

***EDWARDS-KNOX  
CENTRAL SCHOOL  
FACULTY HANDBOOK***

2018-2019



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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.

### **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:

### **SUMMARY OF AMENDMENT TO THE REGULATIONS OF THE COMMISSIONER OF EDUCATION REGARDING CORPORAL PUNISHMENT, EFFECTIVE JANUARY 16, 1985**

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.

In the event that reasonable force is required for any of the above reasons, the staff member will complete the Emergency Intervention Documentation provided by the district and a copy will be maintained by the appropriate administrator.

The Board of Education does have liability insurance to protect teachers in legal matters, when teachers are carrying out their professional duties, board policy, and/or administrative directives.

### **FACULTY AND SUBJECT ASSIGNMENTS**

<b><u>Name</u></b>	<b><u>Subject</u></b>	<b><u>Location</u></b>
Ms. Linda Alford	7-12 Guidance Counselor	Guidance Office

Ms. Danielle Atria	Grade 2	103
Mrs. Tomorrah Averill	Science	411
Mrs. Charity Besaw	Occupational Therapist	205
Mr. Matthew Brabaw	Grade 6	202
Mrs. Lori Brewer	Physical Education	504
Miss Natasha Brewer	Title I Remediation	203
Mrs. Samantha Bullock	Kindergarten	105
Mrs. Tracey Burke	Resource Room	705
Ms. Julie Clifford	Nurse	Nurse's Office
Mrs. Stephanie Cummings	Title I Remediation	708
Ms. Melinda Christy	Grade 5	208
Mr. Monty Curtis	Special Education	308
Mrs. Kelly Cusano	Mathematics	412
Mrs. Karen Dandrow	Grade 6	204
Mrs. Samantha Deleel	PK-6 Counselor	102
Ms. Cheryl Doyle	Music	316
Mrs. Diane Durham	Title I Remediation	220
TBD	Grade 3	211
Mr. Fred Foster	Grade 4	214
Ms. Angela Fredericks	Prekindergarten	116
Mrs. Kelly Fulmer	Grade 3	207
Mrs. Jessica Friot	English/Social Studies	400
Ms. Angela Frisbee	Kindergarten	107
Mr. Michael Gault	Agriculture	311
Mrs. Kathy Hance	Special Education	109
Mrs. Andrea Heller	Lifeguard	238
Ms. Megan Hewlett	Science	409
Mr. Jon Hogle	Mathematics	408
Mrs. Jennifer Impey	7-12 Art	309
Mrs. Nicole LaPlante	LPN/TA	Nurse's Office
Ms. Tara LaPoint	Mathematics	709
Mrs. Amber Lottie	Grade 2	108
Mrs. Rosaria Love	Foreign Language (Spanish)	307
Ms. Brittany Martin	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
Mrs. Brandie MacDonald	Special Education	216
Ms. Kaycee Maguire	Elem. Art	104
Mrs. Melanie Morgan	Social Studies	707
Ms. Amanda Oemcke	Prekindergarten	113
Mrs. Valerie Paro	English	404
Mr. Shane Pickering	Science	403
Mr. Mark Rice	Director of Transportation	Bus Garage

Ms. Erika Rowe	Grade 1	110
Mrs. Becky Salego	Grade 5	210
Mrs. Pamela Stevens	Title I Remediation	111
Mr. Stephen Szczepanski	Physical Education/Health	706
Mr. Nickolas Tate	Music	317
Ms. Kristin Tulip	Resource Room	203
Mrs. Kimberley VanTassel	Title I Remediation	114
Mrs. Kallie Whalen	Grade 1	112
Mrs. Marcia White	English	702
Mr. Rob White	Resource Room	704
Mrs. Sherry White	Psychologist/CSE Chairperson	305

### **TEACHING ASSISTANTS**

Mrs. Becky Averill	Rm 705	Mrs. Mary Solon	Rm 203
Mrs. Shaundra Brown	Rm 116	Mrs. Patricia Taylor	Rm 203
Mrs. Jennifer Clary	Rm 308	Mrs. Jill Thomas	Rm 106
Mrs. Kimberly Forsythe	Rm 113	Mrs. Abigail Tresidder	Rm 704
Mr. Caleb Fuller	Rm 701	Mrs. Joni Tresidder	Rm 108
Mrs. Patricia Gotham	Rm 306	Mrs. Amy Turner	Rm 308
Mrs. Michelle Grimshaw	Rm 701	Mrs. Cynthia VanBrocklin	Library
Ms. Mellisa Mathews	Rm 222		

### **2018-2019 CALENDAR OF EVENTS**

#### **AUGUST**

August 3	Deadline to register for 9/8/18 ACT Test
August 8	6:00 p.m. - Pre-season Sports meeting - Auditorium
August 25	SAT Test
August 30 & 31	Staff Development Day

#### **SEPTEMBER**

September 3	Labor Day
September 4	First day of school
September 7	Deadline to register for 10/6/18 SAT Test
September 8	ACT Test
September 12	Sign-up deadline for the PSAT – Juniors 6:00 p.m. – Parents' Association meeting
September 14	11:00 a.m. – Josten's here for class ring, graduation announcement, and cap/gown orders
September 18	1:30 p.m. – The Blue Project w/Jared Campbell – grades 5-8
September 19	12:00-2:10 p.m. – SUNY Road Show at Harrisville – Juniors & Seniors
September 21	Deadline to register for 10/27/18 ACT Test
September 28	11:10 a.m. – students dismissed early

## **OCTOBER**

October 2	College Fair – AM – Juniors & Seniors
October 3	6:00 p.m. – Parents' Association meeting
October 5	End of 5-week progress reporting period (24 days) Deadline to register for 11/3/18 SAT Test
October 6	SAT Test
October 8	No School – Columbus Day 9:00 a.m. – grades due on computer
October 10	8:00-11:30 a.m. – PSAT for Juniors
October 11	Progress report go home
October 15	9:15 a.m. – Aesop's Fables on State – grades K-4
October 27	ACT Test
October 31	1:15 p.m. – Elementary Halloween Parade in big gym

## **NOVEMBER**

November 2	11:10 a.m. – students dismissed early Deadline to register for 12/1/18 SAT Test & 12/8/18 ACT Test
November 3	SAT Test Clothing Give-Away Day (Student Government)
November 7	1:30 p.m. – Groove and Move Concert w/KTX – grades 9-12
November 9	End of 1 <sup>st</sup> marking period (48 days)
November 12	No School – Veteran's Day
November 13	Staff Development Day – no school for students 9:00 a.m. – grades due on computer
November 15	11:10 a.m. – delayed start 3:30-7:30 p.m. – Fall Conferences High school report cards go home
November 16	Elementary report cards go home Area All-State at Crane School of Music
November 17	Area All-State at Crane School of Music
November 21-23	No School – Thanksgiving Recess
November 28	College Spirit Day

## **DECEMBER**

December 1	SAT Test
December 4	8:10-11:15 a.m. – SWT visit for Sophomores 11:30-2:45 – ASVAB for Sophomores
December 5	6:00 p.m. – Parents' Association meeting
December 8	ACT Test
December 12	6:30 p.m. – Holiday Concert – grades 5-12
December 14	End of 15-week progress reporting period (20 days)
December 17	9:00 a.m. – grades due on computer 8:45 a.m. & 12:45 p.m. – Elementary Holiday Program
December 19	Progress reports go home



December 21	Winter Olympics
December 24-31	No School – Holiday Break

## **JANUARY**

January 1-4	No School – Holiday Break
January 11	All County at Crane School of Music
January 12	All County at Crane School of Music
January 15	11:30 a.m. – Allied Health, Ag Academy & Education Academy Presentation - Juniors
January 18	11:10 a.m. – students dismissed early
January 21	No School – Martin Luther King, Jr., Day
January 22	Regents
January 23	Regents
January 24	Regents
January 25	Regents
	End of 2 <sup>nd</sup> marking period (39 days)
January 28	9:00 a.m. – grades due on computer
January 30	High school report cards go home

## **FEBRUARY**

February 1	Elementary report cards go home
	All County Chorus at OFA
February 2	All County Chorus at OFA
February 5	8:00-11:15 a.m. – interested Juniors to SWT – Allied Health
February 6	6:00 p.m. – Parents’ Association meeting
February 8	Deadline to register for 3/9/19 SAT Test
February 15	11:10 a.m. – students dismissed early
February 18-22	No School – Mid-Winter Break

## **MARCH**

March 5	8:10-11:15 a.m. – 8 <sup>th</sup> grade visit to SWT
March 6	6:00 p.m. – Parents’ Association meeting
March 8	End of 25-week progress reporting period (25 days)
	Deadline to register for 4/13/19 ACT Test
March 9	SAT Test
March 11	9:00 a.m. – grades due on computer
March 14	11:10 a.m. – delayed start
	3:30-7:30 p.m. – Spring Conferences
	6:30 p.m. – 8 <sup>th</sup> Grade Orientation
	Progress reports go home
March 20	9:00-2:00 – Gateways - Seniors
March 22	Staff Development Day – no school for students
March 29	7:00 p.m. – Musical
March 30	7:00 p.m. - Musical

## **APRIL**

April 2-4	NYS ELA Test – grades 3-8 testing window
April 3	6:00 p.m. – Parents’ Association meeting
April 5	Deadline to register for 5/4/19 SAT Test
April 12	End of 3 <sup>rd</sup> marking period (49 days) 11:10 a.m. – students dismissed early
April 13	ACT Test
April 15-19	No School – Spring Break
April 22	9:00 a.m. – grades due on computer
April 24	High school report cards go home
April 26	Elementary report cards go home

## **MAY**

May 1	6:00 p.m. – Parents’ Association meeting
May 1-3	NYS Math Test – grades 3-8 testing window
May 3	Deadline to register for 6/1/19 SAT Test & 6/8/19 ACT Test
May 4	SAT Test
May 9	AP Psychology – PM
May 10	AP US History – AM
May 13	AP Biology – AM
May 14	6:30 p.m. – Spring Concert – grades 5-12
May 15	AP English Language & Composition – AM
May 16	AP World History – AM AP Statistics – PM
May 20	8:15-2:40 – Kindergarten Screening
May 21	8:00-11:00 a.m. – Kindergarten Screening
May 22	NYS Science Performance Test – grade 8
May 24	End of 35-week progress reporting period (25 days) Cougar Day (tentative)
May 27	No School – Memorial Day
May 28	9:00 a.m. – grades due on computer
May 29	NYS Science Performance Test – grade 4
May 30	Progress reports go home

## **JUNE**

June 1	SAT Test
June 3	Regents NYS Science Written Test – grades 4 & 8
June 5	6:00 p.m. – Parents’ Association meeting
June 7	8:00 a.m. – Awards for grades 7-8
June 8	ACT Test
June 14	8:00 a.m. – Awards for grades 9-12
June 15	10:00 a.m. – Kindergarten Ceremony
June 17	Last day for grades 7-12 11:30 a.m. – Graduation luncheon/practice
June 18	Regents

June 19	12:00 p.m. – grades due for grades 7-8 non-Regents courses Regents 9:00 a.m. – elementary grades due on computer
June 20	Regents
June 21	Regents
June 24	Regents 9:00 a.m. – Academic Awards Assembly – grades 4-6
June 25	Regents 12:00 p.m. – grades due for grades 9-12
June 26	Regents Rating Day K-6 Meet & Greet 11:10 a.m. – students dismissed early Report cards go home Last day of school
June 29	11:00 a.m. – High School Graduation

**\*\*\*DATES SUBJECT TO CHANGE**

# SCHOOL CALENDAR

## EDWARDS-KNOX CENTRAL SCHOOL

### 2018-2019

<b>JULY 2018</b>							<b>AUGUST 2018</b>							<b>SEPTEMBER 2018</b>						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
1	2	3	4	5	6	7				1	2	3	4							1
8	9	10	11	12	13	14	5	6	7	8	9	10	11	2	3	4	5	6	7	8
15	16	17	18	19	20	21	12	13	14	15	16	17	18	9	10	11	12	13	14	15
22	23	24	25	26	27	28	19	20	21	22	23	24	25	16	17	18	19	20	21	22
29	30	31					26	27	28	29	30	31		23	24	25	26	27	28	29
July 4 - Independence Day							Aug. 30 - Staff Development Day Aug. 31 - Staff Development Day							Sept. 3 - Labor Day Sept. 4 - School Opens Sept. 28 - Early Dismissal - 11.10 a.m.						

<b>OCTOBER 2018</b>							<b>NOVEMBER 2018</b>							<b>DECEMBER 2018</b>						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
	1	2	3	4	5	6						1	2							1
7	8	9	10	11	12	13	4	5	6	7	8	9	10	2	3	4	5	6	7	8
14	15	16	17	18	19	20	11	12	13	14	15	16	17	9	10	11	12	13	14	15
21	22	23	24	25	26	27	18	19	20	21	22	23	24	16	17	18	19	20	21	22
28	29	30	31				25	26	27	28	29	30		23	24	25	26	27	28	29
Oct. 8 - Columbus Day							Nov. 2 - Early Dismissal - 11.10 a.m. Nov. 12 - Veterans Day Observed Nov. 13 - Staff Development Day Nov. 15 - Late Arrival @ 11:10 a.m. - Fall Conferences Nov. 21-23 - Thanksgiving Recess							Dec. 24-31 - Holiday Break						

<b>JANUARY 2019</b>							<b>FEBRUARY 2019</b>							<b>MARCH 2019</b>						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
		1	2	3	4	5						1	2						1	2
6	7	8	9	10	11	12	3	4	5	6	7	8	9	3	4	5	6	7	8	9
13	14	15	16	17	18	19	10	11	12	13	14	15	16	10	11	12	13	14	15	16
20	21	22	23	24	25	26	17	18	19	20	21	22	23	17	18	19	20	21	22	23
27	28	29	30	31			24	25	26	27	28			24	25	26	27	28	29	30
Jan. 1-4 - Holiday Break Jan. 18 - Early Dismissal - 11:10 a.m. Jan. 21 - Martin Luther King Day							Feb. 15 - Early Dismissal - 11:10 a.m. Feb. 18-22 - Mid-Winter Break							March 14 - Late Arrival @ 11:10 a.m. - Spring Conferences March 22 - Staff Development Day						

<b>APRIL 2019</b>							<b>MAY 2019</b>							<b>JUNE 2019</b>						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
	1	2	3	4	5	6				1	2	3	4							1
7	8	9	10	11	12	13	5	6	7	8	9	10	11	2	3	4	5	6	7	8
14	15	16	17	18	19	20	12	13	14	15	16	17	18	9	10	11	12	13	14	15
21	22	23	24	25	26	27	19	20	21	22	23	24	25	16	17	18	19	20	21	22
28	29	30					26	27	28	29	30	31		23	24	25	26	27	28	29
April 12 - Early Dismissal - 11:10 a.m. April 15-19 - Spring Break							May 27 - Memorial Day							June 17 - Last Day for High School Students June 18-21, 24-25 - Regents Exams June 26 - Early Dismissal - 11:10 a.m.						

School Day Tally	August	2	February	15
	September	19	March	21
	October	22	April	17
	November	18	May	22
	December	15	June	18
	January	18		<u>93</u>
	Total Number of Days - 187			

## **Staff Acceptable Use Agreement for Technology Edwards-Knox Central School**

### **Introduction**

The Board of Education will provide staff with access to various computerized information resources through the District's computer system consisting of software, hardware, computer networks and electronic communication systems. All access to the E-K Computer System from school, home, or other remote locations shall be subject to this policy and accompanying regulations.

Staff use of the Computer System is conditioned upon written agreement by the staff member that use of this system will conform to the requirements of this policy and any regulations adopted to ensure acceptable use of the System. All such agreements shall be kept on file in the District Office.

### **Staff Access**

Staff access to the Computer System will include but is not limited to:

1. Internet (World Wide Web) resources through their classroom, library, or school computer lab. Internet access history may be monitored at any time.
2. A school e-mail account. School e-mail accounts are not private. The District Superintendent (or designee) has the right of access to all e-mail sent or received.
3. A staff created professional web page(s) for educational purposes as part of class or school related activities. All material placed on staff web pages will be monitored for appropriateness.
4. The Student Informational System e.g., SchoolTool, ClearTrack, for current students as regulated by FERPA laws.

### **Acceptable/Unacceptable Uses**

#### **1. Respecting Resource Limits of the District Computer System**

- a. Will be used for educational and professional activities.
- b. Will not be used for the operation of a Commercial Business.
- c. Staff will manage their e-mail on a regular basis.
- d. Unauthorized access to any component of the Computer System is strictly prohibited.

#### **2. Plagiarism and Copyright Infringement**

- a. Staff will not plagiarize.
- b. Staff must respect the rights of copyright owners and obtain permission for use from the copyright owner prior to use.

#### **3. Inappropriate Access to Material**

- a. The computer network will not be used to access material that is profane, obscene, pornographic or illegal.
- b. The computer network will not be used to advocate violence or discrimination towards other people.
- c. The use of Internet games or social networking programs not relevant to an educational purpose is prohibited.

**Staff Rights/Responsibilities**

1. Staff data files and electronic storage areas shall remain District property, subject to District control and inspection. The Computer Coordinator may access all such files and communications without prior notice to ensure system integrity and that users are complying with requirements of this policy and accompanying regulations. Staff should **NOT** expect that information stored on the Computer System is private.
2. In the event that a staff member accidentally accesses an unacceptable website or receives an inappropriate email, that staff member should report it immediately to the Superintendent or his/her designee, so this site can be blocked from further use.

**Discipline**

Staff members who engage in unacceptable use may lose access to the computer network and may be subject to further discipline under the law or in accordance with applicable collective bargaining agreements.

**Limitation of Liability**

Edwards-Knox Central School makes no warranties of any kind, whether express or implied, for services provided and is not responsible for any damages suffered while on the system, including but not limited to loss of data and inaccurate or poor quality information obtained from the system.

**This form will be collected and stored in the Main Office. It is due by September 9** or 10 days after your hire date if hired after the start of the school year.

---

Staff Member Signature

---

Date

## **TECHNOLOGY GUIDELINES FOR ACCEPTABLE STUDENT USE – GRADES PK-12**

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, and 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. Users files are NOT private. The District has access to all files and can monitor computer activity at all times.
  - Any messages relating to or in support of illegal activities may be reported to the authorities.
6. Users are not to use the network in any way that will be disruptive to other users.
7. Users are not to access, alter, or destroy any files.
8. Users may access the network ONLY for educational intent.
9. Users are not to investigate, download or play Internet games that are not approved by a teacher, use chat rooms (ICRs) or use Multi-Dimensions (MUDS).
10. Users are not to download or install any software to the computers.
11. 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.
12. Users will credit all materials in their work in keeping with copyright laws.
13. Users are not to employ the network for commercial purposes.
14. Users are to report any misuse of the system according to these rules to the administration.
15. Users are to treat the equipment with care and not abuse it.
16. Users are to follow printing guidelines and ARE NOT allowed to print in color unless given permission by an EK staff member and should only be done for academic purposes.
17. Users are not to use Proxy servers to access the Internet.
18. Users in grades 7-12 will have access to a school provided e-mail account and are expected to use this account within the intent of these guidelines. Grades K-6 will not have permission to access or use any e-mail accounts.

19. 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**

**Teachers' Labor Mgmt. Dates**

4:30 p.m.

9/25/18

11/27/18

2/5/19

5/7/19

**SEA Labor Mgmt. Dates**

4:30pm

9/11/18

11/14/18

1/15/19

4/9/19

6/4/19

**Administrative Council Mtgs.**

7:30 a.m.

12/12/18 – 6:30pm

12/17/18 - 8:45am & 12:45pm

5/14/19 – 6:30pm

**2018-19 Music Concert Dates**

Winter Concert (5-12)

Elementary Holiday Program

Spring Concert (5-12)

**DAILY TIME SCHEDULE**  
**ELEMENTARY**

Teachers arrive	7:25
Breakfast	7:45
Announcements/pledge	8:05
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
Teachers depart	After busses leave

### **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 (7-9gr upstairs; 10-12gr 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

### **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.

\*Faculty will rotate dates each year.

## **MIDDLE/HIGH SCHOOL BUS SUPERVISION SCHEDULE**

### **DATES**

Sept. 4 – Oct. 5	S. McGrath	Morgan	Paro
Oct.9 – Nov. 2	Pickering	Szczepanski	Tate
Nov. 5 – Dec. 7	S. White	M. White	R. White
Dec. 10 – Jan. 11	Alford	T. Averill	Brewer
Jan. 14 – Feb. 15	Burke	Cummings	Curtis
Feb. 25 – Mar. 21	Cusano	Doyle	Elkin
Mar. 25 – Apr. 26	Friot	Gualt	Hewlett
Apr. 29 – May 24	Hogle	Impey	LaPoint
May 28 – June 26	Love	Martin	M. McGrath

## **ELEMENTARY BUS SUPERVISION SCHEDULE**

<b>DATES</b>	<b>CLIPBOARD</b>	<b>CAFETERIA SIDE</b>	<b>Parking Lot Side</b>
Sept. 4 – Oct. 5	Fulmer	Desellems	Lottie
Oct.9 – Nov. 2	Frisbee	Brabaw	Tulip
Nov. 5 – Dec. 7	MacDonald	Dandrow	Besaw
Dec. 10 – Jan. 11	TBD	McCurdy	Rowe
Jan. 14 – Feb. 15	Hamilton	Vantassel	N. Brewer
Feb. 25 – Mar. 21	Bullock	TBD	Durham
Mar. 25 – Apr. 26	Atria	Foster	Hance
Apr. 29 – May 24	Whalen	McCormick	Maguire
May 28 – June 26	Fredericks	Mrs. Christy	Salego

## **CURRENT 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 – Mr. Nick Elkin

Girls Modified Basketball – Mr. Fred Foster

Boys Varsity Soccer – Mr. Rob White Matt Scott Asst.

Boys Modified Soccer – Mr. Steve Szczepanski Matt Scott Asst.

Girls Varsity Soccer – Mrs. Patty Taylor  
 Girls Modified Soccer – Mrs. Lori Brewer  
 Varsity Baseball – Mr. Rob White Matt Scott Asst.  
 Modified Baseball – UNFILLED Matt Scott Asst.  
 Varsity Softball – Mrs. Lori Brewer  
 Modified Softball – Mrs. Laurie White (Asst.)/Mr. Doug Mathews  
 Girls Varsity Swim – Mrs. Tomorrah Averill  
 Girls Modified Swim – Mrs. Mandy Tresidder  
 Varsity Volleyball – Mrs. Tracey Burke  
 Varsity Cheerleading – Mrs. Rachael Matejcik  
 NHS Co-Advisors – Mrs. Jessica Friot/Mrs. Meagan McGrath  
 Student Government Advisors – Mrs. Jessica Friot/Mrs. Linda Alford  
 Yearbook Advisors – Mrs. Jennifer Impey  
 Musical Director – Mrs. Tanya Truesdell  
 Choreographer – UNFILLED  
 Drama Director (SR Play) – Tara LaPoint  
 Drama Dir. Asst. (SR Play) – Natalie Pitcher  
 After School Art Club – UNFILLED  
 Senior Class Advisors – Mrs. Tara Lapoint  
 Junior Class Advisor – Mrs. Brandie MacDonald/Ms. Nicole LaPlante  
 Sophomore Class Advisor – Mrs. Amanda Tresidder/Mrs. Jennifer Clary  
 Freshman Class Advisor – Mary Solon/ Shelly Grimshaw  
 FFA Advisor – Mr. Mike Gault  
 Speech & Debate Advisor – Mr. Sean McGrath

### **BEFORE-SCHOOL CONTRACTUAL TIME**

1. Mondays and Thursdays will be meeting days for administrative purposes.  
 Tuesdays and Wednesdays will be meeting days for faculty purposes.  
 Friday meetings will alternate by quarter with the Quarters 1 and 3 (excluding the 1<sup>st</sup> and 3<sup>rd</sup> Fridays) for faculty and Quarters 2 and 4 (excluding the 2<sup>nd</sup> and 4<sup>th</sup> Fridays) for administration.
2. The time between 7:25 and 7:55 each Monday/Thursday and alternate Friday schedule will be used for administrative purposes including, but not limited to, faculty meetings, professional development, team/department meetings, curriculum work, clubs, planning team, and other relevant topics.  
 The time between 7:25 and 7:55 each Tuesday/Wednesday and alternate Friday schedule will be used for faculty purposes including, but not limited to, personal planning, meetings with consultant/Title teachers, common planning or department discussions, grading, clubs, updating web pages, and other relevant topics.
3. Extended Day Program, and other approved activities, will be on Monday, Tuesday, Wednesday, and Thursday starting at 2:51 p.m. and ending at 4:10 pm or 4:15 pm.  
 Detention will remain on Tuesday and Thursday starting at 2:55 p.m. and ending at 4:10 p.m.
4. Bargaining unit members will have no formally assigned students after 2:51 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).

## **ANNOUNCEMENTS**

### **Elementary**

1. The Pledge of Allegiance will be led daily on the PA system at 8:02 a.m.
2. Requests for announcements shall be submitted in writing to the Main Office Secretary prior to 7:45 a.m.
3. Daily announcements will be sent electronically and can be accessed via email.

### **Middle/High School**

1. The Pledge of Allegiance will be led daily on the PA system at 8:02 a.m.
2. Appropriate announcements will be given by the Main Office secretary over the PA system from the Main Office after the Pledge of Allegiance.
3. Requests for announcements shall be submitted to and approved by the Main Office secretary on an announcement form prior to 7:45 a.m.
4. Daily announcements will be sent electronically and can be accessed via email.
5. Any necessary afternoon announcements will be read during 9<sup>th</sup> period.

## **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**

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

## **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 either 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 time of the late bus run), the student needs to be escorted and assigned to the monitor in the assigned room until the late bus departure.  
\* After school detentions assigned by administration will be on Thursdays with a bus run at 4:10 pm.

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. This bus is NOT intended for transporting sports teams home after practice.

### **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 OR ATYPICAL MANNER**

1. If a student is acting in an abnormal manner, not typical of the student's regular behavior, ask some specific questions of the student, such as, "Are you not feeling well?" or "Are you sick?" or "Did you take some type of medication today for an illness?"
2. Alert an administrator or designee if the student cannot respond in a normal/typical manner with clear, calm speech using correct sentences and assembling thoughts in a logical manner.
3. The administrator will come to the room to see the student and/or take him/her to the office for an assessment of the student's condition.
4. The school nurse will be notified by the administrator.
5. If it is believed the student is behaving in an abnormal or unusual way, the school nurse will be utilized to examine the student outside of a 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.

### **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 hopefully will 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.

Teachers are to submit a copy of their letter sent home requesting a conference and schedule to the high school or elementary office three days prior to conferences. All parents should have the opportunity to come in and should not be told all is well so no conference is necessary.

### **PURCHASING POLICY & PROCEDURES**

#### **General:**

1. Only the person designated by the Board of Education as purchasing agent may commit the district for a purchase. The 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.

#### **Directions for conference requests:**

1. Submit to your building principal a completed EKCS Conference Request, Approval, and Expense Voucher form (purple) with the description of the conference attached and all funds requested.
2. Once approved, the Principal will return the form authorized by the Superintendent for a designated financial amount; it is the responsibility of staff to register themselves. There are three options available.

- a. Pay personally and submit a claim form for reimbursement.
- b. Submit a requisition form to obtain a purchase order and use the PO number to register (allot enough time).
- c. If the company does not accept purchase orders and you would like to hold your registration with your personal credit card, a check can be requested from the Business Office. Allow a minimum of a week for the check to be written; complete a Check Request Form in the Business Office. This will allow you to have a school check the day of the conference.

For those staff that will need to contribute to the funds necessary for a conference, you are required to make your contribution with the Business Office before a check will be cut. Please see the Business Office to take care of this financial transaction.

3. Expenses incurred: please submit receipts for lodging, mileage/gas, food, parking, and other related expenses (these must be prior approved/attached to a claim form and be a reasonable cost). Note: if you do not have a receipt, you will not be reimbursed. The school cannot reimburse for any taxes; be certain to obtain a tax exempt form to take with you.

### **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 principals or the Superintendent using the district's Application for Facility Use form. All functions will be posted on the school web page for viewing.

### **TEACHER ABSENCES**

When it is necessary for a teacher to be absent from school, the teacher will contact Brandi Graham either electronically through the online system or via the telephone call in system.

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 specifications in the teachers' employment contract.

All absences not requiring substitute coverage (1/4 days, Staff Development, etc.) will require the staff member to enter the request into the Aesop system. In the note section, staff are asked to indicate the reason a substitute wasn't needed.

### **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 14, 2018**.

### **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 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, ITA. 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.

### **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, wither 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.

#### **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.

## Month #, 20\_\_

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.

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.

The fee for entrance to destination is \$7.00. 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.

Subject Instructor

Emergency Contact Name & Phone Number: \_\_\_\_\_

## **ELEMENTARY APPENDIX**

### **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 on all playground equipment.

Prekindergarten and kindergarten students will utilize the separate playground area, designed for their age group. In the spring, kindergarten students will be instructed in the proper use of the larger playground equipment and will be able to use the age appropriate equipment. Students under the age of five will not be allowed to use the larger playground equipment. Teachers will monitor students while on the playground 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 snow boards.

### **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.

### **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:**

1. The sunscreen is used for the purpose of avoiding overexposure to the sun and not for medical treatment of an injury or illness.
2. The sunscreen is approved by the FDA for over-the-counter use.
3. The student(s) parent or guardian provides written permission for the student to carry and use the sunscreen.

### **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 will be riding must be on the written note.

### **EARLY DISMISSAL LUNCH SCHEDULE – 2017-2018**

<b>Grade</b>	<b>Teacher</b>	<b>Time (Cafeteria)</b>
Kindergarten	Mrs. Bullock	10:09-10:29 (D)
	Ms. Frisbee	10:11-10:31 (D)
Grade 1	Mrs. Hance	10:15 - 10:35 (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. Frederick	10:29-10:49 (D)
	Mrs. Oemcke	10:31-10:51 (D)
Grade 3	Mrs. Fulmer	10:11-10:31 (Up)
	Felix Replacement	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. Desellems	10:23-10:43 (Up)
Grade 6	Mr. Brabaw	10:27-10:47 (Up)
	Mrs. Dandrow	10:29-10:49 (Up)
	Mrs. MacDonald	10:31-10:51 (Up)

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

### **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. Please refer to the seating assignment memo provided to avoid confusion and allow for orderly entrance. Be punctual and review behavioral expectations with your students.

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

### **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 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.

## **DETENTION GUIDELINES**

### **Teacher Guidelines For Detention**

1. Detentions may be held on Tuesday and Thursday for a minimum of 30 weeks during the year.
2. Students may only be assigned by the Elementary Principal.
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 the 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.

## **ELEMENTARY STUDENT DISCIPLINE**

The following behaviors and corresponding actions will apply to all elementary school students on school property and at school-sponsored activities. Offenses, not beyond the following degree of severity, will be covered by these disciplinary actions.

Behaviors: Classroom disruption; tardiness; foul or abusive language or gestures; minor vandalism; failure to complete assignments; absence from assigned detention; inappropriate cafeteria behavior; excessive absenteeism; sexual harassment; forging documents; tampering with computers; copying; cheating on homework or class work; minor fights (name calling, pushing and shoving, including hitting, kicking, and biting).

Classroom teacher will:

- |                                       |  |
|---------------------------------------|--|
| 1 <sup>st</sup> Step:                 | Issue verbal reprimand and corrective response.    |
| 2 <sup>nd</sup> Step:                 | Withdraw privileges and contact parent/guardian.   |
| 3 <sup>rd</sup> Step:                 | Referral to principal and contact parent/guardian. |
| 4 <sup>th</sup> and Subsequent Steps: | Referral to principal for action.                  |

Behaviors: Foul or abusive language or gestures toward staff members; fighting; harassment (threats, name calling, hitting); extreme sexual harassment; extortion; possession of weapons or other objects used for malicious; use or possession of chewing tobacco, cigarettes, or other tobacco products; use or possession of alcohol, other illegal substances, or drug paraphernalia.

To be administered:

- |                          |  |
|--------------------------|--|
| 1 <sup>st</sup> Offense: | Referral to principal, parental contact, removal from the environment, detention, and possible in-school or out-of-school suspension.  |
| 2 <sup>nd</sup> Offense: | Consequences are done in a sequential process appropriate to the age of the individual, severity of the action, and understanding of the offense. When dealing with bussing concerns, a loss of riding privileges will be assigned when other consequences prove unsuccessful. |

### **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. Students in grade 4-6 that fail two core subjects (math, ELA, science, social studies) will automatically be considered for retention.

### **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 be retained. 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.

### **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 disruptions 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. Personal combination locks will be permitted for those students that choose to bring electronic devices into school. Prior to use of the lock, students must provide the classroom teacher with the combination.

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 student, 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.

The school is not responsible for the loss, trade, or damages to any electronic device.



## **7-12 SCHOOL APPENDIX**

### **STUDENT RESPONSIBILITIES**

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

- To go to the bathroom.
- To go to the Nurse's Office.
- To go to their locker.
- To go to the library (will use a class library pass from study hall).
- To go to the Main Office.
- To go to the Guidance Office.
- To go to another teacher's classroom (only if a pass has been pre-signed by that teacher).

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

### **TEACHERS' RESPONSIBILITIES**

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

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

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

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

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

Teachers are expected to provide their grades verification sheets to the Guidance Office in a timely manner.

Teachers are responsible for intervening when they are alerted to bullying or see bullying taking place in the hallways or classrooms. They should be aware of the On-the-Spot Bullying Interventions the district has adopted. When a teacher sees bullying happen:

- Step 1: Stop the bullying.
- Step 2: Support the student who has been bullied.

- Step 3: To the student(s) who bullied: name the bullying behavior and refer to the four anti-bullying rules.
- Step 4: Empower the bystanders with appreciation if they were supportive to the student who was bullied or with information about how to act in the future.
- Step 5: Impose immediate and appropriate consequences for the student(s) who bullied.
- Step 6: Take steps to make sure the student who was bullied will be protected from future bullying.

### **DAILY ATTENDANCE PROCEDURE**

Each 1<sup>st</sup> 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.

### **EKCS 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 7<sup>th</sup>, 14<sup>th</sup>, and 21<sup>st</sup> absence. For half credit courses, parents will be notified in writing at the 4<sup>th</sup>, 7<sup>th</sup>, and 11<sup>th</sup> 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.

### **7-12 PERIOD 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 then 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.

On Wednesday morning of each week, the Office will create an audit sheet to reconcile all students' attendance. If there are corrections needed, the teacher will be given a copy of the Period Audit Report to make the necessary entries. By the close of the next day, after corrections have been made, place your initials on the paper and return it to the Main Office.

### **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.**

### **CLASS RECORDS**

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.

### **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.

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

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

### **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. Students will report to the ISS room.
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 from after school detention 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.

## **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 sophomores, juniors, and seniors 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. 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.



## **Administrative Handbook for Extracurricular Activities Appendix**

### **I. Philosophy:**

Education involves more than that which is learned from a classroom. Interacting and working with others is an important part of the learning process as are the classroom-related activities.

### **II. Goals of the Program:**

- To realize and learn the importance of working as a team for common good.
- To learn responsibility in the knowledge that effort will be keyed to the realization of a desired reward.
- To learn the responsibilities and procedures involved in effectively operating a group organization.

### **III. Establishing a New Class/Club Organization:**

The following procedures have been established for the creation of a new class/club organization:

1. A complete description of the proposed class/club organization must be submitted to the Superintendent for approval. This description is to include:
  - Philosophy of Organization
  - Goals of Organization
  - Name of Faculty Advisor
  - Names of Officers
2. A faculty advisor is to be obtained who is willing to fulfill all responsibilities outlined in Section VII.
3. Class/Club officers are to be nominated and voted upon by the members of the proposed organizations.
4. A proposed class/club organization with less than six members will not be approved.
5. The Superintendent reserves the right to accept or deny the creation of any proposed class/club organization.

### **IV. Approved Extracurricular Activities:**

All extra activity groups shall be approved by the Board of Education. The principal shall maintain an up-to-date register of all extracurricular classroom activities/fundraisers that are approved on a calendar.

### **V. Eligibility for Participation in Class Activities:**

Specific members of a class/club organization may be denied participation in class activities by the High School Principal, on the basis of not paying class/club dues and/or participating in organization fundraising activities. It is expected that all class/club organization members provide the necessary effort and time to support the needs and goals of their respective organization.

### **VI. Duties and Responsibility of Central Treasurer:**

1. It shall be the duty of the Central Treasurer to have custody of all funds and maintain one set of records for all extracurricular accounts.
2. The Central Treasurer shall sign a receipt for all funds placed in his/her custody and shall deposit these funds promptly in a bank designated by the Board of Education.
3. The Central Treasurer shall reconcile extracurricular account bank statements monthly.
4. The Central Treasurer shall quarterly present to the Board of Education a report showing all financial activity for the extracurricular accounts.

## **VII. Duties and Responsibility of Class/Club Advisor:**

Each extracurricular activity shall have an advisor appointed by the Board of Education, upon the recommendation of the Superintendent.

The following is a listing of the duties and responsibilities of a class/club advisor:

- To provide direct supervision of student members at all times during class/club meetings and/or activities.
- To appoint and advise two treasurers for the class.
- To provide student members with advice, consultation and leadership regarding class/club organization financial and fundraising procedures.
- To be responsible for and to provide supervision in regard to safeguarding all funds and monies associated with the respective class/club organization.
- To be responsible for insuring that funds will be available before approving each proposed purchase and by signing all pay orders drawn on the central treasurer for disbursement of funds.

## **VIII. Election of Class/Club Officers:**

Each class/club organization will elect annually the following officers:

- President
- Vice-President
- Secretary

The Treasurers will be appointed by the Class/Club Advisor.

This election is to take place within two school weeks from the opening of school. At the end of the two weeks the high school principal will supply the Central Treasurer with a list of officers and advisors.

## **IX. Duties and Responsibilities of Class/Club Officers:**

The following is a listing of the duties and responsibilities of a class/club officer:

### President:

- To call meetings of the class/club organization.
- To conduct meetings of the class/club organization.
- To provide leadership in all class/club activities.
- To plan and organize class/club activities in consultation with the class/ club advisor.

### Vice President:

- To assume all duties of the President in the event of his or her absence.

### Secretary:

- To receive and appropriately distribute correspondence directed to the class/club organization.
- To be responsible for preparing written correspondence and mail and/or distribute, as directed by President or class advisor.
- To maintain all class/club records regarding membership, dues, planning, etc.

### Treasurers:

- To be responsible for maintaining all financial records for the class/club organization with consultation from the class advisor and central treasurer.
- To be responsible for following all extracurricular accounting procedures as specified.
- To deposit money and pay class obligations in a timely fashion.

#### **X. Extracurricular Account Procedures:**

1. Each class/club organization has an extracurricular account as a depository for class/club organization funds.
2. At its organizational meeting each year, upon the recommendation of the Superintendent, a Central Treasurer shall be appointed by the Board of Education.
3. Both the central records and the students' records are under the direct supervision of an auditing firm designated by the Board of Education.
4. Standardized forms such as those suggested by Williamson Law Book Co. will be utilized for the accounting procedures.
5. All funds, raised in any manner in the name of a respective class/club organization, are to be deposited in the respective extracurricular account.
6. The class treasurer will be responsible for making an appointment with the Central Treasurer to complete the necessary forms in the depositing and disbursing of funds.
7. Itemized disbursements are to be provided to the High School Principal/ Superintendent for authorization of payment.
8. It is recommended that once an extracurricular activity has completed its fund raising (which includes payment of bills) for the year that they meet with the central treasurer to reconcile their activity books to those of the central treasurer.
9. Prior to June 10 of each school year, it will be the responsibility of both the advisor and class/organization treasurer to meet with the Central Treasurer to conduct account closing procedures. Advisor's responsibility for each year is not ended until books have officially been reconciled. Failure to reconcile the activity book with those of the central treasurer by June 20 may result in the school district administration not recommending the advisor for reappointment in the subsequent school year.
10. All funds should be stored in the school vault immediately following each fundraising event until the treasurers can meet to deposit said funds.

#### **XI. Disbursements**

Monies deposited with the central treasurer will be deposited with the extracurricular savings account at the bank.

Interest income from the Extracurricular Savings Account will be divided among the group activities as follows:

1. Interest earned by each group on the previous fiscal year is based upon each group's earnings for that year divided into the total earnings of all the activity groups for the same year.
2. This interest will be computed by the Central Treasurer after the books have been closed and the amounts earned by each group will be distributed upon opening of the books for each account in September of the following school year.

#### **XII. Application for Approval of Building Use:**

It will be the responsibility of Administration to approve all class/club activities. The class/club advisor and/or class/club president will be responsible for obtaining and filling out a Building Use form. This form must be signed by both the president of the organization and the respective advisor. The completed Building Use form must be submitted to the Main Office at least one week in advance of the activity being requested.

#### **XIII. Student Activity Calendar:**

The Activity Calendar is posted on the school webpage and a hard/electronic copy will be shared with all advisors and Central Treasurer. All class/club activities must be listed on this calendar, following

approval. The first organization to have an activity listed on the activities calendar will have secured that date and time.

#### **XIV. Student Supervision at Class/Club Activities:**

It is the responsibility of the respective class and/or club advisor to provide proper supervision of his/her members at all times. The following is a list of specific areas requiring definite supervision:

- Direct supervision of members when being transported to and from activities/events on a school bus. Signed permission slips are necessary.
- Direct supervision of members at all class and/or club activities. The advisor or co-advisor must be physically present at these activities.
- Members are not to be allowed in the school building at any time without direct supervision from the respective class/club advisor.
- When an event or activity is held in the school building, students will not be allowed in the building without the physical presence of the advisor. When the event/activity is completed, the advisor is to be the last to leave the building. Upon leaving, it is the responsibility of the advisor to see that all lights are turned off and that windows and doors are locked.
- Each advisor gets one conference day (Thursday or Friday before) to use for decorating the Prom to supervise students.
- During the Senior Trip, advisors should have an approximate ratio of 6 students to 1 adult. Advisors will establish a selection process for the Senior Trip advisors before the senior year begins. The list of chaperones will be provided to the District Clerk, along with the Trip itinerary a month before the anticipated trip date. All Senior Trip chaperones need to be notified in writing, by the advisors following BOE approval.

#### **XV. Posters and Advertising:**

All posters and/or advertising to announce fundraising activities or events must be approved by the advisor.

#### **XVI. Clean Up Procedures Following Class/Club Activity:**

Following an activity/event, it will be the responsibility of the respective class advisor to see that the area utilized is properly cleaned up. This is to include: tables, chairs and/or desks replaced with all papers, cans and other refuse disposed of properly. The areas utilized by any organization are to be left as they were found at the beginning of the activity.

#### **XVII. Accident Reporting and Student Insurance Procedures:**

All accidents occurring during an extracurricular activity are to be reported to the school nurse. An accident of a serious nature is to be reported immediately to the Superintendent.

#### **XVIII. Fundraising:**

To provide for the operation of class/club organizations, fundraising activities will be necessary. All class/club fundraising activities must be approved by the high school principal in advance. All funds raised through approved fundraising activities are to be deposited within ten school days of the fundraising activity. The appropriate extracurricular accounting procedures are to be followed. Any out-of-building fundraising events need to be approved by the 7-12 Principal or Superintendent.

#### **Guidelines for fundraising for co-curricular groups/clubs/organizations:**

1. Students in **grades 9-12** are allowed to have two fundraisers for a two week time period per year. This includes: brochures, etc... Events such as dances, fun nights, concessions, etc. are excluded from this stipulation.
2. In June of each year, a mandatory meeting will take the place for the next year's class advisors to establish sale and activity dates, and will be held and administered by the high school principal. After the class advisors have scheduled their events, (a meeting must be scheduled by the 3<sup>rd</sup> Friday in June) the calendar is opened to the additional student organizations that fund raise. Preference for selection of fundraising events and times should be given out in the following manner: 12<sup>th</sup> grade, 11<sup>th</sup> grade, 10<sup>th</sup> grade, and 9<sup>th</sup> grade.
3. Only 4 regular dances per year and one prom are allowed and an administrator should be present for the length of the function.
4. A committee will establish guidelines for advisors to follow and to encourage training of new advisors. This committee should also establish protocol for equity in the present fundraising done on the school grounds. Policy and protocol for events the advisor may encounter will be available in writing.

#### **XIX. Discontinuing Activities:**

Extra classroom accounts that have been inactive for more than one school year will be declared closed by the Board of Education. Unused balances will be transferred to the general student organization and distributed to accounts as determined by the Board of Education.

#### **XX. Annual Organization Meeting:**

During the first two weeks of each school year, an organization meeting will be held, involving all co-curricular organizations. The agenda for this meeting will involve:

- A. Review of district Co-curricular Handbook
- B. Scheduling of annual class/club activities
- C. Questions and answers

It will be expected that ALL class advisors and elected organization leaders will be present at the Annual Organization Meeting.

#### **ADDITIONAL RECOMMENDATIONS FOR CLASS/ACTIVITY ADVISORS & CLASS OFFICERS**

1. Meetings are to be efficient, timely, and organized. Students should be taught how to conduct and participate in the democratic, orderly, and worthwhile meetings. Advisor (or designated adult) needs to be present for all meetings and events.
  2. All activities should have the approval of the class, the advisor, the principal and the Superintendent of Schools. Veto power always rests with the Superintendent and Board of Education.
  3. All monies raised through projects will be accounted for by class officers, identified with the project and deposited with the Extracurricular Fund Advisor immediately. During a fundraising activity, advisors will encourage students to turn in money daily. Advisors will take extra care to store funds submitted to them and place in the district vault daily.
4. Finances
- A. The Extracurricular Treasurer shall set aside time to receive and disburse student funds. Each student treasurer must make an appointment with the extracurricular central treasurer to deposit and disburse monies during a study hall.
  - B. Students will be responsible for rolling their coins.

- C. All deposit slips should be made out in duplicate with the activity properly identified, such as "Class of 12", "Band," etc. No deposit slip should be made out as "Senior Class," "Sophomore Class," etc.
- D. Upon acceptance of the deposit by the Extracurricular Fund Advisor, the student deposit slip duplicate will be initialed by the Extracurricular Fund Advisor.
- E. All deposit slips should be numbered in order.
- F. All student entries in the Class Individual Financial Record books shall be accurately and carefully made, including date of deposit, number of deposit, source of receipts (candy sales, dance, etc.) or date and number of disbursement slip, purpose and running balance.
- G. All disbursement orders must be accurately and completely made out, including balance less payment order and remaining balance, and signed by the class treasurer, the class advisor, and the high school principal before presentation to the Extracurricular Fund Advisor for his/her approval.
- H. All class bills should be paid by check. **There should not be any cash transactions.** No bill will be paid without presentation of an invoice to the Extracurricular Fund Advisor.
- I. Checks are not disbursed by the Extracurricular Fund Advisor without the Principal's approval.
- J. Advisors should never allow large amounts of cash to be stored in the vault over a lengthy period of time. Weekly deposits can and should be made and all cash boxes should be completely cleaned out on Friday of each week, unless the class needs change for an event over the weekend, such as a dance.

5. The Extracurricular Fund Advisor will prepare a report quarterly using the established forms to be presented to the Board of Education.

### **SCHOOL DANCES**

- A. Passes are required for all persons who are not current students at E-KCS. Each student at Edwards-Knox may have one guest pass. The student obtaining the pass must be in attendance at the dance and is responsible for the guest's behavior. No passes will be issued after the close of school on the date of the dance. Dances will take place between the hours of 7:00 and 10:00 PM (except Prom).
- B. Attendance at school dances is restricted to students in grades 7-12 (only students in grades 9-12 and guests up to 20 years of age may attend Prom). The student must be in attendance at school on the day of the dance.
- C. Prior to a dance the advisor will obtain from the high school principal, a list of all students on social suspension or school suspension.
- D. There shall be a minimum of six chaperones (including at least two males and two females) for each dance, including the **class advisor and an administrator**. A written list of chaperones must be approved with the Principal at least one week in advance of the scheduled dance. All chaperones must be approved volunteers (see Appendix for Volunteer Form) unless they are full time employees of the district.
- E. Use or possession of alcohol, tobacco products, or drugs is prohibited on school property. The proper authority may be notified in consultation with the administrator.
- F. Anyone who leaves the building without authorization will not be allowed to reenter.
- G. No one will be let into a dance one hour after it has begun.
- H. The advisor sponsoring the dance is responsible for adherence to school rules and remaining at the school until all dance participants have been picked up to go home.
- I. All guests decorating for the Prom also need to be approved Volunteers.
- J. The organization and its advisor sponsoring the dance are responsible for enforcing school rules.