

Wayland-Cohocton Middle School *Student Handbook* 2023-2024



District Mission: *To ensure high levels of learning for all students.*

District Vision: *To continuously develop our capacity to function as a collaborative culture.*

Welcome to the 2023-2024 school year. It is hard to believe that summer has come to close, but we are truly looking forward to a productive and enjoyable year filled with accomplishments both within and outside of the classroom. This student handbook contains valuable information about Wayland-Cohocton Middle School coupled with our policies and procedures that you and your child will need to be familiar with in order to ensure their success. Please review this handbook carefully as some information has changed. Don't hesitate to contact us if you have any additional questions.

In partnership,

Mrs. Wendi Snyder
M.S. Principal

Mr. Chris Ballet
M.S. Assistant Principal

<i>Middle School Assistance Directory</i>		
Superintendent of Schools	Dr. Eileen Feinman	728-2212
MS Principal	Mrs. Wendi Snyder	728-2551
MS Asst. Principal	Mr. Chris Ballet	728-2551
Middle School Office	Mrs. Ashley Richardson	728-2551
MS Attendance Office	Mr. Derrick Balinsky	213-4339
Special Education Office	Dr. Katherine Wolcott	728-9547
MS School Counselor (Gr 7 - 9)	Mrs. Jean Antkowiak	728-2551
MS School Counselor (Gr 4 - 6)	Mrs. Heather Drum	728-2551
MS School Social Worker	Ms. Meaghan Costello	728-2551
MS School Psychologist	Please call MS Office	728-2551
MS Nurse	Ms. Geena Huber	728-3006
Transportation	Mr. James Abbott	728-2213
Food Services	Mrs. Connie Hoffman	213-4315
Work Papers/Permits	High School Office	728-2366

We are here to help

Middle School Daily Schedule

Please Note: For our students' safety and wellbeing, especially during inclement weather, students should not be dropped off at school prior to 7:15. There will be a staff member present at the PAC entrance to allow students into the foyer at 7:15 am.

7:30 am	Doors open to all students
Homebase	7:40-7:55
1 st period	7:58-8:38
2 nd period	8:42-9:22
3 rd period	9:26-10:06
4 th period	10:10-10:50
5 th period	10:54-11:14
6 th period	11:14-11:34
7 th period	11:38-11:58
8 th period	11:58-12:18
9 th period	12:22-12:42
10 th period	12:42-1:02
11 th period	1:06-1:46
12 th period	1:50-2:30
13 th period	2:34-3:20

* Maroon denotes lunch periods (20 minutes in length)



EAGLES' Way & Leader in Me

Wayland-Cohocton Middle School has **woven** our **EAGLES' Way** PBIS (Positive Behavioral Interventions and Supports) program into the District's **Leader in Me** initiative. These programs focus on creating a positive school culture by explicitly teaching students expected behaviors in specific environments and celebrating when students demonstrate those positive interactions.

Our middle school expectations are as follows:

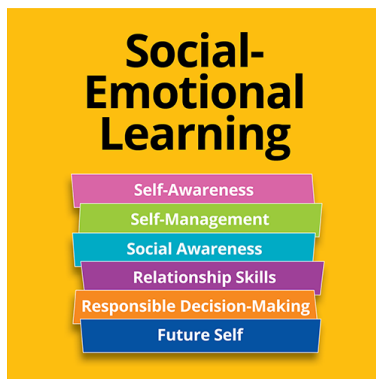
	EAGLES' Way	The 7 Habits
E	Exhibit Respect	Seek first to understand, then to be understood
A	Achieve Academically	Begin with the end in mind & Be Proactive
G	Get Involved	Synergize
L	Live Responsibly	Sharpen the Saw
E	Express a Positive Attitude	Think Win-Win
S	Stay Safe	Put first things first

At Wayland-Cohocton Middle School we want to inspire excellence in all of our students. Our goal is to embolden all students to become leaders. As mentioned above, we have blended the middle school's EAGLES' Way initiative with Leader in Me. The Leader in Me program is based on the 7 Habits of Highly Effective People, they are as follows:

- **Habit 1:** Be Proactive - You're in Charge - I am a responsible person. I take initiative. I choose my actions, attitudes, and moods. I do not blame others for my poor choices and actions. I do the right thing without being asked, even when no one is looking.
- **Habit 2:** Begin with the End in Mind - Have a Plan - I plan ahead and set goals. I do things that have meaning and make a difference. I am an important part of my school and contribute to WCCS's mission and vision. I look for ways to demonstrate good citizenship.

- **Habit 3:** Put First Things First - Work First, Then Have Fun - I spend my time on things that are most important. This means I say no to activities and behaviors that I know I should not be involved in. I set priorities, make a schedule, and follow my plan. I am disciplined and organized.
- **Habit 4:** Think Win-Win - Everyone Can Win - I balance courage for getting what I want with consideration for what others want. I make deposits in others' Emotional Bank Accounts. When conflicts arise, I look for additional alternatives that move everyone forward.
- **Habit 5:** Seek First to Understand, Then to Be Understood - Listen Before You Talk - I listen to the ideas and feelings of others and consider their viewpoints. I listen to others without interrupting. I am confident in voicing my ideas and perspectives in respectful ways.
- **Habit 6:** Synergize - Together Is Better - I value everyone's strengths and learn from them. I am respectful of others, even people who are different from me. I work well in groups. I seek out and listen to the ideas of others in order to solve problems. By teaming with others we can create and execute optimal solutions for everyone involved. Throughout this process, I remain humble.
- **Habit 7:** Sharpen The Saw - Balance Feels Best - I take care of my body by eating right, exercising and getting ample sleep. I spend time with family and friends. I learn in a variety of ways and places, not just at school. I find meaningful ways to help others.

Each year, teachers and students discuss and model these school wide expectations using the EAGLES' Way matrix. Expectations are reinforced when teachers and students demonstrate them throughout the day. Students are then acknowledged for meeting expectations through the **EAGLES' WAY Recommendation** form. Faculty and staff have the opportunity to report positive behaviors/decisions on the part of the students by using the aforementioned form. This form is submitted to the MS administrators for review/comments; administrators then meet with the student to acknowledge his/her achievement. The form is sent home with the student so parents can read about how their children have demonstrated the 7 Habits/ EAGLES' Way while in school.



Regal Eagle

Regal Eagle focuses on learner & employability traits that are essential to success both in school and life.

Regal Eagle focuses on the following traits:

W - Work Ethic

C - Classroom Conduct

C - Communication with Adults

S - Student to student Interactions

The rubric scale for Regal Eagle is as follows:

- 4- Student is consistently/independently able to demonstrate grade level expectations
- 3- Student is able to demonstrate grade level expectations with support
- 2- Student struggles to complete/meet grade level expectations
- 1- Student is rarely or not at all able to meet grade level expectations

Teachers complete Regal Eagle for the following 5 week period - 10, 15, 20, 25, 30 & 35. Parents can go to the MS page on the WCCS website to view the entire Regal Eagle rubric that teachers utilize to assess each student's score for the identified learner traits. A letter will be mailed to parents every 5 weeks (for the identified periods) stating whether your child has or hasn't earned Regal Eagle. A disciplinary referral automatically removes a student from Regal Eagle for that specific rating period. Students that earn Regal Eagle will also receive a certificate celebrating their achievement. **If a student earns 4 out of the 6 Regal Eagles throughout the course of the year (see below for specific grade level requirements) and meets the attendance/Code of Conduct requirements (see note section), the student qualifies for participation in the End of the Year Regal Eagle Celebration.**

Grade level requirement for earning Regal Eagle during a 5 week period:

5th Grade: 4 out of 6 courses (66%) with a score of 3 or higher (and no formal disciplinary referrals)

6th Grade: 4 out of 6 courses (66%) with a score of 3 or higher (and no formal disciplinary referrals)

7th Grade: 6 out of 8 courses (75%) with a score of 3 or higher (and no formal disciplinary referrals)

8th Grade: 6 out of 8 courses (75%) with a score of 3 or higher (and no formal disciplinary referrals)

Please Note:

- 1) **Regal Eagle Attendance Requirement:** Students who are absent from school more than 10% of the school days (at 35 week marking period) will not be permitted to attend the Regal Eagle celebration (school administration may make exceptions for special circumstances).
- 2) **Code of Conduct Violations:** Students assigned disciplinary consequences after the 35 week marking period may lose permission to attend the Regal Eagle celebration if the infraction is of a more serious nature (to be determined by building administration).

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 the Middle School administration at 728-2551.

Chorus & Band: Add/Drop

Students can drop/add Band and Chorus only during the first two weeks of school or two weeks at the start of the 3rd marking period. If a student wants to drop any other time, there will be a discussion with that teacher, parent and administrator to make a final determination.

Image of add/drop form is below.

Wayland-Cohocton Middle School Schedule Change Form	
Student Name: _____	Grade _____
Adding Class: _____	
Dropping Class: _____	
**Student: Please complete the steps below in order so parents/guardians have the benefit of knowing teacher and counselor comments.	
Step #1 - Student - Reasons for Add/Drop: _____	
Date: _____ Student Signature: _____	
Step #2 - Dropping/Adding Teacher - Comments: _____	
Date: _____ Teacher Signature: _____ / _____	
Step #3 - Counselor - Mrs. Drum (5-6th) Mrs. Antkowiak (7-8th): _____	
Date: _____ Counselor Signature: _____	
Step #4 - Parent/Guardian Comments: _____	
Date: _____ Parent/Guardian: _____	
If after the two week drop/add period, a student, parent/guardian, teacher and administrator meeting is required.	
Approved _____	
Administrator signature: _____	Not Approved _____

Thirteenth Period

Wayland-Cohocton Middle School provides opportunities for extra help and support during 13th period (2:30 - 3:20).

It is the parents' and students' responsibility to take advantage of this resource.

- **Please note: The MS will NOT have 13th period support on Wednesdays due to our scheduled collaborative PLT meetings which support curriculum and instruction.**
- Success in school requires hard, consistent work on the part of every student and teacher.
- The school day officially ends at the end of 13th period (3:20). However, students may be excused at the end of 12th period.
- Students are expected to complete all assignments. If a student needs assistance in understanding an assignment and/or has been absent from class(es), the student is to make arrangements with the teacher, **prior** to the beginning of 13th period (*preferably by 1:00 pm so the student doesn't miss the 2:30 bus run if they are unable to stay*).
- 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, detention room, or Sports study hall during 13th period.
- Students are not to be roaming the halls or in the elementary/high school.
- Student athletes/extra-curricular participants must stay in the designated 13th period study hall unless required to stay with a teacher for academic assistance.

13 Period Contract Policies and Procedures

If a student is struggling to achieve success in specific courses, teachers may enact a 13th period contract with that student to support their academic growth and success. Teachers will work with both students and their parents to select a specific day of the week that the student will be assigned to work with them during 13th period. Unless otherwise directed, you are expected to attend your contracted classes 13th period with your teacher (you, and your parent, will have received an official contract so that you are both aware of your schedule). Additionally, if a student does not attend summer school despite failing a course(s) or does not successfully complete summer school, the student may start the year on a 13th period contract and/or in a guided study hall to support their academic growth and success from the onset of the school year.

If you are going to miss a contracted 13th period for a legitimate reason (such illness, medical appointment, prior commitment, etc.) your guardian will need to contact the teacher and let them know that you will be absent. (Contract is a part of your schedule and is set up to help you find academic success). Likewise, if the teacher has a conflict and needs to reschedule 13th support, the teacher will notify both the student and parents/guardian of the change.

If you miss contract **by choice** (aka skip class) the following will occur:

- **1st missed 13th:** MIR and parent contact, teacher meeting with student to set up plan for success
- **2nd missed 13th:** School tool referral, parent contact, student meeting with principal to discuss consequences and next steps. Please note that skipping your 13th period contract obligations may result in your inability to attend extracurricular activities (sports, clubs, etc.).

If at any time your teacher decides that you **no longer need to attend 13th period contract due to growth and success**, you (and your parents/guardians) will be notified and receive updated information from the school.

Dignity for All Students Act

The Board of Education, administration and staff of the Wayland-Cohocton Central School District is committed to providing an educational environment that promotes respect, dignity, and equality. The Board recognizes that acts of discrimination and harassment, including bullying, taunting, or intimidation, are detrimental to student learning and achievement. These behaviors interfere with the mission of the district to educate its students and disrupt the operation of its schools. Such behavior affects not only the students who are its targets, but also those individuals who participate in, and witness such acts.

To this end, the Board condemns and strictly prohibits all forms of discrimination and harassment, including bullying, taunting or intimidation, against students by students and/or employees on school property, which includes (among other things) school buses, and at school functions, which means school-sponsored, extra-curricular events or activities.

Additional information can be obtained in the *Dignity for All Students Act* policy approved by the Board of Education.

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. This document can be located on the WCCS website (BOE - policies).

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, the Superintendent, and the Board 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.

Public Displays of Affection (PDA)

Public Display of Affection—or PDA—includes physical contact including, but not limited to, intimate touching, fondling, cuddling, and kissing at school or a school-sponsored activity between two students. Students shall refrain from all Public Displays of Affection (PDA) while on campus or while attending and/or participating in a school-related activity.

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

(not in prioritized order)

Disorderly Conduct

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

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 Disciplinary Responses*

(not in prioritized order)

Oral or written warning/ MIR (Minor Incident Report completed by teacher)

School-based Interventions

Detention

Post School

Restorative Meeting

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/vaping devices

Peer Mediation

Police involvement
(continued on next page)

PINS

Superintendent's 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. Please note that communication of the infraction and resulting sanctions is determined by the seriousness of the given incident. Communication could include any of the following: written correspondence (email or USPS), phone call, and/or in-person meeting.

****Superintendent's 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 08/2019**

Student Search

The Board of Education is committed to ensuring an atmosphere on school property and at school functions that is safe and orderly. To achieve this kind of environment, any school official authorized to impose a disciplinary penalty on a student may question a student about an alleged violation of law or the District Code of Conduct. Students are not entitled to any sort of "Miranda"-type warning before being questioned by school officials, nor are school officials required to contact a student's parent before questioning the student. However, school officials will tell all students why they are being questioned.

The Board authorizes the Superintendent, building principals, assistant principals, the school nurse, and District security officials (such as the Safety Officer /School Resource Officer) to conduct searches of students and their belongings if the authorized school official has reasonable suspicion to believe that the search will result in evidence that the student violated the law or the District Code of Conduct.

i. **Student Lockers, Desks, and other School Storage Places**

The rules in this Code of Conduct regarding searches of students and their belongings do not apply to student lockers, desks and other school storage places. Students have no reasonable expectation of privacy with respect to these places and school officials retain complete control over them. This means that students' lockers, desks, and other school storage places may be subject to search at any time by school officials, without prior notice to students and without their consent.

ii. **Student Vehicles or other Personal Devices on School Property**

Students are informed that they shall have no reasonable expectation of property for personal vehicles or other personal devices, such as computer storage devices, while these items are on school property. School officials may search these belongings at any time that there is a reasonable suspicion that the belongings may contain items which may be in violation of this Code of Conduct or a lawful violation.

Backpacks

Backpacks and string bags are NOT permitted to be carried by students throughout the day. Lockers will be used to hold school materials throughout the course of the school day. Teachers have made adjustments to the amount of material students are expected to carry to accommodate this expectation.

Hall Lockers

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

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

- Never share combinations with other students.
- Never pre-set combination after the locker is closed. Spin the dial.
- Use your own locker. Never share with another student. Never trade with another student.
- If your locker is tampered with or broken into, report the problem to the office immediately.
- Do not kick or slam locker doors.
- Keep lockers clean and neat. No graffiti is allowed.

Use of Cellular Phones / Personal Electronic Devices

Middle School students will NOT be allowed to have in their possession or use cellular phones, MP3 players, iPods, hand-held video games and/or headphones that receive radio and/or telephone transmissions during the school day (7:30 - 3:15). Upon arrival to school, cell phones and other personal electronic devices must be placed in their lockers and put on silent mode so that no sounds are heard. A violation of this policy will be dealt with in accordance with normal disciplinary procedures. Students are welcome to come to the MS office and/or ask WCCS staff to use office/classroom phones to make necessary calls during the school day.

If a cell phone is heard or seen during the school day, the student will be asked to put it in their locker. If they refuse or if the device is seen during school hours again, it will be confiscated by a staff member. Confiscated devices will be held in the MS office. Refusal to surrender a cell phone will result in more serious disciplinary action. Parents may be required to pick up confiscated items from the main office. Violations of this policy during an exam, test, quiz or state assessment may also result in a score of zero. Students found using cell phones or other functions on electronic devices in any manner that disrupts the educational environment, from within or from outside the classroom, or violates the rights of others, including, but not limited to, using the device in violation of our academic honesty policy, violating school conduct rules, harassing or bullying staff or students, photographing or video recording and/or using their device for unlawful purposes will be subject to more severe disciplinary actions.

Valuables

Students are discouraged from bringing any items of value to school. ie: cell phones, music players, hand held games, trading cards, etc. The school and/or school insurance cannot reimburse students/parents for personal items lost, damaged, or stolen during the school year.

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.

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 comply with the following:

- Be safe, appropriate and not disrupt or interfere with the educational process.
- Ensure that underwear is covered with outer clothing.
- Include footwear at all times. Footwear that is a safety hazard will not be allowed.
- Wearing of hats in the classroom except for a medical or religious purpose is at the teacher's discretion.
- Not include items that are vulgar, obscene, libelous, or denigrate others on account of race, color, religion, creed, national origin, gender, sexual orientation or disability or otherwise offensive.
- Not promote and/or endorse the use of alcohol, tobacco, or illegal drugs and/or encourage other illegal or violent activities.
- Hoods are not to be worn inside the building

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. While subjective in nature, the judgment of Administration, including sanctions for violations, shall prevail.

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 automated telephone calls will be made to parents of unexcused absences. The following reasons for student absences from school are considered excused absences: *personal or family illness, death in the family, religious observance, medical appointment (doctor's note required), approved school sponsored trips, quarantine (with legal documentation), 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 213-4339 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, or has received no in-school or out of school suspensions 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

See next page for unexcused attendance procedures.

A Progressive Approach to Support Improved Attendance

Number of Unexcused Absences	Procedure
5	Attendance Clerk: <ul style="list-style-type: none"> ❖ Mail attendance letter home to parents ❖ Phone call (from MS attendance clerk – not a robocall)
8	<ul style="list-style-type: none"> ❖ Home Visit (2 staff) & follow-up letter ❖ Attendance Clerk: mail attendance letter & follow up home visit letter
10	<ul style="list-style-type: none"> ❖ Schedule conference with family and student Attendees: Administrator, SST member, parents/guardians & student
15	<ul style="list-style-type: none"> ❖ Attendance Clerk: mail attendance letter home to parents ❖ 2nd Home visit (2 staff) OR parent meeting at school; advise parent/guardian of pending CPS call (if student reaches 20 days)
20	<ul style="list-style-type: none"> ❖ Attendance Clerk: Mail attendance letter home to parents ❖ Administrators and counselors to determine if CPS should be contacted

Appointments During the School Day: If you have to leave school early because of an appointment, please bring in a note regarding the time your parent(s) will be picking you up. ***Students in grades PreK-8 are not allowed to leave school alone; someone must pick the student up at the office.*** Students in grades 9-12 may leave school alone, but they must sign out of the attendance office prior to leaving for any reason. The student must also sign back in when returning to school that day. Additional information regarding the WCCS attendance policy can be found in the 2022-2023 Code of Conduct.

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, they 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 MS office for assistance. .

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, the student 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.

Breakfast & Lunch Prices and Procedures

- Breakfast will only be served in the MS from 7:30 - 7:45
- Lunch periods are twenty minutes long.
- Food and drink are not allowed to be taken from the cafeteria unless expressly permitted by school employees.
- Students are permitted to carry water bottles and beverages that are sealable.

- Permission to leave the cafeteria must be granted by the lunch room supervisor/monitor.

Cost of Meals in the MS are as follows:

We are very excited to share that breakfast and lunch are free to all WCCS students for the 23-24 school year.

If you are only purchasing milk or juice, there is a cost of \$0.40.

Extras/seconds and snacks will continue to incur an additional cost.

We encourage families to complete the Free & Reduced Lunch Application as that can be beneficial to WCCS in other ways. Please contact Connie Hoffman @ 213-4315 for applications and additional information.

Homework Policies

Grade level teachers will provide guidelines regarding HW policy for each respective grade level.

WCCS Middle School 7th and 8th Grade 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

7th and 8th Grade Final Grades

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

Marking Period	
First Quarter	25%
Second Quarter	25%
Third Quarter	25%
Fourth Quarter	25%

The cumulative grade point average is computed by averaging all of the final grades of all credit bearing courses. Not all courses run for four quarters; in these circumstances, the calculation differs from this.

***** This is the final grade calculation at the time of printing. The computation of the final grade is subject to change. *****

*Grade levels 5 & 6 utilize Standards Based Report Cards, because of this, honor and merit roll are not calculated nor are final averages.

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 who 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.

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 two 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 two or more 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.

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 by multiple measures. 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.

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.

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 during 13th period. The student may be placed on a 13th period contract to support his/her/their academic growth and success. Refer to page 7

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 teacher's prerogative to release a student from the ineligibility list (based on effort and attitude to improve grade). The Middle School Principal/Asst. Principal will review each release for the final decision to participate in extracurricular 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 that student has a pre-signed pass from a teacher whose class they are 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, Spotlight, Dances and Plays.

Grades 5-12 Extra-Curricular Activities Eligibility Policy

Scope: These rules of eligibility have been established for the benefit of our extracurricular participants. If our school is to excel in extracurricular 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 extracurricular activity and violate this policy, the penalty will be imposed on the date that determination is made and may affect future participation. Extra classroom events, as determined by the Administration, for example but not limited to Sr. Trip, Jr. Prom, Sr. Ball are not included within the scope of this policy, but will be dealt with through District discipline policies.

Determination of Consequences : The Athletic Director/ Assistant Principal 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 the violation including other violations by that particular student. Based upon the individual circumstances, the Athletic Director and Assistant Principal will give consideration to those students cooperating in the investigation.

Notification of Penalty: The student and the parent will be notified by either the Athletic Director or Assistant Principal 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/ Assistant Principal, then the Principal, and finally the Superintendent of Schools. The Athletic Director will handle all issues concerning athletes and the Assistant Principal will handle issues concerning all other extracurricular 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 extracurricular activities for up to forty (40) school weeks. Violations and all subsequent penalties will carry over from school year to school year.**

Extracurricular 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

- a) **Attendance:** Students are required to attend all classes during the school day in order to participate in extracurricular 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, which must be provided to the attendance clerk immediately upon arrival at school.
 - 1. 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, the student may not participate in any extracurricular activity that day.
 - 2. Tardy: A student, who is late to school, is considered tardy. The student will sign in at the attendance office. If tardiness has been an ongoing issue (defined as three [3] or more unexcused tardies during a sports/activities season), the student will not be allowed to participate in that day's activity. A student must be in school by 9:30 a.m. in order to practice or participate in that day's event, unless they have a legal excuse as determined by the attendance officer.
 - 3. Absence Following Extracurricular Events: Each student must make every effort to be in school the school day following an extracurricular activity. If a pattern of absences develops following an extracurricular activity, the coach/advisor will take appropriate disciplinary action. If absences after an extracurricular activity have been a problem, participation in the next scheduled activity may be suspended.
- b) **Activity Rules:** In addition to the extracurricular 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 cannot supersede any rules contained in this policy. These rules must be provided in writing to both the parents and students at the beginning of the season/activity. A copy will also be given to the Athletic Director and Principal. 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/ Assistant Principal. Violations to these rules may range from a warning, to suspension, to dismissal from the extracurricular activity.
- c) **Violation Reports:** Extracurricular 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 the administration.
- d) **Drugs, Alcohol and 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.

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

1. A first policy violation will result in the student being ineligible to participate for five (5) school weeks (35 calendar days). Students under the first violation will still be eligible to practice.
2. A second violation of the policy, the student will be ineligible to practice/participate for ten (10) school weeks (70 calendar days) and will have to attend mandatory school approved counseling based on the type of offense. At the end of the violation the student will have to receive a release from the counseling to be eligible to return to activities.
3. A third violation of the policy, the student will be suspended from all extracurricular activities for a period of twenty (20) school weeks.

After a period of 24 months from the completion of a first offense violation, if the student has not had another offense, the first offense will be removed. If the student violates this policy after the 24 month period, the consequence will be considered a first offense.

This policy is in effect year round, however, consequences resulting from violations will be implemented while school is in session. For purposes of this policy, the school year will start at the first official day of practice for the fall season and end upon the latter of: the last day of school, the day of graduation or the final day of participation for the extracurricular activity.

- e) 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 they failed to leave the party while not consuming any drug and/or alcohol. 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.
- f) Self-Referrals: Students who violate this policy have the ability to self-refer. If a student, within ten (10) calendar days of an incident, self-refers themselves, a first time violation of five (5) weeks may be reduced to 21 days. If an investigation has already started, the student will not have the ability to self-refer. This applies to first time offenders of the Policy only.
- g) Behavior and Conduct of Participants: Good community citizenship is required of all participants of extracurricular 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/ Assistant Principal. 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 extracurricular activities until the Athletic Director/ Assistant Principal can investigate the infraction and make a decision regarding further participation. In addition, extracurricular 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/ Assistant Principal.
- h) 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 extracurricular activity until all property has been returned or restitution is made.
- i) Academic Eligibility: Please refer to administrative policies: Wayland-Cohocton Central School Academic Eligibility Policy-High School and Wayland-Cohocton Central School Extracurricular Academic Eligibility Administrative Policy-Middle School.
- j) 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), the student 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. NYSPHSAA 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 the disciplinary action by the Athletic Director/Assistant Principal, the Principal must be notified in writing within one (1) week (seven [7] calendar days) after issuing the disciplinary decision. The Principal will schedule a meeting within one (1) week (seven [7] calendar days) of the appeals request and issue a written decision

within seven [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 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 (2) scheduled meetings.

Adopted: 6/13/16

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 the larger community, field trips can greatly enhance a student's educational experience.

A signed permission 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 Textbooks and Chromebooks

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 books/chargers. 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. **Chromebooks are managed according to the Chromebook policy document parents have signed.**