



**Willsboro Central School**  
**Student Handbook**  
**2022-2023**

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

Dear Student:

You are entering an exciting time here at Willsboro Central School. We hope you make the best of this school year by taking advantage of the many opportunities provided to learn and grow. 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 your rights, as well as 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.

### **MISSION STATEMENT**

The Willsboro Central School District provides a safe and supportive community to instill students with PRIDE:

- Prepared for the future that they choose
- Respected and valued for who they are
- Inspired to make their community and world a better place
- Determined to overcome challenges
- Empowered to engage with a changing world

### **VISION STATEMENT**

One Community. One Commitment. Ready for the Future.

## **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 mutual respect and 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 such behaviors.

### **Student Expectations:**

1. All students are expected to attend school daily and arrive on time.
2. All students are expected to be in the classroom and ready for instruction at the beginning of each period.
3. All students are expected to come to class prepared with books, necessary materials, completed homework every day.
4. All students are expected to attend each scheduled class daily.
5. Students need prior permission before entering rooms or spaces within the school that are not part of their daily schedule. No students should be in the school building outside of school hours without supervision from a school employee.
6. All students are expected to attend any assigned detention. Detentions are assigned at the school's discretion. After school detention may be assigned for students in grades 3-12.
7. 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 may not order food from off-campus food services and have it delivered during the school day.
8. All students will not exhibit behaviors that disrupt the function of school.
9. All students will not exhibit language or gestures that are profane, lewd, vulgar, or abusive.
10. All students are expected to refrain from displays of affection.
11. 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.
12. Students in grades Pre-K to 6<sup>th</sup> grade will not be permitted to bring/consume energy drinks, soda of any kind, coffee, or other caffeinated drinks during school hours.
13. Cell phones and other personal electronic devices for students in grades Pre-K through 5th grade are not allowed in school from the time students arrive at school until dismissal. Taking and/or posting photos or videos of others without their consent is prohibited.
14. Electronic devices can be a distraction to the regular function of the school day therefore students in grades 6-12 are prohibited from using non-school issued electronic devices during school hours without their teacher's permission. Students are not allowed to bring portable speakers to school. 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. Students are not allowed to project music or other loud noises from their phones or similar devices in the hallway. Cell phones and headphones are not allowed to be used in the classroom unless you have teacher permission. The first offense, the cell phone will be confiscated, and put in the school office and a verbal warning issued. second offense will result in confiscation of the device and a parent will need to pick up the phone from the administration. The third offense will result in the same consequences as the second and one week without the phone at school. If there are violations after the 3rd offense, further discipline will be determined by the administration

15. 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 will refrain from wearing hats or other head gear except for medical or religious purposes. Students will 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, sexual identity, or disability and not promote or endorse the use of alcohol, tobacco or illegal drugs and/or encourage other illegal or violent activities.
16. 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.
17. If the conduct of a student is related to a disability or suspected disability, the student shall be referred to the CSE Chairperson. If warranted, discipline shall be administered consistent with the separate requirements of this disability. A student identified as having a disability shall not be disciplined for behavior related to his/her disability, unless the discipline is consistent with the student's individualized education plan (IEP).
18. Theft is not only a violation of school code, it is a crime; therefore, there will be no tolerance for stealing of any kind.
19. 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.
20. 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.
21. 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.
22. Students are expected to refrain from committing an act of violence (such as hitting, kicking, punching, and scratching) upon any other individual.
23. Students are prohibited from possession, use, or sale of tobacco and/or nicotine, this includes e-cigarettes or any other vaping device when in the school building, on school grounds or at any location/field associated with a school sponsored event
24. Students are prohibited from possession, use, or sale of alcohol, when in the school building, on school grounds or at any location/field associated with a school sponsored event.
25. Students are prohibited from possession, use, or sale of synthetic drugs, drug paraphernalia, illegal drugs or substances 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/he will dispense all medications according to the prescription.
26. Students will refrain from intentionally damaging or destroying school property or the personal property of any individual.
27. No student is to be in possession of weapons or any other instruments, materials or substances that can cause physical injury or death.

## DISCIPLINARY CONSEQUENCE TABLE

All consequences are subject to administrative discretion. Inappropriate behavior/offenses not listed below are also subject to administrative discretion. Repetition of offenses can result in more severe consequences.

Category 1 Offense	Category 2 Offense	Category 3 Offense
<ul style="list-style-type: none"> <li>• Tardy to Class</li> <li>• Unprepared for Class</li> <li>• Dress code violation</li> <li>• Inappropriate language</li> <li>• Inappropriate gestures</li> <li>• Electronics Violation</li> <li>• Any other offense deemed Category 1 by Administration</li> </ul>	<ul style="list-style-type: none"> <li>• Unauthorized audio or video recording of a student or staff (could be deemed Cat 3 depending on severity).</li> <li>• Skipped Detention</li> <li>• Disruptive behavior</li> <li>• Pushing/Shoving</li> <li>• Minor vandalism</li> <li>• Skipping class</li> <li>• Driving infraction</li> <li>• Leaving school without permission</li> <li>• Violation of Emergency Drills Protocol</li> <li>• Any other offense deemed Category 2 by Administration</li> </ul>	<ul style="list-style-type: none"> <li>• Possession, distribution, or use of drugs/alcohol and/or drug paraphernalia</li> <li>• Fighting</li> <li>• Sexual Harassment</li> <li>• Bullying/Harassment</li> <li>• Theft</li> <li>• Major vandalism</li> <li>• Driving Infraction</li> <li>• Use or possession of weapons</li> <li>• Driving Infraction</li> <li>• Assault</li> <li>• Any other offense deemed Category 3 by Administration</li> </ul>

Category 1 Potential Consequences	Category 2 Potential Consequences	Category 3 Potential Consequences
<ul style="list-style-type: none"> <li>• Confiscation (electronic device)</li> <li>• Verbal Warning</li> <li>• Parent Contact</li> <li>• Assigned Seat (in class, study hall, bus, etc.)</li> <li>• Removal from class</li> <li>• Lunch Detention(s)</li> <li>• No Recess</li> <li>• Pass Restriction</li> <li>• Driving Privilege Revoked</li> </ul>	<ul style="list-style-type: none"> <li>• Confiscation (electronic device)</li> <li>• Parent Contact</li> <li>• Assigned Seat (in class, study hall, bus, etc.)</li> <li>• Removal from class</li> <li>• No Recess</li> <li>• Lunch Detention</li> <li>• Detention</li> <li>• ISS</li> <li>• Pass Restriction</li> <li>• Driving Privilege Revoked</li> <li>• Referred to Child Study Team</li> </ul>	<ul style="list-style-type: none"> <li>• Confiscation (electronic device, weapons, drugs, etc.)</li> <li>• Parent Contact</li> <li>• Assigned Seat (in class, study hall, bus, etc.)</li> <li>• Removal from class</li> <li>• No Recess</li> <li>• Lunch Detention</li> <li>• Detention</li> <li>• ISS</li> <li>• OSS</li> <li>• Superintendent's Hearing</li> <li>• Pass Restriction</li> <li>• Driving Privilege Revoked</li> <li>• Referred to Child Study Team</li> </ul>

## **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. If elementary and high school students are sent at the same time they will be kept separated. The main office may be used if the responsibility room is unavailable. 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 necessary classroom supplies.
3. You must sit forward, facing the front, with both feet on the floor and no turning around.
4. No cell phones or electronic devices of any kind (except school Chromebooks) are allowed in the ISS room.
5. All book bags, duffel bags, sacks, etc. are to be left near the ISS monitor's desk.
6. You are not allowed out of your seat unless the monitor grants permission.
7. You are to raise your hand to be recognized by the monitor.
8. Being insubordinate or refusing to do assignments will result in further administrative consequences.
9. You may not sleep or put your head down on the desk.
10. No outside magazines or newspapers are allowed unless assigned by a teacher.
11. You are not to talk, make disturbing noises, write or pass notes or use cell phones.
12. 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).
13. 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.
14. Bathroom privilege is not to be abused. You must use the bathroom closest to the ISS room.
15. You must use ISS time to do assignments.
16. 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
17. All other school rules and procedures must be followed.
18. Writing on furniture or walls will not be allowed. Desks are checked daily.
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 principal will suspend a student for up to five days. The principal 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/guardians 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. The school will collect any homework for the student, and then notify the parent/guardian that the work may be picked up in the Main Office.

## STUDENT ATTENDANCE REGULATIONS

The Willsboro Central School District recognizes the importance of regular daily attendance in the academic progress and success of all students.

### 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 7-12 may have course credit denied should they exceed 26 unexcused absences in a full credit course and 13 unexcused absences in a half credit course.

**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. Pre-approved changes in schedule
- d. Additional time with another teacher with signed pass
- e. Pre-approved visitations to the nurse, school psychologist, counselor, or office
- f. State testing
- g. College visitations
- h. Medical Appointments
- i. In-school suspension or out-of-school suspension

It is the parent/guardian's (or teacher's, if appropriate) responsibility to provide approved documentation 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. DISCIPLINE CONSEQUENCES FOR ABSENCE/TARDINESS

Students violating the regular attendance and tardiness requirements may be assigned disciplinary consequences.

## III. 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 6 unexcused absences
  - Verbal warning from teacher to student and parent
- b. After 10 unexcused absences
  - Student/Teacher conference
  - Teacher will notify administrator
  - Attendance hearing with student, parent, counselor, and administrator
  - An attendance plan will be developed to address the attendance issue
- c. After 20 unexcused absences
  - Second attendance hearing with student, parent, counselor, and administrator
  - Attendance plan will be reviewed and adjusted as necessary
- d. After 26 unexcused absences (13 for half credit courses)
  - Meeting with student, parent, counselor, and administrator to discuss potential denial of credit

#### **IV. 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 should not exceed:

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

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

Any student that exceeds the allowable number of unexcused absences may 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 Principal.

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.

### **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 or by a verified phone call.** All students must also sign out before leaving the building. Failure to follow this procedure will result in disciplinary action. Only Seniors and National Honor Society students who have completed permission forms on file will be eligible to leave school during lunch.



## **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/CYBERBULLYING 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. As of July 1, 2013, cyberbullying will be defined as harassment or bullying by any forms of electronic communication and include incidents occurring off school property that create or would foreseeably create a risk of substantial disruption within the school environment. 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 DASA Coordinator or Title IX Compliance Officer.

## **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 or other pre-approved reasons.

## **STUDY HALL 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, windowsills, 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.)
6. No electronic devices including headphones except for school-issued Chromebooks.
7. Attendance will be taken prior to any students being allowed to leave.

8. Students leaving with a pre-signed pass must have the study hall 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. The student must report back to their study hall teacher before the end of the period
10. The study hall monitor cannot issue passes (except to the bathroom). Students must have a pre-signed pass for the teacher they want to see.

## **CAFETERIA POLICY**

1. Students are to eat in the dining room only at the time assigned. Students are to report to the serving line at the beginning of their lunch period and stay in the dining area until the end of the period. Students who do not follow this rule will be referred to the office. Snacks are only sold during your assigned lunch time.
2. It is expected that all students who eat at school, 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. No cell phones or electronics in the serving line.
5. No cell phones or electronics in the cafeteria for students in grades PK-5.
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, except to return their trays.
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 lunches 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 and cafeteria staff.

### **VIOLATION PROCEDURES**

If a student chooses to violate the cafeteria 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.
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.

## **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 unless permission is given by the office. Students will not smoke, vape, consume alcohol or do/possess unlawful drugs/drug paraphernalia or allow any other person to do the same in his/her vehicle on school grounds. The school reserves the right to use the police K-9 unit to keep our building and grounds a drug free zone. The Principal or his / her representative has authorization to conduct an inspection of student vehicles parked on school grounds during the regular school day with the possible assistance of the police K-9 unit. When there is reasonable suspicion that the vehicle contains items that would hinder the health and safety and morale of the student body the inspection would take place. Driving to school is a privilege and may be revoked for poor behavior, attendance or academic ineligibility. Driving infractions will be subject to disciplinary action.

## **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 pre-approved by the Principal 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, vaping, 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 instances will be referred to the principal 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 will be provided a school lock to use to secure their locker. No personal locks will be 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 an UNLOCKED 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 7:45 a.m. to 3:00 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. 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/guardians 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 teachers 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 required materials, prepared assignments, and any additional materials requested. It is expected that students will have these various materials in each of the classes in which they are required.

All textbooks, 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.

## **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 with the addition of a Citizenship component which includes the following: Has a High Regard for Freedom & Justice; Respects the US Government and All Laws for Citizens at the Local, State & Federal Levels.

### **National Honor Society Privilege**

Students in good standing in NHS may leave school during their lunch period.

### **Student Responsibilities**

1. Each NHS member must submit a permission slip from their parent or guardian 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. An 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 school's 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. A grade of 65 and above is considered passing.

## **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.

## **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.

## **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 Academic Ineligibility List will be compiled that will include any student:
  - Any senior failing a course required for graduation.
  - Any student that has a combination of two or more failing subjects and incompletes.
- 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. A letter will be sent home to notify the parents that their child is on probation. If a student is on the list because of an incomplete, the student may be removed from the list after a passing grade has been submitted by the teacher provided the student no longer has 2 or more failing classes/ incompletes.
- D. If there has not been satisfactory improvement in **ALL** failing subjects, the student will not be allowed to participate in any extracurricular activities. The student will be notified of his/her ineligibility.
- E. When the administrator receives the completed form and if the student has done satisfactory work for the week, the supervisor will issue a "Back on Track" card restoring extracurricular activities.
- F. Student receiving a Back on track Card will still be on pass restriction and must remain in study hall unless receiving a pre-signed pass from a teacher for academic improvement only.
- G. 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 for 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.

## **ELIGIBILITY PROCEDURES**

**Introduction:** The intent of the Eligibility Program is to: promote academic success in school, and to encourage participation in extracurricular activities. Students that are on the Academic Ineligibility List must follow the eligibility procedures in order to continue participation in extracurricular activities and receive ongoing school privileges.

**Student Responsibilities:** Students placed on the ineligibility list must:

- Pick up an Eligibility Form in the Guidance Office on Monday morning
- Note the activities and/or grades received during each class
- Continue this process throughout all classes during the week
- Present form to each teacher at the beginning of class on Friday
- Take the form home at the end of the week for parent's review and signature
- Return form to Guidance by the beginning of 3<sup>rd</sup> period on Monday morning and pick up weekly eligibility pass
- Continue this procedure for the entire five-week period
- The submitted form must have ALL signatures (teachers and parents)
- If a teacher is out on Friday, the student should get the teacher to sign the form first thing Monday morning (prior to the beginning of 3<sup>rd</sup> period).
- If a teacher is out Friday AND Monday, the student will be given a one-day eligibility pass until the teacher returns to sign the form

**Teacher Responsibilities:** At the end of each week, the teacher will:

- On Friday, review student entries on the form for accuracy.
- Indicate the student performance as either Satisfactory (S) or Unsatisfactory (U) with a grade if available
- Sign the form in the appropriate box
- Provide constructive comments or suggestions in the space provided
- Teachers will not sign on Monday unless the teacher or student was absent on the previous Friday

**Parent Responsibilities:** Upon receipt of the student's form, parents will:

- Review the student and teacher information
- Provide appropriate feedback
- Write comments or requests
- Sign the form

**Counselor Responsibilities:** On Mondays, prior to the beginning of after school activities, the Guidance Office will:

- Prepare initial five-week eligibility list indicating each student ineligibility status
- Collect completed eligibility forms and issue appropriate eligibility passes Monday afternoon

## **DIGNITY FOR ALL STUDENTS (DASA)**

Willsboro Central School District is committed to providing an educational and working environment that promotes respect, dignity and equality for all. Discrimination, such as harassment and bullying are detrimental to student learning and achievement and these behaviors interfere with the mission of the District to educate its students and provide a safe, healthy learning environment.

In accordance with the Dignity for All Students Act (DASA), the District condemns and strictly prohibits all forms of discrimination, such as harassment, and bullying on school grounds, school busses and at all school-sponsored activities, programs and events, whether on or off of school property. The District also prohibits discrimination, harassment and/or bullying that takes place at locations outside of school grounds including but not limited to cyberbullying, which creates or would foreseeably create a risk of substantial disruption within the school environment where it is foreseeable that the conduct, threats intimidation or abuse might reach school property. Discrimination or harassment within the meaning of this policy shall include a single severe incident or multiple incidents that are pervasive in nature that creates a hostile environment or reasonably causes or would reasonably be expected to cause a student to fear for their physical safety.

The discriminating behavior or harassing behavior may be based on any characteristic, including but not limited to a person's actual or perceived:

- Race
- Color
- Weight
- National origin
- Ethnic group
- Religion
- Religious practice
- Disability
- Sex
- Sexual orientation
- Gender identity or expression

For the purpose of this definition the term "threats, intimidation or abuse" shall include verbal and non-verbal actions.

The Willsboro Central School District has appointed two DAC (Dignity Act Coordinators). If a student has a harassment and/or bullying issue, it should be verbally reported to either DAC officer or by use of the DASA form found on the school's website.