



**Wayland-Cohocton
High School**

STUDENT HANDBOOK

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14572

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This agenda belongs to:

NAME _____

ADDRESS _____

CITY/TOWN _____ ZIP CODE _____

PHONE _____

STUDENT NO. _____



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**Superintendent of Schools
Michael Wetherbee**

**Wayland - Cohocton Central School
BOARD OF EDUCATION**

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Michael Heiman
Daniel Lander
Suzanne May
Mark Perkins
Rich Rizzieri
Phil Trautman**

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

Marking Period End Dates

5 week	10/05/18
10 week – 1 st quarter	11/09/18
15 week	12/14/18
20 week – 2 nd quarter/1 st semester	01/25/19
25 week	03/01/19
30 week – 3 rd quarter	04/05/19
35 week	05/17/19
40 week – 4 th quarter/2 nd semester	06/26/19

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2018-19 CALENDAR

Adopted 02/26/2018

JULY						
SU	M	TU	W	TH	F	SA
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	26	27	28
29	30	31				

AUGUST						
SU	M	TU	W	TH	F	SA
			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
26	27	28	29	30	31	

SEPTEMBER (18 + 1)						
SU	M	TU	W	TH	F	SA
						1
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9	10	11	12	13	14	15
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23	24	25	26	27	28	29
30						

OCTOBER (21 + 1)						
SU	M	TU	W	TH	F	SA
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13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

NOVEMBER (18)						
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18	19	20	21	22	23	24
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DECEMBER (15)						
SU	M	TU	W	TH	F	SA
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23	24	25	26	27	28	29
30	31					

JANUARY (20 + 1)						
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FEBRUARY (15)						
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24	25	26	27	28		

MARCH (20 + 1)						
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23	24	25	26	27	28	29
30	31					

APRIL (16)						
SU	M	TU	W	TH	F	SA
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12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

MAY (21)						
SU	M	TU	W	TH	F	SA
			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
26	27	28	29	30	31	

JUNE (18)						
SU	M	TU	W	TH	F	SA
						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	26	27	28	29
30						

- KEY:**
- First/Last Day of School
 - Open House
 - Holidays - NO SCHOOL
 - Supt. Conf/PD Days
 - Parent Teacher Conferences
 - Regents/State Exams
- Supt. Conf/PD Days**
- September 4, 2018
 - October 5, 2018
 - January 25, 2019
 - March 15, 2019

Parent/Teacher Conferences		
Elementary	Middle	High
November 8 - 12:30 - 8:00 pm	November 8 - 12:30 - 8:00 pm	November 14 - 3:30 - 8:00 pm
November 14 - 12:30 - 8:00 pm	November 14 - 12:30 - 8:00 pm	March 6 - 3:30 - 8:00 pm
March 21 - 12:30 - 8:00 pm	March 21 - 12:30 - 8:00 pm	

Open House
Middle School: September 4, 2018 5-7 pm
High School: September 4, 2018 5-7 pm
Wayland Elementary School: September 4, 2018 4:30-6:30 pm
Cohocton Elementary School: September 4, 2018 4:30-6:30 pm

Regents	January 22 - 25, 2019
State	June 3, June 18-26, 2019
Exams	Grades 3-8 ELA: April 2-4, 2019
	Grades 3-8 Math: May 1-3, 2019

Summary of Holidays (Vacation for students + 10 month employees)		
Sept. 3: Labor Day	Nov. 21 - 23: Thanksgiving Recess	Feb. 18 - 22: Mid-Winter Recess
Oct. 8: Columbus Day	Dec. 24 - Jan 1: Holiday Recess	April 15 - 22: Spring Recess
Nov 12: Veteran's Day	Jan. 21: Martin Luther King Jr. Day	May 27: Memorial Day

ASSISTANCE DIRECTORY

Absenteeism	Attendance Office
Auto Registration	Assistant Principal's Office
Changing Schools	School Counseling Office
College Catalogs/Information	School Counseling Office
Employment	School Counseling Office
Illness	High School Nurse
Locker Problem	Assistant Principal'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

1 st	7:58 - 8:38
2 nd	8:42 - 9:22
3 rd	9:26 - 10:06
4 th	10:10 - 10:50
5 th	10:54 - 11:14
6 th	11:14 - 11:34
7 th	11:38 - 11:58
8 th	11:58 - 12:18
9 th	12:22 - 12:42
10 th	12:42 - 1:02
11 th	1:06 - 1:46
12 th	1:50 - 2:30
13 th	2:34 - 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 13th 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 13th 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 13th 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 13th 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:

Lateness beyond 10 minutes of a class will be counted as an absence. 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.**

Students who are tardy to class more than one time in a week will be assigned a 13th period detention for the first occurrence, two 13th period detentions for the second occurrence, and post-school detention for each occurrence thereafter.

ACE Course Attendance Policy

The faculty of Wayland-Cohocton Central School believes that the college classroom experience is more than just a transfer of information from teacher to student, but also an opportunity for gaining insights and tolerance of divergent opinions from ideas shared through open discussion, which is necessary in an educated individual. We also believe that by the fact of the student's voluntarily entering a situation in which the exchange of ideas is intrinsic, a student assumes the obligation to participate in classroom activities. Therefore, the Attendance Policy for all ACE courses is as follows:

1. If a student is absent from more than **16 class sessions for a full-year ACE course** or **8 class sessions for a semester ACE course**, the following actions may be taken:
 - (a) The student will be dropped from the course,
 - (b) or, if the date for dropping a course without penalty has passed, the student will receive a failing grade, unless prior arrangements have been made between the teacher and student.
2. A student who seeks an exception to this policy must do so in advance of the absence and/or provide documentation of the emergency that caused it, as determined by the instructor.

ACE Withdrawal Policy/Last Day to Drop

(For students who are taking the course for college credit.)

If for any reason a student must withdraw from this course, it is **the student's responsibility to contact the Community College directly**. A grade of "W" will be assigned if the withdrawal occurs before the official drop date for this course, and a grade of "F" thereafter. If a student simply stops attending rather than officially withdrawing, he or she will receive a grade of "F" for the course. The instructor may drop a student for non-attendance.

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 7:55 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 - 2:34 PM - 3:20 PM)**

Tardy to School

If a student comes late to school (after 7:55 AM) for any reason, he/she is to report directly to the **Attendance Office**.

The attendance clerk 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.

Students who are tardy to school more than one time in a week will be assigned a 13th period detention for the first occurrence, two 13th period detentions for the second occurrence, and post-school detention for each occurrence thereafter.

13th 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 13th 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 13th 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 13th period.

If you are ill or need to leave school prior to/during 13th 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 13th 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 13th 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 13th 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 13th 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.

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, appropriate and not disrupt or interfere with the educational process.
2. Recognize that extremely brief garments such as tube tops, net tops, halter tops, off the shoulder tops, one shoulder tops, plunging necklines (front and/or back) and see-through garments are not appropriate. If these items are worn, you will be asked to change and/or cover up.
3. Absolutely **NO** cleavage or midriff should be showing.
4. Ensure that underwear is covered with outer clothing.
5. Ensure that shorts and skirts are long enough to cover the entire 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 classrooms.

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 is available on the District website: www.wccsk12.org.

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, hazing, alcohol, drugs, tobacco – including vapor , e-cigarettes and anything containing nicotine)

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.

Dignity for All Students

New York State seeks to provide all public elementary and secondary school students with a safe and supportive environment free from discrimination, intimidation, taunting, harassment, and bullying on school property, a school bus and/or at a school function

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. A full copy of the code is available at www.wccsk12.org.

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 purposes. Students are not permitted to 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 3rd quarter of the junior year **OR**
 - 14 points by the end of the 3rd quarter of the senior year.
- If a student has received 27 points by the end of the 3rd 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. 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 write a pass 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 five minutes of when the pass 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 a pass 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. Write Essay, type Global History report).
8. Disruptive students 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.

9. The lounge area outside the library entrance is considered part of the library. Students must have a pass and be signed into the library to be in the lounge. Please be mindful of noise level while in the lounge, and respectful of classes that are in progress. Students who are failing ANY classes will not be permitted to use the lounge until they are off the failing list.

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 and eReaders (Nooks & Kindles) can be signed out overnight at the discretion of the librarian.
 - b) Chromebooks are due at the end of the day in which they are borrowed.

When library materials become overdue, the student will receive up to three notices via email. After the material is overdue more than four weeks, the student will not have library privileges until the materials are returned or paid for.

Computer Use

1. The library has laptops for student use. The laptops are available to students on a first-come, first-served basis. Scheduled classes will take precedence.
2. 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, a flash drive, or Google 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 - \$8.00
 - b) Hardback and large paperback books - \$20.00
 - c) Reference materials - \$40.00
 - d) Videos (Blu-Ray 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.

It is requested that parents/guardians call in advance to schedule appointments. The School Counseling Office can be reached at (585)728-2214.

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. Please see your counselor if you have any questions regarding other college courses you are taking or have taken outside of the WCCS campus.

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. All students not challenging the Regents exam must complete the entire course prior to sitting for the exam. In addition, 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:

Exam Date	Challenge Due	Project Due
January, 2019	October 19, 2018	January 11, 2019
June, 2019	March 15, 2019	June 7, 2019
August, 2019	June 7, 2019	August 9, 2019

Students who unsuccessfully challenge the Regents exam are not eligible to reapply for another challenge.

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

All full year and/or first semester course changes must be made **within the first two weeks of the school year**. All second semester course changes must be made within the **first two weeks of the second semester**. Only changes which will not affect a student's progress towards graduation and which maintain a course minimum will be permitted. Changes that create an overload in a class will not be permitted. ALL course changes require parental permission.

Changes made after the two week drop/add period must follow the procedure below:

1. In order to drop/add a course *after* the two week drop/add period, student must meet with their counselor to discuss rationale for the change.
2. The school counselor will make arrangements for the student and the parent/guardian to attend a "Course Change Conference".
3. During the Course Change Conference, the principal, school counselor and teacher of the course to be dropped, will meet with the student and the parent/guardian to discuss the possible course change. (A parent/guardian MUST ATTEND THIS MEETING in order to consider a course change).

4. A series of questions will be asked to determine appropriateness of the course change, as well as, impact on the student's future educational program.
5. After the Course Change Conference is concluded, a decision will be made, at the sole discretion of the building principal, as to whether the change will be permitted.

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 principal must approve doubling-up requests 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. Students may not 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, mid-term 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 final grade will be calculated accordingly. 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 a student has recorded 25 absences in a full year course or 13 absences in a half year course, including physical education. Student 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 (one 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

Regents Assessment Requirements

Under the new “4+1” pathway assessment option, students must take and pass four required Regents Exams or Department-approved alternative assessments (one in each of the following subjects: English, math, science, and social studies) and a comparably rigorous assessment for the fifth required exam to graduate. The fifth assessment required for graduation may include any one of the following assessments:

- Either an additional Regents assessment or Department approved alternative in a different course in Social Studies or in English. (Humanities Pathway); or
- One additional Regents Examination in a different course in mathematics or science or a Department approved alternative (STEM Pathway); or
- A pathway assessment approved by the Commissioner in accordance with 100.2(f)(2) of the Commissioner’s regulations (which could include a Biliteracy [LOTE] Pathway); or
- A CTE pathway assessment, approved by the Commissioner in accordance with 100.2 (mm), following successful completion of a CTE program approved pursuant to 100.5(d)(6) of the regulations (CTE Pathway); or
- An arts pathway assessment approved by the Commissioner in accordance with 100.2 (mm)(Arts Pathway); or
- The CDOS Pathway which requires students to complete a career plan, at least 216 hours of CTE coursework and/or work-based learning experiences (of which at least 54 hours must be in work-based learning experience), and at least one completed employability profile that documents the student’s employability skills and experiences.

The 4+1 pathway option is effective beginning with student who first entered grade 9 in September 2011 and thereafter, or who are otherwise eligible to receive a high school diploma in June 2015 and thereafter.

Students wishing to earn a Regents diploma with Advanced Designation must continue to pass eight required assessments (plus the LOTE regional assessment) to earn the Regents diploma with Advanced Designation.

<http://www.p12.nysed.gov/ciai/multiple-pathways/docs/multiple-pathways-4+1-field-memo.pdf>

Annotation of Mastery in Mathematics and Science

Students will receive annotation of mastery in Mathematics and/or Science on the high school diploma that complete all requirements for a Regents diploma with advanced designation and score 85 or higher on all three commencement level Regents Examinations in Mathematics and /or Science.

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 for 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. Once a student has entered high school, they are not eligible to re-take the Second Language Proficiency exam (Foreign Language).

Diplomas with Honors:

Students who successfully complete Regents and Advanced Regents diploma requirements with an above 90 average on the required Regents exams may earn honors with distinction upon graduation from high school. A student whose combined average for the nine required Regents exams 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 and has successfully met

all other diploma requirements, will be awarded a Regents Diploma with Honors.

Senior Scholarships and Awards Eligibility

Students will be eligible for senior scholarships and awards during the year in which they graduate. January and August graduates will not be considered eligible for scholarships and/or awards.

Student Grade Level Designations

A student's grade level will be determined by the student's ability to graduate with a particular class. Any student who chooses to graduate early from WCCS will not be eligible to participate in the senior trip.

STUDENT INFORMATION FOR HIGH SCHOOL

Electronic Devices

We acknowledge the role of technology in our lives. In today's technological society, we need to educate our students about the proper protocol in an educational/work setting.

Therefore, in an effort to allow our students' time to utilize the benefits of technology, we are allowing them the opportunity to use electronic devices during the school day in the following ways:

Open use in hallways and the cafeteria

Upon teacher/staff approval within classrooms

If students are using their devices during prohibited times, they will be required to surrender the device and face the following disciplinary consequences:

- 1st offense – Surrender device for the day and a warning
- 2nd offense – Surrender device for the day and detention
- 3rd and all subsequent offenses – Surrender device and post-school detention

Taking video and/or pictures is strictly prohibited under this policy

If it has been determined that a student, or students, have used an electronic device inappropriately, then suitable consequences shall be determined by building administration. Penalties for such behavior could lead to suspension from school.

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 Assistant Principal's Office.
4. If your locker is tampered with or broken into, report the problem to the Assistant Principal'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. Lunch trays are to be taken from the cafeteria only after having received permission from a teacher or the lunchroom supervisor.
3. Permission to leave the cafeteria to go to your locker, bathroom, etc. must be granted by the lunchroom supervisor.

Point System Policy

- I. Class Fundraisers are the source of money to offset costs for all class events including the Junior Prom, Senior Ball, Senior Luncheon, Baccalaureate, Semi-formal dance, and other class events. Money raised is also used to offset the cost of the Senior Trip based upon this policy.
- II. Eligibility for the Senior Trip is based on a points system. Starting with the class of 2019 a **cumulative total of 25 points** must be earned by the beginning of the Senior year in order to be eligible to attend the Senior Trip, which occurs in May or June of the Sr. Year. It is imperative students start earning points during their freshman year.
- III. Points are earned through class sponsored fundraisers.
 1. **Fundraising points** are awarded based on completion of class fundraisers.
 - a) \$10 in sales = 1 point Points will only be awarded for completed sales. Points will be deducted for returned items.
 - b) By the end of the Senior class fundraiser, students must have reached the minimum number of points to be eligible for the Senior Trip.
- IV. At the end of the Senior Class fundraiser, eligible students will be notified. These students' points will be totaled and money in the class account will be divided amongst these points. The value of each point will vary each year depending upon how much money is in the class account.
- V. The value of the each student's points will be subtracted from the cost of the trip. The student's family will be responsible to pay the remainder of the cost through installments throughout the the Senior year. **The more points earned, the less money the family will have to pay to attend the Senior Trip.**
- VI. Other Information
 1. All decisions to attend the Senior trip must be made by right after the Sr. Class Fundraiser.

2. No refunds will be given for any reason as money is already used to secure the student's spot through the travel agency.
3. If the earned point money exceeds the cost of the trip, the remainder will be put toward offsetting the costs of other Senior year costs.
4. Fundraising points are not transferable to other students, or from year to year.
5. Student can only attend the Senior trip once.
6. A student entering WCCS late (after the fundraiser for that year) will have a pro-rated value of points to earn.
 - Entering after 9th grade – 75% of the minimum points
 - Entering after 10th grade – 50% of the minimum points
 - Entering after 11th grade – 25% of the minimum points
 - Entering After 12th grade fundraiser- ineligible for the trip due to inability to earn points.
7. If students do not earn enough points, he or she ineligible.
8. Students who choose to *graduate early* are ineligible to attend the Senior Trip.
9. If a qualified student is found to have had *disciplinary action* that warrants concern about behavior on the trip, the student may be declared ineligible at the discretion of the principal.
10. Students will be made aware of their point totals during each school year.

Any questions about earned points should be asked to the class advisors as promptly as possible.

Class advisors are as follows:

Freshman – Mr. Allen and Mrs. Reigelsperger
Sophomores – Mrs. Deusenbery and Mrs. Belcher
Juniors – Mr. Miller and Ms. York
Seniors – Mrs. Hoyt 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 Asst. Principal.

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 Assistant Principal 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, healies 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 Assistant Principal's Office, SCO Office or the HS Office, at which time they will be provided with a copy of the SSO rules and regulations. All SSO sheets must be turned in to the Assistant Principal's Office for approval and schedule change.

Telephone Use

Students will be allowed to use the phone in the high school office and Assistant Principal'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 student's 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. Registration forms and driving permits will be issued in the Assistant Principal's Office for those students who qualify.