

**Wayland-Cohocton  
Middle School**  
*Student Handbook*  
2020-2021



**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 2020-2021 school year. We are looking forward to another enjoyable and productive year. This handbook contains information about our school and the policies and procedures you and your child will need to be familiar with for a successful and productive school year. Please review this handbook and contact us if you have any additional questions.

Thank you,  
 Mr. Scott Manne  
 M.S. Principal

Mrs. Wendi Snyder  
 Assistant Principal

### ***Middle School Assistance Directory***

<b>Superintendent of Schools</b>	<b>Mrs. Eileen Feinman</b>	<b>728-2211</b>
<b>MS Principal</b>	<b>Mr. Scott Manne</b>	<b>728-2551</b>
<b>MS Asst. Principal</b>	<b>Mrs. Wendi Snyder</b>	<b>728-2551</b>
<b>Special Education Office</b>	<b>Dr. Kathy Wolcott</b>	<b>728-9547</b>
<b>MS School Counselor</b>	<b>Mrs. Jean Antkowiak</b>	<b>728-2551</b>
<b>MS School Social Worker</b>	<b>Mrs. Marissa Lawrence</b>	<b>728-2551</b>
<b>MS School Psychologist</b>	<b>Mrs. Cora Saxton</b>	<b>728-2551</b>
<b>Middle School Office</b>	<b>Mrs. Jessica Trischler</b>	<b>728-2551</b>
<b>MS Attendance Office</b>	<b>Mrs. Hayley Kruchten</b>	<b>213-4339</b>
<b>MS Nurse</b>	<b>Ms. Geena Huber</b>	<b>728-3006</b>
<b>Transportation</b>	<b>Mrs. Tracey Proctor</b>	<b>728-2213</b>
<b>Food Services</b>	<b>Mrs. Rebecca Schorer</b>	<b>728-2150</b>
<b>Work Permits</b>	<b>High School Office</b>	<b>728-2366</b>

*We're here to help!*

# WCCS Middle School Schedule

## 2020-2021

<b>Periods</b>	<b>5th &amp; 7th Grade</b>	<b>6th &amp; 8th Grade</b>
7:30 am	Doors open to all students	Doors open to all students
1 <sup>st</sup> period	7:35 - 8:18	7:35 - 8:19
2 <sup>nd</sup> period	8:21 - 9:01	8:22 - 9:02
3 <sup>rd</sup> period	9:04 - 9:44	9:05 - 9:45
4 <sup>th</sup> period	9:47 - 10:27	9:48 - 10:28
5 <sup>th</sup> period	10:30 - 10:50	10:31 - 10:50
6 <sup>th</sup> period	10:50 - 11:10	10:50 - 11:11
7 <sup>th</sup> period	11:13 - 11:33	11:14 - 11:33
8 <sup>th</sup> period	11:33 - 11:53	11:33 - 11:54
9 <sup>th</sup> period	11:56 - 12:16	11:57 - 12:16
10 <sup>th</sup> period	12:16 - 12:36	12:16 - 12:37
11 <sup>th</sup> period	12:39 - 1:19	12:40 - 1:20
12 <sup>th</sup> period: Staggered Dismissal	5th & 6th 1:22 - 2:00 (dismiss at 2:00) 7th & 8th 1:23 - 2:03 (dismiss at 2:03)	
<i>No Students 13th:</i> Common Planning Time	2:10 - 3:10	



## 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:

	<b>EAGLES' Way</b>	<b>Leader in Me Connections</b> {The 7 Habits}
<b>E</b>	Exhibit Respect	Seek first to understand, then to be understood
<b>A</b>	Achieve Academically	Begin with the end in mind & Be Proactive
<b>G</b>	Get Involved	Synergize
<b>L</b>	Live Responsibly	Sharpen the Saw
<b>E</b>	Express a Positive Attitude	Think win-win
<b>S</b>	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.

***Please note: The MS Regal Eagle program has been suspended while COVID reopening guidelines are in effect due to social gathering restrictions. This may be re-evaluated later in the school year based upon adjustments made to the current reopening guidelines per the CDC, Department of Health, and NYSED.***

## Thirteenth Period

**Due to COVID guidelines that have created special logistical protocols, all MS students will be dismissed between 2:00 - 2:03. As a result, 13th period support will not be offered while COVID reopening guidelines/restrictions are in effect.**

# 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 (main page).

### **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**

## **Possible Sanctions\* (not in prioritized order)**

### **Disorderly Conduct**

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

Oral or written warning

Detention

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

Post School/ Saturday Detention

Suspension from transportation

### **Disruptive Conduct**

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

Suspension from extra-curricular activities

Parent conference

### **Violent Conduct**

Restitution

Student removal by teacher

(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)

In school suspension

Out of school suspension

Seizure of alcohol/drugs/vaping devices

Peer Mediation

Police involvement

PINS

Superintendent's Hearing \*\*

Oral or written warning Detention Post School Detention Suspension from transportation Suspension from extra-curricular activities Parent conference Restitution Student removal by teacher In school suspension Out

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

\*\***Superintendent'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, dean of students, the school nurse, and District security officials (such as the 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.

## **Hall Lockers**

***Please note: Hall lockers WILL NOT be used at the onset of the year due to COVID reopening guidelines. The use of lockers will be evaluated throughout the school year.***

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

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

- 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. No open containers, food or drink (with the seal broken) are allowed in lockers or hallway.

## **Use of Cellular Phones / Personal Electronic Devices**

***Please note: Since students do not have access to lockers at this time, they are required to turn their phone off upon arrival to school. Their phone must remain in their backpack/cinch sack throughout the school day. Students can make any necessary calls from the middle school office should the need arise during the course of the school day.***

**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 (7:40 - 3:20).** A violation of this policy will be dealt with in accordance with normal disciplinary procedures. 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. 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 a 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 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 (no sunglasses, spiked jewelry or chains may be worn), appropriate and not disrupt or interfere with the educational process.
- Recognize that extremely brief garments such as halter tops, off the shoulder/one shoulder tops, spaghetti straps, plunging necklines (front and/or back) and see-through garments are not appropriate.
- Absolutely NO midriff must show.
- Ensure that underwear is covered with outer clothing.
- Extremely short skirts and shorts are prohibited, unless spandex is worn underneath.
- Footwear must be worn 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, however, due to safety reasons, students will not be allowed to wear certain headwear such as hoods and bandanas in the school building.
- Will 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.
- Will not promote and/or endorse the use of alcohol, tobacco or illegal drugs and/or encourage other illegal or violent activities.
- Students should be dressed appropriate for weather conditions.

\*If a student comes to school dressed inappropriately, they will be asked to change or call parents for additional clothes.

\*While subjective in nature, the judgement of the principal, 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.

<i>A Progressive Approach to Support Improved Attendance</i>	
<b>Number of Absences</b>	<b>Procedure</b>
<b>5</b>	<ul style="list-style-type: none"> <li>❖ mail attendance letter home to parents</li> <li>❖ phone call (from MS attendance clerk - not a robo call)</li> </ul>
<b>8</b>	<ul style="list-style-type: none"> <li>❖ create attendance goal with student (administrators or counselors)</li> <li>❖ follow up with phone call home to discuss attendance goal with parents</li> </ul>
<b>10</b>	<ul style="list-style-type: none"> <li>❖ mail attendance letter home to parents</li> <li>❖ home visit (2 staff)</li> </ul>
<b>15</b>	<ul style="list-style-type: none"> <li>❖ mail attendance letter home to parents</li> <li>❖ home visit (2 staff) OR schedule parent meeting at school / advise parent/guardian of pending CPS call (if student reaches 20 days)</li> </ul>
<b>20</b>	<ul style="list-style-type: none"> <li>❖ mail attendance letter home to parents</li> <li>❖ Administrators and counselors to determine if CPS should be contacted</li> </ul>

## Tardy to School

If a student comes to school late, he/she is to report directly to the middle school attendance office (which is in the main office within the MS). The attendance clerk will record the tardy and the reason and issue a pass for the individual student to report to class. The student is then to report immediately to class. Tardies will be addressed via restorative and progressive disciplinary actions.

## 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 by the student:

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

## School Closings

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

**FOR SCHOOL CLOSING INFORMATION LISTEN TO:**  
**WDNY, WVOR, WWHO, WCIK, 98PXY, WHAM**  
**and TV CHANNELS 10 & 13**

## Health Services

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

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

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

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

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

## Backpacks

**Backpacks and cinch sacks WILL be permitted during the school day while locker restrictions are in effect due to COVID reopening guidelines.** Teachers are making adjustments to the amount of material students are expected to carry to accommodate our current circumstances.

## Lunch Prices and Procedures

- Lunch periods are twenty minutes long.
- Food and drink are not allowed to be taken from the cafeteria.
- Permission to leave the cafeteria must be granted by the lunch room supervisor.
- Parents may submit any amount to their child's meal account by setting up a MySchoolBucks account (no fee if you pay the school directly). Students can also drop off payments (checks) at the MS office or the MS cafeteria (during their assigned lunch period). Lastly, checks can be mailed directly to school (please mark the envelope Attn: Food Services).

## Homework Policies

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

## WCCS Middle School 7<sup>th</sup> and 8<sup>th</sup> 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

## 7<sup>th</sup> and 8<sup>th</sup> 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	No Final Exam
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. \*\*\***

\*5<sup>th</sup> and 6<sup>th</sup> Grade now utilize Standards Based Report Cards, because of this, honor and merit roll are not calculated nor are final grades.

# **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

*Please note: Many extra-curricular activities in the MS have been suspended while COVID reopening guidelines are in effect due to social gathering restrictions and safety protocols. This may be re-evaluated later in the school year based upon adjustments made to the current reopening guidelines per the CDC, Department of Health, and NYSED.*

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 13<sup>th</sup> period.

Extra-Curricular "green passes" will be used by the staff to communicate practice and playing privileges to the activity supervisor.

If the student does not stay 13<sup>th</sup> 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/Dean will review each release for the final decision to participate in extra-curricular events.

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

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

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

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

\* Extra-curricular activities are Modified Sports, Ski Club Transportation, Drama Club, Select Chorus, 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, (s)he may not participate in any extracurricular activity that day.
  2. Tardy: A student, who is late to school, is considered tardy. (S)He 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 (s)he 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 a decision made on 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), (s)he must attend practice or the game, but is ineligible to participate in the day's practice session or game. Parents will receive a copy of the written warning. The Physical Education teacher will notify the Athletic Director who will in turn notify the coach. A student dropped for conduct or truancy from Physical Education will be ineligible to participate in athletics. 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**

***Please note: MS field trips have been suspended while COVID reopening guidelines are in effect due to social gathering restrictions and safety protocols. This may be re-evaluated later in the school year based upon adjustments made to the current reopening guidelines per the CDC, Department of Health, and NYSED.***

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. 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.

## **Food and Drink**

- Students are permitted to carry water bottles. The bottles must contain water.
- No food or drink can be taken out of the cafeteria unless expressly permitted by a school employee.

***Wayland-Cohocton***  
***Central School District***  
***Code of Conduct COVID-19 Addendum***



2020-2021

In order to comply with the New York State Education Department (NYSED) and Center for Disease Control (CDC) guidelines students will be expected to wear masks and maintain social distancing while on school property. The district has provided those protocols in addition to other Health and Safety procedures outlined in our WCCS Reopening Plan which can be found on the District website at the following web link: [Full Code of Conduct](#)

The district will work with students and families to enforce these new expectations with care, understanding, and safety at the forefront of all decisions. Safety education will be a priority focus surrounding all of these new changes. Wearing a mask and maintaining appropriate social distance are a shared responsibility for all of us and we will enforce the need to follow them consistently throughout the school year. Here are a few things to consider in regards to wearing masks and maintaining social distance:

- Masks and social distancing are scientifically proven to reduce the spread of the virus
- Regardless of your beliefs, it is the Governor's orders. As a public school we are required to follow those rules.
- School is supposed to be a safe place for everyone. Wearing masks reassures those who are frightened and can make school feel like a safer place. It's important for all people to feel safe, all the time.
- While it is okay to wear masks with designs they must follow the same guidelines indicated in Section V of the Code of Conduct to assure they are appropriate and don't distract others within the learning environment.
- If all students maintain safety protocols, there is more chance we can remain open if there is a positive case.

## DO choose masks that



Have two or more layers of washable, breathable fabric



Completely cover your nose and mouth



Fit snugly against the sides of your face and don't have gaps

## DO NOT choose masks that



Are made of fabric that makes it hard to breathe, for example, vinyl



Have exhalation valves or vents, which allow virus particles to escape



Are intended for healthcare workers, including N95 respirators or surgical masks

The district will use a progressive discipline model focussed on restorative practices. The first step will be identifying the reason the student has chosen to not follow safety guidelines. The following questions will be utilized to help the student process through their decision and reinforce how it impacts them and the people around them. The process, if appropriate, will be:

- Respectfully ask the student to put the mask on.
- If he/she refuses, ask to speak with him/her privately (in a place where you can socially distance)
- Staff will then utilize the following restorative questions:
  1. What happened to make you take your mask off?
  2. What was going on for you to make you take off your mask?
  3. What are you thinking/feeling about it right now?
  4. Who is impacted by your choices to not wear a mask?
  5. What needs to happen to make this right again?

With the high level of safety concern we will have this conversation with the expectation that the student will follow the established protocols from that point forward. Any additional violations of the safety protocols will result in any or all of the following:

- Removal from class and having a parent/guardian take them home for the remainder of the day.
- Suspension from school with a mandatory parent/student reentry meeting prior to the student returning to school
- Removal from the hybrid model to fully remote instruction

Progressive discipline will be utilized whenever appropriate, however, our primary focus has to be the health, safety and well being of everyone on campus. We look forward to having everyone return to school and working together to create a safe and caring learning environment.

Please sign electronically by completing the [Google Form HERE](#), by September 25th, 2020.