

# *WALLKILL SENIOR HIGH SCHOOL*

## *Student Handbook*

*2019-2020*



**Wallkill Senior High School  
Student Handbook  
2019-2020**

**Student Name:** \_\_\_\_\_ **Grade:** \_\_\_\_\_

I acknowledge that I have received the Wallkill Senior High School Student Handbook.

\_\_\_\_\_  
**Student Signature**

\_\_\_\_\_  
**Parent/Guardian Signature**

\_\_\_\_\_  
**Date**

## ***PRINCIPAL'S MESSAGE***

*The Wallkill Senior High School Student Handbook is one of the most important resources for students and parents/guardians. In this handbook, one can find essential information including graduation requirements, contact information, attendance requirements, extra-curricular opportunities, and the Wallkill Senior High School Code of Conduct.*

*The contents of this handbook are presented in a way that allow this to be a reference for future questions or concerns, while also providing an overview of the rights, responsibilities and expectations for all students. This handbook is essential to helping us achieve the Mission, Vision, and Belief Statements of the Wallkill Central School District.*

*I encourage every student and parent/guardian to review this handbook. Furthermore, I encourage all students to seek academic and extra-curricular programming that will allow the high school experience to be as rewarding and fulfilling as possible. We offer many wonderful opportunities for our students to get involved in enriching experiences beyond our classroom. Participating in these opportunities provides students with a stronger sense of connection to our school and our community and will make your years at WSHS memorable and rewarding.*

*Should you have any questions or concerns, please contact the High School Main Office.*

*Sincerely,*

A handwritten signature in black ink, appearing to read 'Joseph Salamone', with a stylized, cursive script.

*Joseph Salamone  
Principal*

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Faculty  
2019-2020

<b>ART</b>	<b>PHYSICAL EDUCATION</b>	<b>SPECIAL PROGRAMS</b>
Jennifer Calison	Stephanie Cartica	Sharon Ellis
Amy Gallagher	William Earl	Hilary Fuller
	Jennifer Gravelle	Yaddo Hagar
	David Moore	Margaret Koonz
<b><u>BUSINESS</u></b>		Sharon LaRocco
Russell Alger		Marie Mazza
Jerome Scully	<b>PREVENTION SERVICES PROVIDER</b>	Kristi Morris
	Sandi Hecht Garcia	Nicole Rivera
<b>ENGLISH</b>		Karen Regino
Annmarie Arsanious	<b>SCHOOL PSYCHOLOGIST</b>	Melissa Sabini
Catherine Bowman	Nicole Hutter	Jennifer Scarano
Jeanne Chun		Richard Shands
Karen DeKoskie	<b>SCIENCE</b>	Melinda Topper
Sandra DeStefano	Alyssa Admirand	Kim Vona
Jaime LaPolla	Jennifer Burkhart	
Amanda Murphy	Ed Davis	
Sean Murphy	Kyle Ferraiolo	<b>TECHNOLOGY</b>
Michael Strano	James Greenhall	Tom Carroll
Meghan Twomey	Lucas Mann	Darin Smith
	Nick Malgieri	Edson Stewart
<b>FOREIGN LANGUAGE</b>	TD Mills	Dean Wood - Shared
Angie Fiorentino	Jordan Taylor	
Julie Michella	Lisa Wiltse	<b>PER DIEM SUBSTITUTE</b>
Ashley Sanchez	Millie Winrow	Rebecca Ronk
Amy Schabillon		Jesus Secas
Marisol Williams	<b>SOCIAL STUDIES</b>	
	John Bohan	
<b>HEALTH EDUCATION</b>	David DerCola	<b><u>MUSIC</u></b>
Rory Boice	Michael Farruggio	Dawn Amthor
	Michael LaPolla	Ashley Contzius
<b>LIBRARY</b>	Glenn LaPolt	Kiersten Lestrangle - Shared
Elizabeth Werlau	Hunter Andrews	
	Margaret Pelosa	
<b>MATHEMATICS</b>	Sean Peterson	<b>SCHOOL RESOURCE OFFICERS</b>
Valerie Andryshak	Alec Scott	Eric McCartney
Stephanie Barnes	Brian Vegliando	
Ashley Dama		
Keri Donahue	<b>SOCIAL WORKER</b>	<b>SECURITY</b>
AJ Higby	Amanda Smith	Mark Saltalamachia
Michael Latino		Frank Croce
Samrat Pathania		
Melissa Servant		
Gary Tuttle		
Kimberly Young		

## SCHOOL CALENDAR 2019-2020

September 4	School Opens
September 30	Schools Closed for Holiday
October 9	Schools Closed for Holiday
October 14	Schools Closed for Holiday
October 31	Teacher Planning Day – Early Release K-12
November 11	Schools Closed for Holiday
November 26	Parent Teacher Conferences – Early Release K-12
November 27	Superintendent’s Conference Day – School Closed
November 28-29	Thanksgiving Holiday – School Closed
December 2	Schools Reopen
December 23	Winter Recess Begins at End of School Day
January 2	Schools Reopen
January 20	Schools Closed for Holiday
January 21-24	January Regents Exams
February 14	Schools Closed for Holiday
February 17	Schools Closed for Holiday
April 6	Spring Recess Begins
April 14	Schools Reopen
May 8	Superintendent’s Conference Day – School Closed
May 25	Schools Closed for Holiday
June 16	Last full day of School for High School
June 17-25	Regents Examinations
June 26	Wallkill Senior High School Graduation

**SCHOOL TELEPHONE  
895-7151**

**DAILY TIME SCHEDULE**

**Wallkill Senior High School  
Bell Schedule**

**7:30-7:38 - Students enter building/go to lockers/go to Homeroom**

HR	7:38 am – 7:42 am
1	7:42 am – 8:24 am
2	8:27 am - 9:09 am
3	9:12 am - 9:54 am
4	9:57 am - 10:39 am
5	10:42 am - 11:24 am
6	11:27 am - 12:09 pm
7	12:12 pm - 12:54 pm
8	12:57 pm - 1:39 pm
9	1:43 pm – 2:25 pm

A.M. BOCES students leave at 7:40 a.m. and return at 11:30 a.m.

P.M. BOCES students leave at 10:45 a.m. and return at 2:21 p.m.

Students not participating in a supervised after school activity are to leave the building by 2:35 p.m.

**SCHOOL CLOSING PROCEDURES**

When it becomes necessary to close or delay the opening of school, for reasons of impassable roads, etc., the following radio stations will carry the announcement:

WGNV 1212 AM	WFGB	87.7 FM
WALL 1340 AM	WGHG	92 AM
WEOK 1390 AM	WBNR	1260 AM
WPDH 101.5 FM		

Closing information is also posted on the school web-site: [wallkillcsd.k12.ny.us](http://wallkillcsd.k12.ny.us).



## **SCHOOL DISTRICT PHILOSOPHY**

### **GOAL**

The purpose of The Wallkill Central School District is to develop, within each individual, the ability to reason and use his or her intellect so that he or she will become an independent contributing member to society.

### **BASIC ASSUMPTIONS**

It is assumed that each child is different and has a basic curiosity. The student is motivated by his or her needs for security, belonging, self-esteem, and the esteem of others. Furthermore, the development of independence and reasoning is dependent upon the individual's desire and ability to learn.

### **OBJECTIVES**

All learning experiences provided by the Wallkill Central Schools will have as their objective the development of at least one or a combination of the following: skills, knowledge, understandings, attitudes, or beliefs.

Insofar as the development of independence and reasoning is dependent upon the individual's ability to learn, the primary objective must be the teaching of learning skills, including communication, computation, reasoning, and responsibility. Other skills that should also be included are those which are avocational and vocational. The understandings and knowledge should relate to the individual, his fellowman, and his or her environment.

### **TITLE IX AND EQUAL OPPORTUNITY**

The Wallkill Central School District affirms that it does not discriminate on the basis of sex, race, color, creed, national origin, age, political affiliation, marital status or disability, in any educational programs or activities which it operates. This policy on nondiscrimination includes the following areas: recruitment and appointment of employees; employment pay and benefits; counseling services for students; access by students to educational programs, course offerings, and student activities.

### **GUIDANCE**

Guidance counselors are available to the students of the Wallkill Senior High School to help each student select courses of study and to advise each student of ways to achieve educational goals best suited to their individual goals and aspirations.

The counselors make every effort to be accessible to the students, parents, and staff. Students who wish to schedule an appointment may do so through the guidance office. Parents may arrange an appointment with the guidance counselor by phone or in person.

Most conferences are held on an individual basis. Some group counseling is done on all grade levels. Information gained in this manner is used to aid the counselor in the individual conferences.

College bound students will find that the guidance department will assist them in selecting the technical schools, colleges, or universities best suited to their academic needs. Students will be given help in completing application forms and student financial aid forms. School transcripts are prepared and sent to the colleges or universities upon the request of the student.

## GUIDANCE

### REQUIREMENTS FOR GRADUATION

<u>Required Subjects</u>	<u>Local Diploma*</u>	<u>Regents Diploma</u>	<u>Advanced Regents Diploma</u>
English	4 units	4 units	4 units
Social Studies	4 units	4 units	4 units
Mathematics	3 units	3 units	3 units
Science	3 units	3 units	3 units
Second Language	1 unit	1 unit	3 units
Languages other than English (LOTE)			
Health	½ unit	½ unit	½ unit
Art/Music	1 unit	1 unit	1 unit
Physical Education	4 years	4 years	4 years
Languages other than English Sequence	Requirements and/or		
Electives	3.5 units	3.5 units	4.5 units
<b>TOTAL</b>	<b>20 units+ 4 PE</b>	<b>20 units+4 PE</b>	<b>20 units+4 PE</b>
	55-64 on 5 **	65 or above on 5**	65 or above on 8
	Regents Exams	Regents Exams	Regents Exams

\*Complete one of the following:

- **3 credits in LOTE + 1.5 electives**
- **5 credits in Career & Technical Education**
- **5 credits in the Arts**

New York State Education Department regulations require all students to pass all five Regents Exams with a score of 65 or above.

\*Only students with IEP's are permitted to receive a Local Diploma.

\*\* NYSED Regulations allow for specific exceptions to the requirements. Your child's guidance counselor can provide the applicable information on the requirements.

### DEFINITIONS

#### PREREQUISITES

Requirements of any kind which must be met before a student will be able to register for a given subject. For example, a student must satisfactorily complete College Algebra before taking Pre-Calculus Advanced.

#### UNIT OF CREDIT

The value assigned to a subject based on State Education Department established time requirements.

The successful completion of a course may result in ¼, ½, 1 ½, 3 or 4 units of credit being awarded depending upon the length of time the course is studied, i.e. one unit of credit is given for the successful completion of a subject taken for one year with classes meeting no less than four times per week with forty minutes of prepared classroom work per meeting.

#### ELECTIVE

Any subject which is chosen by a student other than that required by the New York State Education Law for graduation.

## TYPES OF DIPLOMAS

- **Wallkill Senior High School Regents Diploma**  
The New York State Board of Regents has authorized the Wallkill Central School District to issue a Regents Diploma. This diploma is issued to a student who completes the high school course of study and passes the Regents examination in certain designated subjects prescribed by the Board of Regents. Upon graduation, a Regents graduate receives a Regents seal indicating a successful completion of all requirements.
- **Wallkill Senior High School Advanced Regents Diploma**  
The New York State Board of Regents has authorized the Wallkill Central School District to issue an Advanced Regents Diploma. This diploma is issued to a student who completes the high school course of study and passes the Regents examination in certain designated subjects prescribed by the Board of Regents. Upon graduation, a graduate receives an Advanced Regents seal indicating successful completion of all requirements.
- **Wallkill Senior High School Advanced Regents Diploma with Honors**  
To earn an Honors Designation, a student must achieve an average of 90% in all Regents examinations required for each specific diploma. The required assessments for each diploma are listed below:

### **Regents Diploma**

English Common Core  
Algebra Common Core  
Global History  
U. S. History and Government  
One Science

### **Advanced Regents Diploma**

English Common Core  
Algebra Common Core  
Geometry, Algebra 2  
Global History  
U. S. History and Government  
Two Sciences  
Foreign Language (LOTE)

Beginning with the class of 2020, successful completion of the Academy Model requirements, students will earn the applicable Academy's seal on his/her diploma.

Students that successfully complete B.O.C.E.S Career Tech requirements will earn an additional seal on his/her diploma.

## EDUCATIONAL PROGRAM

The objective is to provide a diversified and differentiated curriculum for students with a wide variety of individual abilities. The following criteria are considered by the counselors:

- Objective test data
- School achievement, and
- Teacher recommendation based on observation of each student's work habits.

## PLACEMENT CRITERIA

It is the responsibility of the school system to place students into a program that will be challenging for each individual. Placement is based on the evaluation, test scores, previous class work and teacher recommendation and by the assigned guidance counselor.

- **Regents (RS)**  
This program consists of courses that follow NYSED curricula and culminate in Regents examinations. (See page 5 for requirements for graduation.)
- **Advanced (ADV)**  
This program will move at an accelerated pace and consist of students who are both motivated and highly capable.

Minimum standards for admission in this program include:

- 90<sup>th</sup> percentile on reading, vocabulary and language (English Advanced Class) or Mathematics (Math Advanced Class) on the appropriate standardized test
- 90% academic average in a regular or Regents class or 85% in an honors class
- Assigned counselor recommendation
- Teacher recommendation
- Evidence of high motivation

***NOTE: Courses designated as Advanced (ADV), Project Lead the Way (PLTW), college, or Advanced Placement (AP) are computed with a 5% weight factor that computes into the student's grade point average (GPA) and rank. Weighted grades will not be reflected on the report card marking period class averages.***

## B.O.C.E.S. CAREER TECH CENTER

B.O.C.E.S. Career Tech Center courses emphasized trade specific skills, general employability skills and basic skills needed for career track positions.

The majority of students enrolled in the B.O.C.E.S. Program are 11<sup>th</sup> and 12<sup>th</sup> graders in a regular high school diploma program. Most students attend the B.O.C.E.S. Career Tech Center for half a day and the high school the other half of the day.

Courses at Ulster County B.O.C.E.S. Career Tech Center are for one or two years in duration, and are taught by experienced instructors with many years of job service in their areas of expertise. The high school guidance counselors are available to discuss these course offerings with students and parents as soon as the student enters ninth grade.

## LATE ENTRY/EARLY RELEASE

- 1) This is a Senior Privilege for students that have two units in excess of diploma requirements and are passing all courses.
- 2) Students are encouraged to take as many courses as possible.
- 3) Must have form properly completed and approved by the Guidance Dept.
- 4) Must notify Guidance upon termination of employment.

## COURSE ENROLLMENT REGULATIONS

- 1) Students may not enroll in courses for which they have not met the stated academic requirements or pre-requisites.
- 2) Students in Grade 9, 10 and 11 may not “double” (take two courses) in English, Physical Education, and Social Studies. If a student fails any of these required courses, he or she is advised to attend summer school to make up the deficiency during the immediate summer. Otherwise, the student will have to repeat the entire course again in the following year.
- 3) At no time can a course be dropped if the total program load drops below six courses plus, physical education for Grades 9 and 10 and five courses plus physical education for Grades 11 and 12.
- 4) A) A change in the schedule of a student may be requested by the student, parent/guardian of the student or the classroom teacher. A student schedule change request must be completed on the official “Course Change Request” form with the signature and the comment sections completed by each of the following persons:
  - student and parent/guardian
  - teacher(s) involvedB) The completed and signed “Course Change Request” form must be submitted to assigned guidance counselor for final determination.
- C) Students are reminded that they are obligated to attend all classes until an official schedule change request has been submitted to and approved by the assigned guidance counselor.
- D) Courses may be dropped from a student’s schedule without penalty as follows:
  - during the first ten (10) attendance days of a twenty week course, or
  - during the first fifteen (15) attendance days of a full year course.
- 5) No course level changes are permitted after the five-week period.
- 6) Effective September 2016, all 9<sup>th</sup> grade students will complete a project-based course, i.e., or Freshman Experience.
- 7) Effective September 2019, all seniors will complete an Academy Model/Capstone Course specific to his/her chosen academy.

## FINAL EXAM EXEMPTION

All high school students (9-12) who achieve a minimum course average of 90% will be given the option of not taking final examinations. If a student elects to take the final examination with a class average of 90% or better, the final examination will be given but the student will not be penalized if the results of the final examination are below the class average for the course. If the student takes the exemption, then the course grade will be calculated as the average of the quarterly grades in the subject. For half-year courses, it will be the average of the first two quarters. For full-year subjects, this will be the average of the four quarterly grades.

## CLASS STANDING

To obtain a sophomore status, a student must have earned **four** credits.

To obtain a junior status, a student must have earned **nine** credits.

To obtain a senior status, a student must have earned **twelve and one-half** credits.

## EARLY GRADUATION

A request for consideration regarding early graduation requires the following:

- 1) 80% cumulative average in core academics – English, Social Studies, Science, Mathematics, Language, if appropriate
- 2) Six credits by the end of 9<sup>th</sup> grade; 12 ½ credits complete by the end of 10<sup>th</sup> grade for senior status
- 3) Parent request and conference with assigned counselor
- 4) Teacher, counselor, and principal recommendation form must be completed by May of 9<sup>th</sup> or 10<sup>th</sup> grade.

Please see your assigned counselor if you have any questions.

## STUDENT REPEATING COURSE

If a student has an average of 80% or above at the mid-point of a course that he/she is repeating, the student will be allowed to take a final examination for the course. If the student receives at least a 65% or greater on the final examination, he/she will receive credit for the course. It is the student's responsibility to inform his/her teacher of his/her right to this option. The new final grade will be the average of the first semester which includes the final examination (1<sup>st</sup> quarter and 2<sup>nd</sup> quarter and final exam divided by three (3) = Final Average).

## SUMMER SCHOOL REGULATIONS

Students who fail courses may repeat them in a summer school approved by the Wallkill Senior High School. If they pass the course in summer school, they will receive appropriate credit. For example, a student who fails one unit of English and earns 65% or more in summer school would receive one unit of credit.

## REPORT CARDS AND PROGRESS REPORTS

### ▪ **Report Cards**

Report cards not only keep parents informed of the student's progress but also inform them of the number of absences from each particular class and the student's conduct/citizenship in each class.

Reports cards for the **2019-2020** school year will be distributed four times in the school year on or about the following dates:

**November 15, 2019**  
**February 4, 2020**  
**April 20, 2020**  
**June 29, 2020**

### • **Honor Roll**

An honor roll is computed each report card period (quarter) as follows:

- Students eligible for High Honor Roll must have an average of 89.5% or above for the quarter and no failing grades or incompletes.
- Students eligible for Honor Roll must have an average between 84.5% and 89.4% for that quarter without any failing grades or incompletes.

- **Progress Reports**

This report is not a formal report card, but is designed to enable the teachers to give the parents a positive or negative review of the student's work as well as attendance, test grades, and behavior. It will also service to notify parents of any difficulties a student may be experiencing in a particular class. This report will be mailed to parents on or about the following dates:

October 11, 2019  
December 20, 2019  
March 4, 2020  
May 20, 2020

- **Parent Portal**

The implementation of Parent Portal has allowed parents/guardians to view grades, attendance and other important information for their children. We will also utilize Parent Portal as a tool for verifying and/or updating student contact information.

- Go to the Wallkill Central School District website ([www.wallkillcsd.k12.ny.us](http://www.wallkillcsd.k12.ny.us)) click Parent Resources Tab, Parent Portal Access and sign in (if you do not have an active Parent Portal account, please email Mrs. Affuso at [wcsdparent@wallkillcsd.k12.ny.us](mailto:wcsdparent@wallkillcsd.k12.ny.us) for activation)

## **ATTENDANCE REQUIREMENTS**

All students are expected to attend school regularly and to be on time for classes in order to benefit from the instructional program and develop habits of punctuality, self-discipline, and responsibility. There is a direct relationship between poor attendance and class failure. Students who have good attendance generally achieve higher grades, enjoy school more, and are more employable after leaving high school.

Parents/Guardians are responsible under the School Attendance Laws of New York State and the Attendance Policy of the Wallkill Senior High School for their children's regular attendance and punctuality. Anyone between the ages of five and twenty-one is entitled to an education. However, anyone between the ages of six and sixteen, who is physically and mentally capable, is required by the Compulsory Education Law to attend school.

No parent has the right illegally to prevent a student from attending school. Illegal absences are absences which are not permitted by New York State and are referred to as "unlawful detention." Legal absences are listed in the High School Discipline Code.

A student who is illegally absent, without parental knowledge, is truant and is subject to disciplinary action under the High School Discipline Code. Upon returning to school after an absence, a student must present an excuse written by his or her parent or guardian, or an illegal absence will be recorded.

## **ATTENDANCE PROCEDURES**

- Students are admitted to the building at 7:30 a.m. Students are to arrive at school with enough time to go to their lockers and be in their homeroom by 7:40 a.m.
- Students arriving any time after the start of homeroom period (7:40 a.m.) are tardy and must sign in at the desk in the lobby of the Main Office.
- Students who are tardy are subject to the High School Discipline Code. Excessive tardiness may require a parent conference and further disciplinary measures.
- Students who are tardy and fail to sign in are subjected to the Discipline Code.
- A student returning from an absence must present an excuse, written by the parent or guardian, to be given to the homeroom teacher. An excuse note should include:
  - 1) date note is written,
  - 2) date(s) of absences,
  - 3) reason for absence,
  - 4) phone number where parent/guardian may be reached, and
  - 5) signature of parent/guardian.
- Parents have the responsibility of informing the school of any anticipated legal absence or any unavoidable illegal absence.
- In cases of prolonged legal absence, arrangements to obtain work missed is to be made. This can be done

## **HOME TUTORING**

Instruction may be provided to a student who has a health problem that, in the opinion of a licensed medical examiner, will cause him/her to be absent from school for more than two (2) consecutive weeks and who school personnel determine can benefit educationally from such a program. Where it is known in advance that a student will be absent for longer than 10 days, homebound instruction may begin earlier than the 11<sup>th</sup> day of absence. The District reserves the right to have the student's medical condition reviewed by school medical personnel and reserves the right to seek documentation and/or speak to a student's licensed medical examiner before providing homebound instruction.

- A secondary student will be provided with a maximum of 10 hours of homebound instruction per week or two hours per day. Instruction is only to take place on days when school is in session, not on holidays or snow days. For example, if school is in session for 4 days in a specific week, the maximum amount of hours that a student may be tutored for that week will be 8 hours, not 10.
- Prior to any home tutoring taking place, a Home Tutoring Request form should be completed at the building level and submitted with accompanying documentation to the Office of Educational Services for approval by the Assistant Superintendent.



## **HOMEWORK POLICY**

Homework is recognized as an extension of the classroom instruction. It promotes student involvement in his/her own education and provides students with an opportunity to develop good study habits.

Assigned homework will provide practice in the mastery of skills and opportunities to remediate learning problems. It shall provide for individual learning differences and encourage self-initiative. It will also reinforce classroom learning experiences.

General Guidelines for K-12 teachers when assigning homework:

- Homework procedures will be posted and discussed with students at the beginning of each course.
- Feedback on completed homework assignments will be expected to be given to students within five school days.
- Teachers are encouraged to use the district web-site and alternative methods to post their homework assignments.
- Whenever possible teachers are encouraged to provide all assignments to students in a manner that is evident of long term planning such as: provide all assignments for the week and/or unit of study at one time to allow for flexible time management opportunities for students and parents.
- When a student is behind in homework assignments the parent shall be notified by the teacher.
- Homework shall not create a financial burden for families.
- Teachers should make efforts to be aware of homework, projects, and testing schedules across the curriculum to ensure that students are not overwhelmed at any one time.
- For grading and weighting of homework assignments refer to District Policy # 7301 and #7302.
- A reference to this policy will be placed in the faculty handbook, the student handbook, and will be posted in the classroom.
- Homework should be purposeful and should not consist of large amounts of repetitive Work.

### **Elementary Guidelines (K-6):**

- Homework at the elementary level shall not be assigned over the weekend, holidays or extended school breaks; however, independent reading is encouraged.
- Homework assignments should consist of reading and a limited number of independent exercises to reinforce previously taught material in math, science and social studies.
- Long term assignments should be limited in number and duration. Project based assignments should be primarily undertaken and completed in the classroom. Some portions may be assigned as homework; however, these tasks should not require group participation, significant assistance from parents or costly materials. These assignments shall include clear check points to monitor progress toward completion.

#### **Secondary Guidelines:**

- If weekend, holiday or extended breaks homework is deemed necessary, the amount should not exceed a regular day's assignment. Students should be encouraged to use weekends for review of material, voluntary work, projects, or completion of make-up assignments.
- Long term assignments should have clear check points and feedback given to students at such time.

## **COUNSELOR ASSIGNMENTS**

**At present, counselor assignments are made alphabetically by grade. The assigned counselors for the 2019-2020 school year are listed below:**

Sara Veach	Grade 9 A - D Grade 10 A - D Grade 11 A - D Grade 12 A - D
Angela Terralavoro	Grade 9 E - L Grade 10 E - L Grade 11 E - L Grade 12 E - L
Voleile Derisse	Grade 9 M - RI Grade 10 M - R Grade 11 M - R Grade 12 M - Q
Opal Reid-Apronti	Grade 9 RJ - Z Grade 10 S - Z Grade 11 S - Z Grade 12 R - Z

## **ATTENDANCE POLICY – WALLKILL CENTRAL SCHOOL DISTRICT**

### **OVERVIEW**

It is the goal of the Wallkill Central School District system to ensure that each student attend school the maximum number of days possible, and to afford each student the opportunity to meet his/her potential. We, therefore, institute this policy.

Good attendance and class participation are essential ingredients for academic success. Any absence from class is detrimental to the learning process. Classroom lessons foster and require social interaction, development of effective communication skills and critical thinking in addition to subject mastery. Textbook or make-up assignments are not an adequate substitute for classroom attendance and participation.

In order to achieve educational goals and to maintain a true academic environment, students must attend their classes at least the required number of times.

## **ATTENDANCE REQUIREMENTS**

### **Applicability**

- I. All students of compulsory education age, who reside legally within the District, must attend school. Legal school age and legal residence are determined by the Board of Education in accordance with state requirements as set forth in New York State Education Law § 3202, 3205 to 3208, 3209 to 3210, and 8 NYCRR § 100.2

### **II. Notification Regarding Attendance Policy**

#### A) Student Notification

- 1. School Handbooks which shall include the District's attendance policy shall be distributed to all students.
- 2. If a student misses a class period or school day without an excuse, a designated staff person will review attendance requirements with the student upon his/her return to school.

#### B) Parental/Guardian Notification

- 1. All parents/guardians will be given a plain language summary of this policy at the beginning of each school year. (See Appendix A).
- 2. At registration, the District will provide each new student's parent or guardian with a copy of the attendance policy.
- 3. At any "open house" or "back to school" event, parents/guardians will have the opportunity to obtain/discuss the attendance policy.
- 4. If a student misses successive class periods or school days without an excuse, a designated staff person will notify the parent/guardian

#### C) Faculty/Staff Notification

Each member of the faculty/staff will be given a copy of this policy, including any subsequent amendments. This policy will be distributed to new teachers upon commencement of employment.

#### D) Community Notification

Copies of this policy will also be available to any other member of the community upon request.

### **III. Guidelines**

The Wallkill Central School District recognizes an important relationship between class participation and class performance. Consequently, each teacher may consider classroom participation as well as the student's performance on homework, tests, papers, and projects, etc. When a student is absent, with or without an excuse, he/she misses the opportunity for class participation. Any absence that is not made up may result in a loss of points from the student's class participation average and negatively impact their overall grade.

A) Minimum Attendance Rule

All registered students are expected to attend all classes as scheduled. Specifically, each student must attend 85% of all classes per course. Students who exceed 28 absences in a full year course or 14 absences in a half year course may receive a final average reflective of their poor attendance. (Physical Education falls in the half year course category.)

B) Absences

1. Absences counted under the attendance/grading policy include:
  - a) All absences (whether excused or unexcused) not excluded below;
  - b) Lateness to class more than 20 minutes; and
  - c) Any period of “Out-of-School Suspension (“OSS”) where a student does not accept alternative instruction.
2. The following should NOT be counted as absences under the attendance policy:
  - a) In-School Suspension (“ISS”);
  - b) Any period of OSS where student accepts alternative instruction;
  - c) Attendance at a special education program or service offered by a public school or an approved private school or facility when a student is homeless, disabled or incarcerated. (See §175.6 of the regulations of the NYS Commissioner of Education.)

C) Make Up Policy

1. When a student misses a class or school day, he/she is expected within five (5) school days of his/her return, to provide a written explanation from his/her parent or guardian. Moreover, the student must consult with his/her teachers regarding missed work. If the absence is excused; the student may make up any work missed by arranging an assignment with the teacher.
2. Make-up assignments must be completed by the date specified by the student’s teacher for the particular class. Upon satisfactory and timely completion of the make-up assignment, any earned points will be included when calculating the student’s final grade.
3. Reasonable make-up opportunities will be given to students with excused absences due to:
  - a. personal illness;
  - b. illness or death in the family;
  - c. disability;
  - d. impassable roads or weather;
  - e. religious observance;
  - f. quarantine;
  - g. required court appearances;
  - h. attendance at health clinics;
  - i. approved college visits
  - j. approved cooperative work programs;
  - k. military obligations; or
  - l. such other reasons as may be approved by the Commissioner of Education and/or the building principal.

4. Students who are unable to attend class period/day due to their participation in a school sponsored activity (e.g. field trip, music lessons, etc.) and who arrange with their teachers to make-up missed work, shall be given credit for class participation on the class day/period missed.

D) Summer School Courses

- 1) Students may complete a course in summer school only if they have attended the regular school year course for all quarters of the course and have not exceeded 50 absences in a full year course or 25 absences in a half year-course. (Physical Education falls in the 25 absence category.)
- 2) Any summer school student who fails to attend a class more than three (3) times may be dropped from the summer school program at the discretion of the summer school principal.
- 3) Any summer school student who is late to class twice by up to ten (10) minutes, may be assigned half (1/2) an absence for attendance purposes at the discretion of the summer school principal.
- 4) Any summer school student who is late to class twice by MORE than ten (10) minutes, may be assigned an absence for attendance purposes at the discretion of the summer school principal.
- 5) Any student enrolled in two (2) or more classes may be dropped from a class (or classes) and be allowed to remain in another (or others) based upon attendance in each individual class.
- 6) Students who are dropped from the Summer School Program and who were eligible by prior qualifications to take New York State Exams will be allowed to take those exams if offered during summer school.

IV. **Attendance Taking Procedures**

A) Kindergarten – Grade 8

Attendance shall be recorded after being taken once per school day. If students are dismissed from school grounds during a lunch period, attendance shall be taken and recorded a second time after the lunch period.

B) Grades 9 – 12

Attendance shall be recorded during each class period of scheduled instruction (including instructional or supervised study activities). If a student does not change classrooms between class periods, attendance will be recorded once per day; and if students are dismissed from school grounds during a lunch period, the student's presence or absence will be recorded a second time upon return from the lunch period.

**V. Maintenance of the Attendance Register**

- A) For each student, the register of attendance must include:
1. Name;
  2. Date of Birth;
  3. Date of Enrollment;
  4. Parent/Guardian's Full Name;
  5. Address where student resides;
  6. Phone number(s) where Parent/Guardian may be contacted;
  7. ALL absences, tardiness, or early departures during any school day, in whole or in part, excused or unexcused;
  8. Appropriate coding to identify the nature of the absences (full day, class cut);
  9. Dates of school closings for all or part of the day of scheduled instruction due to extraordinary circumstances, including: adverse weather conditions, hearing problems, lack of water or fuel, or destruction or damage to a school building; and
  10. Date a student withdraws from, or is dropped from enrollment
- B) A teacher or a district employee designated by the Board of Education will make entries on the Attendance Register. All entries must be verified by the oath or affirmation of the person taking attendance.
- C) When additional information is received from a student during a student/staff conferences that requires corrections to be made to a student's attendance records, such corrections will be made immediately. Notice of the change will be sent to appropriate school personnel (e.g. homeroom teachers, attendance officer, etc.)

**VI. Attendance Incentives**

The District will design and implement incentives to acknowledge students' efforts to maintain or improve school attendance.

**VII. Appeals**

- A) All appeals will be made directly to the Principal on the following bases:
1. Regarding the accuracy of a student's attendance record.
  2. To ascertain whether it appears that students with disabilities are treated consistent with IDEA or Section 504 Plans.
  3. To consider "extenuating circumstances".
- B) Parent/Guardian will have twenty (20) calendar days from the issue of the written notification of unexcused absences to appeal to the building principal.

**VIII. Returns to Wallkill Central School District**

- A) Students who leave Wallkill Central School District and subsequently return must still honor the attendance policy. All previous Wallkill class absences will still count for that academic year.

## HIGH SCHOOL COURSE GRADING

Course grades must be an assessment of the full range of students' achievement in a course. Class participation, as defined by the class syllabi, graded written and oral assignments, tests, quizzes, homework, and final examinations should all be part of the final grade. At the principal's discretion some students may be assigned a special project as part of the final grade. However, in no case will any of the aforementioned items be counted twice, nor grouped in such a way that they have a double impact of a student's final grade. Final examination means a class final exam and/or applicable Regents.

Grade point average (GPA) should also reflect this philosophy by not allowing a final exam grade to be equally rated with a course grade.

- A) All final exams will be weighted as one-fifth of final grade.
- B) All final exams taken for a second (or third) time will be averaged with the first (and second) final exam and then considered part of the one-fifth grading for the course.
- C) If the course is taken again and a final exam is taken, then the new course grade will be entered as a separate course and both course grades are counted in the GPA. (Students must complete a summer school course or at least one semester. If not, then the final exam is computed as in letter B.)
- D) If a student challenges a Regents course (takes Regents exam but does not sit for the course) and receives an 85 or above, he/she passes the course, but the grade is not part of the GPA. (Only completing the course counts in GPA.)
- E) For courses that conclude with a Regents exam, the student will receive a unit of credit only when the student receives both a passing course grade and a passing grade for the Regents exam.
- F) Students must maintain a final average of fifty (50) in a given course to be eligible to retake the course in Summer School.
- G) Any student who exceeds the absence limit of fifty (50) days in a course will not be allowed to retake the course in Summer School.
- H) For full-year courses no grade lower than fifty (50) will be given in the first and second marking periods. For half-year courses no grade lower than fifty (50) will be given in the first marking period. If the student's actual average is less than fifty (50), a comment on the report card will be used to indicate a lower grade.

## ACADEMIC ACHIEVEMENT AWARDS

### Grade Level Academic Awards Criteria:

**Academic Excellence Award** – Presented to students having the highest course average in each curriculum.

**Academic Achievement Award** - Presented to students having a course average of over a 93 (General Education) or 85 (Special Education).

**President's Education Award** - Presented to students in **Grade 12** who have achieved a 90 average or higher throughout his/her high school career.

**Honor Student Award** - Presented to students in **Grade 12** who have achieved an 85 average or higher throughout his/her high school career.

**Panther Athletic Participation Award** - Presented to students in **Grade 12** who have achieved an 85 average or higher throughout his/her high school career, as well as the

The awards will be presented at our Grade Level Awards Program at the end of the year.

## NATIONAL HONOR SOCIETY

Presently, the highest all-around award given to students at the high school level is induction into the National Honor Society during their sophomore or junior year. All four areas listed below must be met to be considered for induction.

- |               |  |
|---------------|--|
| • Scholarship | A cumulative average of 90% or better.   |
| • Leadership  | Exemplifies positive attitudes, holds office in or out of school.  |
| • Service     | Participates in activities or volunteer work in or out of school.<br><b>20-hour minimum</b> for acceptance into NHS. |
| • Character   | Upholds principles of school and civil law, exhibits courtesy, concern and respect for others.                       |

## SHAWANGUNK CHAPTER OF THE NATIONAL HONOR SOCIETY

### Overview

Election to membership of the National Honor Society represents the highest honor and trust that can be bestowed upon a student during his or her high school years. The National Honor Society recognizes students for outstanding SCHOLARSHIP, LEADERSHIP, CHARACTER, and SERVICE. Membership in the society is indicative that a student has attained and is demonstrating and promoting all of these qualities, and is exerting an effort to improve conditions in the school and community.

Meeting the grade point average of 90.0% or above is not the sole criterion for acceptance into the National Honor Society. Evidence that you meet the qualifications of LEADERSHIP, CHARACTER, and SERVICE is necessary to be eligible for membership.



## **Membership**

Membership in the Shawangunk Chapter of the National Honor Society is an honor bestowed upon a student. Selection for membership is made by a faculty council and is based upon outstanding scholarship, leadership, character, and service. Once selected, members have a responsibility to continue to demonstrate these qualities. Members who resign or are dismissed are never again eligible for its benefits.

## **Selection**

- 1.) Students with a grade point average of 90.0% or above are invited to apply for membership. A student's average must be at least 90.0; grades do not round up.
- 2.) Eligible students who are interested in applying for membership must complete the application, and the National Honor Society adviser will verify the minimum of twenty service hours.
- 3.) Faculty and staff members will review applicants who have achieved a 90.0% average or higher and evaluate each in the areas of **character, leadership, and service**. Please see next page for specific criteria.
- 4.) These applications and evaluations will be presented to the Faculty Council. The selection of members to the chapter shall be by a majority vote of the Faculty Council.

## **Criteria**

The student who exercises **LEADERSHIP**:

- ✓ Is resourceful in proposing new problems, applying principles, and making suggestions.
- ✓ Demonstrates initiative in promoting school activities.
- ✓ Exercises influence on peers in upholding school ideals.
- ✓ Contributes ideas that improve the civic life of the school.
- ✓ Is able to delegate responsibilities.
- ✓ Exemplifies positive attitudes.
- ✓ Inspires positive behavior in others.
- ✓ Demonstrates academic initiative.
- ✓ Successfully holds school offices or positions of responsibility, conducting business effectively and efficiently, and without prodding, demonstrates reliability and dependability.
- ✓ Is a forerunner in the classroom, at work, and in school or community activities.
- ✓ Is thoroughly dependable in any responsibility accepted.

The student of **CHARACTER**:

- ✓ Takes criticism willingly and accepts recommendations accordingly.
- ✓ Consistently exemplifies desirable qualities of behavior (cheerfulness, friendliness, poise, stability).
- ✓ Upholds the principles of morality and ethics.
- ✓ Cooperates by complying with school regulations concerning property, programs, office, halls, etc.
- ✓ Demonstrates the highest standards of honesty and reliability.
- ✓ Shows courtesy, concern, and respect for others.
- ✓ Observes instructions and rules, punctuality, and faithfulness—both inside and outside the classroom.
- ✓ Has powers of concentration and sustained attention as shown by perseverance and applications to studies.
- ✓ Manifests truthfulness in acknowledging obedience to rules, avoiding cheating in written work, and showing unwillingness to profit by mistakes of others.
- ✓ Actively helps rid the school of bad influences or environment.

The student who **SERVES**:

- ✓ Is willing to uphold scholarship and maintain a loyal school attitude.
- ✓ Participates in some outside activity (ex: girl scouts, boy scouts, church groups, charitable organizations).
- ✓ Volunteers dependable and well-organized assistance, is gladly available, and is willing to sacrifice to offer assistance.
- ✓ Works well with others and is willing to take on difficult or inconspicuous responsibilities.
- ✓ Cheerfully and enthusiastically renders any requested service to the school.
- ✓ Is willing to represent the class or school in inter-class and inter-scholastic competition.
- ✓ Does committee and staff work uncomplainingly.
- ✓ Shows courtesy by assisting visitors, teachers, and students.

## **NATIONAL HONOR SOCIETY APPEAL PROCESS**

The National Honor Society Advisor does not select members; the Faculty Council makes the decisions. If any student not selected wishes to appeal, the process is as follows:

1. Student who is not selected for membership is informed by high school administration.
2. Once student is told of reasons why he/she was not selected, they have the right to formally appeal.
3. Student informs administration that they would like a formal appeal.
4. Student (and parents, if family desires) can meet with administration to further discuss reasons for denial.
5. If appropriate, administration will ask the Faculty Council to reevaluate the student's application.
6. Appealing student should submit something (in writing) to the Faculty Council to aid in the revaluation.
7. Faculty Council will bring their second decision to high school administration.
8. High school administration will make the final call.

## **HIGH SCHOOL CODE OF CONDUCT**

To achieve a quality education, the school must establish and enforce guidelines and procedures that provide for reasonable order and an atmosphere where learning can take place. It is the purpose of the High School Code of Conduct to provide a satisfying, productive and safe environment in which all persons may gain a worthwhile school experience.

Maintaining this type of environment is the role of Board of Education members, administrators, teachers, students and parents. Every student in grades 9-12 has the responsibility of maintaining his/her own good conduct. Self-discipline is essential to the effective operation of our school.

## **CONDUCT THAT MAY RESULT IN DETENTION, SUSPENSION OR REMOVAL**

**Items A through T are in effect at all school-sponsored extra-curricular events or activities, including inter-scholastic athletic functions (both home and away), and at any time while on school property, which is defined as "In or within any building, school bus, structure, athletic playing field, playground, parking lot or land contained within the real property boundary line of a public elementary or secondary school." Please find disciplinary steps on Page 24 of the Student Handbook (Disciplinary Steps are advisory only).**

- A. **HALL PASS RESTRICTION VIOLATION (STEPS 3-5)**  
Violators of Hall Pass Restriction will be considered insubordinate.
- B. **CLASS ABSENCE/CUTS (STEPS 2-4)**  
Students are required to follow their schedule of classes unless they received permission from each teacher in advance to do otherwise.

- C. **DETENTION CUTS (STEPS 2-5)**  
Students must report to detention by 2:35 pm.
- D. **DISRUPTIVE BEHAVIOR (STEPS 1-6)**  
1) One who is substantially disruptive of the educational process or substantially interferes with the authority over the classroom.  
2) Those students who are substantially, repeatedly disruptive of the educational process or who substantially, repeatedly interferes with the teacher's authority over the classroom, will be subject to an out-of-school suspension period of up to 5 days (Subject to a modification on a case-by-case basis, based upon the particular circumstances present).
- E. **DRUGS/CONTROLLED SUBSTANCES (STEPS 5-6)**  
1) Selling or attempting to sell, supplying on school property or any school function: alcohol, marijuana, drugs, toxic inhalants or other controlled substances, counterfeit/synthetic drugs or a substance which the individual believes or represents to be such drugs or alcohol.  
2) Using or possessing or coming onto school property, student parking lots, or coming to any school function while under the influence of: alcohol, marijuana, drugs, toxic inhalants or controlled substances, counterfeit/synthetic drugs or a substance which the individual believes or represents to be such drugs or alcohol.  
3) Selling or attempting to sell, supplying, using or possessing drug paraphernalia.  
4) Possessing prescription medication (see page 35 for school drug policy)
- F. **ENDANGERMENT (STEPS 1-6)**  
1) Causing public inconvenience, annoyance or alarm, or recklessly creating a risk thereof.  
2) Attempting, while on school district property, to use any instrument that appears capable of causing physical injury or death.  
3) Any other offense that endangers the health, safety or well-being of the school population  
4) Arson-Lighting or attempting to light a fire while on school property.
- G. **FIGHTING (STEPS 5-6)**  
While on school property commits an act of violence upon another student or another person lawfully upon school property
- H. **HARASSMENT/BULLYING (STEPS 1-6)**  
Any behavior that is done to intimidate, demean, insult, embarrass or have power over another person or group of individuals.
- I. **INAPPROPRIATE BEHAVIOR (STEPS 1-6)**  
Any behavior that interferes/disrupts the educational process or the rights of any student, staff or faculty member.
- J. **INSUBORDINATION (STEPS 3-6)**  
Any action either written, verbal or physical which defies or disrespects authority.
- K. **MISREPRESENTATION (STEPS 3-6)**  
Refusing to provide name to any staff member that works in the building or giving a false name, forgery, taking or illegally using passes, intentional plagiarism/cheating, lying and failure to display ID upon request.

- L. **PROFANITY (STEPS 3-6)**  
Using or wearing of garments of abusive or obscene, lewd, vulgar or plainly offensive language or gestures.
- M. **RACIAL HARASSMENT (STEPS 4-6)**  
Violating the civil rights of any person. Any written, verbal, symbolic or vulgar act directed at or implied toward any person's race, religion or any other civil right. (See District Policy on Discrimination)
- N. **SEXUAL HARASSMENT (STEPS 4-6) (See page 33 for Sexual Harassment Procedure)**  
Any conduct by a person of the opposite sex or same sex which a reasonable second person, who is the object of such conduct, would conclude is:
1. Unwanted touching of a sexual nature of any part of the second person or  
  
An unwanted expression which scares or embarrasses or offends the second person.
  2. Sexual harassment includes but is not limited to:
    - a) making sexual comments, jokes, gestures or looks;
    - b) touching, grabbing or pinching in a sexual way;
    - c) intentionally brushing up against someone;
    - d) flashing or mooning;
    - e) spreading sexual rumors about a person;
    - f) pulling at someone's clothing in a sexual way;
    - g) showing, giving or leaving sexual pictures, photographs, illustrations, messages or notes;
    - h) forcing someone to kiss you or do something sexual other than kissing;
    - i) spying on someone while dressing or showering;
    - j) calling someone a "fag" or a "lesbian" or "gay".
    - k) Any written, verbal, symbolic or vulgar act directed at or implied toward any person's gender (identity or expression), sexual orientation or any other civil right. (See District Policy on Discrimination)
- O. **TARDINESS - CUMULATIVE (STEPS 1-4)**  
Unauthorized/Unexcused tardiness to school (homeroom) and classes as well as study halls. Students are expected to be on time for class or have a pass or excuse explaining their tardiness. **SCHOOL:** When students arrive to school late, they are to sign in at the lobby and present a note SIGNED BY PARENT/GUARDIAN explaining their tardiness. In emergency situations, students will be allowed to bring a note in the next day. **FIRST THREE (3) LATES TO SCHOOL/CLASS EACH SEMESTER, A WARNING WILL BE GIVEN. ONE (1) DETENTION WILL BE ASSIGNED FOR THE 4<sup>th</sup>, 5<sup>th</sup>, & 6<sup>th</sup> LATES BANNING ANY EXTENUATING CIRCUMSTANCES FOR THE TARDINESS. ON THE SEVENTH (7<sup>th</sup>) LATE, AND EACH LATE THEREAFTER, THE TEACHER WILL WRITE A REFERRAL TO THE BUILDING ADMINISTRATOR.**
- CLASS:** Arriving late to class breaks up the continuity of instruction and may affect the learning process for all students'. Repeat offenders will be put on hall pass restriction. Students who violate the rules of hall pass restriction will be considered insubordinate and the steps for insubordination will apply.

- P. **THEFT (STEPS 4-6)**  
Theft of money, personal or public property, or theft involved in the breaking or entering of school property.
- Q. **TOBACCO, USE/POSSESSION/SUPPLYING (STEPS 1-5)**  
There will be no use or possession of tobacco, electronic cigarettes, rolling papers, personal vaporizers, e-liquids and any electronic nicotine device or paraphernalia associated with these products, lighters, matches, etc., by students on school property or in the building at any time.
- R. **TRUANCY (STEP 4)**  
Truancy is the act of staying out of school without the knowledge of the parent.
- S. **VIOLENCE (STEPS 5-6)** In accordance with Board of Education Policy #7400 Section D, a violent pupil is defined as any person who:
- 1) Commits a physical, verbal or threatening act upon a teacher, administrator or other school employee.
  - 2) Possesses, while on school district property, a gun, knife, explosive or incendiary device or other dangerous instrument capable of causing physical injury or death.
  - 3) Displays, while on school district property, what appears to be a gun, knife, explosives or incendiary device or other dangerous instrument capable of causing physical injury or death.
  - 4) Threatens, while on school district property, to use any instrument that appears capable of causing physical injury or death.

In accordance with the "Gun Free School Act of 1994", any student who, after a hearing, held pursuant to Education Law Section S 3214, is found guilty of bringing a fire-arm on to school property, will be subjected to a penalty of at least one-year suspension from school.

However, the Superintendent of Schools may review the penalty and modify such suspensions on a case-by-case basis considering, among other things, the totality of circumstances surrounding the offense and the student's previous record.

"Students classified with disabilities under the Individuals with Disability Education Act (IDEA) or who qualify as a student with a handicap condition under Section 504 of the Rehabilitation Act of 1973, who use or possess a weapon on school property or at a school function, will be disciplined according to the procedures established under applicable federal and state law and regulation."

- T. **DESTRUCTION OF SCHOOL PROPERTY (STEPS 3– 6)**
- 1) Knowingly and intentionally damages or destroys personal property of a teacher, administrator, other school district employee, student or any person who is lawfully on school district property.
  - 2) Knowingly and intentionally damages or destroys school district property.

#### **DISCIPLINARY STEPS (ADVISORY ONLY)**

- |        |  |
|--------|--|
| Step 1 | Administrative/teacher conference with student (warning issued)  |
| Step 2 | Could include one or more of the following: hall pass restriction, computer restriction, revocation of early release/late entry privileges, lunch detention, loss of driving privileges and participating in afternoon activities. |
| Step 3 | Detention (1-5 days) 2:35 p.m. to 4:00 p.m. or removal from the classroom by the teacher in accordance with the District-wide Code of Conduct (Board of Education Policy #7400)  |

Step 4	In School Suspension (1 to 5 days) If removed from ISS for any reason, OSS will occur
Step 5	Out of School Suspension (1 to 5 days)
Step 6	OSS (5 days) Superintendent of School's Hearing

***\*\*Note: In conjunction with the disciplinary steps, students may be referred for in-school counseling or the One80 Restorative Justice Program for crisis intervention and other support services.***

## **Appendix A**

### **One80 Restorative Justice Program**

Family of Woodstock Inc. is a network of individuals, paid and volunteer, whose mission is to provide confidential and full accessible crisis intervention, information, prevention, and support services to address the needs of individuals and families. The scope of the agency's vision allows us to bring to bear resources to address a broad spectrum of human problems.

### **What Do We Do?**

Organize a Restorative Justice Conference; a planned face-to-face meeting between the youth being referred and those they have directly and indirectly affected. The conference – run by a trained facilitator and trained community representatives – aims to provide everyone an opportunity to discuss how they have been affected by the act or behavior and agree on how the youth referred should repair any harm caused or relationships affected.

### **What are the Benefits of Restorative Justice?**

The Youth referred get the opportunity to:

- Take accountability and repair relationships damaged by the act or behavior
- Undergo personal transformation by addressing and healing the underlying issues that contributed to their behavior
- Understand the broader impact that their actions have on the community
- Increase sense of accomplishment and self-esteem by completing the program
- Divert away from the court system and keep youth in school

### **Individuals affected get the opportunity to:**

- Obtain information by asking questions of the youth referred in order to understand what happened and the underlying reasons for the act
- Express the impact by directly stating how they have been affected by the act or behavior
- Be empowered to be part of the decision-making process regarding what will happen next and how to deal with the aftermath of the incident

**The community gets the opportunity to:**

- Be recognized and participate as secondary victims – attention to their feelings as concerned community members
- Be empowered to be part of the decision-making process regarding what will happen next and how to deal with the aftermath of the incident
- Build community responsibility by providing opportunities to (re)build a sense of community and mutual accountability

**Who Should Be Referred?**

- Ulster county youth aged 7 to 16 years old who are...
- Engaging in illegal activity that if she/he were older would result in probable arrest or probation

**OR**

- Students aged 7-17 who...
- Are facing in school or out of school suspension
- Show a clear pattern of disruptive behavior

**CONDUCT THAT MAY RESULT IN DETENTION, SUSPENSION OR REMOVAL**

Students on suspension are banned from participating in, or attending extra-curricular activities for a period beginning with being notified of the suspension until the beginning of school following the last day of suspension. Students are not permitted to be on school property at any time while serving an out-of-school suspension term.

The following acts will be reported to the Superintendent and local law enforcement officials:

- Forcible sexual offenses
- Use or possession of weapons
- Drug offenses
- Assaults resulting in serious physical injury
- Serious threats which a reasonable person would perceive as placing persons in imminent physical danger.

“The disciplinary penalties are intended to be a range of penalties that may be imposed on students depending upon the nature of the violation. It is the desire of the Board of Education that student discipline be progressive, i.e., a student’s first violation should merit a lighter penalty than subsequent violations.”

**Detention Rules:**

- Students will report to detention by 2:35 p.m. No students will be allowed into the detention room after 2:35 p.m. At that time, they are considered cutting detention and further disciplinary action will be taken.
- Detention is a silent working room.
- No electronic devices other than a student’s Chromebook to be used for school work only during detention.
- No food or drink is allowed in the room.
- The classroom computer is not for student use.
- Students must work during this time. Sleeping is not allowed.
- Students are not allowed to use the phone to make arrangements for rides home. This must be done before the student serves detention or they may ride the 4:00 pm bus run.

- Detention can only be rescheduled by parental notification to the offices of Student Services.
- Detention can only be rescheduled once.
- If a student is absent or leaves school for an early release on a day that they are to serve a detention, then the day will be rescheduled to the next available detention day.

Detention will be assigned on the next available date(s). If the student fails to report to detention, or to follow detention rules (defined above), further disciplinary action may be imposed.

A student who fails to attend his/her scheduled detention will only be excused if the student is legitimately absent from school or if the student obtains an early release or becomes ill during the school day, in which instance, the student shall report to Student Services to reschedule their detention.

## **GENERAL CODE OF CONDUCT POLICY REGULATION**

All students are expected to observe the following general discipline policy regulations and any student not in compliance with such shall be considered insubordinate to regulations (STEPS 1-6).

a) **Classroom**

The classroom is for learning and disruption of class will not be tolerated. The use of radios, headphones, CD players, MP3 players and cell phones are not permitted in classrooms. Hats and/or bandanas are not to be worn in school.

b) **Cafeteria**

1. No students will be allowed to leave the building for lunch.
2. All students must remain in the cafeteria or designated area during their assigned lunch period.
3. The use of headphones, CD players, MP3 players and cell phones are permitted in the cafeteria.
  - a) Videotaping or picture taking is prohibited.
  - b) Texting or calling students in academic classes is prohibited
4. All food and drink must be consumed in the cafeteria or designated area.
5. All food/drink must be thrown out at the end of each lunch period.
6. Any disruption in the cafeteria may be reason for suspension.
7. Hats and /or bandanas are not to be worn in school.

c) **Halls**

1. There is to be no running in the halls. There are four minutes between classes, which is ample time to pass from one class to another.
2. Students should try to keep to the right when passing in the halls.
3. The use of radios, headphones, CD players, MP3 players and cell phones are not permitted in the halls.
4. Students in the hall, except between class periods, must have a pass in their possession issued from an authorized school staff person.
5. Students late for class because they have been detained in the previous class by a teacher must be provided with a late pass by the teacher. The nurse or the main office will not issue a late pass.
6. Hats and/or bandanas are not to be worn in school.

d) **Lavatory**

1. Sufficient time is provided during lunch for the use of lavatory facilities.
2. Only one student at a time is to be excused from study hall or class to use the lavatory.
3. Students should request to leave classrooms in order to use lavatory facilities only in emergency situations.



e) **Buses**

1. Buses are provided by the district in order that a student can travel safely to and from school. All student rules and regulations apply to busing.
2. If a student, in the driver's judgment, is endangering the safety of others on the bus (shouting, throwing objects, standing up, walking around, etc.) or is damaging the bus, a parent will be notified and he/she will be subject to disciplinary action.
3. Infractions of bus regulations subject students to the loss of transportation privileges.
  - a) Students shall not behave in any manner which annoys or distracts the driver or other students.
  - b) Students are not to push arms, head, etc. through window openings.
  - c) Students are to remain seated until the bus stops at their discharge point.
  - d) Drivers are in complete charge of the bus while on the road. Students shall obey whatever directions that they be given.
  - e) At dismissal, students are to immediately board buses and are not to loiter or socialize.
  - f) Students are only allowed to ride buses which they are assigned. No student is allowed to ride a different bus or get on/off his/her regular bus at a different stop without receiving a written pass from a school official. Students should present a written note from parent when requesting the above.
  - g) Students may not eat on the buses.
4. Students may not leave the school property at 2:25 p.m. and the return to ride the late bus.
5. Students who are truant may not return to ride the PM school buses.
6. All students who ride the late bus must have a pass.

f) **Parking and Parking Lot Regulations**

1. All rules of the student Conduct Code apply and are to be followed. A students' parking permit may be revoked otherwise.
2. Student Parking is in the side parking lot with a visible parking permit.
3. The speed limit on school grounds is 10 MPH.
4. Cars must be locked at all times. The school is not responsible for theft or damage.
5. No student is to go to the parking lot or any car during the day unless he/she has prior permission from the office.
6. No student may leave school before 2:25p.m. without permission, in writing, from parent or guardian.
7. Motor vehicle accidents on school property are not the responsibility of the school authorities. Proper authorities will be notified if an accident should occur.
8. Only registered vehicles will be allowed to use the school parking lot. Unregistered vehicles will be towed away.
9. Students parking permits may be issued through the Assistant Principal's office at the beginning of the school year to every vehicle. No car will be allowed in the parking lot without this registration. Students requesting a parking permit should obtain a parking application in Student Services.
10. Any littering in the parking lot may result in the loss of student parking privileges.

11. Any violation of regulations will result in the driver forfeiting his/her right to park on school property. Under no circumstances can a driver take home any student without written permission from the high school office. To obtain permission, a written note must be presented by the parents of the driver and the passenger.
12. No loitering in student parking lots. Students are to leave immediately upon dismissal.
13. If a student receives a moving violation ticket, either coming or leaving the school grounds, the student's parking privileges will be suspended until the violation is cleared. If the student is found guilty of the violation the student will lose his/her parking privileges.

g) **Attendance**

The school will call all students who are absent from school. The following are legal absences from school: personal or family illness, appointments with doctor, dentist, etc. required court attendance, religious observances, death in family. You must bring in a note from home, signed by your parent or guardian, upon returning to school after an absence. Note is to be given to homeroom teacher or Student Services. If no excuse is received after three days, the student will be considered truant and subject to disciplinary action.

h) **Early Dismissal**

Students should bring a note, from parent or guardian, TO THE HOMEROOM TEACHER, Immediately upon arrival at school. The note should indicate clearly the reason for the early dismissal request, the specific time requested, and the arrangements for transportation. Approved early dismissal will be indicated on daily attendance sheets. Any student with an approved early dismissal must sign out in the main office before leaving school. Failure to comply will result in disciplinary action as per High School Discipline Code.

i) **Student Obligation**

- Students owing money, books, or other school property must pay the debt. Otherwise, the student owing money for the school property will not be able to participate in any extra-curricular activities until it is cleared through the Assistant Principals office.
- Students causing excessive damage to school property, by reason of intent or inexcusable carelessness, will be held financially responsible.

j) **Cheating**

Any intentional plagiarism (using someone else's work and claiming it as your own) and/or requesting or obtaining test/assignment information from another student.

Students who cheat or copy another student's work are only cheating themselves. A parent contact will automatically take place for any student involved in cheating.

k) **Activities**

1. All students who stay after school must be under an adult's supervision IN A LEGITIMATE AFTERSCHOOL ACTIVITY. Any student found in an unsupervised activity will be disciplined according to the High School Code.
2. Students who take the 4:00 bus must obtain the appropriate late bus pass from the adult in supervision.

## Other Activities Not Permitted

1. Radios, cellular phones, laser pointers and other non-educational electronic devices are not part of the educational program. They are NOT ALLOWED during the academic school day. (Headphones, cell phones, CD players, MP 3 players are allowed in the cafeteria. Please refer to page 23 regarding proper use of cell phones, CD players, and MP3 players). Individuals not in compliance with the above will be required to give the item to the school and they will be returned only to a parent or guardian. Parents must retrieve the electronic device from Student Services when there has been more than one offense. Failure to turn over said device will result in Code of Conduct violation of insubordination.

Unauthorized recording or disseminating information with a cell phone or any other recording devices during the school day and/or on the bus to and from school or to and from school events. This will be considered inappropriate behavior. Please refer to letter I in the Code of Conduct. (Page 27)

\* Laser pointers can be misused as a dangerous instrument. Any student found in possession of using/ a laser pointer will be subject to disciplinary action as outlined in the Code of Conduct.

2. Any form of dress which is distracting or disruptive is not permitted. This includes any item of clothing which displays slogans or pictorial illustration that have sexual, alcoholic, drug-related, obscene or similar offensive messages that constitute a material and substantial disruption of the educational environment.
  - a) Coats are not to be worn in school.
  - b) Hats and bandanas are not to be worn in school. Clothes inappropriate for the work place, such as any excessively short skirts or shorts, excessively low pants, sports tanks, midriff tops, tube tops, or backless shirts.
  - c) Gang attire of any kind is not allowed and is not to be worn in school.
  - d) Hoodies worn on head are not permitted.
3. Skateboards are not permitted on school property or on school buses. These will be confiscated if brought to school.
4. Hats or any head coverings (unless required to be worn for a bona fide medical or religious reasons) are to be placed in the student's locker prior to homeroom. Individuals not in compliance with the above will be required to give the item to the school and they will be returned only to a parent or guardian.
5. Gambling and card playing.
6. Socially inappropriate displays of affection on school property or at school functions.
7. Students without bus passes will not be permitted to use the 4:00 p.m.
8. The school's drug policy prohibits students from carrying medication in school. In the event it is necessary to take medication during school hours, the school nurse should be contacted by parent and following this contact the prescription drug should be delivered by the parent to the nurse for subsequent consumption with the written permission from the physical and parent/legal guardian.

## **DISCIPLINE OF STUDENTS WITH, OR SUSPECTED OF HAVING A DISABILITY**

Discipline of students classified of having, or suspected of having, a disability will occur in accordance with the IDEA and/or Section 504 of the Rehabilitation Act of 1973, and the regulations implemented there under, as applicable.

The Discipline Code is intended to be read and interpreted in a manner that is consistent with the District-wide Code of Conduct, (Policy #7400). To the extent any terms of provisions contained herein conflict with the District-wide Code of Conduct; the District-wide Code of Conduct shall govern.

## **DIGNITY FOR ALL STUDENTS ACT**

The Dignity Act Coordinators for the Wallkill Senior High School are:

Mr. Robert Albanese, Assistant Principal (845) 895-7150

Mr. Brian Masopust, Assistant Principal (845) 895-7150

The Dignity Act Coordinators oversee bullying prevention measures and address issues surrounding bullying in the High School.

## WALLKILL CENTRAL SCHOOL DISTRICT NOTICE OF NON-DISCRIMINATION

1. All students of the Wallkill Central School District have a right to feel respected and safe. Consequently, we want you to know about our policy to prevent discrimination based on race, color, creed, ethnicity, national origin, religion, religious practice, disability, sexual orientation, age, sex (including sexual harassment), gender (identity, expression and nonconformity to gender stereotypes), weight, predisposing genetic characteristics, marital status, military status, and domestic violence victim status. This policy applies to students in connection with all academic, educational, extra-curricular, athletic, and other programs of the school whether they take place in the facilities of the school, on a school bus, at a class or training program sponsored by the school at another location, or elsewhere.
2. Discrimination may include, but is not limited to the following, when based on one's membership in a protected category:
  - a. name calling, jokes or rumors;
  - b. pulling on clothing;
  - c. graffiti;
  - d. notes or cartoons;
  - e. unwelcome touching of a person or clothing;
  - f. offensive or graphic posters or book covers;
  - g. any words or actions that make you feel uncomfortable, embarrass you, hurt your feelings or make you feel bad; or
  - h. denial of access to a school program or activity
3. If any words or actions by another student, district personnel, or third party, such as volunteers, vendors, contractors, or visitors, make you feel uncomfortable, embarrassed, angry or unsafe, and you perceive that such conduct is being exhibited as a result of your race, color, creed, ethnicity, national origin, religion, religious practice, disability, sexual orientation, age, sex (including sexual harassment), gender (identity, expression and nonconformity to gender stereotypes), weight, predisposing genetic characteristics, marital status, military status, or domestic violence victim status, you must make a report (either oral or in writing) which should be given to a teacher, counselor, assistant principal, the principal or the District Compliance Officer.
4. Your right to privacy will be respected as much as possible.
5. We take seriously all reports of discriminatory conduct and will take all appropriate actions based on your report.
6. The School District will also take action if anyone tries to intimidate you or take action to harm you because you have reported an incident.
7. This is a summary of the School District non-discrimination policy. Complete policies and procedures are available in the District Office upon request.
8. Students considering themselves to have a grievance against the District on the basis of race, color, creed, ethnicity, national origin, religion, religious practice, disability, sexual orientation, age, sex (including sexual harassment), gender (identity, expression and nonconformity to gender stereotypes), weight, predisposing genetic characteristics, marital status, military status, or domestic violence victim status may contact Brian Devincenzi, District Compliance Officer, at 895-7102 for a copy of the Grievance Procedure and for assistance in processing such a grievance

## WALLKILL CENTRAL SCHOOL DISTRICT NOTICE AND SUMMARY OF SEXUAL HARASSMENT PROCEDURE

1. **Definition:** Any conduct by a person of the opposite sex or same sex, another student, District employee or third party, such as volunteers, vendors, contractors or visitors, which a reasonable person, who is the object of such conduct, would conclude is:
  - a. Unwanted touching of a sexual nature of any part of the second person

-or-

An unwanted expression which intimidates, embarrasses or offends the second person.

  - b. Sexual harassment includes but is not limited to:
    - i. making sexual comments, jokes, gestures or looks;
    - ii. touching, grabbing or pinching in a sexual way;
    - iii. intentionally brushing up against someone;
    - iv. flashing or mooning;
    - v. spreading sexual rumors about a person;
    - vi. pulling at someone's clothing in a sexual way;
    - vii. showing, giving or leaving sexual pictures, photographs, illustrations, messages or notes;
    - viii. forcing someone to kiss you or do something sexual other than kissing;
    - ix. spying on someone while dressing or showering;
    - x. calling someone a "fag" or a "lesbian" or "gay";
    - xi. any written, verbal, symbolic or vulgar act directed at or implied toward any person's gender (identity, expression and nonconformity to gender stereotypes) and/or sexual orientation
2. If you believe you have been subjected to and/or witnessed any of the above conduct, you must make a report (either oral or in writing) which should be given to a teacher, counselor, assistant principal, the principal or the District Compliance Officer.
3. Your right to privacy will be respected as much as possible.
4. We take seriously all reports of sexual harassment and will take all appropriate actions based on your report. If you believe that you or another individual has been the subject of sexual harassment, you may contact Brian Devincenzi, District Compliance Officer, at 895-7102 for a copy of the Grievance Procedure and for assistance in processing such a grievance.
5. The School District will also take action if anyone tries to intimidate you or take action to harm you because you have reported an incident.
6. This is a summary of the School District procedure against sexual harassment. Complete policies and procedures are available in the District Office upon request.

## **SAFETY DRILLS**

The Wallkill Senior High School will fulfill the State Education Department requirements of maintaining a minimum of twelve (12) safety drills each school year. Safety drills include the following but are not limited to:

- Fire drills
- Evacuation drills
- Lockdown drills
- Sheltering drills

Fire Drills: Students should familiarize themselves with exits to be used and safety precautions to follow. Room exits are posted in each classroom. The warning signal for a fire, or fire drill, will be the sounding of the fire alarm. Students will leave the building promptly. A quiet and calm exit must be maintained so that directions may be heard. Driveways must be free of traffic to permit fire-fighting equipment and emergency personnel.

Evacuation, Sheltering, and Lockdown Drills: Before the safety drill begins the principal or designee will go on the PA system and explain the procedure for a successful completion of the drill.

Drills take place to ensure that we are as prepared as possible for the wide array of emergency situations that could emerge.

## **BUS DRILLS**

The New York State Education Law mandates that all students will participate in three bus safety drills during the school year. These bus drills will be conducted by the bus drivers under the supervision of the building administrators. The purpose of these drills is to instruct the students in bus safety and how to react in emergency situations.

## **HEALTH/SAFETY RULES AND REGULATIONS**

1. Students are permitted in the building only with approved adult supervision.
2. Full use shall be made of all safety equipment.
3. There shall be no running in the halls, on the stairs, or in any rooms except the gym.
4. Fire regulations must be observed and fire protection equipment used only in an emergency. Persons tampering with the fire equipment or turning in false alarms will be prosecuted under the law.
5. Physical hazards or defects in equipment should be brought to the attention of the administration.
6. Pushing, striking, or other forms of violence are not permitted.
7. Any school related accidents or injuries should be reported to the nurse or classroom teacher, as soon as possible.
8. Wastepaper and trash should be placed in baskets provided.

## ILLNESS DURING THE SCHOOL DAY

Students becoming ill during the school day should request a pass from the classroom teacher to the health office. If the nurse finds that the student should not be in school, the student's parent/guardian will be notified and requested to pick the student up or the student will be released (with parent/guardian permission) to go home on the 12:10 bus. If the parent/guardian cannot be reached, the student will be retained in the health office until the close of the school day.

Those students leaving the building must sign out at the desk in the main office lobby. This will be done by the student or the nurse after the student has been checked by the nurse.

Parents/guardians are requested not to call the school to sign out a student who claims to be ill but rather encourage the student to follow set procedure and report to the nurse.

## SPECIAL HEALTH NEEDS

If a student has any special health needs or problems, this should be communicated to his or her nurse. This information is kept confidential and it can be very important to a successful experience in school.

Examples of such needs are as follows:

1. Bee sting allergy,
2. Allergy to any other substance,
3. Difficulty with vision, hearing or speech,
4. Need for medication during the school day,
5. Need for special aid such as crutches, walkers or wheelchairs, either on a temporary or permanent basis.
6. Head Lice (of particular concern to a parent of younger children.) This very common condition is treated with a special shampoo. Children should be checked periodically at home and the school nurse/health aide should be notified if head lice is found.

## MEDICATION IN SCHOOL

Every effort should be made to administer medication at home, under the parent's supervision. However, if your health care provider feels that medication is necessary during the school day, please submit completed forms which can be obtained from any health office before medication is sent to school.

A new form must be filled out for each new change of medication and renewed each school year. State law permits administration of medication during the school day **only** with written directions from both the health care provider and/or parent.

**Please Note:** *This includes all types of medication: Over the counter drugs (aspirin, Tylenol, cough syrup) and/or prescription medication. The medication must be in the original container, or a duplicate container professionally labeled by the pharmacist for this purpose.*

According to New York State guidelines, students are at no time allowed to carry medication of any kind on their person, or take medication without official written direction from health care provider and parent or to take medication without supervision. An exception would be when a student requires emergency medication such as an inhaler or EpiPen a written medication release form must be signed by parents and health care provider and returned to the Health Office in order to permit the student to carry the medication in school.



## ACCIDENTS IN SCHOOL

If an accident occurs in school, the parent will be notified. The student will be treated with appropriate first aid measures until the person in parental authority can authorize further treatment. An accident report will be filled out and sent to District Office and a copy will be filed in the Health Office.

## IMMUNIZATION

All students in New York State are required to be properly immunized against Diphtheria, Polio, Measles, Mumps, Rubella (German Measles) and Hepatitis B for children born on or after January, 1993, before they can go to a public or private school. It is a good idea for parents to keep an immunization record for each child and to make sure the health care provider or clinic updates it every time the child has another immunization.

## SCHOOL PHYSICALS

The New York State Education Law requires an annual physical examination for pupils **on entrance to school** and routinely at **grades 1-3-7-10**. A physical examination of each child classified as disabled must be completed every three years as part of the mandated triennial reevaluation. If your child has a yearly examination by your health care provider, please ask him/her to complete our school forms (available in all Health Offices). We urge you to have your regular health care provider examine your child since your child's provider is more familiar with the health history and consequently, can conduct a more comprehensive examination than the school physician/nurse practitioner. The physical examination should be completed by **October 1<sup>st</sup>**. We would appreciate having the form returned to the school health office by this date. After this date, the school physician or nurse practitioner must examine all pupils in the grades mentioned above for whom we have no report from their own health care provider. Sport physicals must be done annually before trying out for sports. This physical can be done by your own health care provider or the school nurse practitioner. As part of the physical examination, the blood pressure will be checked and a urine specimen will be dipped to test for glucose and protein only.

## SCREENING PROCEDURES

Screenings required by state law include: vision, hearing, height and weight. Students from ages 8-16 are also screened for scoliosis according to state law. Parents will be informed of any abnormal findings.

## EMERGENCY CARDS

The purpose of the student emergency card is to update information concerning home address, home and business telephone numbers, and a person other than parent or guardian to contact during the school day should an emergency arise. An emergency card will be mailed home in August. These cards are to be completed by the parent or guardian and returned by the student to the homeroom teacher as soon as possible.

During the course of the school year, parents should notify the school of any changes in the emergency procedures, address or telephone number, medical history of students, etc.

## CLOSED CAMPUS

**The Wallkill Senior High School is a closed campus. Students are not permitted to leave the school during the school day for any reason unless permission is granted by the parents.**

Due to insurance reasons and lack of available space, we are unable to entertain visitors who wish to spend the day at our school. Individuals who wish to visit for a short period of time must receive approval, in advance, from the high school principal or assistant principals.

## **LIBRARY BOOKS**

Following the rules set up by our school Library Media Specialist, students are privileged to sign books out for personal use. It is expected that these books will be returned before the due date. Students not returning books by the due date should be aware of the following:

1. Library privileges may be denied to them.
2. The library staff will place all such names on the obligation list in June for appropriate action.
3. Student is expected to pay for the cost of the book if it is not returned.

## **LOCKERS**

Students will be assigned a Physical Education and corridor locker on the first day of school. They are not to use lockers other than the ones assigned to them. Should a lock be placed on an unauthorized locker, it will be removed and the contents of the locker will be placed in Lost and Found. Lockers are not to be shared.

Gym lockers are not to be used for the storage of books, coats and hats, or items other than gym clothing. All students must clear their gym lockers at the conclusion of their gym course.

The school cannot assume responsibility for any theft or any loss from a student's locker. The school alerts the staff to be constantly on guard against break-in or theft but the school cannot guarantee security of student property. The student must absorb any financial losses resulting from locker break-in or theft. The school merely provides the locker as a convenience to the student without charge and without any guarantee as to security. Students are requested to report any locker break-in or theft so that records can be maintained indicating areas needing more security checks; however, the school will not conduct lengthy investigations. Any mechanical failure should be reported to the main office.

## **STUDENT SIGN-OUT**

**Students may not sign out of school.** If the emergency requires a student to leave school during the school day, the student's parent/guardian must either come to school to sign the student out or verify permission by telephone.

## **STUDY HALLS**

Students may find study halls included in their schedule. Students must attend these study halls. This is a quiet period in which work assignments are to be done. A student is expected to bring assigned work or review material in order to fully utilize this study time. A student may leave the study hall only in an emergency and with the permission of the study hall teacher. A student desiring to see a teacher outside of the study hall must have previously obtained a pass from that teacher and present this pass to the study hall teacher at the beginning of the study hall period. Failure to comply will result in disciplinary action as per High School Discipline Code.

## **TEXTBOOKS**

Each student is provided with the needed textbooks by the Wallkill Senior High School. These books are public property and must be given proper care by the student. They are to be covered by the student and used but not abused. These books will be inspected at the end of the school year by the teacher and fines will be assigned for excessive wear and damage to the book. The sharing of textbooks is not permitted. If a student loses a textbook, a replacement is issued by the teacher. Any book issued to a student becomes his/her responsibility and if it is missing or destroyed replacement payment will be required.

## STUDENT RIGHTS AND RESPONSIBILITIES

### **Student's Right to:**

Attend school in the district in which his/her parent or legal guardian resides.

Express his/her opinion verbally or in writing.

### **Student's Responsibility to:**

Attend school daily, except when ill and and be on time to all classes.

Express his/her opinions and ideas in a respectful manner so as not to offend, Slander, or restrict the rights and privileges of others.

### **Student's Right to:**

Be responsible for his/her dress and appearance.

Expect that the school will be a safe; orderly place for all students to gain an education.

Be afforded due process in the event of disciplinary action brought against him/her, including suspension.

Be represented by a student government selected by free school elections.

Be afforded equal educational opportunities.

Be afforded channels of communication to Board of Education and School Administration concerning operation of the school system and curriculum planning.

Be afforded the opportunity to develop school publications such as school newspapers.

### **Student's Responsibility to:**

Refrain from wearing any item of clothing which in the opinion of the Administration is dangerous, indecent, or distracting, which may be prohibited.

Be aware of all rules and expectations regulating student behavior and conduct him/herself in accordance with these guidelines.

Be willing to volunteer information in disciplinary cases if he/she has knowledge of importance in such a case.

Take an active part in student government by running for office, or conscientiously voting for the best candidates and making his/her problems known to the representatives.

Be aware of available educational programs in order to use and develop capabilities to maximum.

Express views concerning the operation of the school system and curriculum planning using predefined channels of student government.

Refrain from libel and obscenities.

Be afforded the opportunity to participate on athletic teams, regardless of sex, except pursuant to Regulations of the State Education Commissioner.

Be afforded the opportunity to participate in extra-curricular activities.

Have access to relevant and objective information concerning drug and alcohol abuse, as well as access to individuals or agencies capable of providing direct assistance.

Have his/her student records available for inspection by his/her parent or legal guardian upon request, or by the student him/herself if 18 years of age or older.

Be respectful as an individual entitled to his/her personal dignity and integrity.

To participate and follow athletic requirements.

Be aware of all rules governing Participation and conduct him/herself in Accordance with these guidelines.  
Be aware of the information and services available, when it is needed.

Be aware of right to access guidelines governing such access.

Refrain from participating in any discriminatory practices against others, students, teachers, custodians, etc.

## **MEAL CHARGE PROCEDURES**

1. Meal Charges:
  - a. A student who has lunch debt will be eligible to charge the reimbursable meal of choice that school day if the student requests one, unless the student's parent or guardian has specifically provided written permission to the school to withhold a meal
  - b. If a student has outstanding charges but has money to purchase products through Food Services, they will be allowed to only buy a reimbursable meal
  - c. Students with an outstanding balance may purchase ala cart or snack items but cannot charge those items
2. Actions that are prohibited towards a student with meal debt:
  - a. Announcing or publicizing the names of children with unpaid meal charges
  - b. Sending clearly marked notices home with children who have an outstanding balance
  - c. Using hand stamps, wristbands, stickers or other physical markers to identify children with outstanding meal charges
  - d. Requiring children with unpaid meal charges to do chores or other work
  - e. Throwing a child's meal into the trash
  - f. Take any action directed at the student to collect unpaid meal charges
  - g. Discuss any outstanding meal debt in the presence of other students
  - h. Serving alternate meals (i.e. cheese sandwich)
  - i. Using a debt collector
3. Staff Training:
  - a. The Food Service Director will ensure that staff are trained on a yearly basis about the meal charge procedure
  - b. District staff will be available to assist any families who require assistance with establishing eligibility
4. Determining eligibility:
  - a. District staff will make every attempt to determine if a student is directly certified and eligible for free meals
  - b. District assigned staff will access the Statewide Direct Certification program at least monthly to determine student eligibility
  - c. In addition to sending the income application at the beginning of the year, District staff will make two additional attempts to encourage the parent or guardian to complete an income application on behalf of the student
  - d. District Staff will contact the parent or guardian to offer assistance to complete the application to determine if there are other factors of why the school does not have sufficient food or funds to purchase a meal and offer other assistance as appropriate
  - e. District staff will notify the Food Service Director of any migrant, foster, homeless or runaway children who should be immediately certified for free meals
  - f. District staff in accordance with 7 CFP 245.6(d) may complete and file an application for a free or reduced meals for a student if the District becomes aware that a student who has not submitted a meal application is eligible for free or reduced priced meals

The District will utilize the Horizon Point of Sale System to record and identify charged meals and maintain balances that parents/guardians can view on a daily or weekly basis.

5. The building administrator and/or their designee will work in conjunction with the Food Services Director to contact adults in the family regarding meal debt payment reminders and assisting families with eligibility for free and reduced lunch and may use any of the following methods to contact them:
  - a. via the phone
  - b. through permitted electronic communication
  - c. with letters – a weekly IOU letter will be sent for those students with a debt of more than \$5.00
  - d. in person meetings - the building administrator and/or their designee will contact adults in the family to schedule a meeting for anyone who carry a debt of \$5.00 or more after any five (5) week interval throughout the year
  - e. any other discreet communication method
  - f. work to determine if a student is directly certified to be eligible for free meals
6. The building administrator and/or the Food Service Director must notify the Assistant Superintendent for Support Services immediately if any student has a lunch debt of \$50.00 or more on a monthly basis.
  - a. Upon receiving notification that a family has a debt of \$50.00 or more a letter will be sent to the family notifying them of the debt along with a Free and Reduced application

## **CONSTITUTION OF THE WALLKILL SENIOR HIGH SCHOOL Student Government Association**

### **Preamble**

We, the students of Wallkill Senior High School, establish a democratic government in order to promote free interaction of ideas, ensure internal harmony, provide equal representation to the entire student body, and to establish this constitution for the Student Government Association of Wallkill Senior High School.

### **Article 1**

#### **Name**

The name of this organization shall be the Student Government Association (SGA) of Wallkill Senior High School.

### **Article II**

#### **Purpose**

- The purpose of this organization stands as follows:
- To coordinate and promote educational, cultural, and extra-curricular activities.
- To improve the number and quality of such activities and programs.
- To promote the sense of spirit and belonging within Wallkill Senior High School.
- To investigate, evaluate, and recommend changes in school rules and policies.
- To facilitate communication within the school and with the community at large.
- To promote student leadership.
- To establish a school calendar that will provide dates for equitable opportunities for all co-curricular activities.

### **Article III**

#### **Power and Authority**

- The SGA has the responsibility for giving initial approval to any student activity sponsored by the school organizations.
- The SGA will assist the administration in all matters concerning the student body or when requested by the administration.
- The term of office of an SGA officer shall be one year, beginning September 1<sup>st</sup> of the year of election.
- All powers of the SGA are delegated to it by the school administration.

### **Article IV**

#### **Organization**

The General Assembly shall consist of any interested students along with SGA and class officers.

- Each member shall have one vote, including all class presidents and officers. The SGA president will vote only in situations where a tie results, casting the deciding vote.
- Members of the General Assembly must be registered students of Wallkill Senior High School and members of one of the four classes.
- The General Assembly shall meet approximately once a month (or as needed) after school.
  - Attendance policies for all meetings will be established at the first SGA meeting in September.
  - Attendance will be taken at each meeting.

## Article V

### Officers and Duties

1. All SGA and Class Officers:
  - It is recommended that all officers **NOT** have a regularly scheduled early release.
  - It is recommended that all officers **NOT** have a regularly scheduled late entry.
2. The president:
  - Shall preside at all meetings of the General Assembly.
  - Shall call meetings to order at the proper time.
  - Will be aware of Parliamentary Procedure at all times in accordance with **Robert's Rules of Order**.
  - Will carry out amendments that are passed by the SGA.
  - Can nominate members to all Student Association interscholastic conferences or meetings, subject to approval by the SGA and the adviser(s).
  - Must maintain control and order at all meetings with the help of the SGA faculty adviser(s).
3. The vice president:
  - Shall preside at all meetings in the absence of the president.
  - Shall preside at all activities and projects in the absence of the president.
  - Is the official overseer of **ALL** committees, both standing and temporary. It is the vice president's job to make sure these committees carry out their duties and obligations and function smoothly. The vice president shall request reports from the chairperson when it is necessary.
  - May vote on all issues.
  - May become president upon the impeachment or resignation of the president.
  - Cannot fill any other office.
  - Cannot be a member of any committee in the absence of the president.
  - Shall be responsible for all attendance duties at SGA general meetings.
  - Shall take attendance for all SGA related activities.
  - Shall notify truant members of attendance standing.
4. The secretary:
  - Shall record the minutes of each meeting of the General Assembly and have them typed by the next meeting.
  - Shall carry on other necessary correspondence between the SGA and any other organization-student, school, administration, or faculty.
  - Will read the minutes of the previous meetings.
  - Shall record all records for the SGA.
  - Will also take minutes of the meetings with the principal and special meetings with the staff. In addition, the secretary will receive minutes from each standing and temporary committee.
  - Will keep a list and notify members nominated to committees.
5. The treasurer:
  - Shall keep accurate records of all SGA expenditures and expenses
  - Shall submit a treasurer's report to the General Assembly at each meeting.
  - Will prepare financial statements, which will be distributed to the SGA and the administration at the end of each year.



**Article VI****Elections**

- Individuals petitioning for president, vice president, secretary or treasurer of the SGA must have a minimum of two years active participation with his/her class and/or SGA.
- Individuals petitioning for president, vice president, secretary or treasurer of either a senior or junior class must have a minimum of one year active participation (includes active participation in SGA).
- Individuals petitioning for an SGA or class office may not be failing any classes based on that year's previous quarters and must have an overall average of 70% or higher,

**Article VII****Nominations**

- Any student can run for an SGA position. (See Article VI)
- The presidential and vice presidential nominees must run as a team or they cannot run for the SGA offices.
- Any student wishing to run for an SGA or a class office must obtain an official petition from the adviser(s). He/she must obtain 50 signatures from students in his/her class to qualify for a class officer's position. 75 signatures are needed for an SGA petition. A student may sign more than one petition for the same office. In addition to the petition, the petitioner must also obtain two written recommendations from the Wallkill teaching faculty.
- Any petitioner running for president, vice president, secretary, or treasurer of SGA or of his/her class must sign a code of responsibilities and actions, e.g., duties to office, citizenship or criminal infractions.
- Any petitioner may not hold more than one office in that year.

**Article VIII****Impeachment**

- Any officer or member may be removed from office for failure to attend more than three meetings, failure to fulfill the obligations of the position in question, misusing the power assigned to him/her, violating any part of this constitution, or exemplifying poor citizenship within the community. Any officer displaying actions detrimental to the welfare or best interest of the school or the SGA, or who is not a member of the class that he/she holds office in, as defined by guidance, may be subject to impeachment. The principal has the power to remove any officer or member from the SGA if his/her conduct or actions do not represent the best interests or set a positive model for the Wallkill Senior High School student body.
- The adviser will begin the impeachment process by referring the name of the officer to the SGA adviser and the other class or SGA officers.
- In the event of activation of impeachment procedures, the adviser will preside. Charges brought against the officer will be presented at a hearing where the officer will have an opportunity to express his/her position. The hearing will be open to all officers. After evidence is presented, seven students selected at random by the adviser, will serve as a jury. An adviser, other than the initiating adviser, will oversee the jury proceeding. A secret ballot will follow the discussion to determine the outcome.
- If a vacancy occurs within the elected offices of a class or of the SGA, an announced meeting will occur inviting all to participate in opening nominations for the positions. Nominees must meet eligibility requirements. A vote will be taken at that time. Any person wishing to run for an office must attend the announced meeting.
- Any officer who fails to meet co-curricular academic eligibility at the end of a marking period, will be placed on probation until the next marking period when his/her status as an officer will be re-evaluated based upon academic eligibility. If he/she continues to be academically ineligible, he/she will be subject to impeachment.

**Article IX****Chairperson**

- After qualifying and being freely elected, a representative may assume the responsibilities of chairperson of one of the standing committees. If more than one representative volunteers, the president shall appoint the chairperson on the basis of previous involvement and experience.
- Committee chairpersons shall report to the General Assembly at each meeting concerning the activities of that committee. If there are not concerns, activities or reports are still necessary. A reply of “no report” shall be given when asked by the president for that particular report.
- All committee chairpersons shall be required to submit a written report to the SGA at the termination of that committee which will include the committee’s activities.

**Article X****Amendments**

- Amendments may be submitted by anyone to the SGA at any time.
- Amendments submitted or presented by any student must be discussed by SGA and voted on at a meeting established for this purpose.
- Amendments to the constitution will be ratified by a 2/3rds vote of the General Assembly. Upon ratification, the amendment will be added to the Constitution Assembly.
- If the amendment submitted is defeated by SGA, the amendment may be either revised or relinquished at the discretion of the SGA.

**Article XI****Powers Not Mentioned**

- The SGA reserves the right to carry out any actions on its own which are in accordance with the general policy of the school codes and restrictions and requirements that are necessary and proper for the betterment of Wallkill Senior High School.
- The entire student body is to enforce this Constitution and to take action when the students, faculty, or administration has violated it or any part of it.
- Cancellation of Events – The calendar established at the end of the previous year takes precedence over other activities unless an emergency activity is approved by the High School administration. Any class which is scheduled for an activity must notify the SGA in writing that they will not participate in a scheduled event which was scheduled by that class. They must notify SGA at least two weeks in advance. This will give the SGA time to schedule an alternative event or give another class a chance to pick up the activity.

**Article XII****Student Government Scholarship**

- It has been decided by the General Assembly that a scholarship should be given each year to a deserving senior (or seniors) who has (have) demonstrated qualities of good citizenship, leadership, and a desire to make Wallkill Senior High School a more positive educational facility.
- The recipient of the award will be determined by the SGA adviser(s).
  - All nominees must be current members in good standing.
  - All nominees must have served as an active member of SGA for a minimum of two years.
- The amount of the scholarship is a maximum of \$500.00 and can be divided.
- At the SGA adviser(s) direction, another scholarship can be awarded if there are funds available, and there are deserving candidates. The amount of said additional scholarship and whether or not it will be awarded would be determined by the SGA adviser(s) each year.

## ATHLETIC CODE OF CONDUCT

**THE CONDUCT OF** a student-athlete is closely observed in many areas of life; on the field, in the classroom and in the community. Take pride in yourself, your team and your school. You should always project a positive image. Winning or losing is not as important as your reaction to winning or losing. Your reaction is what people will remember – not the score. You should be modest in victory and steadfast in defeat.

**ON THE FIELD** – In the area of athletic competition a Wallkill student-athlete does not use profanity or illegal tactics, and learns fast that losing is a part of the game. It is always courteous to congratulate the opponent on a well-played game after the contest, whether in defeat or victory.

The school is interested in each student-athlete as an individual, and the coaches will do all they can to help each achieve the highest level he or she is capable of achieving. However, each student-athlete must accept the responsibility that goes with being a member of a team. Our teams represent the Wallkill community. The following rules of conduct have been developed for all our modified, junior varsity, and varsity team members. The school realizes that in order for these rules to be adhered to, the student-athletes must believe in them and discipline themselves to abide by them. Parents/guardians are requested to do all they can to support the Code of Conduct and help their son or daughter live up to this code.

This Athletic Discipline Code will be administered by the Athletic Director and building principal. Parent/guardian notification will take place as soon as possible, and a conference will follow if requested.

### A. TEAM STANDARDS

#### INFRACTION/REASON

1. Late for practice
2. Late for game
3. Absent from practice
4. Absent from game
5. Quitting a sport after start of that season

#### PENALTY/POLICY

Coach's discretion. Subject to review by Athletic Director.

1<sup>st</sup> offense: Coach's discretion.  
2<sup>nd</sup> offense: Ineligible for that game.  
3<sup>rd</sup> offense: Permanent suspension.

Coach's discretion. Subject to review by Athletic Director.

Permanent suspension pending investigation of Athletic Director and coaches concerned.

Withdrawal from all athletics for that sport season unless written permission is given from the coach whose sport the student-athlete quit to participate in another sport within that same season. All awards are forfeited (see also "Suspension from a Sport").

6. Excused from physical education class

A student-athlete who has been excused from physical education for medical reasons may not practice or participate in a contest on the day he/she is excused.

A medical release from the physician issuing the excuse is required before reinstatement in practice sessions.

7. Absent or tardy on the day of the game/practice

A student-athlete who is absent or tardy on the day of a game/practice will not be allowed to participate in that days athletic practice or game unless they have an excused note from a parent/guardian. If a pattern is detected it will be subject to the decision of the Athletic Director as to whether the student-athlete can participate.

8. Suspension from classes or detention

If a student-athlete is suspended per disciplinary steps 2-6 of the Student Code of Conduct, he/she will not be allowed to practice or play during the suspension. He/she will not be able to play a minimum of one (1) contest either during the suspension period or immediately following said period.

9. Care of uniform and equipment

Each team member shall assume full responsibility for the uniform and equipment issued to him/her. The student-athlete is financially responsible for any damaged or lost items.

10. Unauthorized equipment

Any student-athlete in possession of unauthorized athletic equipment from Wallkill or any other school may be suspended from the team for the remainder of that season. The item will be confiscated and judgment reserved pending an investigation by the coach and the Athletic Director.

## 11. Transportation

A player must travel to and from the game under the direct supervision of the coach/advisor.

It is the responsibility of the school to transport all participants to the event and back to the school.

The only exception to this policy is:

1. The parent/guardian completes at the beginning of each sport season a request form to transport the student-athlete home after each away contest.
2. If the request form is approved by the Athletic Director, the parent/ guardian must sign out the student-athlete with the coach at the end of each contest.
3. In case of an emergency, when prior approval was not granted, the student-athlete may be released to a parent/guardian at the discretion of the coach.

A player who travels home from an away contest inconsistent with this policy will be suspended for one (1) game.

## 12. End of season

The season officially ends for each student-athlete upon the return to the coach, at a specified time, all equipment issued to him/her for that particular sport. Until the above requirement is met, the student-athlete is subject to all eligibility rules and regulations of that sport. Failure to comply with these requirements will result in the denial of all athletic awards and credit for participation. It will disqualify a student-athlete from participation in all sports until the end of season requirements are met.

## **B. TRAINING RULES**

### **1. Alcohol & Drug Violations**

Medical research clearly substantiates that the use of alcohol and illegal drugs produce harmful effects. You cannot compromise athletics with substance abuse. Student-athletes who experiment with such substances jeopardize team morale, team reputation and team success and do physical harm to themselves. Students have to decide if they want to be athletes. If they do wish to be an athlete, they must make the commitment in order to be a competitor. A big part of this decision means refraining from the use of alcohol, drugs and steroids.

Possession/Consumption (including being under the influence of) and/or distribution, other than prescribed by a physician for personal use, any controlled drug and/or intoxicant, at any time during that sports season whether during school, at a school activity, on school property, or at locations off school property is prohibited.

#### **1<sup>st</sup> Offense:**

- Loss of leadership position – Team Captain.
- The student-athlete will be suspended from participation for a four (4) week period\*.
- The student-athlete must attend all games during the period of probation period as a non-participant.
- The student-athlete must practice independently to maintain standing – this schedule will be determined by the coach.

#### **\*The Four Week Suspension Period Will be Reduced to Two (2) Weeks if:**

- The student-athlete voluntarily attends one meeting with the school social worker during the first two (2) weeks of suspension (appropriate documentation required).
- The student-athlete writes a reflection essay that addresses the violation as well as the health consequences associated with alcohol/drug use during the first two (2) weeks of suspension.

\*\*Student-athlete and parent/guardian will meet with Review Board for multiple violations (intoxication, possession, distribution, violation of School Code of Conduct and Athletic Handbook) to determine if additional sanctions are necessary\*\*

#### **2<sup>nd</sup> Offense:**

- The student-athlete will be removed from all athletic teams for 90 school days.

\*\*Student-athlete and parent/guardian will meet with Review Board for multiple violations (intoxication, possession, distribution, violation of School Code of Conduct and Athletic Handbook) to determine if additional sanctions are necessary\*\*

#### **3<sup>rd</sup> Offense:**

- The student-athlete will be suspended from participation in all sports for at least one (1) year.

\*\*Student-athlete and parent/guardian will meet with Review Board for multiple violations (intoxication, possession, distribution, violation of School Code of Conduct and Athletic Handbook) to determine if additional sanctions are necessary\*\*

**The review board shall consist of the Principal, Athletic Director,  
School Social Worker and two coaches.**

**2. Tobacco Use**

Possession or use of tobacco, electronic cigarettes, rolling papers, personal vaporizers, e-liquids and any electronic nicotine device or paraphernalia associated with these products, lighters, matches, etc., is prohibited.

**1<sup>st</sup> Offense:**

- Loss of leadership position – Team Captain.
- The student-athlete will be suspended from participation for a one (1) week period.

**2<sup>nd</sup> Offense:**

- The student-athlete will be suspended from participation for a two (2) week period.

**3<sup>rd</sup> Offense:**

- Review board will meet to decide if student-athlete is permitted to continue on athletic team.

**The review board shall consist of the Principal, Athletic Director,  
School Social Worker and two coaches.**

**3. Hazing Policy**

“Hazing” is not permitted under any circumstances. “Hazing” is defined as any act committed against someone who would like to join or become a member of, or maintain membership in, any organization (including an interscholastic athletic team or club) that is humiliating, intimidating or demeaning, or endangers the emotional, mental, or physical health and safety of the person. Hazing includes active or passive participation in such acts and occurs regardless of the willingness to participate in the activities. Hazing creates an environment/climate in which dignity and respect are absent.

If an act is determined as being a hazing incident, the following athletic consequences take effect:

**1<sup>st</sup> Offense:**

- Suspension from team for one (1) week and mandatory two (2) game suspension. Meeting with Athletic Director, Principal, and student-athlete’s parents/guardians. (May be removed from team at discretion of Principal and Athletic Director).

**2<sup>nd</sup> Offense:**

- The student-athlete will be suspended from participation in all sports for at least one (1) year.

**These offenses apply for any season and carry over from season to season. An offense will be determined by  
School Administration, DASA Coordinator and the Athletic Director.**

**Please also refer to Policies #7623, #7624 and #7625 for further information regarding Harassment,  
Discrimination and Dignity for All Students Act (DASA).**

**4. Social Media**

As an organization with a commitment to quality of education and the safety of our students, as well as the preservation of our outstanding reputation as a school, the standards for appropriate online communication are equally as high. It is important that student-athletes recognize the power of public media domains and the potentially negative image that they can portray about other student-athletes, coaches, the athletic program and the school district. While we respect the right of student-athletes to utilize the variety of social media options available (Facebook, Twitter, blogs, etc.), we ask that the following guidelines be met by our student-athletes at all times:

- Refrain from posting material, including pictures, that is threatening, harassing, illegal, obscene, defamatory, slanderous, promoting illegal activities or hostility towards any individual or entity (including opponents, competitors, coaches, etc.).
- Be aware that college recruiters or future employers are starting to access information placed online on social networking sites. The information you post is considered public information. Protect yourself by maintaining a self-image that you can be proud of years from now.

Any inappropriate activity that is in violation of the above guidelines, including first time offenses, is subject to investigation by the school district as well as civil authorities and can be disciplined under the Code of Conduct.

#### **5. Infractions of Rules of Good Citizenship**

Student-athletes must represent their school on and off the field and maintain a high behavioral standard. To be a team member is a privilege; it makes you visible and your actions may be noticed more than other students. This visibility comes with accountability for your actions and not escaping accountability. Student-athletes may be suspended or dismissed for citizenship reasons, including but not limited to – disorderly conduct at athletic events or practice, profanity, tardiness, truancy, insubordination, fighting, and other conduct that violates the student code of conduct applicable to all students. Decisions regarding dismissal from a team or suspension from more than one contest will be made by the coach in collaboration with the Athletic Director. Notwithstanding, the Athletic Director/Building Principal reserves the right to dismiss a student-athlete from a team or suspend from more than one contest.

#### **6. Suspension from a Sport**

If a student-athlete who has been suspended from one (1) sport desires to participate in a sport in any subsequent season, he/she must arrange a meeting between the Athletic Director, the two (2) coaches involved and himself/herself. He/she must have proven that he/she is deserving of reinstatement back into the athletic program. This is also applicable for a student-athlete who quits a sport after the start of that season.

#### **7. Appeal Procedure**

The student-athlete and/or parent/guardian have the right to appeal penalties imposed under the Training Rules to the Building Principal and Athletic Director. Appeals must be made in writing within three (3) school days of assignment of a penalty for a Training Rules violation. A response to the appeal will be provided within three (3) school days after receipt of the letter by the Athletic Director/Building Principal. During the appeal period a student is not eligible to practice or compete.

**The Discipline Code is intended to be read and interpreted in a manner that is consistent with the District-Wide Code of Conduct (Policy No. 7400). To the extent any terms or provisions contained herein conflict with the District-Wide Code of Conduct, the District-Wide Code of Conduct shall govern.**



### **ATHLETIC ACADEMIC ELIGIBILITY**

**POLICY STATEMENT:** The Wallkill Central School District Board of Education, and all athletic coaches of the District (Middle School/High School), recognize the first priority of the student-athlete's education experience is academic excellence. All student-athletes must recognize that participation in interscholastic athletics for the Wallkill Central School District is an honor and privilege earned by maintaining academic and discipline standards. Failure to maintain the minimum standards listed below will result in the following actions:

1. In order to be eligible to participate in athletics, a student-athlete is required to be taking at least four (4) subjects, one of which must be physical education (per NYSPHSAA Handbook). However, a student-athlete may opt-out for physical education class, for that specific sport season, if he/she successfully meets the requirements of the New York State Physical Fitness Test.
2. A total grade point average of less than 70% for all credit bearing courses scheduled during each of the five-week marking periods under consideration will result in:
  - a) The Athletic Director and coach will first review the Teacher Evaluation/Grade Average Report or the Report Card to verify the status of the student-athlete, consider extenuating circumstances (which will be presented to and must be approved by the building principal), and outline with the student-athlete a planned effort for improvement.
  - b) Suspension from playing in any games/scrimmages for two (2) weeks.
3. At the end of the suspension period, a second informal hearing will be held involving the same parties and:
  - a) The student-athlete must produce a new Teacher Evaluation/Grade Average Report or Report Card that lists the current average for each credit bearing course scheduled.
  - b) If the Report indicates a total grade average of 70% or higher, the student-athlete may be reinstated to full status on the team.
  - c) A continuation of a grade average of less than 70% will result in a continuation of the suspension until the next five week evaluation period when steps "2a" and "2b" will be repeated.
4. A total grade average of less than 70% for all credit bearing subjects scheduled during the entire year as indicated in the final marking period of June will result in suspension from participating in a fall sport unless summer school is attended and the total grade average is brought up to 70% or greater.
5. A student-athlete who is on suspension and then drops a failing course will have his/her case reviewed by the Athletic Director and is not automatically dropped from suspension.
6. The building principal will have final review authority to determine practice and playing eligibility.
7. No student-athlete will be released from suspension without documented proof of a 70% or greater total grade average for credit bearing courses scheduled during any five week period.

### **TWO SPORT ELIGIBILITY**

A student-athlete who chooses to participate in two (2) or more sports in the same season must obtain a two-sport declaration form from the coach and declare his/her primary sport (sport of choice). This policy was formed to eliminate conflicts when the two (2) sports are scheduled to play at the same time or on the same day. This form, when signed by the student-athlete and his/her parent/guardian, must be turned in to the Athletic Director. Student-athletes must be aware that they must meet all of the required practices of both sports to become eligible.

### **CONCUSSION MANAGEMENT POLICY**

Concussions and head injuries are commonly reported injuries in children and adolescents who participate in sports and recreational activity. Please refer to Concussion Management Policy #7605.

### **AGREEMENT**

**PARTICIPATION ON A WALLKILL ATHLETIC TEAM** is a privilege not a right. Standards of behavior and expectations are high for each student-athlete and parent/guardian. Please remember that as a member of a sport team, you represent Wallkill. For this reason, each student-athlete will be required to sign the athletic handbook agreement indicating the student-athlete's personal commitment. This signature will recognize the student-athlete's responsibility to the team and their willingness to set a positive example, adhere to basic concepts of good citizenship and follow proper training practices.

I have read the Wallkill Central School District Athletic Handbook and fully understand the content within the handbook. I hereby pledge to follow the intent of this handbook.

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Signature of Student-Athlete

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Date

I have read and agree to the Wallkill Central School District Athletic Handbook. I will support the Athletic Department by emphasizing to my son/daughter that they adhere to the handbook and I support/understand the penalties that come with non-compliance.

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Signature of Parent/Guardian

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Date

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Sport

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Season

## EXTRA-CURRICULAR ACTIVITIES

**Extra-curricular refers to those courses or activities that are not credit bearing and do not influence one's marks. These activities are normally scheduled after school and students are encouraged to participate in one or more.**

Athletes Helping Athletes  
Cheerleading  
Cross Country  
Drama Club  
Golf  
Gymnastics  
Indoor Track (Girls & Boys)  
Intramurals  
J. V. Baseball  
J. V. Basketball (Girls & Boys)  
J. V. Football  
J. V. Soccer (Girls & Boys)  
J. V. Softball  
J. V. Volleyball  
Lacrosse  
LEO Club  
Literary Magazine  
GSA/Youth in Unity  
Be-You-tiful Club  
Technology ClubH  
Musical Activities  
National Honor Society  
Nordic Ski Team  
Scholastic Match-Up/ Quiz Bowl  
School Newspaper  
S.H.A.C./S.A.D.D.  
Student Government Association  
Tennis (Girls & Boys)  
Track (Girls & Boys)  
Varsity Baseball  
Swimming  
Varsity Basketball (Girls & Boys)  
Varsity Football  
Varsity Golf  
Varsity Lacrosse  
Varsity Soccer (Girls & Boys)  
Varsity Softball  
Varsity Volleyball  
Varsity Wrestling  
WSBC (TV Station)  
Yearbook

## **WALLKILL CENTRAL SCHOOL DISTRICT**

### **BOARD OF EDUCATION**

Mr. Joseph LoCicero, President  
Mr. Tom Frisbie, Vice-President  
Mrs. Kathryn Anderson  
Mrs. Donna Crowley  
Mr. Thomas McCullough  
Mr. Steven Missale  
Mr. Dustin Palen  
Mr. Vincent Petrocelli  
Mr. Leif Spencer

### **ADMINISTRATION**

Mr. Kevin Castle, Superintendent of Schools  
Mr. Brian Devincenzi Assistant Superintendent for Support Services  
Mrs. Yvonne Herrington, Assistant Superintendent for Educational Services  
Mr. Anthony White, Director of Pupil Personnel Services and Federal Programs

## **IMPORTANT TELEPHONE NUMBERS**

<b>High School Main Line</b>	<b>895-7151</b>
Health Office	895-7155
Library	895-7150, Ext. 1400
School Psychologist	895-7150, Ext. 1267
School Social Worker	895-7150, Ext. 1266
Student Services	895-7153
Attendance Office	895-7157
Athletic Office	895-7158
Security/Truant Officer	895-7150
Guidance Office	895-7154
 <b>District Office Main Line</b>	 <b>895-7100</b>
 Superintendent of Schools Mr. Kevin Castle	 <b>895-7101</b>
 Assistant Superintendent for Support Services Mr. Brian Devincenzi	 <b>895-7102</b>
 Assistant Superintendent for Educational Services Mrs. Yvonne Herrington	 <b>895-7103</b>
 Director of Pupil Personnel Services Mr. Anthony White	 <b>895-7104</b>
 <b><u>School Buildings</u></b>	
<b><u>Leptondale Elementary School</u></b> Mr. Scott Brown, Principal	<b>895-7200</b>
<b><u>Plattekill Elementary School</u></b> Mrs. Monica Hasbrouck, Principal	<b>895-7250</b>
<b><u>Ostrander Elementary School</u></b> Natalie Harjes- Principal	<b>895-7225</b>
<b><u>John G. Borden Middle School</u></b> Ms. Marjorie Anderson, Principal	<b>895-7175</b>
<b><u>Wallkill Senior High School</u></b> Mr. Joseph J. Salamone, Principal	<b>895-7150</b> <b>895-7152</b>
Mr. Robert Albanese, Assistant Principal Grades 9 and 11	<b>895-7153</b>
Mr. Brian Masopust, Assistant Principal Grades 10 and 12	<b>895-7153</b>



## Second Floor



♥ AED



## Automated External Defibrillator (AED) Locations

<b>MAIN LOBBY</b>	<b>TO THE LEFT OF THE GYMNASIUM DOORS</b>
<b>AUDITORIUM LOBBY</b>	<b>TO THE LEFT OF THE CENTER AUDITORIUM ENTRANCE DOORS</b>
<b>SECOND FLOOR</b>	<b>ACROSS FROM ROOM 210</b>
<b>BASEMENT</b>	<b>WEIGHT ROOM/TRAINING ROOM HALLWAY</b>

**Only trained personnel are to operate the AED**