

**W**ILLSBORO

**C**ENTRAL

**S**CHOOL

**29 School Lane**

**Willsboro, New York 12996**

**518-963-4456**

**[www.willsborocsd.org](http://www.willsborocsd.org)**

**Mr. Stephen Broadwell, Superintendent**

**STUDENT HANDBOOK**

**2011-2012**

## **PART I. Welcome to Willsboro**

Dear Student:

You are entering an exciting time here in Willsboro. If you study and work hard, you will learn and grow into a stronger and better person. We hope you make the best of this school year.

This handbook has been developed through the efforts of WCS teachers, administrators, staff, school board, student council, and parents. The handbook is intended to help you understand the rules and procedures at school. It should not be construed as a full compilation of all school policies; they are too numerous to be presented herein.

### **VISION STATEMENT**

To create a model community-based center that responds to the learning and training needs of all citizens within the Willsboro Central School District.

### **MISSION STATEMENT**

The mission of the Willsboro Central School District is to produce healthy, responsible, productive citizens who value life-long learning and are capable of contributing to a global community. In concert with the community, the school as a learning and training center must provide instruction, which opens minds to inquiry and reasoning while acquiring factual knowledge. We accomplish this by providing the resources of the whole community in an exciting, interactive environment conducive to learning.

## **PART II. The School Day**

### **STUDENT RIGHTS**

It is impossible to list all the rights of students. Therefore, the following rights shall not be intended to deny or limit others retained by students on their own campus in their capacity as members of the student body or as citizens.

1. The rights and limits of students respecting freedom of speech, press and assembly shall be in accord with the First Amendment of the United States Constitution. Students have the right to free speech. However that constitutional guarantee does not include the license to interfere with the orderly conduct of classes, to coerce others to participate in a particular mode of expression, or to violate the rights of those who disagree with a given point of view.
2. There shall be established an elective and truly representative student directed government with offices open to all eligible students.
3. Students, in consultation with teachers, administrators and parents, shall have the right to participate in the establishment of regulations regarding discipline.
4. Students shall have the right to know the criterion used for determining academic grades.
5. As outlined in the Rules of the Board of Regents, students shall not be subject to corporal punishment, except for the reasons designated by the Board of Regents.
6. Students shall have the right to an education that is free from disruption.
7. Students shall have the right to due process procedures in all matters pertaining to the administration of the Student Code of Conduct.
8. Students shall have the right to attend school and school functions without the fear of intimidation, bodily harm, or endangerment to their health or welfare by others. (see ineligibility procedure)

## STUDENT BEHAVIOR & CONDUCT

The foundation of a successful and safe environment is the orderly conduct of the people who live, work, and learn there. Therefore, if our school is to function effectively, we must all learn to act and behave in a safe and orderly manner. This discipline code is one component of our collective efforts to achieve this goal.

In an effort to assist our students in making better and safer decisions, we are providing the following explanation of the behaviors which are unacceptable in school or school related functions and the consequences for **choosing** such behaviors.

### STUDENT EXPECTATIONS:

1. All students are expected to come to class prepared with books, necessary materials, completed homework and agenda every day.
2. All students are expected to attend school daily and arrive on time.
3. All students are expected to be in the classroom and ready for instruction at the beginning of each period.
4. All students are expected to attend each scheduled class daily.
5. All students are expected to attend any assigned detention.
6. In an effort to maintain the cleanliness of our school, students are to consume food or drink in the cafeteria unless authorized by a staff member. Students are only allowed clear plastic water bottles in their lockers. Students may not order food from off-campus food services and have it delivered during the school day.
7. All students will not exhibit behaviors that disrupt the function of school.
8. All students will not exhibit language or gestures that are profane, lewd, vulgar, or abusive.
9. All students are expected to refrain from displays of affection beyond handholding.
10. We have provided students with an exceptional facility. To maintain conditions of our school, there will be no tolerance for graffiti or defacing school property.
11. Electronic devices can be a distraction to the regular function of the school day therefore students are prohibited from using the following devices during school hours without their teacher's permission; electronic games, iPods, laser pointers, etc. Students need to exhibit appropriate cell phone etiquette in the school, therefore, cell phones may be used in the hallway (between periods) and at lunch. Cell phones are not allowed to be used in the classroom. The first offense the cell phone will be confiscated and a verbal warning – the second offense will be confiscation and a parent will need to pick up the phone from the administration.
12. A student's dress, grooming, and appearance, is expected to be safe, appropriate and not disrupt or interfere with the educational process. Students should recognize that extremely brief garments, see-through garments, or clothing failing to cover undergarments are inappropriate. As an example, shorts/skirts should extend to the length of your fingertips when standing straight. Appropriate footwear shall be worn at all times. Students are expected to refrain from wearing hats or other head gear except for medical or religious purpose. Students are expected to refrain from wearing garments which are vulgar, obscene, and libelous or denigrate others on account of race, color, religion, creed, national origin, gender, sexual orientation, or disability and not promote or endorse the use of alcohol, tobacco or illegal drugs and/or encourage other illegal or violent activities.
13. Students are expected to comply with the directions of teachers, school administrators or other school employees in charge of students and are to show respect for others at all times.
14. Theft is not only a violation of school code, it is a crime; therefore, there will be no tolerance for stealing of any kind.

15. Students are expected to refrain from any actions that endanger safety, morals, health, or well-being of others. This includes intimidation, fear of bodily harm or harassment, and actions intended to be ridiculing or demeaning.
16. Students will refrain from any form of dishonesty including: plagiarism, cheating, copying, altering records, forgery, or assisting another student in any of the above actions.
17. Students are expected to remain in school for the entire school day unless legal permission is granted, in writing or by a verified phone call by their parent, guardian, or emergency contact.
18. Students are expected to refrain from committing an act of violence (such as hitting, kicking, punching, and scratching) upon any other individual.
19. Students are prohibited from possession, use, or sale of tobacco, when in the school building, on school grounds or at any facility/field utilized for school sponsored events.
20. Students are prohibited from possession, use, or sale of alcohol, when in the school building, on school grounds or at any facility/field utilized for school sponsored events.
21. Students are prohibited from possession, use, or sale of illegal drugs when in the school building, on school grounds or at any facility/field utilized for school sponsored events. It is understood that students may need to take doctor prescribed medications; however, all such medications are to be presented to the nurse upon entering the school, and she will dispense all medications according to the prescription.
22. Students will refrain from intentionally damaging or destroying school property or the personal property of any individual.
23. No student is to be in possession of instruments, materials or substances that can cause physical injury or death.

**Disciplinary Procedures:**

See tables on pages 7 and 8.

**Codes:**

VW	=	Verbal Warning
NR	=	No Recess
DET	=	Detention
PPH	=	Parent Phone Contact
PC	=	Parent Conference
ISS	=	In-School Suspension
OSS	=	Out-of-School Suspension
DSH	=	District Superintendent Hearing
SSC	=	Student Support Counselor
LEC	=	Law Enforcement Officers Contacted
*	=	Discussion of alternative education with administration, teacher(s), parents
NP1W	=	No passes for one week

Inappropriate or unacceptable behavior not listed here will be subject to consequences as determined by the administration. The following consequences and guidelines are subject to district administration discretion.

Guidelines for disciplinary consequences for students in grades 6-12:

	Inappropriate Behavior	Consequences First Occurrence	Consequences Second Occurrence	Consequences Third Occurrence
1	Unprepared for class	VW	PPH	DET + PPH
2	Tardiness to School	VW	PPH	DET
3	Tardiness to Class	VW	PPH	DET (1 Day) + PC
4	Cutting Class	DET (1 Day) + PPH	DET (2 Day) + PPH	ISS
5	Skipping Detention	2 <sup>nd</sup> DET + PPH	ISS (1 Day)	ISS (2 Days) + PC
6	Chewing Gum	VW	DET (1 Day) + Clean	DET (2 Days) + Clean
7	Consumption of Food/Beverage	VW + Confiscation	DET (2 Days) + Confiscation	ISS + PC + Confiscation
8	Disruptive Activity	DET + PPH	2 DET	ISS
9	Vulgar Language	VW	DET (1 Day)	2 DET
10	Inappropriate Displays of Affection	PPH	1 DET	2 DET
11	Graffiti	DET + PPH + Clean	ISS (1 Day) + Clean	ISS (2 Days) + PC + Clean
12	Electronic Devices	VW + Confiscation	DET (1 Day)	2 DET
13	Inappropriate Dress	Change clothes	DET (1 Day) + PPH + Change clothes	DET (2 Days) + PPH
14	Insubordination	ISS (1 Day) + PPH	ISS (2 Days) + PC	OSS (2 Days) + PC
15	Theft	OSS (3 Days) + PC + LEC	OSS (5 Days) + PC + LEC	OSS (5 Days) + LEC
16	Harassment/Intimidation	ISS (1 Day) + PPH	ISS (2 Days) + PC	OSS (3 Days) + PC
17	Academic Dishonesty	1 DET	2 DET	ISS
18	Truancy	ISS (1 Day) + PC	ISS (2 Days) + PC	ISS (3 Days) + PC
19	Fighting/Causing Physical Harm	OSS (3 -5 Days) + PC + LEC	OSS (5 Days) + PC + LEC	OSS (5 Days) + DSH + LEC
20	Possession/Use/Sale of Tobacco Products	OSS (3-5 Days) + PC	OSS (5 Days) + PC + SSC (5 Meetings)	OSS (5 Days) + PC
21	Possession/Use/Sale of Alcohol Products	OSS (5 Days) + PC + LEC + SSC (5 Meetings)	OSS (5 Days) + PC + LEC	OSS (5 Days) + PC + LEC + DSH
22	Possession/Use/Sale of Illegal Drugs	OSS (5 Days) + PC + LEC + SSC (5 Meetings)	OSS (5 Days) + LEC + DSH	DSH
23	Vandalism/ Destruction of Property	OSS (2 Days) + \$ Liability	OSS (5 DAYS) + \$ Liability	DSH + \$ Liability

24	Possession/Sale of Weapons	OSS (5 days) + LEC + DSH	DSH + LEC	DSH + LEC
25	Pass abuse	NP1W	NP2W	NP5W

Guidelines for disciplinary consequences for students in grades K-5

	Inappropriate Behavior	Consequences First Occurrence	Consequences Second Occurrence	Consequences Third Occurrence
1	Unprepared for class	VW	NR + PPH	DET + PPH
2	Tardiness to School	VW	PPH	DET
3	Tardiness to Class	VW	PPH	DET
4	Cutting Class	NR (2 Days) + PPH	NR (5 Days) + PPH	ISS (1 Day) + PC
5	Skipping Detention	2 DET + PPH	ISS (1 Day)	ISS (2 Days) + PC
6	Chewing Gum	VW	NR (1 Day) + Clean	NR (3 Days) + Clean
7	Consumption of Food/Beverage	VW + Confiscation	NR (2 Days) + Confiscation	DET + PC + Confiscation
8	Disruptive Activity	VW	NR (1 Day)	NR (3 Days) + PC*
9	Vulgar Language	VW	NR (1 Day)	NR (3 Days)
10	Inappropriate Displays of Affection	VW	NR (1 Day)	NR (3 Days)
11	Graffiti	NR + PPH + Clean	NR (5 Days) + Clean	ISS (1 Day) + PC + Clean
12	Electronic Devices	VW + Confiscation	NR (1 Day)	NR (3 Days) + PC
13	Inappropriate Dress	Change clothes	NR (1 Day) + PPH + Change Clothes	NR (3 Days) + PPH
14	Insubordination	VW	DET (1 Day)	ISS (1 Day) + PC
15	Theft	ISS (1 Day) + PC	OSS (2 Days) + PC	DSH + LEC
16	Harassment/Intimidation	DET (3 Days) + PPH	ISS (1 Days) + PC	ISS (2 Days) + DSH
17	Academic Dishonesty	DET + PC	DET (2 Days) + PC	ISS (1 Day) + PC
18	Truancy	ISS (1 Day) + PC	ISS (2 Days) + PC	ISS (3 Days) + PC
19	Fighting/Causing Physical Harm	ISS (1 Day)/OSS + PC	OSS (3 Days) + PC	OSS (5 Days) + DSH
20	Possession/Use/Sale of Tobacco Products	OSS (3 Days) + PC	OSS (5 Days) + PC + SSC (5 Meetings)	OSS (5 Days) + PC
21	Possession/Use/Sale of Alcohol Products	OSS (3 Days) + PC + LEC + SSC (5 Meetings)	OSS (5 Days) + PC + LEC	OSS (5 Days) + PC + LEC + DSH

22	Possession/Use/Sale of Illegal Drugs	OSS (5 Days) + PC + LEC + SSC (5 Meetings)	OSS (5 Days) + LEC + DSH	DSH
23	Vandalism/ Destruction of Property	OSS (2 Days) + \$ Liability	OSS (5 Days) + \$ Liability	DSH + \$ Liability
24	Possession/Sale of Weapons	OSS (5 Days) + LEC + DSH	DSH + LEC	DSH + LEC

## **RESPONSIBILITY ROOM**

The responsibility room is for students who exhibit disruptive behavior that is beyond the usual classroom management issues. Students will remain in the responsibility room for the remainder of the class period. For serious or dangerous infractions, the principal will be called in to assess the situation. Students are directed to write their version of the incident on the discipline form. A meeting with administrator, parent, and teacher may be requested.

## **IN-SCHOOL SUSPENSION**

When the discipline codes call for it, a student who would otherwise be subject to a suspension from attendance as the result of a disciplinary infraction may be placed on in-school suspension for a period not to exceed five school days.

The student's teachers will be notified that assignments for the period of suspension should be sent to the suspension room. The student suspended shall report at the beginning of the scheduled suspension day. While in ISS, students must observe the following rules:

1. You must be in your seat by the beginning of first period (fifth period for afternoon half day ISS).
2. You must be prepared to work by bringing textbooks, notebooks, paper, and pen.
3. You must sit forward, facing the front, with both feet on the floor and no turning around.
4. All book bags, duffel bags, sacks, etc. are to be left near the ISS monitor's desk.
5. You are not allowed out of your seat unless the monitor grants permission.
6. You are to raise your hand to be recognized by the monitor.
7. Being insubordinate or refusing to do assignments will result in further administrative consequences.
8. You may not sleep or put your head down on the desk.
9. No outside magazines or newspapers are allowed unless assigned by a teacher.
10. You are not to talk, make disturbing noises, write or pass notes or use cell phones.
11. You must have a pre-signed pass to leave ISS for guidance, or other classes (Passes must be verified by phone by the ISS monitor).
12. Full day students will be escorted by the monitor to the cafeteria to eat at the designated time. You may bring lunch from home or buy lunch from the cafeteria.
13. Bathroom privilege is not to be abused. You must use the bathroom in the ISS room only.
14. You must use ISS time to do assignments. The monitor will help if you desire.

15. If you have completed all work, it is your responsibility to remain busy doing:
  - a. extra work assignments
  - b. a review of past work
  - c. reading approved books/periodicals
16. All other school rules and procedures must be followed.
17. Writing on furniture or walls will not be allowed. Desks are checked daily.
18. Students assigned to ISS for three or more separate offenses in any quarter will be referred to the child study team.
19. Violation of the above rules will be reported to the administration resulting in additional consequences including possible out-of-school suspension.
20. Students on suspension either in-school or out-of-school may not attend or participate in any school related activity or the day(s) of their suspension.

## **OUT OF SCHOOL SUSPENSION**

When the discipline codes call for it, the superintendent will suspend a student for up to five days. The superintendent will hold an informal proceeding to ascertain the facts of the incident or incidents. A decision will then be made based on the facts. The parents of the student will be notified of the reason for the suspension.

During the period of suspension, the student is neither allowed on school grounds, nor will that student be allowed to participate in or attend any school activity. The student is, however, responsible for making up any work missed during his/her suspension.

## **STUDENT ATTENDANCE REGULATIONS**

The Willsboro Central School District recognizes the importance of regular daily attendance in the academic progress and success of all students. To this end, the Superintendent will, in cooperation with a committee of District stakeholders, create a process and accompanying procedures to monitor and encourage student attendance.

### **Definitions:**

*Student/Pupil* – Any individual duly enrolled in the Willsboro Central School

*Absence* – Any failure to be present for a scheduled day of school or a scheduled class period (see tardy)

*Tardy* – Arrival at school or class after the scheduled beginning time of that school day or class period.

*Attendance*--Students must be present for at least 75% of the class time to be considered in attendance for the day.

Students in grades seven to twelve will be denied course credit should they exceed 26 absences in a full credit course and 13 absences in a half credit course.

Students in grades Pre-K to six will have letters sent home from the school counselor or administrator at the teacher's request.

**I. EXCUSED ABSENCES FROM SCHOOL/CLASS** –The following absences are considered excused absences from class if appropriate documentation is provided and shall not count toward the 26/13 maximum absences:

- a. School scheduled music lessons
- b. School scheduled field trips
- c. Approved changes in schedule
- d. Additional time with another teacher with signed pass
- e. Approved visitations to the nurse, school psychologist, counselor, or office

- f. State testing
- g. College visitations
- h. Medically excused that requires tutoring (5 consecutive days or more)
- i. In-school suspension or out-of-school suspension

It is the parent/guardian's (or teacher's, if appropriate) responsibility to provide a note when a student is absent, tardy, or dismissed. All other absences from class are considered to be unexcused and shall count toward the 26/13 maximum absences.

## **II. RECORDING AND MAINTAINING STUDENT ATTENDANCE:**

1. The school attendance officer will create a database of student information to contain the following data for each student:
  - a. Name
  - b. Date of birth
  - c. Full names of parent(s) or guardians
  - d. Address where student resides
  - e. Phone number of parent/guardian (home/work/cell)
  - f. Emergency contact in lieu of parent/guardian
  - g. Date of student's enrollment at Willsboro Central School
  - h. Record of the student's daily attendance
  - i. Other student information as required by state/federal regulations
2. First period teachers/supervisors will take daily attendance of all students in grades Pre-Kindergarten through twelve.
  - a. Each first period teacher/supervisor will be provided, each morning before the beginning of school, with a daily attendance packet including attendance registration information for each student scheduled for the class.
  - b. Each first period teacher/supervisor will identify and record the attendance of each student scheduled for the class.
  - c. The completed packets will be collected by the school attendance officer designee and properly recorded.
  - d. When compiled the attendance officer will provide a daily attendance report to all teachers/supervisors in the school and will contain the following information:
    - Students who are absent
    - Students who are tardy
    - Students who are to be excused during the school day and the time they are to be excused
    - Students who are suspended out-of-school or in school
3. Classroom teachers and/or supervisors will take period-by-period attendance for each student in grades seven through twelve.
  - a. Each teacher/supervisor will be provided an attendance sheet daily to record the attendance for each student in grades seven through twelve each period during each day.
  - b. Period-by-Period attendance sheets will be submitted to the central office at the end of each school day.
  - c. Teachers/Supervisors will contact the central office any time during the day when a student is missing or unexcused from class.

- d. The central office will maintain the period-by-period attendance sheets for a period of one school year and will see that they are destroyed.
- e. The central office will, upon notification by a teacher/supervisor that a student is missing, commence a search of the building and grounds to determine the location of the missing student.
- f. Should it be determined that the student is not on school grounds, the central office will notify the parent/guardian.
- g. Students failing to attend a regularly scheduled class and/or leaving school grounds, without being properly excused, will be referred to the school discipline officer for consequences according to the handbook.

### **III. DISCIPLINE CONSEQUENCES FOR ABSENCE/TARDINESS**

Students violating the regular attendance and tardiness requirements will be assigned consequences according to the District's discipline code published in the Student Handbook provided to each student and parent.

### **IV. INTERVENTION STRATEGIES**

The District recognizes that there are many conditions that can affect the regular attendance of students. To assist students in maintaining regular attendance the District will implement the following interventions:

- a. After 10 absences (5 for half credit courses)
  - Verbal warning from teacher
- b. After 16 absences (8 for half credit courses)
  - An Absence Intervention Form is sent home
  - Student/Teacher conference
  - Phone call home from school counselor to discuss student's attendance and school's policy. Call will occur only after first class in which student reaches 16/ 8 absences.
- c. After 22 absences (11 for half credit courses)
  - An Absence Intervention Form is sent home.
  - Parent/ Administrator Conference- At the conference, parents may appeal the number of absences by presenting documentation of the legitimacy of the absences. A decision made by the superintendent as to whether to excuse some or all of the absences will be final.

### **V. EXCESSIVE ABSENCE AND COURSE CREDIT**

Course credit is awarded based on regular attendance and achievement. To fulfill the course requirements and thereby be awarded credit, a student must not exceed:

- a. Full year classes – 26 unexcused absences from class (Part I)
- b. Half credit classes – 13 unexcused absences from class (Part I)

### **VI. PROCEDURE FOR DENIAL OF CREDIT**

Any student that exceeds the allowable number of non-school function related absences will be denied credit for the year. After a student reaches the maximum allowable number of absences, he will be given an **INCOMPLETE** on the Progress/Report Card. The student will remain in class and be able to obtain credit by attending summer school or by possibly making up missed seat time at the discretion of the Superintendent.

For students attending CV TEC, the credits earned each year for attending CV TEC are required to graduate. Juniors attending CV TEC that exceed the allowable number of absences may be given an incomplete for CV TEC and granted credit only if their attendance improves while attending CV TEC as a senior. Seniors attending CV TEC may also be denied credit under the attendance policy.

### **VII. INCENTIVES FOR EXCEPTIONAL ATTENDANCE**

The District acknowledges the importance of recognizing excellent attendance as a means of encouraging students to attend. Therefore, the District may provide public recognition to those students achieving perfect attendance through the following:

- a. Displayed in the school achievement display case
- b. On the school web page
- c. In the weekly District newsletter
- d. Through the regular public media

## **STUDENT EARLY DISMISSAL REGULATIONS**

If a student must be excused from school for a reason other than illness, a note signed by the parent/guardian must be provided to the OFFICE, before the beginning of first period, to be verified. This note must specify the following:

1. The time of departure
2. The reason for early dismissal
3. A telephone number to be used to verify the note

**The student will be released when the parent, guardian, or emergency contact has signed him/her out.** No student will be allowed to leave the building without written permission. All students must also sign out before leaving the building. Failure to follow this procedure will result in disciplinary action.

## **EQUAL OPPORTUNITY POLICY**

It is the policy of the Willsboro Central School district not to discriminate on the basis of gender, race, color, national origin, or handicap in the educational programs or activities which it operates. Furthermore, the Willsboro Central School district is required by Title IX of the Education Amendments of 1972 and Section 504 of the Rehabilitation Act of 1973, respectively, not to discriminate in such a manner. Inquiries concerning this policy may be referred to the superintendent.

## **ANTI-HARASSMENT/BULLYING POLICY**

The Willsboro Central School district does not tolerate harassment of any kind and has a policy to deal with it. The following are some of the actions which the district considers harassment and are therefore prohibited: physical assault (including hitting, pinching, slapping, poking, and squeezing) and intentional physical conduct of a harassing nature of any kind (including obstructing a person's freedom of movement, stalking, etc), derogatory or demeaning gestures, noises, remarks, jokes or comments about a person's color, race, ancestry, religion, national origin, age, sex, physical appearance, physical or mental handicap, or medical condition. Any form of sexual harassment is also prohibited. Any person who believes that he or she has been subjected to harassment in violation of this policy or federal and state laws may bring a complaint to the designated Title IX Compliance Officer or the school's superintendent. The district's full Anti-Harassment policy is on file in the main office.

## **HALL PASSES**

Any time it is necessary for a student to be outside of a classroom during class time, he/she must have a pass. If he/she is outside of class without permission, disciplinary action may be taken.

1. Students may only use the bathroom and drinking fountain closest to the class they are in.
2. Students may use the bathroom at the discretion of their teacher/monitor.
3. In case of illness or emergency, students may be sent to the nurse.
4. When students are late for class, a pass from the previous teacher is required.

5. Students leaving class with a pass must return to class before the end of the period.
6. 7-12 students shall not receive passes to the elementary wing. These students should only be in the elementary wing for academic classes on their schedule.

## **STUDYHALL RULES**

1. Reasonable silence for a working environment is expected.
2. Students may be given assigned seats.
3. Students will be in their assigned seats, not on desks, window sills, heaters, etc.
4. Students must have academic work to do. (Even if all assignments have been done, every student must bring work to do or a book to read.)
5. Students will not be allowed to go to their lockers during studyhall/seminar.
6. No iPods, board games, cards, cell phones, TVs, etc.
7. Attendance will be taken prior to any students being allowed to leave.
8. Students leaving with a pre-signed pass must have the studyhall monitor's initials and departure time on the pass.
9. Students will keep the pass in his or her possession until reporting to the next supervising teacher.
10. The studyhall monitor cannot issue passes (except to the bathroom). Students must have a pre-signed pass for the teacher they want to see.

## **EATATORIUM POLICY**

1. Students are to eat in the dining room only at the time assigned. Students are to report to the dining room at the beginning of their lunch period and stay until the end of the period. Students who do not follow this rule will be referred to the office.
2. It is expected that all students will eat at school and remain in the dining room for the full lunch period assigned unless excused by a staff member.
3. State health requirements restrict the kitchen area and behind the serving line to kitchen personnel only.
4. **LUNCH CHARGING:** Students are expected to pay for their meals in full each day. Students may pay daily for their meals or parents may send a check made out to WCS Lunch Program pre-paying on a weekly, bi-weekly, or monthly basis. Please put check in an envelope, clearly marked with the student's name and dollar amount and what the money may be used for purchasing. (Money cannot be used for snacks or double meals unless a note is received indicating that the child may have an open account.) Students who are pre-paid and absent from school will be credited for another meal.  
  
In an emergency situation, students will be allowed to charge their meal. Parents will be notified. However, students will be limited to a maximum of 5 charges. If charges remain unpaid, the student will be provided with an alternative meal which will be a sandwich and milk. When a student has a balance on his/her account, snacks or doubles may not be purchased until the student's account is paid.  
  
Any funds provided will be applied to the negative balance before other purchases may be made. When a negative balance occurs parents will be notified by phone and/or in writing.
5. Breakfast is available to students, however all students must report to their home room teacher prior to coming to breakfast.
6. Students will enter the cafeteria and proceed through the lunch line in an orderly fashion.

7. While in the dining room all students will take a seat and remain seated during their assigned lunch period, including the last lunch periods, except to return their trays.
8. Students will refrain from using offensive language or gestures, fighting, shouting, punching, disrespectful remarks, PDA and throwing items. Students should keep their hands off property not belonging to them.
9. Students may bring food or drink from home for their personal consumption only. However, these items must be ready to eat, as the cafeteria cannot cook, heat or prepare these items. Please bring your own condiments from home as well, or you will be charged for items taken from the serving line. For health and safety reasons sharing of food is discouraged. No outside deliveries are allowed. Also, storing of students home lunch or snacks in kitchen refrigerators is not allowed.
10. If the dining room monitor assigns a student a specific seat due to repeated violations of this code, the student will sit in the assigned seat until told otherwise.
11. Students will follow all instructions of the dining room monitors.
12. The district participates in the federal and state, free and reduced meal program. Qualified parents are encouraged to call 963-4456 x 229 to request an application form for free or reduced priced meals at any time during the school year.

#### VIOLATION PROCEDURES

If a student chooses to violate the eatatorium code of conduct, the following actions will be taken at the discretion of the cafeteria monitor.

1. A student may be assigned a specific seat.
2. A student may be sent to the responsibility room for lunch. In addition, a copy of the incident report will be sent home.
3. Repeated or severe violations may result in referral to the office for further consequences.

### **SCHOOL BUS RULES**

The following are the basic rules of conduct expected of students while riding a bus either to or from school or while on a sports event or field trip.

1. Students will enter and exit the bus in an orderly fashion with no pushing or running.
2. When on the bus, all students will take a seat and remain in that seat until it is time to get off the bus either at their stop or at school. The only exception to this is when the bus is near capacity, and the driver instructs the student to stand until a seat becomes available. In this instance, the older students should give their seats to the younger ones and take the standing position.
3. If a driver assigns a student a specific seat, that student will sit in the assigned seat until told otherwise.
4. While on the bus, students will face forward and keep their feet out of the aisle, their book bags on their lap and their voices down to a normal level with no shouting at all.
5. Students will not fight and they will keep their hands off other students and property not belonging to them. They will also refrain from using obscene language while on the bus.
6. Students will not touch the emergency doors or windows unless instructed by their driver. They will also not deface the bus in any way.
7. Students will not shout or extend anything out of the window such as arms, hats, etc.

8. There is no smoking, use of matches, eating or drinking allowed on the bus. This includes candy and gum. On long trips, games, or special runs, if the driver gives permission, eating may be allowed, but it is the coach or chaperone’s responsibility to make sure the bus is clean at the end of the trip.

9. Students will obey the driver’s requests at all times.

**Codes:** VW = Verbal Warning  
 see DET = Detention  
 table PPH = Parent Phone Contact  
 next PC = Parent Conference  
 page ISS = In-School Suspension  
 OB = Off Bus

**Disciplinary Consequence for School Bus Misbehavior**

	<b>Inappropriate Behavior</b>	<b>Consequences First Occurrence</b>	<b>Consequences Second Occurrence</b>	<b>Consequences Third Occurrence</b>
1	Eating/Drinking on Bus	VW	DET (1 Day)	DET (2 Days)
2	Leaving seat while in motion	VW	DET (1 Days) + PC	DET (2 Days)
3	Throwing objects on Bus	DET (1 Day)	OB (2 Days) + PC	OB (5 Day)
4	Throwing objects from Bus	OB (5 Days) + PC	OB (1 Month) + PC	OB (Rest of year) + PC

Offenses not listed in the above table are subject to the school’s disciplinary consequences.

**STUDENT DRIVERS AND PARKING**

Students who want to drive to school must fill out the appropriate permission form available from the main office. Student drivers are required to park in the designated student parking places. All state and local traffic laws should be strictly adhered to when driving on or near school property. Leaving the school building to obtain items from the car during school hours is not permitted. Driving to school is a privilege and may be revoked for poor behavior, attendance or academic ineligibility.

**FIRE DRILLS**

Each teacher should review and insure that a sign is prominently displayed in any room where he/she holds instruction. The teacher should ascertain that students are familiar with the following fire drill procedures:

1. The signal for the fire alarm is a continuous ringing of the alarm.
2. The signal to return to class will be upon the verbal directive from the administration.
4. In order to provide directions and prevent panic, quiet and calm must prevail.
5. Students should move swiftly—but not run.
6. Elementary students have the “right of way”.

## **DANCE/ PROM RULES**

1. Anyone who leaves a dance will not be readmitted.
2. The dance will be for Willsboro students only. Any guest must be registered at the Willsboro Central School Office prior to 3:00 p.m. of the day of the dance. The Willsboro Student signing up the guest will accept responsibility for that person. They will also escort the person into the dance.
3. An appropriate number of chaperones will be on duty along with the class advisor.
4. Smoking, drinking, and drug use are strictly prohibited.
5. Any student who is suspected of drinking or using drugs prior to entering a dance will be refused admittance. Such instance will be referred to the superintendent to enforce the school drug use policy.
6. Cleaning of the gym and general cleaning will be the responsibility of the sponsoring class.
7. Students in grades K – 6 are not allowed at High School dances, however they may attend dances intended for their grade.
8. Any student on academic ineligibility will not be allowed to attend dances.

## **LOCKERS**

The lockers are owned by the school and students in grades 4–12 are allowed to use them. Students will be assigned a locker to use—no switching is allowed. Students are responsible for their own locker and are expected to keep them in the same condition as when they were assigned, including completely cleaning it out at year's end. The school is not responsible for items lost or stolen from a locker. The school reserves the right to search lockers and may use the police K-9 unit in this activity.

## **SCHOOL HOURS**

School hours are from 8:00 a.m. to 4:00 p.m., although students may be released earlier. Students should not be in the school building outside of those hours unless under the direct supervision of a faculty or staff member. Leaving school grounds during those hours is strictly prohibited unless excused or signed out by a parent or guardian or on a school sponsored off campus trip.

## **VISITORS TO SCHOOL**

Visitors, including parents, may be allowed, but they must enter through the main office, sign in and obtain a pass. Parents are welcome to observe classrooms. However, because any new presence in the classroom is a disruption, any such visit must be previously arranged with the teacher and approved by the Superintendent and limited to no more than two hours. The school reserves the right to deny access to any visitor. Visitors during the school day will not be allowed to go to the classrooms until the classroom teacher has been notified by the main office.

## Part III: Academics

### Essential Partners

The success of our children depends on the joint efforts and involvement of everyone. Ensuring this success will require the following activities for the stakeholders in this process.

A. Parents are expected to:

1. Send their children to school daily, on time, and ready to participate and learn.
2. Ensure all absences are for accepted excused reasons and provide written excuses.
3. Insist their children be dressed and groomed in an appropriate manner.
4. Help children understand that rules are required to maintain a safe, orderly environment.
5. Know school rules, help the children understand them, and send the message that they are to be obeyed.
6. Communicate regularly with teacher and the school.
7. Inform school officials of changes in the home situation that may affect the student.
8. Provide a place for study and ensure homework assignments are completed.

B. Teachers are expected to:

1. Maintain an environment which promotes student learning and success.
2. Demonstrate proficiency in teaching and a concern for student achievement.
3. Know school policies and rules, and enforce them in a fair and consistent manner.
4. Communicate to students and parents class rules, expectations and student progress.

C. Guidance Counselors are expected to:

1. Assist students in coping with academic, social and emotional problems.
2. Facilitate communication and initiate conferences as necessary.
3. Regularly review with students their educational progress and career plans.
4. Assist students in selecting and scheduling classes and extracurricular programs.

D. The Central Office is expected to:

1. Promote a safe, orderly and stimulating school environment.
2. Be responsible for fairly and consistently enforcing the code of conduct.
3. Work to create instructional programs that challenge students and prepare them for success after graduation.

E. The Board of Education is expected to:

1. Collaborate with all stakeholders of the school in developing policies to effectively facilitate the many activities of the District.
2. Adopt and review, at least annually, the district's procedural documents including the student and faculty handbooks.
3. Lead by example by conducting board meetings in a professional, respectful, and courteous manner.

## ACADEMIC MATERIALS

Students are expected to come to school properly prepared to participate in the various learning activities that WCS offers. This means that every day students should have proper writing utensils, books, prepared assignments, notebooks, gym clothes, and any other material assigned. It is expected that students will have these various materials in each of the classes in which they are required.

All text books, library resources and school equipment are issued on a loan basis. It is the student's responsibility to care for these materials and return them in good condition at the end of the year. Materials not returned, or brought back in a deteriorated condition, will lead to parents being billed for their replacement or repair. Writing in or on books is not allowed, they are not to be abused in any way. If required each textbook should be properly covered. Students who willfully destroy or damage school property will be disciplined and charged for repair or replacement.

## ACADEMIC HONESTY POLICY

With respect to the academic honesty of students, it is expected that all material submitted as part of any class exercise, in or out of class, is the actual work of the student whose name appears on the material or is properly documented otherwise. Academic honesty includes ethical citizenship. Our school is committed to educating students who will be good citizens in their community. Just as a community or business cannot tolerate cheating or stealing, an educational institution also cannot tolerate cheating and stealing. Academic integrity means that there is no tolerance for cheating or plagiarism.

**Cheating** is the use of dishonest means to complete an academic assignment or test.

Examples of cheating include but are not limited to:

- Looking at notes during a test on information you were expected to memorize
- Looking at and copying answers from your neighbor's paper during a test
- Copying an assignment from a friend when you were expected to do your own work
- Turning in an assignment (test or paper) written by you or someone else wholly or partly for another course for which academic credit was received

**Plagiarism** is presenting someone else's idea or work as if it were your own.

Examples of plagiarism include but are not limited to:

- Copying a passage word for word from an information source without citing the source
- Rephrasing someone else's original idea without giving credit to that person
- Turning in work that was obtained from an online essay mill or from another student

**Fabrication** is falsifying or inventing any information, citation, or data.

Examples of fabrication include but are not limited to:

- Turning in a book review without actually reading the book
- Making-up data for a project when you were expected to gather real data
- Including in a bibliography resources not actually read or used

**Facilitating academic dishonesty** is helping another person cheat, plagiarize, or fabricate.

Examples of facilitating academic dishonesty include but are not limited to:

- Allowing other students to look at your own work during an exam or in an assignment where working together is not allowed
- Providing information, material, or assistance to another person knowing that it may be used to help another person cheat, plagiarize, or fabricate

**Denying others access to information or material** is any act that interferes with the use of or access to library or course materials.

Examples include but are not limited to:

- Removing pages from books
- Removing materials from the library without checking them out
- Intentionally hiding library materials
- Refusing to return materials to the library
- Violation of the district acceptable use policy

## **NATIONAL HONOR SOCIETY**

The Willsboro Central School District is happy to be affiliated with the National Honor Society through our William Gilliland Chapter. All students meeting the criteria for membership will be considered beginning with grade ten. The criteria for membership are as follows:

1. Scholarship -A Grade Point Average of 85% or Higher
2. Leadership – Leadership Potential or Activities
3. Character – Honesty, Cooperation, Reliability, Morality, & Positive Behaviors
4. Service – Voluntary Contribution of One’s Time and Talents to Others in School or the Community, Done Without Compensation

All students qualifying scholastically will be notified of their eligibility and considered by the faculty selection committee for potential induction. Induction may be held in the fall, spring, or at any other time designated by the selection committee in consultation with the school administration. As part of this process, students may be asked to submit a written document in support of their candidacy.

### **NATIONAL JUNIOR HONOR SOCIETY**

The Willsboro Central School District also recognizes and supports a Junior Honor Society for students in grades seven, eight and nine. The criteria and process for membership in the Junior Society will be the same as for the high school Honor Society.

### **NATIONAL HONOR SOCIETY PRIVILEGE**

The NHS privilege will be to leave school during lunch only.

Only members of the National Honor Society are eligible for this privilege. Students must be in good academic standing with an acceptable attendance record (acceptable attitude and effort as determined by the faculty).

### **STUDENT RESPONSIBILITIES**

1. Each NHS member must submit a permission slip from their parent excusing their son/daughter from school lunch and granting permission to drive during lunch hour. This would grant permission for the whole year.
2. Each NHS member must maintain passing grades in all courses.
2. Each NHS member must also sign in and out to leave for lunch.
3. A NHS member using this privilege must leave the building and the school grounds immediately after signing out, unless supervised by a teacher.
4. Each NHS member must possess a privilege card and show it when asked.
5. No bus transportation will be provided other than the regular school bus run.

## WITHDRAWAL OF PRIVILEGE

Loss of privilege lasts for the remainder of the 5 week marking period. This is not a “day on/day off” privilege.

1. Not fulfilling NHS responsibilities (see above).
2. Allowing an unauthorized student to accompany them.
3. Failure to maintain a positive attitude/effort in classes.
4. Suspension from school for any reason.
5. Continual disciplinary problems resulting in assignment of after-school detention.
6. Tardy when returning from lunch.
7. Roaming the halls during designated dismissal times.
8. Unauthorized absences.
9. A single violation of this policy is sufficient to have the privilege revoked.
10. If a large number of NHS members violate the policy, the privilege will be suspended for everyone.
11. The administration has the right to review all cases of withdrawal of the privilege.

## HONOR ROLL

At the end of each quarter students with an overall, truncated average of 85 or above will be placed on the school’s honor roll. Students with an average of 90 or above will be placed on the schools high honor roll. To qualify for the honor roll, a student must have a minimum of 5 credits and not have any incomplete or failing grades. The names of these students will be released to the local media and prominently displayed in the school for recognition. All parents of honor students will receive a letter of congratulations from the superintendent.

## ACADEMIC LETTERS

Academic letters and pins will be awarded to students who achieve high levels of scholarship. The criteria to receive an academic letter or pin is, earning an 85 or higher average during the first three quarters of the school year. In addition individual teachers will give awards to students they feel deserve to be recognized for their efforts.

## RULES FOR PROMOTION

Freshmen to Sophomore	6 credits required
Sophomore to Junior	11 credits required
Junior to Senior	must be scheduled for all graduation requirements
Senior to Graduate	22 credits required plus required regents exams

## MARKING SYSTEM

Grading at Willsboro Central High School is on a percentage basis. Pupils in grades 6-12 are graded in academic subjects with a numerical grade that represents a percentage that is based on class work, tests, quizzes and class participation. Report cards are sent home four times a year, with interim progress reports provided at 5 week intervals. Please consult the school calendar to determine the dates for this year. 65 is a passing grade. In elementary school, the passing grade is 70.

## FINAL EXAMS

Final exams or projects are required for all semester and year courses. If the course is a full year, core course, it should end in a final exam not a project. The final exam in a Regents course should not be the Regents exam. In Regents courses, the final can be given during finals week or the exam can be given during the final week of school and the final exam period can be used for review. Students must take the final exam to successfully complete the course unless excused by the administration. Students cannot pass a course simply by passing the final exam or the Regents Exam. Semester or non-core courses may end in a project. Final exams and quarterly averages all weigh equally when determining a final average.

## REPEATING CLASSES OR GRADE LEVEL

Students in seventh and eighth grade will repeat the grade level if they fail two out of the four core subjects.

Students that fail non-elective high school courses will have to repeat the course for an entire school year. Students that have failed courses are encouraged to attend summer school to maintain their progress towards graduation.

Permission to attend summer school must be granted by the administration.

## CLASS RANK

At the end of the Junior and Senior year, the relative rank of each student will be determined. This rank, a straight average of all academic courses, is used in reports to colleges. The determination of class Valedictorian and Salutatorian will be done at the end of the third quarter of the Senior year. Students receiving a grade point average of 90 or higher will be recognized as honors graduates.

## ADD/DROP PERIOD

Students may add or drop courses during the summer with parental permission. The Guidance Office will be open during designated hours for this purpose. After school has started, there will be an eight day Add/Drop period where students may add or drop courses with written parental permission. After the Add/Drop period, changes in students' schedules will only be done with a parent or teacher initiated conference involving the principal, guidance counselor, student, parents, and the teacher(s) involved. Courses dropped after this period will remain on the students' transcript as WP (withdrew passing) or WF (withdrew failing). Second semester courses will also have an eight day Add/Drop period. Students must maintain a schedule of at least 6 periods of classes unless otherwise approved by the school counselor or school psychologist.

## JR/SR HIGH SCHOOL CLASS OFFERINGS

**English:** English 7, 8, 9, 10, 11, 12, College English Composition, College Short Fiction

**Social Studies:** Social Studies 7, 8, Grade 9 and 10 Global Studies, US History and Government, College US History and Government, Economics and Government, College Economics, College Government

**Math:** Math 7, 8, Integrated Algebra, Geometry, Trigonometry, Precalculus, and Calculus.

**Science:** Science 7, 8, Earth Science, Biology, Chemistry, College Environmental Science, College Biology

**Health:** Health 6, 11

**Physical Education:** Physical Education 7, 8, 9, 10, 11, 12

**Home and Careers:** Home and Career Skills 6, 8

**Spanish:** Spanish 6, Spanish 7, Spanish I, Spanish II, Spanish III, College Spanish.

**French:** French 6, French 7, French I, French II, French III, College French

**Technology:** Technology 7, 8, Transportation Systems, Design and Drawing for Production, Residential Structures, Criminology, Biotechnology, Energy/ Power and Transportation, Technology Interaction, Electricity, Process of Manufacturing

**Music:** Music 7, Band

**Drama:** College Theater, College Plays and Production

**Art:** Art 7, 8, Studio Art, College Sculpture, College Drawing, College Pottery, College Painting, College Design, College Art Appreciation

**Business:** Keyboarding, Business Analysis/Business Computer Applications, College Business Law, College Marketing, College Accounting, Desktop Publishing, Personal Finance.

**Library/Media:** Information Research Skill

## ACADEMIC ELIGIBILITY REGULATIONS

Extracurricular activities require a tremendous amount of time and effort. The students' academic and/or vocational education is the primary function of our school system. Students will be required to maintain a satisfactory status in their program of instruction before they will be permitted to participate in extracurricular activities. Passing every subject will be the goal of every student.

All employees of the school acting in the capacity of advisor, coach, or supervisor of an extracurricular activity must be familiar with the policy and enforce it.

### POLICY

- A. After the first five weeks of school a list of all students failing any course will be submitted by the teachers to the main office. A teacher should consider individual limitations and abilities during this step of the process such as being classified by the CSE committee.
- B. A master list of those students failing two or more subjects or seniors failing a course required for graduation will be compiled.
- C. Any student appearing on this list will have 1 week to improve his/her academic performance. These students will be allowed to participate in extracurricular activities during this one week probationary period. An administrator will notify the parents that their child is on probation. A faculty committee comprised of the school psychologist, high school special education teacher (chair), and involved teachers will take place during the one week probationary period. This committee will make the final determination if a CSE student will be included on the ineligibility list.
- D. All students on the list must complete the following procedure: The student picks up an evaluation form on Monday morning. The student will note on the form the activities and/or grades received in each class and each day of the week. On Friday, the student asks each of their teachers to sign the teacher portion of the form. The student takes the form home over the weekend and the parent signs the form. The student will return the completed form to the guidance office and pick up a new blank form. The student will continue this procedure for the entire five week period.
- E. If there has not been satisfactory improvement in all failing subjects, the student will not be allowed to participate in any extracurricular activities. An administrator will send a letter to the parents notifying them of their child's ineligibility to participate in extracurricular activities.
- F. When the administrator receives the completed form and if the student has done passing work for the week, the supervisor will issue a "Back on Track" card restoring extracurricular activities.
- G. Student receiving a Back on track Card will still be on pass restriction and must remain in studyhall unless receiving a pre-signed pass from a teacher.

- H. A student cannot circumvent the “two-failure” academic standard by dropping a course he or she is failing. A student must meet with the guidance counselor before a course may be dropped. At the discretion of the guidance counselor a meeting with student, parents, teacher, and extracurricular advisor/coach may be necessary. If a student drops a course without recommendation from his/her guidance counselor, he/she will be referred to the academic eligibility committee for reinstatement or denial of extracurricular activities.

#### CONSEQUENCES OF ACADEMIC INELIGIBILITY

- A. A student on academic ineligibility will not be allowed to participate in or attend any extracurricular activities (any school sponsored, non credit bearing activity including participation in sports, clubs, organizations, and class activities or attendance at dances).
- B. A student on academic probation or ineligibility will not be allowed privileges (including driving and lunch release).
- C. A student on academic probation or ineligibility will be on pass restriction (passes given for academic reasons only).
- D. The decision to deny participation in the senior trip and junior prom will be made by the Superintendent.

### INTERNET ACCEPTABLE USE PROCEDURE

The Willsboro School district has actively pursued making advanced technology and increased access to learning opportunities available to our students and staff. We are happy to announce that we now can offer Internet services through the Willsboro Board of Education and Willex.com. The purpose of the Internet is to facilitate communications in support of research and education by providing access to unique resources and an opportunity for collaborative work. We believe this computer technology will help propel today’s students into the information age by allowing students and staff to access and use information sources from distant computers, communicate and share information with individuals or groups of the students and staff, and significantly expand their knowledge base. All students in the district will be afforded equal opportunity to access the internet and related technology. The Internet is a tool for lifelong learning and only begins to open the door to many other opportunities.

1. In order to access the Internet via district’s network, all students and their parent/guardian should read, fill out, and return an Acceptable Use Policy (AUP). A copy of the policy can be obtained from the school’s computer lab. Note: the provided access expires at the end of the year, so a new AUP needs to be signed each year.
2. Use of the Internet must be in support of and consistent with the educational objectives of the district.
3. Transmission of any material in violation of any federal or state law or regulation is prohibited. This includes, but is not limited to, copyrighted material, threatening or obscene material, or material protected by trade secret.
4. Student users must have direct teacher supervision when using the Internet. If there is not a teacher or staff member in the room, a student may not access the Internet.
5. Use of the Internet at school for commercial activities is not acceptable. Use for product advertisement or political lobbying is also prohibited.
6. Be polite. Do not swear, use abusive language, or vulgarities in your messages to others.
7. Do not reveal your personal address, phone number or any other personal information.
8. Do not reveal the personal address, phone number or any personal information about any student or staff member.
9. Do not use the network in such a way that would disrupt the use of the network by other users.

10. Report any security problems on the Internet you discover to a teacher or the network administrator. Do not demonstrate the problem to other users.
11. Do not commit vandalism or harassment. Vandalism is defined as any malicious attempt to harm, modify, and destroy data of another user, or the Internet in general. This includes, but is not limited to, the uploading or creating of computer viruses. Harassment is defined as the persistent annoyance of another user, or the interference of another user's work. Harassment includes, but is not limited to, the sending of unwanted mail.
12. Users shall not use the computer resources for nonacademic activities including but not limited to playing games, entering public discussion groups (chat rooms), or visiting web sites for entertainment such as music, sports, or movies.
13. While users may obtain e-mail accounts, they should only use them at school to support an academic activity. Writing and receiving personal e-mail is not permitted.
14. Users shall not waste or take supplies, such as paper, printer ribbons, ink and storage items, that are provided by the district.
15. Users shall talk softly and work in ways that will not disturb other users.

#### **PENALTIES FOR IMPROPER USE OF THE INTERNET**

The use of Internet is a privilege, not a right. Inappropriate use, including any violation of these conditions and rules, may result in cancellation of the privilege after a due process hearing has been conducted in accordance with the district's established disciplinary procedures. Until such hearing is concluded, internet privileges will be temporarily suspended. The Willsboro Central School Board of Education under this agreement has delegated the authority to determine appropriate use to the faculty and staff and may deny, revoke, or suspend a user's privileges any time based upon its determination of inappropriate use. In addition, improper use will subject the user to other district disciplinary procedures. The user should also be aware that improper use could expose the user to criminal prosecution under applicable federal or state laws.

#### **NO WARRANTIES**

The Willsboro Central School Board of Education and the District make no warranties of any kind, whether express or implied, for the service it is providing. The Willsboro Central School Board of Education, the District, and its staff will not be responsible for any damages a user suffers. This includes loss of data resulting from delays, no deliveries, missed deliveries, or service interruptions caused by the Willsboro Central School Board of Education and the District's negligence or by the user's errors or omissions. Use of any information obtained via the Internet is at the user's own risk. The Willsboro Central School Board of Education and the District cannot guarantee the accuracy or quality of information obtained through its services. All users need to consider the source of any information they find, and consider how valid that information may be.

#### **MONITORING**

All communications and information accessible via the network (including e-mail) should be assumed to be public property. The Willsboro Central School Board of Education and the District reserve the right to review any material on a user's account and to monitor filespace in order for the Willsboro Central School Board of Education to make determinations on whether specific uses of the network are inappropriate. Users may encounter material that is controversial and which users, parents, teachers or administrators may consider inappropriate or offensive. It is the user's responsibility not to initiate access to such material and to immediately close a connection if such material is accidentally accessed.

## Part V: General Information

### BELL SCHEDULE

Homeroom/Period 1	8:05- 8:54	
Period 2	8:57- 9:40	
Period 3	9:43- 10:26	
Period 4	10:29- 11:12	
Period 5	11:15- 11:58	
Period 6	11:58- 12:25 Lunch	12:28- 1:11 Class
Period 7	12:01- 12:44 Class	12:44- 1:11 Lunch
Period 8	1:14- 1:57	
Period 9	2:00- 2:43	