

# **Jr./Sr. High School Student Handbook**

## **2024-2025**



**We are committed to providing a safe environment where ALL students are nurtured to actively acquire the skills and knowledge necessary to reach their full potential.**

Please sign and return the last page of this handbook by September 24.

**BOE Approved 8/12/24**

## **Fort Edward UFSD Introduction**

Dear Fort Edward Parents/Guardians:

This student handbook has been designed to be a reference tool which explains school policies in regard to student conduct, and outlines, in a detailed fashion, the various consequences possible for violations of the school policies. It is most important that each student read the entire handbook carefully so that all rules are fully understood. It is the responsibility of each student to both know exactly what behavior is expected of them, and understand the consequences that accompany poor choices.

The policies and rules are stated in logical and sequential written form. It is the belief of the administration that the fairest treatment of students occurs when they are given what is expected of them in writing rather than being told what they may and may not do. It is our hope that the students view this handbook as a positive reference book which details behavioral expectations.

It is our intention to assist in providing your child with a quality education in a learning environment that is safe and orderly. In order to do this effectively, we need your support, cooperation and understanding during the academic year.

Please take a few moments to review the information on the following pages which are intended to summarize the District's efforts to comply with State regulations designed to combat school violence known as "Project SAVE" (Safe Schools Against Violence in Education) as well as the Dignity for All Students Act (DASA).

After you have reviewed the handbook with your student(s), please discuss your expectations with them. The staff and administration can achieve a positive educational environment only with the cooperation of the students and their parents or guardians.

Thank you for your assistance in helping your child(ren) have a successful year at Fort Edward.

Sincerely,

Erin Russo

PK-12 Principal

## TABLE OF CONTENTS

Public Notifications	4
Important Dates	6
Student Attendance Policy	6
Classroom & Hallway Courtesies, Library, Study Hall	12
Lockers, Desks	13
Internet/Computer Use, Restrooms	14
Cafeteria Expectations, Drinks, Food	14
Dress Code	16
Guidance, Progress Reports, Report Cards, Honor Rolls	17
Physical Education	19
Athletic Event Rules	20
School Dance Procedures	21
Discipline Procedures	21
Student Use of Electronic and Communication Devices	22
Police Involvement in School	22
Child Protective Services (CPS) Involvement in School, School Visitors	23
Student Conduct	23
Behavior/Conduct and Resulting Consequences Charts	24
Reference to School Services	27
Internet and Electronic Use Agreement	28
Extracurricular Activity and Interscholastic Athletic Guide	30
Parent Signature Page	39

## **Public Notice on Inspecting Student Records**

Parents and eligible students have the following rights under the Family Educational Rights and Privacy Act: (FERPA):

1. The right to inspect and review the student's educational records.
2. The right to exercise a limited control over other people's access to the student's educational record.
3. The right to seek to correct the student's educational records in a hearing if necessary.
4. The right to report violations of FERPA rights.
5. The right to be informed about FERPA rights.

All rights and protections given to parents under FERPA and this policy transfer to the student when the student reaches age 18 or enrolls in a post-secondary school.

The student then becomes an eligible student.

## **Public Notice of Non-Discrimination in Curricular and Extracurricular Activities**

No student shall be denied membership or participation, on the basis of actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender or sex in any program or activity which is included in a school program of curricular or extracurricular activities, provided that:

1. In the case of students with disabilities, such activity shall be appropriate to a student's special educational needs as identified by the Committee on Special Education.
2. Male and female participation in extracurricular and athletic activities shall be in accordance with the provisions set forth by law.

## **Public Notice of Use of Video Surveillance**

For the security and safety of our students, staff and visitors, this facility employs camera surveillance equipment for security purposes on school grounds and in school buses.

This equipment may or may not be monitored at any time.

## **Public Notice of Release of Directory Information**

The Fort Edward Union Free School District has determined that, on occasion, it will release certain directory information regarding its students. Federal Law now requires school districts to release certain directory information, pertaining to each student who is 17 years of age or older or in the eleventh grade or higher and who is enrolled in a secondary school, to the armed forces for military recruiting purposes.

The following student information has been designated by the Fort Edward Union Free School District as "directory information": **A student's name, address and phone number.**

Any parent, legal guardian, or student aged 18 or older who does not want any or all of such directory information publicly released or released to the armed forces for military recruiting purposes, must notify the Fort Edward Union Free School District Guidance Office, in writing, of his/her refusal to permit the release of directory information within thirty (30) days of the publication of this notice.

### **Public Notice on Searches by Law Enforcement Canines**

For the security and safety of our students, staff and visitors, this facility allows searches by law enforcement canines. School staff will cooperate fully with law enforcement officials as long as the criteria in the Code of Conduct are met.

### **Public Notice on Sexual Harassment**

Sexual harassment is a violation of law and stands in direct opposition to District policy. Therefore, the District prohibits all forms of sexual harassment. Sexual harassment is defined as unwelcome sexual advances, request for sexual favors and other verbal or physical conduct of a sexual nature.

Any student who believes that he/she has been subjected to sexual harassment shall report all incidents of such conduct to the Title IX compliance officer or his/her designee (or any administrator) through informal and/or formal complaint procedures developed by the school. All such reports will be held in strictest confidence.

### **Public Notification of Dignity Act Coordinator(s)**

Mrs. Joanna Scotch, Fort Edward UFSD Dignity Act Coordinator - (518) 747-4529 x3123

Mrs. Deb Lebaron, Fort Edward UFSD Dignity Act Coordinator - (518) 747-4529 x3116

Mrs. Erin Russo, District Dignity Act Coordinator - (518) 747-4529 x3102

## Fort Edward School Important Dates

**Open House PK-12:** Thursday, September 26<sup>th</sup> 6:00-7:30pm

### **Student Progress Report and Report Card Dates:**

Marking Period	Start Date	End Date
Interim 1	9/6/24	10/4/24
Interim 2	11/12/24	12/13/25
Interim 3	1/27/24	3/7/25
Interim 4	4/14/24	5/23/25

Marking Period	Start Date	End Date
Quarter 1	9/6/24	11/8/24
Quarter 2	11/12/24	1/24/25
Quarter 3	1/27/25	4/11/25
Quarter 4	4/14/25	6/26/25

**Picture Day:** October 29<sup>th</sup> Adirondack School Photography  
Retakes on December 9th

### **Attendance Information**

The school day begins at 8:00 a.m. and ends at 2:32 p.m. Students are expected to report to their first period class before the 8:05 a.m. bell.

### **Comprehensive Student Attendance Policy – Updated June 2020**

#### **Statement of Overall Objectives**

School attendance is both a right and a responsibility. The School District is an active partner with students and parents in the task of ensuring that all students meet or exceed the New York State Learning Standards. Because the School District recognizes that consistent school attendance, academic success and school completion have a positive correlation, the School District has developed, and, if necessary, will revise a Comprehensive Student Attendance Policy to meet the following objectives:

- a) To increase school completion for all students;
- b) To raise student achievement and close gaps in student performance;
- c) To identify attendance patterns in order to design attendance improvement efforts;
- d) To know the whereabouts of every student for safety and other reasons;
- e) To verify that individual students are complying with education laws relating to compulsory attendance;
- f) To determine the District's average daily attendance for State aid purposes.

## Description of Strategies to Meet Objectives

The School District will:

- a) Create and maintain a positive school building culture by fostering a positive physical and psychological environment where the presence of strong adult role models encourages respectful and nurturing interactions between adults and students. This positive school culture is aimed at encouraging a high level of student bonding to the school, which in turn should lead to increased attendance.
- b) Develop a Comprehensive Student Attendance Policy based upon the recommendations of a multifaceted District Policy Development Team that includes representation from the Board of Education, administrators, teachers, students, parents and the community. The District will hold at least one public hearing prior to the adoption of this collaboratively developed Comprehensive Student Attendance Policy.
- c) Maintain accurate record keeping via a Register of Attendance to record attendance, absence, tardiness or early departure of each student.
- d) Utilize data analysis systems for tracking individual student attendance and individual and group trends in student attendance problems.
- e) Develop early intervention strategies to improve school attendance for all students.

## Determination of Excused and Unexcused Absences, Tardiness and Early Departures

Based upon our District's education and community needs, values and priorities, the School District has determined that absences, tardiness and early departures will be considered excused or unexcused according to the following standards.

- a) **Excused:** An absence, tardiness or early departure may be excused if due to personal illness, illness or death in the family, impassable roads due to inclement weather, religious observance, quarantine, required court appearances, attendance at health clinics, approved college visits, approved cooperative work programs, military obligations or other such reasons as may be approved by the Board of Education's designee.
- b) **Unexcused:** An absence, tardiness or early departure is considered unexcused if the reason for the lack of attendance does not fall into the above categories (e.g., family vacation, hunting, babysitting, haircut, obtaining learner's permit, road test, oversleeping).

A written excuse, signed by a parent/person in parental relation should be presented by the student when returning to school following each absence.

## Student Attendance Recordkeeping/Data Collection

The record of each student's presence, absence, tardiness and early departure shall be kept in a register of attendance in a manner consistent with Commissioner's Regulations. An absence, tardiness or early departure will be entered as "excused" or "unexcused" along with the District code for the reason.

*Attendance shall be taken and recorded in accordance with the following:*

- a) For students in non-departmentalized kindergarten through grade eight (i.e., self-contained classrooms and supervised group movement to other scheduled school activities such as physical education in the gym, assembly, etc.), such student's presence or absence shall be recorded after the taking of attendance once per school day, provided that students are not dismissed from school grounds during a lunch period. Where students are dismissed for lunch, their presence or absence shall also be recorded after the taking of attendance a second time

upon the student's return from lunch. For purposes of APPR and Teacher-Student Data Linkages (TSDL), classroom attendance for all students K through 12 must be recorded on a subject by subject basis for Teacher of Record Determinations.

- b) For students in grades 9 through 12 or in departmentalized schools at any grade level (i.e., students pass individually to different classes throughout the day), each student's presence or absence shall be recorded after the taking of attendance in each period of scheduled instruction.
- c) Any absence for a school day or portion thereof shall be recorded as excused or unexcused in accordance with the standards articulated in this policy.
- d) In the event that a student at any instructional level from grades K through 12 arrives late for or departs early from scheduled instruction, such tardiness or early departure shall be recorded as excused or unexcused in accordance with the standards articulated in this policy.

A record shall be kept of each scheduled day of instruction during which the school is closed for all or part of the day because of extraordinary circumstances including adverse weather conditions, impairment of heating facilities, insufficiency of water supply, shortage of fuel, destruction of or damage to a school building, or such other cause as may be found satisfactory to the Commissioner of Education.

Attendance records shall also indicate the date when a student withdraws from enrollment or is dropped from enrollment in accordance with Education Law Section 3202(1-a).

At the conclusion of each class period or school day, all attendance information shall be compiled and provided to the designated school personnel who are responsible for attendance. The nature of the absence, tardiness or early departure shall be coded on a student's record in accordance with the established District/building procedures.

### **Student Attendance/Course Credit**

The District believes that classroom participation is related to and affects a student's performance and grasp of the subject matter and, as such, is properly reflected in a student's final grade. For purposes of this policy, classroom participation means that a student is in class and prepared to work.

Consequently, for each marking period a certain percentage of a student's final grade will be based on classroom participation as well as the student's performance on homework, tests, papers, projects, etc. as determined by the building administrator and/or classroom teacher.

Students are expected to attend all scheduled classes. Consistent with the importance of classroom participation, unexcused student absences, tardiness, and early departures will affect a student's grade, including credit for classroom participation, for the marking period.

At the middle school/senior high school level, any student with more than 18 absences in a full year course may not receive credit for the course. However, it is District policy that students with properly excused absences, tardiness and early departures for which the student has performed any assigned make-up work, assignments and/or tests shall not be counted as an absence for the purpose of determining the student's eligibility for course credit. District procedures will specify how student tardiness and early departures will be calculated and factored into the District's minimum attendance standard.

However, where a student earns a passing grade, credit will not be denied for the course(s).

For summer school and courses meeting 1/2 year or 1/4 year, the same policy will apply and a calculation of the absences will be prorated accordingly.

Transfer students and students re-enrolling after having dropped out will be expected to attend a prorated minimum number of the scheduled class meetings during their time of enrollment.

Students will be considered in attendance if the student is:



- a) Physically present in the classroom or working under the direction of the classroom teacher during the class scheduled meeting time; or
- b) Working pursuant to an approved independent study program; or
- c) Receiving approved alternative instruction.

Students who are absent from class due to their participation in a school sponsored activity are to arrange with their teachers to make up any work missed in a timely manner as determined by the student's teacher. Attendance at school-sponsored events where instruction is substantially equivalent to the instruction which was missed shall be counted as the equivalent of regular attendance in class.

Upon returning to school following a properly excused absence, tardiness or early departure, it shall be the responsibility of the student to consult with his/her teacher(s) regarding arrangements to make up missed work, assignments and/or tests in accordance with the time schedule specified by the teacher.

**Notice of Minimum Attendance Standard/Intervention Strategies Prior to the Denial of Course Credit**

In order to ensure that parents/persons in parental relation and students are informed of the District's policy regarding minimum attendance and course credit, and the implementation of specific intervention strategies to be employed **prior to the denial of course credit to the student for insufficient attendance**, the following guidelines shall be followed:

Copies of the District's Comprehensive Student Attendance Policy will be available to parents/persons in parental relation and provided to students at the beginning of each school year or at the time of enrollment in the District.

- a) Copies of the attendance policy will also be included in the Student Handbook and on the District website.
- b) At periodic intervals, a designated staff member(s) will notify, by telephone, the parent/person in parental relation of the student's absence, tardiness, or early departure and explain the relationship of the student's attendance to his/her ability to receive course credit. If the parent/person in parental relation cannot be reached by telephone, a letter shall be sent detailing this information.
- c) A designated staff member will review the District's Attendance Policy with students who have excessive and/or unexcused absences, tardiness or early departures. Further, appropriate student support services/personnel within the District, as well as the possible collaboration/referral to community support services and agencies, will be implemented prior to the denial of course credit for insufficient attendance by the student.

**Notice of Students who are Absent, Tardy or Depart Early without Proper Excuse**

A designated staff member shall notify by telephone the parent/person in parental relation to a student who is absent, tardy or departs early without proper excuse. The staff member shall explain the District's Comprehensive Student Attendance Policy, the District's/building level intervention procedures, and, if appropriate, the relationship between student attendance and course credit. If the parent/person in parental relation cannot be reached by telephone, the staff member will provide such notification by mail. Further, the District's Attendance Policy will be mailed to the parent/person in parental relation to promote awareness and help ensure compliance with the policy.

If deemed necessary by appropriate school officials, or if requested by the parent/person in parental relation, a school conference shall be scheduled between the parent/person in parental relation and appropriate staff members in order to address the student's attendance. The student may also be requested to attend this conference in order to address appropriate intervention strategies that best meet the needs of the student.

## **Disciplinary Consequences**

Unexcused absences, tardiness and early departures will result in disciplinary sanctions as described in the District's *Code of Conduct*. Consequences may include, but are not limited to, in-school suspension, detention and denial of participation in interscholastic and extracurricular activities. Parents/persons in parental relation will be notified by designated District personnel at periodic intervals to discuss their child's absences, tardiness or early departures and the importance of class attendance and appropriate interventions. Individual buildings/grade levels will address procedures to implement the notification process to the parent/person in parental relation.

## **Intervention Strategy Process**

In order to effectively intervene when an identified pattern of unexcused absences, tardiness or early departures occur, designated District personnel will pursue the following:

- a) Identify specific element(s) of the pattern (e.g., grade level, building, time frame, type of unexcused absences, tardiness or early departures);
- b) Contact the District staff most closely associated with the element. In specific cases where the pattern involves an individual student, the student and parent/person in parental relation will be contacted;
- c) Discuss strategies to directly intervene with specific element;
- d) Recommend intervention to Superintendent or his/her designee if it relates to change in District policy or procedure;
- e) Implement changes, as approved by appropriate administration;
- f) Utilize appropriate District and/or community resources to address and help remediate student unexcused absences, tardiness or early departures;
- g) Monitor and report short and long term effects of intervention.

## **Appeal Process**

A parent/person in parental relation may request a building level review of their child's attendance record.

### **Building Review of Attendance Records**

The Building Principals will work in conjunction with the building attendance clerk and other designated staff in reviewing attendance records at the end of each term. This review is conducted to identify individual and group attendance patterns and to initiate appropriate action to address the problem of unexcused absences, tardiness and early departures.

### **Annual Review by the Board of Education**

The Board of Education shall annually review the building level student attendance records and if such records show a decline in student attendance, the Board shall make any revisions to the Policy and plan deemed necessary to improve student attendance.

## **Community Awareness**

The Board of Education shall promote necessary community awareness of the District's Comprehensive Student Attendance Policy by:

- a) Providing a plain language summary of the policy to parents or persons in parental relation to students at the beginning of each school year and promoting the understanding of such a policy to students and their parents/persons in parental relation;

- b) Providing each teacher, at the beginning of the school year or upon employment, with a copy of the policy; and
- c) Providing copies of the policy to any other member of the community upon request.

Education Law Sections 3024, 3025, 3202, 3205, 3206, 3210, 3211 and 3213

8 NYCRR Sections 104.1, 109.2 and 175.6

## **Classroom & Hallway Courtesies**

Speaking out or expressing disapproval when another person is talking is rude and unfair. Bring proper equipment to class: books, assignment book, homework, paper, pen and notebooks. Class will be dismissed by the teacher. Do not be discourteous by getting up before you are dismissed. Students should knock before entering a class – wait to be recognized by the teacher before making a request.

You are expected to be in your classroom within a reasonable length of time. Put downs and use of foul language in classrooms and hallways is not acceptable. Public display of affection is not appropriate.

## **Library**

The library serves the school by providing resource material and recreational literature. Because the library serves many people, all materials should be handled with care. A quiet atmosphere must be maintained to respect the rights of others. The use of the library is your privilege as a student as long as you exercise common sense. It is a room for reading, research and for serious browsing. A signed pass is required to enter the library.

## **Study Halls and Hall Passes**

The purpose of study hall is to provide an atmosphere suitable for studying. Permission to talk and work together must be obtained from the monitor. If you want to leave study hall to work in another teacher's room, you should present a pass from the teacher requesting you to report to his/her room to the study hall monitor. Students are to have all study materials with them when they arrive.

Passes to the library may be granted by the study hall monitor. Passes must be signed and returned when the student returns to study hall. **Students Who Are Ineligible May Not Leave Study Halls Without Special Permission From The Principal.** Students are not permitted in the halls during class periods unless they are accompanied by a teacher or have a hall pass from a staff member. Students are responsible for obtaining the written pass. **Verbal Permission Is Not Acceptable.**

## **Expectations of All Students While in Study Hall**

- Students must be on time for the study hall to be eligible for any privileges tardiness will result in after school detentions.
- Passes to other locations must be obtained before the study hall begins and presented after attendance is taken. Passes will not be honored if students are not present for attendance.
  - Passes are issued on a daily basis; there is no such thing as a permanent pass from any assigned location.
- Students are expected to come to the study hall with something they have chosen to read, or study, and necessary school supplies to complete school work. Failure to do so could result in an assignment being made by the Study Hall Monitor or Principal.
- Students who must work together on a project should provide a note from the teacher assigning the group work. These students should not disrupt the study hall atmosphere.
- Requests to leave the study hall for personal situations such as bathroom and lockers can be granted at the discretion of the Study Hall Monitor. Two students, one male and one female, will be

allowed out of the room at a time.

- All study halls are to be considered silent at all times.
- Students may not sleep, eat, drink, play games, play cards or listen to music in the study hall.
- The use of cell phones will NOT BE PERMITTED during study halls

### **Building Hours**

The building is open in the morning by 7:30 a.m. Any student remaining in the building after 2:45 p.m. must be directly supervised by a faculty or staff member.

Custodians will not assume this responsibility and will ask you to leave the building.

### **Care Of School Property**

Students are responsible for the proper care of all school issued electronic devices, electronic accessories, clothing, uniforms, books, supplies, and furniture supplied by the school. Students, who do not return school property, disfigure property, break windows or do other damage to school property or equipment, including school buses will be required to pay for the damage done or replace the item. Students damaging school property may also face disciplinary consequences.

### **Lockers**

Remember that your locker is school property. You are responsible for its security. Do not give your combination to anyone. Do not permit unassigned students to use your locker. Lock your locker every time you use it, and do not set your combination as this invites theft. You are responsible and considered the owner of the contents of your locker. Do not use magic marker, paint, etc. on the inside or outside of your locker, nor place any posters on the inside that cannot be removed easily. Avoid self-adhesive stickers, etc. Place nothing on the outside of your locker. You will be responsible for cleaning and removing all marks, posters, etc. before school closes. Do not abuse your locker privileges; keep your locker clean.

\*The school has the right to search a school locker without prior notification\*

### **Desks**

You will be assigned a desk in each room where you have a class and will be responsible for its condition. If when you enter the room you find the desk marked or damaged, report it immediately to your teacher. You will be required to remove any marks you make on any of your desks. If the damage is extensive, you may be required to refinish the desk or to pay for the refinishing or replacement of the desk.

### **Books**

You are responsible for the condition of school issued books. Do not write on or in them unless directed to do so by your teacher. You may write your name, year used, etc. in the proper place on the inside of the front cover so that it will be easier to identify the owner if the book is lost. You should put a cover on your book. Some covers will be provided by your teacher. You must pay for lost or damaged books.

## **Internet/Computer Use**

All Fort Edward students are encouraged to make use of available computer technology for school projects, school research, etc. Each student and his/her parent will need to sign the signature page at the back of this book prior to any internet access or electronic privileges are granted by the District. The Student Internet/Electronic Use Agreement can be found in its entirety near the back of this hand book.

## **Student Possessions**

Students are required to secure items such as backpacks, briefcases, drawstring backpacks, purses, lunchboxes, pocketbooks, musical instruments, etc. in their lockers and may not be carried during the school day. The school will not be held responsible for recovering or replacing any stolen articles. In the case that a student's personal item such as a cellphone, iPod, or other item is thought to have been used to violate the school's code of conduct, the administration reserves the right to search those items to investigate the incident. Students with specific medical or personal reasons requiring a backpack or other item not normally allowed should see the principal.

## **Restrooms**

You may use the restrooms before, during and after school. Do not loiter, write on the walls or damage the facilities in any way. If you find that the restroom has been damaged or defaced exit immediately and report the issue directly to the office. Students should use the restroom closest to the classroom they are assigned to.

## **Illness Or Injury During School**

A student who is too ill to remain in class is to report to the nurse. If necessary, nursing office personnel will call the parents of the student who is too ill to remain in school. If a student is injured during school, they must report the incident to the nurse. Students who are excused through the nurse are not eligible for extracurricular activities until they have been cleared by a doctor, or have attended classes the next school day.

Attention: any and all medications including over the counter, such as aspirin must be given to the nurse and may only be administered by the nurse with a prescription.

## **Cafeteria Expectations**

The cafeteria is provided so that breakfast and lunchtime can be handled in both a pleasant and orderly manner. A balanced breakfast and lunch, good health and safety practices, and acceptable table manners are necessary for promoting an enjoyable break in your school day.

Students should be mindful of any mess that they might make during breakfast and lunch and should ensure that all garbage is placed in one of the trash receptacles located in the lunchroom.

Additionally, it is expected that students will adhere to all language and behavioral expectations while in the lunchroom. Violations of any of the above will result in disciplinary sanctions as described in the District's *Code of Conduct*.

## **School Bus Expectations**

Transportation is provided to and from school, and many school sponsored events in order to ensure access to the academic and extracurricular programs. Proper behavior on school buses is necessary to maintain a safe and orderly environment. Students are expected to follow the reasonable requests of the driver and other school staff members while on school buses. Students are encouraged to report any inappropriate behavior occurring on a school bus directly to the driver and then to the building principal.

## **Drinks**

A well hydrated brain is proven to develop increased brain functioning and capacity. Students are allowed to carry a bottle of water with them throughout the day to help promote healthy living and brain development. Students may have beverages in a closed top container. Glass bottles and cans are prohibited. Individual teachers may prohibit beverages in their classrooms.

## **Food**

Food can be consumed in the cafeteria, on the mezzanine and in homeroom. Snacks are allowed in classrooms at the teacher's discretion.

## **Fire Drills**

Students must follow the directions of the staff member they are assigned to during these situations. Periodic fire drills are required by state law. Diagrams are posted in each room giving evacuation procedures to follow in an emergency. Please observe the following points during a fire drill: (1) Lights out. (2) Windows closed and doors closed and locked. (3) Walk rapidly. (4) Take personal valuables with you. Books should be left in the room. The use of cellphones and electronic devices during fire drills is prohibited.

## **Lockdown/Shelter In Place**

Students must follow the directions of the staff member they are assigned to during these situations. If you are locked out of all classrooms and secure areas, leave the building and go to the nearest safe area, on the school campus, such as the bus garage. Provide emergency responders with as much information as possible. The Use Of Cellphones And Electronic Devices During Lockdown/Shelter In Place Is Prohibited.

## **Assemblies**

At all times the students' behavior should be refined and courteous. An indication of the cultural level of a school is the conduct of its student body at an assembly. Whether guests are present or not, each student is personally responsible for the impression made by the school as a whole. Unacceptable conduct includes, but is not limited to, whistling, uncalled-for-clapping, boisterousness and talking during a program.

## **Student Dress Code**

Fort Edward Middle and High School students have always displayed common sense and good taste in the matter of dress. Occasionally, however, the question arises as to what is and what is not appropriate to wear to school. The New York State Commissioner of Education has established the following guidelines:

- Decency (no revealing attire)
- Health (no dirty clothing)
- Safety (footwear)
- Clothing which is disruptive or interferes with the educational process will not be permitted to be worn by students in school or on school premises (profanity, offensive messages, promotion of drugs, alcohol, tobacco).
- Students must wear footwear, pants, shorts, or skirts that adequately cover private areas, as well as a shirt/dress that covers the stomach/torso. No exposed underclothing, and no plunging necklines.
- The width of a student's shoulder strap must be a minimum of a 2" wide.
- Certain insignias designated or inferred as inappropriate or obscene or in bad taste will not be permitted.
- Hats, hoods, or other headgear (visors, scarves, bandanas) will not be permitted during the school day and are to be removed upon entering homeroom.
- No coats or jackets will be worn in the building during the school day.
- No sunglasses will be permitted unless prescribed by a physician.
- No jewelry with sharp edges, heavy ornamental chains or dog collars will be permitted in school.
- No face paint (other than standard makeup) except during school-sanctioned events, such as Spirit Week.
- No capes, flags worn as capes, or any other costumes except during school-sanctioned events, such as Spirit Week.

Students who violate the student dress code shall be required to modify their appearance by covering or removing the offending item, and if necessary or practical replacing it with an acceptable item. Any student who refuses to do so shall be subject to discipline, up to and including in-school suspension for the day. Any student who repeatedly fails to comply with the dress code shall be subject to further discipline, up to and including out of school suspension.

Remember this about dress and appearance:  
How you look affects how you feel and behave  
How you look affects how others feel and behave  
Use common sense



## **Guidance**

Guidance services are available for every student in the school. These services include assistance with educational planning, interpretation of test scores, occupational information, career information, study help, home, school and/or social concerns, or any question the student may feel he/she would like to discuss with his/her counselor. Students wishing to visit the counselor should contact the secretary in the Guidance Office for an appointment. Students should make all schedule changes before or during the first week of school. After two weeks of school, a student will not be permitted to enter a new class without teacher consent, or drop a class without a parent-teacher meeting. Classes dropped after 2 weeks will be included on the student's transcript.

## **Progress Reports**

Four times during the school year, parents or guardians will receive progress reports on how their son/daughter is doing in their classes. These reports will be mailed home. A calendar of dates is included in the handbook.

## **Report Cards**

Four times during the year, report cards will be issued. These report cards will be mailed home. A calendar of dates is included in this handbook.

## **High Honors, Honor Roll And Special Merit List**

After the issuance of report cards, special lists will be generated identifying students who have received academic distinction. Fort Edward's two lists are as follows:

HIGH HONORS	A student has maintained an overall average for the marking period of 95% - 100%.
HONOR ROLL	A student has maintained an overall average for the marking period of 90% - 94%
HONORABLE MENTION	A student has maintained an overall average for the marking period of 85% - 89%

To be eligible for inclusion on one of the special lists, a student must not have any individual subject grade below 65%.

## **Internships**

Students requesting permission to leave during the school day to participate in an internship must meet the following criteria:

1. The Internship site must be a formal setting and the Internship must address the CTE and/or College and Career Readiness Standards.
2. Internship site and program of study must be approved by administration.

3. Students must take any courses required for graduation at Fort Edward UFSD.
4. The student and/or internship supervisor must provide evaluations to the guidance office during the school year.

### **6-12 Finals**

Each full-year and half-year course shall have a teacher developed and department approved final exam. The exams must be developed in a format that mirrors that of the applicable NYS Regents, or NYS grade 6-8 assessment. Exams for courses that do not have corresponding NYS exams must be developed to include at least multiple choice, short answer and extended response questions. The exams will be 2 class periods in length for grades 6-12. Post-Assessments developed regionally or by BOCES may be longer or shorter as required.

### **Distance Learning & BOCES Programs**

Applications for placement in Distance Learning and/or BOCES programs are typically considered after the successful completion of 9<sup>th</sup> and 10<sup>th</sup> grade requirements. Any other applications for Distance Learning or BOCES placements will be taken under advisement on an individual basis.

Distance Learning and BOCES students must remain in the school building in the assigned area unless they have a specific pass from a staff member in charge of the Distance Learning and BOCES program that has been approved by the principal or guidance counselor. In an effort to establish increased attendance accountability as required by the New York State Education Department, all BOCES students will be required to ride the BOCES bus to and from their program. Student attendance will be taken when the bus departs and returns each day. Students will be removed from Distance Learning and/or BOCES programs if they fail to follow school rules.

### **Physical Education**

Successful completion of physical education is a New York State requirement for graduation. Students who refuse to participate in physical education may be required to make up the class sessions after school. Failure to do so will result in loss of credit for the course.

Alternatives to the regularly scheduled Physical Education classes can be arranged for extenuating circumstances that are beyond the student's control. Some examples are: Participating in a college credit bearing program/course, participation in special programs or a medical necessity. The expectations must meet the necessary criteria described in the appropriate regulations of the Commissioner of Education and be approved by the student's parent, Guidance Counselor and the Principal.

### **Honor Society Membership**

All students are encouraged to earn membership in the National Honor Society. Membership depends on the student's grade level, their overall academic average, the completion of a comprehensive student activity information form, the faculty's assessment of the candidate's individual character traits, leadership skills, and service to the community and the school.

Once a student earns the privilege of membership in NHS, they are expected to continue to demonstrate all of the characteristics that originally qualified them for selection. The failure to maintain the expected standards will result in a process that could lead to the student's removal from the organization.

### **Athletic Event Rules And Regulations**

1. Spectators should keep entrances of the gym free of congestion.
2. Spectators are not permitted to go on the playing court.
3. Refreshments will be sold between games. No food or drinks are allowed in the gymnasium, except those for participating athletes.
4. While the game is in progress, spectators are expected to stay in the gymnasium.
5. If students leave the school building during a home game, they will not be permitted to return.
6. Students absent on the day of the game are not permitted to attend the game.
7. Smoking in the building or on the school grounds is not allowed. We are a "Smoke Free" school district.
8. Students are not allowed upstairs or in the elementary or high school corridors.
9. Students who do not abide by these regulations will be requested to leave.
10. Elementary students are welcome but must be accompanied by a parent or guardian at all times.
11. Fort Edward spectators are expected to display the best example of sportsmanship and courtesy to our opponents, game officials, spectators and cheerleaders.

## **School Dance Procedures**

Fort Edward dances are planned for Fort Edward students. Under special circumstances, a student may bring one guest provided the guest is a student at a local high school or an approved Fort Edward alumnus, and he/she is properly registered at least one week before the dance. Registration forms may be obtained in the high school office.

1. When a student enters the building, that student must remain in the building. If he/she leaves the building, re-entry is not permitted.
2. Loitering near the doors will not be allowed. Students may use the bathrooms in the hallway near the main entrance, but should then return to the gymnasium. No one is allowed upstairs, in locker rooms, or in the elementary wing.
3. The sponsoring class and organization as a group is responsible for seeing that the building is left in proper order at the close of the dance. Chairs, cooler, decorations, etc. should be put away.
4. Dance dates should be scheduled through the Main Office.
5. All dances will be held in one of the two gymnasiums. The Junior Prom may be an exception to this rule.
6. The use of any furniture, equipment or decorative material must be arranged through the office in advance.
7. All school rules are in effect.
8. Junior Prom is only for students in grades 9 through 12, unless stipulated by the Principal.
9. Students absent on the day of the event are not permitted to attend the event unless specific arrangements have been made with the Principal before 12:00 PM on the day preceding the event.
10. When an event is held on a Saturday or Sunday, Students who were not in school on Friday may not participate unless special arrangements have been made with the Principal before 12:00 PM on the day preceding the event.

## **Teacher Detention/10<sup>th</sup> Period**

This area is to address students who repeatedly: (1) do not complete homework and/or (2) are either tardy, excused or absent from school or class. The teacher will assign a student to their supervised 10<sup>th</sup> period from 2:35 to 3:00 PM. The teacher will notify the parent or guardian of the student. If a student does not report for 10<sup>th</sup> period, the student will receive an office detention.

## **Detention**

Detention will be assigned by the principal for various infractions. If the student has a problem, doesn't understand, etc., he/she should make an appointment to see the appropriate staff member. The student should inform his/her guardian of the detention assignment. All school rules apply during after school detention. Failure to attend will lead to additional detentions, in-school suspension, or out of school suspension for repeat behaviors. Students who do not serve their detentions will be excluded from participation in non-classroom events (games, practices, dances, etc.) until the detentions are served.

## **In-School Suspension**

Refusal to accomplish school tasks even though able to do so; insubordination, disorderly, vicious, illegal or immoral conduct, and persistent violation of school regulations are causes for suspension from school. Students who are assigned to the In- School Suspension room should leave their phones and other electronic devices in the main office and then report directly to the ISS room for the day.

Once they are in the In-School Suspension room, they may not leave until the end of the academic day (2:32 PM). Students will go to the cafeteria during the middle school lunch period to get their lunch. They will return to the In-School room to eat it. This will be the only time that students will be allowed to eat in the room. There may be an occasion when a teacher determines that a student's absence from class would cause an insurmountable obstacle to success. When and if that happens, the teacher involved should solicit the permission of the Principal to take the student out of the In-School room for the class period only.

While serving the in-school suspension, students are not eligible for any extracurricular activities until the end of the academic day (2:32 PM) on the last day of their in-school suspension. Students may not eat, sleep, chew gum, or converse with any other students at any time while serving their suspension. Failure to adhere to this rule will result in more time being added to the suspension term. Flagrant violations of this rule will result in an out-of-school suspension.

Disrespect or insubordination towards the in-school suspension monitor or the replacement will result in more disciplinary action up to and including out-of-school suspension. Students who are obviously making every attempt to comply with all the requests made of them while on in-school suspension may be considered for early release.

**Students are not permitted to use personal electronic devices while serving in-school suspension. As part of such, students will be required to turn any cell phones, iPods, or other electronic devices over to office staff upon arrival at school. Any student(s) found in violation of this procedure will be subject to the loss of cell phone privileges for an extended period of time.**

## **Suspension From School**

Suspension from school is a severe penalty, which may be imposed only upon students who are insubordinate, disorderly, violent or disruptive, or whose conduct otherwise endangers the safety, morals, health or welfare of others.

The Board retains its authority to suspend students, but places primary responsibility for the suspension of students with the Superintendent and the Principals. Any staff member may recommend to their respective Principal that a student be suspended. All staff members must immediately report and refer a violent student to the Principal or his/her designee for a violation of the code of conduct. All recommendations and referrals shall be made in writing unless the conditions underlying the recommendation or referral warrant immediate attention. In such cases a written report is to be prepared as soon as possible by the staff member recommending the suspension.

The Superintendent, Principal, or their designee, upon receiving a recommendation or referral for suspension or when processing a case for suspension, shall gather the facts relevant to the matter and record them for subsequent presentation, if necessary.

### **Discipline Of Students With Disabilities**

It may be necessary to suspend, remove or otherwise discipline students with disabilities to address disruptive or problem behavior. The principal will review the IEP, and if necessary, consult with the Chairperson for Special Education prior to enacting any discipline to ensure that the procedures followed for suspending, removing or otherwise disciplining students with disabilities are consistent with the procedural safeguards required by applicable laws and regulations.

### **Student Use Of Electronic Communication Devices**

Students may not use or possess personal electronic devices during the school day, with the exception of their grade specific lunch period. Examples of such devices are cameras, digital cameras, cell phones, iPods, iPads, or any other type of telecommunications or imaging device. If students bring these items they must be turned off and stored in their locked lockers during the day. In the case that a student's personal item such as a cellphone, iPod, or other item is thought to have been used to violate the school's code of conduct, the administration reserves the right to search those items to investigate the incident.

### **Tape Recording On School Property**

There will be no tape recording of parent-teacher-administrator or student conferences, any meetings between a parent or student and teacher or administrators, or classroom and other school activities unless pre-approved by the teacher or administrator involved.

However, this shall not preclude any statutory right to tape record public meetings at the school district, a meeting of the Committee on Special Education by the parent involved, or activities required by the student's individualized education program.

### **Dignity For All Students**

All students have the right to attend school without being subjected to instances of harassment or discrimination. Students who feel that they have been harassed or discriminated against should report any incidents to one of the Dignity Act Coordinators or school offices immediately.

### **Cyber Image Policy**

Any identifiable image, photo or video which implicates a student to have been in possession or presence of drugs or portrays actual use, or out of character behavior of crime, shall be confirmation of a violation of the code. Since there is no way to establish a timeframe for when or location of where the image was taken, it shall be a responsibility that the student must assume. It must also be noted that there may be persons, who would attempt to implicate a student, by taking such images, to place them in a situation where they might be in violation of this code standard. This is our rationale for demanding that our students not place themselves in such environments.

### **Police Involvement In Searches And Interrogations**

School principals and staff are committed to cooperating with police officials and other law enforcement authorities to maintain a safe school environment. Police officials, however, have limited authority to interview or search students in schools or at school functions, or to use school facilities in connection with police work. Police officials may enter school property or a school function to question or search a student only if criteria set forth in the District's Code of Conduct are met.

## **Child Protective Service Visitations And Interviews**

School principals and staff are committed to keeping students safe from harm and fulfilling the obligation of school officials to report to child protective services when they have reasonable cause to suspect that a student has been abused or maltreated, the district will cooperate with local child protective services workers who wish to conduct interviews of students on school property relating to allegations of suspected child abuse, and/or neglect, or custody investigations.

## **Visitors To The School**

Parents and other district citizens are encouraged to visit the school when appointments have been made with specific staff members. Since schools are a place of work and learning, however, certain limits must be set for such visits. As part of this, we ask that teacher meetings and other appointments be scheduled before or after school hours if possible. The Principal or his/her designee is responsible for all persons in the building and on the grounds.

## **Public Conduct On School Property**

School principals and staff are committed to providing an orderly, respectful environment that is conducive to learning. To create and maintain this kind of an environment, it is necessary to regulate public conduct on school property and at school functions. All persons on school property or attending a school function shall be appropriately dressed and required to conduct themselves in a respectful and orderly manner. The Principal or his/her designee shall be responsible for monitoring public conduct. Those who fail to meet reasonable requests will be asked to leave the property.

## **Student Conduct**

Proper school behavior cannot be over-emphasized. Students will normally receive a verbal warning for his/her first minor offense during the school year. This verbal warning is provided as long as he/she takes responsibility for his/her own behavior and reacts in a reasonable and positive manner when meeting with the principal. Students that provide misinformation and/or refuse to take responsibility for his/her own behavior may be assigned additional consequences. Students that commit violent or illegal infractions will not be afforded verbal warnings. Guidelines outlining the possible consequences resulting due to various infractions are listed below. School Principals hold discretionary rights when assigning consequences, and will take into consideration the age and grade level of the student(s) as well as other pertinent information specific to the situation.

Behavior	Consequences
<p>Proper school behavior cannot be over-emphasized. The orderly and safe operation of any school is based on its governing guidelines ensuring the proper educational atmosphere for its students and teachers.</p> <p>Educational Alternatives to out-of-school suspensions will be considered/offered whenever possible.</p>	<p>Guidelines of the consequences resulting due to various infractions are listed below.</p> <p>Educational Alternatives to out-of-school suspensions will be considered whenever possible.</p> <p>School Principals hold discretionary rights when assigning consequences, and will take into consideration the age, grade level, and other pertinent student information.</p> <p>Each student will receive a verbal warning for his/her first minor offense during the school year.</p>
<p>1. Accumulated attendance infractions. Three or more tardies to school.</p>	<p><b>Each Offense</b> = 1 detention per 3 tardies</p>
<p>2. Alcohol/drug use, possession or sale</p>	<p><b>Parent contact required.</b>  <b>1st Offense</b> = 2-5 day suspension  <b>2nd Offense</b> = 4-5 day suspension and referral to a program  <b>3rd Offense</b> = Superintendent's hearing  <b>Refusal of reasonable search</b> = 5 day suspension</p>
<p>3. Assemblies, disturbances</p>	<p><b>1st Offense</b> = 1 detention  <b>2nd Offense</b> = 2 detentions  <b>3rd Offense</b> = Removal from future events.</p>
<p>4. Assault</p>	<p><b>Parent contact required.</b>  <b>Contact law enforcement and hold a Superintendent's hearing.</b></p>
<p>5. Cafeteria misconduct</p>	<p><b>1st Offense</b> = lunch detention  <b>2nd Offense</b> = 2 lunch detentions  <b>3rd Offense</b> = cleaning detention</p>
<p>6. Class cutting</p>	<p><b>1<sup>st</sup> Offense</b> = detention  <b>2<sup>nd</sup> Offense</b> = In-school suspension  <b>3<sup>rd</sup> Offense</b> = Saturday detention</p>
<p>7. Classroom/library misconduct</p>	<p><b>1<sup>st</sup> Offense</b> = 1 detention  <b>2<sup>nd</sup> Offense</b> = 2 detentions  <b>3<sup>rd</sup> Offense</b> = Saturday detention</p>



8. Dances, athletic events, special activities, etc. misconduct	<b>1<sup>st</sup> Offense</b> = Leave event <b>2<sup>nd</sup> Offense</b> = No more events for rest of school year
9. Detention, failure to serve school detention as scheduled	<b>1<sup>st</sup> Offense</b> = 2 detentions <b>2<sup>nd</sup> Offense</b> = 1 day in-school suspension <b>3<sup>rd</sup> Offense</b> = 2-3 day in-school suspension
10. Failure to serve Saturday detention	<b>1<sup>st</sup> Offense</b> = 1 day of in-school suspension <b>2<sup>nd</sup> Offense</b> = Saturday detention and 1 day of in-school suspension
11. Electronic devices, possession of electronic devices (e.g. cell phones iPods, MP3 players/headphones) etc.	<b>1<sup>st</sup> Offense</b> = Phone in principal's office with parent pick up <b>2<sup>nd</sup> Offense</b> = 1 detention plus phone in principal's office with parent pick up <b>3<sup>rd</sup> Offense</b> = Saturday detention plus phone in principal's office with parent pick up
12. Cheating/Plagiarism/Forgery	<b>1<sup>st</sup> Offense</b> = Meeting with principal, teacher, student and parent <b>2<sup>nd</sup> Offense</b> = 1-2 day suspension <b>3<sup>rd</sup> Offense</b> = 2-3 day suspension
13. Insubordination, refusal to follow directions of a teacher or staff member	<b>1<sup>st</sup> Offense</b> = Restricted study hall <b>2<sup>nd</sup> Offense</b> = Restricted study hall and detention <b>3<sup>rd</sup> Offense</b> = Saturday detention
14. Leaving school grounds without permission	<b>1<sup>st</sup> Offense</b> = 1 day in-suspension <b>2<sup>nd</sup> Offense</b> = 2 day in-school suspension and Saturday detention <b>3<sup>rd</sup> Offense</b> = 3-5 day in-school suspension
15. Littering	<b>1<sup>st</sup> Offense</b> = Clean up litter <b>2<sup>nd</sup> Offense</b> = 3 detentions with custodial work
16. Bullying and cyberbullying	<b>1<sup>st</sup> Offense</b> = 1 day in-school suspension with parent contact. Possible law enforcement involvement. <b>2<sup>nd</sup> Offense</b> = 3-5 day in-school suspension <b>3<sup>rd</sup> Offense</b> = 3-5 day out-of-school suspension
17. Physical, verbal or written abuse toward another student or staff member or harassment of any type	<b>Parent contact required.</b> <b>Possible Superintendent's Hearing.</b> <b>1<sup>st</sup> Offense</b> = 2-5 day suspension <b>2<sup>nd</sup> Offense</b> = 4-5 day suspension <b>3<sup>rd</sup> Offense</b> = 5 day suspension
18. Profanity and other inappropriate language	<b>1<sup>st</sup> Offense</b> = 1 detention <b>2<sup>nd</sup> Offense</b> = Saturday detention <b>3<sup>rd</sup> Offense</b> = 1-2 day in-school suspension

<p>19. Tampering with school's emergency equipment (i.e. Automatic External Defibrillator (AED), fire extinguisher, fire alarms, etc.)</p>	<p><b>Parent contact required.</b>  <b>Possible Superintendent's Hearing.</b>  <b>1<sup>st</sup> Offense</b> = 2-5 day suspension and law enforcement involvement  <b>2<sup>nd</sup> Offense</b> = 4-5 day suspension  <b>3<sup>rd</sup> Offense</b> = 5 day suspension</p>
<p>20. Tardy to class</p>	<p><b>3 class tardies = 1 detention</b>  <i>*Every 3 class tardies = 1 detention*</i></p>
<p>21. Theft or vandalism</p>	<p><b>Parent contact required.</b>  <b>Possible Superintendent's Hearing.</b>  <b>1<sup>st</sup> Offense</b> = 2-5 day suspension, possible law enforcement involvement, and restitution for wrong doing  <b>2<sup>nd</sup> Offense</b> = 4-5 day suspension and restitution for wrong doing  <b>3<sup>rd</sup> Offense</b> = 5 day suspension and restitution for wrong doing</p>
<p>22. Possession/use/sale of tobacco, vaping liquid or smoking/vaping paraphernalia</p>	<p><b>Parent contact required.</b>  <b>Possible Superintendent's Hearing.</b>  <b>Referral to Teen Intervene.</b>  <b>1<sup>st</sup> Offense</b> = 2-5 day suspension  <b>2<sup>nd</sup> Offense</b> = 4-5 day suspension  <b>3<sup>rd</sup> Offense</b> = 5 day suspension</p>
<p>23. Weapons and devices considered dangerous (knives, guns, fireworks, etc.)</p>	<p><b>Parent contact required.</b>  <b>Possible Superintendent's Hearing.</b>  <b>Possible law enforcement.</b>  <b>1<sup>st</sup> Offense</b> = 2-5 day suspension  <b>2<sup>nd</sup> Offense</b> = 4-5 day suspension  <b>3<sup>rd</sup> Offense</b> = 5 day suspension</p>

## Reference to School Services

If this is your concern...	Then...
You are sick in school	Get a pass to the nurse's office. If not available, go to the main office.
You were absent from school	Bring excuse to the main office on the first or second day back.
You were tardy to school	Report to the main office with a note.
You are late to class during the day	Report directly to class. Teachers will mark student tardy.
You have a medical appointment	Take appointment card and/or parental note to the main office upon arrival to school.
You must leave school during the day	Take parental excuse to the main office before first class
You need working papers	See the main office
You have questions about your schedule or program of study	See the Guidance Office
You need career, armed forces or college information	See the Guidance Office
You have a locker problem	See the main office
You are having personal or family problems	See the Guidance Office
Lost or found item	Turn over to staff member or main office

## **Fort Edward UFSD's Internet And Electronic Use Agreement**

The use of the District's computer network, the Internet and e-mail is a privilege being extended to students, staff, and community members. The following rules and guidelines will apply to all individuals using school district computers.

The District reserves the right to amend these basic rules and guidelines on a regular, or as-needed, basis. The following rules and guidelines apply:

1. Access only those places on the Internet, which are intended to be used for appropriate information retrieval, correspondence, and communication. Appropriate is defined as morally correct, free of antisocial behaviors, pornography, and any form of abusive or obscene behavior.
2. Follow the copyright laws dictated by current governmental regulations. Many things found on the Internet are public domain. Downloading pictures, videos, articles, or sound files is subject to approval of the Building Principal.
3. Visiting Internet sites that may charge for services, software, literature, or other products is against school policy and is not allowed.
4. Altering or defacing the District's web pages in any way will subject one to disciplinary action.
5. Downloading of unapproved files, programs, or applications is not allowed. Any downloading requires approval of the Network Administrator who will check for acceptability, legality, and lack of possible virus.
6. Chats or any form of Instant Messaging is not allowed.
7. In the case of accidental involvement with a questionable site or situation, consult the Teacher or Building Principal immediately.
8. Representing oneself as another person on the Internet is not allowed.
9. Personal profit making by using the District's system is not allowed. It is possible to create advertisements for local businesses with permission of the Building Principal. No staff member may sell the Internet to an outside source without written permission of the Board of Education.
10. Follow all outlined federal, state, and local laws pertaining to the Internet.

### **Computer Workstation and Network Rules**

It is the sole intent of the school district to provide and maintain the finest equipment and technology available to benefit students, staff, and community members. To maintain this standard and preserve equipment the following rules apply:

1. Treat all equipment as required by the lab or room supervisor.
2. Run only those programs you know how to operate; get help with any others.
3. Login or falsification as another user is not allowed. The security system protects the records and software of the District from unauthorized use.
4. Any unauthorized modification of the school computer equipment is prohibited. Unauthorized modification shall consist of but not be limited to:
  - Installation or removal of software. Note: This includes internet downloads and browser add-ons.

- Relocation of equipment or components of equipment.
  - Alteration of computer, printer or network system settings except in a manner allowed by the standard operating procedures published on the Fort Edward Network Administration webpage.
5. The connection of any non-Fort Edward owned computer, printer, phone, network device to any Fort Edward operated data communications network is forbidden without prior inspection and authorization by the Fort Edward Network Administrator. Any equipment that is found will be disconnected from the data communications network immediately. Neither The Fort Edward School District nor its personnel will be held responsible for damage to unauthorized equipment.
  6. Do not open, alter, or erase work files that do not belong to you. Due to the need to move large files and to avoid viruses carried by floppy disks from outside sources, a share directory has been established on both the student and administrative server. **Do not alter or view files which are not yours.** *Note – The share directory is cleaned out on regular intervals, long term storage of files in that area is prohibited.*
  7. Avoid storage disks and drives from outside sources. Each outside disk or drive should be virus-checked by a lab supervisor or system administrator. Virus protection is installed on the District's system, but all viruses are not always detected. In the case of a lockout due to virus detection, get help from a lab supervisor or system administrator immediately.

### **Electronic Use Consequences Of Breaking The Rules**

Violation of these provisions may result in school disciplinary action, suspension or revocation of system access and related privileges and/or referral to law enforcement officials. In consideration for the privilege of using the District's Electronic Communications System and in consideration for having access to the public networks, the district, its operators and any institutions with which they are affiliated are released from any and all claims and damages of any nature arising from my student's use, or inability to use, the system without limitation. Rules, as listed in the student handbook, apply. In addition, failure to comply with the computer and Internet rules and guidelines may result in loss of computer and/or Internet privileges. The administration retains the right to determine consequences for all infractions.

# Fort Edward School



## Athletic & Extra-Curricular Handbook

Revised 8/12/24  
BOE Approved 8/12/24

## **Extracurricular Activity and Interscholastic Athletic Guide**

The regulations and expectations contained in this document will be in effect from the first day of the fall season through June 30<sup>th</sup> for all students; any student who fails to return the signature page at the end of this handbook in the first week of school will be ineligible for all extracurricular events for the school year. Any transfer student will have one week from his/her enrollment to meet this requirement, but may not participate until doing so. Extracurricular penalties will carry over to the next school year if not served in the current school year.

Dear Parents and Student,

Participation in Fort Edward extracurricular programs are a privilege that should elicit great pride in both the students and their families. Accordingly, the Board of Education, administration, coaches of athletic teams, and advisors/sponsors of student activities believe that students who are selected for the privilege of membership on teams, squads, performing groups, clubs and other school organizations should conduct themselves as a responsible representative of the school.

Parents and school personnel must join forces to promote a common value system that develops the character in young adults that our society seeks. Advisors/coaches alone can't do it. Changing social patterns, modified value systems, and an emphasis on winning at all costs, affect so many of us that adult collaboration is now more important than ever if we want to steer our children in the right direction. Parents, coaches, teachers, and school administrators must communicate their expectations with one another, and present a united front that expects nothing less than acceptable personal and social behavior.

When your son/daughter enlists in one of our extracurricular programs, he/she has committed himself/herself to certain responsibilities and obligations. This publication will acquaint you with some of the specific policies that are necessary for a well organized extracurricular program.

The extracurricular program is governed by the regulations established by the Commissioner of Education's basic code for extracurricular participation. Fort Edward is a member of the New York State Public High School Athletic Association competing in Section II as a member of the Adirondack League.

Sincerely,  
Erin Russo  
PK-12 Principal

## **Athletic Program**

### **Our goals are:**

1. To develop and maintain the highest level of sportsmanship.
2. To develop proper attitudes toward winning and losing, success and failure.
3. To encourage and develop respect for fellow athletes whether they are teammates, members of other Fort Edward teams, or members of opposing teams.
4. To assure that the amount of time required for athletic participation does not interfere with academic success.
5. To develop proper attitudes toward individual health habits, appearance on and off the field, and citizenship in and out of school.
6. To encourage competition not only for the tangible rewards but also for the development of positive attitudes that makes athletic competition valuable and worthwhile.
7. To orient all athletic staff members to abide by the rules, regulations, and officials' decisions that govern each sport.
8. To maintain the highest standard of ethics, recognize each participant as an individual who will conduct him/herself in a manner befitting his/her responsibilities, and develop the kind of rapport with the broader school community that will improve the total educational program.

### **Fort Edward High School Coaching**

Athletics and athletic competitions are learning environments for social and cultural understanding, assimilation of cultures, integration of races, and the breaking of sexual stereotypes. Team membership and athletic competitions cross those artificial lines caused by personal finances, religious beliefs, and family background.

In Fort Edward, coaching is defined as a teaching situation. This implies that teacher responsibility for supervision, preparation, and training is as essential in coaching as it is in the classroom, especially if we are to justify our interscholastic program on a sound educational philosophy. Therefore, we must assume that the individual coach will apply him/herself to athletic assignments in the same professional manner displayed in a formal classroom situation.

Of all educators, we feel that a coach has the greatest opportunity to influence young people. A coach, through his/her interaction with student athletes during practice and game situations is considered an extension of the school day. The "Classroom" becomes the football field, the softball field, basketball court or the yellow school bus carrying athlete's home after they've just suffered a heartbreaking loss. These are teaching opportunities a coach can use to help young people become better citizens and better human beings.

### **Code of Ethics for Coaches**

At Fort Edward High School each student-athlete should be treated as an individual whose welfare shall be primary at all times. The coach must be aware that he/she serves as a model in the education of the student-athlete and, therefore, shall never place the value of winning above the value of character building.

The coach must, at all times uphold the honor and dignity of the coaching profession. In all personal contact with the student-athletes, parents, officials, athletic directors, school



administrators, the state high school athletic association, the media and the public, the coach will strive to set an example of the highest ethical and moral conduct.

The coach shall support and enforce school rules for the prevention of drug, alcohol and tobacco use and abuse, and under no circumstances shall allow the use of these substances.

The coach shall promote the entire interscholastic program of the school and direct his or her program in harmony within the total school program.

The coach shall be thoroughly acquainted with contest, state, league, and local rules, and is responsible for their interpretation to team members. The coach shall abide by the letter and spirit of these rules at all times.

Coaches shall actively use their influence to promote sportsmanship by working closely with parents, athletes, cheerleaders and administrators.

### **CPR, First Aid and Coaching Course Requirements**

ALL coaches must have current and valid first aid and CPR certification. Coaches who are not certified in physical education must complete the coaching course requirement within three years. The requirement consists of three courses: 1) Health Sciences; 2) Philosophy, Principles and Organization in Athletics; 3) Theory and Techniques of Coaching. In addition, coaches must complete online concussion training coursework

### **Expectations of Parents**

1. Be positive with your son/daughter. Let them know that they are accomplishing something by being part of the team.
2. Do not offer excuses to them if they are not playing. Encourage them to work hard and do their best.
3. Encourage athletes to follow the rules. Whether they are a first stringer or seventh stringer, players must follow rules pertaining to curfew, drinking, smoking, promptness and school.
4. As a fan, you are entitled to cheer enthusiastically for your team, but don't become belligerent. Coaches work with athletes and know their talents. Respect that!
5. Insist that the athletes respect team rules, school rules, game officials, and sportsmanship. Self-respect begins with self-control.
6. Encourage the athletes to improve their self-image by believing in themselves.
7. Encourage your athlete to play for the love of the game.
8. Remember that the coach is involved as a coach because he/she is sincerely fond of children and is an experienced professional. Coaches have different ways of dealing with people and situations. Athlete's lives are enriched by interaction with different types of leaders.
9. Remember: at a competition you, the parent, represent your community, your school and your son/daughter. Please be a positive role model.

### **Parent/Coach Communication**

As your son/daughter becomes involved in the sports program at Fort Edward High School, they

will experience some of the most rewarding moments of their lives. It is important to understand that there also may be times when things do not go the way you or your child wishes. This is the opportunity for you or your child to talk with their respective coach and discuss the situation.

When your child handles the problem, it becomes part of the learning and maturation process. There may also be situations that require a conversation between the coach and the parent. These are encouraged. It's important that both parties have a clear understanding of the other's position. Please follow the following procedures to help promote a resolution.

1. Parent/guardian speaks directly to the coach to discuss the concern.
2. If the concern is not resolved, call the Athletic Director to arrange a conference. A meeting will be arranged with the coach, parent and Athletic Director.
3. At this meeting, the appropriate next step can be determined.
4. Please do not attempt to confront a coach before or after a contest or practice.
5. These can be emotional times for both the parent and coach. Meetings of this nature do not promote resolutions.

### **Athletic Code of Ethics**

- A. Accept and understand the seriousness of your responsibility as an athlete and the privilege of representing your school and community.
- B. Learn the rules of your sport thoroughly. This will assist you in achieving a better understanding and appreciation of the game and promote fair play.
- C. Cooperate fully with coaches and officials, always exercise good sportsmanship, abiding by the rules as they are stated.
- D. Only the captain may communicate with officials on the clarification of rules. It is his/her responsibility to communicate what was said back to his/her teammates and/or coach.
- E. Always respect the official's judgment and interpretation of the rules. Never argue or make non-verbal gestures that indicate disagreement. This type of immature activity may invite undesirable behavior on the part of teammates or spectators. Remember, you are an important role model for others.
- F. Congratulate opponents in a sincere manner following either victory or defeat. This is a true measure of character and sportsmanship.

### **Athletic Code of Conduct**

- A. Abide by the Fort Edward Student Parent handbook, Athletic handbook, and the New York State Public High School Athletic Association Guidelines.
- B. Detention: An athlete may not participate in any extracurricular activity until detention has been completed.

- C. **Out-of-School Suspension:** An athlete may not participate in any extracurricular activity until the suspension period has concluded and the student has been formally readmitted to school.
- D. **School Absences:** An athlete may not participate in any extra-curricular activity unless he/she has been present in school for a full day of attendance. The only exceptions to this rule are legal excuses such as doctor/dentist appointments. It is incumbent that the parent ensures loss of school time is minimized when making such appointments. The high school Principal shall have prior notice of such appointments and has the authority to approve or disapprove the absence. This applies to Saturday games if absent on Friday.
- E. **Physical Education Participation:** Athletes must participate in their regularly scheduled Physical Education class to be eligible to participate in after school practice or contests.
- F. **Vacation:** Practices held over school scheduled vacations will be optional and athletes who attend vacation and miss practices will not be penalized. Coaches, however, may have athletes sit for one or more games until they feel that athletes are in proper condition to participate safely.
- G. **Dismissal/Quitting Team:** Any student who quits or is dismissed from an athletic team will not be allowed to participate in that activity or attend that particular activity until that sport season has concluded. A two-week tryout period will be allowed at the beginning of each sports season, after which point rosters will be set and all team rules will apply. Any exceptions to this rule are subject to review by the High School Principal, Director of Athletics, and coach.
- Any student who quits or is dismissed will not be allowed to participate in their next sport season. Upon the decision to discontinue participation in a sport, the parent(s)/guardian(s) of the student-athlete will be contacted and a letter will be provided that outlines the quitting policy. As part of such, the parent(s)/guardian(s) will be given an opportunity to discuss their concerns.*
- H. **Sportsmanship:** Any athlete who exhibits unsportsmanlike behavior shall minimally be ineligible to participate in the next regularly scheduled contest. Repeat offenders may be removed for the entire season. The Athletic Director and Principal will be involved in extenuating circumstances.
- I. **Transportation:** All athletes are expected to travel to and from athletic contests, with their teammates, on the school bus. If an athlete requires an exception to this expectation for an individual athletic contest, a written request should be made to the Director of Athletics/Administration 24 hours prior to the athletic contest. The Director of Athletics/Administration reserves the right to refuse that an exception be made.
- J. **Alcohol and Substance Abuse:** Substance Abuse defined: The use/possession of tobacco, tobacco products, vape, or vaping products, alcohol, or any illegal drug. This also includes loitering in the vicinity of such use or possession on or off school campus.

Any alcohol or substance abuse during the school year, vacations, or over the summer constitutes a violation of the athletic code; consequently, penalties listed in the code of conduct will be applied, as follows:

a. **First Impropriety:**

For suspension purposes, a scrimmage is counted as a practice. Tournament play is considered a game. The suspension from participation in interscholastic athletics:

- i. Football = 2 games
- ii. Volleyball = 4 games
- iii. Golf = 2 matches
- iv. Soccer = 4 games
- v. Cross-Country = 2 events
- vi. Basketball = 4 games
- vii. Bowling = 4 matches
- viii. Baseball = 4 games
- ix. Softball = 4 games
- x. Tennis = 3 matches

b. **Second Impropriety:**

The suspension from participation in interscholastic athletics:

- i. Football = 4 games
- ii. Volleyball = 8 games
- iii. Golf = 4 matches
- iv. Soccer = 8 games
- v. Cross-Country = 4 events
- vi. Basketball = 8 games
- vii. Bowling = 8 matches
- viii. Baseball = 8 games
- ix. Softball = 8 games
- x. Tennis = 6 matches

c. **Third Impropriety: No further participation or attendance at any extra curricular activity for the remainder of that student's years in the Fort Edward School system.**

K. Participation is defined as the competing in interscholastic competitions. The athlete will continue to practice with his or her team and participate in scrimmages, as these are a means to prepare the athlete for scheduled competitions. The suspended athlete will be required to attend all games dressed in appropriate street clothes.

L. Hazing is prohibited in all forms on school grounds, buses, school sponsored program and activities, including school events that take place at locations outside of the school district. Offender shall be subject to discipline per the Student Handbook.

M. Community Representation: Athletes are role models who should represent their team, school, and community in a positive manner. Consequently, any inappropriate or

unlawful action committed by an athlete on or off school property is subject to penalty. Such penalties may include suspension from the athletic team.

### **Fort Edward Union Free School District's Eligibility Policy**

Students who are failing one (1) or more subjects at the end of each two-week period are academically ineligible and must attend an after school Academic Support with the teacher for which class(es) they are failing. Students not making a consistent, honest effort to improve their grade(s) during the Academic Support Lab and who are ineligible multiple times during a sports season will not be allowed to participate until they are off of the ineligibility list.

Any student failing two (2) or more classes will be subject to the eligibility policy regardless of class averages and is required to attend support lab on a daily basis.

This will be applied by season as follows:

- If a student is on the Ineligibility List two (2) consecutive times: Student will not be allowed to attend games, but can still practice.
- If a student is on the Ineligibility List three (3) consecutive times: Student will not be allowed to participate at all until back to full status.

All students and parents will be notified in writing of their ineligibility status. Academic Support will be provided from 2:35-3:00 pm each day.

Student-athletes are responsible for keeping a record of their meetings with teachers by using an Ineligibility Pass Card. The teacher(s) must initial the student's card each day in order for the athlete to participate in practices and/or games. Any student not complying with this will not be allowed to participate that day.

At the discretion of the Principal, students not making a consistent, honest effort to improve their grades and are repeatedly placed on the ineligibility list could be declared ineligible for a determined period of time.

#### **Early Removal from Ineligibility List**

In an effort to keep student-athletes academically eligible, students will be given the opportunity to return to games and practices if the assigning teacher(s) agree that sufficient effort has been put forth. Ineligible students will need to get documentation (letter, email, etc.) from their teacher(s) stating that they have made the necessary improvements.

\*This process is entirely at the discretion of the assigning teacher, athletic director, and principal. This is not a right, it is an opportunity.

\*Students will continue to attend after-school support throughout the remainder of the two-week period.

\*This will be viewed as a temporary status, meaning that if the student reappears on the following ineligibility list, they will be bumped up to the next stage.

### **Formal Appeal Process**

If a parent/guardian disagrees with a penalty placed upon their child the following are the guidelines for appealing the judgment:

- a. The Superintendent of Schools must be apprised in writing, within (five) days of the high school Principal's and/or director of athletics decision, requesting an appeal of the athletic penalty.
- b. The Superintendent may request the grievant and other relevant parties present a written statement to him setting forth any information such individuals may have relative to the appeal and the facts surrounding it.
- c. The Superintendent shall notify all parties concerned as to the time and place when the Formal Hearing will be held, where such parties may appear and present oral and written statements supplementing their position in the case. Such hearing shall commence within 10 (ten) school days of the receipt of the appeal by the Superintendent.
- d. Within 10 (ten) days of the hearing, the Superintendent shall render his decision in writing. Such determination shall include a finding as to whether there has been a violation of the Student Handbook, Code of Conduct and/or the Athletic Handbook and render a decision concerning the resolution of the appeal.
- e. If the grievant is not satisfied with the determination of the Superintendent, he/she may, within 10 (ten) days after receipt of the Superintendent's decision, file with the Clerk of the Board of Education, a written request for an appeal to the Board of Education.
- f. When a request for an appeal to the Board of Education has been made, the Superintendent shall submit all written statements and other relevant materials to the President of the Board.
- g. The Board of Education shall in writing notify all parties concerned of the time and place of such hearing. The hearing will be held within 15 (fifteen) school days of the receipt of the request by the grievant. All parties concerned shall have the right to present further statements and testimony in an executive session at a Board of Education meeting.
- h. The Board shall render a decision in writing within 15 (fifteen) days after the hearing has been concluded.

## Parent/Guardian Student Handbook Signature Form

The student handbook is available on the district's website. You may access the handbook at this link:  
<https://www.fortedward.org/domain/30>

Hard copies are available in the main office.

Print Student's Name: \_\_\_\_\_ Grade: \_\_\_\_\_

### Handbook Acknowledgement:

By signing below we acknowledge that we have read the Student Handbook and the following documents included in the Student Handbook.

**Attendance Policy**

**Academic Eligibility Policy**

**Student Internet and Electronic Use Agreement**

**Extracurricular Activity and Interscholastic Athletic Guide**

We understand the student responsibilities and possible consequences for failing to adhere to school rules. We understand that these policies remain in effect for the entire school year.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

Please circle one choice: (**I do, or I do not**) give permission for my student's photos to be published in relation with school events, activities, or accomplishments

**I do give permission I do not give permission**

**Please return this form to the Main Office by September 9th, 2024**

For office use only: Date received: \_\_\_\_\_