



**Willsboro Central School**  
**Student Handbook**  
**2020-2021**

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## **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 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 and agenda 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 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.
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 beyond handholding.
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 6th grade are not allowed in school from the time students arrive at school until dismissal.
14. Electronic devices can be a distraction to the regular function of the school day therefore students in grades 7-12 are prohibited from using the following devices during school hours without their teacher's permission; electronic games, iPods, laser pointers, etc. 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 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– the second offense will be confiscation and a parent will need to pick up the phone from the administration–third offense will be 6 same as 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 purpose. 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, 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 f 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 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 K-6

	Inappropriate Behavior	Consequences First Occurrence	Consequences Second Occurrence	Consequences Third Occurrence
1.	Academic Dishonesty	DET + PC	DET (2 Days) + PC	ISS (1 Day) + PC
2.	Bullying	1 DET + PPH	2 DET + PPH	1 Day ISS + PPH + PC
3.	Cutting Class	NR (2 Days) + PPH	NR (5 Days) + PPH	ISS (1 Day) + PC
4.	Disregard for Bus Rules and/or School Rules	NR (1 day) / DET	NR (2 Days) / 2 DET	NR (3 days) / ISS
5.	Disruptive Activity	VW	NR (1 Day)	NR (3 Days) + PC *
6.	Electronic Devices	VW + Confiscation	NR (1 Day) & Confiscation/ Parent picks up device.	NR (3 Days) + Confiscation/ Parent picks up device & No device for 1 week.
7.	Fighting/Causing Physical Harm	ISS (1 Day)/OSS + PC	OSS (3 Days) + PC	OSS (5 Days) + DSH
8.	Graffiti	NR + PPH + Clean	NR (5 Days) + Clean	ISS (1 Day) + PC + Clean

9.	Harassment/Intimidation	DET (3 Days) + PPH	ISS (1 Day) + PC	ISS (2 Days) + DSH
10.	Inappropriate Displays of Affection	VW	NR (1 Day)	NR (3 Days)
11.	Inappropriate Dress	Change clothes	NR (1 Day) + PPH + Change Clothes	NR (3 Days) + PPH
12.	Insubordination	VW + 1-2 NR	DET (1 Day)	ISS (1 Day) + PC
13.	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
14.	Possession/Use/Sale of Synthetic or Illegal Drugs or Drug Paraphernalia	OSS (5 Days) + PC + LEC + SSC (5 Meetings)	OSS (5 Days) + LEC + DSH	DSH
15.	Possession/Use/Sale of Tobacco Products	OSS (3 Days) + PC	OSS (5 Days) + PC + SSC (5 Meetings)	OSS (5 Days) + PC
16.	Possession/Use/Sale of E-cigarette or Vaping Products	OSS 2-3 Days + PPH	OSS 3-5 days + PC + SSC (5 meetings)	OSS 5 days + PC + SSC (5 meetings)
17.	Possession/Sale of Weapons	OSS 5 days + DSH + LEC	OSS 5 days + DSH + LEC	OSS 5 days + DSH + LEC *
18.	Skipping Detention	2 DET + PPH	ISS (1 Day)	ISS (2 Days) + PC
19.	Tardiness to Class	VW	PPH	DET
20.	Tardiness to School	VW	PPH	DET
21.	Theft	ISS (1 Day) + PC + \$ Reimbursement	OSS (2 Days) + PC + Reimbursement	DSH + LEC + Reimbursement
22.	Truancy	ISS (1 Day) + PC	ISS (2 Days) + PC	ISS (3 Days) + PC
23.	Uncooperative	1-2 days NR + PPH	2-3 days NR + PPH	3-4 days NR + PPH + PC

24.	Unprepared for class	VW + 1-2 days NR + PPH	3 days NR + PPH	DET + PPH
25.	Vandalism/ Destruction of Property	OSS (2 Days) + \$ Liability	OSS (5 Days) + \$ Liability	DSH + \$ Liability
26.	Vulgar Language	VW	NR (1 Day)	NR (3 Days)

**GUIDELINES** for disciplinary consequences for students in grades 7-12:

	Inappropriate Behavior	Consequences First Occurrence	Consequences Second Occurrence	Consequences Third Occurrence
1.	Academic Dishonesty	1 DET	2 DET	ISS
2.	Bullying	2 Days ISS + PPH	1-2 Days OSS + PPH + PC	3-5 Days OSS + PPH + PC
3.	Cutting Class	DET (1 Day) + PPH	DET (2 Day) + PPH	ISS
4.	Disregard for Bus Rules and/or School Rules	DET (1day) + PPH	ISS (1 day) + PPH	1-week transportation provided by parent/guardian or ISS (2 days)
5.	Disrespectful to Staff Members	DET (1 day) + PPH	DET (2 days) + PPH	ISS + PPH
6.	Disruption of Education	DET + PPH	2 DET	ISS
7.	Electronic Devices	VW + Confiscation	Parent picks up phone/ device	Parent picks up phone/ device + no phone/device for 1 week
8.	Excessive Talking	DET (1 day) + PPH	DET (2 days) + PPH	ISS (1 day) + PPH
9.	Fighting/Causing Physical Harm	OSS (3 -5 Days) + PC + LEC	OSS (5 Days) + PC + LEC	OSS (5 Days) + DSH + LEC

10.	Graffiti	DET + PPH + Clean	ISS (1 Day) + Clean	ISS (2 Days) + PC + Clean
11.	Harassment/Intimidation	ISS (1 Day) + PPH	ISS (2 Days) + PC	OSS (3 Days) + PC
12.	Inappropriate Attire	Change clothes	DET (1 Day) + PPH + Change clothes	DET (2 Days) + PPH + Change clothes
13.	Inappropriate Displays of Affection	PPH	1 DET	2 DET
14.	Insubordination	ISS (1 Day) + PPH	ISS (2 Days) + PC	OSS (2 Days) + PC
15.	Left School Without Permission	ISS (1 day) + PPH	ISS (2 days) + PPH	ISS (5 days) + PPH
16.	Lying	DET (1 day) + PPH	DET (2 days) + PPH	ISS (1 day)
17.	Misuse of Computer or Computer Account	2-week account closed + PPH	3 weeks account closed + PPH	5 weeks account closed + PPH
18.	Pass abuse	NP1W	NP2W	NP5W
19.	Possession/Use/Sale of E-cigarette or Vaping Products	OSS 2-3 days + PPH	OSS 3-5 days + PC + SSC (5 meetings)	OSS 5 days + PC+ SSC (5 meetings)
20.	Possession/Sale of Weapons	OSS (5 days) + DSH + LEC	OSS (5 days) + DSH + LEC	OSS (5 days) + DSH + LEC *
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 Synthetic or Illegal Drugs	OSS (5 Days) + PC + LEC + SSC (5 Meetings)	OSS (5 Days) + LEC + DSH	DSH

23.	Possession/Use/Sale of Tobacco Products	OSS (3-5 Days) + PC	OSS (5 Days) + PC + SSC (5 Meetings)	OSS (5 Days) + PC
24.	Profanity or Gestures	DET (1 day)	DET (2 Days) + PPH	ISS + PPH
25.	Profanity/Gestures at Staff	DET (2 days) + PPH	ISS (1 day) + PPH	ISS (2 days) + PPH
26.	Skipping Detention	2 <sup>nd</sup> DET + PPH	ISS (1 Day)	ISS (2 Days) + PC
27.	Tardiness to Class	DET (1Day)	DET (2Days)	ISS(1Day) + PC
28.	Tardiness to School	VW	PPH	DET
29.	Theft	OSS (1-3 Days) + PC + LEC + \$ Reimbursement	OSS (5 Days) + PC + LEC + \$ Reimbursement	OSS (5 Days) + LEC + \$ Reimbursement
30.	Threatening Property of Staff	ISS (1 day) + PPH	ISS (2 days) + PPH	OSS (1 day) + PPH
31.	Threatening to Harm Staff	ISS (2 days) + PPH	OSS (1-2 days) + PPH	OSS (3-5-days) + PPH
32.	Truancy	ISS (1 Day) + PC	ISS (2 Days) + PC	ISS (3 Days) + PC
33.	Unprepared for class	DET (1 Day) + PPH	DET (2 Days) + PPH	ISS (1 Day) + PPH
34.	Vandalism/ Destruction of Property	OSS (2 Days) + \$ Liability	OSS (5 DAYS) + \$ Liability	DSH + \$ Liability
35.	Driving Infraction	Verbal Warning	Written warning to student and parent/guardian	5 week driving suspension

## **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. 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. If the student is in 3<sup>rd</sup> grade they may spend up to ½ a day in ISS; 4<sup>th</sup> – 6<sup>th</sup> grade may serve a full day.

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. No cell phones or electronic devices of any kind 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. The monitor will help if you desire.
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. Students assigned to ISS for three or more separate offenses in any quarter will be referred to the child study team.

20. Violation of the above rules will be reported to the administration resulting in additional consequences including possible out-of-school suspension.
21. 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/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. 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. Therefore, the student must be at school by 10am.

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. 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. 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 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 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.

## **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.

## **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 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.)
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 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. Families are encouraged to open a School Bucks account. Instructions on how to do this are available on the school's website. Monies may be put on the account weekly, bi-weekly, or monthly at your convenience. You may choose to send in a check or cash with your child. Please place the money/check in an envelope with the student's name, dollar amount, and what the student may purchase. When a student has a negative or zero balance on their account, snacks and seconds may not be purchased.
5. No cell phones or electronics in the serving line.
6. No cell phones or electronics in the cafeteria for students in grades PK-6
7. Students will enter the cafeteria and proceed through the lunch line in an orderly fashion.
8. 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.
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 and cafeteria staff.
12. The district participates in the federal and state, free and reduced meal program. Parents/guardians who qualify 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 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. 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.

<b>Codes:</b>	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

	Inappropriate Behavior	Consequences First Occurrence	Consequences Second Occurrence	Consequences Third Occurrence
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 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 Superintendent or his / her representative have 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.

## 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, 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 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 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. Parents/guardians are welcome to observe classrooms. However, because any new presence in the classroom could potentially be 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/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 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, as well as physically stealing any information that does not belong to the student.

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
- Possession of any academic materials not belonging to a student. (This offense is punishable in accordance with the Disciplinary Guide Chart under "Theft".)

**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 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

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 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. 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 last 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. All students should report to all classes and remain in the room until the period is complete on days designated to finals. Students may be dismissed if they have a study hall or otherwise do not have an exam, but it **must be at the beginning of a period and with written parental/guardian permission.**

## **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, Common Core Algebra, Geometry, Trigonometry, Pre-Calculus, Calculus and College Algebra

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

**Health& Parenting:** Health 6, 10

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

**Home and Careers:** Home and Career Skills 7, 8

**Spanish:** Spanish 6, Spanish 7, Spanish I, Spanish II, Spanish III, College Spanish and Spanish V

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

**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 and Carpentry

**Music:** Music 7, Band and Chorus, Bluegrass for the Next Generation, and Community Drumming Circle

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

**Art:** Art 7, 8, Studio Art, Art & Design and Advanced Art

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

## 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. All students on the list must complete the following procedure: The student picks up an evaluation form on Monday morning. Only students absent on Monday can get the form on Tuesday. If a student is in school on Monday and does not get a form, he or she will not be allowed to get a form later in the week. 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 and the teacher will mark if the student's effort during the week has been satisfactory or unsatisfactory. 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 submitted form must include ALL signatures (teachers and parent) and the dates. Incomplete forms will not be accepted. 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. The student will be notified of his/her ineligibility.
- F. 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.
- G. 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.
- 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.

## ELIGIBILITY PROCEDURES

**INTRODUCTION:** The intent of the Eligibility Program is to: 1) promote academic success in school, and 2) to encourage participation in extra-curricular activities. Students that are on the Academic Ineligibility List must follow the eligibility procedures in order to continue participation in extra-curricular 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 students form, parents will:

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

**GUIDANCE 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

**WILLSBORO CENTRAL SCHOOL ELIGIBILITY PROGRESS REPORT**

**STUDENT NAME:** \_\_\_\_\_ **DATES:** \_\_\_\_\_ **GRADE:** \_\_\_\_\_  
 (Week of)

Period	Subject	Mon.	Tues.	Wed.	Thurs.	Fri.	S/U Wk.	P/F Yr.	Teacher's Signature
1									
2									
3									
4									
5									
6									
7									
8									
9									
10									

**TEACHER'S COMMENTS:** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**PARENT'S COMMENTS:** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**PARENT'S SIGNATURE:** \_\_\_\_\_

**MONDAYS:** Student starts sheet  
**WEEKENDS:** Parents review and sign

**FRIDAYS:** Teachers review and sign in class  
**MONDAYS:** Student starts new sheet

## 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 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 also have Google Chrome throughout the school. This allows our students and staff the ability to work and communicate collaboratively inside and outside of the school building. 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 District recognizes that parents/guardians bear the primary responsibility for transmitting their particular value-set to their children. The District encourages parents to set clear expectations about the material that is and is not acceptable for their children to access using District Systems. 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. Users may obtain e-mail accounts through WC's Google account, these emails are filtered through the school office, and therefore they should be appropriate for school. Writing and receiving personal e-mail from (e.g. yahoo, Hotmail) is not permitted along with the use of social networking services (e.g. Facebook, Myspace, etc.)

14. Users shall talk softly and work in ways that will not disturb other users.
15. Users may bring Personal Devices (e.g. laptops, iPods/iPads/MP3 players, USB storage devices, etc.) into the District to access the district systems for the use of filtered internet access only.
16. Bypassing or attempting to bypass this network through proxies, tethering, or other means is not allowed.
17. File, print and application services will not be available on the wireless public network. Personal Devices may be connected with a district-owned piece of equipment for instructional purposes only and under the direction of a district staff member.
18. During class time, students may use Personal Devices only under the direction and supervision of staff members.
19. The District reserves the right to confiscate and search Personal Devices; if reasonable suspicion exists that district policies have been violated. The Personal Device may be turned over to law enforcement if the Personal Device has been used for an illegal purpose. Upon request, Users must surrender the Personal Device in its entirety.
20. Users found to be in violation of district policies using a Personal Device will be subject to consequences, including disciplinary action, exclusion of the device from District, or criminal prosecution.
21. Under no circumstances shall any Personal Device with photographic capabilities be used in locker rooms, bathrooms or other areas where privacy is expected. A student who violates this section of the policy shall be subject to discipline, which may include consequences up to and including expulsion.
22. The District is not liable for loss, damage or misuse of any personal device while on District property, connected to District systems, or while attending school sponsored activities. Technical support for Personal Devices may not be available.

#### 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.

### **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), Mr. Michael Douglas and Mr. Andrew Lee. If a student has a harassment and/or bullying issue, it should be verbally reported to either DAC officer or by use of the Harassment and/or Bullying Complaint Form found on the school's website.

## Part V: General Information

### BELL SCHEDULE

Homeroom/Period 1	8:05- 8:49		
Period 2	8:52- 9:31		
Period 3	9:34- 10:13		
Period 4	10:16- 10:55		
Period 5	10:58- 11:37		
Period 6	11:40 - 12:19	Class	11:38 – 12:04 Lunch
Period 7	12:07 – 12:49	Class	12:20 – 12:46 Lunch
Period 8	12:49 – 1:28		
Period 9	1:31 – 2:10		
Period 10	2:13 – 2:52		