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## Appendix

1. Acceptable Use Policy (AUP)
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4. Student Parking
5. WeMoCo Contract
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Title IX Policy
The Wheatland-Chili Central School District does not discriminate on the basis of race, color, or national origin in admission or access to educational programs or activities, recruitment, or appointment of employees. The Superintendent of Schools is the designated employee to coordinate compliance of Public Law 93-122, Section 504.

Rehabilitation Act of 1973
The Wheatland-Chili Central School District does not discriminate on the basis of handicap in admission or access to educational programs or activities, recruitment, or appointment of employees.

Discretion and Interpretation of Handbook
The building Principal has authority to waive aspects of the policies in this handbook or make any changes in special cases where it is determined that circumstances require such action, if such action complies with New York State Education Law.
Wheatland-Chili Middle/High School
2015-2016 Time Schedule

<table>
<thead>
<tr>
<th>SET</th>
<th>START TIME</th>
<th>END TIME</th>
</tr>
</thead>
<tbody>
<tr>
<td>Building Opens/Breakfast served</td>
<td>7:25</td>
<td>7:38</td>
</tr>
<tr>
<td>Set 1 w/Homeroom</td>
<td>7:38</td>
<td>8:23</td>
</tr>
<tr>
<td>Set 2</td>
<td>8:27</td>
<td>9:09</td>
</tr>
<tr>
<td>Set 3</td>
<td>9:13</td>
<td>9:55</td>
</tr>
<tr>
<td>Set 4</td>
<td>9:59</td>
<td>10:41</td>
</tr>
<tr>
<td>Lunch A</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lunch B</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lunch C</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

| Lunch - 10:45-11:09  | Set 5 Early - 10:45-11:27 | Set 5 Early - 10:45-11:27 |
| Set 6 Late - 11:59-12:41 | Set 6 Late - 11:59-12:41 | Lunch - 12:17-12:41 |
| Set 7                | 12:45       | 1:27     |
| Set 8                | 1:31        | 2:14     |
| Set 9                | 2:18        | 3:00     |

SCHOOL CALENDAR 2014-2015

<table>
<thead>
<tr>
<th>Month</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>September</td>
<td>First Day of School</td>
</tr>
<tr>
<td>September</td>
<td>MS/HS Picture Day</td>
</tr>
<tr>
<td>September</td>
<td>Homecoming Weekend</td>
</tr>
<tr>
<td>October</td>
<td>Parent Curriculum Night 7 pm</td>
</tr>
<tr>
<td>October</td>
<td>Columbus Day, No School</td>
</tr>
<tr>
<td>October</td>
<td>MS/HS Picture Day Retake</td>
</tr>
<tr>
<td>November</td>
<td>Secondary Early Dismissal 10:40 a.m.</td>
</tr>
<tr>
<td>November</td>
<td>Veteran's Day, No School</td>
</tr>
<tr>
<td>November</td>
<td>Thankgiving Recess</td>
</tr>
<tr>
<td>December</td>
<td>Holiday Recess, No School</td>
</tr>
<tr>
<td>January</td>
<td>Holiday Recess, No School</td>
</tr>
<tr>
<td>January</td>
<td>Martin Luther King Day</td>
</tr>
<tr>
<td>February</td>
<td>Mid-Winter Recess</td>
</tr>
<tr>
<td>March</td>
<td>Spring Recess</td>
</tr>
<tr>
<td>April</td>
<td>Spring Recess</td>
</tr>
<tr>
<td>April</td>
<td>Conference Day – No School</td>
</tr>
<tr>
<td>May</td>
<td>Junior/Senior Prom</td>
</tr>
<tr>
<td>May</td>
<td>Memorial Day</td>
</tr>
<tr>
<td>June</td>
<td>Regents Exams</td>
</tr>
<tr>
<td>June</td>
<td>Regents Exams</td>
</tr>
<tr>
<td>June</td>
<td>Graduation</td>
</tr>
</tbody>
</table>

REPORT CARD INFORMATION

Progress Reports Mailed
October 9, 2015
December 18, 2015
March 11, 2016
May 20, 2016

Report Cards Mailed
November 13, 2015
February 5, 2016
April 15, 2016
June 30, 2016
The Wheatland-Chili Central School District's Mission Statement

The Wheatland-Chili Central School District community is committed to academic excellence which empowers all individuals to become motivated learners and challenges them to excel as citizens in a global society.

We Cultivate Character in Students
Schooling is more than cultivating the mind and body. It also develops character, pro-social behavior, and civic competencies. School is a place where students have the opportunity to witness and practice civility, caring, and trust. School is one of the few community institutions that brings all young people together as a community of learners. The merging of the academic and character strands in education prepare students for the world of work, for lifelong learning, and citizenship. The district identifies the following traits as important pillars of character that will be emphasized throughout the year:

- **RESPECT**
  Treating everyone, including yourself, with dignity

- **RESPONSIBILITY**
  Carrying out your obligations and being held accountable for your own actions

- **TRUSTWORTHINESS**
  Being courageous, telling the truth, and keeping promises

- **FAIRNESS**
  Understanding that all people have the same rights

- **CARING**
  Reaching out beyond yourself and your own needs

- **CITIZENSHIP**
  Realizing our role in participating in the larger community

The instruction of character education is not new to education and is currently implemented in a variety of ways in our school district. The goal of this program is to provide a sustained and consistent emphasis on these traits to assist students in the development of their total educational experience. Our intent is to assure that the awareness and encouragement of these character traits will be systemic and purposeful. As a community, we need to instruct, encourage, and acknowledge these character traits throughout the year in a way that is appropriate to all age levels. This emphasis will be provided at the classroom, school, district, and community levels.
Notice to Parents: In accordance with New York Education Law Section 3012-c (10), parents and legal guardians may request the final quality rating and composite effectiveness score for each of the teachers and for the principal of the school building in which your student(s) is assigned for the current school year. The District will also provide you with an oral or written explanation of the composite effectiveness scoring ranges for final quality ratings, and an opportunity to understand such scores in the context of teacher evaluation and student performance. If you are interested in obtaining this information, you should contact the Superintendent's Office at 585.889.6247 to obtain the request form that needs to be completed before any information can be released.
WHEATLAND-CHILI MIDDLE/HIGH SCHOOL FACULTY

English
Mrs. Aubrey Krenzer
Mrs. Cathy Murray
Ms. Jill Skivington

Math
Ms. Elizabeth Alhart
Mrs. Elaine Bagley
Mr. Steve Conklin
Mr. Tony Mannara
Ms. Linda Scarlato

Science
Ms. JoAnne Bradt
Mr. Steven Call
Mr. Daniel Krill
Mrs. Kim LaCelle
Mr. Peter VerSteeg

Social Studies
Mr. Brian Glass
Mrs. Amy Hicks
Mrs. Cara Montrois
Mr. Chris Peets

Special Education
Mrs. Lora DeNero
Mrs. Heather Dimpfl
Mr. Scott Melville
Mrs. Kristen Mehring
Mr. David Slymon
Mrs. Kristen Snyder

PE/Health
Mrs. Christine Fisher
Mr. Sam Zona

Business
Mrs. Denise Hourihan

Art
Mrs. Megan Taylor
Mrs. Valerie Savage

Home and Careers
Mrs. Laura Muscorella

Library
Mrs. Nancy Cholewa
Mr. Lois Hagadorn

Languages Other than English
Mrs. Judith Cady
Mrs. Kelly Moran
Ms. Christine Willcox

Music
Mrs. Beth McDougall
Mrs. Katie Gratten
Mr. Steve Zimmerman

Technology
Mr. Matthew Scott
Mr. Karl Keydel

Nurse
Mrs. Kathleen Hiltunen

Psychologist

Social Worker
Mr. Mitch Kilgore

PPS Office
Mrs. Mary Vito
Mrs. Joanna Drexel

Counseling
Ms. Andrea Goodfellow
Mrs. Meg Lynch

MS/HS Main Office
Mr. Brad Zilliox
Mrs. Cynthia Rhoda
Mrs. Marilyn Barnes
ATTENDANCE POLICY AND PROCEDURES

The Wheatland-Chili Central School District believes that student participation in classroom instruction is an integral part of the learning process. Students who are absent cannot benefit from the teacher’s instruction and expertise of the subject matter. The interaction between peers and teachers is lost and cannot be replaced in any way. Therefore, students must not only fulfill the necessary requirements of each course, but also must comply with the following attendance policy.

Notice
Effective implementation of this policy requires all participants to be informed and to fully understand its purpose, procedures and the consequences of non-compliance. To ensure that students, parents, teachers, counselors and administrators are notified of and understand this policy, the following forms of notification will be utilized.

Student Notification
The school attendance policy will be included in the student handbook and the teacher will provide each student with a written copy of their specific class attendance and make up procedures. The teacher will inform each student who reaches any of the prescribed levels of intervention.

Excused Absences
An excused absence includes absences due to personal illness, disability, illness or death in the family, impassable roads due to inclement weather, religious observance, quarantine, required presence in court, remedial or ongoing health care or treatment, a doctor’s appointment, field trips, approved college visits, approved cooperative work programs, military obligations, or other such excused reasons as determined by the District. Confirmation is needed for all outside appointments by obtaining a note from your health care provider or parent with the date and time of your appointment. Days that a student is suspended, out of school (OSS) or in school (ISS), from school are considered excused if the affected student takes advantage of alternative instruction during the period of suspension or completes the required assignments as per the make-up policy. Any absence due to reasons other than those listed will be deemed unexcused even when accompanied by a parent’s note. Students who are absent for excused reasons may request and be allowed to make up missed work due to absence in order to eliminate the absence and its effect from his/her record. Students will be given no less than the number of days legally excused to complete and return make-up work. No extensions need be provided for unexcused absences.

Unexcused Absences
Unexcused absences are those reasons that are not included in the “Excused Absences” section above. In addition to forfeiting the right to have work graded, an unexcused absence from class will also result in disciplinary action. This action may be taken before the student exceeds the above standards established for the denial of graded work. Any student presenting a forged written excuse or pass will be considered truant from class. The absence will be recorded as unexcused and disciplinary action will result in response to the forgery.
Make-Up Policy
Students with unexcused absences will NOT be allowed to make up missed assignments. Students who are absent for excused reasons, as defined above, may request and will be allowed to make up missed work. It is the student’s responsibility to contact the teacher and ascertain which assignments must be completed to make up work missed during the absence. Failure to complete or fulfill the requirements of the make up assignment within the additional time allotted will result in the student receiving no credit for the assignment. The day of return is considered day one (1). Where circumstances beyond the control of the student prevent him/her from making up the work within the time allotted, the teacher may grant an appropriate extension of the time to complete the work.

Students will be assigned an “Incomplete” for work not graded at the time of progress reports and 10-week grades if absences are not made up to the prescribed number of allowable absences. At the end of a course, any “Incomplete” will be reassigned a grade of “F” including final course grades. Students must maintain an attendance rate of at least 80% in order to be eligible to attend summer school.

Planned Family Absence
The District encourages families to plan vacations concurrent with school vacations to avoid disruption in the educational program. Planned family absences are considered “Unexcused” and will be recorded as such should they coincide with regular school days. However, students will be able to make up work as per the makeup policy.

Appeal Process
Students may appeal to the Principal in writing if they feel their attendance record is not accurate. The appeal must be made within ten (10) days of the disputed absence. Further appeals may be made to the superintendent.

Discretion and Interpretation of the Attendance Policy
The building Principal has authority to waive aspects of this policy in special cases where it is determined that circumstances require such action, if such action complies with New York State Education Law.

Student Attendance Procedures
State Education Law clearly provides that all children of school age in proper physical and mental condition shall attend school while it is in session. All students are expected to be present and punctual for all classes throughout the school year. When sickness or family emergency causes a student to be absent, the parent/guardian is asked to telephone the school nurse at 889-6221 between 7:30 A.M. and 8:30 A.M. Should the parent/guardian fail to notify the school, the school nurse will place a call to the parent/guardian at home or at his/her place of employment to verify a student's absence. It is important for parents to notify the school nurse on the first day their child is absent from school. Such information enables school personnel to observe patterns of illness and to provide academic services to both students and their parents.

Students who have been absent from school may be required to bring a written excuse to the nurse signed by the parent/guardian upon their return to school. Requests for written excuses will be required if a student develops an ongoing and persistent attendance problem. Written excuses
from physician or dentist offices can be substituted. Unexcused absences will be treated as truancies. Failure to produce a legitimate excuse within 24 hours of a student’s return to school after an absence will cause the absence to be unexcused. Corresponding disciplinary consequences will follow.

Regular school attendance is essential. Attendance records become a part of the child's permanent student record and the data in turn becomes the basis for recommendations to future employers and institutions of higher learning. Please note that "personal reasons" is not recognized as a legal excuse from school. Absence forms are available from the school nurse. Further, a student who is illegally absent during the day may not attend or participate in any extra-curricular activities on that day or evening. Legal absences not covered by a verbal or written excuse are, by law, declared illegal. If a student forgets an excuse it becomes his/her responsibility to procure an excuse before the end of the following school day. Consequences may be assigned if the excuse is not submitted to the school nurse. A description of the acceptable reasons for an excused absence can be found on page 7.

Early Dismissal
In the event that a student must be excused from school, he/she is required to present a written, signed request from a parent or guardian to the nurse/attendance officer before first set on the day in question. No student may leave the school for any reason during the school day without written permission. Students are required to sign out and back into the building through the nurse’s office whenever entering or exiting the building.

Senior Early Dismissal/Late Arrival – see “General Information”.

Tardiness to School
Students who arrive after the school day has begun are considered tardy. Any student tardy to school must report immediately to the nurse/attendance officer to secure a late pass. Failure to do so will cause unnecessary confusion as to a student’s whereabouts. Parental excuse is required for all tardiness. Students without legal excuses for tardiness are subject to disciplinary consequences. In order for a student to participate in interscholastic practice, game, or other extracurricular activity, s/he must arrive at school no later than the end of 1st set. They will still be considered tardy but allowed to play or practice if in class before 2nd set begins. Students arriving after 1st set will be considered ineligible to participate in after school clubs or sports any day that they do so regardless of note or excuse.

School Hour Guidelines
1. No student is to be in the building before 7:25 A.M. Breakfast is available at this time. All students must be out of the hallway before the beginning of 1st set for morning announcements. Students not in class by the beginning of morning announcements will be considered tardy to school.
2. No student should remain in the building after 2:20 p.m. unless he/she is with a teacher, has been assigned detention, or is participating in a supervised extracurricular activity. Students/athletes waiting for 3 P.M. practice or transportation to a game must make arrangements to work with a teacher or attend sports study hall in the cafeteria. Unsupervised students will be considered to be loitering. A student found loitering in the building after the designated time will be assigned detention, and the parent will be notified to pick his/her child up from school.
CODE OF CONDUCT

INTRODUCTION
The Board of Education (the Board) is committed to providing a safe and orderly school environment where students may receive and district personnel may deliver quality educational services without disruption or interference. Responsible behavior by students, teachers, other district personnel, parents and other visitors is essential to achieving this goal.

The district has a long-standing set of expectations for conduct on school property and at school functions. These expectations are based on the principles of civility, mutual respect, citizenship, character, tolerance, honesty and integrity.

The board recognizes the need to clearly define these expectations for acceptable conduct on school property, to identify the possible consequences of unacceptable conduct, and to ensure that discipline, when necessary, is administered promptly and fairly. To this end, the board adopts this code of conduct (“code”).

In accordance with the Dignity for All Students Act, School District policy and practice strives to ensure that no student is subject to harassment, bullying, and/or discrimination based on a person's actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender/gender identity or sex, or other reasons, by school employees or students on school property, on a school bus, or at a school function.

Unless otherwise indicated, this code applies to all students, school personnel, parents and other visitors when on school property, on a school bus, or attending a school function.

I. DEFINITIONS
For purposes of this code, the following definitions apply:

“Bullying” and/or “Harassment” means the creation of a hostile environment by conduct or by threats, intimidation or abuse (such threats, intimidation, or abuse including verbal and non-verbal actions as well as cyber bullying) that either: (a) has or would have the effect of unreasonably and substantially interfering with a student’s educational performance, opportunities or benefits, or mental, emotional and/or physical well-being; or (b) reasonably causes or would reasonably be expected to cause a student to fear for his or her physical safety; or (c) reasonably causes or would reasonably be expected to cause physical injury or emotional harm to a student. Such behavior includes acts that occur: (a) on school property, at a school function, or off school property where such acts create or would foreseeably create a risk of substantial disruption within the school environment where it is foreseeable that the conduct, threats, intimidation or abuse might reach school property. Acts of harassment and bullying shall include, but not be limited to, acts based upon a person’s actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender, or sex.

“Cyber bullying” means “bullying” and/or “harassment” as defined above that occurs through any form of electronic communication.

“Discrimination” means discrimination against any student by a student or students and/or an employee or employees on school property or at a school function including, but not limited to, discrimination based on a person's actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender, or sex.
“Disability” means: (a) a physical, mental or medical impairment resulting from anatomical, physiological, genetic or neurological conditions which prevents the exercise of a normal bodily function or is demonstrable by medically accepted clinical or laboratory diagnostic techniques; or (b) a record of such an impairment; or (c) a condition regarded by others as such an impairment, provided, however, that in all provisions of this article dealing with employment, the term must be limited to disabilities which, upon the provision of reasonable accommodations, do not prevent the complainant from performing in a reasonable manner the activities involved in the job or occupation sought or held (Education Law Section 11[4] and Executive Law Section 292[21]).

“Disruptive student” means an elementary or secondary student under the age of 21 who is substantially disruptive of the educational process or substantially interferes with the teacher’s authority over the classroom.

“Emotional Harm” that takes place in the context of “harassment or bullying” means harm to a student’s emotional well-being through the creation of a hostile school environment that is so severe or pervasive as to unreasonably and substantially interfere with a student’s education.

“Employee” means any person receiving compensation from a school district or employee of a contracted service provider or worker placed within the school under a public assistance employment program, pursuant to title nine B of article five of the Social Services Law, and consistent with the provisions of such title for the provision of services to such district, its students or employees, directly or through contract, whereby such services performed by such person involve direct student contact (Education Law Sections 11[4] and 1125[3]).

“Gender” means a person’s actual or perceived sex and includes a person’s gender identity or expression (Education Law 11[6]).

“Gender expression” is the manner in which a person represents or expresses gender to others, often through behavior, clothing, hairstyle, activities, voice or mannerisms.

“Gender identity” is one’s self-conception as being male or female, as distinguished from actual biological sex or sex assigned at birth.

“Parent” means parent, guardian, or person in parental relation to a student.

“Religion” means specific fundamental beliefs and practices generally agreed to by large numbers of the group or a body of persons adhering to a particular set of beliefs and practices.

“School Bus” means every motor vehicle owned and operated for the transportation of pupils, children of pupils, teachers and other persons acting in a supervisory capacity, to or from school or school activities, or, privately owned and operated for compensation for the transportation of pupils, children of pupils, teachers and other persons acting in a supervisory capacity to or from school or school activities (Education Law Section 11[1] and Vehicle and Traffic Law Section 142).
“School Function” means a school sponsored extracurricular event or activity (Education Law Section 11[2]).

“School Property” means in or within any building, structure, athletic playing field, playground, parking lot, or land contained within the real property boundary line of a public elementary or secondary school; or in or on a school bus (Education Law Section 11[1]).

“Sexual orientation” means actual or perceived heterosexuality, homosexuality, or bisexuality.

“Violent student” means a student under the age of 21 whom:
1. Commits an act of violence upon a school employee, or attempts to do so.
2. Commits, while on school property or at a school function, an act of violence upon another student or any other person lawfully on school property or at the school function, or attempts to do so.
3. Possesses, while on school property or at a school function, a weapon.
4. Displays, while on school property or at a school function, what appears to be a weapon.
5. Threatens, while on school property or at a school function, to use a weapon.
6. Knowingly and intentionally damages or destroys the personal property of any school employee or any person lawfully on school property, or at a function.
7. Knowingly and intentionally damages or destroys school district property.

“Weapon” means a firearm as defined in 18 USC Section 921 for purposes of the Gun-Free Schools Act. It also means any device, instrument, material or substance that can cause physical injury or death when used in an attempt to cause, or to cause, physical injury or death.

“Weight” means the amount a person weighs.

II. STUDENT RIGHTS

The district is committed to safeguarding the rights given to all students under state and federal law. In addition, to promote a safe, healthy, orderly and civil school environment, all district students have the right to:
1. Attend school in the district in which one's parent or legal guardian resides.
2. Expect that school will be a safe, orderly and purposeful place for all students to gain an education and to be treated fairly.
3. Be treated in a respectful manner.
4. Seek participation in all district activities on an equal basis regardless of a student’s actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender (including gender identity or expression), or sex.
5. Present their version of the relevant events to school personnel authorized to impose a disciplinary penalty in connection with the imposition of the penalty.
6. Have access to school rules and, when necessary, receive an explanation of those rules from school personnel.
7. Have access to relevant and objective information concerning drug and alcohol abuse, as well as access to individuals or information about agencies capable of providing direct assistance to
students with serious personal problems.
8. Be protected from discrimination and/or bullying and harassment, based on a person's actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender/gender identity or sex, or other reasons, by school employees or students on school property, on a school bus, or at a school function.

III. STUDENT RESPONSIBILITIES

1. All district students have the responsibility to:
2. Contribute to maintaining a safe and orderly school environment that is conducive to learning and to show respect to other persons and to property.
3. Be familiar with and abide by all district policies, rules and regulations dealing with student conduct.
4. Attend school every day (unless they are legally excused) and be in class, on time and prepared to learn.
5. Work to the best of their ability in all academic and extracurricular pursuits and strive toward their highest level of achievement possible.
6. React to direction given by teachers, administrators and other school personnel in a respectful, positive manner.
7. Work to develop mechanisms to control their anger and resolve conflicts in a civilized respectful manner. This includes seeking a peer or adult mediator if necessary.
8. Ask questions when they do not understand.
9. Seek help in solving problems that might lead to discipline.
10. Dress appropriately for school and school functions.
11. Accept responsibility for their actions.
12. Conduct themselves as representatives of the district when participating in or attending school-sponsored, extracurricular events and to hold themselves to the highest standards of conduct, demeanor, and sportsmanship.
13. Respect one another and treat others fairly in accordance with the District Code of Conduct and the provisions of the Dignity Act.
14. Conduct themselves in a manner that fosters an environment that is free from intimidation, harassment, or discrimination.
15. Report and encourage others to report any incidents of harassment, bullying and/or discrimination.

IV. ESSENTIAL PARTNERS
Parents, teachers, counselors, principals, the superintendent, and the Board of Education are all essential partners in carrying out the mission of Wheatland-Chili Central School District.

Parents:

1. All parents have the responsibility to:
2. Recognize that the education of their child(ren) is a joint responsibility between parents and the school community and collaborate with the district to optimize their child’s educational opportunities.
3. Send their children to school ready to participate and learn.
4. Ensure their children attend school regularly and on time.
5. Ensure legal absences are excused.
6. Ensure their children are dressed and groomed in a manner consistent with the student dress code.
7. Help their children understand that in a democratic society appropriate rules are required to maintain a safe, orderly environment.
8. Know school rules and help their children understand them so that their children can help create a safe, supportive school environment.
9. Convey to their children a supportive attitude toward education and the district.
10. Build positive, constructive relationships with teachers, other parents and their children’s friends.
11. Help their children deal effectively with peer pressure.
12. Inform school officials of changes in the home situation that may affect student conduct or performance.
13. Provide a place to students and ensure homework assignments are completed.

Teach their children respect and dignity for themselves, and other students regardless of actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender, or sex which will strengthen the child’s confidence and promote learning in accordance with the Dignity for All Students Act.

**Teachers:**

All teachers have the responsibility to:

1. Maintain a climate of mutual respect and dignity for all students regardless of actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender, or sex, with an understanding of appropriate appearance, language, and behavior in a school setting which will strengthen students’ self-image and promote learn.
2. Be prepared to teach.
3. Demonstrate interest in teaching and concern for student achievement.
4. Know school policies and rules, and enforce them a fair and consistent manner.
5. Maintain confidentiality in accordance with federal and state law.
6. Communicate to students and parents:
   a. Course objectives and requirements
   b. Marking/grading procedures
   c. Assignment deadlines
   d. Expectations for students
   e. Classroom discipline plan
7. Communicate regularly with students, parents and other teachers concerning growth and achievement.
8. Participate in school-wide efforts to provide adequate supervision in all school spaces.
9. Address issues of discrimination, bullying, and/or harassment or any situation that threatens the emotional or physical health or safety of any student, school employee or any person who is lawfully on school property or at a school function.
10. Address personal biases that may prevent equal treatment of all students in the school or
11. Report incidents of discrimination, bullying, and/or harassment that are witnessed or otherwise brought to a teacher's attention to the building administrator and/or Dignity Act Coordinator (DAC) in a timely manner.

**School Counselors/School Social Workers/School Psychologists:**
All school counselors, social workers, and psychologists have the responsibility to:

1. Maintain a climate of mutual respect and dignity for all students regardless of actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender, or sex, with an understanding of appropriate appearance, language, and behavior in a school setting which will strengthen students’ self-image and promote confidence to learn.
2. Assist students in coping with peer pressure and emerging personal, social and emotional problems.
3. Initiate teacher/student/counselor conferences and parent/teacher/student/counselor conferences as necessary, as a way to resolve problems.
4. Meet with students to regularly review their educational progress and career plans, as appropriate for their grade level.
5. Maintain confidentiality in accordance with federal and state law.
6. Provide information to assist students with career planning.
7. Encourage students to benefit from the curriculum and extracurricular programs.
8. Make known to students and families the resources in the community that are available to meet their needs.
9. Participate in school-wide efforts to provide adequate supervision in all school spaces.
10. Address issues of discrimination, bullying and/or harassment or any situation that threatens the emotional or physical health or safety of any student, school employee or any person who is lawfully on school property or at a school function.
11. Address personal biases that may prevent equal treatment of all students.
12. Report incidents of discrimination, bullying, and/or harassment that are witnessed or otherwise brought to the counselors’, social workers’, and psychologists’ attention to the building administrator and/or Dignity Act Coordinator (DAC) in a timely manner.

**Other School Personnel:**
All other school personnel have the responsibility to:

1. Maintain a climate of mutual respect and dignity for all students regardless of actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender, or sex, with an understanding of appropriate appearance, language, and behavior in a school setting which will strengthen student’s self-image and promote confidence to learn.
2. Maintain confidentiality in accordance with federal and state law.
3. Be familiar with the code of conduct.
4. Help children understand the district’s expectations for maintaining a safe, orderly environment.
5. Participate in school-wide efforts to provide adequate supervision in all school spaces.
6. Address issues of discrimination, bullying, and/or harassment or any situation that threatens the emotional or physical health or safety of any student, school employee or any person who is lawfully on school property or at a school function.
7. Address personal biases that may prevent equal treatment of all students.
8. Report incidents of discrimination and harassment that are witnessed or otherwise brought to the individual’s attention to the building administrator and/or Dignity Act Coordinator (DAC) in a timely manner.

**Principals/Administrators:**
All principals and administrators have the responsibility to:

1. Promote a safe, orderly and stimulating school environment, supporting active teaching and learning for all students, in a climate of mutual respect and dignity for all students, regardless of actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender, or sex, with an understanding of appropriate appearance, language, and behavior in a school setting, which will strengthen students’ self-image and promote confidence to learn.
2. Ensure that students and staff have the opportunity to communicate regularly with principal/administrators and have access to the principal/administrators for redress of grievances.
3. Maintain confidentiality in accordance with federal and state law.
4. Evaluate on a regular basis all instructional programs to ensure infusion of civility education in the curriculum.
5. Support the development of and student participation in appropriate extracurricular activities.
6. Provide support in the development of the code of conduct when called upon.
7. Disseminate the code of conduct and anti-harassment policies.
8. Be responsible for enforcing the code of conduct and ensuring that all cases are resolved promptly and fairly.
9. Participate in school-wide efforts to provide adequate supervision in all school spaces.
10. Address issues of discrimination, bullying, and/or harassment or any situation that threatens the emotional or physical health or safety of any student, school employee or any person who is lawfully on school property or at a school function.
11. Address personal biases that may prevent equal treatment of all students and staff.

Report incidents of discrimination and harassment that are witnessed or otherwise brought to the administrator’s attention to the Dignity Act Coordinator (DAC) in a timely manner.

**The Dignity Act Coordinator(s):**
All Dignity Act Coordinator(s) have the responsibility to:

1. Promote a safe, orderly and stimulating school environment, supporting active teaching and learning for all students, in a climate of mutual respect and dignity for all students, regardless of actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender, or sex, with an understanding of appropriate appearance, language, and behavior in a school setting, which will strengthen students’ self-image and promote confidence to learn.
2. Be responsible for monitoring and reporting on the effectiveness of the district’s bullying
prevention policy.
3. Address issues of discrimination and harassment or any situation that threatens the emotional or physical health or safety of any student, school employee or any person who is lawfully on school property or at a school function.
4. Address personal biases that may prevent equal treatment of all students.

**Superintendent:**
The Superintendent has the responsibility to:

1. Promote a safe, orderly and stimulating school environment, supporting active teaching and learning for all students, regardless of actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender, or sex, with an understanding of appropriate appearance, language, and behavior in a school setting, which will strengthen students’ self-image and promote confidence to learn.
2. Inform the Board about educational trends relating to student discipline.
3. Review the policies of the Board of Education and state and federal laws relating to school operations and management with district administrators.
4. Maintain confidentiality in accordance with federal and state law.
5. Work to create instructional programs that minimize incidence of misconduct and are sensitive to student and teacher needs.
6. Work with district administrators in enforcing the code of conduct and ensuring all cases are resolved promptly and fairly.
7. Participate in school-wide efforts to provide adequate supervision in all school spaces.
8. Address issues of discrimination and harassment or any situation that threatens the emotional or physical health or safety of any student, school employee or any person who is lawfully on school property or at a school function.
9. Address personal biases that may prevent equal treatment of all students and staff.
10. Report or ensure the reporting of incidents of harassment, bullying and/or discrimination that are witnessed or otherwise brought to the Superintendent’s attention to the Dignity Act Coordinator (DAC) in a timely manner.

**Board of Education:**
The Board of Education has the responsibility to:

1. Promote a safe, orderly and stimulating school environment, supporting active teaching and learning for all students, regardless of actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender, or sex, with an understanding of appropriate appearance, language, and behavior in a school setting, which will strengthen students’ self-image and promote confidence to learn.
2. Maintain confidentiality in accordance with federal and state law.
3. Develop and recommend a budget that provides programs and activities that support achievement of the goals of the code of conduct and the school’s mission.
4. Collaborate with student, teacher, administrator, parent organizations, school safety personnel,
and other school personnel to develop a code of conduct that clearly defines expectations for the
conduct of students, district personnel and visitors on school property and at school functions.
5. Adopt and review at least annually the district’s code of conduct to evaluate the code’s
effectiveness and the fairness and consistency of its implementation.
6. Lead by example by conducting Board meetings in a professional, respectful, courteous manner.
7. Address personal biases that may prevent equal treatment of all students and staff.
8. Appoint a Dignity Act Coordinator in each school building. The Dignity Act Coordinator will be
thoroughly trained to handle human relations in the areas of race, color, weight, national origin,
ethnic group, religion, religious practice, disability, sexual orientation, gender, and sex. The
Dignity Act Coordinator will be accessible to students and other staff members for consultation
and advice as needed on the Dignity Act.

V. 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. However, 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, plunging
necklines (front and/or back), short shorts or skirts that end higher than the extended
fingers of the student’s arm, and see-through garments are not appropriate.
3. Ensure that underwear and bare midsections, both front and back, are completely covered
with outer clothing.
4. Include footwear at all times. Footwear that is a safety hazard will not be allowed.
5. Not include the wearing of any head-coverings in the school building except for a
medical or religious purpose. This includes hats, hoods, bandannas, doo-rags, sunglasses,
headbands worn on the skull, etc. Also, all such head coverings should be stored in
lockers throughout the day.
6. 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.
7. Not promote and/or endorse the use of alcohol, tobacco or illegal drugs and/or encourage
other illegal or violent activities.
8. Not include the wearing of overcoats or jackets.

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 in-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.
VI. PROHIBITED STUDENT CONDUCT
The Board of Education expects all students to conduct themselves in an appropriate and civil manner, with proper regard for the rights and welfare of other students, district personnel and other members of the school community, and for the care of school facilities and equipment. The best discipline is self-imposed, and students must learn to assume and accept responsibility for their own behavior, as well as the consequences of their misbehavior. Students who violate these school rules will be required to accept the consequences for their conduct. Students may be subject to disciplinary action, up to and including suspension from school when they:

1. Engage in conduct that is disorderly.

Examples of disorderly conduct include, but are not limited to:
   a. Running in hallways
   b. Making unreasonable noise
   c. Using language or gestures that are profane, lewd, vulgar or abusive, intimidating, or that incite others
   d. Obstructing vehicular or pedestrian traffic
   e. Engaging in any willful act, which disrupts the normal operation of the school community
   f. Trespassing – students are not permitted in any school building, other than the one they regularly attend, without permission from the administrator in charge of the building.
   g. Computer/electronic communications misuse – including any unauthorized use of computers, software, or internet/intranet account; accessing inappropriate websites; evading the district’s content filters; or any other violation of the district’s acceptable use policy.

2. Engage in conduct that is insubordinate.

Examples of insubordinate conduct include, but are not limited to:
   a. Failing to comply with the reasonable directions of teachers, school administrators or other school employees in charge of students or otherwise demonstrating disrespect.
   b. Lateness for, missing or leaving school without permission.
   c. Skipping detention (or other assigned consequence).

3. Engage in conduct that is disruptive.

Examples of disruptive conduct include, but are not limited to:
   a. Failing to comply with the reasonable directions of teachers, school administrators or other school personnel in charge of students.
   b. Behavior that interferes with the normal operation of the school.
   c. Inappropriate sexual contact.
   d. Unauthorized display or use of personal electronic devices, such as, but not limited to, cell phones, iPods, digital cameras, in a manner that is in violation of district policy.
4. Engage in conduct that is violent.

Examples of violent conduct include, but are not limited to:
   a. Committing an act of violence (such as hitting, kicking, pushing, punching, and
      scratching) upon a student, teacher, administrator or other school employee or attempting
      to do so.
   b. Committing an act of violence (such as hitting, kicking, pushing, punching, and
      scratching) upon any other person lawfully on school property or attempting to do so.
   c. Engaging in conduct including threats, intimidation, or abuse that reasonably causes or
      would reasonably be expected to cause a student to fear for his or her physical well-
      being.
   d. Possessing a weapon. Authorized law enforcement officials are the only persons
      permitted to have a weapon in their possession while on school property or at a school
      function.
   e. Displaying what appears to be a weapon.
   f. Threatening to use any weapon.
   g. Throwing objects that can cause bodily injury or property damage.
   h. Intentionally damaging or destroying the personal property of a student, teacher,
      administrator, other district employee or any person lawfully on school property,
      including graffiti or arson.
   i. Intentionally damaging or destroying school district property.
   j. Communication by any means, including oral, written or electronic (such as through the
      Internet, email or texting) whether on or off school property, where the content of such
      communication (a) can reasonably be interpreted as a threat to commit an act of violence
      on school property; or (b) results in material or substantial disruption to the educational
      environment.

5. Engage in any conduct that endangers the safety, morals, health or welfare of others.

Examples of such conduct include, but are not limited to:
   a. Lying to school personnel.
   b. Stealing the property of other students, school personnel or any other person lawfully on
      school property or attending a school function.
   c. Defamation, which includes making false or unprivileged statements or representations
      about an individual or identifiable group of individuals that harm the reputation of the
      person or the identifiable group by demeaning them. This can include posting or
      publishing video, audio recordings or pictures (written material, cell phones, Internet,
      YouTube, etc.).
   d. Engaging in acts constituting harassment, bullying, or discrimination.
   e. Hazing, which includes any intentional or reckless act directed against another for the
      purpose of initiation into, affiliating with or maintaining membership in any school
      sponsored activity, organization, club or team.
   f. Selling, using or possessing obscene material.
   g. Using vulgar or abusive language, cursing or swearing.
   h. Possessing, consuming, selling, attempting to sell, distributing or exchanging alcoholic
      beverages, tobacco, tobacco products (including e-cigarettes) or illegal and/or controlled
substances, counterfeit and designer drugs, or paraphernalia for use of such drugs or be under the influence of any such substances on school property or at a school function. "Illegal substances" include, but are not limited to, inhalants, marijuana, synthetic cannabinoids, cocaine, LSD, PCP, amphetamines, heroin, steroids, look-alike drugs, drug paraphernalia and any substances commonly referred to as "designer drugs."

i. Inappropriately using, sharing, selling, attempting to sell, distributing or exchanging prescription and over-the-counter drugs.

j. Possessing, consuming, selling, attempting to sell, distributing, or exchanging "look-alike drugs"; or, possessing or consuming (without authorization), selling, attempting to sell, distributing or exchanging other substances such as dietary supplements, weight loss pills, etc.

k. Gambling.

l. Indecent exposure, that is, exposure to sight of the private parts of the body in a lewd or indecent manner.

m. Making false accusations or perpetrate hoaxes regarding safety.

n. Misuse of 911, or discharging a fire extinguisher.

0. Recording the voice or image of another without the prior consent of the individuals being recorded or in any way that disrupts the educational environment or invades the privacy of others.

6. Engage in misconduct while on a school bus.

It is crucial for students to behave appropriately while riding on district buses to ensure their safety and that of other passengers, and to avoid distracting the bus driver. Students are required to conduct themselves on the bus in a manner consistent with established standards for classroom behavior. Excessive noise, pushing, shoving and fighting, harassment, bullying, and/or discrimination, will not be tolerated.

7. Engage in any form of academic misconduct.

Examples of academic misconduct include, but are not limited to:

a. Plagiarism

b. Cheating

c. Copying

d. Altering records

e. Assisting another student in any of the above actions

8. Engage in off-campus misconduct that interferes with, or can reasonably be expected to substantially disrupt the educational process in the school or at a school function.

Examples of such misconduct include, but are not limited to:

a. Cyber bullying (i.e., inflicting willful and repeated harm through the use of electronic text)

b. Threatening or harassing students or school personnel over the phone or other electronic medium

9. Instigate or encourage another person to violate this Code of Conduct.
10. Misuse of Technology Resources and the Internet

a. Students shall not: Violate policies, rules, or agreements signed by the student or the student’s parents regarding the use of technology resources.

b. Attempt to access or circumvent passwords or other security-related information of the district, students, or employees, or upload or create computer viruses, including off school property if the conduct causes a substantial disruption to the educational environment.

c. Attempt to alter, destroy, disable district technology resources including but not limited to computers and related equipment, district data, the data of others, or other networks connected to the district’s system, including off school property if the conduct causes substantial disruption to the educational environment.

d. Use of Internet or other electronic communications to threaten district students, employees or volunteers, including off school property if the conduct causes a substantial disruption to the educational environment.

e. Send, post, or possess electronic messages that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another’s reputation, or illegal including cyber bullying and “sexting” either on or off school property, if the conduct causes a substantial disruption to the educational environment.

f. Use email or websites to engage in or encourage illegal behavior or threaten school safety, including off school property if the conduct causes a substantial disruption to the educational environment.

11. Possession of Telecommunications or Other Electronic Devices

a. Students shall not use a cell phone or other telecommunication device with phone, IM, and/or text messaging, or other capabilities nor shall they use any electronic games, viewing or listening devices (iPods, iPads, headphones, cameras, camcorders, etc.) at school or on school grounds during the instructional day unless prior permission has been obtained from the Principal or teacher. Without such permission, teachers may collect the items and turn them in to the Principal’s office where the device will be returned only to the student’s parent or legal guardian. Although a student may possess the items listed above, they may do so only if the device is out of sight and turned off. If a student is in violation of the policy, they will be subject to disciplinary action. Unauthorized activation and/or use of cell phones may result in confiscation and/or search of the cell phone as such action is a direct violation of school policy.

b. Cell phones or other telecommunication devices, like all other personal items brought by a student into a school zone, may be subject to search. The outcome of that search may result in school sanction and/or a criminal investigation by the police.

VII. REPORTING VIOLATIONS

Students:
All students are expected to promptly report violations of the code of conduct to a teacher, counselor, the building principal or his or her designee. Any student observing a student possessing a weapon, alcohol
or illegal substance on school property or at a school function shall report this information immediately to a teacher, the building principal, the principal’s designee or the superintendent.

Staff:
All district staff who are authorized to impose disciplinary sanctions are expected to do so in a prompt, fair and lawful manner. District staff members who are not authorized to impose disciplinary sanctions are expected to promptly report violations of the code of conduct to their supervisor, who shall in turn impose an appropriate disciplinary sanction, if so authorized, or refer the matter to a staff member who is authorized to impose an appropriate sanction.

Any weapon, alcohol or illegal substance found shall be confiscated immediately, if possible, followed by notification to the parent of the student involved and the appropriate disciplinary sanction if warranted, which may include permanent suspension and referral for prosecution. The building principal or his or her designee must notify the appropriate local law enforcement agency of those code violations that constitute a crime and substantially affect the order or security of a school as soon as practical.

VIII. DISCIPLINARY PENALTIES

 Discipline is most effective when it deals directly with the problem at the time and place it occurs, and in a way that students view as fair and impartial. School personnel who interact with students are expected to use disciplinary action only when necessary and to place emphasis on the students’ ability to grow in self-discipline.

Disciplinary action, when necessary, will be firm, fair and consistent so as to be the most effective in changing student behavior. In determining the appropriate disciplinary action, school personnel authorized to impose disciplinary penalties will consider the following:

1. The student’s age
2. The nature of the offense and the circumstances that led to the offense
3. The student’s prior disciplinary record
4. The effectiveness of other forms of discipline
5. Information from parents, teachers and/or others, as appropriate
6. Other extenuating circumstances

As a general rule, discipline will be progressive. This means that a student’s first violation will usually merit a lighter penalty than subsequent violations.

If the conduct of a student is related to a disability or suspected disability, the student shall be referred to the Committee on Special Education and discipline, if warranted, shall be administered consistent with the separate requirements of this code of conduct for disciplining students with a disability or presumed to have a disability. A student identified as having a disability shall not be disciplined for behavior related to his/her disability, unless the discipline is consistent with the student’s individualized education plan (IEP) or is imposed pursuant to the process outline below at Section XIV.

A. Consequences
Students who are found to have violated the district’s code of conduct may be subject to the following penalties, either alone or in combination. The school personnel identified after each penalty are authorized to impose that penalty, consistent with the student’s right to due process.

- Oral warning – any member of the district staff
• Written warning – bus drivers, hall and lunch monitors, coaches, counselors, teachers, principal, superintendent
• Written notification to parent – bus driver, hall and lunch monitors, coaches, counselors, teachers, principal, superintendent
• Detention – teacher, principal, superintendent
• Extended Detention – principal, superintendent
• Suspension from transportation – director of transportation, principal, superintendent
• Suspension from athletic participation – coaches, principal, superintendent
• Suspension from social or extracurricular activities – activity director, principal, superintendent
• Suspension of other privileges –principal, superintendent
• In-school suspension –principal, superintendent
• Removal from classroom– teachers, principal, superintendent
• Assignment grade reduction in case of plagiarism – teachers, principal, superintendent
• Short-term (five days or less) suspension from school – principal, superintendent, Board of Education
• Long-term (more than five days) suspension from school – superintendent, Board of Education
• Permanent suspension from school – superintendent, Board of Education
• Formal charges filed with police

B. Procedures
The amount of due process a student is entitled to receive before a consequence is imposed depends on the consequence being imposed. In all cases, regardless of the consequence imposed, the school personnel authorized to impose the consequence must inform the student of the alleged misconduct and must investigate, to the extent necessary, the facts surrounding the alleged misconduct. All students will have an opportunity to present their version of the facts to the school personnel imposing the disciplinary consequence in connection with the imposition of the consequence.

DENTENTION
Teachers, principals and the superintendent may use after-school detention as a penalty for student misconduct in situations where removal from the classroom or suspension would be inappropriate. Extended detention may be assigned by the administration.

SUSPENSION
In-School Suspension
Students may be assigned to an in-school suspension (ISS) room by an administrator. During assignment to ISS, students lose all school privileges, including participation in all extra-curricular activities for that day. Students may be released early for good behavior.
A student subjected to an in-school suspension is not entitled to a full hearing pursuant to Education law §3214. However, the student and the student’s parent will be provided with a reasonable opportunity for an informal conference with the district official imposing the in-school suspension to discuss the conduct and the penalty involved.
Out of School Suspension

Short-term (5 days or less)

Suspension from school is administered by the principal and may be recommended for disorderly conduct, insubordination, or endangering the health, safety, or welfare of others. If a student is suspended, his/her parent or guardian will be notified by telephone and requested to pick him/her up at school. Suspended students lose all extracurricular privileges. Further, they are expressly prohibited from being on school grounds or attending school-sponsored functions.

A letter will follow explaining the reason for the suspension and its duration. The notice shall provide a description of the charges against the student and the incident for which suspension is proposed and shall inform the parents of the right to request an immediate informal conference with the principal. Both the notice and informal conference shall be in the dominant language or mode of communication used by the parents. At the conference, the parents shall be permitted to ask questions of complaining witnesses under such procedures as the principal may establish. The conference will include the student, the parents and the principal or other administrator, and teachers or other staff members when appropriate. The conference will focus on the conditions for the student's return to school.

The notice and opportunity for an informal conference shall take place before the student is suspended unless the student’s presence in school poses a continuing danger to persons or property or an ongoing threat of disruption to the academic process. If the student’s presence does not pose such a danger or threat of disruption, the notice and opportunity for an informal conference shall take place as soon after the suspension as is reasonably practical.

After the conference, the principal shall promptly advise the parents in writing of his or her decision. The principal shall advise the parents that if they are not satisfied with the decision and wish to pursue the matter, they must file a written appeal to the superintendent within five (5) business days unless they can show extraordinary circumstances precluding them from doing so.

The superintendent shall issue a written decision regarding the appeal within 10 days of receiving the appeal. If the parents are not satisfied, they must file a written appeal to the Board of Education with the district clerk within 10 business days of the date the superintendent decision, unless they can show extraordinary circumstances precluding them from doing so. Only final decisions of the Board may be appealed to the Commissioner of Education within 30 days of the decision.

Long-Term (more than 5 days)

When the superintendent or building principal determines that a suspension for more than five days may be warranted, he or she shall give reasonable notice to the student and the student’s parents of their right to a fair hearing.

The superintendent shall personally hear and determine the proceeding or may, in his or her discretion, designate a hearing officer to conduct the hearing. The hearing officer shall be authorized to administer oaths and to issue subpoenas in conjunction with the proceeding before him or her. A record of the hearing shall be maintained, but no stenographic transcript shall be required. A tape recording shall be deemed a satisfactory record. The hearing officer shall make findings of fact and recommendations as to the appropriate measure of discipline to the superintendent. The report of the hearing officer shall be advisory only, and the superintendent may accept all or any part thereof.

An appeal of the decision of the superintendent may be made to the Board, which will make its decision
solely upon the record before it. All appeals to the Board must be in writing and submitted to the district clerk within **Thirty (30)** days of the date of the superintendent’s decision, unless the parents can show that extraordinary circumstances precluded them from doing so. The Board may adopt in whole or in part the decision of the superintendent. Final decisions of the Board may be appealed to the Commissioner of Education within 30 days of the decision.

**Suspension from Transportation**
If a student does not conduct himself/herself properly on a bus, the bus driver is expected to bring such misconduct to the principal’s attention. Students who become a serious disciplinary problem may have their riding privileges suspended by the principal or the superintendent or their designee. In such cases, the student’s parent will become responsible for seeing that his or her child gets to and from school safely. Should the suspension from transportation amount to a suspension from attendance, the district will make appropriate arrangements to provide for the student’s education. A student subjected to a suspension from transportation is not entitled to a full hearing pursuant to Education Law §3214. However, the student and the student’s parent will be provided with a reasonable opportunity for an informal conference with the principal or the principal’s designee to discuss the conduct and the penalty involved.

**Suspension from athletic participation, extracurricular activities, and other privileges**
A student subjected to a suspension from athletic participation, extracurricular activities or other privileges is not entitled to a full hearing pursuant to Education Law §3214. However, the student and the student's parent will be provided with a reasonable opportunity for an informal conference with the district official imposing the suspension to discuss the conduct and the penalty involved.

**Permanent suspension**
Permanent suspension is reserved for extraordinary circumstances such as where a student’s conduct poses a life-threatening danger to the safety and well-being of other students, school personnel or any other person lawfully on school property or attending a school function.

**IX. TEACHER REMOVAL OF DISRUPTIVE STUDENT FROM CLASSROOM**
A student’s behavior can affect a teacher’s ability to teach and can make it difficult for other students in the classroom to learn. In most instances the classroom teacher can control a student’s behavior and maintain or restore control over the classroom by using good classroom management techniques. These techniques may include practices that involve the teacher directing a student to briefly leave the classroom to give the student an opportunity to regain his or her composure and self-control in an alternative setting. Such practices may include, but are not limited to:

- Sending a student into the hallway briefly;
- Sending a student to the principal’s office for the remainder of the class time only; and/or
- Sending a student to a counselor or other district staff member for counseling.

(If a student is sent to an administrator or counselor, the teacher will contact the respective office to alert them of the student's impending arrival.)

Time-honored classroom management techniques such as these do not constitute disciplinary removals for purposes of this code.

On occasion, a student’s behavior may become disruptive. For purposes of this code of conduct, a disruptive student is a student who is substantially disruptive of the educational process or substantially
interferes with the teacher’s authority over the classroom. A substantial disruption of the educational process or substantial interference with a teacher’s authority occurs when a student demonstrates a persistent unwillingness to comply with the teacher’s instructions or repeatedly violates the teacher’s classroom behavior rules.

A classroom teacher may remove a disruptive student from class for up to two days. The removal from class applies to the class of the removing teacher only. If the disruptive student does not pose a danger or ongoing threat of disruption to the academic process, the teacher must provide the student with an explanation for why he or she is being removed and an opportunity to explain his or her version of the relevant events before the student is removed. Only after the informal discussion may a teacher remove a student from class. If the student poses a danger or ongoing threat of disruption, the teacher may order the student to be removed immediately. The teacher must explain to the student why he or she was removed from the classroom and give the student a chance to present his or her version of the relevant events within 24-hours. The teacher must complete a district established disciplinary removal form and meet with the principal or his or her designee as soon as possible, but no later than the end of the school day, to explain the circumstances of the removal and to present the removal form. If the principal or designee is not available by the end of the same school day, the teacher must leave the form with the secretary and meet with the principal or designee prior to the beginning of classes on the next school day.

Within 24-hours after the student’s removal, the principal or another district administrator designated by the principal must notify the student’s parents, by telephone and in writing, that the student has been removed from class and why. The notice must also inform the parent that he or she has the right, upon request, to meet informally with the principal or the principal’s designee to discuss the reasons for the removal. The principal may require the teacher who ordered the removal to attend the informal conference, which must be held within 48-hours of the student’s removal. The timing of the informal meeting may be extended by mutual agreement of the parent and principal. The principal or the principal’s designee may overturn the removal of the student from class if the principal finds any one of the following:

- The charges against the student are not supported by substantial evidence; and/or
- The student’s removal is otherwise in violation of law, including the district’s code of conduct.
- The conduct warrants suspension from school pursuant to Education Law §3214 and a suspension will be imposed.

The principal or his or her designee may overturn a removal at any point between receiving the referral form issued by the teacher and the close of business on the day following the 48-hour period for the informal conference.

**X. MINIMUM PERIODS OF SUSPENSION**

**Students who bring a weapon to school**
Any student, other than a student with a disability*, found guilty of bringing a weapon onto school property will be subject to suspension from school for at least one calendar year. Before being
suspended, the student will have an opportunity for a hearing pursuant to Education Law §3214. The superintendent has the authority to modify the one-year suspension on a case-by-case basis. In deciding whether to modify the penalty, the superintendent may consider the following:

- The student’s age
- The student’s grade in school
- The student’s prior disciplinary record
- The superintendent’s belief that other forms of discipline may be more effective
- Input from parents, teachers and/or others
- Other extenuating circumstances

*A student with a disability may be suspended only in accordance with the requirements of state and federal law.

**Students who commit violent acts other than bringing a weapon to school**

As required by Education law, a Code of Conduct must include a minimum period of suspension for students who commit violent acts other than bringing a weapon to school. Any student, other than a student with a disability, who is found to have committed such acts, shall be subject to a minimum suspension from school of five days. The student and the student’s parents will be given the same notice and opportunity for an informal conference given to all students subject to a short-term suspension. If the proposed penalty exceeds the minimum five-day suspension, the student and the student’s parents will be given the same notice and opportunity for a hearing given to all students subject to a long-term suspension. The superintendent has the authority to modify the minimum five-day suspension on a case-by-case basis. In deciding whether to modify the penalty, the superintendent may consider the same factors considered in modifying a one-year suspension for possessing a weapon.

**Students who are repeatedly substantially disruptive of the educational process or interfere with the teacher’s authority over the classroom**

As required by Education law, a Code of Conduct must include a minimum period of suspension for students who are repeatedly substantially disruptive of the educational process or interfere with the teacher’s authority over the classroom. Any student, other than a student with a disability, who repeatedly engages in such behavior, shall be suspended from school for a minimum of five days. For purposes of this code of conduct, “repeatedly is substantially disruptive” means engaging in conduct that results in the student being removed from the classroom by teacher(s) pursuant to Education Law §3214(3-a) and this code on four or more occasions during any interval of 90 school days (approximately the length of one twenty-week semester).

**XI. PINS PETITIONS**

The district may file a PINS (person in need of supervision) petition in Family Court on any student under the age of 18 who demonstrates that he or she requires supervision and treatment by:

- Being habitually truant and not attending school as required by part one of Article 65 of the Education Law.
- Engaging in an ongoing or continual course of conduct that makes the student ungovernable, or habitually disobedient, and beyond the lawful control of the school.
- Knowingly and unlawfully possesses marijuana in violation of §221.05. A single violation will be a sufficient basis for filing a PINS petition.
XII. JUVENILE DELINQUENTS AND JUVENILE OFFENDERS

The superintendent is required to refer the following students to the County Attorney for a juvenile delinquency proceeding before the Family Court:

- Any student under the age of 16 who is found to have brought a weapon to school, or
- Any student 14 or 15 years old who qualifies for juvenile offender status under the Criminal Procedure Law §1.20.

The superintendent is required to refer students age 16 and older or any student 14 or 15 years old who qualifies for juvenile offender status to the appropriate law enforcement authorities.

XIII. ALTERNATIVE INSTRUCTION

When a student of any age is removed from class by a teacher or a student of compulsory attendance age is suspended from school pursuant to Education Law §3214, the district will take immediate steps to provide alternative means of instruction for the student.

XIV. DISCIPLINE OF STUDENTS WITH DISABILITIES

The Board of Education recognizes that it may be necessary to suspend, remove or otherwise discipline students with disabilities who violate the district’s student code of conduct, and/or to temporarily remove a student with disabilities from his or her current placement because maintaining the student in that placement is substantially likely to result in injury to the student or others. The Board also recognizes that students with disabilities deemed eligible for special education services under the IDEA and Article 89 of New York’s Education Law have certain procedural protections that school authorities must observe when they decide to suspend or remove them. Under certain circumstances those protections extend, as well, to students not currently deemed to be a student with a disability but determined to be a student to have a disability for discipline purposes. Therefore, the Board is committed to ensuring that the district follows suspension and removal procedures that are consistent with those protections. The code of conduct for students is intended to afford students with disabilities and students presumed to have a disability for discipline purposes the express rights they enjoy under applicable law and regulations.

This code of conduct affords students with disabilities subject to disciplinary action no greater or lesser rights than those expressly afforded by applicable federal and state law and regulations.

XV. CORPORAL PUNISHMENT

Corporal punishment is any act of physical force upon a student for the purpose of punishing that student. Corporal punishment of any student by any district employee is strictly forbidden. However, in situations where alternative procedures and methods that do not involve the use of physical force cannot reasonably be used, reasonable physical force may be used to:

1. Protect oneself, another student, teacher or any person from physical injury;
2. Protect the property of the school or others; and/or
3. Restrain or remove a student whose behavior interferes with the orderly exercise and performance of school district functions, powers and duties, if that student has refused to refrain from further disruptive acts.

The district will file all complaints about the use of corporal punishment with the Commissioner of Education in accordance with Commissioner’s regulations.

XVI. STUDENT SEARCHES AND INTERROGATIONS

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.

An authorized school official may search a student or the student’s belongings based upon information received from a reliable informant. Individuals, other than the district employees, will be considered reliable informants if they have previously supplied information that was accurate and verified, or they make an admission against their own interest, or they provide the same information that is received independently from other sources, or they appear to be credible and the information they are communicating relates to an immediate threat to safety. District employees will be considered reliable informants unless they are known to have previously supplied information that they knew was not accurate.

Before searching a student or the student’s belongings, the authorized school official should attempt to get the student to admit that he or she possesses physical evidence that they violated the law or the district code, or get the student to voluntarily consent to the search. Searches will be limited to the extent necessary to locate the evidence sought.

Whenever practical, searches will be conducted in the privacy of administrative offices and students may be present when their possessions are being searched.

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 and the contents located therein. This means that student 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. In addition, cars parked on school grounds may be subject to search as well.

XVII. VISITORS TO THE SCHOOLS

The Board encourages parents and other district citizens to visit the district’s schools and classrooms to observe the work of students, teachers and other staff. Since schools are a place of work and learning, however, certain limits must be set for such visits. The building principal or his or her designee is
responsible for all persons in the building and on the grounds. For these reasons, the following rules apply to visitors to the schools:

1. Anyone who is not a regular staff member or student of the school will be considered a visitor.
2. All visitors to the school must report to the reception window upon arrival at the school, and they will be required to sign the visitor’s register, and be issued a visitor’s identification badge, which must be worn at all times while in the school or on school grounds. The visitor must return the identification badge to the reception window before leaving the building.
3. Visitors attending school functions that are open to the public, such as parent-teacher organization meetings or public gatherings, are not required to register.
4. Parents or citizens who wish to observe a classroom while school is in session are required to arrange such visits in advance with the building principal, so that class disruption is kept to a minimum.
5. Any unauthorized person on school property will be reported to the principal or his or her designee. Unauthorized persons will be asked to leave. The police may be called if the situation warrants.
6. All visitors are expected to abide by the rules for public conduct on school property contained in this code of conduct.

XVIII. PUBLIC CONDUCT ON SCHOOL PROPERTY

The district is committed to providing an orderly, respectful environment that is conducive to learning. To create and maintain this kind of an environment, it is necessary to regulate public conduct on school property and at school functions. All persons on school property or attending a school function shall conduct themselves in a respectful and orderly manner. In addition, all persons on school property or attending a school function are expected to be properly dressed for the purpose they are on school property.

XIX. DISSEMINATION AND REVIEW OF CODE OF CONDUCT

A. Dissemination of Code of Conduct

The Board will work to ensure that the community is aware of this code of conduct by:

1. Providing copies of an age appropriate, written in plain language, summary of the code to all students at an assembly to be held at the beginning of each school year.
2. Mailing a plain language summary to all parents at the beginning of the school year, as well as a copy of the age appropriate version provided to students at start of school assemblies.
3. Posting the complete code of conduct on the district’s website.
4. Providing all current teachers and other staff members with a copy of the code and a copy of any amendments to the code as soon as practicable after adoption.
5. Providing all new employees with a copy of the current code of conduct when they are first hired.
6. Making copies of the complete code available for review by students, parents and
community members.

The Board will sponsor an in-service education program for all district staff members to ensure the effective implementation of the code of conduct. The superintendent may solicit the recommendations of the district staff, particularly teachers and administrators, regarding in-service programs pertaining to the management and discipline of students. On-going professional development will be included in the district’s professional development plan, as needed.

B. Review of Code of Conduct

The Board will review this code of conduct every year and update it as necessary. In conducting the review, the Board will consider how effective the code’s provisions have been and whether the code has been applied fairly and consistently. The Board may appoint an advisory committee to assist in reviewing the code and the district’s response to code of conduct violations. The committee will be made up of representatives of student, teacher, administrator, and parent organizations, school safety personnel and other school personnel. Before adopting any revisions to the code, the Board will hold at least one public hearing at which school personnel, parents, students and any other interested party may participate. The code of conduct and any amendments to it will be filed with the Commissioner of Education, in a manner prescribed by the Commissioner, no later than 30 days after adoption. Adopted by the Wheatland-Chili Board of Education: February 24, 2014
COUNSELING SERVICES & CAREER CENTER

The Counseling and Career Center hours are 7:30am – 4pm.

Mrs. Lynch            HS Counseling Secretary  889-6232
Ms. Goodfellow        HS Counselor             889-6240

The mission of the Wheatland Chili High School counseling program is to provide academic counseling, career and post-secondary planning, and socio-emotional development for all students. The professional high school counselor will assist students with course selection, career exploration, college admission, and/or the pursuit of work skills development. Please work closely with your child’s counselor and meet with him/her annually to help plan your child’s school program.

Appointments
Students may sign up for an appointment during a study hall, lunch, or after school on Ms. Goodfellow’s calendar which is always available to students. Parents/Guardian may call the counseling office to request an appointment.

Career Center
The Career Center is always open to students who are interested in exploring career and college options. They may use the books and college catalogues provided or the computers to access Guidance Direct or the internet. Guidance Direct is an internet based program which provides students with assistance in seeking career and college information. Students are encouraged to discuss any career or college findings with their parents/Guardian and counselor.

College Application Process
Students applying for college will receive a College Handbook describing the necessary steps for completing applications, obtaining recommendations, and sending transcripts to colleges of their choice.

Scholarships/Financial Aid
The counseling office will have a list of up-coming scholarships in the counseling and career center along with a file of scholarship applications available for all students who are eligible. Scholarships are also listed on the announcements page of the HS website.

Scheduling
Schedules are sent out over the summer. Students and parents/guardians are encouraged to look these over and call the counseling office if changes need to be made. The counseling office will have several days set aside for schedules changes. Please call to make an appointment.

Students have 2 weeks from the beginning of the first semester to request changes be made to their schedules. Students may use the “Student Schedule Change Request Form” to begin the process of changing their schedules. Final approval will be given by Mr. Zilliox after parent and teacher consultation.
Standardized Test Information
Information regarding SATs and ACTs may be found on the counseling website and in the Counseling & Career Center.

Summer School
Students who need academic intervention to complete the requirements for graduation may be required to attend summer school or delay their graduation date until all requirements are met. Students who are recommended for summer school must attend unless their parent/guardian approves their withdrawal from the program by completing the “Summer School Verification Drop.” Summer School runs for 6 weeks and is operated by Monroe BOCES 2. Please direct any questions regarding summer school to the counseling office.

Transcripts
Transcripts are a record of the cumulative courses and credits students receive throughout their academic career. Each student has a transcript with a cumulative Grade Point Average (GPA) that is updated each year. The cumulative GPA represents…

- The cumulative GPA represents the numerical average of all high school courses, including any middle school course that receives credit.
- An AP course’s final average is weighted by 1.05 points.
- For a course receiving 0.50 credit, the final average is divided in half.
- The total weighted points are divided by the total number of credits

<table>
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<th>Weighted</th>
<th>Credits</th>
<th>Weighted Points</th>
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Grade 9 Courses

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Grade 10 Courses

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**Grade 11 Courses**

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<tr>
<td>PE</td>
<td>90</td>
<td>0.50</td>
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</table>

5.50

497.10 = 90.38

Total Credits: 1.00 + 6.00 + 5.5 + 5.5 = 17.50 (grade 8 – grade 11). Cumulative GPA: total weighted points divided by total credits

<table>
<thead>
<tr>
<th>Grade</th>
<th>Weighted Pts</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grade 8</td>
<td>90</td>
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<tr>
<td>Grade 9</td>
<td>540</td>
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<tr>
<td>Grade 10</td>
<td>450</td>
</tr>
<tr>
<td>Grade 11</td>
<td>497.10</td>
</tr>
</tbody>
</table>

1577.10 divided by 17.50 = 90.12 GPA – grade 8 - grade 11

Students may request an official transcript in the HS counseling office by filling out the appropriate form (college application checklist or scholarship application form). Official transcripts may be picked up or mailed to locations designated.

**The Regents Bill of Rights for Students**

- All children have the right to a healthy, secure, nurturing infancy and early childhood
- All children have the right to live in circumstances, which permit healthy intellectual, emotional, physical, and moral development
- All children have the right to a free, sound, basic education
- Each child has the right to an education appropriate for his or her individual needs
- All children have the right to an education, which respects their culture, race, socioeconomic background, and the language of their home
- All children have the right to school and educational programs which are effective
- All children have the right to educational programs, which prepare them for jobs, for college, for responsible family life, and for citizenship in a self-governing society
- All children have the right to pursue their education without fear
- All children have the right to the resources needed to secure their educational rights
- All children are entitled to an education, which involves responsibilities as well as rights
**Academic Intervention Services (AIS)**

Students may be assigned AIS through which a teacher will work with individual or small groups of students to build academic skills and competencies. Students are assigned AIS based on their performance on NYSED standardized testing, course performance, and teacher recommendations. Students entering Middle/High School with standardized test scores below the minimum state recommendation will be assigned academic support. AIS typically begins with a diagnostic evaluation of a student’s relative strengths for the purpose of designing an individual intervention plan to build academic skills and content knowledge.

**Academic Standing**

All students on any field trip, curricular or extracurricular in nature, should meet our present criteria for extracurricular activities and be in good academic standing. *Students failing any classes may not be allowed to participate in field trips.* Concerned teachers will alert their colleague who is coordinating the field trip at the time of the first field trip notice that a named student in their class is failing. The failing student will have limited time to reestablish eligibility in order to attend the field trip. All students will have until the second field trip notice is sent out to improve their grades.

**Accidents at School**

In the event of an accident, parents will be notified. If a student requires additional emergency care, he/she will be taken to a local hospital or doctor for more thorough medical attention. If a student obtains a minor injury in school and then later develops symptoms at home that require a physician, parents are asked to notify the school nurse the following day that outside medical treatment was received, then the school nurse will process the proper insurance documentation. See “Health Services” section for more information.

**After School Help**

The time between the end of the last class and 3:00 pm is ideal for seeking extra academic support from teachers who will be available to any student who requests help. The only afternoon when teachers may not be available to provide academic assistance is when staff meetings occur on Wednesdays. Otherwise, teachers will be available to assist with completion of homework, test preparation, or other academic support.

**After School Instruction**

Time between 2:18-3:00 pm remains part of the schedule for every teacher to offer extra help and academic assistance to our students. Weekly meetings on Wednesdays will be the only conflict to this instructional time. Advisors may meet with students of extracurricular club or activities between 2:18-3:00 p.m. on Mondays and Fridays. When not meeting with students for such activities, it is expected that all teachers make themselves available to provide academic assistance to all students. In the event that a student is not performing to his/her academic potential, he/she should use time to receive extra
help rather than attend extracurricular activities.

To allow for greater student participation in extracurricular clubs and activities, perimeters around meeting times have been liberalized. Please note that no student activities should take place before 3:00 pm other than Mondays and Fridays, as students would be compelled to choose between these activities and receiving additional academic help. Students will no longer be forced to choose between clubs and sports. They can now freely participate in both. The intent is to strengthen student government and maintain vigorous club membership, and encourage extracurricular involvement.

**Attendance**
All students are expected to attend all classes, on time, prepared, and ready to learn. See the preceding “Attendance Policy” section for more information.

**Bicycles**
Students should lock their bicycles in the bicycle racks provided at the front of the school building. It is the student's responsibility to make sure that the bicycle is securely locked. The school district cannot accept any responsibility for damaged or stolen bikes on school property. Students should wear protective headgear and follow all rules of traffic.

**Book Bag Policy**
No book bags, backpacks, sports bags, large purses, etc… will be permitted to be carried from 7:38-2:14. All large bags must be stored in either a students’ hallway or gym locker. In the event of injuries necessitating a student to carry a book bag, special permission must be obtained by the building principal.

**Bullying**
Bullying, intimidation or harassment, which includes a sufficiently severe single action or a persistent pattern of actions or statements directed at an identifiable individual or group, which are intended to be or that a reasonable person would perceive as, ridiculing or demeaning; is strictly prohibited.

*Cyberbullying*, includes but is not limited to the following misuses of technology: harassing, teasing, intimidating, threatening, or terrorizing another student or staff member by way of any technological tool, such as sending or posting inappropriate or derogatory e-mail messages, instant messages, text messages, digital pictures, images, Web site postings, blogs or other social media. **Cyberbullying may result in disciplinary action when it occurs on or off school property, should the effect of these actions carry into school, disrupt, or otherwise adversely affect the learning environment.**

**Cafeteria**
Students will remain in the cafeteria during breakfast/lunch periods. Students share the responsibility for the cleanliness of the area in which they eat. They should discard their own trash and report any spills immediately.
Procedures

1. At the beginning of their lunch period, students should go to their locker and get everything they need for the lunch period. Students will not be allowed to return to their lockers except with permission of the staff member in charge.

2. Students should speak in normal voices and not shout, whistle, or make unnecessary loud or disruptive noise.

3. Students should be seated quickly and remain at one table, leaving only to dispose of trash. At the end of lunch, they will be dismissed by staff members in charge.

4. All tables should be neat and clean and food properly disposed of before students depart the cafeteria.

5. If a student goes outside the cafeteria, he/she should exit/re-enter (by the rear doors) when directed by staff members in charge. Any student outside the cafeteria must also sign out and carry an approved pass.

6. No food, beverages, or containers should be taken out of the cafeteria.

Consequences for Misconduct in Cafeteria

Students involved in inappropriate behavior while in the cafeteria may be required to:

- assist in cafeteria clean-up
- have their cafeteria privileges revoked or be temporarily assigned lunch detention
- receive other disciplinary measures as deemed necessary by an administrator or staff member in charge.

Cell Phones

Cell phones are not allowed to be used or “powered on” during the school day and should be turned off and kept in lockers upon entry into the school building. The school district assumes no responsibility for loss or damage of these items. They are not to be carried with students. Any cell phone in plain view or in use, including checking the time, is subject to immediate confiscation. Use includes all features such as voice call, voice mail, texting, web access, and picture taking. Students may be given the opportunity to stow away visible cell phones in their lockers. Failure to do so will result in confiscation. Repeat offenses will result in confiscation and may necessitate additional disciplinary action. If confiscated, a parent or guardian will be contacted to return the item.

Computer Lab

The Computer Lab is an important educational resource. In order to make sure that students will be able to take maximum advantage of the lab and to protect the school district's investment in equipment and software, students need to abide by the following rules:

- Students may not bring food or drink into the computer lab.
- Students may not play games on computers in the lab at any time.
- E-mail may be used solely for the purpose of sending or receiving school work to and from home computer locations.
- Protect your identity by not sharing passwords or login.
- Students should not experiment with copying voices or changing any computer preferences.
- Students will only be permitted in the lab with a pass from a classroom teacher or study hall monitor and must sign in and out.
- Students are not permitted to tamper with system files, software, the files of others, nor are they permitted to load software.
- The production, downloading, dissemination, and storage of illegal or offensive material is strictly forbidden.
- Violations of the Acceptable Use Policy (AUP) may result in restriction or revocation of computer privileges and may be subject to other disciplinary decisions.

Dance Regulations

1. Students may attend a school dance only if they have been in school the entire day of the event or the proceeding school day if the dance is on a weekend. All Wheatland-Chili MS/HS students must have maintained a minimum attendance rate of 80% throughout the current school year to be eligible to attend a school sponsored dance in addition to other specified attendance rules. Exceptions for health reasons will be considered on a case by case basis.
2. A student must be in good behavior standing, i.e. student must not owe any disciplinary consequences such as detentions or in-school-suspensions. Outstanding referrals and/or other unserved disciplinary consequences will exclude a student from attending a school dance or other school sponsored activity.
3. If a student is suspected by the chaperones of either possessing or having consumed drugs or alcohol, chaperones will notify the administrator in charge who will notify parents and/or police. Students will be removed for such behavior.
4. Once a student has entered the dance, the student may not leave and re-enter.
5. Loitering on school grounds during a dance is not permitted.
6. Ticket sales end 30 minutes after the start of the dance. There will be no admittance after this time unless extenuating circumstances exist prior approval by an administrator has been granted.
7. Students are to enter and leave the building during dances by the corridor door. The gymnasium fire exits are to be used only in case of emergency.

Guest Policy:
Students of the Wheatland-Chili Central School District in grades 6-12 may attend regular school dances. Outside guests will only be permitted with written approval of the secondary school principal as documented on the guest form.

All school sponsored dances are for resident students and their guests in their corresponding grades. Only one guest per student will be allowed. Prior permission by the Principal is required. Students must use the guest form. Students wishing to bring a guest must obtain a Prom/Dance Guest Form from the main office and return the completed form for reference verification to the ticket sales coordinator for each corresponding dance. School administration reserves the right to deny guest privileges at its discretion. Guests will not be admitted unless they are accompanied by the student who signed for them. Violations of the Code of Conduct will be handled by the secondary principal, and will apply to both students and their guests. No guest age 21 or older will be permitted to attend a HS dance. HS students will not be permitted to attend a MS dance and no MS students will be allowed to attend a HS dance.

Dignity for all Students
The Board of Education recognizes that learning environments that are safe and supportive can increase student attendance and improve academic achievement. A student's ability to learn and achieve high
academic standards, and a school's ability to educate students, is compromised by incidents of discrimination or harassment, including but not limited to bullying, taunting and intimidation. Therefore, in accordance with the Dignity for All Students Act, Education Law, Article 2, the District will strive to create an environment free of discrimination and harassment and will foster civility in the schools to prevent and prohibit conduct which is inconsistent with the District's educational mission.

For the purposes of this Policy, bullying is defined as a hostile activity which harms or induces humiliation, exclusionary acts, or fear through the threat of further aggression (and/or creates terrorizing). Bullying may be premeditated or a sudden activity. It may be subtle or easy to identify, done by one person or a group. Bullying includes but is not necessarily limited to:

- **Power imbalance** - occurs when an individual uses his/her physical or social power over another individual.
- **Intent to harm** - an individual seeks to inflict physical or emotional harm and/or takes pleasure in this activity.
- **Threat of further aggression** – the individual who bullies or the individual who is bullied believes the bullying will continue.
- **Terrorizing** - when any bullying increases, it becomes a “systematic violence or harassment used to intimidate and maintain dominance.” (Coloroso, *The Bully, The Bullied & The Bystander*, 2008)

While the focus of this Policy is on prevention, bullying acts may still occur. Breaking the cycle of violence involves more than merely identifying and stopping bullying. We will examine why and how a child becomes a bully or a target of a bully (and sometimes both) as well as the role bystanders play in perpetuating the cycle. We will take appropriate steps to help students create alternative, healthier roles that are free from violence.

The District condemns and prohibits all forms of discrimination and harassment of students based on actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender, or sex by school employees or students on school property and at school-sponsored activities and events that take place at locations off school property. In addition, any act of discrimination or harassment, outside of school sponsored events, which can reasonably be expected to materially and substantially disrupt the education process may be subject to discipline.

**Reports and Investigations of Discrimination and Harassment**

The District will investigate all complaints of harassment and discrimination, either formal or informal, and take prompt corrective measures, as necessary. Complaints will be investigated in accordance with applicable policies and regulations. If, after an appropriate investigation, the District finds that this policy has been violated, corrective action will be taken in accordance with District policies and regulations, the Code of Conduct, and all appropriate federal or state laws.

The District will annually report material incidents of discrimination and harassment to the State Education Department as part of the Uniform Violent and Disruptive Incident Reporting System (VADIR).

**Prohibition of Retaliatory Behavior (Commonly Known as "Whistle-Blower" Protection)**

Any person who has reasonable cause to suspect that a student has been subjected to discrimination or
harassment by an employee or student, on school grounds or at a school function, who acts reasonably and in good faith and reports such information to school officials or law enforcement authorities, shall have immunity from any civil liability that may arise from making such report. The Board prohibits any retaliatory behavior directed at complainants, victims, witnesses and/or any other individuals who participated in the investigation of a complaint of discrimination or harassment.

**Discipline** – see “Code of Conduct” section for detailed information.

**Doubling up Courses**
In rare cases, it may be necessary for a senior to take both English 11 and English 12 or US History and Participation in Government/Economics concurrently during their senior year in order to graduate on time. For a senior to be allowed to double up in English or social studies class, he/she must meet with his/her counselor, 11th & 12th grade content teachers and principal along with his /her parents. At this meeting a contract must be signed by all parties. Student progress will be evaluated every 5 weeks. If the student is not passing both courses at any checkpoint the student will be placed on warning. If the student is failing at any two consecutive checkpoints, then he/she will be dropped from the upper level course. This will necessitate summer school and an August graduation.

**Driving Privileges**
Students must register their automobiles with the Principal by completing a registration form at the beginning of the school year. Parent permission is required. Reckless and/or dangerous driving will result in loss of driving and parking privileges on school property. Students must:

1. Park in the designated student parking area
2. Display student parking tags as directed
3. Obtain written permission of an administrator to go to their car at any time during the school day
4. Privileges may be revoked at any time by the school administrator as a consequence for any misconduct
5. School officials may search a student’s vehicle with or without the student’s permission or presence given reasonable suspicion of contraband, crime, misconduct, safety concerns or other course of misbehavior

**Electronic Devices (MP3, game systems, etc)**
Personal electronic devices are not to be used in the building at any time during the school day and should be stored in lockers. Students must have the ability to hear the PA system and fire alarms in case of emergency, and these devices interfere with this communication. Additionally, these devices disrupt teaching and learning. The school district assumes no responsibility for loss or damage of these items. Students may be given the opportunity to stow away visible electronics in their lockers. Failure to do so will result in confiscation. Repeat offenses will result in confiscation and may result in additional disciplinary action. If confiscated, a parent or guardian will be contacted to return the item.

**Employment Certificates**
There are several types of employment certificates issued to students. Work paper application forms can be obtained in the high school office. A physical examination is necessary for all applicants. Additional information on employment certificates may be obtained from the secretary in the high school main
office. Students should use non-instructional time for all actions/inquiries relating to work papers.

Evacuations
In order to insure the health and safety of our students, circumstances may warrant evacuation of the building. Procedures may include:
- Early dismissal with students sent home
- Evacuation and relocation to another site. Students will be bussed or walked to an alternate location as determined by the emergency action plan.
- In the event of such emergency, students will be required to maintain their composure in a quiet and orderly fashion

Extracurricular Activities
Eligibility Policy and Procedures
All students who participate in extracurricular activities must carry a full academic load and maintain a passing grade in every class. If a student is failing any course at the time of any progress report or report card period, he/she will be placed on academic probation and his/her parent/guardian will be notified. If a student is assigned detention he/she is expected to serve it on the day agreed upon. Truancy from detention will make a student ineligible until such time as the detention(s) are served in full. The ineligibility will apply to all extracurricular activities to include sports games, and/or practice. Ineligibility applies to any day of ISS or OSS as well.

While on academic probation, athletes/drama club members may practice and may attend games as spectators, but they cannot play in games, perform, or compete. Athletes/drama club members must also stay with an academic teacher after school each day while on probation. A written pass signed from the after school teacher must be presented to the coach/director to obtain permission to practice that day. While on academic probation, club members may not attend weekly meetings or perform duties associated with the club; however, they may attend a club activity (i.e. a dance) if the activity is open to all students outside the specific club.

Students who are on academic probation will have two weeks to raise their grades to a passing level. They must make every effort to contact their teachers for additional help or assistance. If at the end of the two-week academic probation the student is no longer failing any courses, the probation will end. If a student is failing any course and is not making a significant effort to raise the failing grade, he/she will become ineligible.

Sports and Clubs
Numerous clubs exist to meet the needs and interests of as many students as possible. New clubs may be formed as student interest warrants them. Students are required to meet the school attendance and eligibility requirements in order to participate in extracurricular activities. The student must be in attendance the full day unless extenuating circumstances exist. Students are encouraged to participate in the many clubs and activities listed below:

A complete description of all extracurricular clubs or activities is available online through links to the MS/HS webpage. Additional information can be gathered from each club/activity advisor.
**Intramural Sports**
An intramural sports program is offered to 6th graders throughout the school year. Students are encouraged to participate in those activities that interest them. Students interested in participating should ask their physical education instructor or the Athletic Director.

**High School**
- Jazz Band
- Junior Class
- Leadership Asset Training
- Masterminds
- National Honor Society
- SADD
- Senior Class
- Ski Club
- Soccer
- Track
- Volleyball
- Weight Room
- Yearbook

**Middle School**
- Ski Club
- Student Council
- Weight Room
- Yearbook
- Youth to Youth

**Modified Sports**
Interscholastic modified sports are available in cross-country, swimming, basketball, soccer, softball, volleyball, track and field, and tennis to boys and girls in grades 7 and 8.

**JV/Varsity Sports**
It is possible that a middle school student participates on a high school athletic team or in a high school extracurricular club. The student may have to meet certain eligibility requirements and parents must be in agreement for this to occur. These situations are taken on a case-by-case basis at the discretion of the parents, student, coaches or advisors, and principal.

**Field Trips**
Field trips are considered an extension of the regular instructional program on campus. They may be held at various times during the school year. Students are expected to abide by all school rules and be on their best behavior while participating in any such events. Students are required to submit a parental permission slip prior to all field trips. Every effort is made to minimize academic impact by spacing field trips across the school calendar away from key review or exam periods. Students must be in good standing to attend field trips.
**Academic Standing:** All students on any field trip, curricular or extracurricular in nature, should meet our present criteria for extracurricular activities and be in good academic standing. **Students failing any classes may not be allowed to participate in field trips.** Concerned teachers will alert their colleague who is coordinating the field trip at the time of the first notice that a named student in their class is failing. The failing student will have limited time to reestablish eligibility in order to attend the field trip. That student(s) will have until the second field trip notice is sent out to improve his/her grades.

**Attendance requirements:** Other than excused absences due to documented medical conditions, students are expected to maintain a **minimal attendance rate of 90%** if they are to miss additional instructional time by attending a field trip. If a student is not in school the day prior to a field trip, then he/she may not attend the trip. If any teacher expresses concern about the interrupted attendance pattern of any student listed on a field trip roster, then the Principal must be called to review the attendance and grades for the student in his/her classes in question to determine eligibility to attend the field trip. For any student to attend more than one field trip in a two-week period, the sponsoring teacher/club advisor must meet with the building principal to determine eligibility based on a review of the student’s academic status and attendance history.

**Expectations for missed work:** All students attending field trips are directly responsible for meeting their academic responsibilities. For any missed classes, work due the day of the Field Trip should be handed in some time during the day the Field Trip occurs. Students are also expected to get the notes from any classes missed, record the assignment given for that day and hand it in on the next day or the day it is due.

If a student is scheduled for **ISS** on the day of a Field Trip, he or she will be required to serve the ISS, and s/he will NOT be allowed to participate in the Field Trip. S/he will then be expected to complete the alternate plans made by the sponsoring teacher of the Field Trip.

Students on a Field Trip must carry identification (**ID Cards**) with them at all times.

**Fire Drills**
The signal for a fire drill is a loud, continuous ring. Fire drill instructions are posted in each classroom throughout the school and should be followed. At the signal, students are expected to walk quickly and quietly to the designated exit. (If students are in an unsupervised area, they should leave the building through the nearest exit and report to the nearest group leader.) Students should stand a minimum of 300 feet from the school after evacuating the building and follow directives from staff members or administrators. Students are to refrain from talking during all drills. This allows teachers to communicate clearly any directions and to hear important radio messages. Student misbehavior during drills to include talking may result in disciplinary action.

**Food and Drink**
Students may only consume food and beverage in the cafeteria. Approved seniors with privileges will be allowed to eat in the foyer provided they clean up after themselves. Additionally, the courtyard will be accessible to seniors with privileges. Eating and drinking is not allowed in the hallway during the school day. Some teachers may permit consumption of food/or drink in their classroom. If allowed, students may bring closed packets of food or drink to these rooms. Food packages/containers cannot be
open in the hallways. No food or drink is allowed in science or art rooms, technology or computer labs, or the library at any time. Violators will have items confiscated and discarded without refund.

**Full Academic Load**
Students are expected to take a yearly average of 6 courses plus PE for a total of 6.5 credits per year.

**Graduation**
Seniors interested in speaking at commencement exercises will be allowed to apply for the privilege. A clear application process with deadlines to meet will be shared with all seniors. A student need not be Valedictorian or Salutatorian in order to be considered to speak. Interested seniors will be required to submit their speech in advance for anonymous review by a committee of teachers and administrators. The speech will be assessed using a rubric for its organizational clarity. Additionally, all seniors applying will be required to deliver a brief speech to the review committee. The speech will also be rated using criteria in a rubric.

**Hallway Passes**
Whenever in the hallways, other than during passing time, every student is required to have a signed pass indicating adult authorization to be in transit in the hallway. The pass requirement applies to any and all student travel including ISS, main office, nurse, band or chorus lessons. Loitering will not be permitted. Excess of 4 minutes on a timed pass will be considered loitering. Disruption to instructions will be minimized by quiet, respectful student conduct in the hallway. Any students carrying a forged pass will be subject to disciplinary action. Students who demonstrate disruptive behavior or students with excessive disciplinary records may be placed on pass restriction which will necessitate adult escort in the hallway other than passing times.

**Health Services**
Various health services are offered at Wheatland-Chili as follows:
Student testing of vision and hearing, physical appraisals, and distribution of individual health records and physical examination forms for working papers.

1. In case of illness or immediate need for first aid, students should report to the health office with a pass signed by a classroom teacher/or adult escort. In the event that the school nurse is not in the office, that student should report directly to the main office.
2. Students are asked to report all injuries and accidents to the school nurse.
3. Parents will be notified if students become ill at school. If the parents are not at home during school hours, an alternate phone number, such as a relative or a neighbor, is required. Students may not be released from school without permission from the parents/guardians. If the student should require a tutor for a long-term illness, the parent/guardian should call the Counseling office at 889-6232 to request such arrangements. Documentation from the treating physician will be helpful in granting any request for outside tutoring in lieu of school-based classroom instruction.

All student special health needs or problems should be communicated to the school nurse. This information is kept confidential. Examples of such unique needs are as follows:
1. Asthma
2. Bee sting allergy
3. Allergy to any other substance
4. Difficulty with vision, hearing, or speech
5. Need for appropriate medication during the school day
6. Need for special equipment such as crutches, walkers, wheelchairs, either on a temporary or permanent basis.

**Homework**

Homework is a tool used to supplement classroom learning, reinforce concepts, further critical thinking, check for understanding, and teach responsibility and follow-through. The format and amount of homework will vary based on academic program, grade level and course of study. Parent(s) and Guardian(s) are encouraged to use Schooltool and the Wheatland-Chili teacher website homework pages to support positive homework practices.

**Homework collection for excused students**

Class discussions, interaction with peers, and one-to-one teacher directed feedback constitute a substantial part of the learning experience in school. When a student is ill or experiencing other hardship that prevent him/her from coming to school for legally excusable reasons, work can be sent home so that the student doesn’t fall behind in his/her studies.

Process: Upon notification by the parent, work will be collected in the counseling office. Any parent (or legal guardian) will then be invited to come into school to pick up the school work. Often times the parent may request to speak with a teacher so that they can clearly describe the expectations. By parental request, a sibling or other family member will be allowed to pick up work and deliver it home to the absent student. Other friends of the student will not be allowed to take work out of the building.

Our aim is to encourage a student’s positive connection to school and foster clear communication across a family’s structure.

**Honor Roll and High Honor Roll**

For students to be on the High Honor Roll, they need to have earned a 93-100 unweighted grade point average. Honor Roll students must earn an 85-92 unweighted average. Students must be taking a full academic load (see pg. 16) to be considered for placement on either honor roll. All courses count toward the honor roll and averages are rounded to the nearest whole number. For example: 92.5 is considered a 93. Also 92.45 is considered a 92. In the event that a student’s average meets the prescribed GPA but he or she has failed any course that quarter, he or she will not be considered an honor roll student for that quarter.

**Insurance Plan**

Wheatland-Chili Central School District insures all of its students against accidents incurred in any school activity, including athletics. The insurance does not cover eyeglasses or contact lenses. The school's insurance coverage is secondary to the health insurance that families may already have.

The injured student should report to the school nurse so that a Notice of Pupil Injury Form can be
completed and parent’s appropriately notified. Any injured member of an athletic team or extracurricular activity should report the injury to the person in charge immediately. See “Health Services” for related information.

**Laser Pointers**
These are potentially dangerous devices and not allowed in school. Any student using a laser pointer in school will be subject to disciplinary action. The device will also be confiscated if used in school.

**Library-Media Center**

**Admissions**
1. The library is open every day from 7:30 until 3:00 each day school is open. Students are encouraged to visit their school library to read, study, or research. The library is an acceptable place for leisure reading as well.
2. Any student wishing to work in the library must have a pre- signed pass from his/her subject teacher or study hall. Anyone, including students suspended from their library privilege, may use the library from 2:20 until 3:00 each afternoon.
3. Students wishing to use the library should first report to their study hall at the beginning of the period then have their passes signed before they report to the library. They must sign the library sheet at the circulation desk at the beginning of the period and, if late, the time should be indicated on their pass.
4. In the event of over crowding, priority will be given to students with research work to complete.

**Circulation**
1. Books circulate for a two-week period and may be renewed if there is no reserve on them. Magazines circulate for one week and may also be renewed. (A current list by student ID numbers will also be posted in the library.)
2. Some books are placed on Closed Reserve by individual teachers. These books are shelved behind the circulation desk. Students must sign these out at the desk and read them in the library. The books are then to be returned to the desk at the end of the period. These books may be checked out at the end of the school day and must be returned before the start of first period the next day. Because other students may be interested in the overnight materials, and because the library’s philosophy is to make all materials as accessible as possible, fines of 25 cents per day will be charged for any of these books not returned before first set.
3. Reference books are marked with an "R" or "REF" before the call number (the number on the spine of the book) and are housed in the Reference Room. These books, including the newest encyclopedias, are used in the library and circulate overnight with similar stipulations that apply to reserve books. Old editions of encyclopedias are available for a one week period.

**Interlibrary Loan**
If a student needs a book that is not in the Wheatland-Chili High School library, it may be obtained through the RARE (Rochester Area Resource Exchange) interlibrary loan process. The school library is able to borrow from other school, public, university and industrial libraries, and all students have use of this service. Interlibrary loan request forms are available at the circulation desk or from the library staff. Ask your librarian for more information.
Lost or Damaged Books and Other School Materials

All students are reminded to take care of the textbooks issued to them. At the close of the school year in June, teachers will inspect textbooks and complete charge lists of those students who have lost or damaged books issued to them. Parents will be billed for all such lost or damaged books. Failure of students to pay for lost items may result in disciplinary consequences.

Overdue Books

1. Students who do not return regular books on time will receive an overdue notice after one week. If the books are not returned within four days after a student receives the first notice, the student will lose all borrowing privileges until the book is returned.
2. Students must pay for lost or damaged books. Library personnel will notify parents.
3. Failure of students to pay for damaged or lost books may result in disciplinary consequences.
4. Books borrowed on interlibrary loan are also subject to the fines of the lending library.

Student Conduct in the Library

It is expected that all students will report to the library with appropriate work to do. The library staff welcomes browsers and magazine readers but ask that they be mindful of students who are doing research for school projects or term papers. When a student comes to the library, he/she is expected to stay until the period ends. Students are further expected to work quietly and will be asked to leave if they choose not to observe this rule. Students may use the tables in the periodical area for quiet discussion and should not disturb other students using this area. If a student is asked to leave the library for a disciplinary reason, he or she may lose library privileges for a period of time depending on the nature of his/her misconduct.

Student Library Aide

The library welcomes any students in grades 6-12 who would like to donate time and volunteer their services in the library. The staff can use help in all areas. Students are needed to work at the circulation desk and on the computer and to help with audio-visual materials and equipment, shelve books and read shelves to keep books in proper order, etc. One student will be assigned to each period. Students will be eligible for this opportunity only if they are in good academic standing.

Lockers

A locker is assigned to each student at the beginning of the school year. Students are strongly urged not to share their lockers or give out their combinations to others. The locker remains the property of the school district. Accordingly, the school retains the right to inspect any locker at any time and expects that the locker will be kept clean. The school cannot assume responsibility for property stolen from a locker. Students should not bring large sums of money or expensive personal articles to school. Any instances of theft should be reported immediately to the principal. Wheatland-Chili shall not be held responsible for lost or stolen property.

Students are responsible for keeping lockers in good condition. They should not write on or in them or use adhesives that will ruin a locker's surface. Violations will be dealt with in accordance with the school's vandalism policy. If any student is having a locker problem, he/she should see the principal’s secretary who will coordinate locker repair.
Loitering
Students are encouraged to seek extra help from their teachers after school. Any student remaining in the school building after conclusion of the last class must be under the direct supervision of a staff member. The library and computer center are options. Unsupervised students will be considered to be loitering and subject to disciplinary consequences, including ineligibility from clubs and athletics.

Medicine at School
New York State law does not permit administration of medication during the school day without written directions from the physician and parents. Requirements for administration of any medication while school is in session are as follows and must be submitted at the beginning of each academic year or immediately upon issuance of a prescription:

1. The school nurse must have a written request from the family physician in which he/she identifies the medication and indicates the frequency and dosage of the prescribed medicine. A new request must be filled out for each change of medication or dosage and renewed each school year.
2. The School Nurse must have a written parental request allowing the school nurse to administer the student's medication as specified by a family physician.
3. The student's medication must be delivered directly to the school nurse by the parent in its original bottle/container (prescription and non-prescription). No students are permitted to carry medication to or from school or on school buses at any time. These procedures have been established to protect all children in the school and to ensure positive health practices. Students who are found to possess such substances may be subject to disciplinary consequences.
4. Any student self-medicating in school will be subject to disciplinary consequences relating to drug use and/or possession.

National Honor Society (NHS)-TJ Connor Chapter
The National Honor Society ranks as one of the oldest and most prestigious national organizations for high school students. Chapters exist in three-fourths of the nation's high schools. Since 1921, millions of students have been elected for membership. The selection procedure for the Wheatland-Chili T. J. Connor Chapter is as follows:

1. To be eligible for membership, a candidate must be a junior or senior and designated eligible in the chapter bylaws. Freshmen and sophomores are not eligible. Candidates must have been in attendance at Wheatland-Chili the equivalent of one full semester.
2. Candidates must have a cumulative scholastic average of 88 for the academic year immediately preceding their application.
3. Eligible students must complete a Student Activity Information form. This form will be used to evaluate candidates on the basis of service, leadership, and character.
4. The following are National Honor Society guidelines for service, leadership, and character:

The student who SERVES
- Is willing to uphold scholarship and maintain a loyal school attitude.
- Participates in some outside activity: scouts, church groups, or volunteer services.
Volunteers, dependable, well-organized assistance, and is willing to sacrifice to offer assistance.

works well with others and is willing to take on difficult or inconspicuous responsibilities.

The student who exercises LEADERSHIP

- Is resourceful in identifying new problems, applying principles, and making suggestions.
- Demonstrates leadership in promoting school activities.
- Exercises positive influence on peers in upholding school ideals.
- Successfully holds school offices or positions of responsibility, demonstrates leadership in the classroom, at work, and in school.

The student of CHARACTER

- Takes criticism willingly and accepts recommendations graciously.
- Constantly exemplifies desirable qualities of personality.
- Upholds principles of morality and ethics.
- Demonstrates the highest standards of honesty and reliability.
- Manifests truthfulness in acknowledging obedience toward rules in avoiding cheating in written work and in showing unwillingness to profit by the mistakes of others.

5. A faculty council appointed by the principal shall meet at least once a year to select new members and to consider dismissal, non-selection, and warning cases. The selection of new members shall be by a majority vote of the faculty council after the faculty council has reviewed the Student Activity Information form, as well as any other verifiable information about each candidate.

6. Not selecting a student who is academically eligible can present a difficult situation for both the principal and faculty council. Every effort is made to explain the selection process to those students and parents who may be dissatisfied with the outcome of the selection process.

7. A National Honor Society member who transfers to Wheatland-Chili and brings a letter from the former principal or chapter advisor shall be accepted automatically as a member in good standing of the TJ Connor Chapter.

8. New members shall be inducted in a special ceremony held annually.

Detailed information relating to the NHS and local chapter by laws are available by request from chapter advisors and/or the principal. Many of the local rules have been established based on National guidelines.

Online World of Learning (OWL) Lab

Students in class with their supervising teachers may use computers in OWL during class time while under the direct supervision of their academic teacher in OWL.

Teacher’s whose class software is loaded on PCs in OWL may issue a single set pass to any student to complete assigned class work in OWL during any free set in which there is a computer Lab Monitor. The student will be required to sign into the adjoining computer lab.

Any student with pre-approval to work in OWL must present the pass to the attending Lab supervisor.
before entering OWL. The student must stay at a single assigned PC.

No friends or other student without a pass will be allowed to “hang out” with the approved student. Other students in the same class or with a legitimate pass may work concurrently in OWL.

Physical Education (PE)
All Wheatland-Chili High School students are required to participate in physical education.

1. Students who need to be excused from physical education on a day-to-day basis must follow these procedures:
   a. Bring a note from home signed by a parent, guardian or physician and give it to the P.E. instructor.
   b. Report to the P.E. teacher and get a pass to be excused before the start of class for that particular day.
2. Students who require a long-term excuse from P.E. must follow these procedures:
   a. Bring an excuse from a family physician stating the reason for and the length of the exclusion.
   b. Once the medical problem is resolved, submit a note from the family physician to the P.E. teacher, who will give a copy to the school nurse so that PE activities can resume for that student.
3. Swimming is part of the regular physical education program at Wheatland-Chili and will be scheduled as a unit during the school year for all students.
4. In rare cases, students in Grades 10-12 may be allowed to contract for outside activities for PE credit in limited circumstances. Student must obtain approval by the Athletic Director and Principal for such a program option to be contracted.

Plagiarism
Whether intended or not, plagiarism is a serious offense against academic honesty. It is the responsibility of each student to follow these plagiarism guidelines in all academic subjects that require academic writing and research, otherwise known as “papers”.

In general, plagiarism is defined as benefiting directly from someone else’s writing or ideas without giving proper credit. In particular, plagiarism is the unacknowledged use of someone else’s published or unpublished writing or ideas. Common sources of plagiarized content originate from both print and electronic media such as the internet, copying another students’ work is also plagiarism.

Thus, there are many kinds of plagiarism:
   1. Handing in a paper written by someone else other than yourself
   2. Copying directly from sources without using quotation marks. This includes “lifting” phrases from the original text
   3. Using someone else’s sequence of ideas, arrangement of material, or pattern of thought
   4. Inadequately paraphrasing a source by changing only slightly the author’s word choice and sentence structure, instead of completely rephrasing the idea in your own words (relying too heavily on the source)
5. Plagiarizing your own work by handing in a paper you have already submitted in one course as an original work for another source (This is generally not acceptable, without the full knowledge and consent of all faculty members involved.)

6. Failing to document a direct quote, a paraphrase, a summary, or a chart or graph, both in the body of the paper and in the works cited page.

7. Failing to provide a works cited page.

8. Using another person’s phrases or sentences without putting quotation marks around them is considered plagiarism even if the writer cites in his/her own text the source of the phrases or sentences he/she has quoted.

9. Failing to place in quotation marks and cite wording that is exceptional in expression or style, even if it repeats common knowledge information:  a. Example: “December 7, 1941 is a day that shall live in infamy.” (FDR)

Teacher intervention will occur whenever a student is thought to have engaged in plagiarism or other academic dishonesty. It will be at the discretion of the classroom teacher how to respond to each incidence based on the circumstance, grade level, and history of academic conduct for each student. The teacher will discuss the incident with the student and may also contact the student’s parent(s). Consequences for plagiarism will range from requiring a re-write to receiving a zero for the paper. Students who knowingly provide their work to another student for the purpose of copying will also be addressed. Group study or collaborative work is not considered academic dishonesty unless expressly prohibited by procedures established by the teacher.

Pledge of Allegiance
Subsection 1, Section 802 of the Education Law states that opening exercises in each homeroom at the beginning of the school day must provide “for a salute to the flag and the daily pledge of allegiance to the flag..." Students are expected to stand and stop walking, if in the hallway. There will be no talking during the Pledge or during the morning announcements.

Public Display of Affection
Being overly affectionate in a public place is not in good taste and will not be tolerated at school. Although genuine feelings of affection may exist between two students, students must refrain from inappropriate, lewd or intimate behaviors on school grounds. Once corrected, if the inappropriate conduct continues, students may be subject to disciplinary action. Good taste and respect for others will always be the guideline for appropriate behavior.

Respect for Faculty and Staff
Courtesy is a reflection of the respect that one has for themselves and others. Teachers are to be addressed at all times with the proper title of Mr., Mrs., Ms., or Miss. The teacher has the prime responsibility and authority for managing and directing the lesson and classroom. Failure or unwillingness to solve problems regarding student conduct directly with any teacher may result in disciplinary referral.

Students are responsible for knowing the accepted rules and regulations of each of their teachers, and abiding by them in each respective class. Any teacher has the authority to reprimand any student that is disrupting the learning process. Failure to respond to or carryout a reasonable request by a faculty
member or authorized school personnel will be considered insubordinate and subject the student to disciplinary action by the teacher and/or building principal. See “Code of Conduct” section for more information.

School Closing Information
Students may obtain information on school closings due to inclement weather, emergency or other reasons from:

<table>
<thead>
<tr>
<th>Radio Station</th>
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<tbody>
<tr>
<td>WHAM-AM</td>
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<tr>
<td>WEZO-FM</td>
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<tr>
<td>WROC (TV 8)</td>
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<tr>
<td>WNYR-AM</td>
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<tr>
<td>WPXY-FM</td>
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<tr>
<td>WHEC (TV 10)</td>
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<tr>
<td>WXXI-FM</td>
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School Day
This term used throughout this handbook, refers to the period of time from opening bell of the first class at 7:38 am to closing bell of the last class at 2:14 pm. The building will open at 7:25 am for student entry, and students may remain in the building until 3:00 pm if under direct adult supervision.

Selective Service Registration
Federal regulation states that all male students must register for Selective Service within five days of reaching their 18th birthday. Registration forms are available in the high school main office or at the post office in Scottsville.

Senior Early Dismissal/Late Arrival
Eligible seniors may apply for Early Dismissal and/or Late Arrival in cases where a study hall falls at the beginning or end of their school day. These privileges are contingent upon prescribed academic and behavioral standards outlined in the contract/application, a copy of which can be found in the appendix of this booklet. Student schedules may not be altered to manipulate study hall placement

Senior Privileges
Every senior is granted special privileges reserved for seniors at the beginning of the school year. Seniors must maintain their grades and behave appropriately to return his/her privileges. These are reviewed at 5-week intervals. Eligible seniors may pick up a color pass every 5-weeks. Passes must be carried during the school day. For detailed eligibility criteria, see contract/application in the Appendix of this booklet.

Skateboarding
Skateboarding on school property is not permitted at any time.

Sports Study Hall
High school students in sports awaiting their practices or games should go to the library or cafeteria when not working in the room of a teacher. Loitering in the hallways or foyer will not be permitted. The library represents a quiet study hall similar to the school day. Conversation, music, etc may be permitted in the cafeteria location only. Failure to do so may result in suspension from sports +/or extracurricular activities.

Student Assistance Team (SAT)
A team of trained educators, counselors, and health professionals has been established to help students
who may experience problems such as eating disorders, drug and/or alcohol abuse, depression, suicide, relationships, and coping with divorce. The Student Assistance Team (SAT), supported by the School Board and meets regularly to consult on student identification, intervention, evaluation, assistance and follow-up support. Its purpose is to encourage all students to recognize a problem, enable those students in need to seek the Student Assistance Team for help, and to support any and all efforts to assist students through a difficult time. All referrals to the Student Assistance Team are held in strict confidence. Both students and parents are encouraged to contact the Student Assistance Team through the school nurse, school counselors, any faculty member, or school administrators if they are in need of assistance. Any staff member or parent may refer a student to the SAT.

**Student Independence – Promoting Student Independence**

![Graph showing support from staff increasing with grades]

**Student Support Team (SST)**
The classroom teacher is the primary resource dedicated to student success in the classroom. After school support can be arranged to help a student acquire the necessary skills and content for any course. Additionally, the SST has designed a strength based intervention model to further support student growth and help teachers connect to students in a manner that encourages student success.

**Study Hall**
Students who have assigned study halls, are expected to be on time, bring work (homework, reading, etc.) and contribute to an atmosphere that is quiet and conducive to study. A student who is to be excused from study hall should report with a pass at the beginning of the study hall period before going to the teacher or receiving location, such as the library. Card playing and other distractions are not allowed in school. The behavioral code of conduct also applies in study hall.

Students are expected to arrive to study hall on time and to bring appropriate materials. With permission, students may travel to the computer lab, library, or other designated area with a pass indicating adult approval.

Students are not to make any disturbance that interferes with expected study hall orderliness. Supervisors may assign seats if this contributes to the proper atmosphere. Study hall should be a quiet work area for students. Talking and working together is allowed only with permission of the supervisor. Electronic games, card playing, and other social activities will not be permitted.

Students may be required to fill out a “Study Hall Progress Tracker” form each meeting. If identified, it will be the responsibility of the student to fill this form out daily. However, the study hall supervisor
will be responsible for maintaining these student records and initialing the form daily upon verification that it is complete and accurate.

**Summer School**
Summer school courses will be available for students who fail either course(s) or Regents course(s). It will be expected that students attend summer school should they fail any course or exam. Summer school courses are not available to WCHS students seeking to take new course(s) unless by exception. Summer school is divided into two 3-week sessions. The grades earned during summer school will be used to replace the 2 lowest quarter grades earned at WCHS. The 2 highest quarter grades will be averaged with the 2 summer school grades and averaged with the highest earned Regents or final exam grades to produce the new course grade, which will appear on the student transcript. In all cases it is preferred that a student does his/her best the first time through the course.

**Telephones**
Telephones in the office and in classrooms are not intended for student use, although special exception will be considered. Students may also use personal cell phones before or after the “school day”.

**Transportation**
The primary duty of all transportation staff members is to ensure the physical safety of those students who are eligible to ride the buses. Wheatland-Chili HS students are expected to accept certain responsibilities at all times in order to maintain their privilege of riding district school buses.

Basic rules are posted on each bus and all school rules apply to student riders. Disciplinary procedures will be enforced for misconduct by students who: distract the driver and therefore hinder control of the bus, imperil the safety of other passengers, imperil the safety of pedestrians or other vehicles, damage the bus, otherwise violate the school code of conduct.

*Consequences for Misconduct:*
In the event of misconduct, and when direct efforts or warnings have failed to resolve a problem, the driver may submit the student's name to an administrator for follow-up action. Depending on the circumstances and severity of the misconduct, suspension of student bus riding privileges may result at any point in the disciplinary procedure. When students have been suspended from the bus, they are still required to attend school. It becomes the responsibility of their parents/guardians to arrange transportation to and from school. Additional approval to park on the campus at WeMoCo will be required. This is accomplished using a blue card provided by WeMoCo administration. Absences due to bus suspensions are unexcused for attendance reporting purposes.

**Tutoring**
Tutoring may be temporarily provided to a student with qualifying medical conditions. Tutoring will also be offered to students while they are suspended from school. These services are generally contracted from a partner organization and take place outside of the high school campus. If tutoring is conducted at home, then a parent or adult needs to be home during the tutoring appointment. For tutoring to be arranged, the school will request a letter from a qualified physician that briefly states why a student cannot attend school, describes medical considerations that the tutor should be aware of, gives assurance that the medical condition is not contagious, and provides an estimate of time required to
return the student to school.

**WeMoCo**

WeMoCo students who attend vocational courses in Spencerport are held to both the Wheatland-Chili Code of Conduct as well as all rules and regulations of WeMoCo. Students are expected to maintain regular attendance to continue enrollment in these courses. Additionally, students are required to take district transportation. Students are not allowed to drive to and/or from WeMoCo without permission of the WCHS principal. See student contract and course selection book for more information.

**Youth Court**

Youth Court is a voluntary alternative to the criminal system for young people who have committed a crime or offense. The goal of the Youth Court is to intervene early in anti-social, delinquent, and criminal behavior, and to reduce the incidence and prevent the escalation of such behavior. Youth Court strives to promote feelings of self-esteem a desire of self-improvement, and to foster a healthy attitude toward rules and authority. Youth Court also offers a law-related education program for young people who seek to become members of the court.

**ATHLETIC DRUG AND ALCOHOL POLICY**

The complete Athletic Handbook can be found on the High School Website at [www.wheatland.k12.ny.us](http://www.wheatland.k12.ny.us)

**DRUG AND ALCOHOL POLICY**

We believe that a healthy body and healthy mind are essential for participants in athletics. Participation demands a commitment that implies sacrifices and dedication to physical fitness and conditioning. Our athletic program has made a commitment to ensuring that every athlete accepts that challenge.

**TRAINING RULES RELATED TO DRUGS AND ALCOHOL**

1. Use of alcoholic beverage or violation of any state law in regard to illegal possession of alcoholic beverage is prohibited.
2. Use or possession of illicit drugs is prohibited.
3. Use or possession of tobacco products is prohibited.

**PENALTY FOR VIOLATION OF TRAINING RULES**

**IN-SEASON OFFENSES**

**1st Offense**

The athlete will be dismissed from the team for the remainder of the season. If the violation occurs after one half of the regularly scheduled games have been contested, an additional suspension equal to 25% of the scheduled contests for that student's next sport season will be enforced. This provision carries over from year to year and can effect a sport season in the ensuing year. For example, a one-sport athlete would lose the remainder of the season and portions of that same-sport season the following year if the violation occurs in the second half of the season.
2nd Offense
In the event of a second violation during the high school year, an athlete will be dismissed from the team and shall be ineligible for participation in the athletic program until the completion of the same sport season in the ensuing year.

Example: A violation that is a 2nd offense occurs during the fall season, the athlete will be ineligible until the completion of the fall season the following year.

3rd Offense
The athlete is ineligible for participation in athletics for the remainder of his/her high school years.

OUT OF SEASON OFFENSES

NOTE: Out of season includes the summer as well as all other days while the sport is not in session.

1st Offense
Out of season athletes who violate the code of conduct expectations will be subject to a suspension from the next sports season in which they participate for the number of contests that is equal to 25% of the contests scheduled for that sport.

2nd Offense
Any incident that is a 2nd or 3rd offense and occurs when an athlete is out of season will be referred to the Athletic Director/Asst. Principal/Principal who will determine appropriate disciplinary action.

POSESSION BY ASSOCIATION

If a student athlete attends (and stays) at an event where alcohol or illegal substances are present, or when such an event occurs at their home, the student is deemed to be in “possession by association”. This provision may occur throughout grades 9 – 12 carrying over from year to year.

1st Offense
Parent informed, coach informed, student meets with Athletic Director and a letter of warning is placed in the student’s disciplinary file.

2nd Offense
Parent informed, meeting held with parent, student, coach and Athletic Director, referral to a substance abuse counselor, and a letter of reprimand is placed in the student’s disciplinary file and suspension from 25% of athletic contests for that season. If the violation occurs after 75% of the regularly scheduled games have been contested, or out of season, an additional suspension up to 25% of the scheduled contests for that student's next sport season will be enforced.

3rd Offense
The Athletic Director, Principal, and coach will convene to determine further sanctions.

NOTE: In the event that a junior high school student is found to be in violation of the training rules,
disciplinary suspension will not carry over to a student’s high school experience. Any such student will be given the opportunity to enter high school with a clean slate.

**STUDENT ATHLETE RESPONSIBILITY**

If a student athlete finds that he/she has made a poor choice and has violated the training rules, we encourage them to come forward and take responsibility for their actions. If the student athlete does this within two school days of the violation, the consequences for that violation will be modified appropriately as determined by a committee of coaches and administrators.

**Example:** An in-season student athlete attends a party and consumes alcohol on a Saturday night. That student has until the end of Tuesday to come forward to the Coach, Principal, or Athletic Director and admit their infraction to obtain a reduction in consequences. Instead of a full season of suspension, they may receive a suspension of half the season.

**PARENTAL RESPONSIBILITY**

We expect the parents to assist the school district in helping students make good choices and in the enforcement of training rules and reporting of such violations.

**DIVERSION PROGRAM**

In addition to the suspension penalty, any student who violates regulations for drug or alcohol use may be recommended to participate in a Substance Abuse Diversion Program developed by the District after an initial interview by the substance abuse counselor. Such a program could include anything ranging from one or two meetings with the counselor to an intensive program delivered by an outside agency. Failure to participate may result in continued suspension until this requirement is met.

**INELIGIBILITY FOR AWARDS**

An athlete who violates training rules may be ineligible for all athletic awards for that sport season. Also, athletes that leave a team before the end of a season, as referenced in the family vacation section above, may not be eligible for awards. The ineligibility does not apply to an out of season violation, which allows an athlete to complete a season.

Education and athletics work jointly to ensure the student has educational success in the classroom. We encourage all student athletes to be well prepared in his/her studies and carry that knowledge to the athletic venue. All student/athletes are encouraged to take advantage of the sports study hall after school or work with individual teachers to enhance the learning experience.

**ACADEMIC ELIGIBILITY POLICY AND PROCEDURES**

Any student who participates in athletics must carry a full load of academic classes (six courses plus PE) and should maintain a passing grade in all of those classes. There are approximately eight (8) times throughout the school year when the academic grades of a student-athlete are officially checked. These times are referred to as eligibility checkpoints and occur at the time of progress reports, and quarterly report cards.

**GAME INELIGIBILITY**

If a student is failing any class at the time of any eligibility checkpoint, he/she will be placed on
academic probation for a period of one week. The coach will notify the student verbally at the beginning of the ineligibility period and a letter will be sent home generated by the Principal.

The student athlete will have one week to pass all of his/her classes. If still failing after that one week, the student athlete will become ineligible until all classes are passing. While game ineligible, athletes may practice and attend games as spectators, but they cannot play in games. Athletes must also attend sports study hall, the learning center or stay with an academic teacher, preferably the teacher of the failing course, after school each day.

For the student to become eligible again, he/she must have all teachers sign a “Runaround Sheet” indicating the current grades. Once the sheet is completed it will be submitted to the athletic director at the end of the day for review.

If a student athlete fails a course at the end of the school year, chooses not to go to summer school, or still fails the course after attending summer school, the student-athlete will be game ineligible for the first two weeks of school. If at the end of the two weeks the student is passing all his/her courses, the student will be permitted to fully participate again. If still failing, the period of ineligibility will continue as described previously.

RESPONSIBILITY FOR MATERIALS CONTAINED IN THE HANDBOOK
Parents and students are responsible for knowing and understanding the policies and procedures contained in this handbook. A student’s participation on any athletic team implies that student’s and parents’ knowledge and understanding of this handbook. It is available in the main office, on the school website, and from each coach. In addition, portions of it are located in the highschool student handbook. Therefore a signed contract is not needed.

DISCRETION AND INTERPRETATION OF HANDBOOK
The building Principal has authority to waive aspects of the policies in this handbook or make any changes in special cases where it is determined that circumstances require such action, and such action complies with New York State Education Law.
ATHLETIC ACADEMIC ELIGIBILITY POLICY AND PROCEDURES

Any student who participates in athletics must carry a full academic load (six courses plus PE) and must maintain a passing grade in all of those classes. There are approximately twelve (12) times throughout the school year when the academic grades of a student-athlete are officially checked. These times are referred to as eligibility checkpoints and occur at the time of progress reports, quarterly report cards, and at least one time between each of those reports (approximately at the 7th or 8th week of a quarter).

GAME INELIGIBILITY
If a student is failing any course at the time of any eligibility checkpoint, every 5 weeks, he/she will be placed on academic probation for a period of one week. The coach is expected to notify the student verbally at the beginning of the ineligibility period.

The student athlete will have one week to establish passing grades for all of his/her courses. If he/she is still failing after the probationary week, the student athlete will become ineligible until all courses are passing. Passing grades must be recorded and teacher signed reviewed sheets. It is the student athletes’ responsibility to have this sheet completed and turned into the Athletic Director (AD). The coach may help route the completed sheet.

While game ineligible, athletes may practice and attend games as spectators, but they cannot play in games. Athletes must also attend sports study hall, ASC or stay with an academic teacher, preferably the teacher of the failing course, after school each day while game ineligible. A “Passport to Practice” card, a copy included in the student athletics handbook, signed by the after-school teacher must be presented to the coach to obtain permission to practice that day. If the student athlete fails to produce the signed passport, he/she will not be permitted to practice that day.

For a student athlete to become eligible, he/she must have all teachers sign a “Runaround sheet” indicating current passing grades. Once the sheet is completed it will be submitted to the athletic director at the end of the day for review. In order to be eligible, all grades/progress must indicate good academic standing, passing all courses. These completed runaround sheets may be requested from the AD by the Principal periodically for review of this policy and its procedures. Any student whose forms are not on file will sustain ineligibility until such time as academic proficiency can be verified.

At the end of the first week (Thursday @ 2pm) of ineligibility the student is no longer failing two or more courses, the student can become game eligible again by hand carrying a “Runaround Sheet” that each teacher will sign indicating the current grades. The sheet should be signed on Thursday by all of the student-athlete’s teachers and submitted by the student to the Principal at the end of the day for review. If the student is still failing any class, he/she will remain game ineligible until the following Thursday at which time another runaround sheet can be circulated again. This process will repeat itself until the student-athlete is no longer failing any course.

If a student athlete fails a course at the end of the school year, chooses not to go to summer school, or fails the course again while attending summer school, the student-athlete will be game ineligible for the first two weeks of school. If at the end of the two weeks the student is passing all his/her courses, the
student will be permitted to fully participate again. If still failing, the period of ineligibility will continue as described above.

ATTENDANCE AND ELIGIBILITY
Student athletes are required to attend all classes during the school day to participate in practices and games. In the event of tardiness to school, every student athlete will be given until the end of the 1st scheduled class that day in order to participate in the practice or game on the same day. Arriving after the 2nd class will make that student athlete ineligible to play or practice that day. Similarly skipping any class during school without permission will render a student athlete ineligible the day of the offense. Students who have not completed all assigned detentions or satisfied other disciplinary requirements may not play or practice until such time that all obligations are met. Misconduct, as described in the “Code of Conduct” may cause disciplinary action and cause a student athlete to miss practices and/or games or meets.

DIRECTIONS TO LEAGUE SCHOOLS

Alexander - Take North Rd. west to Route 19. Turn left. Turn left on to route 20. Head west. Turn right on to Route 98. Turn right on Buffalo Rd. The high school is on the left. Approximate time by car is 35 minutes.

Attica - Take North Rd. west to Route 19. Turn left. Take Route 19 south to Route 20; make a right and go west. Take Route 20 to Route 98 to Main St. Make a left and the high school is 1 mile on the right. Driving time is 45 minutes.

Byron Bergen - Take North Rd to Route 19. Turn right and stay on Route 19 into the village of Bergen. Turn left on Route 262. The high school is 5 miles on the left. Driving time is 20 minutes.

Elba - Take North Road to Route 19 and make a right in the village of Bergen. Turn left on Route 262. At Route 98 turn right. The school will be 1/2 mile on the left. Driving time is 40 minutes.

Holley - Take Scottsville-Chili Rd (Route 386) north to Morgan Rd. Turn left. At Union St. (Route 259) turn right. Continue to Route 31 and turn left. Stay on this road through the village of Brockport into the village of Holley. At the light turn right. Turn left at Lynch Rd. The school is on the left. The driving time is 45 minutes.

Kendall - Take Scottsville-Chili Rd (Route 386) north to Morgan Rd. Turn left. At Union St. turn right. Stay on Union St. (Route 259) until Route 104. Turn left. Stay on this until you come to Route 272. Turn right. Route 18 will merge in from the right. Follow Route 18 to the left. This will now be Roosevelt Highway. The high school will be 2 miles on the right. Driving time is 45 minutes.

Lyndonville - Take Scottsville-Chili Rd (Route 386) north to Morgan Rd. Turn left. At Union St. make a right and stay on Union St. (route 259) until Route 104. Turn left and continue for approximately 25
miles. At Route 63 turn right. In the village of Lyndonville, turn left on Housel St. The school is on the left. Driving time is 1-hour and 15 minutes.

**Notre Dame** - Take North Rd to Route 19. Turn right on to the NYS Thruway and go west to Batavia exit #48. Turn left at light. Make the first right on Union St. The high school is 3/4 mile on the right. The driving time is 30 minutes.

**Oakfield-Alabama** - Take North Road to Route 19. Turn right. In the village of Bergen turn left on to Route 262. Go through Elba and stay on Route 262 into the village of Oakfield. Turn right at Route 77. The school is 1 mile on the right side. The driving time is 45 minutes.

**Pembroke** - Take North Rd. to Route 19. Turn right onto the NY State Thruway and go west. Get off at the Pembroke/Corfu Exit 49. Turn right on Route 77 and head south. The school is 1 mile on the left side. Driving time is 1 hour.

Wheatland–Chili Central School District
Student Internet
Acceptable Use Policy

Wheatland Chili Schools are committed to the goal of having technology, computers and network facilities used in a responsible, efficient, ethical, educational and legal manner in accordance with the mission of the school.

- A filter has been installed for the district’s Internet access. While not 100% effective, this filter will block sites with offensive material.

- Students will participate in a grade appropriate Internet orientation, provided by the
Wheatland–Chili School District, pertaining to the acceptable use of the Internet.

- Adequate supervision will be provided to students in the school setting to prevent unauthorized access to the Internet.

- All students using the Internet must sign the Internet Acceptable Use Agreement. A parent/guardian must also sign the Acceptable Use Agreement. Acceptable Use Agreements for students will be completed in each grade K-6 and again in 7th, and 10th grades. K-6 AUP’s will be on file with the classroom teacher and shared with the librarian. 7-12 will be on file with the computer lab coordinator.

Acceptable uses of the network are activities which support teaching and learning. Network users are encouraged to use technology, computers and the Internet for purposes which meet their individual educational needs and take advantage of the computer and network functions. Users must follow posted procedures.

Acceptable uses of technology, computers and the network include, but are not limited to:
- Network file storage
- Word processing and other software installed on computers
- Email (students may use personal email only for the purpose of sending and receiving files, although instant messaging is not allowed)
- Accessing Internet resources for school purposes

Unacceptable uses of technology, computers and the network include, but are not limited to:
- Damaging computers or any technology equipment or changing computer settings
- Visiting web sites or playing Internet games that are inappropriate or not approved by staff
- Using someone else’s account
- Violating copyright laws (Students are responsible for citing all electronic sources.)
- Inappropriate content in documents, email, or online postings
- Using profanity, obscenity, or other language which may be offensive
- Downloading music, videos or software
- Taking and/or publishing digital images that are inappropriate, embarrassing or harassing to other students or staff
- Intentionally bypassing the school’s Internet filters
- Intentionally wasting printing resources
- Engaging in any illegal activity

Online Web Tools
Online communication is critical to our students’ learning of 21st Century Skills and tools such as blogging and podcasting offer an authentic, real-world vehicle for student expression. As educators, our primary responsibility to students is their safety. Hence, expectations for classroom blog, email use, podcasts or other Web interactive use must follow all established Internet safety guidelines.
- Students using blogs, podcasts or other web tools are expected to act safely by keeping ALL personal information - full name, address, birthday - out of their posts.
• Students using such tools agree to not share their user name or password with anyone besides their teachers and parents and treat online spaces as classroom spaces. Speech that is inappropriate for class is also inappropriate online.
• Use appropriate language and graphics. No swearing, vulgarities, disrespectful, obscene, belligerent, threatening language or language which may be offensive to other users.

Monitoring, Privacy & Maintenance
• **Monitoring:** In order to ensure appropriate use, the technology department may observe student computer activity on all Wheatland Chili Schools computers via remote screen monitoring technology.
• **Privacy:** Users of Wheatland Chili School’s technology should be aware that any data stored on the network is the property of Wheatland Chili Schools. Any files may be viewed, copied, or deleted at the discretion of the Technology Staff or Administration. Files may not be locked in order to avoid examination by the Technology Staff.

Consequences for Misuse
• The use of the Internet is a privilege, not a right. Inappropriate use may result in cancellation of those privileges and other disciplinary action.

Disclaimer of Responsibility
Even though Wheatland–Chili has taken reasonable precautions to restrict access to controversial materials, on a global network it is impossible to control all materials. Some material accessible via the Internet may contain items that are inappropriate or objectionable for a minor such as profane, obscene, offensive, abusive, sexually oriented, racially offensive, threatening, inaccurate, defamatory, or illegal materials. Parents/Guardians of minors should be aware of the existence of such material and the ability of students to access this material through the Internet. As a result, Wheatland–Chili School District disclaims any responsibility for any inappropriate or objectionable materials which a student may obtain through the Internet. Use of any information obtained via the Internet is at the user’s own risk. Wheatland–Chili School District specifically denies any responsibility for the accuracy or quality of information obtained through the Internet.

The Wheatland–Chili School District firmly believes that the valuable information and interaction available on this worldwide network far outweighs the possibility that users may access material which is not consistent with the educational goals of the District.