

EDGEMONT JR./SR. HIGH SCHOOL

STUDENT HANDBOOK 2022-2023

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

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



Arrival Times

Students in grades 7-10 are to report to school in time to be in class at 8:25 a.m. Students are strongly recommended to be on campus by 8:15 a.m. Students in grades 11-12 may arrive as late as 9:20 a.m., provided they are not assigned a course during Block A and a signed parent permission is on file in the Main Office. Students with this late arrival privilege are to sign in at the Main Office upon arrival for attendance purposes. Failure to comply with this responsibility will result in the revocation of late arrival privileges.

****NEW** Bell Schedule
2022 - 2023**

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

Attendance

We believe that daily attendance is essential for student success and will have a positive impact on students’ academic, social, and emotional development. It is a fundamental responsibility of parents/guardians to ensure students’ punctual arrival and daily attendance.

The school day commences at 8:25 a.m. and continues until 3:07 p.m. All blocks are 55 minutes long, with a five minute passing time between blocks.

Responsibility entails meeting one’s obligations. One of the most important obligations a student has is to attend **all** of their classes unless they must be absent for a valid reason. Much learning is based upon the information presented, exchanged, and explored in class. A student’s presence in class is therefore taken into account in the evaluations of student progress. Each teacher may assign a percentage of the final mark that will reflect a student’s class attendance. Lack of attendance, coupled with other factors of a teacher’s grading policy, may result in course failure. Students must be present the entire school day in order to participate in any school-sponsored after school activity. If a student shows a pattern of absences, coaches and advisors will be notified.

Students who are absent from school for all or part of the school day **must** have their parent/guardian call the attendance office at 725-1543 between 7:45 a.m. and 10:00 a.m. on **each day of absence** to explain the reason for the absence. A parent/guardian not heard from will be contacted by the school by email if the student has any unexcused absences to reassure us that each student is absent with the knowledge of their parent/guardian. In addition, a note from the parent/guardian must be submitted to the attendance clerk in the Main Office on the day the student returns to school. The note must include the date(s) of the absence(s), the reason for the absence(s) and the signature and phone number of the parent/guardian. The only legal reasons which excuse absences from school are: personal illness, medical or dental appointments, bereavement, court appearance, school sponsored activities and trips, approved college visits, inclement weather, religious observance, authorized meetings with school personnel, and military obligation.

Absences for reasons not listed above will be unexcused and subject to disciplinary action unless prior approval for the absence is received from the administration. Parents/guardians may not excuse students from classes once they have arrived at school. Students who are ill during the school day and must, therefore, miss or be late to a class are required to report to the nurse, or the absence/lateness will be classified as illegal. Students with unexcused absences and/or latenesses are not entitled to make up the work that they missed.

The following procedures will be implemented for unexcused absences from class: Students will receive one detention for each unexcused absence, no more than the length of a course block (55 minutes) or less than a lunch period (42 minutes). Parents will be notified and the school policy will be reviewed with the students and their parents.

School Activities

It is a school policy that students may not participate in school activities on a particular day unless they have attended all classes on that day. This rule applies to all student activities and interscholastic sports.

Lateness

Students are considered tardy to school if they arrive after the 8:25 a.m. start time. Tardiness will be considered **excused** if the student presents the attendance clerk with a note signed and dated by their parent/guardian or by the parent/guardian calling the attendance clerk at 725-1543, **stating an acceptable reason for lateness** (personal illness, medical or dental appointments, bereavement, court appearance, school-sponsored activities and trips, approved college visits, inclement weather, religious observance, authorized meetings with school personnel, and military obligation). In this case, students are to report to the attendance clerk upon arrival to the school to receive a late pass to class. Tardiness will be considered **unexcused** if the parent does not call the attendance clerk or if the student does not present the attendance clerk with a note that is signed and dated by their parent/guardian stating an acceptable reason for lateness.

All students who are tardy during Block A **prior to 8:40 am** are to report directly to class. It is incumbent upon students to bring to the Main Office a valid letter that excuses their first period tardiness; otherwise, the tardiness will be coded as unexcused. Students with unexcused tardiness are not entitled to make up to the work that they missed. Students who are tardy to all other periods must obtain a late pass and present it to their teacher. Three tardies will result in a detention. Lateness will be cumulative from the beginning of the school year until the end. ***Any student arriving more than 25 minutes late without a valid pass will be reported as an unexcused absence.***

Early Dismissal

Students in grades 11 & 12 may have a regular dismissal time of 2:07 p.m. on cycle days where they do not have a scheduled course during Block F and a [signed parent permission](#) is on file in the Main Office. Students who will be leaving school prior to their regular dismissal time for an acceptable reason (e.g., doctor's appointment) must bring a written note to the Main Office from their parents/guardians when they arrive at school and must be signed out by their parents/guardians. Students with parking privileges may be permitted to leave for a legitimate appointment if permission is granted by an administrator after they speak to the parent/guardian.

Students who are returning to school on the same day following an early dismissal must report to the Main Office to sign back in & receive a pass to return to class.

Passes

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

Classroom Behavior

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

Detention

Detention can be held prior to the start of the school day or during a student's lunch period. Lunch detention assignments will be held in Room A12 or A13. Students are expected to report with their lunch, at the start of the lunch period; thus, students are expected to bring their lunch with them from home. Students who miss detention must make it up and will serve an additional period of detention. Repeated unexcused absences will result in additional consequences pursuant to our progressive discipline practice. This may include additional detention, in-school suspension, or out-of-school suspension.

Schedules and Schedule Changes

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

Participation in Extracurricular Trips and Activities

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

In order for students to be eligible to participate in extracurricular activities or trips, students must demonstrate:

- **A satisfactory academic record.**
- **A satisfactory discipline record, indicated by absence of misconduct referrals.**
- **An excellent attendance record which includes regular and on-time school attendance and without incidence of illegal class absence (cutting).**

The school administration reserves the right to exclude students who have an unacceptable academic record or who have not followed school rules. Students who are not permitted to attend a trip will be given a program of supervised study at the school.

Attendance at School Evening Functions

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

Examinations

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

Quizzes may be administered at any time to evaluate a single day's assignment. A quiz should last no more than 10-15 minutes.

Tests will not be given on major religious holidays.

Study Hall/Free Periods

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

Students in grades 9-12 do not attend study halls during free periods. Students who are free may use the library, academic labs, cafeteria, and patio area. Areas such as the front of the administration building and parking lots are off-limits to all students during free periods.

Grade Reporting

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

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

Progress reports will be sent home midway between regular quarters to inform parents about declining or failing work on the part of the student.

Homework

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

Homework will not be assigned on the day prior to a religious holiday. The dates for these holidays may be found on the calendar on the Edgemont website.

Make-Up Work

I. Because of Illness or Other Reason

Students who have been legally absent from school are responsible for making up their class assignments, tests, and quizzes when they return to school. Returning students who feel that they need extra time to make up work should speak to their teacher(s). If a student's request is deemed reasonable, the teacher may grant additional time or provide some other provision for making up work. Extensions should not exceed three days.

If an extension is granted, the student must make full use of teachers' office hours and free periods to complete the assignment in question. In the case of extended illness, teachers will work out the method and time frame for completing work missed with the student.

II. Because of Unlawful Detention

On occasion, parents take their children out of school for personal reasons, such as vacations. Such absences are not legal. When students are absent from school for family reasons, they will be responsible to get and complete assignments. Students asking teachers for assignments must do so at least one week in advance of their absence. Upon return to school, students should be prepared to make up missed tests and quizzes and complete other assignments as required. Teachers are not required to reteach missed work. All illegal absences are subject to academic consequences.

III. Because of Unexcused Absence/Lateness

Students with unexcused absences and/or latenesses are not entitled to make up the work that they missed.

For additional information, please see the "Universal Testing Conditions" document found [here](#).

Articles Prohibited in School

It is highly recommended that radios, CD players, MP3 players, and iPods not be brought to school unless they are being utilized for academic purposes. These items disturb classes and may also be lost, broken, or stolen.

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

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

Cell Phones and Other Electronic Devices

Use of cell phones and other electronic devices is prohibited during class (including speaking, texting, taking photos or videos, playing games or using accessories, including built-in calculators). While in class, all cell phones and electronic devices must be off and placed in students' bags. Teachers may confiscate the phone or electronic device either for the remainder of the period or for the entire

day. The teacher will inform the student about where they can retrieve their phone or electronic device. Students may use their cell phones during free periods and during the passing time in between class periods.

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

Use of Tobacco and/or Vaping Products

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

Drugs and Alcohol

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

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

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

Vandalism/Theft

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

Further, any school property damaged by an act of vandalism or other inappropriate behavior (such as fighting, running, or general "horseplay") will be paid for by the student or parents of the student.

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

Lost and Found

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

Language Guidelines and Student Dress Code

Language used should be appropriate at all times.

All students are expected to give proper attention to personal cleanliness and to dress appropriately for school and school functions. Students and their parents have the primary responsibility for acceptable student dress and appearance.

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

1. Be safe, appropriate, and not disrupt or interfere with the educational process.
2. Recognize that extremely brief garments are not appropriate.
3. Include footwear at all times.
4. The wearing of hats in the classroom will be at the prerogative of the classroom teacher.
5. Not include items that are vulgar, obscene, libelous, or denigrate others on account of race, color, religion, creed, national origin, gender, sexual orientation, or disability.
6. Not promote and/or endorse the use of alcohol, tobacco, or illegal drugs and/or encourage other illegal or violent activities.

Students who violate the student dress code shall be required to modify their appearance by covering or removing the offending items and, if necessary or practical, by having a parent replace 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.

Lost Books/Calculators

When a student loses a book, they must check with their teacher to learn the price of the book. When a payment is made by check to the Main Office, they will receive a receipt to present to their teacher, at which time the teacher will issue another book to the student. Checks are to be made out to the “*Edgemont UFSD*”. When a student loses a school-issued calculator, they must report it to their teacher and purchase a replacement calculator.

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

Physical Education Program

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

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

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

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

Fail indicates one or more of the following:

- A student has had three or more unexcused absences during a quarter.
- A student has been unprepared or not participated three or more times during a quarter.
- A student has been excessively late or has demonstrated unsafe or inappropriate behavior.

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

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

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

Cafeteria

The school cafeteria is open throughout the school day for breakfast, lunch and snacks. The cafeteria opens at 8:00 a.m. Breakfast is served before 11:25 a.m. Lunch service begins at 11:25 a.m. and ends at 1:07 p.m. Students can purchase items using our cafeteria's web-based payment system called PayForIt. No cash is accepted. You can find the instructions to deposit money into your PayForIt account [here](#). Students will need to show their ID to the cashier or enter their student ID number when paying. Our [lunch menu](#) is available on the school website.

Students may eat food **only in the cafeteria, on the patio, or the satellite cafe in the San Marco Gym**. Food should not be brought into the hallways or in the classrooms. Juniors and seniors are permitted to leave campus for lunch. Students in grades 7-10 are not permitted to leave campus for lunch. **All students are NOT permitted to order food delivery for lunch from outside vendors.** All students must practice good stewardship in the cafeteria. This includes cleaning up one's eating area and disposing of all excess food items and garbage.

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

Off-Campus Lunch

Students in grades 11-12 are permitted **one period off campus during their lunch period only** if they have [a signed parental permission slip](#) on file in the Main Office.

Working Papers

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

Driving and Parking Regulations

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

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

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

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

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

Locks and Lockers

Every student in grades 7 through 10 will be assigned a locker which must be secured by an authorized lock. Students must use the locker assigned and secure their personal items with a lock at all times. Students in grades 11 and 12 who would like a locker should go to the Main Office to request one. One will be assigned to them at that time.

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

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

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

Visitors

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

Important Phone Numbers

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

This document contains selections from the Student Code of Conduct. A complete version of the Student Code of Conduct can be found [here](#). Students are responsible for complying with all sections of the Code of Conduct.

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