

KNOX MISSION STATEMENT:

The Knox Junior High School community recognizes the variety of individual interests and abilities of its students, and is committed to providing academic, aesthetic, athletic and social experiences which nurture and cultivate those interests. To insure the existence of a supportive environment, we set and expect of all community members high standards of achievement and behavior within the school setting. Our ultimate goal is to foster:

PRIDE, RESPECT & RESPONSIBILITY.

Knox Expectations and Procedures:

Basic Rules:

- Book bags may not be carried to classes. Bags are to be brought to school, left in lockers and then taken from school at dismissal.
- All students must remain on the school grounds during their lunch periods.
- Make sure you have your lunch or money for lunch, books, etc. when you leave home in the morning.
- No radios, playing cards, electronic games, cameras, hackysacks or tape recorders are allowed in school, without permission.
- Candy and other snack foods are not to be consumed outside of lunch.
- You need teacher's permission to chew gum in his/her classroom.
- You can't sell anything in the school without permission from the principal.
- No laser pointers, beepers or cellular phones are allowed in school.
- Hats or bandanas are not to be worn inside the school.
- No chains or wallets with chains are to be worn inside the school.
- Please do not bring large amounts of money or expensive jewelry to school.

Attendance Policy

PLEASE NOTE: The Attendance Policy is an important new change that is in effect... Please make sure that you review your copy and call the Knox Office with any questions.

You *MUST* have a note signed by a parent or guardian if you:

- are absent from or late to school: ALSO, YOU SHOULD HAVE YOUR PARENT/GUARDIAN CALL THE SCHOOL BETWEEN THE HOURS OF 7:30 AND 8:45 a.m. TO REPORT YOUR ABSENCE;
- want to leave school early for an appointment;

- need to be excused from a single physical education class for health reasons;
- need to change buses or to be let off at a different stop. (Note should be given to the bus driver) *This is only for bus students. The office must approve the note first.*

People and Places

THE OFFICE

The secretary in the main office is the principal's secretary. She is happy to assist parents and students during the day. Parent visitors are welcome at Knox, but they are required to check in at the office when they enter the building.

THE PRINCIPAL

The principal is here to help you. He is responsible for what goes on in the school. He meets with teachers, parents and members of the community. He also observes classes and school activities. You should feel free to go up to him in the hall to talk to him or to make an appointment with his secretary to see him in his office if you have any problems.

GUIDANCE OFFICE

The School Counselor assists with your class schedules while at Knox, as well as arranging your programs for ninth grade. She will talk to you if you are having trouble with schoolwork. She will also help if you are having problems with other students or teachers. If you want to talk with her, go to the guidance office before or after school, during study hall or during lunch to make an appointment.

The guidance office is the place to go to sign up for the late bus or if you want to obtain a working permit.

COUNSELING SERVICES

All calls are kept confidential.

- Your School Counselor - 762- 3726
- Alcohol & Substance Abuse of Fulton Co. - 762- 8464
- Alcoholics Anonymous (ALA- Teen) - 736- 2644
- Alcoholism Counselor - 773-3532
- Catholic Charities - 762-8313 (provide various family & community services)

- Crossroads Counseling - 843- 8400
- Family Counseling Center - 725- 4310
- Fulton Co. Nurse Services - 762- 0720 (immunization clinic, communicable diseases)
- Social Services - 762-0615
- Mental Health of Fulton Co. - 773- 8231
- St. Mary's Mental Health & Alcohol Services - 842- 9111
- Family Violence - 725-3500
- Youth Opportunities Unlimited (Y.O.U.) - 725-1820 (especially for teens who are parents or pregnant)
- Free Legal Services (Civil) - 842- 9466

HOT LINES OR CRISIS INTERVENTION NUMBERS

- Child Abuse Hot Line - 1-800-342-3720
- Rape Crisis (sexual abuse) Hot Line - 843- 4367
- Runaway Hot Line - 1-800-231-6946
- Fulton Co. Mental Health Hot Line - 1-800-342-9872
- Family Violence - 725- 5300
- Poison Control Hot Line - 1-800-336-6997
- St. Mary's Mental Health & Alcohol Services - 842-9111 or 1-800 -444 -5046

HEALTH OFFICE

If you become ill during the school day you should inform a teacher and report to the school nurse. If the nurse finds it necessary to send you home, your parent/guardian will be notified and you will be picked up at the nurse's office. **(Students are not to call to have a parent pick them up...the nurse must be seen.)** If you are not able to attend school, please have your parent/guardian call the nurse after 7:30 a.m. Upon your return from being absent from or late to school, **please bring a written excuse** from your parent/guardian. The excuse should include the following:

- Date of Absence
- Reasons clearly defined
- Signature of parent/guardian

MEDICATION POLICY

The Greater Johnstown School District recognizes the correlation between student achievement and providing the appropriate environment for the health and welfare of all students. Therefore, medication by mouth, by injection, inhalers or by topical application should not be administered by school personnel, except where permitted by administrative procedure.

MEDICATION ON SCHOOL PREMISES

1. It is recognized that for individual students, specific emergency situations or medical conditions requiring medication to be administered during school hours may occur during the school year.
2. When such a situation or condition occurs, and the parent is unable to come to school to administer the medication, school personnel may administer medication under the following conditions.
3. A medication application must be completed by the student's parent/guardian and physician.
4. The medication application form must include the following information:
 - a. Signed consent by the parent or guardian for school personnel to administer the medication.
 - b. Documentation from the student's attending physician indicating the need for the medication to be taken and of the need for the medication to be taken during school time.
 - c. A current photograph of the student attached to the application.
 - d. Pertinent information concerning any side effects of the medication or any anticipated reaction to the medication, to include action to be taken by school personnel in case of a reaction.
 - e. The name of the medication, a prescription for it, adverse effects of the medication and remedies, time of day to be administered and the duration of the administration.
 - f. Specific directions from the attending physician for administration, dosage, and storage, etc.

Any application deemed incomplete by the school principal will not be considered until all information required on the application has been completed. No medication will be approved for distribution until either the building principal or the school nurse verifies with the student's attending physician the need to medicate during school hours.

5. The school principal or his designee shall notify the parent if the application is disapproved.
6. The parent shall deliver the medication in its original container with prescription affixed on it to the school nurse, who shall arrange for the medication to be kept under lock and key in the health office. The initial

amount of medication delivered to the the school nurse (i.e. number of pills/tablets or total fluid ounces, etc) up to a maximum one month's supply will be recorded upon receipt. No medication is to be brought to the school nurse by the student.

7. Upon approval of the application, the parent or the school nurse should administer the medication. If school personnel other than the school nurse are to administer the medication, they must first be trained by the nurse.
8. The the school nurse assigned to the health department shall inventory the medications in their school health office once a week.
9. Parent/guardian must inform the school nurse of any changes in the medication or cancellation of the prescription. The notification must be in the form of a doctor's order.
10. The parent or guardian must be notified by school personnel if the medication is not administered on schedule (e.g. if the student refuses to take the medication).
11. School personnel will notify the parent or guardian when a refill of the prescription is necessary.
12. Medications that may be given include oral medications, self-injections, inhalers, adrenaline with an EpiPen, topical applications, and over the counter medications such as aspirin if prescribed by the student's physician.
13. A. To provide a healthy school environment, no student shall have in his/her possession on school grounds any medication either prescribed or over the counter medication without a doctor's order. Exception to this rule is only permitted if proper administrative procedures have been followed and a self-medication release form has been completed. Students who violate this provision shall be subject to the disciplinary penalties of the Board of Education. An approved medication application shall not be an excuse. Parents or guardians must deliver the medication to the school in accordance with provision 6 of this administrative procedure. Any medication carried by the student or left in a classroom or school locker shall be deemed to be a potential hazard to the rest of the school population.
B. Parents should be advised to ask the pharmacist for three containers: one to remain at home, one at school so medications are not transported on a daily basis and one to be taken on field trips or after school activities.

14. Staff responsibility when a pupil is observed carrying or taking medication: School personnel who observe a student or students either in possession of or taking a medication shall report the student(s) to the school principal. The disciplinary provisions of policies 5152 and 5153 shall be applied by the principal.
15. At the end of the school year, parents/guardians will be notified by mail the deadline to pick up medication from the health office. If medications are not picked up by this deadline, the health office will properly dispose of the medication.

CAFETERIA

There are two lunch periods; each is 30 minutes long.

1. Go to your locker before lunch to drop off your books
(DO NOT USE ANOTHER STUDENT'S LOCKER).
2. Charging is not permitted in grades 7 - 12. This is enforced. Use your student ID number as you did in elementary school.
2. Don't cut in the food line; go to the end.
3. Don't throw food or touch anyone else's food.
4. When you are through eating, check to see if the table is clean, empty your garbage in the barrel and take your tray and utensils to the cleaning area. *No food is to be taken out of the cafeteria.*
5. If the guidelines are broken, you can end up cleaning tables for a few days, staying after school or placed on lunch restriction.

MEDIA CENTER

The library is a place for quiet study and research when preparing special class assignments requiring the use of library materials. The Media Specialist will help you find books, look up materials and use the automated card catalog. She will also check out books and other materials for you. However, it is **your** responsibility to return all borrowed materials to the library on or before the due dates.

To go to the library from your study hall, you must have a pre-signed pass from one of your subject teachers. These passes are for the entire period unless otherwise indicated.

LOCKERS

You are assigned two lockers, a hall locker for clothes and books and a gym locker for gym clothes.

LOCKERS

You must use an approved Master Lock (V55) from the main office for your hall lockers. You will return these locks to the office at the end of the school year. You are responsible for the inside and outside condition of your lockers. All materials in your locker are your responsibility. Lockers are school property and can be searched if there is reasonable cause to do so.. **Do not let anyone know your combination. SHARING OF LOCKERS IS NOT ALLOWED.**

FIRE EVACUATION

If a fire is detected anywhere in the building, report the location of the fire to the nearest teacher, custodian or office personnel and leave the building. By law, fire drills *must* be held 12 times a year. Fire drill signs and evacuation routes are posted in every room and it is imperative that the building be **quickly, quietly, and safely** vacated.

The following rules are to be followed when the fire alarm sounds:

1. Everyone will leave the building quickly and quietly following your teacher's directions.
2. Once outside, move well away from the building keeping the driveways clear for the use of fire apparatus.
3. Remain quiet and attentive being alert to further instructions.
4. Do not return to the building until proper instructions have been given.

A school false alarm represents an intolerable hazard to safety. Anyone ringing a false alarm is subject to both a fine and imprisonment under state law. Suspension out of school, as well as prosecution may result for anyone found guilty of this offense. Tampering with the fire-fighting equipment will also be dealt with severely.

Academic Matters

PROGRESS REPORTS

Progress reports are issued in the middle of each quarter. The purpose of the reports is to let you know how you're doing in each course so you can still do something about it. The teacher may write comments about how

you've been participating in class. You are to take this report to your parents. Only those students in danger of failing will have the 35th week progress reports. This will be mailed to your home.

Progress Reports Issued (5 weeks)

- Quarter 1 October 8
- Quarter 2 December 10
- Quarter 3 March 4
- Quarter 4 May 13 (Mailed)

REPORT CARDS

There are four marking periods called quarters. Report cards are issued on or about the first Friday after the close of the marking period. You are to take these reports home to your parents. Grades are given in each subject including physical education, health, and foreign languages.

Report Cards Issued (10 weeks)

- November 5
- January 21
- April 1
- June 23

PROMOTION REQUIREMENTS & SUMMER SCHOOL

Promotion to 8th Grade (6 $\frac{3}{4}$ units)

English - 1 unit of study

Social Studies - 1 unit of study

Math - 1 unit of study

Science - 1 unit of study

Technology - 1 unit of study

Art - $\frac{1}{4}$ unit of study

Band/Chorus/Music – $\frac{1}{4}$ unit of study

Computer – $\frac{1}{4}$ unit of study

Health – $\frac{1}{2}$ unit of study

Physical Education – $\frac{1}{2}$ unit of study

A student who fails 2, 3 or 4 units of study will fail the grade or go to summer school to achieve the units of study required to pass. Students who fail more than 4 units of study will repeat 7th grade.

Promotion to 9th Grade (6 $\frac{3}{4}$ units)

English - 1 unit of study

Social Studies - 1 unit of study

Math - 1 unit of study

Science - 1 unit of study

Foreign Language - 1 unit of study**

Art - 1/4 unit of study

Band/Chorus/Music - 1/4 unit of study

Computer - 1/4 unit of study

P.E. - 1/2 unit of study

Life Studies - 1/2 unit of study

** Pertains only to students who are taking a foreign language

A student who fails 2, 3 or 4 units of study will fail the grade or go to summer school to achieve the units of study required to pass. Students who fail more than 4 units of study will repeat 8th grade.

HONOR ROLLS

There are two levels: 85-94 & 95-100.

Any failing mark or incomplete grade for the quarter disqualifies the student from the honor roll.

PARENT CONFERENCES

Parent conferences will be scheduled as needed by your teachers or upon the request of your parents.

MAKE-UP WORK

If you are out of school, you must make up your work within a certain period of time following your return to school. When you return, check with your teachers to see what you've missed. Go to help sessions to have things explained to you. Please refer to the Attendance Policy

You may request homework **IF YOU ARE OUT MORE THAN ONE DAY**, however, this request must be made by 8 a.m. on the morning of the second day's absence. You are responsible for arranging to have someone come to the main office at the end of day to pick it up.

Co-Curricular Activities

BAND

Band and instrumental lessons are elective courses available to students who have successfully studied an instrument in elementary school. Lessons and rehearsals are held during school hours. During the school year, the Knox band holds two public concerts in the Knox auditorium and tours the Johnstown Elementary Schools.

CHORUS

All members of the student body are invited to join in as we sing number one hits and prepare songs for the county music festival. We perform at Christmas time on the Knox stage. In the past we have also performed at the Wells House and Willing Helpers Home as well as our annual tour of the elementary schools.

NEWSPAPER

The Knox Junior High School newspaper, "The Knight's Chronicle," is written by students for students. The paper offers students an opportunity to express their ideas and works. Seventh and eighth grade students who are interested in writing about school activities and other newsworthy items are encouraged to participate in this club.

BUILDERS CLUB

The Builders Club is a coeducational service organization that provides students the opportunity to help others, serve their school and community, and build a positive future for themselves. Students develop projects and carry out service projects for their school and community. They may also participate in fundraisers using the money to support local charities or school activities. The club meets twice a month along with other Builders Club sponsored activities.

FOREIGN LANGUAGE CLUB

This club is open to all students, and is sponsored by the foreign language teachers. It meets once a week to plan activities that vary from year to year.

YEARBOOK

The yearbook is open to both seventh and eighth graders who will participate in creating a pictorial history of the Knox experience. The end result is a yearbook, which will be available for students to purchase at the end of the school year.

STUDENT COUNCIL

The Student Council is an organization of both seventh and eighth grade students. Those students selected to become members of student council should be in good academic standing, have leadership abilities, and be good citizens. Student Council sponsors many social and service activities during the school year as well as running a Student Store.

DRAMA CLUB

The Knox Drama Club is open to all seventh and eighth grade students. Participants gain experience in communication skills, theatrical technique and backstage operations. There are usually at least two productions per year.

INTRAMURALS/INTERSCHOLASTICS

Members of the Greater Johnstown School District conduct an after-school program of intramural and interscholastic sports. (FYI: The word intramural means within the school, while the word interscholastic means between schools.)

Some intramurals may be bowling, soccer, basketball, volleyball, softball, track and flag football.

Interscholastic sports at our school consist of:

- Modified Cross Country - boys & girls
- Modified Basketball - boys
- Modified Basketball - girls
- Modified Soccer - boys
- Modified Soccer - girls
- Modified Volleyball - girls
- Modified Softball - girls
- Modified Swimming - boys & girls
- Modified Wrestling - boys
- Modified Track - boys & girls
- Modified Field Hockey - girls
- Modified Football - boys

PARTICIPANTS IN SPORTS INTRAMURALS AND CLUBS

It is expected that all students participating in sports, intramurals and clubs will maintain passing averages and be on their best behavior while involved in these activities.

The district Athletic Code is given to athletes at the beginning of each sport season by their coaches. Copies are available in the office or from the athletic director.

Coaches, advisors and teachers will maintain close communication with each other to ensure all participants are maintaining the above conditions.

HOMEROOMS

Your homeroom is your Period One class. Homeroom business is conducted at this time.

AT 7:28 a.m. YOU ARE TARDY.

STUDY HALLS

A study hall, by definition, is a place where you engage in activities which are directly related to the school curriculum. This non-instructional time allows you to complete assignments given in classes. The following is a list of regulations which will allow a study hall to function effectively:

1. You are to come prepared to carry out assignments. You do this by bringing such materials as textbooks, notebooks, magazines, reference materials or other reading material.
2. After attendance has been taken, a student, with a presigned pass may be allowed to sign out for the remainder of the period.
3. All study halls are to be quiet, working study halls.
4. You are not permitted to play games of chance (cards for example) or engage in other non-educational activities during study hall.
5. Common courtesy and reasonable behavior is expected at all times.

LUNCH

No students will be allowed to leave the school grounds unless accompanied by a parent/guardian. While at lunch, you are expected to follow the directions of the cafeteria helpers and lunchroom supervisors.

PASSES

A student in the hall during a class period must have a teacher pass. **The main office does not issue late passes after first period.** Get a pass from wherever you are coming from.

PHYSICAL EDUCATION

If you are sick and can't take physical education, you must bring a note from home, have it signed by the nurse and give it to your physical education teacher. A doctor's excuse is needed for an extended period of recovery. In this case, you must have written permission from the doctor to return to activity. Library work and written reports enable the disabled student to maintain his/her status in physical education.

DRESS CODE

The dress code at Knox follows very closely the Code of the New York State Commissioner of Education that states that:

No article of clothing, nor style of dress should:

- ... offend taste by indecent exposure;**
- ... be a distraction;**
- ... jeopardize the safety of the wearer, or classmates;**
- ... be inappropriate to the place in which it is worn as judged by teachers and/or administration;**
- ... Hats are not to be worn during school hours.**

EXAMINATIONS

Final exams in seventh and eighth grades are generally local exams. There is, however, a Regents exam given to 8th grade Course I Math students. Also, there is now a proficiency examination given to eighth grade foreign language students who plan to graduate with a Regents diploma. When you pass the exam, you earn one unit of high school credit.

Students are required to be on time for each final exam. Failure to take a final exam without a legal excuse will result in a zero for that exam. The final exam counts 20 percent of the grade in that subject.

FINES AND CHARGES

Any fines or charges owed (lost textbooks, overdue library books, lunch charges, etc.) **must** be paid as soon as possible.

MARKING SYSTEM

Grades seven and eight use a numerical marking system. Passing in all subjects is 65. Grades will be issued four times during the school year: **November, January, April, and June**. Each of these quarters will represent a 10-week segment of the school year.

The final grades will generally be computed as follows: The final average will be determined by averaging the four quarters of the school year plus the final exam and dividing by five. It is important, however, that we recognize that the final grade is at the discretion of the teacher.

BUSES

Students assigned to a particular bus are to use that bus. Permission to use a different bus will be given only in an emergency situation, or if the bus change is permanent. **STUDENTS WHO NORMALLY WALK HOME FROM SCHOOL WILL NOT BE PERMITTED TO RIDE A BUS.**

You are not permitted to be dropped off at any location other than your regular stop except on an emergency basis. Any emergency change in bus stop must be approved by the school principal prior to the change and will only be allowed for a given period of time.

The bus driver is in charge of the vehicle. Student conduct is expected to be orderly and not impair the safety of the moving vehicle.

Riding a bus to and from school is a privilege, not a right. Therefore, the privilege can be taken away for conduct that is abusive, dangerous or destructive to the vehicle in which you are riding.

BUS CODE

ALL STUDENTS MUST BEHAVE APPROPRIATELY AS PASSENGERS OF A SCHOOL BUS

Good pupil conduct contributes to safety on a school bus. A responsible student will observe the following:

1. The pupil will be on time at the scheduled stop or when going home at the close of school.
2. The pupil will wait until the bus comes to a full stop before attempting to enter or get off the bus.

3. The pupil will take his/her turn and avoid pushing upon entering and leaving the bus.
4. The pupil will take his/her seat promptly and remain in it until the bus arrives at his/her stop. The bus driver is authorized to assign seats.
5. The pupil will keep his/her hands off the person and property of other children.
6. The pupil should be courteous, and use no profane language.
7. The pupil should cooperate with the bus driver and at no time should s/he be destructive. The student will follow all directions of the bus driver.
8. The pupil should keep his/her head, hands, and feet inside the bus.
9. The pupil should never tamper with the emergency doors or windows except in the case of a real emergency.
10. Pupils are not to smoke, drink alcohol or consume drugs on the bus. Glass bottles are prohibited on the bus. No food, gum, or candy may be eaten on the bus.
11. Pupils are to cross the road to enter the bus or to depart from the bus 10 feet in front of the bus.
12. Pupils should remove any litter (not leave it on the bus) and deposit it in a proper receptacle.
13. Bus discipline rules shall be reviewed each year with bus drivers and pupils by appropriate staff.
14. Pupils are to be picked up and dropped off at the regularly assigned bus stop. A pupil may enter or leave the bus at a point other than the regularly scheduled bus stop only with written permission of parent/guardian and the building principal.

Special Events

DANCES

Dances occur several times during the year. They are special events requiring you to follow a few simple rules:

- You must dress appropriately.
- You must be at the dance when it begins or shortly thereafter and remain inside until the dance ends.
- If you leave during the dance, you cannot return.
- No smoking or drinking is allowed.
- If you were suspended or were a discipline problem within two weeks before the dance, you cannot attend the dance.
- If you are absent the day of the dance, you may not attend unless it was a legal absence such as a doctor's appointment, funeral, etc.

CONCERTS AND ASSEMBLIES

Student assemblies and concerts are either student sponsored, or paid professional performances. When you go to an assembly or concert, remember that it is a privilege to attend. Talking during a program or whistling and shouting do not show good manners. Good assembly manners are shown by:

- being orderly when you come in.
- finding a seat quietly and quickly.
- clapping to show appreciation.
- following directions exactly.
- being orderly when leaving.

After School

BUSES

When weather is bad, all bus students will wait for buses in the front hallway. Students are to wait quietly until their bus arrives.

LATE BUSES

There is one late bus daily at 3:40 p.m. for students who stayed for detention, help sessions or other activities. Good behavior is expected on the bus. Late buses do not drop you off at your normal bus stop. It will drop you off in the general area where you live. You will have to walk home from there.

You must sign up for the late bus in the Guidance Office by 3 p.m.

DETENTION

There are two ways you can get into trouble and stay after school. You can misbehave with one of the staff, and he/she will give you a regular detention. If you misbehave in the lunchroom or another public space, you get an office detention.

Detention lasts from 2:07 to 3:45 p.m. and is unpleasant. You are required to sit there without talking; you may do homework or read. Try to avoid it if you can. If you have two things to do after school, such as intramurals, team practice or a job, and detention, **DETENTION ALWAYS TAKES PRECEDENCE** over the other activity.

If you skip detention, you may be assigned to in-school suspension the following day and still must serve the detention you skipped.

A full day of ISS begins at 7:25 a.m. and ends at 3:45 p.m.

End of Year Events

AWARDS ASSEMBLY

In early June, the annual Awards Assembly is held in the evening. Students are presented certificates for: Drama Club Certificates; Yearbook Certificates; Student Council Certificates; Art Club Certificates; Peer Mediation Certificate; Spelling Bee Representative; Presidential Education Awards; Physical Fitness Award; Language Awards; Co-Curricular Activities Awards; NYS Mathematics League; Choral & Band Certificates
NYS Triple "C" Awards

PROMOTION CEREMONY

The promotion ceremony is held following final examinations. Before presenting the promotion certificates, various awards are given to eighth graders who have earned these honors: Music Awards; Art Award; The American Legion Awards; The Betty Green Mathematics Award; The Milton E. Zoellner Awards; The Margery Lucas Award; The Walter E. Short Award; The Albert E. Jewell Award; The Robert L. Dawson Award; The Elizabeth W. Holtzworth Social Studies Award; The Adam Safferman Memorial Award; Foreign Language Awards; Knox PTSA Awards; The Knox Faculty Award for Citizenship; The Knox Faculty Award for Scholarship; Knox Student Achievement Award; Burton A. Beck Student Council Awards; The 90 Percent Honor Roll Awards; The Principal's Prizes.

The recipients of all of these awards receive special recognition at the promotion ceremony as well as monetary prizes and/or trophies. In addition, the student with the highest academic average has his/her name engraved on a special plaque in the school.