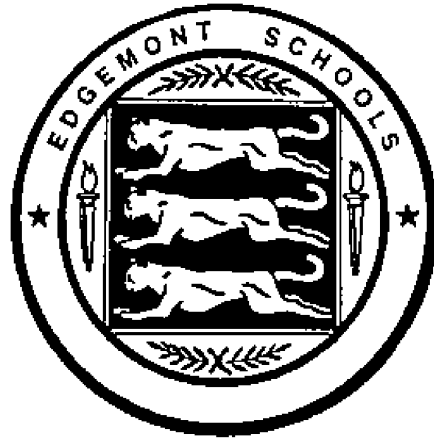


**EDGEMONT JR./SR.  
HIGH SCHOOL**

**STUDENT HANDBOOK  
2023-2024**

Edgemont Jr./Sr. High School  
200 White Oak Lane  
Scarsdale, New York 10583

914-725-1500  
914-725-1057 (fax)  
ehs.edgemont.org



The district will provide each student and parent/guardian with a copy of the attendance policy. All students and parents/guardians will be required to sign and return a statement indicating that they have read and understand the policy. Failure to do so will result in a delay in your child receiving his/her/their schedule.

**Attendance**

All students have a right to educational opportunities that will enable them to develop to their fullest potential. We believe that daily attendance is essential for student success and will have a positive impact on students’ academic, social, and emotional development. It is a fundamental responsibility of parents/guardians to ensure students’ punctual arrival and daily attendance. The school day commences at 8:25 a.m. and continues until 3:07 p.m. All blocks are 55 minutes long, with a five-minute passing time between blocks. Responsibility entails meeting one’s obligations. One of the most important obligations a student has is to attend all of their classes unless they must be absent for a valid reason. Much learning is based upon the information presented, exchanged, and explored in class. A student’s presence in class is therefore taken into account in the evaluations of student progress. Lack of attendance, coupled with other factors of a teacher’s grading policy, may result in course failure. Students must be present the entire school day in order to participate in any school-sponsored performances or competitions/games after school. If a student shows a pattern of absences, coaches and advisors will be notified.

**Bell Schedule  
2023 - 2024**

	<u>DAY 1 / DAY 5</u>		<u>DAY 2 / DAY 6</u>		<u>DAY 3 / DAY 7</u>		<u>DAY 4 / DAY 8</u>	
<b>BLOCK A</b>	8:25 - 9:20		8:25 - 9:20		8:25 - 9:20		8:25 - 9:20	
	Course 1		Course 4		Course 3		Course 2	
<b>BLOCK B</b>	9:25 - 10:20		9:25 - 10:20		9:25 - 10:20		9:25 - 10:20	
	Course 2		Course 1		Course 4		Course 3	
<b>BLOCK C</b>	10:25 - 11:20		10:25 - 11:20		10:25 - 11:20		10:25 - 11:20	
	Course 3		Course 2		Course 1		Course 4	
<b>BLOCK D</b>	11:25-12:07	11:25-12:20	11:25-12:07	11:25-12:20	11:25-12:07	11:25-12:20	11:25-12:07	11:25-12:20
	Early Lunch	Course 5	Early Lunch	Course 5	Early Lunch	Course 5	Early Lunch	Course 6
	12:12-1:07	12:25-1:07	12:12-1:07	12:25-1:07	12:12-1:07	12:25-1:07	12:12-1:07	12:25-1:07
	Course 5	Late Lunch	Course 5	Late Lunch	Course 5	Late Lunch	Course 6	Late Lunch
<b>BLOCK E</b>	1:12 - 2:07		1:12 - 2:07		1:12 - 2:07		1:12 - 2:07	
	Course 6		Course 8		Course 7		Course 7	
<b>BLOCK F</b>	2:12 - 3:07		2:12 - 3:07		2:12 - 3:07		2:12 - 3:07	
	Course 7		Course 6		Course 8		Course 8	

**Student Responsibilities:**

1. Attend all classes on time every day.
2. Sign in through the main office when arriving at school late and sign out through the main office when leaving school early even if you have a form on file.
3. If you are leaving early from a class, wait to be called to the main office by school staff. Students who are ill during the school day and must, therefore, miss or be late to a class, are required to report to the nurse, or the absence/ lateness will be classified as unexcused.
4. If a student is tardy for the first period, the office must receive notification from a parent or guardian explaining the tardiness in order for us to determine whether or not it is excused.
5. If a student arrives after 8:40 am in block A-F, the student must obtain a late pass and present it to the teacher.
6. Be aware that three tardies will result in a detention.
7. Make up any assignments from the absence although not every teacher will assign credit for the work.

**Parent Responsibilities:**

1. Discuss the attendance policy with your child and reinforce our expectations.
2. Ensure students' punctual arrival and daily attendance.
3. Be clear on the legal reasons for which an absence is excused, including, personal illness, medical or dental appointments, bereavement, court appearance, school-sponsored activities and trips, approved college visits, inclement weather, religious observance, authorized meetings with school personnel, and military obligation.
4. If your child is going to be absent, call the attendance office at 725-1543 or send an email to [attendance@edgemont.org](mailto:attendance@edgemont.org) between 7:45 a.m. and 10:00 a.m. on each day of absence to explain the reason for the absence. The phone message or email should include the date and reason for absence. Parents have 48 hours from the absence to let the school know or it will not be excused.
5. If your child is tardy, the student presents the attendance clerk with a note signed and dated by their parent/guardian or by the parent/guardian calling the attendance clerk at 725-1543, stating an excused reason for lateness (see above). In this case, students are to report to the attendance clerk upon arrival to the school to receive a late pass to class. Please note: Tardiness will be considered unexcused if the parent does not call the attendance clerk or if the student does not present the attendance clerk with a note that is signed and dated by their parent/guardian stating a legal reason for lateness.

**Repercussions:**

1. Students with unexcused absences and/or latenesses may receive a grade deduction on work due to the lateness or absence.
2. Students will receive one detention for each unexcused absence and for each three tardies, no more than the length of a course block (55 minutes) or less than a lunch period (42 minutes).
3. Parents will be notified of all detentions and the school policy will be reviewed with the students.
4. Students may not participate in any school-sponsored performances or competitions/games after school.

**Passes**

Upon returning to a class that a student missed due to absence, lateness, being in the nurse's office, meeting with school counselors, etc., the student must show the classroom teacher a pass signed by the attendance clerk, nurse, counselor, or teacher. All passes for absences or lateness to school must come from the attendance clerk in the Main Office. An absence that is not supported with a pass will be considered an unexcused absence.

**Attendance and Course Credit**

After missing 24 classes of a full-year course, 12 classes of a semester course, 9 lab classes, or more than 15% of a course, a conference will be called with all stakeholders, including parents and guardians, to discuss the viability of earning credit for the course. Students may not receive credit for the course if the absences are not justified through reasons beyond students' control and could not be mitigated. Additionally, students will have to demonstrate that every effort was made to complete assigned coursework.

**Classroom Behavior**

Students are expected to arrive to class on time and to have all necessary materials. If, because of misconduct, a student is sent out of class by a teacher, they are to report directly to the office of the appropriate administrator. Refer to the [Student Code of Conduct](#) for additional information.

**Detention**

Detention may be held during a student's lunch period. Lunch detention assignments will be held in Room A17. Students are expected to report with their lunch, at the start of the lunch period. Students who miss detention must make it up and will serve an additional period of detention. Repeated unexcused absences will result in additional consequences pursuant to the code of conduct. This may include additional detention, in-school suspension, or out-of-school suspension.

**Schedules and Schedule Changes**

Students are reminded that they are obligated to attend all classes until an official drop or change of schedule is processed. Students who fail to fulfill their responsibilities in this regard are subject to penalties for unexcused absences.

**Participation in Extracurricular Trips and Activities**

During the course of the school year, students may be asked to participate in trips. These excursions provide unique social and educational experiences for participating students. These activities are provided to students who have shown that they have the maturity and dedication to academics to take advantage of this time away from traditional school time.

**Attendance at School Evening Functions**

During the school year various school organizations conduct activities such as dances, concerts, plays, and movies. Students are expected to observe all regular school rules at these functions. Misconduct, undisciplined behavior, or discourtesy to supervisors will lead to dismissal from the activity. Possession or consumption of alcohol or drug-related substances will result in suspension from school.

**Examinations**

Due to the new block schedule this year, there will be no formal testing schedule. Teachers may administer their tests on a day their class meets. If a student has been assigned three tests on a given day, they are to work it out with the teacher. If no resolution is reached, the administration will assist in reassigning one of the tests to a different date.

Quizzes may be administered at any time to evaluate a single day's assignment.

Tests will not be given on major religious holidays including those not formally recognized on the district calendar.

**Study Hall/Free Periods**

Students in grades 7-8 are required to attend study hall in accordance with their schedule. Permission to use the library during this time can be given at the discretion of the study hall supervisor. Students in study hall must come prepared with all necessary materials. Students wishing to see a teacher other than their study hall teacher must have previously obtained a pass from that teacher.

Students in grades 9-12 do not attend study halls during free periods. Students who are free may use the available public spaces on campus to study and meet with other students. Areas such as the front of the administration building and parking lots are off-limits to all students during free periods.

## Grade Reporting

Four formal reports, using letter grades, are mailed home during the school year.

A+	99-100	C-	70-71
A	92-98	D+	68-69
A-	90-91	D	62-67
B+	88-89	D-	60-61
B	82-87	F	Below 60
B-	80-81	S	Satisfactory
C+	78-79	U	Unsatisfactory
C	72-77		

Progress reports will be sent home midway between regular quarters to inform parents about each student's academic standing and level of engagement.

## Homework

Assignments should not require more than 30 minutes for the majority of students in grades 7-8; not more than 45 minutes of study for the majority of students in grades 9-12.

Homework will not be assigned on the day prior to a religious holiday including those not formally captured on the district calendar.

## Articles Prohibited in School

Fireworks of any kind are not permitted on school property at any time. Any student caught selling, buying, or detonating these devices will be disciplined in school and prosecuted, as appropriate, by the Greenburgh police.

Other items that are hazardous to the safety of others or interfere in any way with school procedures, such as pocket knives and other weapons, are strictly prohibited.

## Cell Phones and Other Electronic Devices

Use of cell phones and other electronic devices is prohibited during class unless sanctioned by the classroom teacher (including speaking, texting, taking photos or videos, playing games, or using accessories, including built-in calculators). While in class, all cell phones and electronic devices must be off and placed in students' bags, unless students have been expressly told to use their phone by their teacher. Teachers may confiscate the phone or electronic device either for the remainder of the period or for the entire day. The teacher will inform the students about where they can retrieve their phones or electronic devices. Students may use their cell phones during free periods and during the passing time in between class periods.

No person present on School District premises shall make, publish, or distribute any photograph, video recording or audio recording (collectively, "Recordings") capturing the image or voice of any other person on School District premises (a "Recording Subject") without the express prior permission of the Recording Subject.

## Use of Tobacco and/or Vaping Products

Use of tobacco products, such as cigarettes, e-cigarettes, vape pens, and smokeless tobacco, is not permitted anywhere on campus. Possession and/or use of these products is strictly prohibited.

## Drugs and Alcohol

Illicit drugs and alcohol are deterrents to the goal of Edgemont to provide students with a healthy environment for learning and constitute a threat to a person's physical and emotional well-being.

*The Edgemont Board of Education policy regarding drugs, alcohol, and illegal chemical substances states:*

1. That in all cases it shall be our policy to uphold the law, and school personnel shall educate Edgemont students, staff, and parents regarding the law.
2. That school personnel shall educate Edgemont students, staff, and parents regarding the uses and hazards of drugs and alcohol. The major purpose of this instruction shall be to assist in the prevention of self-destructive behavior.
3. That the sale, possession, or use of alcohol and/or illegal drugs on school grounds or at any school activity is forbidden.
4. That any Edgemont student, staff member, or visitor found to be in the possession of illegal drugs and/or alcohol or under the influence of such substances be subject to the disciplinary procedures of the school as published in the [Code of Conduct](#). A report will be made to all appropriate authorities. Parents will be notified when applicable.
5. That any Edgemont student who is substance-involved will have counseling help made available to him/her.

### **Vandalism/Theft**

As a precaution, all students are asked to keep personal belongings locked in their book or gym locker. As a matter of policy, all malicious acts will be reported to the Greenburgh Police, and, where appropriate, prosecution will be supported by school authorities, as well as suspension from school.

All students and other community members are requested to leave school property by dusk unless an authorized activity is being conducted by the school after that time. Violators of this ordinance will be subject to punishment under the municipal penal code.

### **Lost and Found**

The lost and found is located outside the Main Office in the front of the administration building. Students who find lost articles are asked to bring them to the Main Office. Items that are not claimed within a reasonable period of time will be donated to charity.

### **Language Guidelines and Student Dress Code**

All students are expected to adhere to the code of conduct. Students have the right to follow personal standards of dress and grooming. A student's constitutional right to freedom of expression will not extend to libelous, slanderous, vulgar, lewd, indecent, obscene, or hateful words, symbols, or images which by their very use cause harm, hurt, anxiety, isolation, and/or incite others to commit acts of violence as defined above.

Teachers and all other district staff should exemplify and reinforce acceptable student dress and help students develop an understanding of appropriate appearance in the school setting:

- Comply with any mandated protocols in accordance with State and Federal guidelines.
- Ensure that underwear is completely covered with outer clothing.
- Not promote and/or endorse the use of alcohol, tobacco, or illegal drugs and/or encourage other illegal or violent activities.

### **Lost Books**

When a student loses a book, they must check with their teacher to learn the price of the book. When a payment is made by check to the Main Office, they will receive a receipt to present to their teacher, at which time the teacher will issue another book to the student. Checks are to be made out to the "*Edgemont UFSD*".

If the student finds their book, the student may present the receipt to the Main Office with a confirming note from the teacher, and the student will be reimbursed. Students reported to have missing texts at the end of the year will have their student and parent portal accounts disabled until the books are paid for or returned.

### **Physical Education Program**

All students are required to take physical education during each semester they are enrolled in school. Physical education is scheduled as all other courses that meet three times across the new eight-day cycle. Students must be dressed appropriately (sneakers, shorts, and t-shirt or sweatshirt) to participate in class.

Students will be graded in physical education according to the following method:

**Excellent** indicates that the student has never come unprepared for class, has attended all classes, and has participated in all activities.

**Pass** indicates that the student has attended class satisfactorily and has participated in all activities.

**Fail** indicates that the student has not attended class satisfactorily and has not satisfactorily participated in all activities.

Since 16 quarters of physical education are required for graduation, each failure must be made up by taking an additional quarter of physical education either at Edgemont or at an accredited summer school. Prior approval by the student's counselor is required for summer school participation.

Students are reminded that they are subject to the same penalties for unexcused absences from PE as from all other academic classes.

Medical reasons do not excuse a student from participation in physical education in all situations. A student having a short-term medical excuse (one or two class periods) is required to bring a note signed by their physician. The student will be required either to attend and observe a class or to make up the class. A student having a long-term medical excuse (five or more class periods) must have a doctor's note on file in the Health Office. The student is expected to either observe class or report to the LGI during class to complete an alternate assignment.

## **Cafeteria**

The school cafeteria and auxiliary cafeteria in the San Marco Gym is open throughout the school day for breakfast, lunch, and snacks. The cafeteria opens at 8:00 a.m. Breakfast is served before 11:25 a.m. Lunch service begins at 11:25 a.m. and ends at 1:07 p.m. Students can purchase items using our cafeteria's web-based payment system called [PaySchools](#) . Cash is accepted and will be deposited towards the student's account. You can deposit money into your [PaySchools](#) account using a credit card or check. Students will need to show their ID to the cashier or enter their student ID number when paying. Our [lunch menu](#) is available on the school website.

Students may eat food in the cafeteria, on the patio, or the satellite cafe in the San Marco Gym and on the lawns when the weather permits. Food should not be brought into the hallways or into the classrooms unless permitted by the teacher. All students are NOT permitted to order food delivery for lunch from outside vendors. All students must practice good stewardship in the cafeteria. This includes cleaning up one's eating area and disposing of all excess food items and garbage.

The directions of cafeteria workers, aides, and teachers must be followed at all times. Students are not permitted in the breezeway, in the front corridor of the Administration Building, and may not enter another building for any reason during their lunch period. Students may participate in the intramural program in the gym, remain in the cafeteria, or go out on the patio.

## **Working Papers**

According to New York State Law, any minor between the ages of 14-17 must have working papers in order to secure employment. To obtain working papers, a student must apply in person at the Counseling Office.

## **Driving and Parking Regulations**

Seniors are permitted to park in student areas **only**, provided a signed Student Parking Request Form available at the Main Office. Students may not block the cement walk from the parking lot to the breezeway or any exit from the gym. Parking is not permitted in front of the garage or other doorways. Students may not park in the fire lane, delivery lane, or area adjacent to the cafeteria.

All cars parked in student parking must be registered in the Main Office and must have a parking permit clearly displayed in the front window at all times.

Students shall drive in a safe manner that does not endanger life or property. Excessive noise and spinning of wheels caused by hard acceleration are not permitted.

The speed limit on school property is 15 miles per hour at all times. Driving regulations relating to speed and safety apply also during non-school hours.

Should any student park in an inappropriate area or be unregistered, they will be subject to disciplinary measures, towing at the owner's expense, and/or suspension of driving privileges.

## **Locks and Lockers**

Every student in grades 7 through 11 will be assigned a locker which must be secured by an authorized lock. Students must use the locker assigned and secure their personal items with a lock at all times. Students in grade 12 who would like a locker should go to the Main Office to request one. One will be assigned to them at that time.

If a problem arises with a lock or locker, students should notify the Main Office. **No student may change a locker without permission from the Main Office.**

Students are responsible for the care and cleanliness of their lockers. For the security of the contents, students are advised not to share their combination with other students.

The administration may cut a lock from a student's locker if the student's possessions are not in the assigned locker or if the student requests that the lock be cut off because it won't open.

**Visitors**

Any student wishing to have a visitor on campus must complete a [visitor form](#) and receive the signature of an administrator **24 hours prior to the date of the visit**. It should be noted that the request should be in writing from a parent. The filing of a request in no way assures approval from the administration. Requests for visitors may not be made during the week prior to and during the week directly after a school vacation or during exams. All visitors must comply with district policies, the code of conduct, and safety regulations.

**Important Phone Numbers**

Main Office.....725-1500  
Counseling Office....725-1545  
Attendance.....725-1543  
Nurse.....725-6175

*The Edgemont School District does not discriminate in any of its policies or practices on the basis of race, creed, color, or national origin.*