

Wayland-Cohocton Middle School Student Handbook 2008-2009



MISSION STATEMENT

**“EXCELLENCE..NOTHING LESS.
CARE ENOUGH TO EXPECT THE BEST”**

The staff at Wayland-Cohocton Middle School believes that all Students can learn and achieve mastery of basic grade level skill, regardless of their previous academic performance, socio-economic status, race or gender. Students will realize the value of an education by demonstrating high achievement in their academic undertaking. We believe that Wayland-Cohocton Middle School’s purpose is to educate all students to high levels of academic performance and creative problem solving while promoting positive growth in social skills and behaviors.

We accept the responsibility to teach all students so they can attain their maximum educational potential.

Welcome to the 2008-2009 school year. We are looking forward to another enjoyable and productive year. This handbook contains information about our school and the policies and procedures you and your child will need to be familiar with for a productive school year. We encourage you to review this handbook and please contact us if you have any additional questions.

Thank you,

Eileen Feinman
M.S. Principal

Matt Flowers
M.S. Assistant Principal

SUPERINTENDENT OF SCHOOLS

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Assistance Directory

General Middle School Information	Middle School Office	728-2551
Absenteeism / Tardiness	Middle School Attendance Office	728-3006
Illness	Middle School Nurse	728-3006
Schedule Changes	Counseling Office	728-2214
Work Permits	High School Office	728-2366
Transportation Problems	Bus Garage	728-2213
Computerized Cafeteria System	Cafeteria Manager	728-2150

Counseling Services

The school counselors and secretaries are here to assist all students. Services include: educational planning, test interpretation, career and occupational information, help with home/school/social concerns, transition from high school to college/work/military, group guidance and counseling.

If you wish to meet with a counselor or simply need some assistance, come to the office and a counselor or secretary will be happy to help you.

Daily Schedule

7:35 am	Doors open to all students
Homebase	7:45-8:00
1 st period	8:04-8:43
2 nd period	8:47-9:26
3 rd period	9:30-10:09
4 th period	10:13-10:52
5 th period	10:56-11:16
6 th period	11:16-11:36
7 th period	11:40-12:00
8 th period	12:00-12:20
9 th period	12:24-12:44
10 th period	12:44-1:04
11 th period	1:08-1:47
12 th period	1:51-2:30
13 th period	2:34-3:20

Code of Conduct Summary

Code of Conduct

The Code of Conduct is a comprehensive document that clearly defines expectations for acceptable conduct on school property by students, teachers, district personnel, parents and other visitors in order to provide a safe and orderly school environment. It clearly defines what is unacceptable conduct and outlines disciplinary techniques to be used when consequences are deemed necessary.

New Definitions

The Code of Conduct includes definitions of disruptive students and violent students and replaces the Zero Tolerance Policy.

Students Rights and Responsibilities

The Code of Conduct outlines students rights as well as responsibilities while on school property or involved in extra-curricular activities.

Essential Partners

The Code of Conduct includes all parties involved in the education and well being of our students. It also provides expectations for parents, visitors, teachers, counselors, principals, superintendents and Boards of Education.

Student Dress Code

The Code of Conduct states that students are expected to give attention to personal cleanliness and dress appropriately for school and school functions. It lists what is acceptable dress and affords the opportunity to cover, remove or replace unacceptable items. Failure to comply will be subject to discipline.

Prohibited Student Conduct

The Code of Conduct states that students may be subject to disciplinary action when they disregard the rights/welfare of other students, district personnel and/or other members of the school community. The care of school facilities and equipment is included. The Code of Conduct reflects a new state law that allows teachers to remove students from their classroom for a maximum of two days by following rigorously outlined procedures. Principals can overturn a teacher's removal. Teachers may not suspend a student from school.

Reporting Violations

The Code of Conduct states that district staff are expected to report violations of the Code in a timely manner. It requires prompt notification to administrators and, in turn, to parents.

Alternative Instruction

The Code of Conduct states that students removed from class by a teacher, or anyone of compulsory attendance age, be afforded alternative instruction by the district.

Students with Disabilities

The Code of Conduct affords students with disabilities subject to disciplinary action no greater or lesser rights than those expressly afforded by federal and state law and regulations.

Corporal Punishment

The Code of Conduct states that corporal punishment is any act of physical violence perpetrated against a student as a means of punishment and is strictly prohibited. However, reasonable physical force may be used to protect oneself or another from physical injury, protect the property of the school or others, and to restrain or remove a particularly disruptive student.

Visitors to the school

The Code of Conduct covers the behavior of all visitors on school property.

Dissemination and Review

A summary of the Code of Conduct will be shared with students, parents and staff. A complete copy will be available on request. It will be reviewed regularly by a committee of stakeholders.

List of Prohibited Conduct

Disorderly Conduct

(i.e.- profane, lewd, abusive language and gestures; unreasonable noise, harassment)

Insubordination

(i.e.- skipping detention, truancy, failure to comply with reasonable directions, rude and disrespectful behavior)

Disruptive Conduct

(i.e.- interfering with the education process while on school property or at a school function)

Violent Conduct

(i.e.- hitting, kicking, punching school personnel or another student, possessing a weapon, threatening to use a weapon, destroying school property, stealing)

Conduct that endangers safety, morals, health or welfare of others

(i.e.- lying, stealing, defamation, discrimination, harassment, intimidation, alcohol, drugs, tobacco)

Academic Misconduct

(i.e.- cheating, copying)

Bus Misconduct

(Includes all of the above behaviors)

Possible Sanctions*

Oral or written warning

Detention

Post School Detention

Suspension from transportation

Suspension from extra-curricular activities

Parent conference

Restitution

Student removal by teacher

In school suspension

Out of school suspension

Seizure of alcohol/drugs

Referral to WCSAT

Police involvement

PINS

Superintendent Hearing **

* Sanctions are not listed in any prioritized order. Consideration will be given to the student's age, nature and circumstances of offense, prior disciplinary record and effectiveness of prior forms of discipline.

**Superintendent Hearing: A formal, legal hearing conducted by the Superintendent or designee. Legal counsel can represent the accused. The hearing is tape-recorded. The consequences could result in permanent removal from school.

Adopted 08-06-01

Statement of Nondiscrimination / Anti-Harassment

It is the policy of the Wayland-Cohocton Central School District not to permit discrimination or harassment on the basis of race, creed, color, sex, national origin, religion, age, economic status, marital status, sexual orientation or disability in the district's educational program, activities or employment.

Harassment may take the form of comments, name-calling, jokes, stalking, perpetuating rumors or gossip, offensive gestures or language, assault or any other behavior that is designed to annoy, intimidate or cause fear.

Student Search

Under special circumstances, school officials may search students along with their belongings, particularly if there is reasonable suspicion that a student may possess illegal matter, such as, a weapon, drugs or alcohol.

Student Dress Code

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. 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.

At student's dress, grooming and appearance, including hair style/color, jewelry, make-up and nails, shall:

1. Be safe (no spiked jewelry or chains may be worn), appropriate and not disrupt or interfere with the educational process.
2. Recognize that extremely brief garments such as tube tops, net tops, halter tops, off the shoulder tops, one shoulder tops, spaghetti straps, plunging necklines (front and/or back) and see-through garments are not appropriate. Tank tops may be worn if straps are at least 2 fingers in width.
3. Absolutely NO midriff must show.
4. Ensure that underwear is covered with outer clothing.
5. Ensure that shorts and skirts are longer than fingertip in length and that no clothing contains writing across the buttock area.
6. Include footwear at all times. Footwear that is a safety hazard will not be allowed.
7. Wearing of hats in the classroom except for a medical or religious purpose is at the teacher's discretion.
8. Not include items that are vulgar, obscene, and libelous or denigrate others on account of race, color, religion, creed, national origin, gender, sexual orientation or disability or otherwise offensive.
9. Not promote and/or endorse the use of alcohol, tobacco or illegal drugs and/or encourage other illegal or violent activities.

Use of Skateboards / Self-propelled Recreational Devices

In an effort to ensure the safety of all who use or visit the facilities, **NO** skateboards, scooters, roller blades, shoes with wheels on them or other self-propelled recreational devices will be used on District property. This includes wearing, riding, pushing or propelling in any manner. Bicycles may be ridden on District property if operated within NYS Vehicle & Traffic Law guidelines.

Students using district transportation may be asked to store items in a designated area on the school bus.

Any violation of this policy will be dealt with in accordance with normal disciplinary procedures or be referred to the local law enforcement authorities if circumstances warrant.

Use of Cellular Phones / MP3 Players, etc.

Students will not be allowed to have in their possession or use cellular phones, MP3 players and headphones that receive radio and/or telephone transmissions. A violation of this policy will be dealt with in accordance with normal disciplinary procedures. The items will be confiscated and held in the office. Parents will be required to pick up confiscated items from the office.

Repeat Offender Policy

In an attempt to address recurrent student misbehavior, the Middle School has adopted a new policy. In addition to the Code of Conduct and current policies used by the Wayland-Cohocton Middle School and School District, the Repeat Offender Policy has been developed.

The goal of the Repeat Offender Policy is to stop or limit repeated inappropriate behavior through the use of consequences and interventions and to educate the repeat offender student, parents and/or guardians with interventions offered by the school district and outside sources.

Every five (5) weeks, administration and grade level teams will review student referrals. At this time, any student with five (5) or more cumulative referrals will be subject to the Repeat Offender Policy. There are four (4) stages to this policy. The number or cumulative referrals determines in which stage a student will participate. For each stage, specific interventions will be implemented with increased consequences for any additional referrals. For example:

- STAGE 1: 5-9 **cumulative** referrals received in a (5) week period.
- STAGE 2: 10-14 **cumulative** referrals received in a (5) week period.
- STAGE 3: 15-19 **cumulative** referrals received in a (5) week period.
- STAGE 4: 20 or more **cumulative** referrals received in a (5) week period.

Consequences will be at the discretion of administration. Interventions will be determined by administration and grade level teams.

When a student reaches each stage, a letter will be sent home to inform parents of the referrals, the consequences and the interventions chosen.

Regal Eagle Program

1. The program will begin each year with the end of the first 5-week marking period and run for 6 consecutive 5-week periods, ending at 35 weeks.
2. Students must meet the following criteria:
 - Academics: The student has met all of his/her academic obligations in a timely, acceptable fashion according to grade level homework policy.
 - Tardiness: A detention due to tardiness disqualifies the student for that 5-week period.
 - Behavior: A disciplinary referral disqualifies the student for that 5-week period.
3. Teachers will note if a student has violated one of the criteria. One infraction will be sufficient to remove a student from the teacher's list of nominated students for that 5-week period.
4. Students who receive the necessary amount of teacher nominations (5 for grades 5 & 6, and 6 for grades 7 & 8) and have received no detentions or disciplinary notices will be a Regal Eagle Honoree for the 5-week period. A letter will be mailed home, the student will receive a certificate and names will be displayed.
5. If a student appears on the Regal Eagle Award List 4 times out of the 6 possible periods, he/she will receive the following during year-end activities.

5 th grade	movie and popcorn	7 th grade	bowling
6 th grade	breakfast party	8 th grade	trip to Darien Lake
6. Any questions or concerns regarding the 5-week Regal Eagle period must be addressed prior to the end of the next 5-week period. Please direct your questions to Mrs. Feinman, Middle School Principal at 728-2551.

Attendance to School

It is each student's responsibility as a member of the school community to be on time and attend all classes. Daily telephone calls will be made to parents of unexcused absences. The following reasons for student absences from school are considered excused absences: personal illness, family illness, death, unsafe travel due to weather, religious observance, medical appointment, approved school sponsored trips, quarantine, or required court appearances. All other absences will be considered unexcused.

State law requires a written excuse for all students who are absent from school. Your child must bring an excuse the day they return to school or the absence will remain unexcused. Please state the date and reason for the absence. This still applies even if the absences were reported by telephone. To eliminate a phone call home from the attendance clerk, you may call 728-3006 to report your child absent from school, but a written excuse will still be required. If you are going on vacation, please send a note in with your child with the dates of their absences.

PERFECT ATTENDANCE: is given to any student who has **NO ABSENCES**, has not left early and has not been tardy at any time during the school year.

EXCELLENT ATTENDANCE: is given to any student who has **THREE or LESS** excused absences, excused tardies or has been excused early from school or has received no in-school or out of school suspensions.

Tardy to School

If a student comes to school late, he/she is to report directly to the middle school attendance office. The attendance clerk will record the tardy and the reason and issue a pass for the individual student to report to class. The student is then to report immediately to class.

AFTER THREE (3) UNEXCUSED TARDIES, THE STUDENT WILL BE ASSIGNED A 13TH PERIOD DETENTION. ANY ADDITIONAL CULMINATION OF THREE (3) UNEXCUSED TARDIES WILL RESULT IN A 13TH PERIOD DETENTION.

Early Dismissal From School

When it becomes necessary for a student to leave school for an appointment during school hours, the following procedures are to be followed:

1. Prior to an early dismissal, students are required to present to the middle school attendance office a note, signed by the person in parental relationship, explaining the reason for release from class. You will receive an early dismissal slip.
2. Present the early dismissal slip to the teacher you have at the time of your dismissal.
3. Before leaving the building, a parent/guardian must come into the school and go to the middle school attendance office to sign students out of the school building.
4. If you return to school before the end of the day, go directly to the middle school attendance office and sign back in. At that time you will be given a pass to return to class.

School Closings

The Superintendent of Schools may close the schools or dismiss students/staff early in the event of severe weather or hazardous road conditions. Parents are requested to avoid calling the school on days of poor weather, it is important to keep school phone lines open. School closings and delayed starting times will be announced over the following radio and television stations. If no report is heard, it can be assumed the school is opening on time.

FOR SCHOOL CLOSING INFORMATION LISTEN TO:

**WDNY, WVOR, WHHO, WCIK, 98PXY, WHAM
And
TV CHANNEL 10 & 13**

Health Services

The school nurse monitors the health of all students in the school and is the liaison between the school and various health agencies. All students are required to have an updated emergency card on file in the Health Office. The Health Office should be advised of any changes in address, phone number, and emergency contact person(s).

The school nurse will provide emergency care for students involved in accidents or unexpected medical situations. If a student becomes ill in school, he/she should report to the nurse, who will decide what should be done. **Students must not leave the building because of illness without authorization.** If the nurse is not in, students are to report to the appropriate office.

Administration of Medicine in School

New York State Law does not allow students to be in possession of any type of medication including over-the-counter medications.

If a student needs to take medication during the school day, he/she must follow the following rule:

A parent/guardian must bring the medication to the school nurse in the original container with a copy of the prescription along with a doctor's and parent note with instructions about dosage, times given, etc.

Lunches

<i>Prices</i>	
Breakfast	\$1.00
Lunch	\$1.75
Milk	\$.25

Procedures

1. Lunch periods are twenty minutes long.
2. Food and drink are not allowed to be taken from the cafeteria.
3. Permission to leave the cafeteria must be granted by the lunch room supervisor.
4. Students must present ID card to purchase meal.
5. Parents may submit any amount to the child's meal account by submitting to the Business Office.

Student ID Cards

For the safety and security of our student body, faculty and staff, all students are required to have a student identification card. The student ID's need to be worn and visible at all times. Identification cards are also to be used in the dining hall and the library. If a student loses their ID card, it is their responsibility to replace the card at a cost of \$6.00.

Use of the Telephone

Students will be allowed to use the pay phone before school, after school and during study halls. Permission to use the telephone from study hall will be given at the discretion of the study hall supervisor.

Valuables

Students are discouraged from bringing any items of value to school. ie: CD players, hand held games, trading cards, etc. Any large amounts of money should be checked in to the main office to be put in the school safe. The school and/or school insurance cannot reimburse students/parents for personal items lost or stolen during the school year.

Hall Lockers

The use of school lockers is a privilege not a right for students. Lockers are the property of Wayland-Cohocton Schools and may be searched by school officials as needed.

In the interest of protecting a student's property and locker, the following rules are to be strictly observed:

1. Never share combinations with other students.
2. Never pre-set combination after locker is closed. Spin the dial
3. Use your own locker. Never share with another student. Never trade with another student.
4. If your locker is tampered with or broken into, report the problem to the office immediately.
5. Do not kick or slam locker doors.
6. Keep lockers clean and neat. No graffiti is allowed. No open containers or food or drink (with the seal broken) are allowed in lockers or hallway.

5th Grade Homework Policy

Homework is due the following school day at 8:00 a.m. unless otherwise noted. Please remind your son/daughter to turn in their homework as soon as they get to first period class. Homework trays can be found in each classroom.

10 points will be deducted for late homework .

Any homework not handed in within one week of its due date will be considered a zero.

If a student is absent from a class, for any reason (music lessons, nurse, appointment, etc.), it is the student's responsibility to find out what assignments were missed.

Students absent from school will be given 2 school days, from the time they return to school, to complete and turn in any missed assignments. Prolonged absences will be given additional time.

Failing homework assignments may be redone to raise the grade to a 70%. This must be done **within one week after it's been given back**. Students are encouraged to redo failing assignments to keep their grades above passing.

6th Grade Homework Policy

Homework is due at the beginning of the class for which it was assigned. If it is not turned in, for whatever reason, other than school absence, the student must stay 13th period either the day the assignment was due and/or the next school day. Two days are given to accommodate longer assignments and/or prior 13th period commitments. In order to be excused from school for 13th period, the student must have a note from home **PRIOR** to that 13th period. No exceptions to the policy will be allowed.

If the student has not stayed by then to complete the work, a zero will be given as the grade. No extra credit work will be given to replace the zero grade.

7th Grade Homework Policy

Homework is a short-term assignment given for the purpose of introducing, reinforcing, and/or assessing student knowledge.

- All homework is due at the bell, at the beginning of class.
- Homework handed in anytime after the beginning of class will be accepted with a 20% penalty until the beginning of 1st period the next school day.
- Late homework handed in after 1st period the following morning will be corrected, but the student will receive no credit.
- If absent, the student must speak with all teachers the day he/she returns about any missed work. After five school days, NO owed work will be accepted, including tests, quizzes, and other assignments.
- Not turning in homework at the beginning of class will affect Regal Eagle.

7th Grade Project Policy

Projects are long-term assignments that are more comprehensive in scope. Students are usually given four or more days to complete projects. These are generally weighted more than other assignments.

- Projects are due at the beginning of class.
- A project handed in by 13th period the next day will be accepted with a 20% penalty. Each school day thereafter, the student will continue to lose an additional 20%. After 5 days, the project grade becomes a zero that may not be made up.
- If a student is absent on the day a project is due, the project will be due the first day back to school. Long-term absences will be handled on an individual basis.
- Not turning in a project at the beginning of class will affect Regal Eagle.

8th Grade Assignment Policy

Homework and projects are given for the purpose of introducing, reinforcing, and/or assessing student knowledge.

- All assignments are due at the beginning of class.
- Assignments handed in anytime after the beginning of class will be considered late.
- Late assignments will only be accepted before the start of the next class for a maximum grade of a 70. After that, a zero grade will remain.
- If absent, the student must speak with all teachers the day he/she returns about any missed work. After one week, NO owed work will be accepted including tests, quizzes, or other assignments. Student must stay with their Home Base teacher, 13th period, on the first day of return from absence.
- Not turning in an assignment at the beginning of class will affect Regal Eagle.
- If a student has failed to complete three assignments, the parent / guardian will be informed of the zeros earned by a note home, phone call or e-mail.

WCCS Middle School Honor Roll and Merit Roll

Merit Roll

85 – 89.999
No U's
No F's
No I's
No grade below 70
No NC's

Honor Roll

90 – 100
No U's
No F's
No I's
No grade below 70
No NC's

Final Grades

The final grade for a class is computed by averaging the mark of the first quarter, the second quarter (including midterm), third quarter, fourth quarter and final exam.

First quarter	20%
Second quarter	20%
Midterm exam	8%
Third quarter	20%
Fourth quarter	20%
Final exam	12%

The cumulative grade point average is computed by averaging all of the final grades of all credit bearing courses

Wayland-Cohocton Middle School National Junior Honor Society

The Wayland-Cohocton Middle School National Junior Honor Society is a duly chartered and affiliated chapter of the National Junior Honor Society. Membership is open to those students who meet the required standards in five areas of evaluation: scholarship, leadership, service, character, and citizenship.

Standards for selection are established by the national office of NJHS and have been revised to meet our local chapter needs. Students are selected to be members by a five-member Faculty Council appointed by the principal which bestows this honor upon qualified students on behalf of the faculty of our school each year.

Membership is open to qualified second semester sixth graders and students in grades seven and eight. For the scholarship criterion, a student must have a cumulative grade point average of 88% or better. Students who meet this criterion are invited to complete a Student Activity Information Form that provides the Faculty Council with information regarding the candidate's leadership, service, character, and citizenship. A history of leadership experiences and participation in school or community service is required. Each of the 5 criterion is assessed on its own merit, and students must clearly articulate their strengths in each individual area in order to be considered for membership.

Leadership is based on the student's participation in two or more community or school activities or election to an office. To meet the service requirement, the student must have been active in three or more service projects in the school or community. Character is measured in terms of integrity, behavior, ethics, and cooperation with both students and faculty. Citizenship is measured by the student's participation in civic-related organizations and/or activities.

The Faculty Council carefully reviews the Student Activity Information Forms, school disciplinary records, and professional faculty comments to determine membership. A majority vote of the council is necessary for selection.

A formal induction ceremony is held at the school to recognize all the newly-selected members. Once inducted, new members are required to maintain the same level of performance or better in all five criteria that led to their selection. This obligation includes regular attendance at monthly chapter meetings during the school year and participation in the chapter service projects.

Students or parents who have questions regarding the selection process or membership obligations may contact the chapter advisor, Deborah H. Perkins, in Room 207, Marsha Campini, in Room 204, or by phone at 728-2551.

Academic Intervention Services (AIS)

The district shall provide academic intervention services to students who have been identified as being at risk of falling below the state learning standards in English, language arts, mathematics, social studies, and/or science. Such services may include additional instruction services and/or student support services such as guidance, counseling and study skills.

A student's eligibility for academic intervention services (AIS), will be determined based on his/her performance on the state assessment examinations and/or district assessment procedures. When it has been determined that a student needs these services, the parents will be notified, in writing. The notice will outline the student's needs, types of services to be provided and the consequences for not achieving the performance standards. The parents will be provided with the opportunity to consult with teachers and professional staff, progress reports and information on ways to monitor and work with teachers to improve the student's performance.

Thirteenth Period

- Success in school requires hard, consistent work on the part of every student and teacher.
- Students may be excused at the end of 12th period, however, the school day officially ends at the end of 13th period.
- Students are expected to complete all assignments. If a student needs assistance in understanding an assignment, has been absent from class(es), simply wants to talk with a teacher, he/she is to search out a teacher and meet during 13th period.
- Teachers will be in their rooms and may require some students to remain for assistance during 13th period.
- The #1 activity during 13th period is students and teachers working together to achieve academic success for all.
- Students must be in a classroom or detention room during 13th period and not roaming the halls or in the high school.

Middle School Extra-Curricular Academic Eligibility Policy

Extra-curricular activities require a tremendous amount of student time and effort. The academic and vocational education of our students is the primary function of our school.

In order to participate in any * extra-curricular activity, a student must be encouraged to earn and maintain passing grades in his/her academic program of studies. In September of each academic year, all students will be eligible to participate in all extra-curricular activities. At the beginning of each activity, advisors/coaches will submit to the office a roster of students participating in their activity.

At 5-week increments, based on the interim reports and report cards, a list will be established to identify students who are failing subjects.

Students who are **failing one** class will be allowed to practice and play, if they stay for assistance 13th period.

Extra-Curricular "green passes" will be used by the staff to communicate practice and playing privileges to the activity supervisor. If the student does not stay 13th period to improve their grade, they will not be able to practice or play.

Students who are **failing two** classes will be allowed to continue to practice, only. After a **two-week minimum** ineligibility period, it will be the individual teachers prerogative to release a student from the ineligibility list (based on effort and attitude to improve grade). The Middle School Principal/Dean will review each release for the final decision to participate in extra-curricular events.

Students who are **failing three** or more classes will be ineligible to participate in all extra-curricular activities (practice & play) until the next marking period.

Students who receive an incomplete will be required to stay 13th period until the incomplete is made up satisfactorily.

A student will be officially ineligible when the list is published and received by the staff.

An ineligible student will be restricted to study halls unless he/she has a pre-signed pass from a teacher whose class he/she is failing; or a pre-signed pass from another teacher that has been approved by the Middle School Office.

* Extra-curricular activities are Modified Sports, Ski Club Transportation, Drama Club, Select Chorus, Dances and Plays.

Transportation Policy

In an attempt to be sure that children reach their correct destination on a daily basis and in the case of an emergency, the following guidelines apply:

1. The District will transport students to and from their primary residence and one primary child-care provider on a permanent basis.
2. In case of an emergency closing, we will transport your child according to the instructions you provide to us on your emergency closing form, unless a parent/custodial guardian picks him/her up from school.
3. The District will not transport students for special activities, (birthday parties, Boy Scouts, Girls Scouts, 4H, music lessons, visits to friend's houses, etc...)
4. Notes from parents are required if there is any change in transportation.

GRADES 5-12 EXTRA-CURRICULAR ACTIVITIES ELIGIBILITY POLICY

Scope: These rules of eligibility have been established for the benefit of our extra-curricular participants. If our school is to excel in extra-curricular activities and competitions, we must first discipline our conduct and behavior as individuals; then as a team; and then as a school. **This policy is in effect in and out of a sport/activity season.** If you are not currently participating in an extra-curricular activity and violate this policy, the penalty will be imposed on the date that determination is made and may effect future participation.

Determination of Consequences

The Athletic Director/Dean of Students will make a decision on the penalty. The district reserves the right to determine any appropriate penalty based on the severity, nature and circumstances of a violation including other violations by that particular student. Based upon the individual circumstances, the Athletic Director and Dean of Students may give consideration to students who cooperate in an investigation of possible violations.

Notification of Penalty

The student and the parent will be notified by either the Athletic Director or Dean of Students within a reasonable amount of time of the determination of the suspension or dismissal, and also inform them of their appeal procedure if desired.

If an interpretation or a ruling is required, the line of responsibility is the Athletic Director/Dean of Students, then the Principal, and finally the Superintendent of Schools. The Athletic Director will handle all issues concerning athletes and the Dean of Students will handle issues concerning all other extra-curricular activities. All suspensions and dismissals will begin the day they are issued and run for the designated amount of time. **It is important to read this policy. Your child may be suspended from all extra-curricular activities for up to forty (40) school weeks. Violations and all subsequent penalties will carry over from school year to school year.**

Extra-curricular activities are defined as the participation in all non-credit bearing activities during the school day or after the school day including practices and competitions.

GENERAL RULES

1. **Attendance:** Students are required to attend all classes during the school day in order to participate in extra-curricular activities after school. The exception is made for a bona fide appointment such as dentist, doctor, court, or college visitation accompanied by an appropriate excuse.
 - a) Absences: If a student is illegally absent, truant, suspended in or out of school, or excused from any part of the school day due to illness, (s)he may not participate in any extra-curricular activity that day.
 - b) Tardy: A student, who is late to school, is considered tardy. (S)He will sign in at the attendance office. (S)He will then report to the high school office to get permission to participate that day. The Dean of Students will check to see if attendance has been a previous problem. If it is not a recurring problem, permission to participate will be granted. If tardiness has been a problem, the student will not be allowed to participate that day and a suspension of the next scheduled activity may occur. Students who are tardy to school and do not report to the high school office will not participate in that day's activity and may be suspended from the next activity. In order to practice or participate on that day's event, student must be in school by 9:30 a.m., unless they have a legal excuse as determined by the attendance officer.

- c) Absence Following Extra-Curricular Events: Each student must make every effort to be in school the school day following an extra-curricular activity. If a pattern of absences develops following an extra-curricular activity, the coach/advisor will take appropriate disciplinary action. If absences after an extra-curricular activity have been a problem, participation in the next scheduled activity may be suspended.
2. Activity Rules: In addition to the extra-curricular rules set forth in this policy, the individual coach/advisor may establish rules for the activity above and beyond what is outlined in this policy. These rules must be provided in writing to both the parents and students at the beginning of the season/activity. Some areas regulated by the coach/advisor rules may be, but are not limited to, curfews, late arrivals, or insubordination to the coach/advisor. Exceptions to the rules established by the coach/advisor may be made by the coach/advisor after conferring with the Athletic Director/Dean of Students. Penalties for violations of these rules may range from a warning, to suspension, to dismissal from the extra-curricular activity.
3. Violation Reports: Extra curricular activity student code violation reports will be accepted from coaches, administrators, teachers, school personnel and police officers as well as other "reliable sources" as determined by administration.
4. Drugs, Alcohol & Tobacco: Any student in possession of**, using, or distributing (selling) any controlled substance (drugs, alcoholic beverages, tobacco, steroids) will be subject to discipline under this policy. The District reserves the right to determine an appropriate penalty. (See determination of consequences section) The following will be generally applicable.
- A The first policy violation will result in student being ineligible to participate for ten (10) school weeks. However, students will still be eligible to practice at the discretion of the individual coach/advisor.
 - B The second violation of the policy, the student will be ineligible to practice/participate for twenty (20) school weeks.
 - C The third violation of the policy, the student will be suspended from all extra curricular activities for a period of forty (40) school weeks, with no chance of lessening the period of the suspension. Any subsequent violations will also result in a 40-week suspension.

At the discretion of the District the period of suspension may be lessened only in a first or second offense situation and then only if the student verifies that (s)he has pursued an evaluation and follows the recommended treatment with a New York State certified substance abuse counselor or agency. In the discretion of the District this may lessen the period of suspension by no more than half of the weeks of suspension. The student and/or parents should speak with the Athletic Director/Dean of Students to obtain an appropriate referral for counseling.

** Possession includes knowingly being in close proximity to and/or actual control of a controlled substance as defined above.

5. Attending Parties: Students are prohibited from being present at any party where minors are illegally consuming drugs and/or alcohol. Remaining "present" means the student becomes aware or reasonably should have been aware, that alcohol or drugs were being consumed and that (s)he failed to leave the party. If a violation is verified, the student will be subject to a seven (7)-calendar day suspension from the activity for the first incident. Subsequent violations and the resulting penalties will be subject to the District's discretion based upon the circumstances.
6. Self-Referrals: If a student self-refers for assistance in dealing with his/her alcohol or other drug use, (including tobacco) he/she will be referred to a Substance Abuse Coordinator or school counselor and given one-time amnesty from discipline if the following conditions are met: (1) He/she voluntarily acknowledges the problem before the investigative process begins, (2) Enrolls in a "program" described above, and (3) Continues with the program until discharged. A No-Use Contract will be signed but will not constitute an offense. If the student does not follow his/her recommended treatment program, he/she will be subject to the foregoing regulations regarding extra curricular activities. This section does not apply to a student being investigated under Sections 4 or 5.
7. Behavior and Conduct of Participants: Good community citizenship is required of all participants of extra-curricular activities. Good community citizenship involves following a high standard of behavior and conduct while in or out of the school setting. Students are expected to follow all laws, school and government regulations. Any student who is arrested or receives an appearance ticket from a law enforcement officer must report that incident immediately to his/her coach/advisor or the Athletic Director/Dean of Students. Failure to do so will constitute a violation of this policy. Any student who is arrested or receives an appearance ticket by police may be suspended from all extra-curricular activities until the Athletic Director/Dean of Students can investigate the infraction and a decision made on further participation. In addition, extra-curricular participants who have been found to violate the law and/or violate the school's disciplinary code will be subject to consequences under this policy as determined by the Athletic Director/Dean of Students.

8. Returning School Property: Any student in possession of any school athletic equipment/costumes/or activity property or uniform will not be permitted to participate in another extra-curricular activity until all property has been returned or restitution is made.
9. Academic Eligibility: See attached policies: Wayland-Cohocton Central School Academic Eligibility Policy-High School and Wayland-Cohocton Central School Extra-Curricular Academic Eligibility Administrative Policy-Middle School.
10. Physical Education Requirements for Athletes - Athletics is an outgrowth of the Physical Education program. Those students demonstrating outstanding skill, attitude, and effort are those encouraged to participate in athletics. Because of the importance of Physical Education all athletes will be required to participate in Physical Education throughout the year.

If an athlete receives a written referral for conduct in a physical education class, lack of participation, or truancy (illegal absence), (s)he must attend practice or the game, but is ineligible to participate in the day's practice session or game. Parents will receive a copy of the written warning. The Physical Education teacher will notify the Athletic Director who will in turn notify the coach. A student dropped for conduct or truancy from Physical Education will be ineligible to participate in athletics. N.Y.S.P.H.S.A.A. regulations state that a student must be enrolled in Physical Education to participate in athletics.

APPEAL PROCEDURES

If the student and his/her parents wish to appeal disciplinary action by the Athletic Director/Dean of Students, the Principal must be notified in writing within one week (7 calendar days) after the AD/Dean of Students issued the disciplinary decision. The Principal will schedule a meeting within one week (7 calendar days) of the appeals request and issue a written decision within 7 calendar days of the meeting. If appealing the decision of the Principal, written notice must be given within seven (7) calendar days of the Principal's decision to the Superintendent of Schools. The Superintendent will issue a written decision within seven (7) calendar days of receiving the notice of appeal. The final step of the process of appeal is with The Board of Education. The Office of the Superintendent must receive an appeal to the Board of Education within seven (7) calendar days of receipt of the Superintendent's decision. The Board of Education will hear appeals within the next two scheduled meetings.

Revised 06-13-05

Student Field Trips

Wayland-Cohocton believes field trips are an important part of the educational program. By providing students with hands on experience and exposure to larger community, field trips can greatly enhance a student's educational experience.

A signed permissions slip from the parent/guardian is required for each child for each field trip. A child who does not provide a signed permission slip will be prohibited from participating and will be given an alternative assignment on the day of the field trip. The classroom teacher will provide parents with specific instructions for lunch, appropriate dress, and arrival and departure times. If the weather is bad on the day of the scheduled field trip, parents should contact the office to inquire on the status of the trip.

All students are expected to exhibit proper behavior on field trips. While field trips take place outside of school, school rules still apply. Students are expected to abide by the school's student code of conduct while on a field trip. In addition, students who are unable to maintain appropriate behavior in the classroom may jeopardize their opportunity to go on a field trip. Parents will be notified prior to the trip if there are concerns about their child's behavior.

Lost/Damaged Text Books

It is a student/parent responsibility to care for textbooks properly and to return them in good condition in June. Our school policy is to charge students who have either lost or damaged a book. The charge will vary according to replacement cost and/or amount of damage with consideration given to depreciation. However, due to limited funding, the District often has to use a text longer than the recommended five-year period. Therefore, for texts that are only one to three years old, the full replacement cost may be charged. For texts four years old 40% of original cost, five years old 30% of original cost, 6 years old 20% of original cost and 7 years old and over 10% of original cost or a minimum of \$5 will be assessed for any lost or damaged text.