



**Wayland-Cohocton  
High School**

**STUDENT HANDBOOK**

**William F. Whyte**  
PRINCIPAL

**Amy Broughton**  
Dean Of Students

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Wayland, New York  
14572

585-728-2366

***This agenda belongs to:***

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY/TOWN \_\_\_\_\_ ZIP CODE \_\_\_\_\_

PHONE \_\_\_\_\_

STUDENT NO. \_\_\_\_\_



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John Sick  
Dirk Traphagen  
Phil Trautman  
David Wallace**

### **Mission Statement**

The staff at Wayland-Cohocton Central 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 undertakings. **We believe that Wayland-Cohocton Central 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**

### **Non-Discrimination Notice:**

The Wayland Cohocton Central School District does not discriminate on the basis of race, color, national origin, creed, sex and age or handicap as defined by law, and is in compliance with Title IX of the Educational Amendments of 1972 and Section 504 of the Rehabilitation Act of 1973.

### **INTERNET USE APPROVAL SIGNATURE:**

Students who have not signed the District Internet Acceptable Use Policy will not be able to use the internet in school. By signing below you are stating that you have turned in the necessary paperwork and that you have parent permission to be using the internet. This page, along with your student ID, should be available for display any time you are asked to do so while using the internet.

Student

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### **Marking period end dates**

<b>5 week</b>	<b>10/07/11</b>
10 week – 1 <sup>st</sup> quarter	11/04/11
<b>15 week</b>	<b>12/09/11</b>
20 week – 2 <sup>nd</sup> quarter/1 <sup>st</sup> semester	01/27/12
<b>25 week</b>	<b>03/02/12</b>
30 week – 3 <sup>rd</sup> quarter	04/06/12
<b>35 week</b>	<b>05/11/12</b>
40 week – 4 <sup>th</sup> quarter/2 <sup>nd</sup> semester	06/22/12

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**September 2011**

S	M	T	W	T	F	S
				<u>1</u>	<u>2</u>	3
4	<u>5</u>	<u>6</u>	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

**October 2011**

S	M	T	W	T	F	S
						1
2	3	4	5	6	<u>7</u>	8
9	<u>10</u>	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

**November 2011**

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	<u>11</u>	12
13	14	15	16	17	18	19
20	21	22	<u>23</u>	<u>24</u>	<u>25</u>	26
27	28	29	30			

**December 2011**

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	<u>26</u>	<u>27</u>	<u>28</u>	<u>29</u>	<u>30</u>	31

**January 2012**

S	M	T	W	T	F	S
1	<u>2</u>	3	4	5	6	7
8	9	10	11	12	13	14
15	<u>16</u>	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

\_\_\_ Regents exams

Conference days

**February 2012**

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	<u>20</u>	<u>21</u>	<u>22</u>	<u>23</u>	<u>24</u>
25	26	27	28	29		

**March 2012**

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	<u>23</u>	24
25	26	27	28	29	30	31

**April 2012**

S	M	T	W	T	F	S
1	2	3	4	5	<u>6</u>	7
8	<u>9</u>	<u>10</u>	<u>11</u>	<u>12</u>	<u>13</u>	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

**May 2012**

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	<u>26</u>	27	<u>28</u>	29	30	31

**June 2012**

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	<u>12</u>	<u>13</u>	<u>14</u>	<u>15</u>
16	<u>17</u>	<u>18</u>	<u>19</u>	<u>20</u>	<u>21</u>	<u>22</u>
23	24	25	26	27	28	29
30	31					

10 Holiday/Vacation

## ASSISTANCE DIRECTORY

Absenteeism	Attendance Office
Auto Registration	Dean's Office
Changing Schools	School Counseling Office
College Catalogs/Information	School Counseling Office
Employment	School Counseling Office
Illness	High School Nurse
Locker Problem	Dean's Office
Personal Problems	School Counseling Office
Purchasing Lock	Business Office
Schedule Changes	School Counseling Office
Scholarship	School Counseling Office
School Insurance	Business Office
Study Problem	Teacher, then SCO
Tardiness/Blue Passes	Attendance Office
Transcript	School Counseling Office
Work Permit	High School Office

## Bell Schedule

Homeroom	7:50 - 8:00
1 <sup>st</sup>	8:04 – 8:43
2 <sup>nd</sup>	8:47 – 9:26
3 <sup>rd</sup>	9:30 – 10:09
4 <sup>th</sup>	10:13 - 10:52
5 <sup>th</sup>	10:56 – 11:16
6 <sup>th</sup>	11:16 – 11:35
7 <sup>th</sup>	11:39 – 12:00
8 <sup>th</sup>	12:00 – 12:20
9 <sup>th</sup>	12:24 – 12:44
10 <sup>th</sup>	12:44 – 1:04
11 <sup>th</sup>	1:08 – 1:47
12 <sup>th</sup>	1:51 – 2:30
13 <sup>th</sup>	2:35 – 3:20

## ACADEMIC ELIGIBILITY POLICY

The academic and/or vocational education of our students is the primary function of our school system. All activities outside of the classroom require a tremendous amount of time and effort. These activities are important but will not diminish the educational function of our school.

In order to participate in any \*extra-curricular activity or to participate in any event outside of regularly scheduled classes, a student must earn and maintain passing grades in his/her academic program of studies.

In September of each academic year, all students are eligible to participate in all activities. At the beginning of each activity, advisors/coaches will submit to the High School Office a roster of students participating in their activity, which will then be compiled into a comprehensive list available to teachers. Any changes in the rosters must be reported in a timely fashion in order for the comprehensive list to be updated.

At each 5-week period, teachers will provide information to the High School Office regarding students who are failing any subjects and an academic eligibility list will be generated. At the end of each 5-week period, students who are failing, receiving an incomplete or and unsatisfactory grade in 1 class will be allowed to practice and participate if they stay for assistance 13<sup>th</sup> period. Students failing, receiving an incomplete or unsatisfactory grade in 2 classes\*\* will be on probation and will be allowed to practice, providing they stay for assistance 13<sup>th</sup> period. However, they will NOT be allowed to participate in any competitions or scrimmages for a minimum of one week. After one week, it will be a teacher's prerogative to release a student from the failing list contingent upon a passing grade. The teacher will notify the coach/advisor and the high school office. Students must make arrangements with teacher(s) to stay a minimum of two nights per week unless legally excused from school. Green passes will be used by the staff to communicate practice and participation privileges to the activity supervisor. If a student does not stay for 13<sup>th</sup> period assistance, he/she **will not** be able to practice or participate.

If a student receives a failing, incomplete or unsatisfactory grade in 3 or more classes\*\*, he/she will be ineligible to practice and participate in any activity for a minimum of 2 weeks. Students must make arrangements with teacher(s) to stay 13<sup>th</sup> period at least four nights per week unless legally excused from school. After 2 weeks, it will be a

teacher's prerogative to release a student from the ineligibility list contingent upon a passing grade. The teacher will notify the coach/advisor and the high school office.

A student will be officially on probation or ineligible when the failing list is published.

An academically 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 High School Office.

\*Extra-curricular activities are defined as all non-credit bearing activities in which a student may practice or participate during the school day or after 3:20 pm. Attendance at school functions will not be monitored for purposes of the academic eligibility list. (i.e. football games, dances, etc.)

\*\*If a student NC's in a semester course, it will be considered a failing course for the rest of the semester. If a student NC's a yearlong course, it will be a failing course for the rest of the year. In addition, a student may not drop a course they are failing for eligibility purposes. A failing course that is dropped will remain as a failing grade on the eligibility list until the next list is published.

## **ATTENDANCE**

### Attendance Policy for Students:

Absences beyond 10 minutes of instruction time are counted as absences. Absences will be recorded per class and could vary from class to class. Students will be allowed to make up any absences with the exception of cut (skipped) classes or truancy from school. In order to make up an absence, students must make a request to the teacher within five (5) school days of the absence. **Students will receive a zero for each assignment missed if the work is not made up within the five days as outlined in the policy.**

Upon parent notification, it is imperative that attendance problems are addressed in order to avoid a student receiving no credit for a class. **Students will be denied course credit for classes under this policy.**

### 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. Bring an excuse signed by a parent/guardian with the time and place of your appointment to the **Attendance Office** before 7:50 AM. You will receive an early dismissal slip (blue pass).
2. Present the early dismissal slip to the teacher you have at the time of your dismissal.
3. If you return to school before the end of the day, go directly to the **Attendance Office** and sign back in. You will be given a pass at that time to return to class.
4. **The school day officially ends at 3:20 PM**, but a student may leave at 2:30 PM if not asked to stay for thirteenth period. **(Thirteenth Period - 2:35 PM - 3:20 PM)**

### Tardy to School

If a student comes late to school (after 7:50 AM) for any reason, he/she is to report directly to the **Attendance Office**.

The attendance person will record the tardy and the reason and issue a pass for the individual student to report to class. Then, the student is to report immediately to class with the pass from attendance.

**After three (3) illegal tardies, the student will be assigned a period 13 detention. Any additional, illegal tardy will result in a period 13 detention.**

### \*\*13<sup>th</sup> Period\*\*

Success in school requires hard, consistent work on the part of every student and teacher. The primary activity during period thirteen is to have students and teachers working together so as to achieve academic success for all. No other activity (by student or teacher) is more important than this.

At Wayland-Cohocton Central School, the day ends at **3:20 PM** (the end of 13<sup>th</sup> period). However, if you do not need help from a teacher, do not have work to make up, have received no disciplinary referrals or are not participating in any clubs or activities, you are permitted to go home early...at 2:30 PM. Realize that if you are assigned by a teacher

to report during 13<sup>th</sup> period, you are **required to be there**, and your attendance would involve the same expectations as for any other part of the school day. Please be aware that excuses such as babysitting, working or other after school plans are **NOT** valid reasons for missing 13<sup>th</sup> period.

If you are ill or need to leave school prior to/during 13<sup>th</sup> period when you are assigned to be here, you must report to the attendance office and get clearance to be excused just as you would for any other portion of the school day. A student skipping 13<sup>th</sup> period will be dealt with in the same way as for skipping any other class.

Students who are doing well in school may want to meet with teachers for enrichment or to assist other students during period thirteen. In addition, students may need assistance in understanding an assignment or may have been absent from class(es) and are **electing** to stay 13<sup>th</sup> period. If **electing** to stay, students must make arrangements with the teacher ahead of time. If for any reason a teacher is not present in a room that you report to 13<sup>th</sup> period, you must report to the High School office to be assigned somewhere to spend the period.

**At no time may you stay in the building 13<sup>th</sup> period without being under supervision. No loitering in the building is permitted at any time.**

## **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 members.

## 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.

A 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, strapless garments, plunging necklines (front and/or back) and see-through garments are not appropriate.
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.

Each building principal or his or her designee shall be responsible for informing all students and their parents of the student dress code at the beginning of the school year and any revisions to the dress code made during the school year.

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

#### 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 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 is 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. A committee of stakeholders will review it regularly.

## **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**

\*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.

Oral or written warning	Seizure of alcohol/drugs
Detention	Referral to IST
Post School Detention	Police involvement
Out of school suspension	PINS
Restitution	In school suspension
Suspension from transportation	Parent conference
Suspension from extra-curricular activities	
Superintendent Hearing**	
Student removal by teacher	

\*\*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.

**Please note that if you are ill or excused during the school day in which your detention/post school detention has been assigned, it will be moved to the next day you are in school and you will be expected to serve it at that time.**

## **DISCIPLINE**

### Cheating/Plagiarism

If a student willingly gives answers to another student, both students have cheated and cheating will not be tolerated. For all incidents of cheating, the teacher will notify the parents and the student(s) involved will receive a zero (0) for the assignment, regardless of the importance of the assignment. This zero will not be removed through extra credit work or a project.

Plagiarism will not be tolerated. If any work is plagiarized, the entire work will be deemed unacceptable, regardless of the importance of the assignment. For all incidents of plagiarism, the teacher will notify the parents and the student(s) will receive a zero (0) for the assignment. This zero will not be removed through extra credit work or a project.

### Classroom

Each student is responsible for his/her behavior. School rules and expectations will be clearly explained to all students at the beginning of the school year and clarified regularly as necessary.

We have a Code of Conduct that addresses behaviors that are unacceptable in the Wayland-Cohocton School District. If these behaviors occur, consequences will follow. These consequences may include, but are not limited to: detention, in-school or out of school suspension, parent conference, behavioral contracts, intervention of specialists, and/or superintendent's hearing. (See summary) A full copy of the code is available in the Dean's office.

Faculty and staff are responsible for monitoring and responding to problems that occur within their areas of responsibility.

Teachers are expected to intervene to resolve issues such as: tardiness to class, unpreparedness for class, failure to do homework and other class assignments, copying (plagiarism), cheating, class disruption, etc. Teachers will document these interventions. If problems continue after these interventions, the teacher will complete a referral explaining infractions.

All faculty and staff should intervene and respond to problems at school and when supervising school sponsored activities. Such problems include but are not limited to loitering in halls without a pass, public displays of affection, disruptive behaviors, as well as the offenses listed in the Code of Conduct.

If necessary, faculty and staff will report infractions to the administration detailing specifics of their interventions. These reports are to be timely and specific.

### Computer Use

Students and parents must sign an acceptable use statement in order for a student to have access to the computers in this school. Essentially, the policy outlines for the students that the school computers should only be used for academic research. Students are not permitted to play computer games, log on to inappropriate websites, or use inappropriate language in e-mails. Students who violate the District's Acceptable Use Policy may lose their computer and Internet privileges.

## **EMERGENCY SCHOOL CLOSING**

### Evacuation

In the event of a school evacuation, including fire drills, you are expected to follow all teacher directions and stay with your class. Do not go to lockers. Leave the building quickly and quietly and move at least 100 feet from the building, leaving roadways clear.

## Weather

The Superintendent of Schools will determine cancellation due to hazardous weather conditions in conjunction with the Supervisor of Transportation. Students and parents will be notified via ConnectEd, over radio stations, WDNY, VNOR, WHHO, WCIK, 98PXY, WHAM and TV channel 10.

## **EXTRACURRICULAR ACTIVITY POLICY**

Students who participate in extra-curricular activities are held to a higher standard than students who do not. The extracurricular activity policy encourages students to have good attendance and good citizenship. Students can be penalized for inappropriate behavior. All students participating in extracurricular activities will be given a copy of the policy and it will be reviewed with them by their respective coaches/advisors. Any one else who wishes to obtain a copy of the most up to date “Extracurricular Activity Eligibility Policy for Grades 5-12” may do so by stopping into the High School or School Counseling Office.

## **HEALTH SERVICES**

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 main office.

## **HONORS**

### Academic Letter Recognition

- Wayland-Cohocton faculty, staff and administration are dedicated to academic excellence. The academic letter is awarded to students who have maintained academic excellence throughout their tenure at Wayland-Cohocton High School.
- Academic points will be calculated based upon the following:
  - 2 points for honor roll
  - 1 point for merit roll
- To be awarded the Academic Letter, a student will need:
  - 11 points by the end of the 3<sup>rd</sup> quarter of the junior year **OR**

- 14 points by the end of the 3<sup>rd</sup> quarter of the senior year.
- If a student has received 27 points by the end of the 3<sup>rd</sup> quarter of their senior year, they will be awarded a pin in recognition of their outstanding achievement. (This will be in addition to the academic letter).
- If a student enters the district after the start of the freshman year, grades from the previous school may be used to calculate eligibility for the academic letter. If grades are not available, the principal will make adjustments to determine eligibility.

### Honors Club - Selection Process

Students are selected to participate in this special event and presentation if they are able to maintain an average of 89.5% or higher, without rounding, through the 30th week of school. Dividing the averages of the three marking periods by three makes the computation.

### Honor Roll and Merit Roll

Merit Roll	Honor Roll
85-89.999	90-100.0
No NC's, No F's	No NC's, No F's
No U's	No U's
No grade below 70	No grade below 70

Incompletes will not prevent students from achieving Merit Roll or Honor Roll status.

### National Honor Society - Candidate Process

The selection of members is based on four criteria: scholarship, leadership, service, and character. Character consists of the following six qualities: respect, responsibility, fairness, caring, citizenship, and trustworthiness. These items include truthfulness in acknowledging obedience to rules, avoiding cheating in written work, and showing unwillingness to profit by the mistakes of others (A full description of these qualities can be found on the WCCS NHS website).

In order to be considered for permanent membership in the National Honor Society, a student must meet the following criteria:

1. Enrolled at WCCS for at least two years.
2. An accumulated average of at least 88 without rounding up.

3. An approved character rating evaluated by the high school Faculty Council. (The Faculty Council is comprised of five teachers selected by the principal.)
4. Students are required to go through an application process which includes:
  - a) Acknowledgment of interest in membership.
  - b) Essay addressing reasons for interest in membership and a description of your leadership, service and character qualities.
  - c) List all school and community activities (this **may** include clubs, sports, volunteer opportunities, SSO, Big Brother/Big Sister Program, etc.) See NHS website for sample resume.
  - d) Three letters of reference. Adults who will vouch for the candidate's character, scholarship, leadership, and service. (*No relatives, and no more than two school employees.*).
5. In order to maintain membership, students must continue to meet the criteria of character, attend all meetings, meet all service requirements, and participate in NHS Induction Ceremonies held in June each year.

## **LIBRARY**

### Library Access

1. The library is open from 7:45am - 3:20pm
2. Students may visit the library by obtaining a pass from one of the following:
  - a. A subject area teacher and/or administrator
  - b. A study hall monitor - 3 passes during lunch periods, 5 passes during non-lunch periods (not including pre-signed passes from a teacher or students using their NHS pass)
3. Students are required to report to their study hall before coming to the library. Study hall monitors must have a written record of students who sign out to the library. The study hall monitor will sign each agenda and indicate the time the student left. Students will go directly to the library after being dismissed by the study hall monitor.
4. The student must arrive in the library within three minutes of when the agenda was signed or the student will be immediately returned to the study hall. Upon entering the library, each student must sign his/her own name in the sign-in sheet.
5. If a student wants to return to his/her study hall before the end of the period, the student must have his/her agenda signed by a library staff member and must sign out on the sign-in sheet. A student will be

required to stay until the end of the period if there are five minutes or less remaining.

- 6 A copy of the library sign-in sheet will be placed in each study hall monitor's mailbox at the end of the day by the library staff.
7. For a pre-signed pass from a teacher to be valid, a brief one or two word description of what the student has to work on must be written on the pass (i.e. Junior Critique, type Global History report).
8. Disruptive students or those without work to do will be sent back to study hall. If a student is again asked to leave the library due to this type of conduct, the Librarian may suspend the student from the library for up to two days following a written referral and parent notification. A third offense (and subsequent offenses) may result in additional suspension from library services following a written referral and parent notification.

### Circulation Rules

1. Generally, students are limited to five materials at a time but may borrow as many books as he/she needs for research projects. Any item may be renewed as often as needed, unless another student or teacher also needs it.
2. Materials may be signed out at the circulation desk for a period of two weeks with the following exceptions:
  - a) Reference materials can be signed out overnight at the discretion of the librarian.
  - b) Magazines and newspapers may be signed out for use in the library only.
3. When library materials become overdue, the student will receive up to three notices. After the material is over due more than four weeks, a letter will be sent home to the student's parents or guardians requesting immediate return or payment for lost materials. Once the letter is mailed, the student will not have library privileges until the materials are returned or paid for.

### Computer Use

1. The library has computers for student's use. The computers are available to students on a first-come, first-served basis. Scheduled classes will take precedence.
2. Games and music are not allowed on library computers. Students are expected to follow all of the guidelines for computer use as stated in the Acceptable Use Policy (AUP).
3. Students must save all work to his/her H drive, or to a flash drive.

4. Students who damage or lose library materials will be billed the current replacement cost of such items. In the case a replacement material cannot be obtained for any reason, a standard charge will be used. These charges are:

- a) Small paperback books - \$5.00
- b) Hardback and large paperback books - \$15.00
- c) Reference materials - \$30.00
- d) Videos (VHS or DVD) - \$20.00
- e) Music CD's - \$10.00

### **SCHOOL COUNSELING SERVICES (SCO)**

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 and individual counseling.

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

#### AP and College Level Courses

Students who enroll in AP classes *must pay for and take the AP exam*. The school district will pay for half of the student exam fee. Students who may have difficulty affording the remaining fee may contact a school counselor to discuss financial aid options.

All AP courses and college credit courses, which are taught by WCCS faculty on the WCCS campus, will be weighted 1.1

#### Challenge to Regents Exams

Students who wish to demonstrate proficiency acquired through application, recommendations, and projects, may take the Regents exam without completing the Regents Course. Students must meet the guidelines established by Wayland-Cohocton Central School to challenge the Regents exam.

A Regents challenge is considered an independent study. Students must successfully complete a project and pass the Regents exam with a score of 85 or better. Requests to challenge are submitted to the School

Counseling Office. All challenges need to be accompanied by a teacher recommendation. Challenge projects must be approved by the High School Principal and the Department Chairperson and successfully meet scheduled deadlines:

<b>Exam Date</b>	<b>Challenge Due</b>	<b>Project Due</b>
June, 2012	March 19, 2012	June 5, 2012
August, 2012	June 4, 2012	August 7, 2012

Students who unsuccessfully challenge the Regents exam are not eligible to retake the Regents exam without reapplying for another challenge and completing another project.

### Course Load

Students in grades 9-12 will be required to register for and maintain a minimum of 6 courses per semester.

### Drop/Add Procedure

Students may request a drop/add slip from a teacher or from the SCO. After completing the drop/add slip, students are to return the slip to the SCO, or to a teacher who will submit them to the SCO. A counselor will review the slip and will meet with the student or otherwise notify the student of the changes made to the student's schedule.

- **No schedule changes may be made during the first two weeks that school is in session.**
- **Students may drop or add courses during the third week of school.**
- **Students may drop or add a second semester course during the first week of the second semester or during first semester.**
- **Communication between parent-teacher-student-counselor is required for changes falling outside the specified drop-add times.**

### Doubling Up On Same Subject Courses

In **extenuating** circumstances, students may be allowed the opportunity to double up in a content area (i.e., English, Social Studies etc.). The

student must complete the Request to Double-up form and submit it to their counselor prior to the summer school registration deadline. The decision will be made by the principal and may stipulate conditions for approval.

The following shall be considered:

- The student should take the failed course when offered in summer school rather than wait and doubling up during the school year.
- Communication by the counselor to the student and the student's guardian regarding the implications of doubling up (difficulty of passing two classes in a content area that has already been proven troublesome for the student).
- Recommendation by the counselor to the student and the student's guardian for doubling up only when it is appropriate and/or necessary for the student to graduate.
- Recommendation by the counselor to the student and the student's guardian for alternatives to doubling up, when appropriate (i.e., a fifth year of study in high school).

At the end of the 10-week marking period a student doubling up must be passing both courses. If he/she is not, the higher-level course will be dropped. The same will be true at the end of the 20-week marking period but using the student's cumulative average.

If, at the end of the 30-week marking period, a student's cumulative average in one of the courses is failing, a review with the principal and the appropriate counselor will occur. This may result in the student dropping the higher-level course and/or other consequences as deemed appropriate.

### Grades

The passing average in all high school subjects is 65. All whole numbers will be used to indicate a student's final average in a course, including a 63 or a 64. Students may no longer use a Regents examination grade to replace the final average the student earned in the Regents course. In addition, students must pass both the Regents exam and the course to **meet graduation requirements**.

The final grade for a class is computed by averaging the mark of the first quarter, the second quarter, the third quarter, the fourth quarter and final exam, if applicable.

First Quarter	18%
Second Quarter	18%
Third Quarter	18%
Fourth Quarter	18%
Mid-term Exam	8%
Final Exam	20%

If a midterm or final exam is not offered, the remaining grades will be calculated using the percentages indicated. In addition, a class in which you receive No Credit will appear as NC (No credit) on your transcript.

**No Credit (NC):**

No credit is awarded if student has recorded 25 absences in a full year course or 13 absences in a half year course including physical education. Students who receive No Credit (NC) for a core course (English, mathematics, science, social studies), must remain in the course earning grades in order to make them eligible for summer school.

Appeal Process – Any student/parent wishing to appeal a grade in a course should first speak with the teacher in hopes of resolving the disagreement. The student’s counselor would then be next in the chain of command to help resolve the issue. Finally, the high school principal would become involved if the student/parent felt the resolution reached was not acceptable.

**Graduation Requirements**

In order to graduate, a student must have a minimum total of 22 credits for graduation (required by NYSED).

- 4 credits of English
- 4 credits of social studies
- 2 credits of physical education
- 3 credits of mathematics
- 3 credits of science (two containing a lab)
- 1 credit of foreign language
- 1 credit of fine arts (music or art)
- ½ credit of health

- 3 ½ credits in electives

Student earning a Regents diploma must pass the following Regents exams with a minimum score of 65

- Math Regents
- Global Regents
- U.S. History Regents
- English (ELA) Regents
- Science Regents

Students earning an Advance Regents diploma must pass the following Regents exams with a minimum of 65.

- Algebra Regents
- Geometry Regents
- Algebra 2 and Trigonometry
- Global Regents
- U.S. History Regents
- English (ELA) Regents
- 2 Science Regents (example Earth Science and Living Environment)
- Foreign Language\*

\*Foreign Language Regents requirement may be substituted with a 5 unit sequence in business, technology, vocational, music, art or fine arts if the appropriate courses are available.  
\*Students who are foreign language exempt will not need to take the LOTE level 3 exam.

Local Diplomas are designated only for those students who have an IEP or a 504 safety net

**Graduation Ceremony** – Only those students meeting the requirements of graduation take part in the ceremony in June.

### Regent's Courses

A student who is enrolled in a Regent's level course must sit for the Regent's exam.

Diplomas with Honors:

Students who successfully complete Regents and Advanced Regents diploma requirements with an above 90 average on the required

Regents examinations may earn honors distinction upon graduation from high school. A student whose combined average for the nine required Regents exams (English, US History, Global Studies, LOTE level 3—Spanish or French, Algebra, Geometry, Algebra 2 and Trigonometry, one Living Environment lab science, and one Physical Setting lab science) is a 90 or above, and has successfully met all other diploma requirements, will be awarded an Advanced Regents Diploma with Honors. Students who are foreign language exempt are not required to take the LOTE level 3 exam. A student whose combined average for the five required Regents exams (English, US History, Global Studies, one Math, and one Science; and has successfully met all other diploma requirements, will be awarded a Regents Diploma with Honors.

**New York State Merit Scholarship for Academic Excellence:**

Scholarships are awarded to students using the state's guidelines for a weighted average of specific Regents exams. All students who are nominated must have completed Algebra, Geometry and Algebra 2 and Trigonometry Regents examinations and three Regents examinations in science in addition to all other course requirements.

**Robert C. Byrd Honors Scholarship:**

Scholarships are awarded on the basis of combine Scholastic Assessment Test (SAT) scores and the converted Byrd grade point average (GPA) from either the high school academic units (3 units of English, 3 units of social studies, 3 units of mathematics, 3 units of science and 3 units of a foreign language) or the General Educational Development(GED) test scores. The SAT scores will be weighted 25 percent and the converted Byrd GPA will be weighted 75 percent to determine scholarship winners.

Student Grade Level Designations

A student's grade level will be determined by the student's ability to graduate with a particular class.

## **STUDENT INFORMATION FOR HIGH SCHOOL**

### Electronic Devices

Students may bring electronic devices (IPODs, headphones, etc.) into the school building, the use of such electronic devices is allowed per the privilege pass system. The use of Cell phones are **ABSOLUTELY** prohibited from 7:50 am – 2:30 pm. and must be kept in your locker. If seen, it will be confiscated by a staff member and turned into the High School/Dean's Office. If parents or employers need to reach you at school for an emergency, they can call the high school office at 728-2366; you will be given the message.

### Lockers

Although lockers are loaned to students throughout high school careers, they still are the property of the Wayland-Cohocton Central School District. The school will exercise its option to check lockers when deemed necessary by the proper authorities. Even though we have made every effort to ensure that school lockers are safe and unable to be broken into, you should not bring valuables to school or store anything in your locker that you are not willing to lose. If you need to bring a large amount of money or valuables to school, please store them in the high school office. The school will attempt to locate stolen property, but will not be held responsible for lost or stolen items at school or on school property.

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

1. Each student will be issued a locker and combination lock at the beginning of the school year. This will be your locker/lock for your entire high school career.
2. Never share your combination with other students.
3. Use your own locker. Never trade with another student, unless you get permission from the Dean's Office.
4. If your locker is tampered with or broken into, report the problem to the Dean's Office immediately.
5. Do not kick or slam locker doors.
6. Keep locker clean and neat. No graffiti is allowed.

### Lost/Damaged Textbooks

Textbooks are to be collected by teachers before final exams. Students who do not return their books will have their names sent to the office. The high school office will submit these lists to the Business Office. The Business Office will then determine the appropriate charge and send a notice home. Parents will be billed for any books their child does not return.

### Lunch Room Procedure

1. Lunch periods are twenty minutes long.
2. Food is not to be taken from the cafeteria.
3. Permission to leave the cafeteria must be granted by the lunchroom supervisor.

### Point System Policy

The point system was begun several years ago to facilitate a system whereby students could earn points within their class to help pay for class activities and the Senior Trip. It was hoped that students who could not afford the cost of the Senior Trip could work toward making the opportunity more affordable by earning points.

These points will accumulate 9<sup>th</sup> through 12<sup>th</sup> grade. **It is imperative that the student begin earning these points in their freshman (9<sup>th</sup> grade) year.** Class advisors will track each student's points and are responsible to notify parents/students of their total points by the beginning of each year. Each student will be given a copy of this policy and it will be explained in detail at the first class meeting held in September.

In order to be eligible to participate in the Senior Trip a student must have a minimum of fifty (50) points by the end of their magazine sale in September. Of these 50 points, a maximum of fifteen (15) community service points may be applied. The number of fundraising points you can apply toward the senior trip is unlimited. The advisors will determine the value of each point, by calculating the available money in the class treasury (minus any financial obligations through the end of the senior year), total number of eligible students' points and the cost of the trip. This process will determine how much each eligible student will need to pay to attend the senior trip. No refunds will be given to a student if his/her points exceed the cost of the trip.

Every student will be given the opportunity to work, sell, etc. for all fundraisers and community service events. Community service points will only be granted through opportunities made available through the class advisors.

Student's points are non-transferable from one student to another or from one class to another. (e.g. if a student does not graduate, points do not transfer to the following year.) This prohibits a student from participating twice in senior year activities.

In the event a student enters the district after 9<sup>th</sup> grade, the 50 points will be pro-rated depending on their entry date.

It is important that you contact the class advisors if you have any questions regarding the point system, number of points you have, your obligation, etc. Class advisors are as follows:

Freshman – Mr. Allen and Mrs. Bligh  
Sophomores – Mrs. Deussenberg and Mrs. Belcher  
Juniors – Mr. Miller and Ms. York  
Seniors – Mrs. Forsythe and Mrs. Newfang

### Regents Testing Procedures

During mid term and June Regents testing days, students are not permitted in the high school building unless they have exams or are attending a scheduled review class. All entry into the building will be through the main doors by the high school office. All other doors will be locked. Students will not be permitted to enter the building until 7:45 am for morning tests and 12:00 pm for afternoon tests. All students must remain in an exam for a minimum of two hours. If a student chooses to leave before the two hour minimum, they will automatically be issued a zero for that test.

**If a student has both a morning and afternoon exam in the same day, they must go to the cafeteria and bring lunch. They will not be permitted to leave school.**

Teachers may post test results on the front door. Review classes may be scheduled during Regents exam week. Students attending these classes must wait in the foyer until the teacher picks the students up, or a staff member escorts them to the review room. After the review class, the teacher will escort the students to the main entrance.

## Sexual Harassment

Sexual harassment is defined as sexual attention that is unwanted and interferes with your life. It involves words or actions that refer to or involve sexual words, sexual actions or sexual body parts. It is not welcomed, mutual or consensual.

Some options for dealing with sexual harassment are:

- Talk to someone - a parent, teacher or guidance counselor.
- Tell the person to stop either verbally or in writing.
- Keep a record of what happens.
- Make a formal complaint immediately to the principal or dean.

Any student who believes that he or she has been subject to sexual harassment should report the alleged misconduct immediately to the building Principal or Dean so that appropriate corrective action may be taken at once.

The Principal or the appointed designee will investigate the incident. Depending upon the severity of the charge, mediation or disciplinary action may be recommended. If the students are recommended for mediation, the family counselor will meet with both parties to discuss and resolve the complaint. The purpose of this meeting is to inform the harasser that his/her behavior is inappropriate and to stop it. The family counselor will obtain a written assurance that this behavior will not happen again.

## Skateboards/Self-Propelled Recreational Devices

Skateboards, roller blades, roller skates, heales or other self-propelled recreational devices are prohibited on school property. If such items are brought to school for use at another location or at another time, they must be placed in his/her locker or left in the high school office.

## Student Identification Cards

All students have been issued a student identification card. Students are expected to have this card in their possession at all times and produce it upon demand of any staff member. In addition to identification, these cards will be used for signing books in/out of the

library and purchasing lunches in the cafeteria. Additional uses will be forthcoming. These cards will be issued at no charge in both the freshman and junior years. However, lost or stolen cards must be replaced by the student at a cost of \$6.00.

### Student Service Organization (SSO)

All students will be eligible to sign up for an SSO position out of study hall with a staff member at the beginning of each school year. Students must pick up an SSO drop/add form from the School Counseling Office, at which time they will be provided with a copy of the SSO rules and regulations.

### Telephone Use

Students will be allowed to use the phone in the high school office and dean's office during the course of the school day provided they have a pass from their teacher.

### Valuables

Students are discouraged from bringing any item of any value to school. Large amounts of money should be checked into the High School Office to be put in a safe place. The Wayland-Cohocton District is **NOT** responsible for lost or stolen items.

### Visitors

Students are not allowed to bring visitors to school during regular school hours.

## TRANSPORTATION

### BOCES Students:

Students enrolled at the May Center are required to ride Wayland-Cohocton bus to and from their program.

Sometimes there is a need to drive to the May Center. A one day permit may be obtained at the May Center. The parent, high school principal, the vocational teacher and a May Center administrator must sign the permit. **Passengers are not permitted to ride with students granted**

**permission to drive.** Should a student drive to BOCES without permission and/or take another student, this is considered a safety/liability issue and students will be subject to disciplinary consequences.

### **Buses**

The bus coordinator determines the pick up point and drop off destination for each student. According to new transportation regulations, students will be transported to their own residence, a baby sitter or to a daycare provider only. No student will be allowed to ride a different bus to another students home. In addition, no out of district student will be allowed to ride WCCS transportation.

### **Student Parking Permits:**

Driving to school is a privilege and will be treated as such. Driving permits will be issued in the Dean's Office for those student's who qualify.



















