

WAPPINGERS JUNIOR HIGH SCHOOL



STUDENT HANDBOOK

2016 - 2017

MISSION STATEMENT

"The mission of the Wappingers Central School District is to empower all of our students with the competencies and confidence to challenge themselves, to pursue their passions, and to realize their potential while growing as responsible members of their community."

WAPPINGERS CENTRAL SCHOOL DISTRICT

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JOSE CARRION

**ASSISTANT SUPERINTENDENT FOR
K-12 CURRICULUM AND INSTRUCTION**

DR. MICHELLE CARDWELL

**ASSISTANT SUPERINTENDENT FOR
TECHNOLOGY COMPLIANCE INFORMATION SYSTEMS**

DAREN LOLKEMA

**ASSISTANT SUPERINTENDENT FOR
HUMAN RECOURCES & LABOR RELATIONS**

DR. DWIGHT BONK

**EXECUTIVE DIRECTOR FOR FINANCE AND
BUSINESS DEVELOPMENT**

KRISTEN CRANDALL

DIRECTOR OF SCHOOL FACILITIES AND OPERATIONS

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WAPPINGERS

Central School District



WAPPINGERS JUNIOR HIGH SCHOOL
30 MAJOR McDONALD WAY
WAPPINGERS FALLS, NEW YORK 12590
(845) 298-5200
FAX (845) 298-5156
PRINCIPAL



August 2016

Dear Parents/Guardians and Students,

Wappingers Junior High School welcomes you to the 2016-17 school year. This handbook serves as a guide to provide our families and students with important information about Wappingers Junior High School. Please review the contents of the student handbook to familiarize yourself with the policies and procedures of our school. The Code of Conduct from the district website offers the formal policies for behavior in support of the student handbook. Transitions and change can be met with certainty and confidence when there are known expectations and values. The student handbook is a valuable resource of reference and should be utilized throughout the entirety of the school year.

The mission and purpose of our school is to foster the student's connection to Wappingers Junior High School and the community. With active parent partnership, we will strive together to make the educational experience at Wappingers Junior High School, a positive and enriching time for our middle level students. Through personal and academic growth, with an emphasis on student accountability, we will prepare our students for the rigors of higher education and learning. The learning approach fostered at Wappingers Junior High School is to offer a balanced instructional curriculum in a team setting that promotes academic awareness. The cultivation of an emotional connection with the students as they continue to develop their social skills is paramount. Students however, are expected to be full active participants in the commitment and pursuit of academic achievement and citizenship within the learning community.

The Wappingers Junior High School learning community is looking forward to a wonderful year of both academic achievement and personal growth for our students. Exciting new challenges and experiences await our students in the upcoming year. The faculty and administrative staff are prepared to assist and work with the students to achieve high academic and social standards as well as instill personal integrity and civic responsibility in our students.

I anticipate a stellar school year and look forward to making your acquaintance.

Yours In Education,

Terrence A. Thompson

Terrence A. Thompson
Principal, Wappingers JHS

CONTACT INFORMATION FOR WAPPINGERS JUNIOR HIGH

Wappingers Junior High School 298-5200
(Between 7:40 a.m. and 3:15 p.m.)
Fax Number 298-5156

MAIN OFFICE

Mrs. C. Naughton Switchboard Extension # 21000

ADMINISTRATIVE STAFF:

Mr. Terrence A. Thompson	Principal	Extension # 21003
Mrs. M. Marotta	Principal's Secretary	Extension # 21001
Mr. Michael Anderson	Assistant Principal	Extension # 21030
Mrs. A. Donovan	Asst. Principal's Secretary	Extension # 21031
Mrs. S. Ciarelli	Assistant Principal	Extension # 21033
Mrs. Lisa Biegun	Asst. Principal's Secretary	Extension # 21032

ATTENDANCE:

Extension # 21009

GUIDANCE STAFF:

Ms. Elena Peratikos	Guidance Counselor	Extension # 21013
Mr. P. Nostrand	Guidance Counselor	Extension # 21010
Mrs. C. Lowery	Guidance Counselor	Extension # 21012
Mrs. A. Phelan	Guidance Secretary	Extension # 21009

OTHER SUPPORT STAFF:

Asst. Coordinator Special Ed .	Mrs. Carolyn Ryan	Extension # 21022
School Psychologist	Mrs. C. Jones	Extension # 21014
Social Worker	Ms. Y. Garcia-Barca	Extension # 21011
School Nurse	Ms. D. Sheeran	Extension # 21005
Library/Media Center	Mrs. B. Green	Extension # 21026

TO ARRANGE A CONFERENCE:

Parents of students in grade 7 and 8 should contact their child's guidance counselor or their child's teacher(s).

SCHOOL HOURS

Regular school hours are: 7:45 am to 2:42 pm

If it is a school-related emergency and you need immediate assistance after 3:30 pm, please call Central Office at 298-5000 Ext. 40145.

If it is a transportation-related emergency and you need assistance please call the Transportation Department at 298-5225 Ext. 44103.

Students may only be dropped off after 7:35 am in the main lobby area. Please do not drop students off prior to 7:35 am; there is not supervision prior to that time. **Any student arriving prior to buses must go directly to the Large Cafeteria.**

WAPPINGERS JUNIOR HIGH SCHOOL

Web Site: www.wappingersschools.org

BELL SCHEDULE

REGULAR BELL SCHEDULE

2 HOUR DELAYED SCHEDULE

Buses Arrive	7:50
Warning Bell	7:58
Period. 1	8:00 - 8:50
Period 2	8:53 - 9:33
Period 3	9:37 - 10:17
Period 4	10:21 - 11:01
Period 5	11:05 - 11:45
Period 6	11:49 - 12:29
Period 7	12:33 - 1:13
Period 8	1:17 - 1:57
HR/Per. 9	2:02 - 2:42
Buses Depart	2:50

Buses Arrive	9:50
Warning Bell	9:58
Period 1	10:00 - 10:29
Period 2	10:32 - 11:00
Period 3	11:03 - 11:31
Period 4	11:34 - 12:02
Period 5	12:06 - 12:34
Period 6	12:38 - 1:06
Period 7	1:10 - 1:38
Period 8	1:42 - 2:10
HR/Per. 9	2:15 - 2:42
Buses Depart	2:50

II. STUDENT SERVICES

A. GUIDANCE:

The counselor's primary function is to help students resolve issues that interfere with their academic success. Rather than solve a problem for a student, our skilled counselors will facilitate and guide a student to his/her own solutions. Issues discussed with counselors are varied and include family dynamics, school concerns, academics, relating to peers, teachers and parents, drug and alcohol education, sexuality issues, career exploration and any other concern on a student's mind which will detract from and/or impede the learning process. Issues discussed with counselors are held in confidence unless the potential exists for students to hurt themselves or others.

Students are assigned to guidance counselors by grade and team. Assignments are posted in the Guidance Office.

A student requesting an appointment can obtain a pass from the classroom teacher after the teacher calls Guidance to make sure the counselor is available.

B. HEALTH:

The Health Office is located on the first floor in Room 116 across the hall from the boy's gym, and is staffed by a full-time registered nurse and a health clerk trained in first aid. Some services provided by the Health Office are as follows:

- Providing first-aid care for students who are injured or ill while under school supervision.
- NYS requires that each student receive a vision screening at least once in each school year for grades K,1,2,3,5,7,10.
- NYS requires that each student receive a hearing screening at least once in each school year for grades K,1,3,5,7,10.
- NYS requires that each student receive a scoliosis screening test in grades 5-9. The school nurse will perform these screenings if no documentation is received from the student's private physician.
- Maintaining health records for each student.
- Assisting the doctor with health examinations.

Medication in School:

If it is necessary for students to take medication during the school day, a written order from the Doctor along with a written request from the parent is required. No photocopies please.

The Doctor's note **MUST** include the following:

- Name of Student
- Date that the order is written
- Name of the medication
- Reason that the medication needs to be given
- Dosage Time medication is to be given
- Length of time the student is to be on the medication

Any and all medication **MUST** be in the original container and brought to the Health Office by a parent. All medication will be kept in a locked cabinet in the Health Office. The student is to come to the Health Office to take their medication. Any student needing to carry their medication during school hours **MUST** have it brought to the Health Office with a Doctor's order specifically stating that the student may carry the medication with them.

Immunizations:

Students who attend school in New York State **MUST** be immunized against diphtheria, pertussis, tetanus - (DPT/Tdap), mumps, measles, rubella - (MMR), polio hepatitis B and varicella. **No student will be admitted to school without appropriate certification of immunization.**

Seventh Grade Physicals:

New York State Law requires that all seventh grade students have a physical examination. It is required that each student's health certificate or health appraisal include an assessment of Body Mass Index (BMI) and Weight Status (based on BMI-for-age percentile). Parents are encouraged to have their child examined by their family physician. The District Health forms, distributed in June, are to be returned to the Health Office by the first Monday in October. The physical examination shall not be done before September 3rd of the previous year. Students who do not have their signed health forms or a scheduled date for a physical by their own doctor returned by the first Monday in October will be scheduled to see the school physician.

Physical Education Excuses:

All gym excuses are to be given to the School Nurse. Students who are unable to participate in physical education classes for a period of time up to one week, **MUST** bring a note from a parent. For any time period more than one week or if the student has seen a Doctor, a note from the Doctor stating the length of time and the reason for the excuse is required.

Illness in School:

If a student feels ill during or between classes, the student **MUST** obtain a pass from the classroom teacher and report to the Health Office. **Students may not phone their parent to come to the school if they feel ill, these calls must be made by the Health Office after the student is seen by the nurse.** All dismissals must be made through the Health Office. Students **SHOULD NOT** go to any other location in the building in order to recover from their illness.

Accidents:

A student is to inform the teacher who is supervising his/her activity **IMMEDIATELY** if he/she become injured. The student shall then report directly to the Health Office, if possible. If not, the Health Office will be notified and the nurse will come to the student.

Early Release From Class:

Any student coming to school on crutches, with canes, in casts or after any serious injury **MUST report to the Health Office BEFORE going** to first period to obtain an Early Release Form. A doctor's note is required which includes diagnosis and length of time on crutches, if applicable.

Emergency Cards:

If an illness or an emergency should arise during the school day, it is important for the welfare of the student that the school is able to contact a parent or an emergency contact person.

Emergency cards will be distributed at Orientation or during 1st period on the first day of school. Parents **must** complete, sign and return card to Main Office, or within the first week of school to their first period teacher. **Without a signed, completed emergency card, phone calls are unable to be made. Please list all available telephone numbers and alternate emergency contacts.**

Any changes in your telephone numbers, home address or employment which occur during the school year should be sent to the Guidance/Attendance Office as soon as possible.

If a student is temporarily being supervised by another person, the parent must inform the Attendance Office with all pertinent information. If guardianship changes for an extended period of time, the appropriate forms must be filled out. These are available in the Guidance Department.

C. PSYCHOLOGIST:

The school psychologist works collaboratively with staff, parents and community agencies to formulate and recommend preventive, remedial and corrective measures for children who are referred for services. The psychologist may be reached at 298-5200 ext. 21014.

D. SOCIAL WORKER:

The social worker is available to meet with students in school. He/she is also able to visit student's homes to meet with families, when appropriate or necessary. Students, parents, and teachers may arrange appointments by calling 298-5200 ex. 21011.

E. STUDENT ASSISTANCE COUNSELOR: (SAC)

A Student Assistance Counselor is also available to meet with students who are referred by staff members. This counselor, a Council on Addiction Prevention and Education of Dutchess County employee, works in our school on a part-time basis. This counselor provides substance abuse prevention education to students, faculties, and families, individual and group counseling, information and referral services as well as family communication programs.

IV. ACADEMICS

ACADEMIC PLANNING:

Academic planning for eighth grade students in preparation for high school begins during the month of February. All students will be seen in large groups, small groups and/or individually. An integral part of this process is parent involvement and for this reason a Parent Orientation is also held. During academic planning, the counselor and parent can meet as often as the student, parent, or counselor feel it is necessary.

ORIENTATION:

Orientation for incoming seventh grade students begins during the spring preceding admittance. Guidance and Administration meet with parents to introduce them to life at the Junior High. Concerns and questions can be addressed at this time. In August, an orientation for all 7th graders and new 8th graders will be held. Procedures, policies and expectations will be discussed with the students. Schedules will be handed out at this time.

PLACEMENT:

Teacher recommendations, current grades and assessment scores are all part of the criteria to determine placement (e.g. honors, regular) of students for the next school year. Teachers will be in contact with the student's guidance counselor for appropriate placement.

GROUP COUNSELING:

When a number of students share a similar issue, the guidance counselor may initiate group counseling. Such topics as test anxiety, death, divorce, study skills and anger management are dealt with in a group setting. If you feel that your child could benefit from a group experience, please feel free to contact his/her guidance counselor.

SCHEDULE CHANGES:

There may be times when student schedules need to be changed for health or academic needs. If parents feel that a change should be made to their child's schedule, the appropriate guidance counselor should be contacted. **No lunch changes can be made without a doctor's note citing a medical condition which necessitates the change.**

HOMEWORK REQUESTS:

If your child will be out of school for **two or more days** and you wish to request homework assignments for him/her, please call the Guidance Office secretary at 298-5200 ex. 21009 before **9:00 a.m. on the SECOND DAY of absence.** Parents may **pick up homework in the Main Office between 2:45 and 3:15 p.m.** Should parents come after 3:15 p.m. the student's homework will be placed in a plastic file holder located on the wall outside the Main Office.

HONOR ROLLS:

At the end of each marking period, the Guidance Office publishes the honor rolls. At both the junior high level and senior high level there are two honor rolls:

High Honor Roll
Honor Roll

In order to have their names placed on one of the honor rolls, students must satisfy the following requirements:

1. **High Honor Roll** –In order to qualify for High Honor Roll students must have an average of 91 or above including Physical Education. No student with an average of less than 80 in English, Social Studies, Mathematics or Science will be considered. Students may not have any failures or incompletes, including Physical Education, to be eligible for High Honor Roll.
2. **Honor Roll** - In order to qualify, students must achieve a scholastic average of 85 to 90 **including physical education.** No student with an average of less than 75 in English, Social Studies, Mathematics, or Science will be considered. Students may not have any failures or incompletes, including Physical Education, to be eligible for honor roll.
3. **While averages are “rounded-up” on the report card, they are not “rounded-up” for High Honor/Honor Roll consideration.**

PROGRESS REPORTS:

At the end of the 5th, 15th, 25th and 35th week of school, progress reports are sent home for parents and students. The purpose of these reports is to inform parents of the student's status in a particular subject. Progress reports may comment on everything from outstanding performance to failure and the reasons for these. In some cases, a teacher concerned about a student's lack of progress may request a conference with the parent and guidance counselor. At any time, a parent may request such a conference by calling the Guidance Office (ex. 21009).

REPORT CARDS:

At the end of the 10th, 20th, 30th and 40th weeks of school, grades and comments are reported to parents and students through the report card. Attendance is also marked on every report card for each individual class period. Parent teacher conferences may also be requested at this time.

FINAL EXAMS:

All students are required to be present for final examinations. The final exam equals one-fifth of the student's final grade. Once exams are scheduled, the dates cannot be altered. All students are expected to take their final exams. An **unexcused absence** from a final exam will result in a **ZERO** for that exam. A doctor's note should accompany an excused absence note.

Often, the last several weeks of the year are set aside for various in-class finals, please plan accordingly. Final Exams cannot be taken early as the exams are District exams and considered secure.

TEXTBOOKS:

A student is responsible for the textbook or classbook he/she is issued. He/she will be expected to pay for lost or damaged textbooks.

PARENTAL PORTAL

Information on your child may be accessed electronically through Parent Portal on Schooltools. This feature also allows you to see progress reports and report cards the day after they have been posted. . If you wish to take advantage of this offered feature please contact the Assistant Principal's secretary in room 125 at extension 21131.

V. CLUBS/EXTRACURRICULAR ACTIVITIES/SPORTS

Each year, Wappingers Junior High is involved in many activities for students beyond the daily classroom. Through clubs and organizations, students have an opportunity to explore hobbies and interests and in some cases to work on a project that results from these interests. Here are some activities to consider:

Students are required to go home and return for all events that take place after school, unless the start time of the sport or activity is immediately after school at 2:50 pm.

DRAMA CLUB: The drama club is for actors, actresses and anyone interested in theater production, including lighting, scenic design, make-up and costuming. Announcements for tryouts for each production will be made approximately two months prior to the dates of the play.

NATIONAL JUNIOR HONOR SOCIETY: Wappingers Junior High School is a charter member of the National Junior Honor Society. In order to be inducted into this organization, students must meet the following criteria:

Eighth grade students must achieve a 90% average in the seventh grade and a 90% average in the first semester of the eighth grade. They will then be evaluated by the faculty on the other characteristics necessary for membership. These characteristics include Character, Leadership, Citizenship and Service as well as the above mentioned Scholarship.

Decisions of the faculty committee are confidential.

STUDENT GOVERNMENT COUNCIL: The Wappingers Council is the student government organization of Wappingers Junior High. The council is made up of students who are nominated by teachers in the spring and fall. Activities include dances, Spirit Week, fund-raising and volunteering to assist at various events.

YEARBOOK: The yearbook is a major publication that comes out in June of each school year. PTA is responsible for the organization, picture taking and distribution of the yearbook.

INTERSCHOLASTIC ATHLETICS:

WJHS participates in many competitive sports. These may include basketball, soccer, softball, track, wrestling, volleyball, field hockey, baseball and gymnastics, and cheerleading.

Any student interested in an interscholastic sport must have a physical examination before tryouts begin. This examination will be conducted by a school physician during a regularly scheduled “sports physicals” examination period. The times and dates for these examinations are posted via our website and recited in our daily announcements.

Effective for the Fall 2015 sports season, WCSD will begin to accept private physician physicals. This means that if your child wishes to participate/try out for an interscholastic sport you need to:

- Submit a “Health Examination Certificate”
 - The Health Examination Certificate **must** be the one provided by WCSD.
 - A Physician’s signature and stamp are required by N.Y. State Law.
- Submit a parent permission slip
- The district’s School Physician will then review these forms for final
- approval
- No student will be able to participate/try out for a sport until they have been approved by the School Physician

The Health Certificate should be submitted **one month prior** to the beginning of the sport. To participate in Fall sports it is highly recommended that students submit these forms prior to the end of the previous school year for Fall sports.

A consent form for each sport must also be completed and may be obtained in the health office. This slip must be signed by a parent/guardian and a physical given before any sport participation, including tryouts, will be permitted.

Crutches – If a student requires crutches a Doctor’s Prescription and Parent Permission **must** be provided. Students must demonstrate that they can use the crutches on stairs. There is no elevator!

Please review the section on the WCSD Academic Standards Policy for specific details on eligibility at the end of this handbook.

VI. SPECIAL EVENTS

Each year, under the sponsorship of WJHS, the parents' groups or a student club/organization, the students of the Junior High have the opportunity to participate in a variety of special events. While not always required to attend, students are urged to participate in these events, for their own benefit and the benefit of the school.

Students are invited to join and become active participants in a variety of after school activities. Privileges to participate in clubs, attend sporting events, dances, and field trips may be revoked due to grades, disciplinary referrals, suspensions, or behavioral issues of concern. The school administrators will be responsible for making this decision.

ASSEMBLIES:

Assemblies are held for many different occasions including plays, educational presentations and cultural performances. Generally, these assemblies are held in the auditorium.

CONCERTS:

Concerts are performed by many types of musical groups in order to expose students to a wide variety of musical experiences.

DANCES:

Dances at the Junior High are held during various times of the year. There are certain guidelines that hold, however, for all dances:

1. No guests from outside the Junior High are allowed to attend dances (e.g., students from other schools, RCK High School, etc.).
2. All school rules apply during dances as per the Code of Conduct.
3. Any student placed in In-School Restriction, In-School Suspension or who is suspended out of school on the day of the dance may not attend.
4. Students are not allowed outside the building during a dance unless given permission by an administrator or during parent pick-up.
5. Any student who is absent from school on the day of the dance may not attend the dance.

PICTURES:

Pictures are taken in school once a year. Students may purchase pictures by paying for the order on the day the pictures are taken.

SCHOOL SPIRIT WEEK:

School Spirit Week is usually held in October. Students and faculty wear unusual clothing, certain colors, hats, etc., on a given day of the week.

SCHOOL-SPONSORED TRIPS:

There are many opportunities outside of the classroom which help to enrich the subjects studied in school. Field trips vary from year to year and make for an exciting addition to what you learn while in school. All field trips require permission from your parents. Some field trips may require a fee to assist with the cost. Financial support may be available upon request based on circumstances or need. Deadlines for submitting payment and permission slips will be enforced. Failure to adhere to designated dates may result in a student being ineligible to participate in the field trip.

Privileges to participate in field trips may be revoked due to grades, disciplinary referrals, suspensions, or behavioral issues of concern. The team, school counselors, and administration will be responsible for making this decision.

In order for your child to participate in school-sponsored field trips, the following guidelines and criteria have been developed:

1. Students must demonstrate a pattern of appropriate behavior and academic effort. Students who have demonstrated a pattern of disruptive behavior as determined by the team and administration will not be eligible to participate in field trips. Parents will be notified that his/ her child may be ineligible to participate.
2. All school rules apply while on the trip. Failure to behave in a proper manner will result in disciplinary action and may include suspension from future field trips and school activities. If a student needs to be removed from a field trip site, a parent or guardian will be contacted. A parent or guardian may be requested to pick up his / her child and / or pay the cost(s) the District incurs for transportation.
3. School attendance will be taken into account for participation in all field trips. Excessive unexcused absences or truanancies can lead to a student being excluded from field trips.
4. Any health concerns please notify the School Nurse.

ACADEMIC AWARDS:

An Academic Awards ceremony for our 8th Grade students will be held during the day in the month of June. This ceremony is to recognize students who have achieved extraordinary success in Academics. Students whose grade for three quarters in ELA, Social Studies, Mathematics, Science and Foreign Language is 95% or better will be cited for excellence in that area. Students whose average in ELA, Social Studies, Mathematics, Science and Foreign Language is 91% or better will receive a Certificate of Achievement in that area. Special Awards for character, leadership and citizenship will also be given. Academic Awards for 7th graders are distributed by their respective teachers in class.

VII. WHILE AT SCHOOL

LEAVING SCHOOL PRIOR TO NORMAL DISMISSAL:

Any student who will be leaving school prior to normal dismissal time must submit a **written request signed by his/her parent and contain a contact phone number and the student ID number**. Notes must be given to 1st period teachers.

Students **must be signed out by his/her parent/guardian and they must show picture identification**. A parent not able to personally pick up the child should indicate on the “early dismissal note” the name of the person to whom the school may release the child. That person **must show picture identification**.

PASSING :

WJHS is a large school building with approximately 1,000 students. During the change of classes, the hallways, stairways and intersections are often very crowded. Under the circumstances, it would be difficult to move from class to class unless all of the students followed these simple rules:

HALLWAY BEHAVIOR:

- Keep to the **right** during passing time between classes.
- Walk in the hallways at all times. Never run, push, trip or shout in the hallways and move at a reasonable pace.
- Students are not to congregate in halls, intersections, doorways, water fountains or stairways.
- Do not obstruct the passage of others.
- “Just fooling around” is not acceptable as an excuse for poor hallway behavior.

Each student's schedule assigns him/her to a definite place every period of the day. Students are not permitted in the halls during class periods, unless they are accompanied by a teacher, monitor or have a hall pass from an authorized staff member.

If a student has been detained in the office or by a teacher, he/she is to ask for a pass from the person who detained him/her before going to the next class.

STUDY HALLS:

During the school day, most students will have at least one study hall. Study halls provide a quiet place for students to complete homework, read, review their notes, and study for tests. They also provide time during the school day for students to use the library or talk with their guidance counselors. Students are expected to report on time to this structured study hall with books and materials for directed study and attendance will be taken as with any other class. Time spent in study hall may be used very effectively if students follow these guidelines:

- Students should come to study hall with enough work to keep them busy for the entire period.
- As a general rule, students will not be allowed to go to their lockers to get work.
- If a student needs to meet with a guidance counselor or staff member, a pass must be completed and signed by the supervising teacher. When possible, a pre-printed pass from the receiving guidance counselor or staff member is preferable.

BUS PASSES:

If an emergency situation arises requiring a student to go home on another bus, a note from a parent is required. This note must contain the student's full name, ID number, telephone number and the number of the bus that he/she will be riding. Parents may be called to verify bus notes, so please be sure a **daytime phone number** is on the note. Students are to bring the bus notes to their 1st period teacher. Passes will be issued during student's lunch period at the Main Lobby Attendance Desk. **STUDENTS MUST HAVE A PARENTAL NOTE TO RIDE A DIFFERENT BUS.** These passes can be found on the school website to be downloaded for your convenience.

We would appreciate these notes be used for emergency situations only, not social reasons, as each bus has a certain number of empty seats available at any given time and each additional rider can have an effect on the overall safety of the bus.

LATE BUS PASSES:

If applicable, late bus passes will be issued by teacher-advisors and coaches each afternoon. Students will be allowed to ride activity buses **only** when late passes are produced.

SNOW DAYS/EMERGENCY SCHOOL CLOSINGS:

Radio stations in the area cooperate in announcing school closings on days when the weather or bad road conditions necessitate canceling, delaying classes, or releasing students early.

WEBSITES

<http://www.wappingersschools.org> or <http://www.cancellations.com>

FM STATIONS

WCWZ	93.3
WFGB	89.7
WBFM	94.3
WCZX	97.7
WHUD	101.0
WSPK	104.7
WFMN	103.0
WRVH	105.5

AM STATIONS

WHVW	950
WGNY	1220
WBNR	1260
WEOK	1390
WKIP	1450

If a closing occurs during the school day, the radio stations will be informed immediately. It is suggested that parents make sure that their son/daughter has an established procedure to follow if no one is at home

For Daily Announcements please join the Wappingers Junior High School Google News Group by going to the following link www.wappingersschools.org → News and Email → District and School Google Groups and sign up for WJHS' News.

TELEPHONE MESSAGES AND USE:

It is not possible to call students to the telephone as this disrupts the educational process, however, in ***EMERGENCY SITUATIONS***, messages will be taken by the secretary and delivered to the student at their earliest convenience. If, in an emergency, a parent must speak to a student, the student will be instructed to come to the office to call home as soon as possible.

CONDUCT OF VISITORS: (Student visitors are not allowed)

Visitors must present picture identification.

In an effort to maintain a safe and healthy educational environment, all visitors must sign-in at the Main Lobby desk and obtain a visitor's pass. This pass must be visible at all times and returned upon leaving the building.

WORKING PAPERS:

The Main Office issues working papers to students who are 14 years of age, who wish to work part time. The physical examination required may be done by either the school or family physician.

DRESS & GROOMING:

How a person dresses affects the individual attitude of the student and overall atmosphere of the school. In order to encourage positive attitudes towards learning and a school atmosphere conducive to education, Wappingers Junior High School expects its students to dress and groom themselves in an appropriate manner which meet standards of cleanliness, safety, and modesty while at the same time maintaining opportunities for individuality. Students who do not follow the Dress Code will be required to notify a parent to bring a change of clothes to school. Students may be placed in ISR until a change in clothes is made. Students must also be dressed in appropriate clothing and protective equipment as required for physical education classes, science laboratories and technology education classes. Disciplinary action will be imposed for any serious and/or ongoing violation of the Dress Code.

- All articles of clothing must be safe and healthy to wear. For example, **all shorts are to be worn below mid-thigh and pants are to be worn at the waist**. Skirts and dresses are to be worn near the knee.
- Clothing or jewelry that supports or promotes profanity, the consumption of alcohol, drugs, and/or tobacco, sexually suggestive phrases, or any other inappropriate phrases or symbols is not permitted.
- At no time should the student's midriff be visible while standing, sitting, walking, or participating in normal school activities.
- All head gear including, but not limited to, hats, sunglasses, hair curlers, skullies, do-rags, and bandanas, may not be worn in the building. Head covering is reserved for religious and health and safety reasons only.
- Wearing of chains or safety pins from belt loops, buckles, clothing or other articles in one's possession is not permitted.
- Wearing Beads of any type is prohibited.
- Metal necklaces, metal bracelets and jewelry with spikes create a potential health and safety issue and are not permitted.
- Pajamas are not permitted nor are pajama like clothes.
- Shoes, sandals and sneakers are to be worn properly laced and safely secured to the feet. Flip-flops and sport sandals, such as Nike or Adidas, are not permitted to be worn due to safety issues in corridors, stairwells and classrooms.
- Clothing that is distractible, such as garments that inappropriately expose body parts or articles of undergarments are not permitted. This means specifically no low-cut shirts, skin tight fitted clothing, no tank tops or athletic or A-shirts, no spaghetti strap tops, no halter tops, no see-through or mesh garments worn without clothing underneath.
- Coats, jackets, mittens, gloves or outer clothing, etc. must be placed in lockers and not worn during school.
- Backpacks or book bags are not to be worn or carried during school. These must be placed in the locker.
- Any dress or appearance which constitutes a disruption to the educational process is not permitted.
- In any instance in which there appears to be a question, the administration reserves the right to make the final judgment.
- Please refer to District Code of Behavior for the consequences of violating the dress code.

VIII. PARENTS AT SCHOOL

PARENTS AS PARTNERS NIGHT:

In the fall, parents/guardians are invited to an evening-at-school. Parents/Guardians follow the student's schedule and learn classroom procedures and expectations. A good working rapport for the year is thus set in motion.

PARENT-TEACHER CONFERENCES:

There are times when parents and teachers would like to meet in order to discuss specific issues that relate to their son or daughter. Requests for a conference may be accomplished by calling the counselor at any time. The counselor will also contact a parent for a conference if he/she receives information from teachers that would be beneficial for the student/parent to discuss.

P. T. A.:

This group of interested parents and teachers addresses itself to various school concerns. The association helps to facilitate communication between the school and community and helps to plan and assist in many school activities. All parents are encouraged to join the P.T.A.

IX. DAY BY DAY

ATTENDANCE:

At the junior high level, students who are absent from school or a class are responsible for completing all missed classwork and homework. The student and parent are responsible to check with his/her teacher/guidance counselor to determine the class work or homework that must be completed. If a student has an unexcused absence on the day of a local final exam, he/she will receive a **zero** on that test, as per Board of Education Policy.

Often, the last several weeks of the year are set aside for various in-class finals, please plan accordingly.

Teachers are not required to provide class work and homework in advance for planned unexcused absences. The student and parent are responsible to check with his/her teacher/guidance counselor to determine the class work or homework that must be completed. Reasonable opportunities to make up missed work will be provided for excused absences.

DISRUPTIVE NOISE/DISRUPTIVE OBJECTS/DISTRACTING ITEMS:

Disruptive noise is any noise that is excessive, intolerable or interferes with the learning experience of others. Electronic devices such as, but not limited to: I-Pods, CD players, cell phones, handheld electronic games, radios, “walkman” type devices are not for use during the school day which is 7:50 a.m. to 2:50 p.m.

These items should be turned off and ear buds/phones removed from ears upon entry into the building and locked securely in the students’ school locker. Cell phones must not be visible and be OFF (not merely on vibrate) upon entry into the building and throughout the school day. **Cell phones are not expected to be seen, heard, or used throughout the school day.**

If such electronic devices are seen or heard during the school day, Staff may confiscate and, at their earliest available opportunity will deliver it directly to an administrative office. Failure to comply with staff requests may result in further disciplinary consequences as per the Code of Conduct.

The district is not responsible for lost/stolen/damaged items.

HOMEROOMS: (9th Period)

Homeroom will be during 9th period class. Each student is assigned to a homeroom at the beginning of the year. The homeroom teachers will serve as the student’s primary resources for information about school activities. During the first few days of school, however, the first period teacher will issue program cards, emergency card and book cards. The 9th period (homeroom) teacher will issue locks and lockers to students.

LIBRARY/MEDIA CENTER:

The library operates on an open library system. Students go to the library with their classes and from study halls for recreational reading, research or to use the library resources, including the computers. Students needing to use library materials for class assignments will be given priority due to limited seating.

LOCKERS:

Each student will be issued a hall locker and lock in the beginning of the school year. School lockers are the property of the Wappingers Central School District and as such may be opened and subject to inspection from time to time by school officials.

Students are required to keep their locker locked and not to share their combination or locker space with anyone. The school cannot be responsible for lost or stolen items from an unlocked or communal locker. Students will be responsible for reimbursing the school for the cost of lost locks. **Personal locks are not permitted to be used on school lockers and may be removed by custodial staff without obligation to replace or reimburse the student for the unapproved locks.**

LOST AND FOUND:

Students who find lost articles are asked to take them to the Main Office. The owner may claim lost articles there and/or in the Lost and Found Closet located in the main lobby across from the gymnasium.

LUNCH:

Lunch is served in our cafeterias four periods each day. All students, including those who bring their lunches, are to eat only where eating is allowed in the building. Our cafeterias serve both hot and cold lunches daily, with sandwiches, milk, ice cream, fruit and cookies a la carte. All students are responsible for returning their own trays, discarding trash and keeping their own seat, table and floor areas clean. Students are not allowed to leave the building during their lunch period.

BREAKFAST

Breakfast is served each morning until the 7:58 am warning bell. Students may purchase: Choice of Fruit- Fresh, Canned or Juice, Choice of Milk- Skim, Low Fat White or Chocolate and a Choice of Grain- Bagel or Hard Roll.

CAFETERIA RULES:

1. Students will not run, push or “cut” when lining up on the lunch lines.
2. Students will remain seated until the supervisor dismisses their table, after the 5-minute warning bell.
3. Students must receive permission from a teacher or monitor on duty if they wish to leave the cafeteria for any reason.
4. Throwing, smashing, and spitting of food is not permitted.
5. Stealing or touching another student’s food and/or lunch money is not permitted.
6. Students are to remain seated in the original seats during lunch and are not permitted to “float” from table to table unless they receive permission from a lunch supervisor.
7. Borrowing money from other students or using their account is not permitted.
8. No open drink containers are permitted **outside** the cafeteria.
9. Food and drink must remain in the cafeteria.

Consequences for not following any of the rules may include assigned seating and/or lunch detention. Repeated offenses will result in an In-School Suspension as determined by the administration.

FREE OR REDUCED LUNCHES:

Free or reduced lunches are available for students whose families meet specified guidelines. Applications are available from the Assistant Principal's Secretary in Room 244.

CONDUCT AND BEHAVIOR:

Students are expected to show courtesy, good manners and respect to staff and students. Students need to meet with Wappingers Junior High School's expectations and goals as outlined in this handbook. One way to do this is to strictly follow our **Hands-Off Policy**.

HANDS-OFF POLICY:

This policy states that students must refrain from all physical contact including "horsing or just fooling around" that is potentially unsafe or distracting to the educational process. This amounts to students poking, pushing, tripping, slapping, and/or jostling one another in the building. Students must also refrain from overt acts of affection, including but not limited to hugging, kissing, or sitting on someone's lap. Staff observed violations will result in disciplinary consequences, parent contact, and/or parent meetings with administration.

GUM CHEWING:

Gum chewing is not permitted in school. Careless disposal of gum presents sanitation and cleaning problems. If a student is observed chewing gum he/she will receive a warning. Subsequent offenses will result in progressive discipline consequences as deemed appropriate by administration.

STUDENT PLANNERS/PASS:

Each student is issued an agenda/planner at the beginning of the school year. It is required that every student have their own agenda with them at all times. The "Pass" section of the agenda, when signed by a teacher, will serve as a student's hall pass. Should a student lose their agenda, they will be responsible for purchasing a new one. Students without a planner should be issued a hall pass from their previous destination.

IN-SCHOOL SUSPENSION (ISS):

Administrators will place students on internal suspension for various infractions of school rules. Out of school suspension will continue to be used in cases of more serious rule violations. The purpose of the ISS is to provide a highly structured educational atmosphere for those students who do not follow the rules and expectations of Wappingers Junior High School. Teachers will provide work and a school lunch will be available to the students. School counselors or administrators will meet with these students before or during internal suspension. The atmosphere is expected to be quiet, orderly, and highly structured. Students who cannot follow these rules may be externally suspended if administration deems it necessary.

BUS TRANSPORTATION BEHAVIOR:

To ensure that the school transportation system operates smoothly and safely the Wappingers Board of Education insists that the following regulations be adhered to by all students who ride to or from school on buses. Bus transportation is a privilege, and as with all privileges, certain responsibilities follow. You will be expected to remain in the same seat and to behave appropriately. Throwing objects or using offensive language is not permitted.

Students will be required to have assigned seats on the bus. Seats will be assigned at the bus driver's discretion.

Students are required to get on and off the bus at their assigned bus stop unless they have prior written approval by the building principal and the bus driver is aware of this arrangement.

Transportation of students is a complicated and serious issue. The administration works with the bus supervisors to provide safe transportation to every rider. The driver is responsible for transporting students to and from school safely and cannot be expected to be a referee or watch guard for misbehaving students. His/her full attention must be on the driving. Therefore, it is the parents' responsibility to instruct their children on proper behavior while riding the bus. Offenders may be returned to the school and face disciplinary consequences.

Students who display conduct detrimental to the safety and welfare of others while riding on the bus will not be allowed to ride any bus for a period of time to be determined by the administration. Children who become a serious disciplinary problem may have their riding privileges suspended according to the Code of Behavior. In such cases, the parent(s) or guardian(s) of the children involved become responsible for seeing that their children get to and from school safely. Any such suspension shall be in accordance with the provisions of the Education Law.

HARRASSMENT AND BULLYING:

All students must show respect for the rights of other members of the school community. Derogatory remarks based upon gender, race, religion or ethnic background are inappropriate and will not be tolerated. Any student violating this policy shall be subject to disciplinary procedures. The full Code of Conduct is provided as a separate document. Students and parents are expected to be familiar with its contents. Example:

Physical, verbal or graphic harassment, threat or assault directed at student or the staff:

Any student who intentionally harasses, threatens and/or assaults students or a member of the staff will be disciplined to the full extent of the New York State laws and district rules, including external suspension, a Superintendent's Hearing and legal prosecution. Included are actions on and/or off school grounds and through the use of the internet, telephone and electronic devices.

Bullying:

Bullying is physical or psychological harassment of one student/teacher by another student. Bullying shall be deemed to have occurred when a specific student is the subject, over periods of short or longer duration, of targeted negative actions including threats, harassments or intimidations by another person physically, verbally or in writing. Bullying is an act of intimidation intended to achieve forced compliance and may include engaging in actions or statements that put an individual in fear of bodily harm. Bullying is a very serious matter and those who engage in such conduct will be subject to discipline to the fullest extent of this Code of Conduct or applicable to New York State law.

PHYSICAL EDUCATION

Physical Education students will receive a numerical grade which will be included in the overall grade point average.

Each student is required to bring a **complete change** of clothes for class. The clothes should consist of any or all of the following:

- T-shirt.
- Sweatpants, sweatshirts, athletic shorts (no pockets, denim or cargo pants).
- Traditional pair of sneakers or athletic shoes...**NO** platform sneakers!

None of these may be worn to school the day of P.E. with the exception of the sneakers.

If a student is ill or injured, he/she must bring a note in for the day he/she is to be excused. The note must be given to the Nurse at the beginning of the period. If your injury/illness is for an extended period of time (more than one week), a **medical** note from a doctor is required. A student **will not** receive an unprepared grade for a medical excuse.

Students that do not participate in Physical Education class for medical or unexcused reasons (unprepared) will not be allowed to participate in intramurals or an interscholastic practice or game on that day.

Each student will be assigned a locker with a lock to keep his/her belongings in.

DO NOT SHARE LOCKERS OR LEAVE YOUR LOCKER UNLOCKED.

All students must change their clothes for each class. If they do not change clothes, they **cannot** participate and will receive an "unprepared" for the day and **lose 10 points off their quarterly grade.**

No aerosol deodorant or body sprays allowed. Stick deodorants are permitted.

NO JEWELRY, with the exception of stud earrings, may be worn during class.
LOCK IT IN YOUR LOCKER AS TEACHERS ARE NOT RESPONSIBLE FOR YOUR JEWELRY.

NO gum, candy, food, drinks or glass containers are allowed in class or in the locker room.

X. SAFETY DRILLS

FIRE DRILLS:

By law, there must be twelve fire drills during the school year. The signal will be a continuous siren of the special fire bell. At the sound of the fire alarm, all students are to stop talking and listen to the directions that will be given by their teachers. All students are to move quickly and quietly towards the designated exit.

Remember the following points:

- Follow directions given by the administrators, teachers or monitors.
- No talking.
- Walk briskly, do not run, do not stroll.
- Everyone must leave the building.
- Should an exit be blocked, use another exit.
- Once outside, students are to move far enough away from the building to permit those behind them to also exit quickly. Students are to stay with their class group.
- Students are to return to class in an orderly manner.

If the alarm sounds during the passing of classes, leave the building immediately through the nearest exit.

BUS DRILLS:

By law, there must be three bus drills during the school year. A bus drill will be conducted during the first month of school. Directions for the drill will be given by the bus driver and a staff member who is assigned to the bus.

SHELTER DRILLS:

Shelter drills are required annually by state law. They may be held in combination with the fire and/or bus drills.

OTHER ISSUES OF SAFETY:

In consideration of the safety of all of the members of the WJHS community, anyone who contributes to a potential or real safety or security problem (such as, but not limited to, explosives, calling 9-1-1 without cause, false alarms, setting fires) will be dealt with in the most serious terms by the school administration and the appropriate police agency.

XI. ACADEMIC STANDARDS POLICY

One of the main goals of the Wappingers Central School District is to continue to strengthen academic student achievement. With this in mind, we have instituted standards requiring students to maintain a defined acceptable level of academic achievement.

This policy follows:

I. PARTICIPATION CRITERIA FOR EXTRA-CURRICULAR ACTIVITIES:

- A) Those who are fully eligible or in their first probation period are eligible to participate in all phases of their chosen activity, as long as they satisfy their probation obligations.
- B) Those who are ineligible are **NOT** allowed to participate in any phase of extra-curricular activities until they regain their eligibility.
- C) Students who participate in activities or sports at the high school level must meet all of the academic standards for **both** High School and Junior High School.

II. FULL ELIGIBILITY:

Students must have an overall average of at least 70%, with no more than **one** failure using the most recent quarter's grades available.

III. PROBATION:

Students who have an overall average of 65.0% to 69.99% with no more than **one** failure, using the most recent quarter's grades available will be placed on academic probation. These students must complete an appeal form found in the Assistant Principal's offices. These students must get prescribed help and/or extra work.

IV. INELIGIBLE:

Students who do not satisfy "**Full Eligibility**" requirements (See Section II) **OR** students who have two or more consecutive quarters on probation will be ineligible for participation in the chosen activity and cannot appeal.

Note: Physical Education **MUST** be passed!

V. **MEASUREMENT AND TIMING:**

- A) **Full year activities/privileges** (e.g. interscholastic sports, student government, clubs) is based upon the previous June's quarter grades plus any applicable summer school grade(s). It will then be on a continuous basis with each student's eligibility being measured (confirmed, lost or regained) with each quarter's grades as they become available.
- B) **Fall Sports:** Eligibility for grade 7 into 8 is based upon the previous June's quarter grades plus any applicable summer school and/or tutoring grades.
- C) **Winter Sports:** Initial eligibility is based upon the first quarter's grades. The second quarter's grades will be used to determine if the student may continue to participate.
- D) **Spring Sports:** Initial eligibility is based upon the second quarter's grades. The third quarter's grades will be used to determine if the student may continue to participate.

VI. **ACADEMIC SUPPORT/HELP:**
(To satisfy probation obligations)

Listed below are three avenues of academic support available to students:

- 1) To make a contract with faculty member to do the necessary work and/or gain the necessary help to correct their academic deficiencies.
- 2) Personal tutors as selected and paid for by the student's family.
- 3) Stay for after school help with a teacher.

Note: Input from the teacher(s) of failed or low mark courses should be used in determining the proper help solution undertaken by the student to satisfy his/her probation obligation since this teacher may be the best judge of the student's remedial needs.

VII. APPEALS COMMITTEE/PROCESS:

All appeals will go through grade level administration.

A typical appeal situation is as follows:

The student files his written appeal (within 5 school days) of receiving his/her report card.

The grade level administrator will meet with the student and inform him/her of the decision in a timely fashion.

VIII. PRE-HIGH SCHOOL PARTICIPANTS:

Pre-high school students participating in extra-curricular activities at the high school level must be taking a minimum of five courses, in addition to Physical Education at their grade level and have an overall average of at least 70% with no failing grades using the most recent quarter's grades available.

**WAPPINGERS CENTRAL SCHOOL DISTRICT
NOTICE OF NON-DISCRIMINATION POLICY & COMPLIANCE OFFICER FOR
EMPLOYEES**

The Wappingers Central School District does not discriminate in offering employment opportunities on the basis of race, color, national origin, disability, sex, sexual orientation, age, religion, military/veteran status, genetic predisposition, marital status, and domestic violence victim status or any other basis prohibited by New York State and/or Federal non-discrimination laws.

Inquiries should be directed to the District Compliance Officer for Employees:

Dr. Dwight Bonk
Asst. Supt. For Human Resources
(845) 298-5000, Extension 40115
dwight.bonk@wcsdny.org

Wappingers Central School District
25 Corporate Park Drive
Hopewell Junction, NY 12533

**WAPPINGERS CENTRAL SCHOOL DISTRICT
NOTICE OF NON-DISCRIMINATION POLICY & COMPLIANCE OFFICER FOR
STUDENTS**

The Wappingers Central School District does not discriminate in offering educational opportunities on the basis of race, color, national origin, weight, ethnic group, religion, religious practice, disability, sex, sexual orientation, gender, gender identity, gender expression, age, military/veteran status, genetic predisposition, marital status, and domestic violence victim status, genetic predisposition, marital status, and domestic violence victim status or any other basis prohibited by New York State and/or Federal non-discrimination laws.

Inquiries should be directed to the District's Compliance Officer for Students:

Daren Lolkema
Asst. Supt. For Compliance & Information Systems
(845) 298-5000 extension 40131

Wappingers Central School District
25 Corporate Park Drive
Hopewell Junction, NY 12533