

September 2014

RE: Student Policies

Dear Parents/Guardians:

It is that time of the year when we welcome all our students back to school for the 2014-2015 school year. The Board of Education, teachers and staff look forward to a productive and successful year.

The Parent/Student Handbook is an important document that supports the well-being of all students. Information that is **new and/or revised** has been **bold-faced and underlined** to make it easier to identify.

This handbook contains information on:

- Your child's grades and progress reports
- Records pertaining to your child
- Conferences with your child's teacher
- Wyoming's Code of Conduct
- Student drop off rules in the morning

The information contained in this handbook is very important. We want to ensure that you and your child(ren) have read the handbook and that your child(ren) understands the contents. Therefore, to acknowledge receipt of this handbook and the information contained in it, please review the statements on the next page, have each person listed sign on the designated line then return the signed sheet to the main office or your child(ren)'s teacher.

If you have any further questions about anything contained in this handbook, please contact Mrs. Mary Daniel or Mrs. Michele Pearce in the school office at (585) 495-6222, ext. 117 or 118 and/or [mdaniel@wyoming.k12.ny.us](mailto:mdaniel@wyoming.k12.ny.us) or [mpearce@wyoming.k12.ny.us](mailto:mpearce@wyoming.k12.ny.us).

Until such time, I look forward to working with your child in accomplishing their academic success.

Mickey Edwards  
Superintendent of Schools

ME:mlw

**PLEASE SIGN AND RETURN THIS PAGE.**

I recognize the importance of understanding the Student Handbook for both my child(ren) and myself. I have received a copy of the Wyoming Central School Student Handbook and have read and discussed the Handbook with my child. I understand the newly revised and/or additions that have been **bold-faced and underlined**, and I understand the contents of the student handbook.

**Students:**

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**Parents/Guardians:**

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Parent/Guardians Signature

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Date

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## *Directory of School Staff*

To reach any of the following teachers before or after school hours dial 495-6222 and the extension number. If you do not have the extension number, please dial by last name.

Important telephone numbers:

Superintendent/Principal — **Mr. Mickey Edwards** (ext. 118)  
**Director of Student Services** — **Mr. Michael Bauer** (ext. 116)  
Buildings & Grounds — Mr. Vern Baker (ext. 312)  
Transportation Supervisor — Mrs. Carolyn Timothy 495-6560

Whom do I contact about...?

Attendance, Excuses for Absence and  
Tardiness, Physicals, Student Accident  
Claims

**Maria Herman**, School Nurse  
(ext. 106)

Registration of New Students, Student  
Transfer, Changes in Home Address,  
Need for Conference

Mary Daniel, School Secretary  
(ext. 117)

Student Transportation, Changes in  
Address, Transportation Requests

Mrs. Carolyn Timothy,  
Transportation Supervisor  
495-6560

Special Education, Home Tutors,  
Tuitioned High Schools, Report Cards,  
Remedial Student Counselor Needs

**Michael Bauer**, (ext. 116)

Psychological Testing

**Karen Adams**  
Psychologist (ext. 304)

Cafeteria/Meal Information

Michelle Bennett, (ext. 307)

Tax Collection Information

Carolyn Timothy, Tax Collector  
(ext. 324)

Business Operations

Don Childs, (ext. 334)

Maintenance, Buildings & Grounds

Vern Baker, Building Supervisor,  
(ext. 312)

Working Papers, Special Permits

Mary Daniel, School Secretary  
(ext. 117)

Public Notices, Board of Education,  
Election Results, Filing Petitions,  
Seeking Board Candidacy

Nancy Norton, District Clerk,  
(403)

Information on Newsletters, Applications  
For Employment, School Calendar, and  
Building Request Use

Michele Pearce, (ext. 118)

Athletic Teams, Sport Schedules

Pete Terbuska and Penny Fisher, Athletic Directors  
(ext. 118)

Student Council

**Kim Alfes & Pete Terbuska (101)**

Assemblies and Enrichment Activities

Kim Alfes, (ext. 100)

Computer Use

Kim Alfes (ext. 100)  
**Carolyn Timothy (ext.324),**  
Co-Computer Coordinators

Band Concerts, Vocal Concerts, Instrument  
Music Lessons, Solo Competition

Holly Reinhardt, (ext. 303)

P.L.U.S.

Holly Cox, (ext. 110)

Homework, Student Grades and  
Classroom Problems

Classroom Teacher

**Parents and students will also be able to obtain school information on our new website [www.wyomingcsd.org](http://www.wyomingcsd.org). As of the time of printing the website is under construction. A full release of our new website is expected within the month of September. Please stay tuned for more information.**

## DISTRICT MISSION

The Wyoming Central School District is committed to each student's academic, physical, emotional and social success to ensure students become self-directed life-long learners who function as responsible, productive citizens.

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## ATTENDANCE POLICY

School attendance is both a right and a responsibility as stated in Wyoming Central School Policy #7110. Wyoming Central School District is an active partner with students and parents in the task of ensuring that all students meet or exceed the New York State Learning Standards. Because the Wyoming Central School District recognizes that consistent school attendance, academic success and school completion have a positive correlation; Wyoming Central School District has developed (and will review and revise) a Comprehensive Student Policy to meet the following objectives:

- a) To increase school completion for all students;
- b) To raise student achievement and close gaps in student performance;
- c) To assist all students in meeting the requirements of Grades 3-8 New York State Assessments as mandated by *No Child Left Behind*
- d) To identify attendance patterns in order to design attendance improvement efforts;
- e) To know the whereabouts of every student for safety and other reasons;
- f) To verify that individual students are complying with education laws relating to compulsory attendance;
- g) To determine the District's average daily attendance for State aid purposes.

Education Law Relating to School District's Reporting of Attendance:

The Wyoming Central School District is required to abide by all laws pertaining to attendance as set forth in Section 3213 – Chapter 16, Title IV, Article 65, Part 1, as stated below:

S3213.2© Supervisors of attendance; attendance teachers; attendance officers; appointment, compensation, powers and duties.

### **Powers and Duties:**

Notification upon absence. It shall be the duty of every school district to inform persons in parental relation to elementary school pupils of such person's right to be notified when such pupil is deemed absent from attendance at his designated school. Persons in parental relation to elementary school pupils shall, if such notification is desired, forward a request in writing to the principal of the pupil's designated school. Such request shall contain the telephone number of person or persons in parental relation to the pupil or other information to facilitate communication with such persons by the most expedient means available. No civil or criminal liability shall arise or attach to any school district or employee thereof for an act or omission to act as a result of, or in connection with, the duties or activities authorized or directed by this paragraph.



## **Attendance:**

It is each student's basic responsibility as a member of the school community to be on time and attend all classes. Daily telephone calls will be made by the School Nurse/Attendance Officer to parents or guardians to report unexcused absences.

The following reasons for student absences from schools are recognized as excused:

1. Personal illness
2. Illness or death in the family
3. Impassable roads or weather making travel unsafe
4. Religious observance
5. Medical appointment
6. Approved school-sponsored trips
7. Quarantine
8. Required court appearances

Any other absence is considered unexcused, including school missed due to vacation.

## **Procedures for Reporting an Absence or Early Excuse From School:**

In order to ensure the safety of your child, Wyoming Central School requests the following:

- We encourage parents to call the Health Office at 495-6222, Ext. 106 the morning of their child's absence. If you would like to request homework, please do so no later than 8:30 a.m. When your child returns to school, a written excuse is required explaining the absence.
- Early excuses for school should be requested in writing, by the parent. Please include the time to be excused and who will pick up your child. If anyone other than an authorized person seeks the release from school of a student, he/she must present identification to the school nurse. Please inform the school at the beginning of the school year if you do not want your child picked up from school by certain individuals.
- All releases are handled through the Health Office. You will need to first sign in at the main office. Please do not go to the child's classroom as this may cause an unnecessary disruption or interruption for the students.
- Any changes in your child's usual bus routine should be requested in writing. We do understand that on occasions you do need to make other arrangements, but please request no later than 1:00 p.m.

## **Procedures for Taking Attendance:**

Attendance is taken daily during the homeroom period. At this time, all students should be in their assigned seats. Students in grades K through 4 should report to homeroom immediately after bus arrival. Students in grades 5 through 8 should report directly to their first period class. The classroom teacher will take attendance for that period. Students who report to homeroom or first period class late will be marked tardy. In such cases, the students will be sent to the Nurse's Office for a pass for admission to homeroom or first period class.

The district will support and encourage a student's efforts to maintain or improve school attendance. Students with unexcused absences will be disciplined according to the provisions set forth in the district's code of conduct.

### **Hours of attendance 7:55 a.m. to 2:33 p.m.**

Students should not report prior to 7:55 a.m. If it is necessary that your child come to school before 7:55 a.m., please make special arrangements with the Guidance Secretary. Students will not be permitted to enter the building before 7:50 a.m. Teachers will explain to all of the students the rules for entering and leaving the building.

A specified student drop off area is located on the sidewalk between the primary parking lot and bus loop. All students should be dropped off there. The bus loop is closed between 7:45 – 8:15.

### **Description of Strategies to Meet Objectives:**

The Wyoming Central School will:

- a) Create and maintain a positive school building culture for fostering a physical and psychological environment where the presence of strong adult role models encourages respectful and nurturing interactions between adults and students. This positive school culture is aimed at encouraging a level of student bonding to the school, which in turn should lead to increased attendance.
- b) Develop and carry out a Comprehensive Student Attendance Policy based upon the recommendations of a multifaceted District Policy Development Team that includes representation from the Board of Education, administrators, teachers, students, parents and the community. The District will hold at least one public hearing prior to the adoption of this collaboratively developed Comprehensive Student Attendance Policy.
- c) Maintain accurate record keeping via a Register of Attendance to record attendance, absence, tardiness or early departure of each student.
- d) Utilize data analysis systems for tracking individual student attendance and individual and group trends in student attendance problems.
- e) Develop early intervention strategies to improve school attendance for all students.

### **Determination of Excused and Unexcused Absences, Tardiness and Early Departures:**

Based upon our District's education and community needs, values and priorities, the Wyoming Central School District has determined that absences, tardiness and early departures will be considered excused or unexcused to the following standards.

- a) Excused: An absence, tardiness or early departure may be excused with a note from parent or persons in parental relation if due to personal illness, illness or death in the family, impassable roads due to inclement weather, religious observance, quarantine, required court appearances, attendance at health clinics, school-sponsored activities, approved cooperative work programs, high school visitations, job shadowing, music lessons, take-your-child-to-work observance or other such reasons as may be approved by the Board of Education.
- b) Unexcused: An absence, tardiness or early departure is considered unexcused if the student is absent from school with the knowledge and consent of the parents for other than excused reasons. This lack of attendance may include: family vacations, hunting, shopping, baby-sitting, haircuts, oversleeping.
- c) Truancy: Truancy is an absence by a student who is sent to school, whose parent or persons in parental relation expect him/her to be in school, but does not attend. A student is also

considered truant when that student leaves the school premises during school hours without written permission from a parent or persons in parental relation. A student is also considered truant when that student leaves the school premises without the permission of the school.

### **Student Attendance Record Keeping/Data Collection:**

The record of each student's presence, absence, tardiness and early departures shall be kept in a register of attendance in a manner consistent with the Commissioner's Regulations (July 1, 2003). An absence, tardiness or early departure will be entered as "excused" or "unexcused" along with the District code for the reason.

*Attendance shall be taken and recorded in accordance with the following:*

- a) For students in non-departmentalized kindergarten through eight (i.e., self-contained classrooms and supervised group movement to other scheduled school activities such as physical education in the gym, assembly, etc.), such student's presence or absence shall be recorded after the taking of attendance once per school day.
- b) For students in Grades K-8 or in departmentalized grades (i.e., students pass individually to different classes throughout the day), each student's presence or absence shall be recorded after the taking of attendance in each period of scheduled instruction except that where students do not change classrooms for each period of scheduled instruction, attendance shall be taken in accordance with paragraph "a" above.
- c) Any absence for a school day or portion thereof shall be recorded as excused or unexcused in accordance with the standards articulated in this policy.
- d) In the event that a student at any instructional level from kindergarten through grade 8 arrives late for or departs early from scheduled instruction, such tardiness or early departure shall be reported as excused or unexcused in accordance with the standards articulated in this policy.

A record shall be kept of each scheduled day of instruction during which the school closed for all or part of the day because of extraordinary circumstances including adverse weather conditions, impairment of heating facilities, insufficiency of water supply, shortage of fuel, destruction of or damage to a school building, or such other cause as may be found satisfactory to the Commissioner of Education.

Attendance records shall also indicate the date when a student withdraws from enrollment or is dropped from enrollment in accordance with Education Law Section 3202(1-a).

At the conclusion of each class period or school day, all attendance information shall be compiled and provided to the designated school personnel who are responsible for attendance. The nature of absence, tardiness, or early departure shall be coded on a student's record in accordance with the established District procedures.

### **Attendance Incentives:**

In order to encourage student attendance, the Wyoming Central School District will develop and implement grade-appropriate strategies and programs including, but not limited to:

- a) Attendance honor rolls to be posted in prominent places in the school building and included in District newsletters and, with parent/person in parental relation consent, in community publications;

- b) Recognize perfect attendance throughout the year:
- c) Special events (e.g., assemblies, guest speakers, and field days) scheduled on days that historically have high absenteeism (e.g., Mondays, Fridays, day before vacations);
- d) Grade-level rewards for best attendance;
- e) Classroom acknowledgement of the importance of good attendance (e.g., individual certificates, recognition chart, bulletin boards, homework passes);
- f) Annual poster/essay contest on importance of good attendance;
- g) Assemblies collaboratively developed and promoted by Student Council, administration, PLUS and other community groups to promote good attendance.

## **Regulations of Wyoming Central School District Attendance Policy:**

### **Student Attendance:**

The Wyoming Central School District believes that classroom attendance is related to and affects a student's performance and grasp of the subject matter and, as such, is properly reflected in a student's final grade. The federal law, *No Child Left Behind*, states that all students, Grades 3-8 will participate in annual assessments to meet the mandates of school accountability. The Commissioner of Education of the State of New York has determined that the results of Grades 3-8 assessments for each student will be included in future School Report Cards. It is important that every child attend school on a regular basis to obtain a quality education that will enable all students to be academically successful. In addition to school accountability, a school district must report its attendance each year to the New York State Education Department. The information obtained from state assessments and student attendance is part of the formula for determining a district's state aid for the following year. It is very important that all students attend school on a regular basis. For purposes of this policy, classroom participation means that a student is in class and prepared to work.

Consequently, for each marking period a certain percentage of a student's final grade will be based on classroom participation as well as the student's performance on homework, tests, papers, etc. as determined by the Superintendent and/or classroom teacher.

Students are expected to attend all scheduled classes. Consistent with the importance of classroom participation, unexcused absences, tardiness and early departures will affect a student's grade, including credit for classroom participation, for the marking period.

At the middle school level (Grades 5 through 8), any student with more than 25 absences in a unit of study may not receive credit for that unit of study. However, it is District policy that students with properly excused absences, tardiness and early departures for which the student has performed any assigned make-up work, assignments and/or tests shall not be counted as an absence for the purpose of determining the student's eligibility for credit for the unit of study. District procedures will specify how student tardiness and early departures will be calculated and factored into the District's minimum attendance standard (see Code of Conduct).

### **Students will be considered in attendance if the student is:**

- a) Physically present in the classroom or working under the direction of the classroom teacher during the class scheduled meeting time; or
- b) Receiving approved alternative instruction.

Students who are absent from class due to their participation in a school-sponsored activity are to arrange with their teachers to make up any work missed in a timely manner as determined by the student's teacher. Attendance at school-sponsored events where instruction is substantially equivalent to the instruction which was missed shall be counted as the equivalent or regular attendance in class.

Upon returning to school following an absence, tardiness or early departure, it shall be the responsibility of the student to consult with his/her teacher(s) regarding arrangements to make up missed work, assignments and/or tests in accordance with the time schedule specified by the teacher.

In order to ensure that parents/persons in parental relation and students are informed of the District's policy regarding minimum attendance for all K-4 students, and minimal attendance and credit for a class, and the implementation of specific intervention strategies to be employed prior to denial of credit for a class at the middle school level to the student for insufficient attendance, the following guidelines shall be followed:

- a) Copies of the District's Comprehensive Student Attendance Policy will be included in the Parent/Student Handbook and mailed to parents/persons in parental relations and provided to all students at the beginning of each school year or at the time of enrollment in the District.
- b) School newsletters and publications will include periodic reminders of the components of the Student Attendance Policy.

#### **Notice of Minimum Attendance Standard/Intervention Strategies Prior to the Denial of Credit for A Class at the Middle School Level:**

The person responsible (school nurse) for recording attendance records for the district will generate a report on a biweekly basis. A student who reaches 5 absences during the first 10 weeks will be identified as a possible attendance problem and the first intervention will be implemented. Thereafter, a student will be identified if an attendance pattern does not show improvement and the attendance rate falls below 85%. After being identified, a district team will monitor the student's attendance and appropriate interventions will be taken.

#### **When it is determined that intervention is necessary, the following steps will be taken at both the Elementary and Middle School Level:**

- a) **First Intervention:** The first intervention is a letter sent to the parent/persons in parental relations by certified mail requesting more information about the student absences. The letter will encourage the parent/person in parental relation to promote regular school attendance and to monitor future absences. A copy of the Attendance Policy and a copy of the student's attendance record will be included in the mailing. The School Nurse will make a follow-up contact if no reply is received. As a part of this intervention, the School Nurse will meet with the student to review the student's attendance, discuss the attendance policy and encourage regular school attendance.
- b) **Second Intervention:** When the attendance patterns do not show improvement and the building team (guidance counselor, school nurse, Superintendent) decides that further intervention is necessary, a letter will be sent requesting a conference with the parent/persons in parental relation. The letter will state the purpose of the conference. The purpose of the conference is to determine the consequences for not attending school and to determine a course of action that will

improve the student's attendance. The letter will outline possible future actions that may be taken if the student attendance continues to deteriorate.

- c) Third Intervention: When a family has received two interventions, and the student accumulates at least 15 days of absences, a letter from the student's doctor will be requested by the School Nurse. If further intervention is necessary, the student will be referred to the Instructional Support Team to determine further action.

### **Disciplinary Consequences for Excused Absences and Truancies:**

Students will be permitted no more than five (5) unexcused absences per year before disciplinary consequences occur at both Elementary and Middle School Level.

Truancies: Students are expected to be in school throughout the school day when school is in session. Students leaving school premises during the day while school is in session will be subject to disciplinary procedures. Truancy is a violation of New York State Law and is subject to disciplinary measures imposed by both the school and Family Court.

Unexcused absences, tardiness, early departures and truancies will result in disciplinary sanctions as described in the District's Code of Conduct. Consequences may include, but not be limited to:

- Letter home to parents
- Parent, Superintendent, School Nurse and Guidance Counselor communication conference
- Detention (at discretion of Superintendent)
- In-school suspension \* (at discretion of Superintendent)
- Denial of participation in interscholastic and extracurricular activities
- A mark of zero for any work that is missed or not completed
- Referral to the Instructional Support Team
- Referral to Family Court for repeated unexcused absences or truancies

- \* In-school Suspension of students Grades K-4 will be modified: lunch in Classroom or Principal's Office, no participation in specific class activities (i.e., outside recess, play time)

Make up of missed instructional days (unexcused absence totaling over 5 days) will require that the student make-up missed instructional time. The timeframe for making up this instructional time will be determined by agreement between parent/person in parental relation; student and teacher (see Code of Conduct).

School administration will determine severity of discipline.

### **Tardiness:**

The Wyoming Central School District believes it is important to ensure students are attending class as well as arriving to class on time, since there are essential aspects of entering an orderly environment for learning. Students will be considered tardy if not here by 8:05 a.m.

Tardiness, whether the fault of the child or the parent, cannot be excused except for the following reasons: personal illness, illness of death in the family, impassable roads or weather making travel unsafe; religious observance, attendance at a medical clinic, approved school sponsored trip, quarantine or required court appearance. A note explaining the cause of lateness is required. Since excessive

tardiness and absences are not conducive to good work habits or learning, parents should make every effort to have their children in school every day and on time.

Chronic tardiness and truancy are disruptive to both teachers and fellow students.

**Disciplinary Consequences for Tardiness:**

Students are considered “excused” tardy for the same reasons as stated under “excused” absence. If no excuse is received, the tardiness will be considered “unexcused”. Students will be allowed three (3) unexcused tardies per semester (20 weeks) for emergency situations. Subsequent tardies are subject to the following disciplinary actions:

<u>Issue</u>	<u>Consequence</u>
3 tardies.....	warning slip
4 tardies.....	1 after school detention
5 tardies.....	1 after school detention and letter sent home
6 tardies.....	2 days detention
7 tardies.....	2 days detention
8-12 tardies.....	3 days detention and conference with parents/ person in parental relation
13+ tardies.....	5 days detention on each occurrence and/or referral to the Instructional Support Team

**Appeal Process:**

A parent/person in parental relation may request a review of their child’s attendance record in order to determine the number of absences/tardies.

**Review of Attendance Records:**

The Superintendent or his designee will work in connection with the attendance clerk and other designated staff in reviewing attendance records at the end of each term. This review is conducted to identify individual and group attendance patterns and to initiate appropriate action to address the problem of unexcused absences, tardiness and early departures.

**Student Dismissal Precautions:**

In order to ensure students’ safety, the Superintendent/Principal, School Secretary and School Nurse maintain a list of individuals who are authorized to obtain the release of students in attendance at the school. No student may be released to the custody of any individual who is not the parent or guardian of the student, unless the individual’s name appears upon the list. All individuals must enter and exit through the Main Entrance, sign in at the Office as a Visitor. All individuals must then wait in the Nurse’s Office for the specific student.

Parents or guardians may submit a list of individuals authorized to obtain the release of their children from school at the time of the child’s enrollment.

Certified copies of any court orders or divorce decrees provided by the custodial parent, which restrict a parent’s ability to seek the release of his or her child, shall be maintained in district offices. A summary

of persons authorized not authorized to pick up students will be given to each teacher to ensure the safety of all students.

If anyone seeks the release from school of a student, he/she must report to the school office and present satisfactory identification to the School Secretary and School Nurse. If the person seeking the release of a child exhibits to the school official an out-of-state custody order, the Superintendent will be called.

Early excuses for emergency reasons should be requested in writing by the parent. All releases are handled through the Nurse's Office. Students must be picked up in the Nurse's Office. The person seeking the student's release must sign the register in the Nurse's Office. All authorized persons picking up a student(s) must enter and exit through the Main Entrance.

#### Procedures for Signing Students Out at End of Day:

1. Please do not pick up your child at the end of the school day until 2:20 p.m. at the earliest unless your child has a written excuse from you for an appointment with a doctor, dentist, etc. or, unless you called school earlier in the day regarding your child's appointment.
2. If you are picking up your child up after school, please sign in at the Main Office and go to Room 114. All students being picked up after school will go to Room 114 where they will be supervised until a parent or guardian comes to sign them out. Room 114 will be supervised until 2:45 p.m. Please remember to return to the Main Office to return your visitor pass and sign out.
3. If for some reason you are not able to be here between 2:20-2:45 p.m., your child will be taken to the Nurse's Office to wait after 2:45 p.m.
4. Please remember to park in the parking lot on the north side of the school (near the primary wing). The bus loop is closed during arrival and dismissal times.
5. If you have a health concern regarding your child at the time you are picking your child up, please go to the Nurse's Office.

#### Prohibited conduct regarding student dismissal

No person, either alone or with others, shall:

- Disrupt the orderly conduct of classes, school programs or other school activities, including visitors to classrooms or district dismissal procedures.
- Enter any portion of the school premises without proper authorization or signing in and out in the school office, including picking up students.
- Violate the traffic laws, parking regulations or other restrictions on vehicles or student loading procedures as regulated by New York State Laws and Regulations of Pupil Transportation
- Refuse to comply with any lawful order of identifiable school district officials performing their duties as authorized by the Board of Education.
- Violate any federal or state statute, local ordinance or board policy while on school property or while at a school function as stated in Board Policy #1708 and #2801.

#### **Annual Review by the Board of Education:**

The Board of Education shall annually review student attendance records and if such records show a decline in student attendance, the Board shall make any revisions to the Policy and plan deemed necessary to improve student attendance.



## **Community Awareness of Attendance Policy:**

The Board of Education shall promote necessary community awareness of the District's Comprehensive Student Attendance Policy by:

- a) Providing a plain language summary of the policy to parents or persons in parental relation to students at the beginning of each school year and promoting the understanding of such a policy to students and their parents/person in parental relation;
- b) Providing parents and/or persons in parental relations a laminated summary for quick reference
- c) Providing each teacher at the beginning of the school year or upon employment, with a copy of the policy; and
- d) Providing copies of the policy to any other member of the community upon request.

Education Law Sections 3024, 3025, 3202, 3205, 3206, 3210, 3211, and 3213

\*New York Code of Rules and Regulations (NYCRR) Sections 104.1, 109.2 and 175.6

**CODE OF CONDUCT  
WYOMING CENTRAL SCHOOL DISTRICT  
SHARED DECISION MAKING**

**I. Introduction**

The Board of Education ("Board") is committed to providing a safe and orderly school environment where students can 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, 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").

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

**II. Definitions**

For purpose of this code, the following definitions apply.

"Disruptive student" means a 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.

"Parent" means the biological, adoptive or foster parent, guardian or person in parental relation to a student.

"Bullying" is defined as a variety of negative acts carried out repeatedly over time. It involves a real or perceived imbalance of power, with a more powerful child or group attacking those who are less powerful.

"Hazing" is defined as any humiliating or dangerous activity expected of a student to join a group, regardless of their willingness to participate.

"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, as defined in Vehicle and Traffic Law § 142.

"School function" means any school-sponsored extra-curricular event or activity.

"Violent student" means a student under the age of 21 whom:

- a) Commits an act of violence upon a school employee, or attempts to do so.
- b) 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.
- c) Possess while on school property or at a school function a weapon.
- d) Displays, while on school property or at a school function, what appears to be a weapon.
- e) Threatens, while on school property or at a school function, to use a weapon.
- f) Knowingly and intentionally damages or destroys the personal property of any school employee or any person lawfully on school property or at a school function.
- g) Knowingly and intentionally damages or destroys school district property.

"Weapon" means a firearm as defined in 18 USC § 921 for purposes of the Gun Free Schools Act. It also means any other gun, pistol, revolver, shotgun, rifle, machine gun, disguised gun, dagger, dirk, razor, stiletto, switchblade knife, gravity knife, brass knuckles, sling shot, metal knuckle knife, box cutters, cane sword, electronic dart gun, Kung Fu star, electronic stun gun, marshmallow gun, pepper spray, Swiss army knife, aerosol can or other noxious spray, explosive or incendiary bomb, or other device, instrument, material or substance that can cause serious physical injury or death when used as a weapon.

"Time Out" means temporary separating of a student from a classroom for a time frame of less than one instructional period.

### **III. Student Rights and Responsibilities**

#### **a) Student Rights**

The district is committed to safeguarding the rights given to all students under state and federal law. In addition to those rights, all district students have the right to:

1. A safe, healthy, orderly and civil school environment.
2. Take part in all district activities on an equal basis regardless of age, race, religion, color, national origin, sex, sexual orientation or disability.
3. Present their version of the relevant events to school personnel authorized to impose a disciplinary penalty as in connection with the imposition of the penalty.
4. Access school rules and, when necessary, receive an explanation of those rules from school personnel.

#### **b) Student Responsibilities**

All district students have the responsibility to:

1. Contribute to maintaining a safe and orderly school environment that is conducive to learning and to show respect to other persons and to property.
2. Keep the school free from roughness, bullying, threats, harassment or intimidation of any kind.
3. Keep the school free from all forms of hazing.
4. Be familiar with and abide by all district policies, rules and regulations dealing with student conduct.
5. Attend school every day unless they are legally excused and be in

- class, on time, and prepared to learn.
6. Work to the best of their ability in all academic and extracurricular pursuits and strive toward their highest level of achievement possible.
  7. React to direction given by teachers, administrators and other school personnel in a respectful, positive manner.
  8. Work to develop mechanisms to control their anger.
  9. Ask questions when they do not understand.
  10. Seek help in solving problems that might lead to discipline.
  11. Dress appropriately for school and school functions.
  12. Accept responsibility for their actions.
  13. 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.
  14. Complete homework assignments as required by teacher.

All Eighth Grade students have the responsibility to:

1. Follow the expectations stated above for all district students.
2. Conduct themselves appropriately based on the criteria stated in the Code of Conduct to enable them to participate in the 8<sup>th</sup> Grade class trip.

#### **IV. Essential Partners**

##### a) Parents

All parents are expected to:

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

##### b) Teachers

All district teachers are expected to:

1. Maintain a climate of mutual respect and dignity, which will strengthen students' self-concept and promote confidence to 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 in a fair and consistent manner.
5. 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
  - F. Attendance Expectations
6. Communicate regularly with students, parents and other teachers concerning growth and achievement.
7. Maintain an Incident and Communication Log.
8. Assist students in developing an Action Plan to enable all students to participate in the 8<sup>th</sup> Grade Class Trip.

c) Guidance Counselors

1. Assist students in coping with peer pressure and emerging personal, social and emotional problems.
2. Initiate teacher/student/counselor conferences and parent/teacher/student/counselor conferences, as necessary as a way to resolve problems.
3. Regularly review with students their educational progress and career plans.
4. Provide information to assist students with career planning.
5. Encouraging students to benefit from the curriculum and extracurricular programs.

d) Principal/Superintendent

1. Promote a safe, orderly and stimulating school environment, supporting active teaching and learning.
2. Ensure that students and staff have the opportunity to communicate regularly with the principal and approach the principal for redress of grievances.
3. Evaluate on a regular basis all instructional programs.
4. Support the development of and student participating in appropriate extracurricular activities.
5. Be responsible for enforcing the code of conduct and ensuring that all cases are resolved promptly and fairly.
6. Review with staff the policies of the Board of Education and state and federal laws relating to school operations and management.
7. Inform the Board of Education about educational trends relating to student discipline.
8. Work to create instructional programs that minimize problems of misconduct and are sensitive to student and teacher needs.
9. Work with staff in enforcing the code of conduct and ensuring that all cases are resolved promptly and fairly.

e) Board of Education

1. Collaborate with student, teacher, administrator, and 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.
2. Adopt and review at least once a year the district's code of conduct to evaluate the code's effectiveness and the fairness and consistency of its implementation.
3. Lead by example by conducting Board meetings in a professional, respectful, courteous manner.

## 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. 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:

- a) Be safe, appropriate and not disrupt or interfere with the educational process.
- b) Recognize that extremely brief garments such as muscle shirts, tube tops, net tops, halter tops, spaghetti straps, plunging necklines (front and/or back), see-through garments and pajama bottoms are not appropriate.
- c) Recognize that garments should fit appropriately to cover the stomach area (the belly area will not show).
- d) Recognize that pants and/or jeans will not be so low that underwear is visible.
- e) Recognize that pants, jeans and/or skirts will cover all bare skin
- f) Ensure that shorts and skirts will be long enough so that the hem of the shorts or skirt does not fall above the level of the student's fingertips when arms are straight at the sides.
- g) Ensure that underwear is completely covered with outer clothing.
- h) Include footwear at all times. Footwear that is a safety hazard will not be allowed. This includes flip-flops, rollerblade sneakers-heelies or extreme platform footwear.
- i) Not include the wearing of hats in the school building except for a medical or religious purpose.
- j) Not include items that are vulgar, obscene, libelous, or denigrate others on account of race, color, religion, ancestry, national origin, sex, sexual orientation or disability.
- k) Not promote and/or endorse the use of alcohol, tobacco, or illegal drugs and/or encourage other illegal or violent activities.
- l) Not include jewelry consisting of long heavy chains or dog chains on student clothing or body (i.e., neck area, arms).

The Superintendent shall be responsible for informing all students and their parents of the student dress code at the beginning of the school year and any revisions to the dress code made during the school year.

Students who violate the student dress code shall be required to modify their appearance by covering or removing the offending item, and if necessary or practical replacing it with an acceptable item. Any

student who refuses to do so shall be subject to discipline, up to and including 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 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. District 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.

The Board recognizes the need to make its expectations for student conduct while on school property or engaged in a school function specific and clear. The rules of conduct listed below are intended to do that and focus on safety and respect for the rights and property of others. Students who will not accept responsibility for their own behavior and who violate these school rules will be required to accept the penalties for their conduct.

Students may be subjected to disciplinary action, up to and including suspension from school, when they:

- a) Engage in conduct that is disorderly. Examples of disorderly conduct include:
  1. Running in hallways.
  2. Making unreasonable noise.
  3. Using language or gestures that are profane, lewd, vulgar or abusive.
  4. Obstructing vehicular or pedestrian traffic.
  5. Engaging in any willful act which disrupts the normal operation of the school community.
  6. Trespassing. Students are not permitted in any school building, other than the one they regularly attend.
  
- b) Engage in conduct that is insubordinate. Examples of insubordinate conduct includes:
  1. Failing to comply with the lawful directions of teachers, school administrators or other school employees in charge of students or otherwise demonstrating disrespect.
  2. Lateness for, missing or leaving school without permission.
  3. Skipping detention.
  4. Skipping after school study club.
  
- c) Engage in conduct that is disruptive. Examples of disruptive conduct include:
  1. Failing to comply with the lawful directions of teachers, school administrators or other school personnel in charge of students.
  2. Being late for school or class.
  3. Being unprepared for class.
  
- d) Engage in conduct that is violent. Examples of violent conduct include:
  1. Committing an act of violence (such as hitting, kicking, punching,

- and scratching) upon a teacher, administrator, or other school employees.
2. Committing an act of violence (such as hitting, kicking, biting, punching, and scratching) upon another student or any other person lawfully on school property.
  3. 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. "Weapon" means a gun, pistol, revolver, shotgun, rifle, machine gun, disguised gun, dagger, dirk, razor, stiletto, switchblade knife, gravity knife, metal knuckle knife, box cutters, can sword, electronic dart gun, Kung Fu star, electronic stun gun, marshmallow gun, pepper spray, Swiss army knife, aerosol can, or other noxious spray, explosive or incendiary bomb, or other dangerous instrument that can cause physical injury or death.
  4. Displaying what appears to be a weapon.
  5. Threatening to use any weapon.
  6. Intentionally damaging or destroying the personal property of a teacher, administrator, other district employee or any person lawfully on school property, including graffiti or arson.
  7. Intentionally damaging or destroying school district property.
- e) Engage in any conduct that endangers the safety, morals, health or welfare of others. Examples of such conduct include:
1. Lying to school personnel.
  2. Stealing the property of other students, school personnel, or any other person lawfully on school property or attending a school function.
  3. Acts of sexual harassment as defined in the district's sexual harassment policy.
  4. Selling, using or possessing obscene materials.
  5. Smoking a cigarette, cigar, pipe, or using chewing or smokeless tobacco.
  6. Possessing, consuming, selling, distributing, or exchanging alcoholic beverages or illegal substances, or being under the influence of either "legal or illegal substances" include inhalants, marijuana, cocaine, LSD, PCP, amphetamines, heroin, steroids, tobacco, look-alike drugs, and any substances commonly referred to as "designer drugs"
  7. Inappropriately using or sharing prescription and over-the-counter drugs.
  8. Harassment, which includes a sufficiently severe action or a persistent, pervasive pattern of actions or statements directed at an individual group which are intended to be or which a reasonable person would perceive as ridiculing or demeaning.
  9. Intimidation, which includes engaging in actions or statements that put an individual in fear of bodily harm.
- f) Engage in conduct that constitutes bullying: Examples of such conduct include:
1. Physical (including, but not limited to, hitting, kicking, spitting, pushing, taking personal belongings);
  2. Verbal (including, but not limited to, taunting, malicious teasing, name calling, making threats); and
  3. Psychological (including, but not limited to, spreading rumors; manipulating social relationships; or engaging in social exclusion, extortion, or intimidation).
- g) Engage in Cyberbullying Behavior: As with other forms of bullying, cyberbullying is an attempt to display power and control over someone perceived as weaker. Cyberbullying involving District students may occur both on campus and off school grounds and may



involve student use of the District Internet system or student use of personal digital devices while at school, such as cell phones, digital cameras, and personal computers to engage in bullying.

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 or images, or Web site postings (including blogs).

Cyberbullying has the effect of:

1. Physically, emotionally or mentally harming a student;
2. Placing a student in reasonable fear of physical, emotional or mental harm;
3. Placing a student in reasonable fear of damage to or loss of personal property; and
4. Creating an intimidating or hostile environment that substantially interferes with a student's educational opportunities.

Also, cyberbullying that occurs off-campus, that causes or threatens to cause a material or substantial disruption in the school, could allow school officials to apply the "Tinker Standard" where a student's off-campus "speech" may be subject to formal discipline by school officials when it is determined that the off-campus speech did cause a substantial disruption or threat thereof within the school setting [Tinker v. Des Moines Indep. Sch. Dist. 393 U.S. 503 (1969)]. Such conduct could also be subject to appropriate disciplinary action in accordance with the District Code of Conduct and possible referral to local law enforcement authorities.

- h) Engage in conduct that constitutes hazing. Examples of such conduct include:
1. Humiliation (including socially offensive, isolating or uncooperative behaviors).
  2. Substance abuse (including abuse of tobacco, alcohol or illegal drugs).
  3. Dangerous hazing (including hurtful, aggressive, destructive, and disruptive behaviors).
- i) 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 will not be tolerated. Students waiting for buses when not on school property are expected to conduct themselves in accordance with the district's code of conduct. Examples of misconduct include:
1. Bullying
  2. Hazing
  3. Harassment
  4. Swearing
  5. Getting out of seat
  6. Pushing or kicking
- j) Engage in any form of academic misconduct. Examples of academic misconduct includes:
1. Plagiarism.
  2. Cheating.
- k) Dignity for All Students Act

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 bullying, discrimination and/or harassment and will foster civility in the schools to prevent and prohibit conduct which is inconsistent with the District's educational mission. Since cyberbullying is a form of bullying, the term "bullying" as used in this policy will implicitly include cyberbullying even if it is not explicitly stated.

The District condemns and prohibits all forms of bullying, discrimination and/or 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 bullying, discrimination and/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.

## **VII. Wyoming Central School's Sports Code of Conduct**

Every Wyoming Central School Student/athlete must read and abide by all of the codes of conduct listed below. All students/athletes and their parent(s) or guardian(s) must sign their names as acknowledgement of their reading, understanding and willingness to abide by this code of conduct. All student/athletes must have this document signed and turned in to their coach before they will be allowed to participate.

Student/athletes are representatives of Wyoming Central School and of the Wyoming Community. It is our belief that all student/athletes should conduct and portray themselves in a positive manner that will reflect the positive values of Wyoming Central School at all times.

### **TEAM STANDARDS:**

- a) All student/athletes must attend practices unless they are excused by their coaches or have a legal excuse for not attending.
- b) All student/athletes must demonstrate a commitment, loyalty and dedication to their team, teammates, their coach and the sports program.
- c) All student/athletes will show respect to officials, coaches, opponents and spectators at all times.
- d) All student/athletes will demonstrate control over their emotions and speech at all times.
- e) All student/athletes will demonstrate constant effort to improve their skills and to improving their teams.

### **SPORTSMANSHIP POLICY:**

- a) All student/athletes should learn and understand the rules of their sport.
- b) All student/athletes should always play hard, play fair, play to win and HAVE FUN!
- c) Taunting, verbal disrespect and/or negative gesturing will not be acceptable behavior at any time.

- d) All student/athletes should always respect their opponents
- e) Always congratulate your opponents – win or lose.

**ATTITUDE:**

Wyoming Central School Student/athletes will always demonstrate positive attitudes and dedication that will assist in promoting a sports environment that is competitive and in promoting school spirit. To help encourage school spirit we would like all of our student/athletes to attend, encourage and support all of our sports teams at Wyoming Central School.

It should be understood that coaches will talk with their teams after games, reviewing aspects of the game that their team did well as well as areas that need work. By having these post game conferences we hope that all student/athletes and their coaches can walk away from a game with a clear and similar knowledge of how the team’s performance was and what things they need to work on.

**PROPER CLOTHING AND ATTIRE:**

As stated previously, Wyoming Central School Student/athletes are representatives of not only our school, but our community as well. On game days all student/athletes should dress in a clean, sharp manner, including shirt and tie for boys and dress shirts for girls or game jerseys. No athletes will be allowed to participate or go to an away game if they are wearing clothing that is sloppy, with holes or improper images on them.

**GRADES:**

It is the student/athlete’s responsibility to themselves, their teammates and their coach to keep passing grades. Student/athletes and their parent(s) or guardian(s) should go over the Wyoming Central School Eligibility Standards In Athletics Policy in the student/parent handbook and understand it completely.

**TRANSPORTATION:**

All student/athletes are expected to ride the school bus to and from all away games unless they are excused by their coach. Parents or guardians may pick up their child at Wyoming Central School.

This code of conduct is an effort to increase the importance of the sports programs at Wyoming Central School. As in the academic classroom, teachers/coaches must properly prepare our students for their upcoming High School experience whether it be in the classroom or on the playing field and/or court.

By signing the code of conduct form provided by the team coach to each student who will be participating in sports, it is understood they will be held to a higher standard than in the past not only in the classroom but on the field, court and buses as well. If at any point a student/athlete violates any part of this code of conduct the coach has the right to limit or eliminate playing time in any sport.

**Athlete’s Signature:** \_\_\_\_\_ **Sport:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
**Parent/Guardian Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## **Eligibility Standards in Athletics**

In order to remain eligible to participate in sports, students must maintain good academic standings as well exhibit good behavior and attitudes in the classroom.

Middle school teachers meet regularly to discuss concerns as well as problems being experienced by Middle School Students. In addition, grades are averaged and classroom behavior and attitude is evaluated on a weekly basis in order to identify students in good academic standing as well as those demonstrating proper citizenship in the classroom. Teachers and coaches will regularly discuss student athlete-related problems pertaining to academic standing in the classroom.

If a student/athlete is failing one class, the coach has the right, on any day, to require a player to attend after school study program as he/she feels is necessary. If the student/athlete does not comply, he/she will not be allowed to participate that day.

If any student in grades 5 – 8 is failing (64 or below) in two or more subjects, he/she is placed on probation for one week (Mon. – Sat.). During this time, the student may continue to participate in all practices and games as long as they participate in the after school study program on Tuesday, Wednesday and Thursday and work on improving his/her grades. At the end of one week, if the student has attended the after school study club program and has raised his/her average to passing (65 or above), he/she is removed from probation.

However, if the student is still failing two or more subjects, he/she will become ineligible to participate in all practices and games for one week. At this time the student will also be required to attend the after school homework program during their time of ineligibility. Students will be reviewed weekly until he/she has successfully improved his/her grades.

In addition to grades, students will be evaluated on their behavior/attitude in the classroom. If an athlete receives 3 poor behavioral and/or attitude evaluations during a one week period he/she will:

- a) Be unable to participate for one week (Mon. - Sat.).
- b) The student must also arrange a conference with the involved teachers/staff and their coach, so that the problem can be resolved to everyone's satisfaction.
- c) If this meeting does not take place the athlete will continue to be ineligible until this meeting does occur.

Parents and athletes must realize that student athletes that become ineligible due to grades and/or behavioral problems will miss practices and/or games. These situations will also have a bearing on your son or daughters playing time as well, due to the fact that they will have missed practice time and may have missed out on new concepts and strategies that their coach may have taught the team.

All student/athletes agree to abide by the Wyoming Central School District's Student Code of Conduct and must understand that a violation of the code may result in suspension from their team in addition to any penalty given by the district.

All student/athletes agree to refrain from the use, possession, sale of or distribution of alcohol, drugs and/or tobacco products, on or off campus, during the time that he/she participates on any athletic team.

Practice for all athletic teams may begin at 2:40. However, on Tuesday, Wednesday and Thursday athletes may be assigned to after school homework club or they may wish to participate in another after school activity. All athletes should make their coach(s) aware that they are staying for another activity and report to practice directly after the conclusion of the first activity.

All athletes must be in school by 11:30 a.m. with a legal excuse in order to participate in practice or games. The administration, athletic director(s), and health office may make exceptions when it is deemed necessary in any areas not directly covered in the student/parent handbook, as to legal excuses.

## **VIII. Reporting Violations of the Code of Conduct**

Any student observing a person possessing a weapon, alcohol or illegal substance on school property or at a school function shall report this information immediately to a teacher and/or the Superintendent/Principal. Any weapons, alcohol or illegal substances found shall be confiscated immediately, followed by notification of the parent of the student involved and the appropriate disciplinary action taken, up to and including permanent suspension and referral for prosecution.

The Superintendent/ Principal 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, but in no event later than the close of business the day the Superintendent/Principal learns of the violation. The notification may be made by telephone, followed by a letter mailed on same day as the telephone call is made. The notification must identify the students(s) and explain the conduct that violated the code of conduct and constituted a crime.

## **IX. Disciplinary Procedures and 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:

- a) The student's age.
- b) The nature of the offense and the circumstances, which led to the offense.
- c) The student's prior disciplinary record.
- d) The effectiveness of other forms of discipline.
- e) Information from parents, teachers and/or others, as appropriate.
- f) 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. A student identified as having a disability shall not be disciplined for behavior related to his/her disability.

### **Consequences/Penalties:**

Students who are found to have violated the Student Code of Conduct may be subject to the following continuum of consequences/penalties, either alone or in combination with another. The school personnel identified after each penalty are authorized to impose that penalty, consistent with the student's right to due process.

- a) Verbal warning and/or name written on Board\*\* – Teacher or any other member of the district staff.
- b) Telephone contact to parents regarding violation from teacher or other district staff and/or administration.
- c) If negative behavior persists, teachers or other members of the district staff will have the authority to enact the following consequences, either alone in combination with one another:
  1. Detention\*\*
  2. Parental notification\*\* Note: Detention will result in removal from extracurricular activities (i.e. school dance). If a student is involved in sports, it is the responsibility **of** the person giving the detention to contact the student's coach. Student must attend game/practice, but may not participate.
- d) Continued negative behavior on school premises and/or school bus will be addressed by Superintendent/Principal or designee and could result in:
  - In-school suspension \*
  - Suspension from transportation
  - Suspension from athletic participation
  - Suspension from special or extracurricular activities
  - Suspension of other privileges\* Loss of extracurricular activities for period of In-school suspension
- e) Removal of student from classroom by teacher – teachers may remove students from the classroom for disruptive and/or violent behavior. Removal from the classroom could result in detention or other penalties by the Superintendent/Principal.
- f) Short-term (5 days or less) suspension – The Superintendent/Principal and Board of Education may impose a penalty of suspension for 5 days or less for violations of the Student Code of Conduct.
- g) Long-term (5 days or more) suspension from school – The Superintendent/Principal and Board of Education may impose a penalty of long-term suspension for 5 days or more for violations of the Student Code of Conduct.
- h) Permanent suspension from school – The Superintendent/Principal and Board of Education may permanently suspend a student from school for violations of the Student Code of Conduct.

### **Hazing of Students**

The Board of Education is committed to providing a safe, productive and positive learning environment within its schools. Hazing activities are demeaning, abusive and/or illegal behaviors that harm victims, and are inconsistent with the educational goals of the District by negatively impacting the school

environment. Hazing of a student by another student or group of students is strictly prohibited on school property; in school buildings; on school buses; by school sponsored groups, clubs or teams; and at school sponsored events and/or activities whether occurring on or off-campus. Hazing of a student refers to soliciting, encouraging, aiding, or engaging in “hazing” behavior as defined pursuant to District policy, regulation and/or law.

For purposes of this policy, the term “*hazing*” among students is defined as any humiliating or dangerous activity expected of a student to join a group, regardless of their willingness to participate. Hazing behaviors include, but are not limited to, the following general categories:

- a) Humiliation: socially offensive, isolating or uncooperative behaviors.
- b) Substance abuse: abuse of tobacco, alcohol or illegal drugs.
- c) Dangerous hazing: hurtful, aggressive, destructive, and disruptive behaviors.

Incorporated within this definition are various forms of physical, emotional and/or sexual abuse, which may range in severity from teasing/embarrassing activities to life threatening actions.

Even if the hazing victim participated “willingly” in the activity, or there was no “intent” by the hazer to harm or injure another individual, hazing is still hazing and against the *District Code of Conduct* and may be in violation of New York State Law. However, hazing of students does not need to rise to the level of criminal activity for such conduct to be in violation of District rules and subject to appropriate disciplinary sanctions. Any hazing activity, whether by an individual or a group, shall be presumed a forced activity and in violation of Board policy, regardless of the “willingness” of the student to participate.

Any student who believes that he/she is being subjected to hazing behavior, as well as students, school employees or third parties who have knowledge of or witness any possible occurrence of hazing, shall report the incident to any staff member or the Superintendent. The District will also investigate anonymous student complaints of hazing behavior. The staff member to whom the report is made (or the staff member/building administrator who witnesses hazing behavior) shall investigate the complaint/incident and take appropriate action to include, as necessary, referral to the Superintendent and/or other official designated by the District to investigate allegations of hazing. Investigations of allegations of hazing shall follow the procedures utilized for complaints of harassment within the School District. Allegations of hazing shall be promptly investigated and will be treated as confidential and private to the extent possible within legal constraints.

### **Prohibition of Retaliation:**

The Board of Education prohibits any retaliatory behavior directed against complainants, victims, witnesses, and/or any other individuals who participate in the investigation of allegations of hazing. Follow-up inquiries and/or appropriate monitoring of the alleged hazer(s) or victim(s) shall be made to ensure that hazing behavior has not resumed and that all those involved in the investigation of allegations of hazing have not suffered retaliation. Any act of retaliation is subject to appropriate disciplinary action by the District.

### **Knowingly Makes False Accusations:**

Students who *knowingly* make false accusations against another individual as to allegations of hazing may also face appropriate disciplinary action.

## **District Responsibility/Training:**

Personnel at all levels are responsible for taking corrective action to prevent hazing behavior of which they have been made aware at School District sites; by school sponsored groups, clubs, or teams; and at school sponsored events and/or activities whether occurring on or off-campus. Further, as may be applicable, personnel are to report such hazing behavior to their immediate supervisor. Staff training shall be provided to raise awareness of the problem of hazing within the schools and to facilitate staff identification of, and response to, such hazing behavior among students.

Prevention and intervention techniques within the District to help prevent hazing behavior and to support and protect victims shall include building-wide and classroom-level strategies and activities as determined by administration. Appropriate staff members will provide individual intervention to hazers, victims and their parents to help ensure that the hazing stops.

Rules against hazing shall be publicized District-wide and shall be disseminated as appropriate to staff, students and parents. Disciplinary sanctions for violation of this policy shall be outlined in the *District Code of Conduct* and may also be incorporated in staff and student handbooks. In addition, allegations of hazing behavior may result in referral to law enforcement officials as necessary.

New York State Penal Law Sections 120.16 and 120.17  
Education Law Sections 1709-a, 2503-a, 2554-a and 2801  
8 New York Code of Rules and Regulations (NYCRR)  
Section 100.2(1)(1)

## **Violent Behavior**

Violent behavior will result in immediate removal from the learning environment. Consequences will be at the discretion of the Superintendent/Principal.

### **a. Procedures**

The amount of due process a student is entitled to before a penalty is imposed will depend on the type of penalty being imposed. In all cases, regardless of the penalty imposed, the school personnel authorized to impose the penalty must let the student know what misconduct the student is alleged to have committed, and must investigate 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 penalty in connection with the imposition of the penalty.

Students who are to be given penalties other than a verbal warning, written warning, written notification to their parents or detention are entitled to additional rights before the penalty is imposed. These additional rights are explained below.

### **1. Detention**

Teachers and the superintendent/principal may use after school detention as a penalty for student misconduct in situations where removal from the classroom or suspension would be inappropriate. Detention will be imposed a penalty only after the student's parent has been



notified to confirm that there is no parental objection to the penalty and the student has appropriate transportation home following detention.

## **2. 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 Superintendent/Principal's attention. Students who become a serious disciplinary problem may have their riding privileges suspended by the Superintendent/Principal. In such cases, the student's parents 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 district official imposing the in-school suspension to discuss the conduct and the penalty involved.

## **3. Suspension from athletic participation, extra curricular activities and other privileges**

A student subjected to a suspension from athletic participation, extra-curricular 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.

## **4. In-school Suspension**

The Board recognizes that the school must balance the need of students to attend school and the need for order in the classroom to establish an environment conducive to learning. As such, the Board authorizes Superintendent/Principal to place student who would otherwise be suspended from school as the result of a code of conduct violation in "in-school suspension." "In-school suspension" is the temporary removal of students from the classroom and their placement in another area of the school building designated for such a suspension where students will receive substantially equivalent, alternative education. The In-school suspension will be staffed by approved personnel.

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.

## **5. Teacher Removal of Disruptive Students**

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 disruptive student can affect a teacher's ability to teach and can make it difficult for other students in the classroom to learn. In many instances the classroom teacher can control disruptive student behavior by using good management techniques. Occasionally, however, it may be necessary for a teacher to remove a disruptive student from the classroom to ensure that the other students continue to learn.

A classroom teacher may remove a student from class for up to two days if the teacher determines that the student is disruptive. The removal from class applies to the class of the removing teacher only.

If the student does not pose a danger or ongoing threat of disruption to the academic process, the teacher must provide the student, before the student is removed, with an explanation for why he or she is being removed. The student must also be given the opportunity to present his or her version of the relevant events. Only after this informal discussion may a teacher remove a student from class.

If the student does pose a danger or ongoing threat of disruption, the teacher may order the student to be removed immediately. The teacher must, however, 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 one full school day.

The teacher must complete a district-established referral form and meet with the Superintendent/Principal 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 referral forms. If the principal is not available by the end of the same school day, the teacher must leave the form with the secretary and meet with the Superintendent/Principal prior to the beginning of classes on the next school day.

Within one school day after the removal, The Superintendent/Principal or another designated person by the Superintendent/Principal must notify the student's parent, in writing, that the student has been removed from the class and why. The notice must also inform the parent that he or she has the right, upon request, to meet informally with the Superintendent/Principal or the person designated by the Superintendent/Principal to discuss the reasons for the removal and behavior modification(s) to remedy the cause for the removal. The written notice must be provided by personal delivery, express mail delivery, or some other means that is reasonably calculated to assure receipt of the notice by the day after the student's removal at the last known address for the parent. Where possible, notice should also be provided by telephone if the school has been provided with a telephone number(s) for the purpose of contacting parents.

If at the informal meeting the student denies the charges, the Superintendent/Principal or the Superintendent/Principal's designee must explain why the student was removed and give the student and the student's parents a chance to present the student's version of the relevant events. The informal meeting must be held within two school days of the student's removal. The timing of the informal meeting may be extended by mutual agreement of the parent, teacher and Superintendent/Principal.

The Superintendent/Principal or Superintendent/Principal's designee may overturn the removal of the student from class if the principal finds any one of the following:

- 5a) The charges against the student are not supported by substantial evidence.
- 5b) The student's removal is otherwise in violation of law.
- 5c) The conduct warrants suspension from school pursuant to Education Law § 3214 and a suspension will be imposed.

The Superintendent/Principal or his or her designee must make a determination as to whether to overturn the removal before the close of business on the day after the day of the informal hearing. No student removed from the classroom by the classroom teacher will be permitted to return to the classroom until the Superintendent/Principal makes a final determination, of the period of removal expires, whichever is less. At the teacher's discretion, he or she may rescind the removal prior to the expiration of the full period of removal.

Any disruptive student removed from the classroom by the classroom teacher shall be offered continued educational programming and activities until he or she is permitted to return to the classroom.

Each teacher must keep a complete log (on a district provided form) for all cases of removal of students from his/her class. The Superintendent/Principal must keep a log of all removals of students from class. Removal of a student with a disability may, under certain circumstances, constitute a change in the student's placement. Accordingly, no teacher may remove a student with a disability from his or her class until he or she has verified with the Superintendent/Principal or the chairperson of the Committee on Special Education that the removal will not violate the student's rights under state or federal law or regulation.

Nothing in this section of the code of conduct abridges the customary right or responsibility of a Superintendent/Principal to suspend a student. Further, nothing in this code abridges the customary right and responsibility of a teacher to manage student behavior in the classroom. Short-term, time-honored classroom management techniques such as "time out" in an elementary classroom or in an administrator's office of sending students briefly into the hallway are not considered removals from class. The removal process should not become a substitute for good classroom management.

## **6. Suspension from School**

Suspension from school is a severe penalty, which may be imposed only upon students who are insubordinate, disorderly, violent or disruptive, or whose conduct otherwise endangers the safety, morals, health or welfare of others.

The Board retains its authority to suspend students, but places primary responsibility for the suspension of students with the Superintendent/Principal.

Any staff member may recommend to the Superintendent/Principal that a student be suspended. All staff members must immediately report and refer a violent student to the Superintendent/Principal for a violation of the code of conduct. All recommendations and referrals shall be made in writing unless the conditions underlying the recommendation or referral warrant immediate attention. In such cases a written report is to be prepared as soon as possible by the staff member recommending the suspension.

The Superintendent/Principal, upon receiving a recommendation or referral for suspension or when processing a case for suspension, shall gather the facts relevant to the matter and record them for subsequent presentation, if necessary.

**6a) Short term (five days or less) Suspension from School**

When the Superintendent/Principal (referred to as the "suspending authority") proposes to suspend a student charged with misconduct for five days or less pursuant to Education Law § 3214(3), the suspending authority must immediately notify the student orally. If the student denies the misconduct, the suspending authority must provide an explanation for the basis for the proposed suspension. The suspending authority must also notify the student's parents in writing that the student may be suspended from school. The written notice must be provided by personal delivery, express mail delivery, or some other means that is reasonably calculated to assure receipt of the notice within 24 hours of the decision to propose suspension at the last known address for the parents. Where possible, notice should also be provided by telephone if the school has been provided with a telephone number(s) for the purpose of contacting the parents.

The notice shall provide a description of the charges against the student and the incident for which suspension is proposed and shall inform the parent of the right to request an immediate informal conference with the Superintendent/Principal. Both the notice and informal conference shall be 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 Superintendent/Principal may establish.

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 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 practicable.

After the conference, the Superintendent/Principal shall promptly advise the parents in writing of his or her decision. The Superintendent/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 Board of Education, with the District Clerk within 10 business days of the date of the 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.

**6b) Long term (more than five days) Suspension from School**

When the Superintendent/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. At the hearing the student shall have the right to be represented by counsel, the right to question witnesses against him or her and the right to present witnesses and other evidence on his or her behalf.

The Superintendent/Principal 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/Principal. The report of the hearing officer shall be advisory only, and the Superintendent/Principal may accept all or any part thereof.

An appeal of the decision of the Superintendent/Principal may be made to the Board that will make its decision based solely upon the record before it. All appeals to the Board must be in writing and submitted to the District Clerk within 10 business 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/Principal. Final decisions of the Board may be appealed to the Commissioner of Education within 30 days of the decision.

### **6c) 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.

## **X. Minimum Periods of Suspension**

### **a) 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 subjected 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/Principal 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:

1. The student's age.
2. The student's grade in school.
3. The student's prior disciplinary record.
4. The Superintendent's belief that other forms of discipline may be more effective.
5. Input from parents, teachers and/or others.
6. Other extenuating circumstances.

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

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

The Superintendent is required to refer students over the age of 16 or any student 14 or 15 years old who qualifies for juvenile offender status to the appropriate law enforcement authorities. A student 14 or 15 years old who possesses a firearm, machine-gun or loaded firearm (as

defined in section 265.00 of the Penal Law) on school grounds (as defined in section 220.00 (14) of the Penal Law) qualifies for juvenile offender status under section 1.20 of the Criminal Procedure Law.

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

- b) Students who commit violent acts other than bringing a weapon to school

Any students, other than a student with a disability, who is found to have committed a violent act, other than bringing a weapon onto school property, shall be subject to suspension from school for at least five days. If the proposed penalty is 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 short-term suspension. If the proposed penalty exceeds the minimum five-day suspension, the student and the student's parent will be given the same notice and opportunity for a hearing given to all students subject to a long-term suspension. The Superintendent/Principal 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/Principal may consider the same factors considered in modifying a one-year suspension for possessing a weapon.

- c) Students who are repeatedly substantially disruptive of the educational process or repeatedly substantially interferes with the teacher's authority over the classroom

Any student, other than a student with a disability, who engages in conduct which results in the student being removed from the classroom by teacher(s) on four or more occasions during a semester, will be suspended from school for at least five days. If the proposed penalty is the minimum five-day suspension, the student and student's parent will be given the same notice and opportunity for a hearing given to all students subject to short-term suspension. If the proposed penalty exceeds the minimum five-day suspension, the student and 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.

## **XI. Alternative Instruction**

When a teacher or a student of removes a student of any age from class 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. In addition, alternative instruction will be made available to any student over the compulsory attendance age that presents a sincere desire to complete his/her high school education.

## **XII. Discipline of Student with Disabilities**

The Board of Education recognizes that it may be necessary to suspend, remove or otherwise discipline students with disabilities to address disruptive or problem behavior. The Board also recognizes that students with disabilities enjoy certain procedural protections whenever school authorities intend to impose discipline upon them. The Board is committed to ensuring that the procedures followed for

suspending, removing, or otherwise disciplining students with disabilities are consistent with the procedural safeguards required by applicable laws 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.

**a) Authorized Suspensions or Removals of Students with Disabilities**

1. For purposes of this section of the code of conduct, the following definitions apply.

A "suspension" means a suspension pursuant to Education Law § 3214.

A "removal" means a removal for disciplinary reasons from the student's current educational placement other than a suspension and change in placement to an interim alternative educational setting (IAES) ordered by an impartial hearing officer because the student poses a risk of harm to himself/herself or others.

An "IAES" means a temporary educational placement for a period of up to 45 days, other than the student's current placement at the time the behavior precipitating the IAES placement occurred, that enables the student to continue to progress in the general curriculum, although in another setting, to continue to receive those services and modifications, including those described on the student's current individualized education program (IEP), that will enable the student to meet the goals set out in such IEP, and include services and modifications to address the behavior which precipitated the IAES placement that are designed to prevent the behavior from recurring.

2. School personnel may order the suspension or removal with a disability from his or her current educational placement as follows:
  - A) The Board, the District (BOCES) Superintendent of Schools or a Building Principal delegated the authority to suspend students may order the placement of a student with a disability into an IAES, another setting or suspension for a period not to exceed five consecutive school days and not to exceed the amount of time a non-disabled student would be subject to suspension for the same behavior.
  - B) The Superintendent may order the placement of a student with a disability into an IAES, another setting or suspension for up to 10 consecutive school days, inclusive of any period in which the student has been suspended or removed under subparagraph (a) above for the same behavior, if the Superintendent determines that the student has engaged in behavior that warrants a suspension and the suspension or removal does not exceed the amount of time non-disabled students would be subject to suspension for the same behavior.
  - C) The Superintendent may order additional suspensions of not more than 10 consecutive school days in the same school year for separate incidents of misconduct, as long as those removals do not constitute a change of placement.
  - D) The Superintendent may order the placement of a student with a disability in an IAES to be determined by the committee on special education (CSE), for the same amount of time that a student without a disability would be subject to discipline, but not more than 45 days, if the student carries or possesses a weapon to school or to a school function, or the student knowingly possesses or uses illegal

drugs or sells or solicits the sale of a controlled substance while at school or a school function.

(1) "Weapon" means the same as "dangerous weapon" under 18 U.S.C. §930(g)(w) which includes "a weapon, device, instrument, material, or substance, animate or inanimate, that is used for, or is readily capable of causing death or serious bodily injury, except...(for) a pocket knife with a blade of less than 2 1/2 inches in length."

(2) "Controlled substance" means a drug or other substance identified in certain provisions of the federal Controlled Substances Act, specified in both federal and state law and regulations applicable to this policy.

(3) "Illegal drugs" means a controlled substance except for those legally possessed or used under the supervision of a licensed health-care professional or that is legally possessed or used under any other authority under the Controlled Substances Act or any other federal law.

3. Subject to specified conditions required by both federal and state law and regulations, an impartial hearing officer may order the placement of a student with a disability in an IAES setting for up to 45 days at a time, if maintaining the student in his or her current educational placement poses a risk of harm to the student or others.

**b) Change of Placement Rule**

1. A disciplinary change in placement means a suspension or removal from a student's current educational placement that is either:
  - a. for more than 10 consecutive school days; or
  - b. for a period of 10 consecutive school days or less if the student is subjected to a series of suspensions or removals that constitute a pattern because they cumulate to more than 10 school days in a school year and because of such factors as the length of each suspension or removal, the total amount of time the student is removed and the proximity of the suspensions or removals to one another.
2. School personnel may not suspend or remove a student with disabilities if imposition of the suspension or removal would result in a disciplinary change in placement based on a pattern of suspension or removal.

However, the district may impose a suspension or removal, which would otherwise result in a disciplinary change in placement, based on a pattern of suspensions, or removals if the CSE has determined that the behavior was not a manifestation of the student's disability, or the student is placed in an IAES for behavior involving weapons, illegal drugs or controlled substances.

**c) Special Rules Regarding the Suspension or Removal of Students with Disabilities**

1. The district's Committee on Special Education shall:
  - 1a. Conduct functional behavioral assessments to determine why a student engages in a particular behavior, and develop or review behavioral intervention plans whenever the district is first suspending or removing a student with a disability for more than 10 school days in a



school year or imposing a suspension or removal that constitutes a disciplinary change in placement, including a change in placement to an IAES for misconduct involving weapons, illegal drugs or controlled substances.

If subsequently, a student with a disability who has a behavioral intervention plan and who has been suspended or removed from his or her current educational placement for more than 10 school days in a school year is subjected to a suspension or removal that does not constitute a disciplinary change in placement, the members of the CSE shall review the behavioral intervention plan and its implementation to determine if modifications are necessary.

If one or more members of the CSE believe that modifications are needed, the school district shall convene a meeting of the CSE to modify such plan and its implementation, to the extent the committee determines necessary.

1b. Conduct a manifestation determination review of the relationship between the student's disability and the behavior subject to disciplinary action whenever a decision is made to place a student in an IAES either for misconduct involving weapons, illegal drugs or controlled substances or because maintaining the student in his current educational setting poses a risk of harm to the student or others; or a decision is made to impose a suspension that constitutes a disciplinary change in placement.

2. The parents of a student who is facing disciplinary action, but who has not been determined to be eligible for services under IDEA and Article 89 at the time of misconduct, shall have the right to invoke applicable procedural safeguards set forth in federal and state law and regulations if, in accordance with federal and state statutory and regulatory criteria, the school district is deemed to have had knowledge that their child was a student with a disability before the behavior precipitating disciplinary action occurred. If the district is deemed to have had such knowledge, the student will be considered a student presumed to have a disability.

2a The Superintendent/Principal or other school official imposing a suspension or removal shall be responsible for determining whether the student is a student presumed to have a disability.

2b A student will not be considered a student presumed to have a disability for discipline purposes if, upon receipt of information supporting a claim that the district had knowledge the student was a student with a disability, the district either:

- (1) conducted an individual evaluation and determined that the student is not a student with a disability, or
- (2) determined that an evaluation was not necessary and provided notice to the parents of such determination, in the manner required by applicable law and regulations

If there is no basis for knowledge that the student is a student with a disability prior to taking disciplinary measures against the student, the student may be subjected to the same disciplinary measures as any other non-disabled student who engaged in comparable behaviors.

However, if a request for an individual evaluation is made while such non-disabled student is subjected to a disciplinary removal, an expedited evaluation shall be conducted and completed in the manner prescribed by applicable federal and state law and regulations. Until the expedited evaluation is completed, the non-disabled student who is not a student presumed to have a disability for discipline

purposes shall remain in the educational placement determined by the district, which can include suspension.

3. The district shall provide parents with notice of disciplinary removal not later than the date on which a decision is made to change the placement of a student with a disability to an IAES for either misconduct involving weapons, illegal drugs or controlled substances or because maintaining the student in his/her current educational setting poses a risk of harm to the student or others decision is made to impose a suspension or removal that constitutes a disciplinary change in placement.

The procedural safeguards notice prescribed by the Commissioner of Education shall accompany the notice of disciplinary removal.

4. The parents of a student with disabilities subject to a suspension of five consecutive school days or less shall be provided with the same opportunity for an informal conference available to parents of non-disabled students under the Education Law.

5. Superintendent hearings on disciplinary charges against students with disabilities subject to a suspension of more than five school days shall be bifurcated into a guilt phase and a penalty phase in accordance with the procedures set forth in the Regulations of the Commissioner of Education incorporated into this policy.

6. The removal of a student with disabilities other than a suspension or placement in an IAES shall be conducted in accordance with the due process procedures applicable to such removals of non-disabled students, except that school personnel may not impose such removal for more than 10 consecutive days or for a period that would result in a disciplinary change in placement, unless the CSE has determined that the behavior is not a manifestation of the student's disability.

#### **d) Expedited Due Process Hearings**

1. An expedited due process hearing shall be conducted in the manner specified by Regulations of the Commissioner of Education incorporated into this policy, if:

1a. The district requests such a hearing to obtain an order of an impartial hearing officer placing a student with a disability in an IAES where school personnel maintain that it is dangerous for the student to be in his or her current educational placement, or during the pendency of due process hearings where school personnel maintain that it is dangerous for the student to be in his or her current educational placement during such proceedings.

1b. The parent requests such a hearing from a determination that the student's behavior was not a manifestation of the student's disability, or relating to any decision regarding placement, including but not limited to any decision to place the student in any IAES.

(1) During the pendency of an expedited due process hearing or appeal regarding the placement of a student in an IAES for behavior involving weapons, illegal drugs or controlled substances, or on grounds of dangerousness, or regarding a determination that the behavior is not a manifestation of the student's disability for a student who has been placed in an IAES, the student shall remain in the IAES pending the

decision of the impartial hearing officer or until expiration of the IAES placement, whichever occurs first, unless the parents and the district agree otherwise.

- (2) If school personnel propose to change the student's placement after expiration of an IAES placement, during the pendency of any proceeding to challenge the proposed change in placement, the student shall remain in the placement prior to removal to the IAES, except where the student is again placed in IAES.

2. An expedited due process hearing shall be completed within 15 business days of receipt of the request for a hearing. Although the impartial hearing officer may grant specific extensions of such time period, he or she must mail a written decision to the district and the parents within five business days after the last hearing date, and in no event later than 45 calendar days after receipt of the request for a hearing, without exceptions or extensions.

#### **e) Referral to Law Enforcement and Judicial Authorities**

In accordance with the provisions of IDEA and its implementing regulations:

1. The district may report a crime committed by a child with a disability to appropriate authorities and such action will not constitute a change of the student's placement.
2. The Superintendent/Principal shall ensure that copies of the special education and disciplinary records of a student with disabilities are transmitted for consideration to the appropriate authorities to which a crime is report.

### **XIII. Corporal Punishment**

Corporal punishment is any act of physical force upon a student for the purpose of punishing the 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:

- a. Protect oneself, another student, teacher or any person from physical injury.
- b. Protect the property of the school or others.
- c. 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.

### **XIV. Student Searches and Interrogations**

The Board of Education, as stated in Policy #7330, is committed to ensuring an atmosphere on school property and at school functions that is safe and orderly. To achieve this kind of environment, any school official authorized to impose a disciplinary penalty on a student may question a student about an alleged violation of law or the district code of conduct. Students are not entitled to any sort of "Miranda"-type warning before being questioned by school officials, nor are school officials required to contact a student's parent before questioning the student. However, school officials will tell all students why they are being questioned.

In addition, the Board authorizes Superintendent/Principal, Designee, Guidance Counselor, School Nurse, Head Custodian, and Teacher, to conduct searches of students and their belongings if the authorized school official has reasonable suspicion to believe that the search will result in evidence that the student violated the law or the district code of conduct. An authorized school official may conduct a search of a student's belongings that is minimally intrusive, such as touching the outside of a book bag, without reasonable suspicion, so long as the school official has a legitimate reason for the very limited search.

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, they make an admission against their own interest, 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 as not accurate.

Before searching a student or the student's belongings, the authorized school official should attempt to get 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 practicable, searches will be conducted in the privacy of administrative offices and students will be present when their possessions are being searched.

#### **a) 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 who have no reasonable expectation of privacy with respect to these places and school officials retain complete control over them. 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.

#### **b) Strip searches**

A strip search is a search that requires a student to remove any or all of his or her clothing, other than an outer coat or jacket. If an authorized school official believes it is necessary to conduct a strip search of a student, the school official may do only if the Superintendent/Principal or the school attorney authorizes the search in advance. The only exception to this rule requiring advanced authorization is when the school official believes there is an emergency situation that could threaten the safety of the student or others.

Strip searches may only be conducted by an authorized school official of the same sex as the student being searched and in the presence of another district professional employee who is also of the same sex as the student.

In every case, the school official conducting a strip search must have probable cause - not simply reasonable cause - to believe the student is concealing evidence of a violation of the law or the district

code. In addition, before conducting a strip search, the school official must consider the nature of the alleged violation, the student's age, the student's record and the need for such a search.

School officials will make every attempt to notify the student's parent by telephone before conducting a strip search or in writing after the fact if the parent could not be reached by telephone.

### **c) Documentation of Searches**

The Superintendent/Principal, School Nurse or Head Custodian shall be responsible for promptly recording the following information about each search:

1. Name, age and grade of student searched.
2. Reasons for the search.
3. Name of informant(s).
4. Purpose of search (that is, what item(s) were being sought).
5. Type of scope of search.
6. Person conducting search and his or her title and position.
7. Witnesses, if any, to the search.
8. Time and location of search.
9. Results of search (that is, what item(s) were found).
10. Disposition of items found.
11. Time, manner and results of parental notification.

The Superintendent/Principal shall be responsible for the custody, control and disposition of any illegal or dangerous item taken from a student. The Superintendent/Principal shall retain control of the items, unless items are turned over to the police. The Superintendent/Principal shall be responsible for personally delivering dangerous or illegal items to police authorities.

### **d. Police Involvement in Searches and Interrogations of Students**

District officials are committed to cooperating with police officials and other law enforcement authorities to maintain a safe school environment. Police officials, however, have limited authority to interview or search students in schools or at school functions, or to use school facilities in connection with police work. Police officials may enter school property or a school function to question or search a student or to conduct a formal investigation involving students only if they have:

1. A search or an arrest warrant.
2. Probable cause to believe a crime has been committed on school property or at a school function, or
3. Been invited by school officials.

Before police officials are permitted to question or search any student, the Superintendent/Principal shall first try to notify the student's parent to give the parent the opportunity to be present during the police questioning or search. If the student's parent cannot be contacted prior to the police questioning or search, the parent shall be informed of the questioning or search, in writing, by the Superintendent/Principal as soon thereafter as possible. The Superintendent/Principal will also be present during any police questioning or search of a student on school property or at a school function.

Students who are questioned by police officials on school property or at a school function will be afforded the same rights they have outside the school. This means:

1. They must be informed of their legal rights.

2. They may remain silent if they so desire.
3. They may request the presence of an attorney.

**e. Child Protective Services Investigations**

Consistent with the district's commitment to keep students safe from harm and the obligation of school officials to report to child protective services when they have reasonable cause to suspect that a student has been abused or maltreated, the district will cooperate with local child protective services workers who wish to conduct interviews of students on school property relating to allegations or suspected child abuse, and/or neglect, or custody investigations.

All requests by child protective services to interview a student on school property shall be made directly to the Superintendent/Principal. The Superintendent/Principal shall set the time and place of the interview. The Superintendent/Principal shall decide if it is necessary and appropriate for a school official to be present during the interview, depending on the age of the student being interviewed and the nature of the allegations. If the nature of the allegations is such that it may be necessary for the student to remove any of his or her clothing in order for the child protective services worker to verify the allegations, the school nurse must be present during that portion of the interview. No student may be required to remove his or her clothing in front of a child protective services worker or school district official of the opposite sex.

A child protective services worker may not remove a student from school property without a court order, unless the worker reasonably believes that the student would be subject to danger or abuse if not he or she were not removed from school before a court order can reasonably be obtained. If the worker believes the student would be subject to danger of abuse, the worker may remove the student without a court order and without the parent's consent.

**XV. Visitors to the Schools**

The Board encourages parents and other district citizens to visit the district's school 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 Superintendent/Principal is responsible for all persons in the building and on the grounds. For these reasons, the following rules apply to visitors to the school:

- a. Anyone who is not a regular staff member or student of the school will be considered a "visitor."
- b. All visitors to the school must report to the office of the Superintendent/Principal upon arrival at the school. There they will be required to sign the visitor's register and will 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 school office before leaving the building.
- c. Visitors attending school functions that are open to the public, such as parent-teacher organization meetings or public gatherings are not required to register.
  1. Parents or citizens who wish to observe a classroom while school is in session is required to arrange such visits in advance with the classroom teacher(s), so that class disruption is kept to a minimum.

2. Lunch time is a time for students to interact socially. Parent(s) and/or guardians are encouraged to limit a request to eat lunch with their child to a special occasion only. Please make prior arrangements with the Superintendent and/or his designee.
3. Teachers are expected not to take class time to discuss individual matters with visitors.
4. Any unauthorized person on school property will be reported to the Superintendent/Principal. Unauthorized persons will be asked to leave. The police may be called if the situation warrants.
5. All visitors are expected to abide by the rules for public conduct on school property contained in this code of conduct.

## **XVI. Public Conduct on School Property**

The district is committed to provide 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.

The restrictions on public conduct on school property and at school functions contained in this code are not intended to limit freedom of speech or peaceful assembly. The district recognizes that free inquiry and free expression are indispensable to the objectives of the district. The purpose of this code is to maintain public order and prevent abuse of the rights of others.

### **a. Prohibited Conduct**

No person, either alone or with others, shall:

1. Intentionally injure any person or threaten to do so.
2. Intentionally damage or remove district property.
3. Disrupt the orderly conduct of classes, school programs or other school activities.
4. Distribute or wear materials on school grounds or at school functions that are obscene, advocate illegal action, appear libelous, obstruct the rights of others, or are disruptive to the school program.
5. Intimidate, harass, or discriminate against any person on the basis of race, color, nationality, religion, age, sex, sexual orientation or disability.
6. Enter any portion of the school premises without authorization or remain in any building or facility after it is normally closed.
7. Obstruct the free movement of any person in any place to which this code applies.
8. Violate the traffic laws, parking regulations or other restrictions on vehicles;
9. Possess, consume, sell, distribute or exchange alcoholic beverages, controlled substances, or be under the influence of either on school property or at a school function.
10. Possess or use firearms or other weapons including air guns, pistols, rifles, shotguns, ammunition, explosives, box cutters, knives, gas canisters, pepper spray or other noxious spray in or on school property or at a school function, except in the case of law enforcement officers or except as specifically authorized by the school district.
11. Loiter on or about school property.
12. Gamble on school property or at school functions.
13. Refuse to comply with any lawful order of identifiable school district officials performing their duties.
14. Willfully incite others to commit any of the acts prohibited by this code.

15. Violate any federal or state statute, local ordinance or board policy while on school property or while at a school function.

#### **b) Penalties**

Persons who violate this code shall be subject to the following penalties:

1. Visitors. Their authorization, if any, to remain on school grounds or at the school function shall be withdrawn and they shall be directed to leave the premises. If they refuse to leave, they shall be subject to ejection.
2. Students. They shall be subject to immediate ejection and to disciplinary action as the facts may warrant, including any of the penalties listed in the "Penalties" section of this code of conduct, in accordance with the due process of law requirements.
3. Tenured faculty members. They shall be subject to immediate ejection and to disciplinary action as the facts may warrant in accordance with Education Law section 3020-a or any other legal rights that they may have.
4. Staff members in the classified service of the civil service entitled to the protection of Civil Service Law section 75. They shall be subject to immediate ejection and to disciplinary action as the facts may warrant in accordance with Civil Service Law section 75 or any other legal rights that they may have.
5. Staff members other than those described in subdivisions 4 and 5. They shall be subject to immediate ejection and to warning, reprimand, suspension or dismissal as the facts may warrant in accordance with any legal rights they may have.

#### **d) Enforcement**

The Superintendent shall be responsible for enforcing the code of conduct required by this code. The Superintendent may designate the other district staffs that are authorized to take action consistent with the code.

When the Superintendent or his/her designee sees an individual engaged in prohibited conduct, which in his or her judgment does not pose any immediate threat of injury to persons or property, the designated school official shall tell the individual that the conduct is prohibited and attempt to persuade the individual to stop. The school official shall also warn the individual of the consequences for failing to stop. If the person refuses to stop engaging in the prohibited conduct, or if the person's conduct poses an immediate threat of injury to persons or property, the designated school official shall have the individual removed immediately from school property or the school function. If necessary, local law enforcement authorities will be contacted to assist in removing the person.

The district shall initiate disciplinary action against any student or staff member, as appropriate, with the "Penalties" section above. In addition, the district reserves its right to pursue a civil or criminal legal action against any person violating the code.

## **XVII. Dissemination and Review**

#### **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 a summary of the code to all students at a general assembly held at the beginning of each school year.



2. Mailing a summary of the code of conduct written in plain language to all parents of district students before the beginning of the school year and making this summary available later upon request.
3. 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.
4. Providing all new employees with a copy of the current code of conduct when they are first hired.
5. Making copies of the code available for review by students, parents and other community members.

On an annual basis, the code of conduct will be publicized and explained to all students and distributed, in writing, to parents and guardians of students. A copy of the code will be filed in each school building, where it will be available for review by any individual.

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.

The Board of Education 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 making 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 no later than 30 days after adoption.

## **CLASSROOM RULES**

Each teacher is responsible for establishing his or her classroom rules. These rules will be consistent with the Wyoming Central Board of Education's policy on Student Code of Conduct. The teacher whenever appropriate may involve students in design of the classroom rules. Classroom rules will be posted and reinforced on a regular basis

## **PASSES**

Students are to obtain a pass from a teacher or staff member when requesting permission to go to the office, lockers, lavatories and other classrooms. The following rules will apply:

1. Students will have a special pass obtained from the teacher when given permission to use the lavatory or go to the locker.
2. Each student must have a written pass with teacher authorization to go to another classroom or office.

3. One student at a time will be allowed to use the lavatory pass. The classroom teacher will set a reasonable time limit. Students who violate these rules may be denied the privilege of leaving the room.
4. Teachers will have the authority to approve or deny requests during class time for lavatory or locker request.

## **RECESS AND PLAYGROUND RULES**

Students may have the opportunity to go outside for recess throughout the school year. It is important that students are dressed appropriately for the weather conditions.

For the safety and enjoyment of all students at recess, students are asked to:

1. Stay on designated playground or area with their teacher/monitor.
2. Respect others, take turns, share and allow others to play.
3. Maintain a safe distance from playground equipment while others are using it.
4. Refrain from throwing snowballs, playing king of the mountain, or throwing objects (sticks, stones, dirt, rocks, etc.).
5. Stay away from icy areas.
6. Refrain from using foul language, offensive names, or put-downs.

**NOTE: FAILURE TO FOLLOW PLAYGROUND RULES CAN RESULT IN A LOSS OF PLAYGROUND PRIVILEGES AND DISCIPLINARY MEASURES CONSISTENT WITH THE DISTRICT'S CODE OF CONDUCT.**

## **STUDENT ACCESS TO TELEPHONES**

Students' access to telephones is very restricted. These restrictions are necessary to keep students from developing a habit of calling home. In certain situations, however, it may be necessary for a student to call home. Students must receive permission from their respective classroom teachers to use a telephone. As we begin to notice a pattern of forgetfulness developing in certain students, those students will be denied access. We ask your support in helping students understand why these practices are necessary.

## **STUDENT CONDUCT IN THE CAFETERIA/LUNCHROOM**

Each student has a thirty-minute period for lunch. The cafeteria provides an opportunity for students to have a relaxing lunch with classmates. Students have opportunities to talk with friends and take a break from academic studies. When weather permits and with proper adult supervision, older students are allowed to go outside. It is important to remember that going outside is a privilege that is earned.

To make lunch time more enjoyable for everyone at Wyoming Central School, the cafeteria/lunchroom staff asks that all students:

- Exhibit respect for the lunchroom monitor
- Talk in quiet, conversational voice.
- Respect each other and not throw food or drinks
- Not push or run in the cafeteria or hallway leading to cafeteria
- Not use inappropriate swearing words
- Remain seated until dismissed by lunchroom monitor
- Observe all posted rules pertaining to cafeteria

- No beverage and/or food are to be consumed elsewhere in the building unless student has received permission from teacher/staff

Students who act inappropriately during lunch will be reminded of the rules after their first offense. Students who continue to act inappropriately will have their parents contacted and may be disciplined under the district's code of conduct. Students who continue to demonstrate inappropriate behaviors in the lunchroom may be removed from the cafeteria for a stated time period.

### **USE OF BICYCLES, SKATEBOARDS, ROLLERBLADES, AND SNEAKER SKATES ON SCHOOL PROPERTY**

Students may ride their bicycles to school; however, they must walk their bicycles on school sidewalks. As soon as students arrive at school, they should park and lock their bicycles in the appropriate area. Students riding bicycles home after school must wait on sidewalk, by the front doors, until buses have left the bus loop. The school is not responsible for stolen or damaged bicycles.

Skateboards, roller skates, sneaker skates and rollerblades are not allowed on school property. If a student brings these items to school, they will be confiscated and held until a parent comes to school and picks them up.

### **CELL PHONES**

Cell phones are a disruption to the learning process. Cell phones are prohibited in school and on school buses. The supervising adult and/or teacher for special events only may grant an exception to this rule regarding cell phones. Cell phones will be confiscated by supervising adult or superintendent.

### **USE OF RADIOS, CD PLAYERS, I-PODS, ELECTRONIC VIDEO GAMES, BEEPERS, ETC.**

Radios, CD players, I-Pods, electronic video games and beepers are disruptions to the learning process. These items are prohibited in school and on school buses. All such equipment will be confiscated and held until a parent comes in to pick it up. The supervising adult and/or teacher for special events only may grant an exception to this rule regarding CD players or video games.

### **USE OF SCHOOL COMPUTERS**

The Board of Education considers computers to be a valuable tool for education, and encourages the use of computer-related technology in district classrooms. Through software applications, online databases, bulletin boards and electronic mail, computer use will significantly enhance educational experiences and provide statewide, national and global communication opportunities for students and staff.

Each year students will be granted an account for one academic year to use the school district's computer network. Users of the district's computer equipment shall have no expectation of privacy. The district reserves the right to access all files and monitor all uses of the district's computer technology equipment at its own discretion in order to ensure the equipment is not being used inappropriately. Students are not allowed to bring in floppies, CD's, or DVD's from home for use on school computers. Students will only be allowed to use scanners with adult supervision.

The district prohibits the use of any computer hardware/software in any inappropriate, fraudulent or destructive manner, including, but not limited to:

- Sending out unauthorized messages
- Entering a code-protected file
- Plagiarism
- Altering a software program
- Vandalizing hardware or software components
- Copyright infringement

### *Acceptable Use Agreements*

An acceptable use agreement for student use of the district's computer network is sent home annually. It describes the student's access to the network and expectations for acceptable use. Parents are expected to review this agreement with their child. Students are required to sign the agreement to abide by district policy and regulation in the use of the district's computers.

Failure to abide by these regulations may result in disciplinary action up to and including suspension from school and/or revocation of system access and related privileges.

### *District Responsibilities*

While the district uses technological and manual means to regulate access and information on the school computer network, parents should understand that these methods do not provide a foolproof means of enforcing the provisions of the district's policy and regulations.

The district makes no warranties of any kind, either express or implied, for the access being provided. Further, the district assumes no responsibility for the quality, availability, accuracy, nature or reliability of the service and/or information provided. Use of the district's computer network and the Internet is performed at the user's own risk. Each user is responsible for verifying the integrity and authenticity of the information that is used and provided.

The district will not be responsible for any damages suffered by any user, including but not limited to, loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions caused by its own negligence or the errors or omissions of any user. The district will also not be responsible for the unauthorized financial obligations resulting from the use or access to the district's computer network or the Internet.

## **EXTRACURRICULAR ACTIVITIES**

### **CHAPERONES**

Parents are invited and encouraged to chaperone selected school field trips. Any parent interested in chaperoning a field trip should contact their child's teacher.

### **EXTRACURRICULAR ACTIVITIES**

The Wyoming Central School District offers a variety of co-curricular and extra-curricular activities for students. Members of school sponsored clubs and teams are representatives of the school district. Wyoming Central School students who participate

in extracurricular activities are expected to conform to standards that meet or exceed those in the school district code of conduct.

a. Eligibility for Extracurricular Activities

The first priority of Wyoming Central School is academic. Though extracurricular activities often provide valuable experiences for students, there are times that they may interfere with academic achievement. Extracurricular activities are defined as all school clubs and interscholastic teams.

In order to remain eligible to participate in extracurricular activities and sports, students must maintain good academic standing.

Middle school teachers meet regularly to discuss concerns of Middle School students. In addition, grades are averaged on a weekly basis. If any student in grades 5 through 8 is failing (64 or below), two or more subjects, he/she is placed on probation for one week. During this time, the student may continue to participate in all activities and sports as he/she works on improving his/her grades. At the end of one week, if the student has raised his/her average to passing, he/she is removed from probation. However, if the student is still failing two or more subjects, he/she will be ineligible to participate in any extracurricular activities or sports for one week. At that time, the student will be required to stay for after school homework program during his/her period of ineligibility. Students will continue to be reviewed weekly until he/she has successfully improved his/her grades.

b. Behavior Standards/Code of Conduct

1. The student agrees to abide by the district wide Student Code of Conduct and understands that a violation of the code may result in suspension from the above named activities in addition to any penalty given by the district.
2. The student agrees to refrain from the use, possession or sale of alcohol, drugs and/or tobacco products, on or off campus, during the time that he/she participates in the above-named activities.

## **INTERSCHOLASTIC ATHLETICS**

Student intramural programs and interscholastic athletics are an integral and desirable part of the district's secondary school educational program. Student eligibility for participation on interscholastic teams shall include:

1. authorization by the school physician;
2. written parent or guardian consent; and
3. endorsement by the Building Principal based on established rules and various league and State Education Department regulations.

The district offers the following interscholastic teams:

Fall: Boys and Girls Soccer  
Winter: Boys and Girls Basketball  
Spring : Boys Baseball and Girls Softball

If interested in participating in any of these programs, students should contact Mr. Pete Terbuska or Mrs. Penny Fisher, Co- Athletic Directors.

## **SPECTATOR SPORTSMANSHIP AT INTERSCHOLASTIC EVENTS**

The Wyoming Central School District expects the same behavior of all spectators at school-sponsored sports events that it expects of its staff and students during the regular school day. Spectators at sports events who do not abide by the following guidelines will, in the first instance, be reminded of their obligation, and in the second instance, be asked to leave the event and/or refrain from attending future events for a specific period of time.

All spectators at Wyoming Central School District's interscholastic events will be expected to:

- \* Encourage good sportsmanship for all players, coaches, and officials at every game, practice or other sports event.
- \* Place the emotional and physical well being of the students participating first.
- \* Support the coaches and officials working with the children and encourage a positive and enjoyable experience for all.
- \* Demand a sports environment for the children that are free from drugs, tobacco and alcohol pursuant to the district's code of conduct.
- \* Encourage sportsmanlike behavior from all participants and other spectators.
- \* Encourage and support appropriate dress code.

## **STUDENT FIELD TRIPS**

Wyoming Central believes field trips are an important part of the educational program. By providing students with hands on experience and exposure to the larger community, field trips can greatly enhance a student's educational experiences.

A signed permission slip from the parent or guardian is required for each child for each field trip. A child who does not provide a signed permission slip will be prohibited from participating and will be given an alternative assignment on the day of the field trip.

The classroom teacher will provide parents with specific instructions for lunch, appropriate dress, and arrival and departure times. If the weather is bad on the day of a scheduled field trip, parents should contact the main office to inquire on the status of the trip.

All students are expected to exhibit proper behavior on field trips. While field trips take place outside of school, school rules still apply. Students are expected to abide by the school's student code of conduct while on a field trip. In addition, students who are unable to maintain appropriate behavior in the classroom may jeopardize their opportunity to go on a field trip. Parents will be notified prior to the trip if there are concerns about their child's behavior.

### *Cancellations*

In light of current events, the overall safety of the proposed trip location and of travel conditions will be a key factor in granting approval for field trips. Should conditions change during the time between the approval of a trip and the actual date of departure, it may become necessary to cancel the trip and deposited monies may be forfeited.

## STUDENT FUND RAISING

It is recognized that fund raising is the major source of money for student organizations. Each group must receive the permission of the Superintendent/Principal to engage in any fund-raising activity any items are ordered or any commitments are made to either outside companies or to students. A calendar will be established annually to represent all activities and no fund-raising will begin that is not approved and scheduled in advance with the Superintendent.

If a fund-raising activity is approved, neither staff nor students may be personally solicited during school hours, including lunch hours.

No sale of food will be allowed in the building on school days before 3:00 p.m.

## STUDENT ORGANIZATIONS

Pursuant to the Federal Equal Access Act, once the Wyoming Central School District permits its premises to be utilized by noncurriculum-related student run groups, all other student run noncurriculum-related groups must be permitted to meet as well.

The district reserves the right to require a group to submit:

- a list of its members designated as contacts;
- a copy of its constitution and/or bylaws; and
- the constitution and/or bylaws of any off campus organization with which it is affiliated.

Generally, student groups may not restrict membership on the basis of race, sex, national origin or other arbitrary criteria.

The following list presents current student organizations and their faculty advisors. If a student is interested in joining any of the activities sponsored by these organizations, he/she should ask the advisor for further information.

### Club

Art Club

Athletic Director

Bully Buster Advisors

Drama Club

Foreign Language Club

Jr. National Honor Society

Math Team

Music Club

Page Turners

Rite Aid Drug Quiz Advisor

### Advisor

Miss Kim Alfes

Mr. Peter Terbuska and

Mrs. Penny Fisher

SAT Members

Miss Kim Alfes and

Mrs. Holly Reinhardt

Mrs. Ursula Fuest and

Mrs. Sonya Bender

Mrs. Ursula Fuest and

Mrs. Sonya Bender

Mrs. Kathy Schuessler

Mrs. Holly Reinhardt

Mrs. Marie May and

Miss Amy Camp

Mr. Pete Terbuska

Mrs. Penny Fisher

Mr. Bob Finster

Mrs. Kathy Schuessler

SAT Member (Student Assistance Team)

Science Environmental Club  
School to Work Liaison  
School Newspaper/Press Club  
Student Council

Wyoming County Fair Advisor

Yearbook  
6<sup>th</sup> Grade Advisors

7<sup>th</sup> Grade Advisors

8<sup>th</sup> Grade Advisors

Mr. Mike Bauer  
Miss Kim Alfes,  
Mrs. Ursula Fuest,  
Mrs. Maria Herman,  
Mr. Peter Terbuska

Mrs. Deb Welch  
Mrs. Ursula Fuest  
Mrs. Penny Fisher Maples  
Mr. Pete Terbuska and  
Miss Kim Alfes

**Mrs. Mary Daniel and**

**Miss Sandy Joy**

Miss Kim Alfes

**Miss Amy Camp and**

**Mrs. Marie May**

Miss Kim Alfes and  
Mrs. Kathy Schuessler  
Mr. Pete Terbuska and  
Mrs. Ursula Fuest

## **GRADING AND PROMOTION**

### **HONOR ROLLS**

Four times each year, after report cards are issued, an honor roll will be released based upon grades received during the quarter. Students are eligible for honor roll listings if they have passed all courses and are enrolled on a full-time basis.

Honor Roll will be given to those students with an average of 90 or above. Honors will be awarded to students with an average between 85 and 89.

### **PROMOTION AND RETENTION OF STUDENTS**

Grades 5 through 8

1. If a student fails two major subjects with less than a grade of 65%, they may be retained in their present grade.
2. If a student fails one major subject and two minors with less than a grade of 65%, they may be retained in their present grade.
3. Major subject areas: Math, English, Science, Social Studies and Foreign Language.
4. Minor subject are: all others such as Art, Music, Home and Career Skills, Technology, Health and Physical Education.

Promotion/retention discussion will be on a case-by-case basis. Parents shall be an important part of any decision regarding promotion/retention.

*Early Identification/Intervention*



Classroom teachers are expected to make every effort to identify early those students at risk of failing. The Superintendent and the parents/guardian must be notified promptly if retention is anticipated, and a special support program shall be designed for each child identified as in danger of failing.

## **RULES FOR STUDY TIME**

The Wyoming Central School attempts to provide students with an opportunity for students in Grades 5 through 7 with an opportunity for a “study time period” when the schedule allows. This time period allows a student to complete necessary assignments or seek help from a teacher. The following rules have been designed so that each student has an opportunity for structured study time. The rules are:

1. All rules in the Code of Conduct apply.
2. Students are required to bring all necessary materials to study time.
3. The teacher has the authority to assign alternative work for students who have a habit of failing to bring assignments and necessary materials.
4. Students are to have an assigned seat. There will be no talking without teacher permission.
5. Due to the need to maintain a quiet environment, students will not be allowed to bring in games, playing cards. Or other similar items.
6. Teachers have the authority to permit student use of appropriate educational games such as computer software, flash cards, math manipulatives, etc.
7. The rules of hallway, locker, and lavatory passes apply to study time.

## **HOMEWORK POLICY**

The Wyoming Central School District Shared Decision Making Team set as a priority the development of a K-8 Homework Policy. Decisions regarding the policy have been reached by consensus. We believe that the Homework Policy will contribute to teaching and learning in our school thereby fulfilling our mission as a Shared Decision Making Team.

- a. Purpose of the Wyoming Central School Homework Policy.
  1. To provide teachers an assessment of independent learning skills.
  2. To teach students responsibility, organizational skills and positive work habits.
  3. To develop an understanding for students that homework is an important part of learning.
  4. To reinforce skills and subject content.
  5. To introduce new subject content.
- b. Defining Homework.
  1. Homework is schoolwork to be done at home.
  2. Homework assignments will be relevant and related to specific learning objectives.
  3. Homework assignments will have clear set of expectations for accomplishments (time, due date and grade).
- c. Teacher Responsibilities.
  1. Homework should serve a worthwhile and valuable purpose.
  2. Teachers will present the assignment to address different learning styles (visual and auditory).
  3. Teachers will clearly state procedures for makeup and late assignments. Students

will be told what the consequences are for failure to turn in assignments and for late homework.

4. Teachers will state the specifics regarding homework assignments: Expectations of length, time allocation, due date, format and materials needed to complete the assignment.
  5. Teachers will communicate with parents to explain homework procedures and consequences at the beginning of the school year. There will be follow-up communication when necessary.
  6. Teachers will provide instructional materials and relevant resources necessary to complete assignments.
  7. Long term projects assignments should be coordinated within the grade level to insure that an overload does not occur.
  8. Consideration should be given to the amount of homework given on evenings of special school related activities (concerts, open house, etc.).
  9. Each student in Grades 5-8 will be provided with one (1) Student Organizer.
  10. All homework assignments should be relevant, practical and prepared with an expectation of a high degree of student success.
  11. Teachers should provide clear and concise directions for students.
  12. Teachers will grade and return homework assignments within a reasonable and appropriate time period.
  13. Student progress on homework will be monitored on a regular basis.
  14. Teacher shall communicate on a regular basis with parents regarding their child's homework progress.
  15. Teachers shall provide positive recognition and assistance to promote successful homework completion.
- d. Student Responsibilities
1. To use the Student Organizer to record assignments and other important information. Each student is to maintain and keep the Student Organizer safe, secure and neat.
  2. To complete all homework assignments within the specified time period.
  3. To ask the teacher questions or seek help if having difficulties.
  4. To pay attention during classroom discussions and directions for homework assignments.
  5. To discuss, inform and show parents homework assignments on a frequent basis.
  6. When absent from class students are responsible for getting assignments from the teacher or other students.
  7. Students should complete their assignments neatly and to the best of their ability.
  8. To find a personal quiet study area to complete assignments without interruptions.
  9. To be aware of extra curricular activities and plan accordingly.
- e. Parental Responsibilities.
1. To attend Open House and Parent Conferences to learn about class expectations for homework.
  2. To monitor their child's time spent on daily homework assignments.
  3. To routinely check their child's Student Organizer.
  4. To contact the teacher if their child is having problems with homework or if extenuating circumstances prevent completion.
  5. To assure that their child has a quiet and appropriate working area to complete

assignments at home.

6. To help their child with understanding directions but not aid in actually doing the work.

f. Grade Level Homework Guidelines.

The Shared Decision Making Team recognized the difference in the purpose and scope of homework among the various grade levels. Recommendations regarding homework take into consideration student needs to have time for a social life, family activities and a good night of sleep to be prepared for the next day of school. Classroom teachers are responsible to taking into consideration modifications for students identified with Special Education needs. These recommendations also reflect the developmental nature of our Wyoming Central Academic Program.

1. Grades K-2 - Assigning specific daily homework is not necessary. Parents are encouraged to read to their child fifteen minutes each night. Practice worksheets for spelling, math and vocabulary may be given to students to work at home. In general, daily homework assignments should not exceed thirty (30) minutes.
2. Grades 3-4 - Homework assignments are generally given in areas of spelling, math and reading. These assignments usually consist of finishing daily assignments. In general, daily homework assignments should not exceed thirty (30) minutes.
3. Grade 5 - Homework assignments are designed to reinforce skills, assess student's comprehension, finish daily assignments and ongoing projects. In general, daily homework assignments should not exceed forty-five (45) minutes. Homework assignments are a factor in grading.
4. Grades 6-8 - Academic subjects at the middle school level require homework assignments to reinforce lessons, practice skills and develop student's ability to work independently. Homework helps prepare students for high school. In general, daily assignments should not exceed ninety (90) minutes.
5. Homework for Grades 5-8 is a factor in the ten (1) week grade. Homework varies with the nature of the academic subject. The Shared Decision Making Team recognizes a difference in the type of homework assignment given for core academic subjects and survey area subjects. Long-Term projects are considered a part of homework. Homework should count for no more than 40% of the ten (1) week grade.

g. Consequences for Grades 5-8

Consequences for failure to complete assignments on time are as follows:

1. Any student who fails to complete an assignment shall receive a reasonable penalty to be determined by the teacher. A student will have one additional school day to complete the assignment.
2. Failure to comply will result in a grade of "0" for the assignment.

3. Any student with a legal absence will have one (1) additional day to complete the assignment. If a student's legal absence is more than one day, the student will have an equal number of days to make up the assignment.
4. Students who have an illegal absence are required to turn in the completed assignment on the scheduled due date.
5. Homework completion is a factor that will be considered in decisions regarding the academic eligibility policy and the After School Homework Club.
6. Incentives - Each teacher will develop appropriate incentives to encourage and promote successful homework completion.

## **INSTRUCTIONAL AND INSTRUCTIONAL RESOURCES AND GUIDANCE**

### **AFTER SCHOOL PROGRAM**

The Board of Education, after studying the issue, directed the administration to develop plans for a meaningful after school program for Wyoming students.

What are the needs?

1. To provide time for extracurricular clubs and activities to meet.
1. To provide extra time for students and teachers to makeup work in classes.
2. To continue after school study club and detention.
3. To assure the district meets the transportation needs for students.

After School Program Procedures:

1. The after school program will take place on Tuesday, Wednesday and Thursday of each week. The program will run from dismissal to 3:45 p.m.
2. Prior parental approval in writing is necessary for student participation.
3. Teachers are responsible for scheduling activities to avoid student conflicts.
4. The district will provide transportation for students attending the after school program.
5. Scheduling of athletic team practices and competitions will not conflict with student participation in the after school program.
6. The after school program shall commence in September.

Scheduling activities after school eliminates pullouts from study time and other periods during the regular school day. It also requires better planning and coordination from teachers and club advisors. Prior parental approval for student participation is necessary to determine transportation needs.

### **ANNOUNCEMENTS**

Announcements of daily activities will be made over the public address system daily. Recitation of the Pledge of the Allegiance will be before these announcements.

### **CHARACTER EDUCATION**

The Wyoming Central School works in partnership with parents to maintain a learning and working environment that supports positive student attitudes and the character development of its students. Character development will reflect and reinforce character and civic values such as honesty, integrity, responsibility, hard work, and respect for others.

Parents, students, and the school community will work together to teach, promote, and model ethical behavior. The Wyoming Central School District will reflect and reinforce positive character traits that embody community values and promote principles of fairness and justice.

## **EMPLOYMENT OF STUDENTS**

Students under 18 who are interested in working papers may pick up applications in the school office from Mrs. Daniel. The Guidance Office can sometimes offer assistance in finding summer employment, since guidance counselors often keep in touch with community employers.

Despite the attraction of having a part-time job after school hours, students should give careful thought to the amount of time and energy such a job can demand. Students should remember that school responsibilities always take precedence over such jobs.

## **HOMEBOUND INSTRUCTION**

A student who is temporarily unable to attend school for at least two weeks due to physical, mental or emotional illness or injury may be eligible to be instructed at home or in the hospital by an appropriately certified teacher.

The parent must notify the superintendent/principal or guidance counselor if a student will be on extended school absence. If the inability to attend is due to a medical or emotional reason, the parent should obtain from the child's physician a written medical request for homebound instruction.

If a parent knows in advance of a potential prolonged absence, the parent must notify the appropriate school officials of the probable occurrence and request provisions of home/hospital instruction. Where advance notice is not possible. The parents should make every effort to obtain homework assignments until such a time as home/hospital instruction may begin.

As soon as possible after receiving notice of a prolonged absence, the district will arrange for home instruction for the time periods prescribed by law. A parent or another adult is expected to be present during all teaching sessions. If an adult is not available at home, an alternative sight may be sought.

## **INTERNET SAFETY**

The Wyoming Central School District is committed to safeguarding children's access to the Internet and World Wide Web on district computers. Although, Wyoming Central School cannot totally guarantee the effectiveness of selected filtering and blocking technology, the district will use such measures that block or filter Internet access to visual depictions that are obscene or otherwise harmful to minors, as defined in the Children's Internet Protection Act.

## **LIBRARY**

The library is open for a designated time each school day. The library is to be used for research, borrowing books, using the computers, or reading quietly. Students may come to the library with their teacher or at a class scheduled time.

Materials in the library circulate for a specific period of time, generally two weeks. All students wishing to borrow materials must check them out at the library desk.

Students are expected to return library materials on time. There will be a fine charged for overdue library materials. Lost or damaged materials must be replaced at the expense of the borrower.

Wyoming Central School is fortunate to have a good library housing hundreds of books, magazines, videos and more. Students are brought into the library once a week as a class and may sign books out for a two-week period of time.

Students using the library and checking books out must:

- Return books and materials on time so other students can enjoy them
- Take good care of books when they are borrowed
- Not write on any pages or rip any pages out of the books they borrow

Students who damage or lose library books will have to pay for them.

## **MOVING**

If parents are planning to move out of the district, please notify the office as soon as possible. This information will enable us to provide the new school with needed information for efficient transfer and proper placement of your child.

## **MULTIMEDIA TOOLS IN THE CLASSROOM**

During the course of the school year, teachers supplement classroom work by utilizing a variety of multimedia tools. As such, your child may have the opportunity to view one or more videos as part of his or her classroom participation, including:

- Videos related to the curriculum being taught to your child.
- Videos that are in the Wyoming Central School library.
- Videos that can be obtained through an inter-library loan program.
- G-rated videos.

Any videos shown outside the above guidelines will require written notification to parents specifying the video's content and suitability.

## **MUSIC PROGRAM – GRADES 5-8**

Chorus:

Any student in Grades 5-8 who has a desire to sing and learn about voice production and choral literature may join the middle school chorus. Classes are held two (2) days per week.

There are two (2) concerts per year, and each chorus member is required to perform in both concerts unless legally absent from school.

Chorus members have the first four (4) weeks of school in which they may decide to discontinue the chorus program. After that time, they are to remain in the program for the remainder of the year.

Band – Grades 5-8:

Band is offered to all students who wish to play an instrument. Many students are continuing their band experience that began in 4<sup>th</sup> grade, but if a student would like to begin playing an instrument for the first time in middle school they may join the band program.

Band rehearsals are held three (3) days a week. In addition, each student attends a lesson once a week. There are two (2) concerts each year and students are required to perform in both concerts unless legally absent from school.

Band members have the first four (4) weeks of school in which they may decide to discontinue playing in the program. After that time, they are to remain in the program for the remainder of the year.

## **PHYSICAL EDUCATION**

Every student is required, by law, to participate in physical education. If a student requires a special and/or adaptive physical education program, he/she should notify the guidance counselor and the physical education teacher as soon as possible. A note from the student's physician is also required when participating in a special and/or adaptive program.

In order to receive credit in physical education all students must be prepared and participate in class unless the student has a legal medical excuse. Illegal excuses include not having proper clothing to participate in class or an unexcused absence from class. If a student is not prepared for physical education class and does not have a legal excuse to not participate, he/she must make up the class(es) that they were unprepared for or receive an incomplete until it is made up. Any student with an illegal excuse in physical education class may not participate in any extracurricular sports team practices or games for that day. If the class(es) are not made up by the end of the school year the student will not receive credit in physical education. Any classes that need making up can be done during study halls, or before or after school. Please remember, in order for your son/daughter to be evaluated properly and fairly they must participate in class. Please note that this is only for illegal excuses, not legal excuses such as absence from school, music lessons, field trips and/or class functions; etc.

In grades 5 – 8 students are required to change clothing for physical education classes. All students should have a change of shirt, sweatpants or shorts, white socks, a towel, deodorant and sneakers or rubber molded cleats (non-screw in cleats) for the outdoors when participating in physical education class. Please keep in mind that in order for your son/daughter to perform their best in class and for their own safety we are asking that they wear sneakers that fit properly and are secure on their feet (no sneakers that have laces that are not tightly secured or clog sneakers or sneakers that do not support the foot.)

If a student must be excused from physical education class for less than a week due to minor injuries or upon returning to school following an illness, the student must deliver a note from the parent/guardian to the school nurse before reporting to their homeroom for that day.

If a student must be excused from physical education class for more than a week, that student must deliver a note from his/her physician that describes the student's medical problem, to the school nurse. This note should also include any types of adaptive or modified activities the students can perform while on their medical excuse. When a student has fully recovered from their illness or injury, a written statement from the doctor is necessary to allow the student to once again participate in physical education class.

### ***Proper Attire for Physical Education Class***

Students are expected to dress appropriately in order to participate in physical education classes. All students are required to wear sneakers (no platform sneakers or clog sneakers) for safety and performance reasons. Students in grades 5-8 will need sneakers, white socks, change of shirt, shorts or sweat pants and a towel for class.

**RELEASED TIME FOR RELIGIOUS INSTRUCTION**

A student will be released for religious instruction for a maximum of one hour each week upon the presentation to the school office of a parental request in writing.

**STUDENT SCHEDULING AND COURSE LOADS**

Guidance programs are available for all students K-8 to ensure effective participation in their current and future educational programs. The K-4 guidance program has the following goals:

- Addressing any attendance, academic, behavioral or adjustment problems.
- Educating students concerning the avoidance of child sexual abuse and other forms of child abuse.

In grades 5-8, the guidance program provides the following services:

- An annual review of each student’s education progress and career plans;
- Instruction to help students learn about curriculum options and careers;
- Individual and/or group counseling assistance to help students develop and implement post-secondary education and career plans; and
- Individual or group counseling assistance to help students who exhibit any attendance, academic, behavioral or adjustment problems.
- Students in grades 5 through 8 will be given a schedule similar to this sample:

Name \_\_\_\_\_

Locker No. \_\_\_\_\_

Homeroom \_\_\_\_\_

<i>DAILY PROGRAM</i>			
<b>Period</b>	<b>Subject</b>	<b>Rm</b>	<b>Teacher</b>
<b>1</b>			
<b>2</b>			
<b>3</b>			
<b>4</b>			
<b>5</b>			
<b>6</b>			
<b>7</b>			
<b>8</b>			
<b>9</b>			

Lunch Period: \_\_\_\_\_

**TEXTBOOKS**



Each student is assigned textbooks. A record of these assigned books, their condition, and date of purchase is recorded in the Main Office. Loss or damaged books must be paid for by the close of the school year. All books must be returned at the end of a course or when a student leaves the district.

Fees for damaged or loss books will be assessed based on the following.

1. If a book is need, the fee will be the purchase price.
2. Used books will be prorated based on the age and condition of the book.

## **SPECIAL INSTRUCTIONAL PROGRAMS**

### **ACADEMIC INTERVENTION SERVICES**

The district shall provide academic intervention services to students who have been identified as being at risk of falling below the state learning standards in English language arts, mathematics, social studies, and/or science. Such services may include additional instruction services and/or student support services such as guidance, counseling, and study skills.

A student's eligibility for academic intervention services will be determined based on his or her performance on state assessment examinations and/or in accordance with district assessment procedures.

When it has been determined that a student needs academic intervention services, the parents will be notified, in writing, by the Guidance Office. The notice will outline the reason the student needs such services, the type of services to be provided and the consequences of not achieving the performance standards. In addition, the district will provide the parents with opportunities to consult with teachers and other professional staff, regular reports on the student's progress and information on ways to monitor and work with teachers to improve the student's performance.

Where advanced notice is not possible, the parent should make every effort to obtain homework assignments until such a time as home/hospital instruction may begin.

As soon as possible after receiving notice of a prolonged absence, the district will arrange for home instruction for the time periods prescribed by law. A parent or another adult is expected to be present during all teaching sessions. Tutoring may be delivered at home or an alternative site, depending upon the availability of an adult.

### **PROGRAMS FOR STUDENTS WITH DISABILITIES**

Students with disabilities are entitled to receive, at public expense, special education, related services and/or supplementary aids and services as necessary to ensure a free appropriate public education in the least restrictive environment, appropriate to meet their individual needs.

Each student identified as having a disability will have access to the full range of programs and services of this school district, including extracurricular programs and activities, which are available to all other students enrolled in the public schools of the district.

Parents/students who desire further information on these programs and services should contact the **Mr. Michael Bauer, Director of Student Services** at 495-6222 ext. 116.

## **STATEMENT OF NONDISCRIMINATION / ANTI-HARASSMENT**

It is the policy of the Wyoming Central School District not to permit discrimination or harassment on the basis of race, creed, color, sex, national origin, religion, age, economic status, marital status, sexual orientation or disability in the district's educational programs, activities or employment.

Harassment may take the form of comments, name-calling, jokes, stalking, perpetuating rumors or gossip, offensive gestures or language, assault or any other behavior that is designed to annoy, intimidate or cause fear.

Examples of racial or ethnic harassment would include unwanted verbal comments; racial name calling; racial or ethnic slurs, slogans or graffiti; intimidating actions such as cross burning or painting swastikas; and treating students differently on the basis of race.

Any students who believe that he or she has been subjected to discrimination and/or harassment should report the alleged misconduct immediately to Mr. Mickey Edwards, Title IX Compliance Officer so that corrective action, up to and including discharge of any employee or suspension of a student, may be taken at once. The student can pursue his or her complaint informally or file a formal complaint pursuant to district procedures.

In the absence of a victim's complaint, the school, upon learning of, or having reason to suspect, the occurrence of any harassment, will promptly begin an investigation and take appropriate action upon learning the results of the investigation.

In order to work, play and live as a community, all students must show respect for each other and their differences. Actions or comments based on a person's race, creed, color, sex, national origin, religion, age, economic status, marital status, sexual orientation or disability are called harassment and are not allowed in school. Examples of harassing behaviors include name-calling, inappropriate gestures, offensive remarks, physical abuse, pinching or any other behavior that is designed to bother, threaten or cause fear. If anyone discriminates against you or harasses you, tell your teacher or see Mr. Bauer.

## **STUDENT-FOCUSED INTERVENTION**

### **STUDENT ASSISTANCE TEAM**

It is the mission of the Wyoming Central School Student Assistance Team to identify, intervene with, make appropriate referrals both in and outside of school, and follow through with at-risk youth in the areas of academics, attendance, behavior and health.

In addition to a school-community approach in teaching, promoting and modeling ethical behavior as defined in our Character Education Program, the Student Assistance Team will implement programs throughout the year that address bullying and violence with a focus on students in our K-8 program.

## **STUDENT REDRESS**

## **STUDENT COMPLAINTS AND GRIEVANCES**

Students will be given an opportunity to be heard on complaints and grievances they may have. On issues affecting the student body, students should discuss the matter with their student government representatives before appealing to the school administration.

A student filing a complaint for any matter, or alleging discrimination on the basis of disability and/or sex including sexual harassment or harassment on the basis of sexual orientation, should read the following information regarding the resolution of the complaint. The following procedures may also apply to student grievances over other matters, such as racial harassment.

### *Investigation of a Complaint*

Upon receipt of a formal or informal complaint, a prompt, thorough and impartial investigation of the allegations will follow. All witnesses shall be interviewed and complainants will be notified of the outcome of the investigation.

### *Informal Complaints*

The Wyoming Central School District encourages the resolution of all student complaints as promptly as possible and at the lowest level possible. Accordingly, students are urged to discuss complaints first with the appropriate teacher, staff member or Building Principal. However, if the complaint concerns sexual harassment, the student and/or parent should notify the Compliance Officer, Mr. Mickey Edwards, or his designee Mr. Bauer. In no event will the student be required to discuss the alleged harassment with the individual alleged to be harassing him or her.

Upon receipt of an informal complaint the Compliance Officer, designee, Building Principal or other appropriate staff member will conduct a prompt investigation to determine what occurred and then take appropriate steps to resolve the situation.

Complainants have the right to end the informal process at any time and begin the formal stage of the complaint process.

### *Formal Complaints*

Formal complaints may be submitted either to initially report a complaint or as a follow up to an unsatisfactory resolution of an informal attempt to resolve a complaint.

## **SCHOOL CEREMONIES AND OBSERVANCES**

The school district recognizes the value of certain ceremonies and observances in promoting patriotism and good citizenship among the students. Therefore, activities in schools commemorating national holidays such as Memorial Day, Thanksgiving and President's Day are encouraged. Wyoming Central School reminds students, faculty and administration of the variety of religious beliefs, and all are urged to be conscious of and respect the sensitivities of others.

Activities related to a religious holiday or theme will be planned to ensure that the activity is not devotional, and that students of all faiths can join without feeling that they are betraying their own beliefs. Therefore, keep in mind the following:

1. School and class plays shall be secular and nonsectarian in nature. Although school and class plays may have religious content, the overall themes of such plays must be to teach about religion or portray events, which happen to include religious themes such as “The Sound of Music.”
2. Although religious music may be played and/or sung to demonstrate the cultural significance of such art forms, the Wyoming Central School District will not permit such music to entirely dominate the district’s music program or concerts.
3. Program notes and illustrations of a religious nature shall not be included if the purpose or effect is to encourage students and community members to accept and/or follow such religious teachings.

Students shall be given the option to be excused from participating in those parts of a program or curriculum involving a religious theme which conflicts with their own religious beliefs. If a parent or student has any questions regarding the use of religious music, artwork and/or symbols in a particular course/activity, the Building Principal should be contacted.

## **SCHOOL ASSEMBLIES**

Assemblies, concerts and special programs are an important part of school life. These “Enrichment Activities” provide educational advantages for all students in Wyoming Central. It is important that students behave in certain manner at the special programs. Good student behavior makes it possible for the performer and the audience to have a good time and a positive learning experience.

The WCS Shared Decision Making Team established the following Code of Conduct for Assemblies, Concerts and Evening Performances.

1. It is our expectation that the audience remain quiet and attentive during all performances.
2. Students participating in various acts or performing groups should remain in the auditorium with their parents or an assigned chaperone.
3. The audience, as well as the performers, shall remain inside the auditorium during all acts, routines, songs, etc.
4. Each program will have designated times for intermission or breaks. At these times, the audience may leave the auditorium.
5. All chaperones will be located in the auditorium to maximize supervision.
6. Any student who violates these rules may be asked to leave the auditorium. For evening performances, the student will be asked to leave school property.

## **SUPPORT SERVICES**

### **ACCIDENT PREVENTION AND SAFETY PROCEDURES**

These rules are to ensure the safety of students and employees of the district while on district property.

All students and members of the school community must:

1. Immediately report any conditions involving equipment or buildings which may be dangerous to student or employee health or welfare;
2. Immediately report any unsafe practices by anyone in the building or on the grounds;
3. Ride bicycles only on the roadways, not the sidewalks. Bicycles are to be parked in the rack provided by the school.
4. Observe the speed limit on school grounds.

*Our District's Student Accident coverage requires that any claims first be presented to your own Accident/Health insurer before being considered by our insurance provider. For additional information, please contact Hart's Insurance Agency at 585/237-2126.*

## **AUTOMATED EXTERNAL DEFIBRILLATORS**

The Wyoming Central School District maintains on site, in each instructional school facility, at least one functional automated external defibrillator (AED) for use during emergencies. Whenever public school facilities are used for school-sponsored or school-approved curricular or extracurricular events or activities or a school-sponsored athletic contest is held at any location, school administrators shall ensure the presence of at least one staff person who is trained in the operation and use of an AED. Where a school-sponsored competitive athletic event is held at a site other than a public school facility, the public school officials must assure that AED equipment is provided on-site.

## **DISTRICT AND SCHOOL SAFETY PLANS**

The Wyoming Central School District has adopted a district-wide school safety plan and building-level emergency response plans for each building in the district. These plans are intended to define how the district and each school building will respond to acts of violence and other disasters.

They provide a framework for identifying and implementing appropriate strategies for creating and maintaining a safe, secure learning environment for all students.

A copy of the district-wide school safety plan is available for examination in the district offices.

## **FIRE DRILLS**

The Building Principal is responsible for conducting fire drills in order to instruct students and staff in exiting the school building in an emergency in the shortest time possible and without confusion and panic. Fire drills shall include instruction on fire drill exits and fire alarm boxes, as well as fire drill procedures.

All students are expected to cooperate with staff members during fire drills, and to leave the buildings in a quiet and orderly manner. The exit route is posted in each room. Students must stay with their teacher. Distracting behavior will be subject to either teacher or administrative discipline, and may merit a penalty.

## **FIRST AID**

In emergencies, the school nurse will follow established first aid procedures. These procedures including the following requirements:

1. Medical treatment except first aid is permitted in school;
2. A master first aid kit shall be kept and properly maintained in the school and on each school bus;
3. No drugs shall be administered by school personnel unless authorized by a physician;
4. Parents are asked to sign and submit an emergency medical authorization, which shall indicate the procedure they wish the school to follow in the event of a medical emergency involving their child.
5. In all cases where the nature of an illness or an injury appears serious, the parent will be contacted if possible, and the instructions on the child's emergency card followed. In extreme emergencies, arrangements may be made for the child's immediate hospitalization whether or not the parent can be reached.

## **SCHOOL FOOD SERVICES**

The Wyoming Central School offers a free, reduced and paid breakfast and lunch program through partnership with Genesee Valley BOCES.

Students will receive a monthly menu indicating the meal of the day. Milk accompanies each meal. Ice cream and snacks are also available to students. Lunch costs **\$1.85** per day for grades K-5 and **\$2.10** per day for grades 6-8.

The school breakfast program provides students with a healthy morning meal. Each breakfast includes milk, fruit or fruit juice, bread, cereal and/or muffins. Upon arriving at school in the morning, your child should notify the teacher he or she will buy breakfast. Breakfast costs **\$1.35** per day for grades K-8.

Eligibility for free and reduced price meals is based upon the economic need of the family. Applications are distributed each September to determine eligibility and may be obtained through the cafeteria during the school year. Parents must file a new application for the program each September. Families who fail to file a new application annually will be discontinued from the program by Oct. 1. For information on this program, please call Mr. Jim Tyx, Food Service Manager, at 591-1551, ext. 2050.

## **SPECIAL STUDENT SERVICES**

The Wyoming Central School nurse monitors the health of all students (K-8) in the school and is the liaison between the school and various health agencies. All students are required to have an updated Emergency Card on file in the Health Office. This card should be filled out completely and signed by the parent or guardian. The Health Office should be advised of any changes in address, phone numbers and emergency contact person(s).

The school nurse will provide emergency care for students involved in accidents or unexpected medical situations.

### *Administering Medicine in School*

If a student needs to take medication during the school day, he or she must follow these rules:

- Bring a note from his or her parent, which gives the nurse permission to store the medication for the student's use, releasing the Board and its employee of liability for the administration of the medication.
- Give the nurse a doctor's note with instructions about dosage, times given, etc.
- Bring a copy of the prescription.

### *Student Physicals and Immunizations*

In accordance with the state Education Law, each student shall have a physical exam given by the school doctor or family physician upon entrance to school at grades 1, 3, 7 and 10. Physical forms are available from the school nurse for the family physician to fill out. If a form is not returned to the school nurse by October 1 of the school year, the school physician will complete a student's physical.

Students must receive proper immunizations for diphtheria, polio, measles, mumps, rubella, hepatitis B, Haemophilus Influenza Type b (Hib) and Varicella prior to entering or being admitted to school. Parents will be notified of the required immunizations needed for entry, certificates of proof, and available resources for obtaining appropriate certificates. For more information on student physicals and immunization requirements, please contact the school nurse at 495-6222, ext. 106.

### *Eye Safety Devices*

Eye safety devices are provided for all students, instructors and visitors who are engaged in or observing the use of materials or equipment, which may potentially damage the eyesight.

## **WRITTEN EXCUSES**

Our School Nurse is required by Education Law to keep on record written excuses for a student's tardiness or absence from school. When your child misses school, he or she must return with a written excuse signed by the parent or legal guardian. We ask that you make every effort to follow this rule. When students are to be excused from school for a dental or doctor's appointment, it is the parent's responsibility to write an excuse to the School Nurse. Parents must come in to school, check in at the Main Office prior to picking up their child. No child will be excused unless a parent or some other adult designated by the parent comes to pick up the child.

Parents can e-mail Mrs. Herman excuses. Mrs. Herman can print e-mail messages to satisfy the legal requirement for written excuses. If necessary, Mrs. Herman will contact the parents to confirm the e-mail message. Parents can e-mail Mrs. Herman at [mherman@wyoming.k12.ny.us](mailto:mherman@wyoming.k12.ny.us)

## **TRANSPORTATION**

Transportation is provided to certain school students. Questions about the school transportation program should be directed to Mrs. Carolyn Timothy, Transportation Supervisor, phone number 495-6560.

## **BUS BEHAVIOR**

Students are expected to demonstrate appropriate behavior on the school bus at all times. Students and parents are urged to read the "Student Code of Conduct". Students are expected to abide by the Code of

Conduct on school buses. It is important to remember that behaviors not acceptable on buses as well as school premises include:

- Bullying
- Harassment
- Swearing
- Getting out of the seat
- Pushing or kicking others

The Superintendent and/or designee may suspend students who consistently engage in inappropriate behavior from riding the bus as determined.

## **BUS PASSES**

In order that your child's transportation needs are met, if there is a need for your child to ride the bus to another address, please send a note with your child to school. If during the day, there is a need for your child to be transported to another address, please call the school as early as possible so that a bus pass may be written.

## **SCHOOL CLOSINGS**

The Superintendent of Schools may close the schools or dismiss students/staff early in the event of severe weather or hazardous road conditions. Every attempt will be made so elementary school students will not be left without proper parental supervision.

Parents are requested to avoid calling schools on days of poor weather; it is important to keep school phone lines open. School closing and delayed starting times will be announced over local radio stations. The following television/radio stations will carry information regarding emergency closings:

WCJW-1140, WBEE-92.5, WCNF 96.5, PXY 98, BUZ 98.9, WBTA-1490, WBEN-930, WNED 970, WHAM-1180, WYRK-106.5

TV Channels – 2, 4, 7, 8, 10 and 13.

If no report is heard, it can be assumed the schools are opening on time.

On days school is closed due to weather conditions, all extra curricular activities are canceled. We ask that parents put in writing special transportation needs of their children in the event of an emergency closing. This information should be sent to Mrs. Timothy and will be shared with other school personnel.

## **SCHOOL PROVIDED TRANSPORTATION**

The Wyoming Central School District provides transportation for all students in Grades K through 8. We ask parents who allow their child to walk or ride bicycles to school to send such written notification to keep in the child's folder. If you give your permission for your child to walk or ride a bicycle any time during the school year, please send a letter indicating so to Mrs. Mary Daniel, School Secretary

## **STUDENT ATTENDANCE ON BUSES**



Students who come to school on a bus must go home on the same bus unless they have a written excuse from the print or guardian to be excused from riding that bus. These excuses are to be presented to Mrs. Mary Daniel, School Secretary for her approval upon the student's arrival at school.

### **STUDENT TRANSPORTATION ON SCHOOL-SPONSORED FIELD TRIPS, EXTRACURRICULAR ACTIVITIES, OR SIMILAR EVENTS**

When Wyoming Central School provides transportation to students for a school-sponsored activity or event, it will also provide return transportation unless the parent or legal guardian of a participating student has given the district written notice authorizing an alternative form of return transportation for their student. If intervening circumstances make return transportation impractical, a chaperone or other representative of Wyoming Central School will remain with the student until the student's parent or guardian has been contacted and informed of the intervening circumstances, and the student has been delivered to his/her parent or guardian.

In the event that an activity takes place on a weekend, parents are responsible to get their children to the school and pick them up when the bus returns. Advisors and coaches are not able to provide transportation home for students after such activities and after practices at school.

### **VIDEO CAMERAS ON SCHOOL BUSES**

Video cameras may be used to monitor student behavior on school vehicles transporting students to and from school or extracurricular activities. Students found violating bus conduct rules will be subject to disciplinary action in accordance with the district's code of conduct.

## **PARENT PACKET**

### **ACCESS TO DISTRICT RECORDS**

Often, parents, students and other community members may want to have specific information about the schools in this district. Interested persons may inspect and/or copy school district records at the Office of the Records Access Officer.

Requests to inspect or make copies of records must be submitted in writing, either in person or by mail, to the Records Access Officer, who will provide information regarding fees and the number of copies available. (For more information, please see policy 1120.)

### **ACCESS TO STUDENT RECORDS**

The Family Educational Rights and Privacy Act (FERPA) give parents and students over 18 years of age (referred to in the law as "eligible students") the following rights:

1. The right to inspect and review (your child's) (your) education records within 45 days of the day the district receives a request for access.

Parents or eligible students should submit to the Building Principal a written request that identifies the records they wish to inspect. The Principal will make arrangements for access and notify you of the time and place where the records may be inspected.

2. The right to request the amendment of (your child's) (your) education records that you believe are inaccurate or misleading.

Parents or eligible students may ask the district to amend a record that they believe is inaccurate or misleading by writing the Principal, clearly identifying the part of the record they want changed, and specifying why it is inaccurate or misleading.

If the district decides not to amend the record as requested, it will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided at this same time.

3. The right to consent to disclosures of personally identifiable information contained in (your child's) (your) education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the district has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the district discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the district to comply with the requirements of FERPA. The Office that administers FERPA is the Family Policy Compliance Office, U.S. Department of Education, and 600 Independence Avenue SW, Washington, D.C. 20202-4605.

## **CHILD ABUSE IN AN EDUCATIONAL SETTING**

Students have the right to an educational setting that does not threaten their physical and emotional health and development. Child abuse by school personnel and school volunteers violates this right and therefore is strictly prohibited. Parents who believe that their child has been abused by employees or volunteers of the district should immediately notify the School Superintendent of their child's school. The appropriate law enforcement authorities will be notified if there is reasonable suspicion that an act of child abuse has occurred. The parent of the alleged child victim will be promptly notified when someone other than the parent submits a report of alleged child abuse in an educational setting.

## **PARENTS WITH DISABILITIES**

Parents with disabilities will be afforded an equal opportunity to participate in the services, programs and activities of the district, particularly those which are designed for parental involvement and are

directly related to their child's academic and/or disciplinary progress (e.g., parent/teacher conferences, and/or meetings with other school personnel).

Requests for accommodations should be directed to the Superintendent at least 10 business days prior to the scheduled activity or program. Such requests should include a description of the parent's needs and the specific accommodation they are requesting.

## **PARENTAL INVOLVEMENT**

The Wyoming Central School District believes that children succeed when there is a strong partnership between home and school. This partnership thrives on open communication between parents and the school, parental involvement in their child's education, and parental responsibility for all aspects of their child's education.

Parents can become partners in their child's education by:

- Becoming familiar with their child's school activities and academic program, including special programs offered by the district.
- Discussing with guidance counselors, teachers and principals the options and opportunities available to their child.
- Monitoring their child's academic progress and contacting teachers when necessary.
- Attending scheduled teacher/school conferences.
- Monitoring their child's attendance at school. Regular school attendance is important if a child is to achieve his/her full potential. Parents are urged to make an extra effort to ensure their child establishes a regular attendance pattern.

Learning does not end when the school day is over. The Wyoming Central School District encourages parents to set aside time for reading, informal learning activities, and assisting their child with homework assignments.

Parents can also become involved in their child's education on a broader scale by joining the Wyoming P.L.U.S. The P.L.U.S. parents typically serve as a strong link between home and school. By joining P.L.U.S., parents become partners in advancing the educational goals of the school district while enhancing the welfare of their child.

P.L.U.S. meetings are held at 7:00 p.m. on the first Tuesday of each month at the school. All parents are eligible to become members.

## **PUBLIC COMPLAINTS**

Most often, parental complaints and concerns can be addressed simply through a telephone call or a conference with the teacher. If the matter is not settled satisfactorily, the complaint should be directed to the Superintendent.

Complaints regarding district programs, instructional or library materials, operations and/or staff members, should be directed to the Superintendent. If the matter is not satisfactorily settled, the complaint should be directed to the Superintendent, whenever possible. Additional information can also be found in Board Policy 1400, available in the Superintendent's office.

Some complaints may require different procedures. Any school office or the Superintendent's office can provide information regarding specific processes to be followed for making a complaint. Additional information can also be found in Board Policy 1400, available in the Superintendent's Office.

## **PUBLIC INFORMATION PROGRAM**

Parents are encouraged to contact Wyoming Central School whenever they have a question or concern with their child's education. List of staff to contact is at the beginning of this handbook.

## **STUDENT PROGRESS REPORTS TO PARENTS /REPORT CARDS**

Wyoming Central School's reporting system includes report cards and/or forms developed by the professional staff and issued periodically. Scheduled conferences between parents and teachers, and interim reports will be issued as needed or required. Parents are urged to visit the school and to meet with guidance counselors and teachers whenever necessary. Please schedule all such visits in advance.

The marking periods for the 2014-15 school year are as follows:

Period 1	November 7, 2014
Period 2	January 23, 2015
Period 3	April 10, 2015
Period 4	June 25, 2015

Students will bring home the report card in an envelope. Parents are asked to sign the envelope and enclosed the comment. Students in Grades 4 through 8 will also receive interim reports sent home through the mail approximately one week after the interim report dates:

Students in Grades K through 4 will have report cards issued at the end of the 20-week, 30 week and 40 week marking periods. Parent Conferences are scheduled on Monday, November 22, 2010 (late morning to early evening)

Parents can request a conference at any time during the school year.

## **WYOMING CENTRAL BOARD OF EDUCATION**

Who are the members of the Board of Education?

They are unpaid public officials elected by the voters of the school district to take formal legal actions and assume the major responsibilities for the operations of the schools. These people are members of the community, who have taken on the additional task of Board membership in order to provide leadership for the welfare of district students.

The members of the Wyoming Central Board of Education are:

President:	<b><u>Mr. Barry True</u></b>
Vice President:	<b><u>Mr. Michael Hammond</u></b>
Member:	Mr. Patrick Brennan
Member:	Mr. Richard Carlson
Member:	<b><u>Mrs. Kathleen Hite</u></b>
Member:	Ms. Lisa White
Member:	Mr. Rudd Wetherwax

### *Meetings of the Board of Education*

In order to perform its duties in an open and public manner, and in accordance with state law, the Wyoming Central Board of Education holds regular business meetings on the second and fourth Thursday of each month in the School Library at 7:00 P.M. Parents, students and other members of the community are encouraged to attend and demonstrate their interest in the education of district students.

### *Can members of the public speak at Board meetings?*

The Board encourages public participation at Board meetings. At the beginning and end of each meeting, the Board President may ask for brief comments from the public. Persons wishing to speak should identify themselves, any organization they may be representing at the meeting and the agenda topic they wish to discuss. Comments should be kept as brief as possible (not more than five minutes in length) and relate to school matters.

### *What is the date of the annual election of the Board?*

The annual election shall take place on **Tuesday, May 19, 2015**. Polls will be open during the hours of 9:00 A.M. to 9:00 P.M. The following items shall be voted upon:

1. the annual budget,
2. any vacancies on the Board of Education, and
3. any special propositions that have been properly presented.

