

# Student Handbook

for

## Middle and High School

### 2011-2012



## South Kortright Central School

*“Learning for Life”*

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## **MISSION STATEMENT**

The mission of South Kortright Central School is to aggressively provide all students, in an environment that is caring and challenging, the diversity of experiences to gain the skills and attitudes necessary for the lifetime acquisition of knowledge, aesthetics and ethics. These experiences will insure the best quality of life for the students and their community.

This mission will be fulfilled by an empowered school and community working together to develop and continually assess an educational program which utilizes a wide variety of learning strategies, experiences and support services to enable our students to be productive, contributing members of society.

## **EXIT OUTCOMES**

When students complete their educational program at South Kortright Central School they will be able to:

Set and meet high standards and goals.

Communicate effectively.

Use cooperative and independent learning strategies.

Participate productively and responsibly in society.

Apply problem-solving processes.

Access and apply appropriate technology.

Show respect for self, others, and the environment.

## **ARRIVAL AND DISMISSAL**

Students are not to arrive at school prior to 7:45 AM unless they are participating in a school sponsored or school approved activity. Once they arrive, students must wait in the cafeteria until the 8:00 AM bell. No students are to be in any other part of the building before 8:00 AM unless they have the permission of a staff member and are under the direct supervision of that staff member.

Students are dismissed at 2:53 PM. All students not assigned to after school detention or participating in school sponsored or school-approved after school activities must leave the school building and grounds immediately. No student may remain in the school building after 3:05 PM unless they are under the direct supervision of a staff member.

## **BACKPACKS**

Students are to bring their backpacks to their lockers at the beginning of the day before entering the cafeteria for breakfast. Students are not to carry backpacks during the course of the school day at all. Duffle bags used for sports should be brought to the locker room before first period, stored in your locker and are not to be carried during the school day. Laptop cases are allowed, if they contain a laptop which is being used during class periods. Girls may carry purses. Books brought into the cafeteria are to be stored underneath the student's chair. During Recreation Period books are to be neatly stacked in the hallway entering the gym.

## **FIRE DRILLS**

Students will conduct themselves in a serious and prudent manner during all emergency drills. Students will follow the directions of the supervising staff member and will exit the building in an orderly manner. Students will line up by homeroom behind the school.

## **ATHLETIC TRAINING RULES**

There are training rules that apply to all students participating in interscholastic athletics. Coaches will distribute these rules to each student. The rules will be signed by both parent/guardian and student and returned to the coach. Students will not be allowed to participate in the activity until the signed rules have been returned.

## **INTERNET USE**

Students may not use the Internet unless they have a South Kortright Central School Internet Acceptable Use Agreement which has been signed by the student and their parent or their legal guardian on file in the main office. Violations of the Authorized Internet Use Policy (7093) and the subsequent agreement noted above will result in suspension or revocation of access privileges, school disciplinary action may be taken, and/or appropriate legal action.

## **USE OF PERSONAL COMMUNICATION DEVICES**

Student possessed personal communication devices must be turned off and be out of sight from the beginning of the first scheduled period to the end of the last scheduled period unless the student is given permission to use the device by a member of the school staff.

Personal communication devices with audio/video capabilities are never to be used and must be kept out of sight at all times in any area in which an individual has a reasonable expectation of privacy including, but not limited to, rest rooms, locker rooms, and showers. This prohibition applies at all times during school and non-school hours.

Students may never use personal communication devices to interfere with instructional activities or to inappropriately communicate with others.

## **USE OF PERSONAL AUDIO / VIDEO DEVICES IN SCHOOL**

Students may use personal audio/video devices on the bus, in the school building before the beginning of the first instructional period, during the lunch/recreation period, after the end of the final instructional period, and at their teacher's discretion during study periods. Personal audio/video devices must be stored in the student's locker or backpack at all other times. Students may not at any time use their personal audio/video devices to take pictures, make audio or video recordings during the school day or during Extended School Day programs without prior permission from a teacher or school administrator. Staff members who observe students using personal audio/video devices at any other time will confiscate the device for the remainder of the school day. Any student violating this rule more than once will forfeit the right to bring a personal audio/video device to school.

Personal audio/video devices may not be used to store any pictures, audio or video recordings that are inappropriate for the school setting. Students in possession of pictures, audio or video recordings that are determined to be inappropriate are subject to disciplinary procedures under the SKCS Code of Conduct, or prosecution under NYS Law. In the event that a student violates this policy, the school may take the personal communication device and make it available in a reasonable amount of time. Further, in the event a student violates this policy, discipline can be imposed upon the student.

## **SCHOOL DANCES**

Once a student leaves a dance, he/she will not be permitted to reenter. Dances are intended for SKCS students. Students may register non-district students for dances in the Main office until the end of the lunch/recreation period on the day of the dance. Each SKCS student may register up to three guests. Any guest that causes a problem will have to leave, along with the sponsoring student. The Administration reserves the right to deny access to school dances to any guest.

## **STUDENT BEHAVIOR**

For any organization to be successful it is necessary that the members of that organization adhere to certain rules of behavior. If the South Kortright Central School students are to meet their desired exit outcomes, it is necessary for South Kortright Central School to set rules of behavior to be followed by its students and to enforce those rules of behavior. Furthermore, since the parents of our students have entrusted us with the care of their children, the school has a responsibility to act “in loco parentis”. In other words, when students are at school, the school staff is given the responsibility to act in place of their parents.

### **RIGHTS & RESPONSIBILITIES**

- The following code shall apply to all students of the South Kortright Central School. This code applies to all behaviors in the school building, on school grounds, on the school bus, and at all school functions.
- Students have the right to attend school in the district where a parent/legal guardian resides. They have the responsibility to do so in a timely fashion on a daily basis except when legally excused.
- Students have the right to express their opinions verbally or in writing. They have the responsibility to do this in a respectful manner so as to not offend, slander, or restrict the rights and privileges of others.
- Students have the right to express their personalities through dress. They have the responsibility to dress in a manner that does not endanger physical health or safety or limit participation in school activities, and is in compliance with the Dress Code.
- Students have the right to participate in educational activities in an orderly and safe environment. They have the responsibility to assist in the support and maintenance of that environment.
- Students have the right to participate in student government. They have the responsibility to support the bylaws of that government.
- As community members, students have the right to attend meetings of the Board of Education. They have the responsibility to provide documented support of the positions they present to the Board.
- Students have the right to develop journalistic skills in publications. They have the responsibility to observe rules of responsible journalism and to omit use of libelous or obscene journalism.
- Students have the right to participate in interscholastic and extracurricular activities. They have the responsibility to participate within the rules of these activities.
- Students have the right to acquire objective and valid information of the effects of drugs, alcohol, and illegal substances as well as other health related issues. They have the responsibility to seek assistance for themselves and others experiencing problems in the use of such substances.
- Students have the right to use procedures for seeking resolution of appropriate grievances. They have the responsibility to pursue those grievances within the rules and policies of the school district.
- Students have the right to be free from harassment and discrimination due to gender, race, religion, age, sexual orientation, ethnicity, and physical or intellectual ability. They have the responsibility to refrain from participating in harassment and discrimination against others.
- Students have the right to be respected as individuals entitled to their personal dignity and diversity. They have the responsibility to appreciate the dignity, integrity, and diversity of all others.

## **SOUTH KORTRIGHT CENTRAL SCHOOL** **CODE OF CONDUCT & DISCIPLINARY PROCEDURES**

For a school to be successful it is necessary that members of that organization adhere to certain rules of behavior. If the South Kortright Central School is to fulfill its mission and if its students are to meet their desired exit outcomes, it is necessary to establish rules of behavior. This Code of Conduct is designed to promote the maintenance of order on school property and at school functions and shall govern the conduct of students, school personnel, and visitors.

### **DRESS CODE**

SKCS believes that a conventional neat manner of dress is suitable for school attire. Students and their parents have the primary responsibility for acceptable student dress and appearance. Teachers and all other district personnel should exemplify and reinforce acceptable student dress and help students develop an understanding of appropriate appearance in the school setting.

A student's dress, grooming and appearance, including hair style/color, jewelry, cosmetics, and nails shall:

- 1. not intrude upon the work of the school or the rights of other students.**
- 2. not be vulgar or lewd**
- 3. be in compliance with district safety rules**
- 4. ensure that the student's underwear is completely covered with outer clothing**
- 5. not include extremely brief garments such as tank tops, tube tops, mini skirts, spaghetti straps, mesh or net shirts, tops, blouses, or shirts that are not long enough to be tucked in, see through garments or other such garments which are disruptive to the educational process**
- 6. include footwear at all times**
- 7. not include hats in the building between the hours of 8:05 am and 2:53 pm pursuant to the Hat section of Policy 7041 (see STUDENT LOCKERS, Student Handbook Page 17)**
- 8. not include items which are vulgar, obscene, libelous, denigrate others on account of race, color, religion, creed, national origin, gender, sexual orientation, disability, or that advocate racial or religious prejudice.**
- 9. not promote or endorse the use of tobacco, alcohol, or drugs**
- 10. not promote or endorse violence or other illegal activities**

Students who violate the dress code will be asked to modify their appearance by covering or removing the offending item. If necessary, the student shall be sent home to change clothing. Any student who refuses to do so shall be subject to discipline pursuant to the code of conduct.

School administration must be contacted regarding exemption from the dress code policy when religious, cultural, or medical reasons exist. An exemption will be considered prior to the occurrence of a dress code violation. If a request for an exemption is denied, the applicant may appeal the denial to the Superintendent within 5 school days. If the Superintendent denies the application, the applicant may appeal the denial to the Board of Education within 5 days of the Superintendent's written denial. The decision of the Board will be final.

## **BOARD REGULATION REGARDING MATTERS THAT COULD PRODUCE DISCIPLINARY ACTION**

A student shall be subject to disciplinary action in relation to the following:

1. Being under the influence of an alcoholic beverage, drinking an alcoholic beverage or in possession of an alcoholic beverage on school premises (including buildings or grounds) or on a bus going to or from a school function or a school-sponsored function. Alcoholic beverages shall mean and include alcohol, spirits, liquor, wine, beer and cider having alcoholic content.
2. The use, possession, sale or gift of any drug or controlled substance, including marijuana or any instruments for the use of such drugs, controlled substance or marijuana such as a pipe, syringe or other paraphernalia, while on school premises (including buildings or grounds) or on a bus going to or from a school function or school-sponsored function. Excepted is any drug taken in accordance with a current prescription signed by a physician which is to be taken by the particular student at the time in question and administered by the School Nurse.
3. Stealing, lying, cheating, plagiarism or other acts of dishonesty.
4. Verbal or physical intimidation.
5. Fighting or causing physical harm to another.
6. Disrespect toward a staff member.
7. Possession or use of a weapon, which constitutes a firearm or destructive device, on school premises. School premises include grounds, school buildings, or a school bus.
8. Possession or use of knives or other weapons not included in section (7) on school premises. School premises include school grounds, school buildings, or a school bus.
9. Failure to comply with the directions of a teacher, administrator or other school employee.
10. Engaging in acts of sexual harassment as defined in the district's sexual harassment policy.
11. Using in either words, clothing, or signs, profane, lewd, vulgar, abusive language or words which may incite or offend another person.
12. Selling, using or possessing obscene material.
13. Lateness for, missing or leaving school or class without permission or an excuse given by a faculty member.
14. Any willful act which disrupts the normal operation of the school community.
15. Smoking a cigarette, cigar or pipe, or using chewing or smokeless tobacco on school premises (including buildings or grounds) or on a bus going to or from a school function or a school-sponsored function.

The range of penalties which may be imposed for the conduct set forth above is as follows:

- Verbal warning;
- Written warning;
- Written notification to parent;
- Counseling;
- Probation;
- Reprimand;
- Detention;
- Suspension from transportation;
- Suspension from athletic participation;
- Suspension from social or extracurricular activities;
- Suspension of other privileges;
- Exclusion from a particular class;
- Involuntary transfer; or
- Suspension upon instruction.

Any suspension from attendance upon instruction for violation of any section may be imposed only in accordance with Education Law 3214(3).

The type and extent of punishment for violation of all sections except section (7) shall be determined by the Building Principal or Superintendent. Disciplinary measures shall be appropriate to the seriousness of the offense and, where applicable, to the previous disciplinary record of the student.

### **GUN-FREE SCHOOLS LAW (20 U.S.C.A. 3351)**

In accordance with the Gun-Free Schools Law (20 U.S.C.A. 3351), the Gun-Free Schools Act of 1994 (20 U.S.C.A. 8921), New York State Education Law 3214 (3), and this Board policy, the punishment for violation of Section (7) shall be a suspension from attendance upon instruction for a period of not less than one calendar year, unless the superintendent shall determine to modify such punishment. The superintendent's determination shall be on a case-by-case basis.

The term "firearm" as used in Section (7) is defined in 18 U.S.C.A. 921 (3) and shall include any weapon, including a starter gun, which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; the frame or receiver of any such weapon; any firearm muffler or firearm silencer; or any destructive device. Such term does not include an antique firearm. The term "destructive device" means any explosive, incendiary, or poison gas, bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge or more than one-quarter ounce, mine or any device similar to any of those devices already described in this paragraph. Except that "destructive device" shall not mean any device not designed or redesigned for use as a weapon.

The superintendent shall refer a pupil who has been determined to have violated section (7) as follows: If the pupil is under 16 years of age to the Family Court in accordance with the Family Court Act, Article 3. If the pupil is 16 years of age or older to the appropriate law enforcement agency.

### **SCHOOL PERSONNEL**

All school personnel are expected to adhere to the above-mentioned Code of Conduct. Violation may result in the following actions being taken, depending upon the severity of the offense: verbal warning, letter of reprimand, suspension of duties with or without pay, termination of employment. If warranted, a referral may be made to the appropriate public service agency or law enforcement officials may be contacted. These will be enforced by the Superintendent in compliance with contractual provisions.

### **STUDENT VISITORS**

Student visitors are expected to adhere to the above-mentioned Code of Conduct. A violation of these rules may result in the following measures being taken, depending upon the severity of the incident: verbal warning, expulsion from school, denial of privileges to visit South Kortright Central School. Police will be contacted by the Superintendent if necessary.

### **ADULT VISITORS**

Adult visitors are expected to adhere to the above-mentioned Code of Conduct. A violation of these rules may result in the following measures being taken, depending upon the severity of the incident: a verbal warning, being asked to leave school property, denial of privileges to visit South Kortright Central School. The Superintendent will contact the police if necessary.

## **DISRUPTIVE STUDENTS**

Disruptive students are defined as elementary or secondary students under the age of 21, who are substantially disruptive of the educational process or substantially interfere with the teacher's authority over the classroom.

Under the provisions of Safe School Legislation teachers have the authority to remove these students from the classroom. A minimum removal period of 1 day or a maximum removal of 5 days will be imposed. Immediate removal from the classroom will occur. The offending student will also not be allowed to participate in that class on the day following the day upon which the offense was committed.

A minimum out-of-school suspension period of one day will be imposed upon a student who is removed from the classroom as a disruptive student on four or more occasions during a semester.

## **VIOLENT STUDENTS**

A violent pupil as defined by Education Law section 3214(2-a)(a) shall be immediately reported and referred to the Superintendent or his/her designee. A suspension period of five days shall be imposed. The Superintendent or his/her designee may reduce the minimum suspension period on a case-by-case basis to be consistent with any other state or federal law.

## **SAFETY & SECURITY**

The South Kortright Central School Safety Plan will be used as the standards and procedures to endeavor to provide for the safety and security of students and school personnel.

## **COMPLAINTS IN CRIMINAL COURTS, JUVENILE DELINQUENCY AND PINS PETITIONS**

The district may file a PINS (person in need of supervision) petition in Family Court on any student under the age of 18 who demonstrates that he or she requires supervision and treatment by:

- Being habitually truant and not attending school as required by Part One of Article 65 of The Education Law.
- Engaging in an ongoing or continual course of conduct which makes the student ungovernable, or habitually disobedient beyond the lawful control of the school.
- Knowingly and unlawfully possesses illegal substances in violation of Penal Law 221.05.
- A single violation of 221.05 will be a sufficient basis for filing a PINS petition.

### **Juvenile Delinquents and Juvenile Offenders**

The Superintendent is required to refer the following students to the County Attorney for a juvenile delinquency proceeding before the Family Court:

- Any student under the age of 16 who is found to have brought a weapon to school
- Any student 14 or 15 years old who qualifies for juvenile offender status under the Criminal Procedure Law 1.20(42)
- The Superintendent is required to refer students age 16 and older or any student 14 or 15 who qualifies for juvenile offender status to the appropriate law enforcement authorities.
- The provisions of this policy are in compliance with State and Federal Laws relating to students with disabilities.

## **ACADEMIC INFORMATION**

### **EXTENDED ABSENCES**

Students who are absent for an extended length of time due to illness or injury are advised to request home teaching as soon as the extent of the illness is known. The request must include a physician's statement discussing the nature of the illness or injury and the expected length of time away from school. Home teaching will begin as soon as possible.

Students who are aware of an imminent extended absence should see their teacher(s) at least three days prior to their last day of school. Teachers should prepare assignments for these students for one week's duration. If the teachers are able to give the student assignments for a longer duration, they may do so. Upon the students' return, they are to be given sufficient time to make up the work, determined by the teacher and the nature of the assignment, without academic penalty. In all cases, the completion of make-up work within the prescribed time limits is the student's responsibility.

### **MAKE UP WORK**

Obtaining and completing make-up work for any absence is the responsibility of the student.

### **THE NATIONAL HONOR SOCIETY (Policy 8086)**

#### **Andrew M. and Susan M. F. Lyon Chapter**

#### **Selection Procedure**

The Superintendent will appoint a committee of five teachers from grade 9-12 in September of each year. All sophomores, juniors and seniors with a cumulative high school average of 85 or above will be eligible for consideration as members. Selection of members from eligible candidates will be by a majority vote of the faculty committee.

The faculty advisor and the Superintendent are nonvoting members of the committee. The Chairperson of the committee will obtain input from the entire faculty. However, the faculty input is not binding on the decision of the committee.

The faculty advisor will insure that the selection procedure and schedule for induction are published in the student handbook and that each candidate has an activities form to fill out for the selection procedure.

#### **Membership requirements**

#### **Scholarship**

Academic Standing:

Any sophomore, junior or senior with a cumulative high school average of 85 or above is eligible to apply for membership the National Honor Society.

#### **Attendance:**

To be eligible for induction into the South Kortright Chapter, a student must have been in attendance for the entire school year preceding his/her induction. Students who transfer to South Kortright Central School, who are already members of the National Honor Society, are automatically members of this school's chapter if they are a sophomore, junior or senior at the time of transfer.

#### **Leadership**

The student who exercises leadership is:

- resourceful in proposing new solutions to problems, applying principles, and making suggestions;
- demonstrates leadership in promoting school activities;

- exercises influence on peers in upholding school ideals;
- contributes ideas that improve the civic life of the school;
- is able to delegate responsibilities;
- exemplifies positive attitudes;
- inspires positive behavior in others;
- demonstrates academic initiative;
- successfully holds school offices or positions of responsibility, conducting business efficiently and effectively, without prodding, demonstrates reliability and dependability;
- demonstrates leadership in the classroom, at work and in school or community activities;
- is thoroughly dependable in any responsibility accepted.

### **Service**

The student who serves:

- is willing to uphold scholarship and maintain a loyal school attitude;
- participates in some outside activity: Girl/Boy Scouts; church groups; volunteer services for the aged, poor or disadvantaged; family duties;
- volunteers dependable, well organized assistance, is gladly available and is willing to sacrifice to offer assistance;
- works well with others and is willing to take on difficult or inconspicuous responsibilities.

### **Character**

The student of character:

- takes criticism willingly and accepts recommendations graciously;
- consistently exemplifies desirable qualities of behavior (cheerfulness, friendliness, poise, and stability);
- upholds principals of morality and ethics;
- cooperates by complying with school regulations;
- demonstrates the highest standards of honesty and reliability;
- shows courtesy, concern, and respect for others;
- observes instructions and rules, punctuality, and faithfulness both inside and outside the classroom;
- has powers of concentration and sustained attention as shown by perseverance and application to studies;
- manifests truthfulness in acknowledging obedience to rules;
- avoids cheating in written work and showing unwillingness to profit by the mistakes of others;
- actively helps to rid the school of bad influence or environment.

### **NATIONAL JUNIOR HONOR SOCIETY**

Selection procedures and membership requirements for the National Junior Honor Society are the same as for the National Honor Society, except that membership is restricted to 7<sup>th</sup>, 8<sup>th</sup>, and 9<sup>th</sup> grade students.

### **LIBRARY USE**

Students who wish to use the library are welcome to do so. However, the library is not a general study area. Students are to request passes to the library only when they need to use the resources of the library. The librarian will honor teacher passes if no class is using the library.

Disruptive students will be excluded from the library.

Materials borrowed from the library must be properly checked out. Students failing to return library materials, or who return them damaged, will pay for the replacement or repair of these materials.

All materials should be returned on the due date. Students with overdue materials may be excluded from the library until the materials have been returned. Students with overdue library materials will have report cards withheld.

## **SCHOOL-TO-COLLEGE PROGRAM**

With the permission of the Superintendent, students can take college courses for college credit at local institutions of higher education during the regular school year. A student may participate in this program so long as their participation does not interfere with their timely graduation from high school. To participate in this program the student must obtain a School-to-College agreement form from his or her guidance counselor. This agreement is between the student, the student's parent/guardian, the Superintendent, and a voluntary member of the South Kortright teaching staff who agrees to act as the student's mentor. The agreement will specify the conditions of the school-to-college experience, and will delineate the responsibilities and liabilities of the various parties to the agreement.

## **SCHOOL-TO-WORK PROGRAM**

With the permission of the Superintendent, students can participate in a school-to-work program during the regular school year. The purpose of this program is to enhance the Districts' occupational education program through on-the-job experience. A student may participate in this program so long as their participation does not interfere with their timely graduation from high school. To participate in this program the student must obtain a School-to-Work agreement form from his or her guidance counselor. This agreement is between the student, the student's parent/guardian, the Superintendent, the work site owner/agent, and the school-to-work coordinator. The agreement will specify the conditions of the school-to-work experience, and will delineate the responsibilities and liabilities of the various parties to the agreement.

## **STUDENT AIDES**

Students in grades 7-12 who demonstrate good academic standing, good citizenship and regular school attendance may act as student aide to classroom teachers. Students in grades 7-12 interested in acting as a student aide should speak to their guidance counselor.

No student aide may be on the ineligibility list. Students may be removed from aiding at the request of the teacher they are assisting or due to poor grades, citizenship or attendance.

Participation can prove valuable for college admissions or future employment and will be noted on the student's record/transcript.

## **STUDENT SCHEDULING**

Every spring, students in grades 7 – 12 meet with their guidance counselor to prepare a course schedule for the following year. Parents are encouraged to attend these meetings. The student and his or her parent/guardian must sign this course schedule before a student enters a class in the fall. The parent, the teachers involved and the guidance counselor must approve any changes to the schedule.

## **DROP/ADD POLICY**

For a full year or half credit course, students will be allowed to drop or add a course during the first three weeks of the school year or semester. The student must first have the permission of the teachers involved, the parents/guardians, and the guidance counselor. However, **students should note that by Board of Education policy students may not have more than eight study halls per week.** Any exception to this policy must have prior approval of the Superintendent.

## **EXTRACURRICULAR ACADEMIC INELIGIBILITY (Policy 7075)**

Extracurricular activities include school athletics, school clubs, school organizational and theatrical groups, and any school activity that does not bear academic credit.

- Teachers submit names of failing students the Wednesday following the 5<sup>th</sup>, 15<sup>th</sup>, 25<sup>th</sup> and 35<sup>th</sup> weeks of school. An academic ineligibility list is then published the following Friday and becomes effective on the next Monday.
- Students who are failing two or more subjects at the end of a marking period, or who receive two or more failing deficiency reports at the end of a five week progress report period, will be on the ineligibility list. For the purpose of this policy, a blocked course that meets for two periods per day will be considered equal to two courses.
- A student's name may be removed from the ineligibility list if one or more teachers issuing the failing grade or failing deficiency report provide the guidance office with a written statement indicating that the student is now doing satisfactory work. It is not necessary that the student's average for the year be passing, just that the student's grade for the current marking period be sufficiently above failing so that it is unlikely that the student's grade will fall below passing for the current ineligibility period. If, after a teacher removes a student's name from the ineligibility list, the student's average falls below passing, then the student will be automatically placed on the ineligibility list for the remainder of the current ineligibility period. Where more than two courses are failing, all but one teacher must issue the statement for the student to be removed from the list. If a student is failing a course that meets for two periods per day, the teacher of that course must issue a statement for the student to be removed from the list. A student can not be on the ineligibility list for a course in which the student is no longer enrolled.
- All coaches, advisors, faculty and staff will be informed of those students who are ineligible.
- While ineligible, students will not participate in games, meetings, performances, dances, or any events or organizational activities that are considered extracurricular. This includes being a spectator at any event or performance. However, ineligible students are expected to attend practices and/or rehearsals. Ineligible students may leave study hall only if they have a pass from a teacher to receive extra help or to use the library.
- A student may be removed from the list for extenuating circumstance by having his or her parent or guardian appeal to Superintendent or Principal.
- The administration has the right to declare ineligible any student deemed not to be a suitable representative of the South Kortright Central School District. This decision will be based on the discipline record of this student up to the time of participation in the designated extracurricular activity.
- If a student who is on the ineligibility list participates in the after school tutoring and homework assistance program, that student will remain eligible to participate in extracurricular activities. To remain eligible, students must attend the after school program daily from 3pm. to 4 pm. They can participate in activities after 4 pm. Students who are on Interscholastic athletic teams will be excused from the after school program earlier on days when the team must leave school before 4 pm. to travel to away games. If a student fails to report to the after school program or fails to work seriously while participating in the program, this exemption will be revoked.

## **HOMEWORK POLICY – 8043**

The South Kortright Central School District and School Community believe that homework plays an essential role in educating our students. In developing the homework policy, it is the intent of the Board to promote quality homework for all students by all teachers.

In establishing a homework policy, the Board recognizes the following research based benefits of homework assignments:

- To reinforce school activities.
- To extend/broaden school activities and curriculum.
- To provide drill/practice for specific skills.
- To complete unfinished school assignments.
- To provide parents with an opportunity to become involved in their child's learning.
- To promote/foster regular study habits in children.
- To promote independent study.

### **Homework Guidelines for Teachers**

#### ***A. Time to Complete Assignments***

The maximum total time for a student to complete all of his/her homework assignments each day should be based on the ten minute rule. (Grade level times 10 minutes, i.e. a fifth grade student's time to complete all homework assignments should not exceed 5 x 10 minutes = 50 minutes.)

Teachers of students at the same grade level should coordinate assignments to adhere to the above 10 minute rule. To facilitate compliance with the above rule, teachers should regularly survey their students to determine how long it takes to complete their assignments.

Assignments for students with disabilities must to be modified to comply with IEP recommendations.

#### ***B. Design***

Homework assignments should be designed to maximize the opportunity for their successful completion. Students having academic difficulty completing homework assignments should be provided with additional assistance without loss of credit.

## **GRADING SYSTEM**

Report cards will be prepared four times a year for each student. Student's grades for academic subjects may include major examinations, quizzes, projects and other work as appropriate. All academic courses conclude with a comprehensive final examination or Regents exam.

Course averages are computed as follows:

#### **Full year courses**

Each marking period will count 1/5 of the final average for the course.

The school final exam or the Regents exam will count 1/5 of the final average.

#### **Half year courses**

Each marking period will count 2/5 of the final average for the course.

The school final exam or the Regents exam will count 1/5 of the final average.

### **One marking period courses**

The marking period grade will count 4/5 of the final average and the final exam or final project will count 1/5 of the final average

### **WEIGHTED GRADING SYSTEM FOR CLASS RANK**

There is a weighted-grading system for class ranking. The system is designed to reward students for taking the more difficult courses offered at the school that are not required of all students for graduation. This weighted-grading system is designed so that class ranking is a true indication to colleges and future employers of the student's actual accomplishments relative to other students graduating in his or her class.

### **GUIDANCE SERVICES**

Guidance services are available for every student in the school. Occupational files, college catalogs, trade school information, career choice information, and scholarship information are available in the guidance office.

### **GRADE 7 & 8 PROMOTION/RETENTION POLICY**

There is a very detailed policy that will be given to all parents and students at an evening meeting, each September, which will fully explain the policy. Students will have to pass at least three out of the four core courses (math, science, English and social studies) in order to be promoted to the next grade. There are options for summer school and remediation.

### **HIGH SCHOOL PROMOTION - BOARD POLICY #8023 Grades 9-12**

Grade 9	Successful completion of grade 8
Grade 10	Successful completion of 4 academic credits plus PE 9
Grade 11	Successful completion of 8 academic credits plus PE 9 & 10 Four of the academic credits shall be English 9 & 10 and Social Studies 9 & 10
Grade 12	An academic schedule which, if successfully completed, would result in graduation in June of that academic year.

### **HONOR ROLL CRITERIA**

To be placed on the honor roll at the end of a marking period a student's un-weighted grade point average at the end of a marking period must be equal to or greater than 84.5. South Kortright Central School recognizes three level of academic excellence.

- Honor Roll 84.5-89.499%
- High Honors 89.5-94.449%
- Superintendent's List 94.5% & higher

A student is automatically ineligible for the Honor Roll if they fail one class, even a pass/fail class. Teachers may give a student an incomplete at the end of a marking period under extenuating circumstance. An incomplete will be carried for no more than two calendar weeks.

## SUMMARY THE SKCS COMPREHENSIVE ATTENDANCE POLICY

The South Kortright Central School New Comprehensive Attendance Policy sets minimum attendance requirements for course credit and promotion. Students in grades 7 – 12, who do not meet minimum attendance requirements for a class, will not receive credit for that class.

**Attendance Recording** - Attendance in grade 7-12 will be taken at the beginning of each period of scheduled instruction. A student will be considered absent if he/she is not present for more than one-half of his/her period of scheduled instruction. For a class taken by a 7<sup>th</sup> – 12<sup>th</sup> grade student, the period of scheduled instruction is the length of time the student spends in a particular class.

**Tardy** - a student will be considered tardy if he/she arrives more than five minutes later than the scheduled starting time of instruction, but does not miss more than one-half of the class instruction. Each tardy will count as one-half of an absence.

**Early Departure** - a student will be considered as departing early if he/she leaves more than five minutes prior to the end of his/her scheduled instruction, but does not miss more than one-half of the class instruction. Each early departure shall count as one-half of an absence.

**Absences, tardiness, or early departures are distinguished as excused or unexcused** - Examples of excused absences include: illness, death in family, medical appointment, required court appearances, religious observance, military obligations, attendance at another school activity, pre-approved scheduled college visitations, pre-approved educational experiences, pre-approved work, or others as approved by the Principal or Superintendent. All other absences, tardiness, or early departures are considered unexcused. Examples of unexcused absences include: car trouble, family vacations, oversleeping, work, and any other absence, tardiness, or early departure for which the pupil has no valid school excuse.

**Written Notification** - The school must receive a written notification of the reason for the absence, tardy, or early departure from the parent or person in parental relation. Otherwise, the absence, tardy, or early departure will be considered unexcused.

**Absences and Credit** - The following chart shows the maximum number of absences a student can have and still receive credit.

Type of Course	Maximum Allowable Absences
One Marking Period, Double Period	4
Semester, Double Period	8
Single Period, Full Year	16
Single Period, A/B	8
One marking Period, Single Period	4
Semester, Single Period	8
Summer School	3
Transfer Students	Maximum allowable absences will be prorated to time spent in the District

**Parent/Guardian Notification** - When a student has been absent for 50% of the course's maximum allowable absences, we will notify you that your youngster is in danger of losing course credit because of failure to attend. When a student has been marked absent for 75% of the course's maximum allowable absences, we will schedule a conference with you to discuss the situation and to seek solutions.

**Consequences** - To discourage unexcused absences, tardiness, or early departure, the pupil may be subject to disciplinary procedures for unexcused absence, tardiness, or early departure, including verbal and written warnings, detentions, in-school suspensions, loss of driving privileges, and loss of extra-curricular privileges as described in the Code of Conduct.

## **VEHICLE PARKING AND DRIVING**

According to the National Association for Pupil Transportation, the safest means of transportation to school is on a school bus. Therefore, all students must ride their assigned bus to and from school. The only exceptions are:

1. students who have been given permission by the administration, or
2. students who have a bus note signed by their parent/guardian, indicating that they are to ride a bus other than their own.
3. Students with permission to ride with another student must complete a form, available at the Main Office, signed by their parent/guardian and approved by an Administrator.

### **PARKING AND DRIVING RULES**

1. The privilege of parking in the school parking lot is one that is given to the student provided that it is not abused and provided that space permits.
2. Students who wish to drive to school must register each vehicle that they will be driving at the Main Office for a yearly parking permit.
3. Students will park only in the assigned area.
4. Students will not exceed the speed limit of 15 M.P.H. on school property or drive in a reckless manner.
5. Students will, at no time, go to the parking lot or to any vehicle during the school day without written permission from an administrator, nor will they leave school in any vehicle without the same.
6. Students are not permitted to transport themselves or others to school using a recreational vehicle. Recreational vehicles are not permitted on school property.
7. Students will, at no time, drive to BOCES classes without appropriate permits. In order to obtain a permit, written permission from a parent/guardian, a BOCES Administrator, and a SKCS Administrator are required.

Violations of the above rules may result in the suspension or loss of driving privileges, or other disciplinary action.

## **SCHOOL BOARD POLICIES OF SPECIAL INTEREST**

### **ANTI-DISCRIMINATION POLICY (Policy 0010)**

The school district does not discriminate in employment or in the education programs and activities which it operates on the basis of sex, sexual orientation, age, ethnicity, religion, race or disability in violation of Title IX of the Education Amendments of 1972, Title VII of the Civil Rights Act of 1964, or § 504 of the Rehabilitation Act of 1973 and New York State Human Rights Law. Please contact Benjamin C. Berliner the SKCS Title IX Coordinator if you have questions about Policy #0010.

### **SEXUAL HARASSMENT (Policy 6011)**

It is the policy of the District that all employees and students have a right to work or study in an environment free of discrimination on the basis of sex or sexual orientation, which encompasses freedom from sexual harassment. The District strongly disapproves of sexual harassment of its employees or students in any form, and states that all employees as well as students at all levels of the District must avoid offensive or inappropriate sexual or sexually harassing behavior at school, on school grounds, school functions, and on school transportation and will be held responsible for ensuring that such workplace is free from sexual harassment. Specifically, the District prohibits the following:

- Unwelcome sexual advances;
- Requests for sexual favors, whether or not accompanied by promises or threats with regard to the student-teacher, student-student or employment relationship;

## **SCHOOL BOARD POLICIES CONTINUED**

- Other verbal or physical conduct of a sexual nature made to any employee or student that may threaten or insinuate either explicitly or implicitly that any person's submission to or rejection of sexual advances will in any way influence any decision regarding that person's employment, evaluation, wages, advancement, assigned duties, shifts, academic performance, or any other condition of employment, academic or career development;
- Any verbal or physical conduct of a sexual nature that has the purpose or effect of substantially interfering with a person's ability to perform the individual's duties;
- Any verbal or physical conduct of a sexual nature that has the purpose or effect of creating an intimidating, hostile or offensive working or academic environment.

Such conduct may result in disciplinary action up to and including dismissal or suspension upon instruction.

Other sexually harassing conduct in the workplace, whether physical or verbal, committed by supervisors or non-supervisory personnel or students is also prohibited. This behavior includes but is not limited to commentary about an individual's body, sexually degrading words to describe an individual, offensive comments, off-color language or jokes, innuendos, and displaying sexually suggestive objects, books, magazines, photographs, cartoons or pictures.

Employees or students who have complaints of sexual harassment by anyone in the school environment, including any supervisors, co-employees, students, or visitors are urged to report such conduct to the compliance officer so that the District may investigate and resolve the problem. If the complaint involves the compliance officer, or if the person for any reason is uncomfortable in dealing with the compliance officer, the employee or student may go to the Superintendent or a person appointed by the Superintendent to handle the complaint.

The District will endeavor to investigate all complaints as expeditiously and as professionally as possible. Where investigations confirm the allegations, appropriate corrective action will be taken.

The District will endeavor to maintain the information provided to it in the complaint and investigation process as confidentially as possible, consistent with the laws of the State and, if applicable, the collective bargaining agreement.

## **TOBACCO FREE SCHOOL POLICY (Policy 0030)**

The South Kortright Central School District recognizes its responsibility to promote the health, welfare and safety of students, staff and others on school property and at school-sponsored activities. In light of scientific evidence that the use of tobacco is hazardous to health, and to be consistent with school curriculum and federal and state law, it is the intent of the South Kortright Central School District to establish a tobacco-free environment.

### **DEFINITIONS**

**Tobacco:** means any cigarette, cigar, pipe, bidi, clove cigarette, and any other smoking product; as well as spit tobacco, also known as smokeless, dip, chew, and snuff, and any other spit tobacco product in any form.

**School Property:** means any building, structure or vehicle owned, leased, or contracted by the South Kortright Central School District.

**School Grounds:** means property surrounding buildings and structures, athletic grounds, parking lots, or any other outdoor property owned, leased, or contracted by the South Kortright Central School District.

**TOBACCO USE PROHIBITED** - No person is permitted to use tobacco in any way at any time, including non-school hours, on school property or grounds. Tobacco use is prohibited by students and staff at any school-sponsored event or activity off campus.

**TOBACCO EDUCATION** - Instruction to discourage the misuse of tobacco shall be included in the health education provided for all elementary school pupils taught by the classroom teacher or by teachers certified to teach health education. Instruction shall also be an integral part of a required health education at the junior and senior high levels and taught by teachers certified to teach health education. Related courses in secondary school curriculum shall be taught in a manner supportive of health education regarding tobacco. Staff responsible for teaching tobacco-use prevention shall have adequate training and participate in ongoing professional development activities to effectively deliver the education program as planned.

**TOBACCO DISTRIBUTION** - Distribution or sale of tobacco, including any smoking device is prohibited on school property, grounds, and at any school-sponsored event.

**TOBACCO PROMOTION** - Tobacco advertising is prohibited on school property, grounds, and at any school-sponsored event.

**TOBACCO CESSATION** - Referrals and access to community resources and programs to help students and staff overcome tobacco addiction shall be provided to staff and students.

**NOTICE** - Signs communicating this policy shall be prominently posted and properly maintained where tobacco use and smoking are regulated by this policy. Signs shall include “No Smoking” or the international “No Smoking” symbol, which consists of a pictorial representation of a burning cigarette enclosed in a circle with a bar across it.

**ENFORCEMENT** - Enforcement of this policy shall be equitable and consistent in accordance with the District’s *Code of Conduct and Disciplinary Procedures Policy* and with employee personnel policies. Student participation in a tobacco cessation program and/or tobacco education class may be allowed as an alternative to discipline. Parents will be notified of violations involving their child and subsequent action taken by the school. Employee violations of this policy will lead to disciplinary action in accordance with personnel policies and may include verbal warning and/or written reprimand. Violations by others will result in appropriate sanctions as determined and imposed by the Superintendent.

**ADMINISTRATIVE RULES** - The superintendent will develop administrative regulations as necessary to implement this policy, including provisions for notification of the school’s policy; disciplinary consequences; and procedures for filing and handling complaints about violations of the school’s policy.

**SUBSTANCE ABUSE (Policy 0040)**

South Kortright Central School is a Drug-Free School Zone and a Tobacco Free campus. No student may use, possess, sell or distribute alcohol or other substances, nor may use or possess drugs and paraphernalia, on school grounds or at school sponsored events. The term “alcohol and/or other substances” shall be construed throughout this policy to refer to the use of all substance including, but not limited to, alcohol, inhalants, marijuana, cocaine, LSD, PCP, amphetamines, heroin, steroids, look-alikes, designer drugs, tobacco and tobacco products. The inappropriate use of prescription and over-the-counter drugs shall also be prohibited. Prescription and over-the-counter drugs must be held and administered by the school nurse.

## **STUDENT LOCKERS (Policy 7041)**

Students will have lockers assigned to them on the first day of school (Grades 7-12). There is no expectation of privacy attached to locker usage. Lockers remain the exclusive property of the school; they may be entered into by school authorities at any time. The administration has the right to remove padlocks or combination locks on lockers at its discretion. Guidelines for the orderly cleaning of lockers will be forthcoming prior to the first clean-out date and will be in effect for all established clean-out dates.

### **(LOCKER INFORMATION)**

Student in grades 7-12 will be issued a locker in which to keep his/her personal belongings. Only the student to whom the locker is issued should be given the combination or use the locker. It should be kept closed and locked at all times. In this way personal property may be kept safely. There will be no decals or stickers placed in or on lockers. Lost locks cost \$5.00, and are the student's responsibility.

### **(WEARING OF HATS IN THE SCHOOL BUILDING)**

Students may wear hats in the school building before the beginning of the first instructional period and after the end of the final instructional period. Outerwear and hats are not to be worn anywhere in school building between the beginning of the first instructional period and the end of the final instructional period. Students are to leave their outerwear and hats in their lockers or backpacks during this time. Students wearing hats in school between the beginning of the first instructional period and the end of the final instructional period will have their hats confiscated. Students attending BOCES programs may wear hats and outerwear in the school building on their way to and from their lockers as they leave for or return from their BOCES programs.

## **REQUIREMENTS FOR PARTICIPATION IN BOCES OCCUPATIONAL PROGRAMS (Policy 7076)**

*Students in 9<sup>th</sup> and 10<sup>th</sup> grade are not eligible to participate in BOCES Occupational Programs. For students in 11<sup>th</sup> to be eligible to participate in a BOCES Occupational Program, the student:*

- must have completed 2 high school science courses (2-credits) and must have passed at least one Science Regents Exam.
- must have completed 2 high school Math courses (2-credits) and must have passed the Math A or Algebra Regents Exam.
- must have completed courses in Global Studies 1 and Global Studies 2 (2-credits) and must have passed the Global Studies Regents Exam.
- must have earned one credit of physical education.
- must have completed the Introduction to Occupations course (1 credit) and must have passed the Introduction to occupations proficiency exam.
- must have met the minimum attendance requirements for all 9<sup>th</sup> and 10<sup>th</sup> grade classes.

*For students in 12<sup>th</sup> to be eligible to participate in a BOCES Occupational Program, the student :*

- must have met the eligibility requirements listed above for an 11<sup>th</sup> grade student.
- must have passed English 11 and the Comprehensive English Regents exam.
- must have passed the U.S. History and the U.S. History Regents exam.
- must have completed 1 ½ credits of Physical Education.
- must be enrolled in classes which, if successfully completed, will satisfy all high school graduation requirements.
- must have met the minimum attendance requirements for all previous high school classes.

- The requirements for participation in BOCES Occupational Programs for students with disabilities who are earning an IEP diploma will be determined by the Committee on Special Education.

The Superintendent will make the final decision on eligibility for BOCES Occupational Programs.

## **OTHER USEFUL INFORMATION**

### **FIELD TRIPS**

Field trips are part of the curriculum. These trips have been carefully planned by the individual classroom teachers, and have been approved by the administration. The number of tickets purchased for the trip, the number of chaperones involved, the size of the bus used and the number of lunches that are prepared for the trip are directly tied to the number of students in the group for whom the field trip has been scheduled. Legal excuses for being absent from a field trip are the same as for being absent from school. If the trip extends beyond the school day, after school employment might be considered a legal reason for absence. Otherwise, participation is mandatory. Students who miss a field trip will have make up assignments. If they are illegally absent from a field trip they will face the same disciplinary action as if they were illegally absent from school.

Field trips to locations out of state, or field trips that require more than 100 miles of travel one way are considered extended school day trips and are not mandatory. However, parents and students who sign up for these field trips should make every effort to attend or to inform the teacher as soon as possible should you discover that you cannot attend.

A trip itinerary and informational reminder will be sent home to the parents of all participants in advance of each field trip.

### **HEALTH SERVICES/SCHOOL NURSE**

Any student who becomes ill or injured on the school grounds, in the school building or at any school sponsored activity, must report to the staff member in charge. Under no circumstances is a student to leave the building without first having reported to the Nurse or the Main Office. Accidents need to be reported within 24 hours, to the Nurse, Main Office or staff member in charge.

Students with medication prescribed by a physician must bring that medication to the Nurse's Office upon entering the school building. Written instructions from a physician must accompany medications.

### **EXTRACURRICULAR ACTIVITIES**

The school offers a full program of extracurricular activities in addition to athletics at the junior high, junior varsity and varsity levels. Activity advisors will announce opportunities to join and if there are any special requirements for membership. Students wishing to form a new club may submit a proposal to the Administration for approval. This proposal must include the club's purpose, organization, students interested and a faculty member who would be willing to be the advisor. Approval is also needed from the Student Council, with final approval from the Board of Education.

### **SENIOR PICNIC**

There is no senior "skip" day. Students and parents will be sent a letter about a school sponsored senior picnic. The Board of Education has authorized the Superintendent to exclude any senior from the graduation ceremony who participates in a "skip" day.

## PERIOD SCHEDULE FOR 2011-2012 SCHOOL YEAR

This is what will be printed on students' schedules.

<b>7:50</b>	Students may leave Harbaugh Hall to go to their lockers and homerooms.
<b>8:05</b>	<b>A</b> (1 <sup>st</sup> ) period begins
<b>8:51</b>	<b>B</b> (2 <sup>nd</sup> ) period begins
<b>9:32</b>	<b>C</b> (3 <sup>rd</sup> ) period begins
<b>10:13</b>	<b>D</b> (4 <sup>th</sup> ) period begins
<b>10:54</b>	<b>E</b> (5 <sup>th</sup> ) period begins
<b>11:35</b>	<b>F</b> (6 <sup>th</sup> ) period begins
<b>12:18</b>	<b>G</b> (7 <sup>th</sup> ) period begins
<b>1:01</b>	<b>H</b> (8 <sup>th</sup> ) period begins
<b>1:42</b>	<b>I</b> (9 <sup>th</sup> ) period begins
<b>2:23</b>	<b>J</b> (10 <sup>th</sup> ) period begins
<b>3:00</b>	Final Bus Bell

For students in grades 7-12, homeroom is their **A** (1<sup>st</sup>) period class.

Some classes for grades 5-12 meet on a 2-day cycle. These will be referred to as days **1 & 2**.

Some classes for grades K-4 meet on a 6 day cycle and identified as days **1, 2, 3, 4, 5 & 6**.

## FREQUENTLY ASKED QUESTIONS

### QUESTION

#### **What do I do if I:**

- am sick in school ?
- was absent from school?
  
- am tardy to school?
- am late to class?
- have an appointment with a doctor or dentist and I need to leave school early?
  
- need working papers?
- have a scheduling problem?
- have a locker problem?
- need to be excused from P.E.?
- need information about sports physicals?
- have lost or found something?

### ANSWER

#### **You should:**

- go to Nurse's office.
- bring a note from your parent or guardian to the Attendance Officer the day you return to school.
- sign in at the Main Office.
- have a pass from the previous classroom teacher.
  
- bring note from your parent or guardian to the Attendance Officer.
- speak to the guidance secretary.
- speak to your guidance counselor.
- report it to main office.
- bring your doctor's excuse to the nurse.
- speak to the nurse.
- report it to the main office.

## SERVICES IN DELAWARE/OTSEGO COUNTY

A.O. Fox Memorial Hospital .....	432-2000
AIDS .....	1-800-333-0892
Alcoholics Anonymous .....	432-5300 or 888-227-6237
Alcoholism Clinic .....	865-7656
Al Anon Meetings - Mon. 8pm Methodist Church, 88 Main St., Stamford	
Al Anon Meetings - Fri. 8pm first Presbyterian Church, Clinton St., Delhi	
Catholic Charities of Delaware & Otsego Co. ....	746-0061
Child Abuse .....	1-800-342-3720
Delaware County Department of Social Services .....	746-2325
Delaware County Mental Health Clinic .....	Adults - 865-6522, Children – 865-8255
Delaware County Youth Bureau .....	865-5136 or 746-8685
Delhi Police .....	746-2249
Drug Abuse .....	1-800-522-5353
Drug Reporting .....	1-800-GIVE-TIP (448-3847)
EMERGENCY – If you are calling from SKCS .....	99-911
EMERGENCY – If you are calling from outside of SKCS .....	911
Hudson Valley Poison Center .....	1-800-336-6997
Legal Aid Society .....	433-2600 or 746-6130
New York State Police - Oneonta .....	432-3211
Otsego County Mental Health Clinic .....	433-2343
Planned Parenthood of Delaware and Otsego Counties .....	432-2252
Rape Crisis Services .....	432-2250
Runaway Hotline .....	1-800-621-4000
South Kortright Central School Main Office .....	538-9111
Victims of Domestic Violence .....	1-800-942-6906 or 432-4855
Violence Intervention Program .....	432-4855

### **Personal Numbers and Information:**

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# South Kortright Central School 2011 - 2012 School Calendar

SEPTEMBER				
M	T	W	TH	F
			C	C
H	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

JANUARY				
M	T	W	TH	F
V	3	ED	5	6
9	10	11	12	13
H	17	18	19	20
23	24	25	26	27
30	31			

MARCH				
M	T	W	TH	F
			1	2
5	6	ED	8	9
12	13	14	15	16
19	20	21	22	C
26	27	28	29	30

OCTOBER				
M	T	W	TH	F
3	4	ED	6	7
H	11	12	13	14
17	18	19	OH	21
24	25	26	27	28
31				

FEBRUARY				
M	T	W	TH	F
		ED	2	3
6	7	8	9	10
13	14	15	16	17
H	V	V	V	V
27	28	29		

APRIL				
M	T	W	TH	F
2	3	4	5	H
V	V	V	V	V
16	17	18	19	20
23	24	25	26	27
30				

NOVEMBER				
M	T	W	TH	F
	1	2	3	4
7	8	9	10	H
14	15	ED	17	18
21	ED	V	H	V
28	29	30		

Holidays, Vacations & Conference Days	
September 1	Superintendent's Conference Day
September 2	Superintendent's Conference Day
September 5	Labor Day
September 6	Classes Begin for All Students
October 10	Columbus Day
November 11	Veteran's Day
November 23-25	Thanksgiving Recess
Dec. 23 - Jan. 2	Holiday Vacation
January 16	M.L. King, Jr. Day
January 24-27	Regents Exams
February 20	Presidents Day
February 21-24	Winter Vacation
March 23	Superintendent's Conference Day
April 6	Good Friday
April 9-13	Spring Vacation
May 28	Memorial Day
June 13-22	Regents Exams
June 22	Last Day of School
June 23	Graduation Ceremony

MAY				
M	T	W	TH	F
	1	ED	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
H	29	30	31	

DECEMBER				
M	T	W	TH	F
			1	2
5	6	ED	8	9
12	13	14	15	16
19	20	21	22	V
V	V	V	V	V

JUNE				
M	T	W	TH	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22

Open House
Oct.20 PreK-12

Report Cards Distributed On	
1st	Tues., Nov. 15
2nd	Tues., Feb. 1
3rd	Tues., April 17
4th	Mailed home July

Marking periods		
	Begins	Ends
1st	Sept. 1	Nov. 4
2nd	Nov. 7	Jan. 20
3rd	Jan. 23	March 30
4th	Apr. 2	June 12

Emergency Days: 6

Adopted by the BOE: March 21, 2011

Early Dismissal Days	* Parent Teacher Conferences
Oct. 5	Feb. 1
Nov. 16*, Nov.22*	Mar. 7
Dec. 7	May. 2
Jan. 4	Teacher Conferences

Days in Session	
September	21
October	20
November	18
December	16
January	20
February	16
March	22
April	15
May	22
June	16
<b>TOTAL</b>	<b>186</b>

- VH** Vacation or Holiday - School Closed
- C** Conference day - Students do not attend school
- ED** Early Dismissal - Students dismissed at 1:00 PM
- OH** Open House - 6:30 - 8:00 PM PreK-12
- R** Regents Exams