismissal - 11:10 a.m.
June 26 - Early dismissal - 11:10 a.m.

School Day Tally

Total Number
of Days - 187

August	2	February	15
September	19	March	22
October	22	April	16
November	17	May	20
December	15	June	20
January	19		93

ELEMENTARY APPENDIX

ASSEMBLIES

Assemblies will be arranged through the Main Office and notification of upcoming assemblies will be forwarded promptly. It is expected that teachers will attend assemblies with their classes. Only teachers who have a planning period scheduled during the assembly will be excused from attending. Be punctual and review behavioral expectations with your students.

NOTE: Grade levels for performances will be indicated on the calendar. Performance time will vary.

ATTENDANCE PROCEDURES

Elementary Daily Attendance: Our school day is from **7:55 a.m.** to 2:55 p.m., Monday through Friday. Students attending breakfast are allowed in the building at 7:45 a.m. **No other students are permitted inside the building prior to 7:55 a.m. unless accompanied and supervised by their parent.** Classroom attendance will be completed via Schooltool by 8:20 am each day.

ATTENDANCE AND TARDINESS

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

BUS PASSES

Students must have a written note for a bus pass. Notes must be brought to the Main Office before 8:20 a.m. Bus number(s) of the regular bus and the bus they are riding must be on the written note.

CELL PHONES AND OTHER ELECTRONIC DEVICES – GRADES PK-6

Cell phones and personal electronics including, but not limited to, radios, iPods, MP3, iPads, notebooks, electronic games, cameras, etc. can be disruptive to the learning environment. These items are not to be used in school during school hours unless permission has been granted by a teacher or administrator. Such devices, if brought into the school building, must be turned off and stored in lockers until the close of school. It is up to the discretion of the bus driver, coach, chaperone, or teacher if electronic devices are to be used during school-sponsored events, including riding the bus.

Students are prohibited from using electronic devices 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 provision in the School District Code of Conduct that may be applicable to the circumstances involved.

At no time will cell phones or cameras be allowed in bathrooms or locker rooms at E-KCS. Violating a person's privacy by taking pictures within a bathroom or locker room setting may lead to charges being brought against an individual with the local enforcement agencies.

With the rights of the student to use electronic devices while on school property or at school-sanctioned activities comes the responsibility of using the devices properly. If an electronic device is being used inappropriately and/or the behavior while using the electronic device violates the Code of Conduct, the device will be confiscated by the teacher or adult in charge and given to the principal. After the first offense, a warning will be issued and the device will be kept by the principal until the end of the day. If the misbehavior warrants further consequences due to the nature of the offense, further action may be in order. After the second consequence, an after school detention will be assigned, and the phone will be returned to the student at the end of detention. On the third offense, a parent conference will be necessary for the electronic device to be returned to the parent, and two after school detentions will be assigned to the student.

DETENTION GUIDELINES

Teacher Guidelines For Detention

1. Detention will be held on Tuesday and Thursday from 2:55pm -4:10pm..
2. The Elementary Principal assigns detentions.
3. Detention will be held in the detention teacher's classroom unless alternate arrangements are approved.
4. The detention teacher will pick students up in the Main Office after taking their own class to the busses. Teachers should report attendance to Ms. Shattuck, Ext. 25533, or Ms. Hughes, Ext. 25525.
5. At no time are students to be left alone.
6. Students are to come with everything they need to go home. They are not to go back to their lockers.
7. Detention teachers will escort students to the late bus for 4:10 pm dismissal and make sure they get on it.
8. If there are no students assigned detention on your day (or we have a snow day or early closing), your obligation for duty for that day is fulfilled.
9. **It is the responsibility of the teacher** to provide coverage for their days if they are absent or unable to make their chosen times.

Student Guidelines For Detention

1. Students report to the Main Office to be picked up by detention teacher.
2. Students are to come prepared to work or read.
3. Work will be assigned if necessary.
4. No talking.
5. No eating or drinking.
6. Any inappropriate behavior may result in an additional after-school detention being assigned.

EARLY DISMISSAL LUNCH SCHEDULE 2019-2020

Kindergarten	Mrs. Bullock	10:09-10:29 (D)
	Ms. Frisbee	10:11-10:31 (D)
Grade 1	Mrs. Hance	10:15-10:45 (D)

	Mrs. Whalen	10:17-10:37 (D)
	Ms. Rowe	10:19-10:39 (D)
Grade 2	Ms. Atria	10:25-10:45 (D)
	Mrs. Lottie	10:27-10:47 (D)
PK	Ms. Fredericks	10:29-10:49 (D)
	Mrs. Oemcke	10:31-10:51 (D)
Grade 3	Ms. DeSellems	10:11-10:31 (Up)
	Mr. Doyle	10:13-10:33(Up)
Grade 4	Mr. Foster	10:15-10:35 (Up)
	Ms. McCormick	10:17-10:37 (Up)
Grade 5	Mrs. Christy	10:21-10:41 (Up)
	Ms. O'Connor	10:23-10:43 (Up)
Grade 6	Mrs. Arbuckle	10:27-10:47 (Up)
	Mrs. Dandrow	10:29-10:49 (Up)
	Ms. Besaw	10:31-10:51 (Up)

***Teachers are to remain with students.**

PLAYGROUND RULES

1. Wear sneakers, closed shoes, or snow boots.
2. Sit on swing properly and swing correctly.
3. No rough play.
4. Follow age limits on equipment.
5. Do not jump off of the equipment.
6. One person on a slide at a time.
7. Go feet first on slide.
8. Do not throw any objects in the playground area.
9. Walk in the playground area.
10. Use appropriate language.
11. Stay in clear view.

USE OF PLAYGROUND EQUIPMENT

In order to comply with safety guidelines, the age limit restriction stickers will be closely adhered to during school hours.

Prekindergarten and kindergarten students will utilize the separate playground area, designed for their age group. In the spring, the kindergarten students will be instructed on the proper use of larger playground equipment and will be able to use the age appropriate equipment. Teachers will monitor the younger students and reinforce safety.

RULES FOR SLEDDING

1. Only one person on a sled unless it is a longer sled.
2. Sit on the sled.
3. Walk up the hill on the outer paths not in the middle of the path.
4. Wait to go down the hill until the person in front of you is out of the way.
5. Wear appropriate clothing (hat, boots, snow pants, mittens, or gloves).
6. Feet first.
7. No snowboards.

PLAYGROUND SUPERVISION

Teachers are expected to provide outdoor recess for their children when weather conditions are 20 degrees and above. Children should be advised to dress accordingly. If teachers assign recess detention or time outs, then one teacher in the grade level group may oversee this while the other staff take the group outside. This arrangement must be made amongst co-workers and mutually agreed upon. ***Children are not to be made to sit outside during recess to serve detention or time out.*** Once all children are done serving their time, the teacher should escort the group out and help to monitor the outside activities.

PROMOTION/RETENTION

The Edwards-Knox Central School District operates under the philosophy that all children can learn with appropriate instructional modifications geared to meet the student's individual needs. Promotions and retentions are based on careful evaluation of the student's academic, physical, and social-emotional strengths and needs. Through testing, daily performance, and teacher observation, a recommendation will be made in each individual case. The parent will be an integral member of the decision-making team and will be kept up on their child's performance levels at conferences, with report cards, and with daily communication as warranted.

STUDENT USE OF SUNSCREEN

Effective immediately, schools are **no longer required to obtain a medical provider order** to allow a student to carry and use sunscreen in school **if the following conditions are met:**

STUDENT BEHAVIORAL PLAN

WHEN DOES A CHILD NEED A BEHAVIORAL PLAN?

- * When behaviors are outside acceptable limits.
- * When behaviors are extreme, dangerous, or destructive, as compared to their peers of similar age, physical, social, or emotional levels.
- * When behaviors interfere with the instruction of students making the environment not conducive to learning.

HOW IS A BEHAVIORAL PLAN CREATED?

- * Meeting with the principal, school psychologist, counselor, teacher, and parent to discuss behavior and possible interventions.
- * Once behavioral plan is written, principal, parent, teacher, and student should sign.
- * Principal and teacher should hold copies of the plan. Copies should be given to special areas and any support services involved with the student.
- * Any changes to the behavioral plan should be discussed with the principal. Changes should be documented and parents notified, as well as all special area and support services involved.

WHAT TO EXPECT

You always achieve symptom relief before you achieve cure.

Week 1 = first testing the limits

Week 2 = honeymoon

Week 3 = second testing for limits and consistency

Week 4 = begin behavior change

It will take three to six months to see a lasting change in attitude and self-concept.

AT THE END OF THE YEAR

- * Teachers should shred behavioral plans at the end of the year. Principal will hold the original behavioral plan in a file. Behavioral plans should be mentioned on student's end-of-year summary sheet.

STANDARDS FOR RETENTION IN GRADES 5-6

Students who are failing (lower than 65%) in **two** core subject areas (math, English Language Arts, science, social studies) in grades 5-6 will automatically be considered for retention. If a local school district has a summer school program available for students in grades 5-6 and a student chooses to attend, successful completion of the program by the student may be considered for advancement to the next grade level.

7-12 SCHOOL APPENDIX

ATTENDANCE PROCEDURE

Each 1st period teacher will enter attendance electronically between 8:00 and 8:03 on their computer. Whether an excuse is brought in or not, a student must report to the Main Office for a temporary readmission slip. Students have 48 hours to bring in their note to explain why they were legally absent or the absence will remain an illegal absence.

ATTENDANCE REGULATIONS

Every student has a right to educational opportunities that will enable the student to develop his or her full potential. Attendance regulations are based on the principle that regular school attendance maximizes the student's interaction with his or her teachers and is a major component of academic success. Improved school attendance generally increases student achievement. Therefore, attendance regulations that provide for early identification of attendance problems and effective methods to address them will allow students to be more successful. Implementation of attendance regulations requires cooperation among all members of the educational community, including parents, students, teachers, administrators, and support staff.

An amendment of section 104.1 of the Regulations of the Commissioner of Education concerning pupil attendance allows school districts to develop a comprehensive attendance policy that will establish and manage student attendance in relation to receiving course credit. These attendance regulations will make it clear to students and their families that the Edwards-Knox Jr. / Sr. High School now has a zero tolerance for truancy. Attendance in school is the responsibility of the students and their parents. Any student absent from a class more than 15% of the time, for any reason (including legal and illegal absences), will not receive credit for the course.

The objectives of the regulations are to:

- A. Keep records for the use of verification and compliance with compulsory education.
- B. Know the whereabouts of every student for safety and other reasons.
- C. Identify attendance patterns to design improvement efforts.
- D. Close gaps in student performance.
- E. Stress the importance of the interaction that occurs in the classroom between students and teachers.

Letters to Students and Parents

Attendance warning letters will be sent to parents/guardians when students have accumulated absences that meet various thresholds:

Stage one - 7 accumulated absences for full credit class, 4 accumulated absences for half credit courses.

Stage two - 14 accumulated absences for full credit class, 7 accumulated absences for half credit courses.

Stage three - 21 accumulated absences for full credit class, 11 accumulated absences for half credit courses.

Stage four - 28 accumulated absences for full credit class, 14 accumulated absences for half credit courses.

Determination for Class Credit

- I. Half credit classes – credit will be denied if a student misses fourteen classes or higher.
- II. Full credit classes – credit will be denied if a student misses twenty-eight classes or higher.

- III. If a student is legally absent, teachers at their design and discretion may allow students to make up the class.
- IV. Students who make up the actual class at another time will be credited with attending and will not be charged with an absence. The 85% attendance requirement must be achieved one week prior to the first date of that courses final examination. 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.

Legal Absences

The Edwards-Knox School District has defined the following reasons to be legal absences:

- A. school sponsored activities,
- B. illness of pupil,
- C. severe storm or impassable roads,
- D. sickness or death in the family, requiring student's presence at home (this does not provide for continual absences),
- E. religious observance,
- F. quarantine,
- G. required presence in court,
- H. music lessons,
- I. medical or dental appointments
- J. road test.
- K. collegiate visits must be pre-approved through the Guidance Department.

Students are responsible to make up any course work that has been missed immediately upon their return. Students must bring a written excuse explaining the reason for their absence signed by a parent and/or guardian upon their return to school when a student has been absent for less than four days. Students who are out for more than three days must have a doctor's note. Students who leave early or arrive late due to a medical reason must bring verification from the medical office confirming their appointment. All absences will remain recorded as illegal absences if the student has not brought a written excuse in within 48 hours of returning to school. Except for illegal absences, students should be provided one day per legal absence to make up work unless the teacher has specifically stated in their grading policies a different expectation, i.e., three days legally absent means three days to make up work.

Tardiness

Students who are tardy to school or class three times will be given an afterschool detention unless an approved excuse is given (a hall pass signed by another teacher or staff member). Students who are tardy and miss 50% of class for unexcused reasons shall be marked absent for that class.

Illegal Absences

All illegal absences from class will be reported to the Main Office. A notice will be sent home notifying parents of absences. A letter will be sent to the parents explaining the number of days and the school policy regarding attendance. For full credit courses, parents will be notified in writing at the 7th, 14th, and 21st absence. For half credit courses, parents will be notified in writing at the 4th, 7th, and 11th absence.

If a student and/or parent feel that there are extenuating circumstances regarding an absence(s), an appeal can be made to the Building Principal. An attendance review committee may be set up, made up of respective attendance officer, a guidance counselor, two teachers, two parents and two students to review extenuating circumstances related to a student's absence from school. The Attendance Review Committee will meet to make a recommendation to the Building Principal. The Building Principal will make the final decision. Illegal absences may not be turned into legal absences when a parent asks for their child's records to be reviewed. Legal documentation must have been supplied throughout the year.

In cases of habitual truancy, the Building Principal is mandated by law to hotline the parent to New York State for Educational Neglect. 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.

ATTENDANCE BY PERIOD ATTENDANCE

1. As students enter your class, take visual attendance.
2. If someone is missing, call the nurse first to check on the student.
3. Next, call the Main Office if the student is not at the Nurse's Office; they will do an all call to have the student report to the Office.
4. Teacher then is to put attendance into Schooltool; A=absent, T=tardy, and K=known (band, trip, nurse).
5. If the student reports to the Office, a pass (pink) will be given to the student; and it will be determined if the principal will need to see that student.
6. In the case of an all call and the student is a no show, the administrator will be notified.
7. If a student reports after attendance is taken, it is the responsibility of the teacher to go back in and mark the student accordingly.

Class attendance will be completed electronically at the beginning of every class through Schooltool. In addition, all grade books will be kept on Schooltool. Teachers should keep an accurate record of attendance and student assessments for all assignments, tests, and class work. Teachers may choose to use written documentation in addition to the electronic version as a back-up to their electronic records.

EXPECTATIONS & GRADING POLICIES & CONTRACTS

At the first class session of the year, all teachers will share with their students their individual expectations for behavior and grading in their classroom. This contract will be sent home with the students during the first week of school. Teachers should clearly outline their individual procedures for students retaking quizzes and exams and re-submitting class work as well as steps to be taken to make up work when students are legally excused from school. **Students who are not legally excused from missing class may not make up work.**

STUDENTS RECEIVING A FINAL GRADE OF 63% OR 64% FOR GRADES 9-12

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

STUDENTS RECEIVING A FINAL GRADE OF 63% OR 64% FOR GRADES 7 & 8

Students receiving a final grade average of 63% or 64% for a course will be allowed the opportunity to complete **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 coursework and b) the extra work/assignment must be mutually agreed upon by the teacher, students and administration, including guidelines and due date.

SUPERVISION OF THE GUIDED STUDY HALL

1. Maintain an environment conducive to study. **Absolutely no sleeping should be allowed during a study hall.**
2. Teachers are responsible for taking accurate daily attendance in each study hall.
3. All study hall teachers will maintain a sign-in/out sheet of all students and student's destination with the time recorded.
4. Teachers are responsible for accurate checking of all passes for proper travel time and signatures.
5. Students should come to study hall prepared to work.
6. Students should be seated in their chairs.
7. **Teachers are expected to circulate throughout the room providing assistance to students as needed. Students should be using the time wisely to finish homework or long-term projects assigned from all academic classes or to study for upcoming tests and/or quizzes. Teachers should be encouraging and motivating students during the study hall. If a student has no assigned work to complete, they should be reading for pleasure.**
8. Students who need to meet with another teacher must have a pass signed by that teacher prior to the beginning of study hall.
9. One student at a time may be given permission to go to locker, telephone, and bathroom.
10. **Students on the Down's List are restricted from the library and Senior Privileges unless receiving prior approval from the administrator.**
11. Library Privileges:
 - A. Library passes will be limited depending on the number of study halls during that period. There will be only one pass per study hall for all students going to the library.
 - B. Students will report directly to the library and will remain in the library all period.
 - C. Students will sign out of the study hall and into the library.
 - D. Study hall teachers will be responsible for clarifying student responsibilities under this System.

SUPERVISION OF THE ISS ROOM

1. Students will bring all of their books and study materials to the ISS room upon arrival at the school.
2. Students' assignments will be sent to the ISS room first period, daily. Quizzes and tests can be given in the ISS room during the regularly scheduled period.
3. Students are not allowed to sleep or put their heads on the desk while in ISS.
4. The ISS room is to be silent at all times, and the atmosphere is to be serious at all times. No snacks or visitors are allowed in the ISS room.
5. Students assigned to the ISS room are to be actively engaged in instructional, educational tasks at all times while in the ISS room. Tasks such as homework, studying, reading, writing, quizzes and tests, etc., are some examples of appropriate tasks for students to be engaged in while they are assigned to the ISS room.

6. Students assigned to the ISS room may leave to go to the health office or to the bathroom, not to their locker or to see another teacher. The student needs a properly completed pass to leave the ISS room. Students will be allowed a bathroom pass once in the morning and once in the afternoon. Monitors will keep a record of each student's bathroom passes. Students assigned to the ISS room use the bathrooms closest to the ISS room.
7. Only the Principal or his/her designee can assign students to the ISS room.
8. All students assigned to the ISS room will be escorted to the cafeteria by the monitor assigned to the ISS room at that time. The students will return to the ISS room with their lunch.
9. No electronic device usage is permitted in the ISS room. Students with online course work may request an exception from the building principal.

SUPERVISION OF AFTER SCHOOL DETENTION

1. Detention will be on Tuesdays and Thursdays from 2:55 p.m. to 4:10 p.m.
2. Teachers are to verify on Schooltool the list of names of students assigned to detention. If a teacher is absent on the date of their assigned detention, they must arrange their own coverage.
3. The High School Principal, or his/her designee, assigns After School Detention (ASD).
4. If there are no students assigned ASD, the teacher is free to leave.
5. Teachers are contractually required to monitor detention two nights per year. Teachers will be notified where the sign up will be posted in the Main Office.
6. Teachers are to report the names of students that attend ASD in Schooltool.
7. Students that are repeatedly disruptive may be sent out of the detention room by the teacher after contacting the administrator on duty.
8. Teachers will enforce the Student Guidelines for After School Detention.
9. Teachers interested in having a radio to use for contacting the administrator on duty need to stop by the Main Office.

STUDENT GUIDELINES FOR AFTER SCHOOL DETENTION

1. Students will bring school work to ASD to complete.
2. Should the student have no school work to do, the detention monitor will assign the student some work to complete.
3. Students will stay on task assigned by the detention monitor.
4. No talking among the students in detention.
5. No food or drink is allowed in the detention room.
6. Students will not be allowed to leave the detention room until 4:10.
7. A student in detention is limited to one visit to the bathroom except in extreme instances. Only one student at a time may be out of the room.
8. Students who are unable to follow the rules and expectations of room 300 after school will be given a warning. The second time they are spoken to, an additional day of after school detention will be assigned by the ASD monitor and reported to the principal.

SUPERVISION OF CAFETERIA

1. Teachers must maintain a sign-out/sign-in sheet for students who leave the cafeteria. Only one boy and one girl should leave the cafeteria at a time to use the bathroom.
2. Students may go to the nurse's office or bathrooms with a pass, with permission.

3. Otherwise, teachers should not release students without a pre-signed pass.
 4. Teachers who are assigned to cafeteria supervision should be supervising students and not eating lunch.
 5. Cafeteria monitors might find it practical to supervise doorways near the time for dismissal.
- For supervision expectations and responsibilities of advisors and chaperones please refer to the administrative handbook for extracurricular activities.

TEACHERS AWARDED A GRADE OF ZERO

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

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

Administrative Handbook for Extracurricular Activities is Available in the Main Office.