

# Van Wyck Junior High School



# Griffins

Wappingers Central School District

2016-2017

“Van Wyck Junior High School’s faculty, staff and administration, in partnership with our parents, students and community, will provide a safe and orderly learning environment that supports the academic, intellectual, personal and social development of children, while maintaining rigorous standards and embracing curricula that prepares our students for college and careers.”

WAPPINGERS CENTRAL SCHOOL DISTRICT

Van Wyck Junior High School  
6 Hillside Lake Road  
Wappingers Falls, New York 12590  
Telephone: 845-227-1700  
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E-Mail – [steven.shuchat@wcsdny.org](mailto:steven.shuchat@wcsdny.org)

Web-Page – [www.wappingersschools.org](http://www.wappingersschools.org) (click on Van Wyck on schools)

Dear Students and Parents/Guardians:

On behalf of the faculty and staff, I would like to welcome you to Van Wyck Junior High School.

This handbook will help students and their parents to better understand the daily procedures, services, activities and expectations of students at Van Wyck Junior High School. Hopefully, information in the Student Handbook, the Student Code of Conduct, and the August Newsletter will help students and parents to understand expectations for the coming school year. Undoubtedly, there will be some situations that are not covered in this booklet. Should this occur, the student or parent may discuss the problem with a teacher, school counselor or an administrator.

The entire staff at Van Wyck sincerely hopes that all of our students will have an enjoyable and successful school year.

Sincerely,  
Dr. Steven Shuchat, Principal

### DISTRICT MISSION

**THE MISSION OF THE WCSD IS TO EMPOWER ALL STUDENTS WITH THE COMPETENCIES AND CONFIDENCE TO CHALLENGE THEMSELVES, PURSUE THEIR PASSIONS, AND REALIZE THEIR POTENTIAL WHILE GROWING AS RESPONSIBLE MEMBERS OF THEIR COMMUNITY.**

### DISTRICT CORE VALUES

**We believe that:**

- **Active and continuous learning is essential for individuals and communities to flourish.**
- **Embracing diversity in all its forms enriches the human experience.**
- **Everyone can realize their potential and when they do both they and the community thrive.**
- **The health and quality of a community are dependent on the responsible contributions of all its members.**
- **The collaboration needed for meaningful change is built on honesty, trust, and respect.**

Van Wyck was redesignated as a “School to Watch” in 2015. As a nationally recognized “School to Watch” we support the “Schools to Watch” criteria developed by the National Forum for the Acceleration of Middle Grades Reform, as well as the New York State “Essential Elements of Middle Level Education. Below you will find the “Schools to Watch” criteria and the “Essential Elements of Middle Level Education.

## Schools to Watch Criteria



These schools are:

- Academically Excellent (These schools challenge all students to use their minds well)
- Developmentally Responsive (These schools are sensitive to the unique developmental challenges of early adolescence)
- Socially Equitable (These schools are democratic and fair, providing every student with high-quality teachers, resources and supports).

## New York State Essential Elements

We know what works in middle level schools and programs: *The Essential Elements of Standards-Focused Middle Level Schools and Programs*. These *Essential Elements*, mandated by the New York State Department of Education in CR100.4, provide us with the charge to deliver both academics and personal development. Read more at [www.nysmsa.org](http://www.nysmsa.org).

- **A philosophy and mission that reflect the intellectual and developmental needs and characteristics of young adolescents.**
- **An educational program that is comprehensive, challenging, purposeful, integrated, relevant, and standards-based.**
- **An organization and structure that support both academic excellence and personal development.**
- **Classroom instruction appropriate to the needs and characteristics of young adolescents provided by skilled and knowledgeable teachers.**
- **Strong educational leadership and a building administration that encourage, facilitate, and sustain involvement, participation, and leadership.**
- **A network of academic and personal support available for all students.**
- **Professional learning and staff development for all staff that is ongoing, planned, purposeful, and collaboratively developed.**



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The goal of the Dignity Act is to create a safe and supportive school climate where students can learn and focus, rather than fear of being discriminated against and /or verbally and/or physically harassed. All students at Van Wyck Junior High School have the right to attend school in a safe, welcoming, considerate and caring environment.

The Dignity Act prohibits discrimination and/or harassment of students on school property and at school functions by students and/or employees. However, harassment can include among other things, the use, both on and off school property, of information, technology, including, but not limited to, email, instant messaging, blogs, pagers, chat rooms, cell phones, gaming systems and social media websites, to deliberately harass or threaten others. Cyber bullying is considered a form of harassment, like bullying.

While the Dignity Act applies to behavior on school property, including transportation, students are subject to discipline for off school property/off school campus conduct under certain circumstances. The bottom line is to treat all people with dignity and respect on and off school property.

Harassment is defined as the creation of a hostile environment by conduct or by verbal threats, intimidation or abuse that has or would have the effect of unreasonably and substantially interfering with a student's education, performance, opportunities or benefits, or mental, emotional or physical well being; or conduct, verbal threats, intimidation or abuse that reasonably causes or would reasonably be expected to cause a student to fear for his or her physical safety.

Bullying is defined as unwanted, aggressive behavior among school age children that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time. Bullying generally involves the following characteristics:

- An Imbalance of Power
- The Intent to Cause Harm
- Repetition

Examples of bullying include:

- Verbal
- Social – spreading rumors, excluding others on purpose, telling others not to be friends with someone and embarrassing someone in public.
- Physical – hitting, punching, shoving, kicking, pinching, spitting, tripping, pushing, or taking someone's things away and making mean or rude hand gestures.

**Board of Education**

Peggy Kelland, President  
Paul Galletta  
Barbara Goodman  
Anne La Valle  
John Lumia  
Tracy Pelton  
Karen Mauhs Karath  
Robert Rubin, Vice President  
Eddy Sloshower

**Superintendent**

Jose L. Carrion

**Central Office Staff**

Dr. Dwight Bonk  
Assistant Superintendent of Human Resources & Labor Relations

Dr. Michelle Cardwell  
Assistant Superintendent for Curriculum & Instruction

Daren Lolkema  
Assistant Superintendent for Compliance & Information Services

Richard Zipp  
Executive Director of Special Education & Student Services

Kristen Crandall  
Executive Director Finance & Business Development

Ronald Broas  
Director of School Facilities & Operations

# Regular Bell Schedule

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DOORS OPEN .....	7:50 A.M.
WARNING BELL .....	7:58 A.M.
READ TO SUCCEED.....	8:00 - 8:10
PERIOD 1 .....	8:10 – 8:50 (40 MINS)
PERIOD 2 .....	8:53 – 9:36 (41 MINS)
PERIOD 3 .....	9:39 – 10:19 (41 MINS)
PERIOD 4.....	10:22 - 11:02 (41 MINS)
PERIOD 5.....	11:05 – 11:45 (41 MINS)
PERIOD 6 .....	11:48 – 12:28 (41 MINS)
PERIOD 7 .....	12:31 – 1:11 (41 MINS)
PERIOD 8 .....	1:14 – 1:54 (40 MINS)
PERIOD 9 .....	1:58 – 2:41 (40 MINS)
DISMISSAL .....	2:41 P.M.
BUSES DEPART .....	2:48 P.M.

DOORS OPEN ..... 9:50 A.M.  
WARNING BELL .....9:58 A.M.

PERIOD 1 .....	10:00 – 10:32	(32 MINS)
PERIOD 2 .....	10:35 – 11:03	(28 MINS)
PERIOD 3 .....	11:06 – 11:34	(28 MINS)
PERIOD 4.....	11:37 - 12:05	(28 MINS)
PERIOD 5.....	12:08 – 12:36	(28 MINS)
PERIOD 6 .....	12:39 – 1:07	(28 MINS)
PERIOD 7 .....	1:10 – 1:38	(28 MINS)
PERIOD 8 .....	1:41 – 2:09	(28 MINS)
PERIOD 9 .....	2:14 – 2:41	(27 MINS)

BUSES DEPART ..... 2:48 P.M.



# Contact Information for Van Wyck Junior

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227-1700

(Between 7:35 a.m. and 3:30 p.m.)

## **ADMINISTRATIVE STAFF:**

Dr. Steven Shuchat Building Principal  
Extension # 20005

Mr. Michael Siena 8<sup>th</sup> Grade Assistant Principal Extension # 20024

TBD 7<sup>th</sup> Grade Assistant Principal Extension # 20022

Ms. Karen Brown Assistant Director of Special Education Extension # 20043

## **MAIN OFFICE**

Mrs. Tina Bender Principal's Secretary Extension #20005

Mrs. Madeline Kramer Lost & Found/Lockers Extension #20000

**SCHOOL COUNSELORS:** School counselor assignments are noted in the August newsletter.

Mrs. A. Bogen Counselor In-Charge – Grades 7C, 7E, 8C, 8E Extension # 20011

Mrs. S. Parker Counselor – Grades - 7B, 8D, 8B Extension # 20009

Mrs. G. Smith Counselor – Grades - 7A, 8A, 7D Extension # 20010

Ms. N. VanTassell Secretary Extension # 20008

## **TO ARRANGE A CONFERENCE:**

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

## **OTHER SUPPORT STAFF:**

CSE Secretary Ms. Vicky Treco Extension #20042

School Psychologists Mr. Larry Brooks Extension #20002

Mrs. Melissa Bengel Extension #20007

Social Worker Mrs. Nicole Amendolia Extension #20019

Health Services Mrs. Mary Merenda Extension #20014

Mrs Dawn Dragonetti Extension #20013

Attendance/7th Grade Mrs. Lorraine Herreros Extension #20023

8th Grade Mrs. JanDell Miller Extension #20021

Library/Media Mrs. Aileen Basuljevic Extension #20018

# 2016-2017 District Calendar

## WAPPINGERS CENTRAL SCHOOL DISTRICT 2016-2017 SCHOOL CALENDAR

Revision 1: June 22, 2016

SEPTEMBER					OCTOBER					NOVEMBER					DECEMBER					JANUARY				
M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F
	X	SC	SC	X	X	4	5	6	7		1	2	3	4				1	2	X	3	4	5	6
X	6	7	8	9	X	11	X	13	14	7	sc	9	10	X	5	6	7	8	9	9	10	11	12	<sup>1/2</sup> PD
12	13	14	15	16	17	18	19	20	21	14	15	16	17*	18*	12	13	14	15	16	X	17	18	19	20
19	20	21	22	23	24	25	26	27	28	21*	22	X	X	X	19	20	21	22	X	23	24	25	26	27
26	27	28	29	30	<sup>1/2</sup> PD					28	29	30			X	X	X	X	X	30	31			
FEBRUARY					MARCH					APRIL					MAY					JUNE				
M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F
		1	2	3			1	2	3	3	4	5	6	7	1	2	3	4	5				1	2
6	7	8	9	10	6	7	8	9	SC	X	X	X	X	X	8	9	10	11	12	5	6	7	8	9
13	14	15	16	<sup>1/2</sup> PD	13	14	15	16	17	17	18	19	20	21	15	16	17	18	19	12	13	14	15	16
X	21	22	23	24	20	21	22	23	24	24	25	26	27	28	22	23	24	25	X	19	20	21	22	SC
27	28				27	28	29	30	31						X	30	31			X	X	X	X	

2016	AUG -SEPT	Aug. 31- Sept. 1	Wed - Thurs	Superintendent's Conference Days	MARCH	10	Friday	Superintendent's Conference Day
	SEPTEMBER	5 6	Monday Tuesday	Labor Day First Day of School for Students	APRIL	10-14	Mon-Fri	Spring Recess
	OCTOBER	3 10 12 31	Monday Monday Wednesday Monday	Rosh Hashanah Columbus Day Yom Kippur 1/2 Professional Development Day	MAY	26-29	Fri-Mon	Memorial Day
	NOVEMBER	8 11 17,18,21 23-25	Tuesday Friday Thurs,Fri, Mon Wed-Fri	Superintendent's Conference Day Veteran's Day Elem students attend a.m. only* Thanksgiving Recess	JUNE	13-22 20-22 22 23 24	Tues-Thurs Tues-Thurs Thursday Friday Saturday	Regents Exams/Rating Day K-8 students attend a.m. only Last school day for students Superintendent's Conference Day Orchard View AHS Graduation John Jay HS Graduation Roy C. Ketcham HS Graduation
	DECEMBER	23-31	Fri-Thu	Winter Recess				
2017	JANUARY	2 13 16 24-27	Monday Friday Monday Tues-Fri	Winter Recess 1/2 Professional Development Day Martin Luther King Day Regents Exams				
	FEBRUARY	17 20	Friday Monday	1/2 Professional Development Day Presidents Day				

X - No School  
 SC - Superintendent's Conference Day - Students do not attend school  
 1/2 PD - Professional Development Half-Day - All students attend in the a.m. only  
 If more than 5 emergency days are used, the make-up days will be as follows:  
 1<sup>st</sup> day: May 26; 2<sup>nd</sup> day: April 10; 3<sup>rd</sup> day: April 11; 4<sup>th</sup> day: April 12

**Give Back Days:** If fewer than 5 emergency days are used:  
 0 Snow days used, then five give back days: 4/21, 4/17, 5/19, 5/25 & 5/30  
 1 Snow day used, then four give back days: 4/17, 5/19, 5/25 & 5/30  
 2 Snow days used, then three give back days: 5/19, 5/25 & 5/30  
 3 Snow days used, then two give back days: 5/25 & 5/30  
 4 Snow days used, then one give back day: 5/30

Summary	Sept	Oct	Nov	Dec	Jan	Feb	Mar	April	May	June	Total
Teachers	21	18	18	16	20	19	23	15	21	17	188
Students	19	18	17	16	20	19	22	15	21	16	183

## SCHOOL HOURS

Regular school hours are: 8:00 am to 2:41 pm

Someone is available to answer your questions from 8:00 am to 3:15 pm at 227-1700 Ext. 20000

If it's a school-related emergency and you need immediate assistance after 3:30, please call Central Office at 298-5000 Ext. 40100. If it's a transportation-related emergency call Transportation at 298-5225 Ext. 44100.

Students may only be dropped off after 7:30 am in the student drop off area. Please do not drop students off prior to 7:30 am; there is not supervision prior to that time. Please note below the map indicating student drop off area.

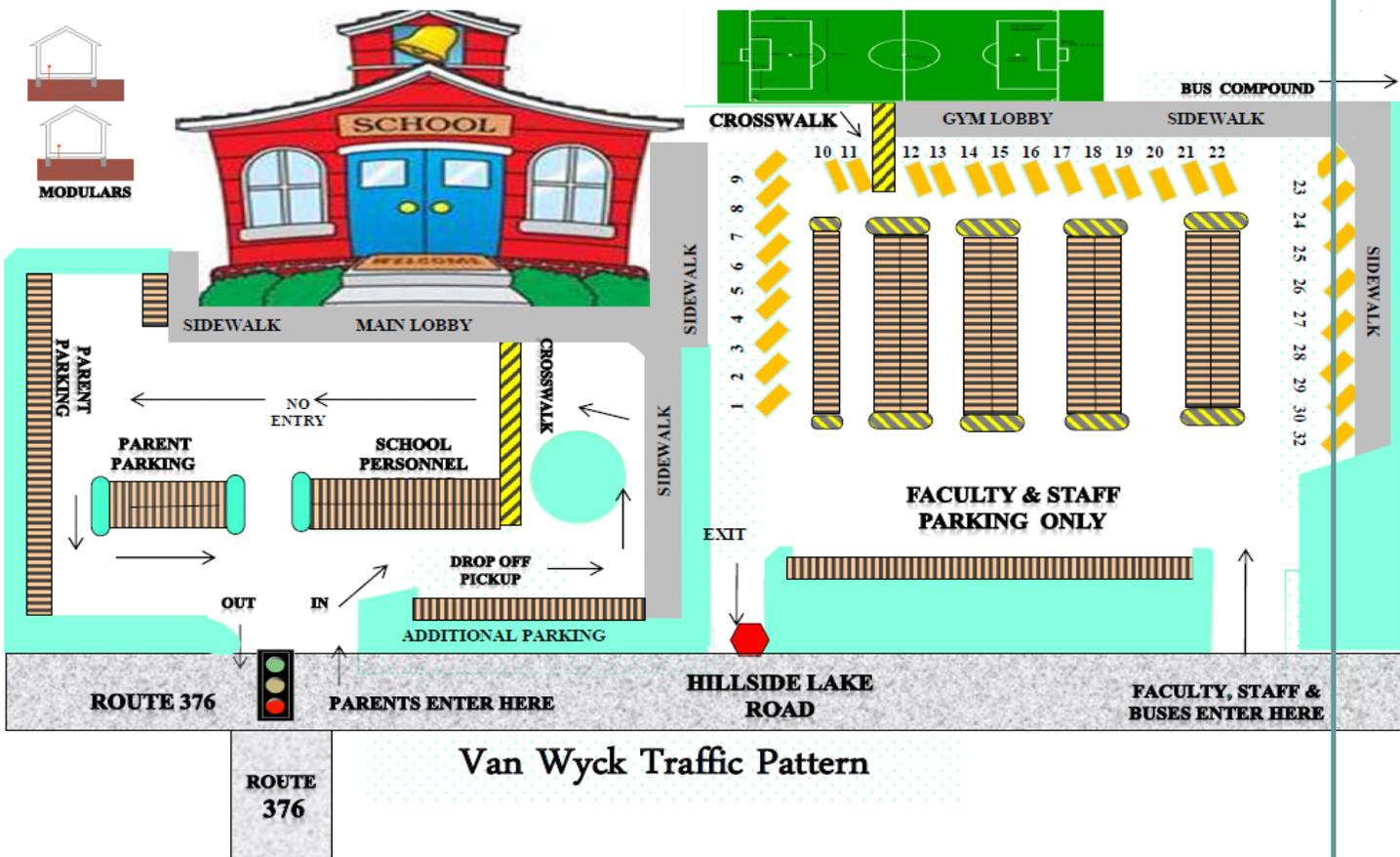
## PARENT PICK-UP & DISMISSAL

Please be advised that beginning in the 2013-2014 school year parents who pick up their children in the "Old Bus Compound" at dismissal will follow a new procedure. The procedure is outlined below:

1. Student will need to bring in a note from home giving it to their homeroom teacher, who will place it in the attendance folder outside the classroom door.
2. All notes must include the students name, date of pick-up and parent/guardian signature.
3. Parents who write a note that their children are on a "permanent pick-up" will remain on the list each day.
4. The drop off-pick-up supervisor will have a master list of students with emergency pick-up information.
5. Third Party pick-ups will not be allowed without proper authorization from the parent. Picture I.D. is required upon pick-up.

# Van Wyck Traffic Pattern

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The following websites and radio stations announce emergency closings, delayed openings, and early dismissal of schools.

WEBSITES	FM STATIONS
http://www.wappingersschools.org	WFGB – 89.7
http://www.cancellations.com	WCWZ – 93.3
	WBFM – 94.3
AM STATIONS	WCZX – 97.7
WHVW – 950	WHUD – 101.0
WGNV – 1220	WSPK – 104.7
WBNR – 1260	WFMN – 103.0
WEOK – 1390	WRVH – 105.5
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.**



## PARENT PICK-UP REQUEST FORM FOR USE AT DISMISSAL IN THE OLD BUS COMPOUND

***Directions:*** Please complete the information on this form in its entirety and deliver to your child's homeroom teacher or main office before first 1<sup>st</sup> period in the morning

Student's First Name \_\_\_\_\_ Last Name \_\_\_\_\_  
(Please Print)

Date of Pick up: \_\_\_\_\_  Check Here for Daily Permanent Pickup

Name(s) of Party Pickup \_\_\_\_\_  
(Name of Person Picking up Student)  
(Picture I.D. is Required)

Parent's Signature: \_\_\_\_\_

-----

The Wappingers Central School District believes that participation in co-curricular activities benefits both the participant and the school community. It provides the participant with the opportunity to develop self-confidence, respect for self and others, commitment, independence, leadership, social interaction skills and problem solving skills. It benefits the school community by fostering school pride, interest and involvement, an opportunity for school/community interaction, as well as development of active citizenship. It is the hope that all students would strive for this well-rounded education and participate in these activities. To insure the integrity of these programs, however, there are guidelines for academic and behavioral responsibilities.

### ACADEMICS COME FIRST:

One of the main goals of the Wappingers Central School District is to continue to strengthen academic achievement. With this in mind, we have instituted standards requiring students to maintain a defined acceptable level of academic achievement. Any student who does not comply with the academic eligibility guidelines will be denied the privilege of participating in those activities. These guidelines can be found in this student handbook. In addition to the minimum of an overall average of 70%, with no more than one failure, interscholastic athletic teams operate with separate other guidelines that may be found in the Eligibility and Participation Booklet that each athlete receives upon qualifying for a team.

### YOU MUST BE IN SCHOOL TO PARTICIPATE:

A student must attend school and all scheduled classes on the day of an activity in order to participate in that co-curricular activity (e.g., game, practice, performance, rehearsal, etc.) Limited exceptions to this rule may be made by the administration, on a case-by-case basis, for compelling extenuating circumstances, including the necessity for early dismissals from school to participate in scheduled contests and/or performances. If a student is sent home by the school nurse during the school day, the student shall not participate for the remainder of the day (unless cleared by a physician to indicate otherwise).

### THINK BEFORE YOU ACT:

When students are given the privilege of representing our school and community in co-curricular activities, we expect them to conduct themselves in an exemplary and

acceptable manner. For the purposes of eligibility, appropriate student conduct is not limited to school premises, school hours, or only those times when a student is actually participating in the co/extra-curricular activity. Therefore, this expectation of behavior applies at all times and in all public places. To ensure the integrity of the co-curricular programs for everyone, anyone who engages in misconduct or other inappropriate behavior will be subject to discipline or denial of the privilege of participating. What constitutes “misconduct” or “inappropriate” will be determined by the WCSD Student Handbook, Code of Conduct, or the Interscholastic Eligibility and Participation Booklet.

Eligibility is determined prior to the beginning of any co-curricular program but is also subject to review throughout the duration of that program. Prior to the beginning of the program or the tryout period, a student must demonstrate his eligibility status through the previous marking period report card. Once the program begins, eligibility status must be maintained throughout the marking periods. Once a student falls below the minimum requirements, he/she may no longer participate in the activity. A student may regain their eligible status through an appeals process (explained below) or through meeting the requirements on the next marking period report card. Students declared ineligible are not permitted to participate in practices, tryouts or rehearsals until they regain eligibility status or until an appeal has been granted.

A student must maintain an overall average of 70% with no more than one failure using the most recent marking period. A student is ineligible based on any of the following criteria:

- The student does not meet the conditions of full-time student status
- A student does not maintain an overall average of 70% with no more than one failure
- The student fails two or more courses
- NYSPHSSA guidelines prevent 5<sup>th</sup> year seniors from participating in interscholastic teams with pending appeals

Eligibility for fall activities or programs is determined by the fourth quarter of the previous year, not the final average. Exceptions to this rule include: incoming freshman to the high schools are given a “clean-slate; in-coming transfer students are given one marking period in the WCSD to determine status; and, any student

taking summer school and/or summer tutoring (language added) to pass failures may, upon passing the required coursework, change their status and become eligible for Fall co/extra-curricular activities.

#### PROBATIONARY STATUS AND CONTINUING ELIGIBILITY

Under the rules outlined about, a student may remain eligible for participation in co-curricular activities, including athletics, with one course failing grade if he/she maintains an overall average of 70% or better. However, if a student is so identified, he/she will be placed on “probationary status” until the next marking period grades have been awarded. This shall mean:

- The student must meet with the school counselor to review and identify the reasons for poor performance in the failed course.
- The student shall be expected to pass the “failed” course by the time of the next marking period, as well as continuing to pass all other courses and achieving an overall average of 70% or better.
- The student will be required to complete a weekly academic performance card which receives the signature of each teacher describing whether the student is passing and meeting all of the requirements of the course. This card will be submitted by the student to his/her school counselor and coach or advisor each week for review of his/her continuing academic progress.
- If at the time of the next marking period, the student has not passed the course which triggered the probation, the student is changed to ineligible.
- If the student should fail any other course and/or fall below an overall average of 70%, even if he/she has passed the course that had triggered the probation, the student is changed to ineligible.

#### APPEALS

If the student is determined to be ineligible for co-curricular activities, the student will be notified in writing. Each so-notified “ineligible” student has the right to appeal using the following process:

- He/She must do so in writing to the Assistant Principal in charge of Appeals Committee stating why an appeal should be granted

- The students' written appeal request must be filed on or before the deadline date posted on the report cards.
- Each appeal shall be considered on an individual basis.
- At the Appeal Committee meeting, the student may be accompanied by others whom the student wishes to have talk on his/her behalf.
- The outcome of the students' appeal shall be determined by the Appeals Committee whose decision shall be given to the student in writing and in a timely manner.
- The ineligible status of the student shall remain as reported until an appeal has been granted.

### **Academic Standards For Extra-Curricular Activities**

The Van Wyck community recognizes the importance of student participation in after-school activities. These activities are vital to a well-rounded education and to the mental, physical and social development of children. Our athletic eligibility policy encourages students to succeed in the classroom before participation in co-curricular and extra-curricular activities is permitted.

The Wappingers Central School District emphasizes the importance of all students graduating high school, being prepared to enter the work force, or to enter an institution of higher learning. In support of that goal, we have established academic standards students must meet in order to participate in interscholastic sports or activities meeting more than once a week. Please review the following policy very carefully:

#### **Participation Criteria:**

- 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 the play, interscholastic sports or in competitions representing the school or school district.

#### **Eligibility Categories:**

- a. Fully eligible: Using the most recent 10 week grades, the student has no failures. All subjects are included in this review.
- b. Probation: Using the most recent 10 week grades, the student has no more than one failure. A child will be ineligible if s/he failed the same subject two consecutive marking periods. All subjects are included in this review.
- c. Ineligible: Using the most recent 10 week grades, the student is failing two or more subjects. All subjects are included in this review. At the end of the 10 week probations period, the student is failing the same subject as she/he did the last marking period.

#### **Appeals Process:**

- a. Appeals Committee make-up: The appeals committee will consist of two administrators and two teachers.
- b. Process:  
A student wishing to appeal his/her classification must submit a written appeal to the Appeals Committee within three school days of learning of the classification.
- c. The Appeals Committee will respond to the appeal within five school days of receiving the appeal. The response of the committee will include a meeting with the student and a rendering of a decision.
- d. The student's eligibility status is as calculated and is NOT changed and/or deferred until a decision from the Appeals Committee is given to support the appeal.

## **Measurement:**

- a. Fall eligibility will be determined by the previous June's grades. Grades from summer school may replace failing June grades. This will include eligibility for the fall play, fall sports and competitions. It will then be on a continuous basis with each student's eligibility being confirmed, lost or regained with each 10 weeks' grades as they become available.
- b. Winter eligibility will be determined by the first quarter grades. Ten week grades will determine if the student may continue to participate.
- c. Spring eligibility will be determined by the second quarter grades. Ten week grades will determine if the student may continue to participate.

## **Academic Support:**

- a. Project Homework is available for students who owe assignments.
- b. Students may develop individual contracts with specific teachers to make up missing or poorly done work.
- c. Students may work with peer tutors during study halls.
- d. Students may work with classroom teachers if schedules permit.

**Physical Education grades are part of the academic eligibility policy.**

## **Attendance Policy**

It is the goal of the Wappingers Central School District to afford each student the opportunity to meet his/her full potential. In addition to the Commissioner's regulations (§ 3205) concerning compulsory school attendance, consistent attendance has been shown to be a major contributing factor in academic achievement. Therefore, the board of education considers that implementing an appropriate level of discipline for unauthorized absences is one mechanism for assisting parents and staff in maintaining students' attendance.

**EXCERPT FROM WCSD POLICY 5100 STUDENT ATTENDANCE**

Also, it is advised that at the junior high level student who are absent from school and/or class are responsible for completing all missed class work and homework within three days of their return to class. The student and parent are responsible to check with his/her teacher/school counselor to determine the class work or homework that must be completed. Assignments not completed within the three-day time limit will receive a zero. If a student has an unexcused absence on the day of a local final exam, he or she will receive a zero on the test.

Teachers are not required to provide advanced class work and homework for planned unexcused absences. The student and parent are responsible to check with his/her teacher/school counselor to determine the class work or homework that must be completed.

**I. EXCUSED AND UNEXCUSED ABSENCES**

The Board recognizes the following as reasons for excused absences, tardiness and early departures from school, each of which must be verified by the student's parent/guardian or school personnel, where applicable:

1. Personal illness
2. Death in the immediate family
3. Impassable road or weather related problems
4. Religious observance
5. Legal obligation, required attendance in court
6. Quarantine
7. Doctor/dental/professional appointment
8. Military Obligations
9. College visitations
10. Approved school-sponsored activities, including field trips, interscholastic athletics, musical and other competitions
11. Approved cooperative/work study program
12. Suspension
13. Other excused absence per district discretion

14. Parent or legal guardian has been called to duty for , is on leave from or immediately returned from deployment to combat zone or combat support posting to be granted additional excused absences at the discretion of the Superintendent or designee

**\*\* During the months of May and June of each year, students will be taking in part or in whole their final exams. Students are required to be in attendance until the last day of school.**

## **II. Compulsory Education under New York State Law**

New York state compulsory education laws specify that a minor from six (6) to sixteen (16) years of age, who is mentally and physically fit, be in regular attendance, where the student resides, for the entire time schools are in session. A child who turns sixteen (16) years of age during a school year must continue in attendance until the end of the school year. According to state law, the school year begins July 1st.

Under New York State Education Law Section 3205, parents are responsible for the regular attendance of their children.

However, successful implementation of this policy requires cooperation among all members of the educational community, including parents, students, teachers, administrators and all staff members.

### **Parent/Guardian Responsibilities**

1. It is the responsibility of parents/guardians to ensure that their children attend school regularly and on time.
2. Parents are required to provide their current home address, telephone number, emergency number(s), e-mail address and a list of adults to contact in the event of an emergency.
3. Parents are to notify the school(s) promptly when there is a change in the emergency contact info. as set forth in item 2 above.
4. When a student is absent from school, parents/guardians must provide a written excuse upon the student's return to school.
5. The written excuse must be submitted to the Attendance Office within five (5) school days of the absence. Failure to do so will result in the absence being recorded as an unexcused absence.
6. The District may require a doctor's verification of an absence purported to be related to an illness if there appears to be an appropriate pattern of absenteeism or in other appropriate circumstances.

7. When a student is tardy to school, parents/guardians must provide a written excuse upon the student's arrival at school. Failure to do so within five (5) school days will result in the tardy being recorded as an unexcused absence.

### **Student Responsibilities**

1. Students must attend school daily and be on time.
2. Students must attend all classes and fulfill class requirements.
3. Students must consult with their teachers to arrange a schedule for makeup assignments and class work they have missed during their absence(s).

### **Administrators' Responsibilities**

1. Principal or designee is responsible for implementing the Attendance Policies of the District.
2. Principal or designee is responsible for his/her school's attendance services, assuring that all attendance reports are accurately completed and forwarded to the main office promptly.
3. Principal or designee must ensure register accuracy, admittance of late students, organization preparation and distribution of absence reports and provision for follow-through as needed, including phone and written communication to parents.
4. Principal or designee will review daily the daily attendance report.
5. Principal or designee is responsible for identifying students who require attendance intervention services for absence or tardiness.
6. School officials are mandated to report all matters of suspected educational neglect to Child Protective Services.
7. The administrators shall report to the Superintendent of Schools on a periodic basis to align with a 5-week schedule. Reports shall be both for the specific period and cumulative for the year-to-date.

Reports shall be based on the following data:

- a. Daily average attendance.
- b. Number of tardys elevated to unexcused absences.
- c. Number of Attendance Probation contracts written and number of adherents/non-adherents to individual contracts.
- d. Number, type and quality of staff comments on the Attendance Policy.

- e. Number, type and quality of parent/guardian comments on the Attendance Policy.
- f. Number, type and quality of student comments on the Attendance Policy.

### **Teachers' Responsibilities**

- 1. Classroom/subject area teachers are required to record and report attendance daily in each class as prescribed in Section 3211 of the New York State Education Law and applicable Commissioner's Regulations.
- 2. Teachers must submit a written referral to the appropriate administrator within five (5) school days as per the District's COC.
- 3. Teachers and school personnel will continually stress to students the importance of promptness and regular attendance in educational and business matters; they will set a positive example through their own contact with classes and will report patterns of chronic absence or tardiness.
- 4. Please see District Code Of Conduct

### **II. Objectives**

Good attendance and class participation are essential to academic success. Classroom lessons foster require social interaction, development of effective communication skills, and critical thinking in addition to subject mastery. Textbook or make-up assignments are not adequate substitutes for classroom attendance and participation.

### **III. Strategies Employed to Accomplish Objectives**

Effective implementation of the Attendance Policy requires all participants to be informed and to understand fully its purpose, procedures, and the consequences of noncompliance. To ensure that students, parents, teachers and administrators are notified and understand this policy, the following procedures shall be implemented:

- 1. Students shall receive a copy of the Attendance Policy, which will be reviewed in homeroom within the first two days of school. Students and their parents/guardians will be asked to sign and return a statement indicating that they have read and understand the policy;
- 2. The Attendance Policy will be discussed at grade-level assemblies and in individual classrooms;
- 3. The attendance Policy will be included in the Student Handbook;
- 4. The Attendance Policy will be posted in individual classrooms;
- 5. The Attendance Policy will be available on the district's web site;
- 6. The Attendance Policy will be contained in the Curriculum Guide;

7. The Attendance Policy will be reviewed with parents at orientation;
8. The school newspaper and district publications will include periodic reminders of the components of the Attendance Policy;
9. The Attendance Policy will be part of the New Teacher Orientation program;
10. The Attendance Policy will be periodically reviewed at faculty meetings;
11. The Attendance Policy will be included in the Teacher Handbook.

#### **IV. Attendance Requirements for 9th – 12th Grade Students**

Unless they maintain the commitments put in place through the Attendance Probation process, any student in grades 9 through 12 who has been determined to exceed ten (10) school days in the aggregate in a semester course or in excess of twenty (20) school days in a full year course of unexcused absences, shall be ineligible for full course credit and shall be ineligible to submit any paper, homework or other work to be graded by their teacher(s), and shall not be permitted to take any quizzes or examinations in the course.

#### **V. Absences**

1. Somewhere other than in their regularly scheduled classes. For example, if school personnel expect the student to report elsewhere during their regularly scheduled class time for activities such as: conferences with school personnel, testing, physical exams, music lessons, drama productions, athletic competitions, field trips, mandatory college orientation (limit of one, documentation and days (maximum of 3 with documentation students shall not be considered absent when they are authorized by school officials to be and advanced administrative approval required, or other activities as approved by the Principal, the student shall not be considered absent. (See Attendance Code, attached as Appendix “A”).
2. Excused absences include:
  - a. Illness of student;
  - b. Illness or death in family/immediate and extended/significant other;
  - c. Urgent medical appointment, which is documented as unable to be scheduled outside the school day
  - d. Documented religious observance;
  - e. Documented mandatory legal circumstances;
  - f. Documented quarantine;
  - g. Impassible roads;
  - h. Other absences which may have been approved by the Commissioner of Education.
3. All other absences are Unexcused Absences. They include, but are not limited to:

- a. Absent without permission;
- b. Four (4) lateness's of less than fifteen (15) minutes without an authorized pass will result in one (1) unexcused absence;
- c. Not reporting to the designated location after obtaining an authorized pass from a class;
- d. Leaving school due to illness without the permission of the nurse;
- e. Leaving school due to an emergency situation without the permission of the Principal or designee;
- f. Vacation.

## **VI. Incentives and Consequences for Attendance Patterns**

The school will offer incentives for excellence and/or improved attendance. These may include:

1. Recognition award each semester;
2. Community donated gifts given to students who meet attendance standards;
3. Publication of an Attendance Honor Roll each quarter;
4. Special privileges awarded to students with outstanding attendance;
5. Special events for students who meet attendance standards;
6. Attendance records may be reviewed and considered during the post-secondary recommendation process.

## **VII. Communication & Notification**

In the spirit of ongoing intervention and in order to motivate our students to improve attendance, parent(s)/guardian(s) will be notified of unexcused student absences. The following pertains to the number of unexcused absences in a two-semester (full-year) course. A parent may receive several notices if the excessive unexcused absences exist in more than one class.

1. Unexcused Absences 1 – 6: Teachers are expected to continue to confer with students and their parents concerning academic and attendance issues. [An attendance calling system will notify parent(s)/guardian(s) with a phone call in the evening.] (Unauthorized absence from class or school is considered truancy and insubordination, and the District will treat the unexcused absences in a manner consistent with the District's Code of Conduct.)

2. As soon as possible after the 7th unexcused absence from a full year course, the high school administration shall send written notification (which may be via e-mail if the parent/guardian has agreed to receive school communications through the method) to the student's parent(s) and school counselor. The letters shall notify the parent(s)/guardian(s) as follows:
  - a. After the 7th unexcused absence, the parent(s)/guardian(s) will be notified that the student has been absent half the number of maximum unexcused absences and may lose credit if such absences continue.
  - b. A conference with parent(s)/guardian(s), student, and school officials will be scheduled.
  - c. After the 14th absence, the parent(s)/guardian(s) will be notified in writing that the student has only one (1) unexcused absence remaining and may lose credit if unexcused absences exceed the limit.
  - d. After the 18th absence, the parent(s)/guardian(s) will be notified in writing that the student has only one (1) unexcused absence remaining and may lose credit if unexcused absences exceed the limit.
3. The following pertains to the number of unexcused absences in a one-semester course.
  - a. Unexcused Absences 1-3: Teachers are expected to continue to confer with students and/or their parent(s)/guardian(s) with a phone call.
  - b. As soon as possible after the 4th unexcused absence from a half-year course, or full-year alternating day course, the high school administration shall send written notification to the student's parent(s)/guardian(s) and school counselor (see e-mail notification above). The letters shall notify the parent(s)/guardian(s) as follows:
    - 1) After the 4th unexcused absence that the student has been absent half the number of maximum absences and it if unexcused absences continue. School Counseling will continue to confer with students and their parent(s)/guardian(s) concerning academic and attendance issues.
    - 2) After the 7th unexcused absence, the parent(s)/guardian(s) will be notified in writing that the student has only one (1) unexcused absence remaining and may lose credit if unexcused absences exceed the limit.
    - 3) After the 10th unexcused absence, the parent(s)/guardian(s) will be notified that the student may lose credit due to excessive absenteeism.

In every letter to a student's parent(s)/guardian(s), a request will be made for the parent/guardian to contact the child's counselor. The counselor will discuss the impact of excessive unexcused absences on the student's education and the associated consequences. The parent(s)/guardian(s) will have an

opportunity to confer with the school staff. However, a conference with the parent(s)/guardian(s) is not a prerequisite to denying academic credit to a student who either has failed to meet class requirements or has not successfully maintained all obligations under an Attendance Probation contract. The primary responsibility for a student's attendance in class rests with the student and parent(s)/guardian(s).

### **VIII. Intervention Strategies**

Students who begin to exhibit an excessive number of days absent or tardy without an approved excuse will be referred to district pupil personnel service professional (e.g., school counselor, social worker, and psychologist) to try to identify the causes and seek solutions to the problems. The pupil personnel service professional(s) may work with families to find ways to foster better family relationships and improve student attendance. Additionally, referrals to outside agencies may be made in accordance with law and applicable confidentiality requirements.

Consequences for unexcused absences, truancy, and tardiness will include after-school detention, in-school restriction, and referral for an YSU (Youth Service Unit) or PINS (Person In Need of Support) petition, as appropriate. The principal or the designee will be responsible for filing the PINS petition, as appropriate.

### **IX. Make Up Opportunity**

Student in jeopardy of losing credit may make up (remove) one previous unexcused class absence from every course where the student is about to exceed the minimum attendance requirement. This may be done through the following:

Obtain, complete, and return to the teacher(s) one (1) assignment, as directed, for each class period made up. This may be done only one time for every course where the student is in danger of exceeding the minimum attendance requirement.

Make up must be done prior to a student exceeding the limit that requires implementation of an Attendance Probation contract.

### **X. Appeal Process**

As stated above, it is the goal of the District, in order to provide the opportunity for the highest individual academic achievement, to ensure that each student attends the maximum number of days possible. With that goal in mind, there is also the reality that life sometimes presents individuals with extenuating circumstances. It is not the purpose of this policy to punish students in good standing. Therefore, it will be the function of the Appeals Committee to hear students' appeals of the enforcement of this policy with respect to the mis-identification of an excused absence as an unexcused absence.

#### **Appeals, Part A:**

The written appeal for a hearing regarding the mis-identification of an excused absence as an unexcused absence must be received in the Assistant Principal's Office within 5 school days of the

date of the loss of credit notice for accumulated unexcused absences unless extraordinary circumstances warrant a departure from the 5-school-day requirement.

The Appeals Committee will consist of the Principal (or his/her designee); a school counselor, and a teacher. The Appeals Committee will meet during the instructional day. The student and parent(s)/guardian(s) will be notified in writing of their right to appear at this meeting, to provide supporting witnesses and/or a student advocate, and/or to submit appropriate, verifiable documentation of the excused absence for consideration by the committee. Upon consideration of all relevant information, the Committee will decide whether the absence is still considered unexcused. The student and parent(s)/guardian(s) will be notified in writing of the outcome of the meeting. If the absence be determined to remain unexcused, the parameters in section VII shall be followed. If the absence is approved as an excused absence, the parent(s)/guardian(s) and the student will be reminded that the student must, at all times, continue to satisfy all course requirements. The charge of the Appeals Committee is to maintain the balance between the District goal and the special needs of a very small percentage of the student population. The Committee will be ever mindful of the obvious and time-tested correlation between frequent attendance and academic success.

Any further unexcused absence during the appeals process may result in dismissal of the appeal. The written notice to student and parent(s)/guardian(s) shall include a caution regarding this possibility.

If the Appeals Committee decides to approve the appeal to identify an unexcused absence as excused, it is expected that attendance from that point will be perfect or fully documented as legal. In the event of future illegal absences see Attendance Probation (B below).

### **Appeals, Part B:**

#### Attendance Probation:

The district recognizes that responsibility and maturity develop at different rates. For the student who has not met his/her attendance responsibilities with respect to unexcused absences and may lose credit for that reason, the policy includes a “fail safe” provision. If the student is finally ready to commit to academic success and is resolved to attend school and follow all school rules and procedures, the student may apply for Attendance Probation.

#### Eligibility:

Students are eligible for and may apply for reinstatement in any class in which the minimum attendance requirement is exceeded with or without the Appeals process. All students who elect go through the Appeals: Part A will be notified of the attendance probation process.

**Attendance Probation Procedure:**

1. The student will report to the principal's office and fill out a probationary appeals application within five school days of notification of loss of class credit for unexcused absences. The student will complete and sign an Attendance Probation Form, which will be signed by the principal or designee. Once this form has been executed, the student is reinstated in the class and may immediately return to that class.
2. The principal will schedule a meeting as soon as possible with the Attendance Probation student to develop a contract that provides a path back to solid academic standing. The contract will be developed by a team consisting of the student, his/her parent(s)/guardian(s), a school counselor, the classroom teacher and anyone else deemed appropriate by the principal, (social worker, school psychologist, etc.).
3. The basic elements of the contract will be the same for all students. These include but are not limited to:
  - a. No unexcused absences
  - b. Advanced notification for anticipated legal absence or emergency absence with parent notification
  - c. A scheduled calendar for producing all make-up work
  - d. Any special conditions determined by the principal or his designee.
4. Once the contract is developed and signed, the student must demonstrate his/her determination to re-instate him/her by meeting all conditions of the contract. If the student does not meet the conditions agreed to in the attendance probation contract, individual course credit will be denied for that course and there are no further appeals, nor application for further attendance probation will be permitted for that course.

The student and parent(s)/guardian(s) will be made aware that, by the time the maximum unexcused absence limit has been exceeded and the student is involved in the Probationary Appeal process, a critical amount of class work, participation, and growth in the subject has been lost.

Without a total and positive, commitment, this process will not work, and the student should consider other alternatives to achieve that credit.

**XI. Minimum Attendance Requirement**

**7th – 8th Grade Students**

The policy for 7th – 8th grade students is consistent with the District’s Attendance Policy. If a student in grade 7 or 8 misses, without an acceptable excuse, a class which s/he is taking for high school credit, the student will lose credit pursuant to the procedures as applicable to students in grades 9 through 12. This shall apply to all students in grades 7-8, unless otherwise stated on a student’s individual educational plan or 504 plan.

The high school definition of absences, as well as the appeals procedure, applies for all 7th & 8th grade students.

**Pilot adoption criteria and schedule:**

Upon approval of the Pilot Attendance Policy, the document will be disseminated for educational and informational purposes to staff, parent(s)/guardian(s), and students in a focused manner. The weeks between the board pilot adoption date and the end of the school year shall be used to educate the Wappingers Central School District community as to the rationale, purpose, and implementation of this policy.

The administration will follow the reporting schedule (ref. Administrators’ Responsibilities) and the Board of Education shall report at its regularly scheduled public meetings. Upon receipt of the final report due at the Board’s first meeting in April 2017, the Board shall discuss the adoption of the Attendance Policy on a non-pilot basis at its subsequent meetings. The Board shall make its decision to adopt the Attendance Policy, with whatever modifications or amendments has been determined to be required, at its first meeting in May 2017.

Nothing within the context of this implementation schedule shall prevent the Board of Education from amending the Pilot Attendance Policy at an earlier date based on its review of the administrations reports.

**\*\*\*Students returning from an absence will report directly to their homeroom teachers. They must present a written excuse, signed by their parent or guardian, to their homeroom teacher.**

**The excuse should include:**

- Date note is written
- Student’s name (first & last)
- Date(s) of absence
- **\*Student identification number**
- Reason for absence

- Parent/Guardian signature
- Students are expected to be present and on time each day to school.

**Extended Absence**

DATE NOTE WRITTEN _____
FULL NAME OF STUDENT _____
DATES OF ABSENCE _____
STUDENT ID# _____
REASON FOR ABSENCE _____ _____ _____
SIGNATURE OF PARENT OR GUARDIAN _____

**If students will be out of school two or more consecutive parents or students may contact the School Counseling Office early in the school day (e.g., 7:35-8:30 a.m.) to request homework assignments. The Counseling Office secretary will request the students' teachers to submit all homework assignments to the School Counseling Office before the end of the day.**

Students who are out of school for one day only should contact other students for class work/ homework assignments, check teacher web-site, or see their teachers immediately upon returning to school.

## **Intervention Strategies**

Schools will set up intervention procedures for students with excessive absences or tardiness or with unusual patterns of absence or tardiness. These procedures may include contacting the parent/guardian and/or referral to a building RTI/PPS team to recommend appropriate steps.

## **Lateness to School**

If students enter the school building after eight o'clock, **they must report to “The Greeter”** in the lobby and get a late pass to class. If students are tardy to school, **they must bring excuses to the “Greeter”** upon returning to school. Students arriving on a late bus will not be counted late, but they may be required to sign-in in the front lobby or at the attendance office upon arrival so that records can be corrected.

The following will occur in the event of continued and/or chronic unexcused lateness to school. After three tardiest (per quarter), disciplinary referrals will be submitted as follows:

3<sup>rd</sup> Late – First disciplinary referral – Letter sent home and warning

4<sup>th</sup> Late – Second disciplinary referral – Two lunch detentions

5<sup>th</sup> Late – Third disciplinary referral – Four Lunch detentions

6<sup>th</sup> Late – Fourth disciplinary referral – One after school detention

7<sup>th</sup> Late – Fifth disciplinary referral – Two after school detentions

8<sup>th</sup> Late – Sixth disciplinary referral

- In-school Restriction
- Loss of privileges – i.e. the opportunity to participate in school activities such as sports, clubs, or performing groups for a period of time.
- Meeting between parent and administration.

## Moving Out of District

If students are planning to move from this school district during the school year, they should notify their school counselors. Before students leave, parents must sign a release that will permit school personnel to mail the students' records to their new schools. Students who are leaving should also plan to "check out" (i.e., return books and locks) on the last day of attendance.

## Record Keeping

Student attendance records will be regularly monitored to determine attendance concerns. A daily record of school attendance will be maintained in a database. Student absences, tardiness and early departures will be recorded as excused or unexcused as defined by our attendance policy. The school will review the attendance data on a regular basis to identify patterns or trends in student absences. The school will implement student and parent accountability measures. The school will assist with the accountability measures through its parent notification and reporting procedures.

At the junior and senior high levels, teachers will take attendance in homeroom, as well as at the beginning of each class period on a daily basis. A daily attendance bulletin will be published in a timely manner. Students are expected to move directly from class to class each period. Students who are not seated in their classes at the sound of the bell are considered late and will be marked accordingly. Daily attendance and "class-by-class" attendance records are official documents.

At the junior and senior high levels, a student absent from class after homeroom will be immediately reported to the attendance office. The attendance office will call home or send a letter if a pattern of excessive or unusual absences occurs. Parent notification for unexcused absences and tardiness will be made through the mail. The administration will have the right to request a doctor's note for excessive absences. If a student has excessive absences without proper documentation from a doctor, or is believed to be excessively absent without good reason, the parent/guardian will be notified with an explanation of the additional steps the district will take.

### **Sanctions Related to Attendance**

Schools will enforce the sanctions in the district's Code of Conduct as it applies to unexcused absences, tardiness and early dismissals from school or class. The Code of Conduct prescribes a range of consequences dependent upon the level of school and severity of the problem.

### **BACKPACKS**

Students will not be permitted to use a backpack during the school day. They are permitted to use backpacks to carry books and supplies to and from school, but are not permitted to carry them between classes. Students have an opportunity to go to their lockers several times a day: before first period, before or after lunch, and before boarding the bus at dismissal. Backpacks must remain in the student's locker. This policy is in response to the following concerns: the weight student's carry on their backs and safer hallways in a school environment. At the end of the school year, in order to ensure a safe and orderly close out procedure the Administration reserves the right to limit backpacks from being allowed to be brought to school.

### **Cafeteria Guide for Students**

Here at Van Wyck Junior High School, we understand the importance of lunch for nutritional and social emotional purposes. We want to provide students with a safe and clean dining experience, so it is important for students to know and understand the following:

- Ø Students will be assigned tables/seats based on grade level and alphabetical order. Every student is expected to be at their assigned table and seat on a daily basis so accurate attendance can be taken. Assigned seats and tables will take place the first week of school. It is important to know that students are accounted for at every point of the school day.
- Ø Students are expected to arrive to the cafeteria on time every day. Students who are frequently late may receive disciplinary action by their grade level administrator.
- Ø When students arrive late to the cafeteria, they should receive a pass from the staff member from the classroom or office in which they just left to enter the cafeteria. All late students are to sign in with the staff member at the cafeteria door.

- Ø Students are expected to clean up their area when they are finished eating. Leftover food and drinks can become a safety issue if the cafeteria is not maintained on a period to period basis.
- Ø Students should remain in their seats until a staff member calls the students up by table to purchase their lunch or to be dismissed at the end of the period.

Together, we can all make this a safe and positive school year!!!

## **CAFETERIA**

Students who do not bring their lunches to school may select from three types of lunches that are sold in the cafeteria. One type of lunch that they may purchase is called the Type A Lunch. When a student elects to purchase this type of lunch, they may select one of at least two main entrees or a cold hero and two side dishes.

What constitutes a school lunch?

Students must be offered five meal components. Meat or meat alternate, grain, fruit, vegetable and milk.

In order to be considered a complete meal, one of the components must be a fruit and or a vegetable.

### **Offer vs. Serve Policy**

Helps reduce waste because students are allowed to decline two of the five required to take advantage of the low meal price, students must take a minimum of one half-cup of either the fruit or vegetable component plus two additional items from the meal components listed above.. However, if they do not select either a fruit or vegetable or less than three meal components then we must charge an a la carte price for that meal. Students who decide to purchase this type of lunch must understand that each item is priced individually.

Students who bring their lunches to school may also purchase items from the a la carte menu.

<b>Breakfast</b>	<b>\$ 1.50</b>
<b>Lunch Middle School</b>	<b>2.90</b>
<b>Reduced Breakfast</b>	<b>.25</b>
<b>Adult Breakfast</b>	<b>2.50</b>
<b>Adult Lunch</b>	<b>3.75</b>
<b>Milk</b>	<b>.60</b>
<b>Adult Milk</b>	<b>.65</b>

Breakfast Program between the hour of 7:50 & 8:00 a.m. a student may purchase a grab & go breakfast.

## **Cafeteria Rules**

Students at Van Wyck have the right to safe, relaxing, and enjoyable lunch periods. In order to ensure that this takes place for our students, certain guidelines for behavior are necessary in both the cafeteria and cafeteria lobby.

Students are asked to follow all cafeteria rules and guidelines:

1. Students will be assigned a lunch table, where attendance will be taken on a daily basis.
2. All students are expected to give their full cooperation to teachers, monitors, cafeteria workers, and custodians.
3. Students must wait their turn in line. Pushing, shoving, and horseplay are not allowed.
4. Students must consume food and/or beverages in the cafeteria.
5. Students are to remain seated at their table unless given permission to leave by a cafeteria supervisor.
6. Prior to departing, students must make sure that their area is cleaned. All students sitting at a table are collectively responsible for keeping the table-top as well as underneath the table clean.
7. Students may leave the cafeteria only when dismissed by a teacher or monitor. Students who leave the cafeteria must have a pass.
8. No shouting, loud talking, or pounding on tables. Students should talk as they would in a public restaurant.

9. Throwing of food, milk cartons, or any other object in the cafeteria is prohibited.
10. Students must deposit all trash and refuse in the barrels that are provided.
11. Students are encouraged not to borrow money from each other.
12. The administration reserves the right to give students assigned seats in the cafeteria in order to protect the health and safety of all students and staff.
13. Students are required to sit in the cafeteria with their age/grade grouping.

Please refer to the District Code of Conduct for a list of disciplinary measures related to the abuse of cafeteria privileges.

## **THE INNOVATION ROOM**

The Innovation Room is a place where students can work on projects assigned by their teachers that requires the use of technology. The room will be available throughout the school day.

## **COMPUTER LAB**

Our multipurpose computer labs are equipped with up-to-date technology and designed to support instruction. We expect that students will use these and other computers in the building in an appropriate manner by following board policy and school rules. The improper use of computers may result in the loss of computer privileges. All students are required to sign a “User Agreement”.

## **PARENT PORTAL**

Parents may register in person to access their children’s report cards and progress reports on-line through the Parent Portal System. If you are interested in joining the family of Parent Portal users, please call the school’s main office to make an appointment to do this in person. A valid driver’s license or valid picture identification is required.

## **EMERGENCY CARD INFORMATION**

Emergencies such as illness, injuries, etc. may arise during the course of the school year. It is important, for the welfare of the students, that the school be able to contact someone at all times who is responsible for a particular student.

**Please fill out completely the Emergency Cards and return to the Health Office as soon as possible.** For your convenience, a blank emergency card has been included in the August Newsletter.

Emergency cards should be updated when changes occur through the school year.

**PLEASE inform the health office immediately, in writing, of any changes to telephone number(s), address (as) and/or employment that occur during the school year. It is very important to keep the Emergency Card up to date.**

Also, if students are being temporarily supervised by another person or are staying temporarily with another family, parents should write a brief note to the Health Office and indicate the name and phone number of the person who should be contacted in case of an emergency.

## **EXTRA-CURRICULAR ACTIVITIES**

Activities are a valuable and important part of the student's experience at Van Wyck. At Van Wyck, there are opportunities to participate in intramural athletics, interscholastic sports, clubs, a drama group, musical groups, cheerleading, student government, and the yearbook. Yearbook will not be offered as a club this year due to budgetary restrictions. On the following pages are descriptions of activities that have been offered during the school year. Not all clubs and activities meet each year. Students should not miss an opportunity to take part in one of the activities. Below are examples of clubs that have been offered in the past. This list is only representative in nature.

### **Book Club (when enrollment and advisorship permit)s**

The Book Club is open to all students who enjoy reading for sheer pleasure and enjoyment. Students select several books to read and discuss throughout the school year.

### **Debate Club**

**(when enrollment and advisorship permits)**

The Debate Club is open to all students who enjoy debating and breaking arguments down to the national level. Topics for debating are derived from contemporary issues.

## **Cheerleading**

Come out and support the football and basketball teams...Let's hear some of that old school spirit...Cheerleading try-outs will be held early in September. Listen for announcements. A sports physical is necessary prior to participation. Forms and information are available through the school nurse.

## **Chess Club**

*(when enrollment & advisorship permits)*

The Chess Club is open to all students who enjoy playing chess or would like to learn how. The Chess Club is designed for players of all abilities. Members of the club are usually given the opportunity to participate in local chess tournaments. Chess is a game that students can play throughout their lives. All students who are experienced players or interested in learning how to play the game are encouraged to join the club.

## **Drama Club**

The Van Wyck Drama is open to all sixth, seventh and eighth grade students. Students may participate both on stage and off as part of the cast or crew. The club produces two performances per school year and has included musicals, serious drama, and lighthearted comedies in its repertoire. Past productions have included: "Little Shop of Horrors", "A Tale of Two Cities", "Cinderella", "Altar Egos", "Superman", and "The Beverly Hillbillies". Auditions for the Fall production begin in October.

## **Jazz Ensemble**

This is an extracurricular activity that rehearses after school. In addition to performing in the winter and spring concerts, the ensemble has participated in activities such as "Arts in the Park," Honor Society Induction, "Salute to Students," holiday festivities at malls, Jazz Festivals and Fun Fairs.

The ensemble is made up of approximately twenty students who play one of the following instruments: saxophone, trombone, trumpet, piano, bass guitar, electric guitar and percussion. Students are selected through an audition that is held in September. Rehearsals begin in September and continue through June. Students must audition for this ensemble.

## **Math Club**

The math club was a pilot program during the 2015-2016 school year.

**Lego/Robotics Club**

The Lego/Robotics club will be offered during the 2016-2017 school year.

**National Junior Honor Society**

Eligibility:

- a. Candidates eligible for selection to this chapter must be members of the 8<sup>th</sup> grade.
- b. To be eligible for selection to membership in this chapter, the candidate must have been in attendance for a period of one semester at Van Wyck Junior High School.
- c. Candidates eligible for election to the chapter shall have a minimum cumulative grade point average of  
  
90 percent without rounding. This calculation is based on four quarters in the 7<sup>th</sup> grade and the first two quarters in the 8<sup>th</sup> grade. Courses included in cumulative grade point averages will not be weighted and there will not be any differentiation between Special Education, Regents and Honors classes in this calculation. The identical courses will be included in determining the cumulative grade point average, except those courses eliminated for classified students as indicated in students' Individualized Educational Programs (IEPs). This scholastic level of achievement shall remain fixed, and shall be the required minimum scholastic level of achievement for admission to candidacy. All students who can rise in scholarship to or above such standard may be admitted to candidacy for selection to membership.
- d. Upon meeting the grade level, attendance, and GPA standard requirements, candidates shall then be considered based on their service, leadership, character and citizenship.
- e. Students are responsible to furnish all necessary documents required for eligibility. Incomplete applications will not be considered.

As academics are only one part of the total person, a faculty council is also asked to evaluate candidates on the other characteristics for membership. These characteristics are as follows:

**Character:** Candidates are patient and honest in their dealings with others. Their thinking is independent but not stubborn. They participate in class activities and are willing to listen to the

ideas of others.

**Leadership:** Candidates willingly volunteer to participate in class projects and outside activities. They are willing to lead others with reasonable maturity and understanding without being overbearing.

**Citizenship:** Candidates accept responsibilities and privileges intelligently and maturely. They respect the rules of the school and the rights of their fellow students. Fellow students and faculty members generally hold them in high regard.

**Service:** Candidates are unselfish and willing to help others.

Students who have achieved the initial grade point average are encouraged to submit an essay outlining their qualifications to the faculty advisors. The Faculty Council reviews the essays along with the Faculty character rating sheets for potential membership. Individual teacher ratings are confidential and will not be shared with parents. Unless a technical error has been made, the Faculty Council's decision is final.

The induction ceremony is held each spring. For further information, contact the School Counseling office.

### **“Reflections”**

#### **(when enrollment and advisorship permits)**

The Van Wyck literary and art magazine contains student essays, poems, stories and art work. We need creative student writers, talented artists, as well as students skilled as proofreaders.

Club members choose the work to be included in the annual edition of the magazine.

#### **Science Olympiad:**

##### **Exploring the World of Science**

#### **(when enrollment and advisorship permits)**

The Science Olympiad is an organization devoted to increasing student interest in science and providing recognition for outstanding achievement in science education by students.

The Science Olympiad tournaments are rigorous academic interscholastic competitions that consist of a series of individual and team events that students prepare for during the year. The competitions follow the format of popular board games, TV shows and athletic games. These challenging and motivational events are well balanced between the various science disciplines of biology, earth

science, chemistry, physics, computers and technology. There is also a balance between events requiring knowledge of science facts, concepts, processes, skills and applications. Junior High School teams consist of students from grades six through nine. Last year students from Van Wyck participated in Science Olympiad competition.

### **Ski Club**

#### **(when enrollment and advisorship permits)**

Get together with a group of Van Wyck skiers and have some fun on the slopes. Beginner and advanced skiers are invited to participate in the club's activities. An organizational meeting will be held in late November or early December. Ski trips are scheduled during school vacations and on weekends.

### **Student Government**

This is an important part of the Van Wyck Community. It has proven to be one of several organizations promoting the importance of responsibility.

The offices include:

\*President    \*Secretary    \*Treasurer

In recent years, elected student representatives who have occupied these seats have been called upon to participate in numerous decisions and policy-making processes affecting all areas of school life including active participation in community service.

Students who have a sincere interest in working for their classmates and exhibit good citizenship and leadership qualities are urged to attend an orientation meeting which will be held at the beginning of the school year. During the meeting, they will learn about responsibilities associated with each office of the student government and the procedures for placing their names in nomination.

### **Yearbook**

Van Wyck publishes a yearbook, which is distributed in June. Individual headshots of all students are printed, along with pictures of faculty and staff, athletic teams, school clubs and organizations. Pages of candid photographs are included as well.

Faculty advisors recruit a committee of students to assist with several tasks associated with the sales and production of the book. Responsibilities of the student committee include: taking candid photos at school events and specialty days, assisting with page layouts, proofreading materials, selecting a cover design and handling administrative duties involved in the ordering and distribution process. Students in grades 7 and 8 are eligible and encouraged to join.

## **Computer/Webmaster Club**

The purpose of this club is to give its members an elementary overview of basic programming language and computer literacy. Advanced members will also design, update, and revise the school's web page. Some experience is helpful but not mandatory. The club meets approximately once a week in the computer lab. The club is open to all students in grades 7 and 8, though members will be selected on a first-come first-serve basis.

## **GRADING POLICIES FOR PHYSICAL EDUCATION**

Students in 7<sup>th</sup> & 8<sup>th</sup> grade are graded numerically

1. Each student is required to bring a complete change of clothes for class. The clothes should consist of all of the following:
  - T- shirt
  - Athletic shorts (no pockets or denim) or sweat pants (not pajama pants)
  - Sweatshirts
  - Traditional sneaker or athletic shoes
2. None of the above clothing may be worn to school the day of PE class with the exception of the sneakers.
3. No jewelry, with the exception of stud earrings, may be worn during the class. Safely secure your personal belongings in your locker.
4. Each student will be assigned a locker with a lock for his/her belongings. Lockers are assigned for your exclusive use. The school is not responsible for lost or stolen items.
5. All students must change their clothes for class each day. If they do not change clothes, they will not be allowed to participate and will receive an "unprepared" for the day and they will lose 10 points.
6. Students who do not participate in PE for medical or unexcused reason (unprepared) will not be allowed to participate in intramural or interscholastic practice or game that day.
7. Students must be on time to class. Students must change quickly and sit in their assigned seat in order to not be marked late. Students **MUST** remain in their assigned "seat" for the duration of attendance and warm-ups.

8. If a student is ill or injured, s/he must bring a note in for that day to be excused. The note is to be given to the PE teacher 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 for a medical excuse.
9. NO gum, candy, food or drinks are allowed in class or in the locker rooms.
10. Unprepared students automatically earn a zero and written assignments will be given to do during class time. However, each student will be given one opportunity each quarter to “wipe” away an unprepared by doing an additional assignment. It is the student’s responsibility to consult with his/her teacher regarding this option.
11. On two-hour delays due to time constraints, it is not required for students to change. However, sneakers must be worn in class to participate during this shortened period of time.
12. String backpacks may not be used in school to transport gym clothes to gym class, except prior to 8:00 a.m.

### 7<sup>th</sup> and 8<sup>th</sup> grade

90% of the grade will be based on:

- On time 1 point
- Sportsmanship 1 point
- Participation 3 points

10% of the grade will be based on: Assessments

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

## School Counselor

Our School Counselors provide services to seventh and eighth grade students. In September they visit new students in their classrooms for the purpose of orientations. During these orientation meetings school counselors answer general questions about what they do and how they can help students, what help is available if a student is in trouble, and when students may see a school counselor. The counselors' caseloads range from 350 to 400 students each. They will make every effort to connect with each student. The counselors extend a warm welcome to students and their parents and are willing to meet with them at any time by making an appointment.

One of the primary functions of the school counselor is to give students the tools to deal with academic, social or emotional problems. These tools will help each student to be as successful in Van Wyck as possible.

In the past, the following subjects have been discussed with counselors; peer relationships, boy/girl difficulties, job descriptions, homework, grades, personal matters, drugs and their dangers, student/parent relationships, personality difficulties, student/teacher relationships, courses required for specific careers, career exploration, etc.

School Counselor assignments are noted on the contact information page in the front of this book.

If students have important matters that must be taken care of on the day that they come to school, they should go to their homerooms and get passes to the school counseling office. The secretary will make every effort to schedule appointments for them on that day. It is important to note that our school counselors will be able to see any student, on an emergency basis, at any time.

## SCHOOL COUNSELOR SERVICES

### Academic Planning

Academic planning for high school for current eighth grade students begins during the month of February. All students will be seen in large groups, small groups, and then individually. An integral part of this process is parent involvement. During academic planning, the counselor and parent should meet whenever the student, parent or counselor believes it is necessary. A parent of a 7th grade student will be notified if a teacher is contemplating a program change for their child in grade 8.

### Change of Placement

During the spring of each year, teachers make recommendations regarding the placement (e.g. Honors, Regents) of their students during the next school year. If there has been an inappropriate

placement, teachers will contact the counselor, and, if possible, the counselor will initiate a change of placement. Final decision rests with the building Principal in consultation with the coordinator.

## **Group Counseling**

When a number of students share a similar problem, the counselor may initiate group counseling. Such topics as test anxiety, death, divorce, study skills, and drug abuse have been dealt with in a group setting. As always, parents will be contacted for permission to involve their sons/daughters in group counseling.

## **Homework Request**

If students are out of school for two or more consecutive days, parents or students may contact the School Counseling Office, early in the school day, (e.g. 7:35-8:30 a.m.) in order to request homework assignments. The secretary will request the teachers to submit all homework assignments to the School Counseling Office before the end of the day. Students who are out of school for one day only should contact other students for class work/homework assignments, access teacher web-sites if available, or see the classroom teachers immediately upon their return to school.

## **Information Service**

In a way, the School Counseling Office is an information service. Counselors are able to provide information, with parental approval, to outside agencies, teachers, and other schools so that they may better understand and plan for students.

## **Parent/Teacher Conferences**

Parents who would like to schedule a parent/teacher conference should do so through School Counseling or the appropriate house administrator. School counselors will also contact parents for a teacher/parent conference if they believe one would be beneficial.

## **Passes to School Counseling**

Student must have a pass from a teacher to a School Counselor to schedule an appointment with School Counseling. Students without a pass from School Counseling will be returned to class.

## **Referral Service**

In order to help solve problems, teachers, other students, administrators and parents

refer students to school counselors. There are times when a counselor will determine that resources in school or out of school might be necessary. When this occurs, the counselor will contact the parent with a recommendation for a referral to our school psychologist, social worker, or to an outside agency. All communication is kept in strict confidence.

## Schedule Changes

There are times when student schedules need to be changed due to nutritional needs, doctor's appointments, etc. If parents believe that a change should be made in their son's or daughter's schedules, the appropriate school counselor or house administrator should be contacted. Medical documentation will be required to substantiate the requested change. Changes will be considered for non-social/non-lunch issues only.

## **HEALTH OFFICE**

The Health Office is located on the first floor, across the hall from Room 107.

One full-time registered nurse and a Secretary trained in first aid staff the Health Office. The Health Office provides the following services:

- first-aid care to students who are injured or ill under school supervision.
- maintenance of health records for each student.
- notifies parents of any apparent physical abnormality.
- assists doctors in the administration of health examinations.
- conducts yearly scoliosis screening.

## **Exemption from Physical Education**

Students who are unable to participate in physical education classes for a period of time up to one week must bring a note from home to the Health Office during the homeroom period. For a longer period of time (i.e., more than week) a note from a doctor is necessary, with a diagnosis and duration.

## **Immunizations**

Students who attend school in New York State must be immunized against polio, mumps, diphtheria, whooping cough, measles, rubella and Hepatitis B (now required of all students

entering Kindergarten). Tdap (tetanus, diphtheria, and pertussis) is required for all 6<sup>th</sup> graders. No student will be admitted to school without appropriate certification of the above immunizations. Exemption to the immunization law is allowed for medical or religious reasons. A physician must certify a medical exemption in writing. If students belong to a bona fide, recognized religious organization that does not believe in immunizing, they may also be excused from the immunization requirement. Documentation is required.

### **Injuries Requiring Special Handling**

Any students coming to school on crutches, with canes, in casts, or after serious injuries must report to the health office before going to homeroom classes.

A note from the doctor stating the student must use crutches is required.

### **Interscholastic Sports Physicals**

Any student trying out for an interscholastic sport must first complete a parental permission form which may be picked up in the Health Office. To participate in interscholastic sports, the student must receive a sports physical by our school physician prior to the first day of tryouts. A sports physical is valid for 12 months; however, a new parental permission form must be filled out, signed by a parent and turned into the health office for each sport each season.

If you have any questions, please contact the school nurse.

### **Medication in School**

If it is necessary for students to have medication during the school day, the nurse will cooperate with the physicians and parents; however, certain procedures must be followed.

- The nurse cannot administer medication unless there is a written order from a doctor and a written request from a parent.
- The written order, signed by the doctor, should contain the following information:
  - ...name of medicine
  - ...reason for giving
  - ...dosage/time
  - ...number of days
- The medication must be in its original pharmacy container and brought to the Health Office by an adult.

- Under no circumstances are students permitted to self-administer any type of medication without supervision, whether it be prescription or over the counter drugs.
- Students are not to share, use or distribute medication on school property.

## **Required Physical Examination**

New York State Education Law requires each student in grades K, 2, 4, 7, 10, and students new to the District to have a physical examination. Parents are encouraged to have their sons and daughters examined by their family physicians. Results of the examinations must be noted on health forms furnished by the District, signed by a doctor and returned to the Health Office by October 1st. (Please note that the health examination forms are distributed in June).

If you have not provided the school with proof of a physical for your child, he/she will be scheduled for an examination in the near future by our school physician or one of his associates. The exams performed in school are the same as those done by your own physician. Any health conditions that seem to require more complete diagnosis or treatment will be referred to the parents.

## **Student Accidents**

Students are to inform the teacher who is supervising their activity immediately after the accident. After supervising teachers have been informed, students must report to the nurse in the Health Office.

## **Student Sickness in School**

If students feel ill during class, they should get a pass from their classroom teacher and report to the Health Office. If they feel ill during the change of classes, they should go to their next class to obtain a pass from their teacher; they then are to go directly to the Health Office. If the student is so ill they are not able to get to class first, they are to go directly to the Health Office. In the event that the students are so sick that they must go home, the nurse will assist them in signing out of school and notifying their parents so that they may transport their sons or daughters home. Students should not go to the lavatories or other locations in the building in order to recover from their illnesses. All calls to parents for pick up due to illness must be made through the Health Office, not by students' cell-phones.

## **Working Papers**

Either the school physician or family physician may do physical examinations for working papers. Examinations must be completed not longer than twelve months before the date of employment. This includes newspaper permits. Forms are available in the Main Office.

## **HONOR ROLL**

At the end of each marking period, the School Counseling Office publishes the honor rolls. Failing grades in any subject area, including physical education, make students ineligible for either honor roll.

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

1. They must have a minimum grade average of 85. (In calculations for the honor roll, all courses except physical education will be included in the numerical average).
2. To qualify for the High Honor Roll students must achieve a scholastic average of 91 to 100.
3. To qualify for the Honor Roll students must achieve a scholastic average of 85 to 90
4. School counseling will post the Honor Roll each quarter.

## **INSURANCE**

The Wappingers Central School District provides coverage for school sponsored, teacher supervised activities that are a part of the regular program only.

Benefits under the district insurance are available only after all other insurances have been used. The district provides EXCESS coverage only. It is the responsibility of the parent to file a claim with his/her own company prior to submitting any balance to the school district. Evidence of this must be attached to the claim when submitted. This must be submitted as soon as explanation of benefits is received from your personal insurance company.

Also not covered are self-inflicted injuries, orthodontia, boils, insect bites, and any others that are not accidental injuries.

Pupils are covered for benefits once they board the bus to school, and until they depart the bus on their return home. Students, who walk to school, drive cars, or ride bicycles are not covered until they enter the building.

## **JEWELRY**

The safety of students is our primary concern. In an effort to maximize the health and safety of the students at Van Wyck Junior High School:

- Wearing of chains or safety pins from belt loops, buckles, clothing or other articles in one's possession is not permitted.
- Ball and/or link chains worn around the neck must be tight enough to avoid being pulled.
- Metal necklaces, metal bracelets and jewelry with spikes create a potential health and safety issue and are not permitted.
- The administration reserves the right to ban certain jewelry for potential and foreseeable health and safety concerns.

## **JUICE MACHINES**

Juice machines are provided to allow our students an opportunity to purchase a variety of drinks at lunchtime. No food or beverages are to be taken out of the cafeteria or eaten in the halls or classrooms.

The machines are accessible between the hours of 10:15 am – 1:15 pm and 3:00 pm and 7:30 pm.

## **LEARNING CENTER**

The Learning Center is a small setting where one or more teachers closely monitor a student's completion of homework and class preparation. It is an ideal setting for students who need additional support, encouragement and/or some assistance in completing their schoolwork. Students are placed in a learning center upon recommendation of their teachers, counselors and parents. Students who are recommended for the Learning Center are usually placed in a learning center instead of reporting to a scheduled study hall. It is also possible for students who have schedules that do not include study halls to attend a learning center during a portion of their lunch periods.

Every effort is made to schedule at least one learning center during each class period.

## **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.

### Rules of Locker Use

- Students are not allowed to share lockers.
- Students are not to tell other student their locker combinations.
- After closing locker doors, students should turn the combination dial several times.
- Money and valuables that cannot be secured should be brought to the Main Office. Valuables should not be brought to school. Students should not bring more than \$5.00 to school unless requested to do so by a teacher.
- Students should go to their lockers three times a day; once in the morning before home-room, once before or after lunch, and before they go home.
- Students should plan out their day and avoid carrying large amounts of books.
- Weapons, fireworks, illegal substances, drug paraphernalia, tobacco, alcoholic beverages, matches and cigarette lighters may not be kept in student lockers.
- Students will lose the use of their lockers if these rules are not followed.

Students should use the following procedure when operating the combination lock:

1. Give the dial two or more turns to the **RIGHT**.
2. On the third turn to the **RIGHT**, stop at the first number of the combination.
3. Next, turn **LEFT** one whole turn **past** the first number and stop at the second number in the combination.
4. Now, turn **RIGHT** and stop at the last number in the combination. Pull down on the lock. It should open. If not, return to Step One and take your time.
5. Pull down on your lock again and open the door.

If a student's locker is so damaged that it will not open, close, or lock, s/he must report the problem to a secretary in the Main Office as soon as possible. Locker problems that are not resolved within a **reasonable** amount of time should be discussed with one of the assistant principals. It's not recommended that students use top lockers as they are not secure.

## **LOITERING**

At passing, students are expected to move from class to class (including lunch and P.E.) without delay. Hugging in the halls and signs of affection detract from our intended purpose of minimizing congestion and providing an even flow of traffic. It is expected that students will avoid these and other forms of delay.

## **LOST AND FOUND**

If students have misplaced or lost an item such as a book, an article of clothing, notebook, handbag, musical instrument, or glasses, they should notify the Main Office as soon as possible. Students should periodically check the Main Office to see if the article has been turned in. Usable items not claimed at the end of the school year are given to charitable organizations.

## **MEDIA CENTER**

The Van Wyck Library/Media Center contains a variety of learning resources. In addition to books, pamphlets and periodicals, students will find an excellent collection of videocassettes, computer software and related audiovisual materials and equipment. There are also computers that the students may use for card catalog searching as well as on-line services including encyclopedia, periodicals, and with permission, the Internet. In addition, the center also has access to all of the resources of the Central Media library, which includes reference materials, periodicals and a large collection of videotapes and 3-D objects.

There are several procedures that students must follow in order to visit the library during the school day if classes are not in session in the Media Center. Students who have specific reference or reading assignments to complete in the library should obtain a pre-signed pass from one of their teachers. Students who have a pre-signed pass must first report to their study halls and then go directly to the media center. If students wish to use the Media Center during their study halls, but do not have pre-signed passes, they should report to their study hall and wait for the library to send study hall passes. As there are limited numbers of seats, the Media Center should not be used as a place for completing homework assignments that do not require the use of materials in the Center. Also, if students wish to use one of the Center's computers during study halls, they must have a subject teacher pass.

## **Circulation Procedures**

1. Books are signed out for two weeks.
2. The reserved materials are signed out in the afternoon and must be returned on the following day.
3. All Materials may be renewed.

## Return of Materials

All materials should be returned to the circulation desk or deposited through the book slot in the main hallway.

## Charges

No charges are made for overdue books; however, if a book is lost, damaged or not returned, the student will be assessed a fee for the book. If the book fees are not paid, students may be assigned detention and lose the privilege of using the library.

## **MISCELLANEOUS INFORMATION**

Students are not permitted to have the following without the expressed written approval of a specific teacher:

- colored markers of any kind
- white-out

This approval will be in letter form signed by both the teacher and the parent.

## **Van Wyck Dress Code**

**Purpose:** The purpose of the dress code is to help establish the optimum learning environment for all our students. We believe that the dress code will instill respect for self as well as foster mutual respect among all students. We believe that our students can only benefit by a dress code that seeks to enhance the overall atmosphere of learning.

- Student dress and grooming is to be neat, clean, and safe at all times.
- 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 or private parts be visible while standing, sitting, walking, or participating in normal school activities.
- limited to, hats, sunglasses, hair curlers, skullies, do-rags, and bandanas, may not be worn in class. Head covering is reserved for religious and health and safety reasons only.
- Articles hanging from clothing, such as chains, 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 are not permitted.
- 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, no spaghetti strap tops, no halter tops, no vests, no see-through or mesh garments worn without clothing underneath. Sleeveless tops are permitted. Top must cover from neck to end of shoulder. Exposing only the arm.
- All articles of clothing must be safe and healthy to wear. For example, all shorts are to be worn below mid-thigh and pants should not be worn below the heel of the shoe. Skirts and dresses are to be worn near the knee.
- Face masks or face coverings are not permitted in school.
- **Jewelry** – wearing of chains or safety pins from belt loops, buckles, clothing or other articles in one's possession is not permitted. Ball and/or link chains worn around neck must be tight enough to avoid being pulled. Metal necklaces, metal bracelets and jewelry with spikes create a potential health and safety issue and are not permitted.
- Coats, jackets, 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. The string type backpacks apply.
- Hats may not be worn in school or attached to ones belt or clothing.
- Please refer to District Code of Behavior, for the consequences of violating the dress code.
- Parents will be called when there is a dress code concern. Student may be placed in ISR until a change in clothes is made.
- The dress code **must** be followed at all times during special events such as spirit week, unless permission is granted by the building principal.

### **Use of Tape Recorders or Electronic Devices in Classrooms**

It is an established practice not to permit the use of tape recording or electronic devices in the classroom.

### **PASSES**

Students are allowed 3 minutes to pass from class to class.

Van Wyck 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 these circumstances difficult to move from class to class unless all of the students follow these rules.

- No running, pushing, tripping or shoving.
- Keep voices at a conversational level.
- Do not congregate in halls, intersections, doorway, or stairways.
- No public displays of affection
- Walk as far to the right as possible when walking in the corridors

## PHONE USAGE

- It is very important that students are not allowed to make phone calls that are not considered “emergency”. The following are examples of acceptable reasons to use the phone:
- Event cancellations
- Loss of house keys
- Lost eyeglasses
- The following are not acceptable reasons for using the phone:
- Forgotten homework, permission slips, sports equipment, class projects or any other forgotten items.
- Forgotten lunch money
- Bus pass to another students’ house
- Permission to ride home on another bus

It is important, as children grow, for the students to become more responsible and learn the importance of planning.

The Main Lobby monitor will keep a phone log. The monitor will issue a pass to be used in the main office phone except during period 1. Students must have a phone pass in order to make the call.

## CELL PHONES

Cell phones may not be turned-on, used, or be visible from 7:50-2:50. Any student who fails to follow these guidelines may have his/her phone confiscated. **Please note that confiscated phones will only be returned to a parent or guardian.** **The school is not responsible for lost, stolen or misplaced cell phones.**

## **PROJECT HOMEWORK**

All too often, the primary cause of poor academic performance at the junior high level is the student's failure to do homework. Project Homework was instituted in order to help students who are experiencing that difficulty. Members of the faculty first identify students who are failing primarily because they are not doing homework. Once they are identified, they are asked to stay after school twice a week in a supervised study hall. Each study session is approximately one hour in length. Students who participate in the supervised study session can ride the first group of activity buses that depart at 4:00. If students are recommended for the program, parents are notified by mail. Students who participate in Project Homework are expected to attend the supervised study sessions until all homework is made up and their teachers excuse them.

## **SCHOOL TRANSPORTATION**

Most of the students who attend Van Wyck use the bus as a means of transportation to and from school.

At the bus stop, students must . . .

- be on time at the designated bus stop.
- stand back from the bus until it comes to a complete stop.
- stay out of the road.
- not chase, run after, or alongside the bus.
- cross in front of the bus at least 15 feet in full view of the driver. Look at the bus driver and cross only when the driver gives the proper signal. When the signal has been given, take a look for yourself and then cross.
- take their time and avoid pushing when entering or leaving the bus.
- take their seat immediately.
- walk away from the bus so that the driver knows where the student is.
- not cross the road after the bus has left the stop.

Students must also . . .

- show respect for each other, the property of others, bus property, and the bus driver.
- obey the bus driver at all times.
- follow all health and safety rules.
- keep the bus clean.

In case of emergency, the student must

- report any and all problems or concerns to the driver.
- obey the driver's instructions.
- know where the emergency exits are located.

## **District Disciplinary Procedures**

### **for Grades 7& 8 on school transportation**

The following are the possible discipline measures when a student does not act appropriately while riding the bus. Discipline is not limited to the following:

#### **First Offense-**

**Possible parent contact, and may include:**

- **Lunch detention**
- **After school detention**
- **Possible bus suspension**

#### **Second Offense-**

**Possible parent contact, and may include:**

- **Possible 1-day bus suspension**
- **Possible parent conference**

#### **Third Offense-**

**Possible parent contact, and may include:**

- **Possible 1, 3 or 5-day bus suspension**

In addition to the loss of transportation, disciplinary actions will be administered for specific offenses inside the building as outlined in the Code of Conduct.

If a student is involved in any misbehavior, administrators will use discretionary authority when deciding how to discipline the student. The discipline will be in accordance with the District Code of Conduct.

## Students Wanting to Ride a Different Bus Home

Students are permitted to ride other buses for emergency reasons only. Transportation is not provided for parties or get-togethers, especially during Halloween. These requests will be denied. Bus **changes are ONLY allowed if it is a district student** going to an existing bus stop

1. The guest student must get a note from their parent(s)/guardian(s) that give that student permission to ride a host student's bus. The note from his/her parent(s) or guardian(s) must state their knowledge that their student(s) is/are going to the guest student's house.

Bus changes are ONLY allowed if it is a district student going to an existing bus stop. A sample note is shown below:

DATE _____
I <b>(name of parent)</b> give my permission for my <b>(son/daughter)</b> to ride the bus home with
<b>(name of student)</b> on <b>(date)</b> .
Parent work number: _____
Parent home number: _____
<b>(Signature of Parent)</b>

2. The host student must submit a note from his/her parent(s)/guardian(s) giving guest student(s) permission to be with their host student. The parent or guardian must acknowledge that they know the guest student(s) is/are coming home with their child. A sample note is shown below:

DATE _____
I <b>(name of parent)</b> give my permission for <b>(name of student)</b> to ride the bus home with
my <b>(son/daughter)</b> , <b>(name of student)</b> on <b>(date)</b> .
Parent work number: _____
Parent home number: _____
<b>(Signature of Parent)</b>

3. The notes must include telephone number(s) where parent(s) can be reached during the day, as changes of buses may need to be verified via telephone contact with parent.
4. Student must hand the note to the homeroom teacher to send in with the attendance at the beginning of the school day. A copy of the note, signed by one of the assistant principals or his/her designee, must be picked up at the Greeter (monitor in the main lobby) during the lunch period of the student with a pass from the cafeteria.
5. They must present the approved pass to the driver when boarding the school bus. Phone calls from parents to change buses are not acceptable

### **After School Buses** (will be available one afternoon each week)

A small number of buses are scheduled for students who are participating in supervised, after school activities, disciplinary detention or receiving assistance from one of their teachers. Students are required to have a bus pass from the teacher with whom they have stayed.

If they do not have a pass they will not be allowed on the bus.

Activity buses will depart from the gym lobby promptly at 4:00 on Thursday. In order to avoid missing their bus, students must be in the gym lobby area by 3:55 and board the bus immediately. Someone will guide the students to the correct bus.

If a student is being picked up after school, they must be picked up by 3:55 or the student will be required to board the bus. No student may remain in the building once the activity buses depart.

Since a small number of buses are covering the whole Van Wyck school community, students who ride a late bus are usually on the bus for a longer period of time.

### **Walking or Riding Bicycles to School**

If a student wants to walk or ride his/her bicycle to school, s/he must submit a permission slip, signed by a parent, to the Principal's office.

Students should park and lock their bicycles in the bike racks. The District is not responsible for lost, stolen, or vandalized bicycles.

If students walk, ride bikes, or are transported by parents, they should plan to arrive no earlier than 7:30 am. Students who arrive before that time will not be allowed to enter the building.

#### **Walking or Riding Bicycles to School**

If a student wants to walk or ride his/her bicycle to school, s/he must submit a permission slip, signed by a parent, to the Principal's office.

Students should park and lock their bicycles in the bike racks. The District is not responsible for lost, stolen, or vandalized bicycles.

Students who disregard this policy will have their bike privileges revoked.

Due to Hillside Lake Road and Route 376 being a heavy traffic area, riding bikes and walking to school is not considered safe and should be avoided.

## **STAYING AFTER SCHOOL FOR ATHLETIC EVENTS**

Only students from Van Wyck may attend.

Students staying after school or returning for an athletic event must obtain an Event Pass from a lunch monitor during their lunch period. Students staying after school for extra help or a club activity must have written permission from a parent or guardian. Students will not be admitted to an event without the appropriate Event Pass.

Spectators (other than Van Wyck students) must be accompanied by their parent/guardian who stays for the entire game.

### **Games usually end by 5:30, and students must be picked-up on-time.**

The administration reserves the right to deny an Event Pass to any student who has not been following the District Code of Conduct. Students who are not following the District Code of Conduct during an event will have to call their parents and be picked-up early. Spectators may be asked to provide identification before being allowed entry to an event.

## **SAFETY DRILLS**

### **Bus Drills**

By law, there must be (3) bus drills during the school year. A bus drill will be conducted during the first week of school. The bus driver will give directions for the drill.

### **Fire Drills**

By law, there must be twelve fire drills conducted during the school year, eight of which must be before the December vacation. The signal will be a continuous clang of the special fire bell. At the sound of the fire bell, all students are to stop talking and listen to the directions that will be given by their teachers.

An evacuation map is posted in each classroom and several times during the school year teachers will review this plan with their classes.

The following are important points to remember:

Follow directions given by the principals, teachers, monitors or any other adult in the building.

- No talking.
- Walk briskly, in a straight line. 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 in a straight line.

Students are to re-enter the building in the same manner they exited the building.

## **Lockdown Drill**

The school will conduct one or more lockdown/evacuation drills during the school year.

## **Hold In Place Drill**

The school will conduct one or more hold in place drill during the school year.

## **Sheltering Drill**

The school will conduct one or more sheltering/evacuation drills during the school year.

## **SPECIAL ACTIVITIES**

Van Wyck has developed a fine tradition of special activities for students in all three grade levels. Social activities bring students to the school for many reasons.

Periodically, Van Wyck Junior High School sponsors special activities, such as dances and trips. The administration reserves the right to exclude students from these events based on poor behavior. Students who are insubordinate, rude, disrespectful or defiant might not be permitted to attend special activities at school. Students who are suspended from school will not be permitted to attend the next school dance.

## **8<sup>th</sup> Grade Trip to Washington, D.C.**

(If applicable)

This is a non-mandated celebratory trip.

The details for participation in this field trip will be provided to parents in a separate correspondence specific to this event. Students who are suspended from school are not permitted to attend. All students who apply to attend this trip are reviewed by administration to determine eligibility. Administration reserves the right to exclude student for health and safety reasons.

## **Moving Up” Ceremony**

In June, Van Wyck Junior High School sponsors a “Moving Up” Ceremony.

Although our 8<sup>th</sup> grade students do not formally graduate, the ceremony does symbolize a milestone in the lives of our 8<sup>th</sup> graders. Attendance at the “Moving Up” Ceremony is not an indication that students have met all the 8<sup>th</sup> grade requirements for promotion to the high school. **Due to limited seating, there is a restriction on the number of tickets available per family. Due to limited seating, not every ticket holder is guaranteed a seat. Please arrive early for the best seats.**

## **8th Grade Semi-Formal Dance**

The 8<sup>th</sup> grade dance is sponsored by the Van Wyck Parent Association and is held near the end of the school year. Guests from other schools are not permitted to attend.

The dance is for students who have demonstrated the ability to follow school rules and make age-appropriate decisions. In May/June students interested in attending the 8<sup>th</sup> grade dance will have an opportunity to purchase tickets. A committee composed of teachers, counselors and administrators will review the names of students wishing to attend in order to determine eligibility. Students who are suspended from school prior to the next dance are ineligible to attend the Semi Formal dance.

Students who want to appeal the decision must do so in writing to the building principal. The letter must state the reason(s) why s/he should be reconsidered. There will be a deadline of accepting letters from students requesting appeals. The decision of the Appeals Committee is final. Students are not permitted to ride limousines to the semi formal. Students who do ride limousines will be turned away and not permitted to attend.

## **“Spirit Days”**

Themes in previous years have included: “Greaser Day,” “Future/Past Day,” “Backwards Day,” and “Imitation Day.”

## **SPORTS-INTERSCHOLASTIC**

THESE ARE REPRESENTATIVE SPORTS AND MAY BE AFFECTED EACH DUE TO BUDGETARY CONSIDERATIONS

<b>Fall</b>	Soccer, Girls’ Volleyball, Field Hockey
<b>Winter</b>	Boys’ Basketball, Girls’ Basketball, Wrestling
<b>Spring</b>	Girls’ Softball, Track and Field, Baseball, Girls’ Soccer

The interscholastic sports listed above are activities that are customarily offered during the school year. Our ability to offer them depends on the availability of coaches. If wrestling is offered, the team usually consists of students from both junior high schools.

## **Boys’ Soccer**

During the fall sports season, our school fields one soccer team. Tryouts begin in September for our seventh and eighth grade “B” soccer program. The Van Wyck “B” team practices daily from 2:50 until approximately 4:30 p.m. When a game is held, parents should plan to pick up players at the end of competition. Students who would like to participate in this sport must submit completed permission slips and receive physical examinations from the school doctor before they try out for the team.

**Girls' Soccer**

The girls' soccer program is a team sport that provides for competition between junior high school teams. Girls' soccer begins in mid-March. The program is open to girls in seventh and eighth grades. Girls interested must receive physical examinations in school before tryouts.

After the beginning of the school year, the team practices daily from 2:50 until approximately 5:00 p.m. Football games are usually held on Friday afternoons or Saturday mornings.

**Girls' Volleyball**

Van Wyck Junior High School offers an interscholastic volleyball program for girls in grades seven and eight. The volleyball program starts during the first week of school and ends in late October or early November.

Girls who would like to participate in this sport must submit completed permission slips and receive physical examinations from the school doctor before they try out for the team.

**Girls' Basketball**

The girls' interscholastic basketball program at Van Wyck consists of one team-a "B" team made up of students in grades seven and eight. At this age, our well-organized program is designed to teach basic skills, teamwork and sportsmanship. Girls interested in playing must receive physical examinations in school early in the fall before trying out for the team.

**Boys' Basketball**

The boys' interscholastic basketball program at Van Wyck consists of a "B" team made up of students in grades 7 and 8. At this age, our well-organized program is designed to teach basic skills, mental conditioning, teamwork, physical conditioning, and sportsmanship.

The basketball program begins in mid-November and ends in mid-February. Practices are held daily after school and on Saturday mornings. All games are held after school, and parents should plan to pick up players after the games.

**Track and Field**

Participation on the track team is open to boys and girls in grades 7 and 8. Students compete against other area junior high schools in high jump, long jump, shot put, discus, hurdles, and a variety of running events. Tryouts begin in mid-March and the season ends in May. Vigorous practice sessions are held daily after school.

**Wrestling**

The modified wrestling program, which is open to students weighing between 70 and 200 pounds, provides competition in weight classes. The team is selected after a two-week tryout period in late November. Practices are held daily after school with occasional sessions on Saturday. Matches with other junior high school teams are usually held after school on Tuesdays, and Fridays. The wrestling season usually ends in mid-February.

## **Girls' Softball**

The girls' softball program at Van Wyck is a team sport that provides for competition between junior high school teams. Girls' softball begins in mid-March and usually ends during the last week in May. The program is open to girls in grades 7 and 8. Girls interested in playing must receive physical examinations in school (usually announced during the winter months) before trying out for the team.

## **Baseball**

The baseball at Van Wyck is a team sport that provides for competition between junior high school teams. Boys' baseball begins in mid-March and usually ends during the last week in May. Boys in grades 7 and 8 are eligible to try-out.

Seventh and eighth graders may participate in the high school program ONLY if they are identified as being advanced from the standpoint of maturation and skill level, and only after successfully completing the standards of the Selection-Classification program (a special maturity physical and the New York State Physical Fitness Test). It must be emphasized that this program is for EXCEPTIONALLY mature and skilled students only

In the past, exceptional junior high school students have participated successfully in the following high school activities: Swimming, gymnastics, wrestling, track and tennis.

## **SPORTS-INTRAMURALS**

Our intramural program is designed to accommodate students who have the desire, regardless of ability, to participate in a wide range of activities.

Announcements of upcoming activities are made during the "morning announcements" and in physical education classes.

In general, the activities are offered in five (5) week sessions. Usually the first week in each session is set aside for sign-ups and organization of the activity. Our program of activities depends upon student interest, and the availability of faculty supervisors and facilities.

Usually, no entry fee is charged for our activities; however, minimal "usage fee" is charged when students use an outside facility. When students participate in activities such as tennis, bowling, or golf, a fee is paid directly to the organization providing the facilities.

All intramural activities will be conducted after school. The location of the activity will determine whether or not students will be able to ride the activity bus home. When activities are conducted at Van Wyck students will be able to ride the activity buses. When activities are held at off-site facilities parent or guardian must pick up their child before 5:00 at the off-site facility.

Unlike the interscholastic athletic program, medical examination forms are not required in order to participate in the intramural program. In order to be eligible to participate in intramural activities, students must register with the intramural coordinator and participate in their regular physical

education classes.

In general, students should wear proper attire while participating in activities. Common sense is the rule. For example, sneakers (tied) and shorts should be worn when playing basketball.

Special equipment needed for some activities will be announced.

## **Tentative Intramural Activity Schedule**

September-October-November-Subject to budget approval

Golf, Soccer, Touch Football

December-January

Basketball, Bowling, Step, Tennis

February-March

Bowling, Floor Hockey, Tennis, Step,

Foul Shooting Contest (Basketball),

3-Point Shooting Contest (Basketball),

One-on-one Contest (Basketball)

April-May-June

Co-ed Volleyball, Softball

golf (program for skilled players)

Please note: Our ability to offer all of these activities will depend on student interest and the availability of faculty supervisors and facilities.

## **STUDENT ADVISORY**

Student advisors in grades 7 and 8 will be

developed and potentially implemented at the appropriate time. Student advisors are cross grade level groups of students who share a common location and advisor. The summary purpose of the the advisory is to ease students transitioning from grade level to grade level and more personalize the learning environment.

**STUDENT RECOGNITION**

In keeping with tradition of recognizing students for outstanding achievement, the following special programs take place throughout the school year:

**Academic Achievement Award**

The Van Wyck staff encourages scholarship by recognizing students who have achieved exceptional academic success. Each marking period students who had met the following criteria is being honored at the Academic Achievement Award ceremony. Below are the criteria:

**By Grade:**

Student with highest class avg. gr. 7

Student with highest class avg. gr. 8

**By Team Grades 7 & 8**

Student with highest course average in math

Student with highest course average in English

Student with highest course average in science

Student with highest course average in social studies

**Foreign Language:**

Student with highest course average in Spanish, grade 7 and 8

Student with highest course average in Italian, grade 7 and 8

Student with highest course average in French, grade 7 and 8

The breakfast ceremony is held at 8:00 a.m. in the cafeteria. Students will report to their first period class for attendance and then they will receive a pass to the cafeteria from their teacher.

**Scholar-Athlete Award**

Students who excel in the classroom and on the playing field are recognized as “Scholar Athletes”. All students in grades 7 & 8 are eligible. The following are the criteria:

**Grade 7:**

- Played at least one inter-scholastic sport at Van Wyck JHS
- Maintained at least an 85% or better overall average for each of the three marking periods.

**Grade 8:**

- Played at least two inter-scholastic sports at Van Wyck
- Maintained at least an 85% or better overall average for each of the seven marking periods.

- No suspensions or referrals during year of eligibility.
- Passing all classes.
- At least an overall 85% average in physical education.
- No failures in any subject in any year of eligibility.

STUDENTS MUST APPLY BY COMPLETING AN APPLICATION AND WRITING A 200 WORD ESSAY. THE ESSAY IS AN EXERCISE IN PERSUASIVE WRITING, VIRTUALLY FREE OF GRAMMATICAL MISTAKES AND SPELLING ERRORS.

## **STUDENT OF THE MONTH**

Each team at each grade level sponsors a student of the month program. Students recognized as “Students of the Month” are selected based on the following themes:

- Kindness
- Courage
- Leadership
- Responsibility
- Respect
- Honor

Others are selected by the teacher.

## **STUDY HALL**

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 school counselors. 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. Some students are able to finish their homework during study hall. **DON'T WASTE TIME.**
- So that students may concentrate on their work, study halls are to be quiet at all times. If students need to talk to one another about their homework, they must get permission from the proctoring teacher.
- Follow the rules set forth by the teacher who is supervising the study hall.

## **TEACHER WEB**

Teachers by grade level, department or team will have operational web-pages that are updated on a regular and consistent basis.

## **WATER BOTTLES**

16 oz. water bottles are permitted in school. No other size water bottle is permitted to be used.

## **SEXUAL HARASSMENT POLICY**

The Board of Education recognizes that sexual harassment of students and staff is abusive and illegal behavior that harms victims and negatively impacts the school culture by creating an environment of fear, distrust, intimidation and intolerance. The Board further recognizes that preventing and remedying sexual harassment in schools is essential to ensure a healthy, nondiscriminatory environment in which students can learn and employees can work productively.

The Board is committed to providing an educational and working environment that promotes respect, dignity and equality and that is free from all forms of harassment based on gender and sexual orientation. To this end, the Board condemns and strictly prohibits all forms of sexual harassment on school grounds, school buses and at all school-sponsored activities, programs and events including those that take place at locations outside the district.

Because sexual harassment can occur staff to student, staff to staff, student to student, male to female, female to male, male to male or female to female, it shall be a violation of this policy for any student, employee or third party (school visitor, vendor, etc.) to sexually harass any student or employee.

In order for the Board to effectively enforce this policy and to take prompt corrective measures, it is essential that all victims of sexual harassment and persons with knowledge of sexual harassment report the harassment immediately. The district will promptly investigate all complaints of sexual harassment, formal or informal, verbal or written. To the extent possible, all complaints will be treated in a confidential manner. Limited disclosure may be necessary to complete a thorough investigation.

If, after appropriate investigation, the district finds that a student, an employee or a third party has violated this policy, prompt corrective action will be taken in accordance with the applicable collective bargaining agreement, district policy and state and federal law.

All complainants and those who participate in the investigation of a complaint of sexual harassment have the right to be free from retaliation of any kind. The Superintendent of Schools is directed to develop and implement regulations for reporting, investigating and remedying allegations of sexual harassment. These regulations are to be attached to this policy. In addition, training programs shall be established for students and employees to raise awareness of the issues surrounding sexual harassment and to implement preventative measures to help reduce incidents of sexual harassment.

This policy shall be posted in a prominent place in each district facility and shall also be published in student registration materials, student, parent and employee handbooks, and other appropriate school publications.

A committee of administrators, teachers, parents, students and the school attorney shall be convened

annually to review this policy's effectiveness and compliance with applicable state and federal law, and to recommend revisions to the Board. Ref:

Education Amendments of 1972, Title IX, 20 U.S.C. §1681 et seq.

Title VII of Civil Rights Act (1964), 42 U.S.C. §2000-E; 34 CFR §100 et. Seq

NYS Executive Law § 290 et. seq.

Davis v. Monroe County Board of Education, \_\_ U.S. \_\_; 119 S.Ct.1661 (1999)

Gebser v. Lago Vista Independent School District, 524 U.S., 274 (1998)

Faragher v. City of Boca Raton, 524 U.S. 775 (1998)

Burlington Industries v. Ellerth, 524 U.S. 742 (1998)

Oncale v. Sundowner Offshore Services, Inc. 523 U.S. 75 (1998) Franklin V. Gwent County Public Schools, 503, U.S. 60 (1999)

## **Sexual Harassment Policy**

This regulation is intended to create and preserve an educational and working environment free from unlawful sexual harassment in furtherance of the district's commitment to provide a healthy and productive environment for all students and employees that promotes respect, dignity and equality.

## **Sexual Harassment Defined**

"Sexual harassment" means unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature when:

1. submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of an employee's employment or a student's education (including any aspect of the student's participation in school sponsored activities, or any other aspect of the student's education); or
2. submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting an employee's employment or a student's education; or
3. the conduct or communication has the purpose or effect of substantially or unreasonably interfering with an employee's work performance or a student's academic performance or participation in school-sponsored activities, or creating an intimidating, hostile or offensive working or educational environment.

## **Unacceptable Conduct**

School-related conduct that the district considers unacceptable and which may constitute sexual harassment includes, but is not limited to, the following:

1. rape, attempted rape, sexual assault, attempted sexual assault, forcible sexual abuse, hazing, and other sexual and gender-based activity of a criminal nature as defined under the State Penal Law;

2. unwelcome sexual invitations or requests for sexual activity in exchange for grades, promotions, preferences, favors, selection for extracurricular activities or job assignments, homework, etc. In the event sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature are made by an adult toward a student, "unwelcomeness" shall be presumed;
3. unwelcome and offensive public sexual display of affection, including kissing, making out, groping, fondling, petting, inappropriate touching of one's self or others, sexually suggestive dancing, and massages;
4. any unwelcome communication that is sexually suggestive, sexually degrading or implies sexual motives or intentions, such as sexual remarks or innuendoes about an individual's clothing, appearance or activities; sexual jokes; sexual gestures; public conversations about sexual activities or exploits; sexual rumors and "ratings lists;" howling, catcalls, and whistles; sexually graphic computer files, messages or games, etc;
5. unwelcome and offensive name calling or profanity that is sexually suggestive, sexually degrading, implies sexual intentions, or that is based on sexual stereotypes or sexual preference;
6. unwelcome physical contact or closeness that is sexually suggestive, sexually degrading, or sexually intimidating such as the unwelcome touching of another's body parts, cornering or blocking an individual, standing too close, spanking, pinching, following, stalking, frontal body hugs, etc.;
7. unwelcome and sexually offensive physical pranks or touching of an individual's clothing, such as hazing and initiation, "streaking," "mooning," "snuggies" or "wedgies" (pulling underwear up at the waist so it goes in between the buttocks), bra-snapping, skirt "flip-ups," "spiking" (pulling down someone's pants or swimming suit); pinching; placing hands inside an individual's pants, shirt, blouse, or dress, etc.;
8. unwelcome leers, stares, gestures, or slang that are sexually suggestive; sexually degrading or imply sexual motives or intentions;
9. clothing with sexually obscene or sexually explicit slogans or messages;
10. unwelcome and offensive skits, assemblies, and productions that are sexually suggestive, sexually degrading, or that imply sexual motives or intentions, or that are based on sexual stereotypes;
11. unwelcome written or pictorial display or distribution of pornographic or other sexually explicit materials such as magazines, videos, films, Internet material, etc.;
12. any other unwelcome gender-based behavior that is offensive, degrading, intimidating, demeaning, or that is based on sexual stereotypes and attitudes. For purposes of this regulation, action or conduct shall be considered "unwelcome" if the student or employee did not request or invite it and regarded the conduct as undesirable or offensive.

**Determining if Prohibited Conduct is Sexual Harassment**

Complaints of sexual harassment will be thoroughly investigated to determine whether the totality of the behavior and circumstances meet any of the elements of the above definition of sexual harassment and should therefore be treated as sexual harassment. Not all unacceptable conduct with sexual connotations may constitute sexual harassment. In many cases (other than quid pro quo situations where the alleged harasser offers academic or employment rewards or threatens punishment as an inducement for sexual favors), unacceptable behavior must be sufficiently severe, pervasive and objectively offensive to be considered sexual harassment.

In evaluating the totality of the circumstances and making a determination of whether conduct constitutes sexual harassment, the individual investigating the complaint should consider:

1. the degree to which the conduct affected the ability of the student to participate in or benefit from his or her education or altered the conditions of the student's learning environment or altered the conditions of the employee's working environment;
2. the type, frequency and duration of the conduct;
3. identity of and relationship between the alleged harasser and the subject of the harassment (e.g., sexually based conduct by an authority figure is more likely to create a hostile environment than similar conduct by another student or a co-worker);
4. the number of individuals involved;
5. the age and sex of the alleged harasser and the subject of the harassment;
6. the location of the incidents and context in which they occurred;
7. other incidents at the school; and
8. incidents of gender-based, but non-sexual harassment.

**Reporting Complaints**

Any person who believes he or she has been the victim of sexual harassment by a student, district employee or third party related to the school is required to report complaints as soon as possible after the incident in order to enable the district to effectively investigate and resolve the complaint. Victims are encouraged to submit the complaint in writing; however, complaints may be filed verbally.

Complaints should be filed with the Principal or the Title IX coordinator. Any school employee who receives a complaint of sexual harassment from a student shall inform the student of the employee's obligation to report the complaint to the school administration, and then shall immediately notify the Principal and/or the Title IX coordinator.

In order to assist investigators, victims should document the harassment as soon as it occurs and with as much detail as possible including: the nature of the harassment; dates, times, places it has occurred; name of harasser(s); witnesses to the harassment; and the victim's response to the harassment.

**Confidentiality**

It is district policy to respect the privacy of all parties and witnesses to complaints of sexual harassment. To the extent possible, the district will not release the details of a complaint or the identity of the complainant or the individual(s) against whom the complaint is filed to any third parties who do not need to know such information. However, because an individual's need for confidentiality must be balanced with the district's legal obligation to provide due process to the accused, to conduct a thorough investigation, or to take necessary action to resolve the complaint, the district retains the right to disclose the identity of parties and witnesses to complaints in appropriate circumstances to individuals with a need to know. The staff member responsible for investigating complaints will discuss confidentiality standards and concerns with all complainants.

If a complainant requests that his/her name not be revealed to the individual(s) against whom a complaint is filed, the staff member responsible for conducting the Investigation shall inform the complainant that:

1. the request may limit the district's ability to respond to his/her complaint;
2. district policy and federal law prohibit retaliation against complainants and witnesses;
3. the district will attempt to prevent any retaliation; and
4. the district will take strong responsive action if retaliation occurs.

If the complainant still requests confidentiality after being given the notice above, the investigator will take all reasonable steps to investigate and respond to the complaint consistent with the request as long as doing so does not preclude the district from responding effectively to the harassment and preventing the harassment of other students or employees.

**Investigation and Resolution Procedure****A. Initial (Building-level) Procedure**

The Principal or the Title IX coordinator shall conduct a preliminary review when they receive a verbal or written complaint of sexual harassment, or if they observe sexual harassment. Except in the case of severe or criminal conduct, the Principal or the Title IX coordinator should make all reasonable efforts to resolve complaints informally at the school level. Questions as to whether the conduct is severe or criminal should be directed to the school attorney. The goal of informal investigation and resolution procedures is to end the harassment and obtain a prompt and equitable resolution to a complaint.

As soon as possible but no later than three working days following receipt of a complaint, the Principal or Title IX coordinator should begin an investigation of the complaint according to the following steps:

1. Interview the victim and document the conversation. Instruct the victim to have no contact or communication regarding the complaint with the alleged harasser. Ask the victim specifically what action he/she wants taken in order to resolve the complaint. Refer the victim, as appropriate, to school social workers, school psychologists, crisis team managers, other school staff, or appropriate outside agencies for counseling services.

2. Review any written documentation of the harassment prepared by the victim. If the victim has not prepared written documentation, instruct the victim to do so, providing alternative formats for individuals with disabilities and young children, who have difficulty writing and need accommodation.
3. Interview the alleged harasser regarding the complaint and inform the alleged harasser that if the objectionable conduct has occurred, it must cease immediately. Document the conversation. Provide the alleged harasser an opportunity to respond to the charges in writing. Questions as to whether the alleged harasser IS entitled to union representation at such interview should be directed to the school attorney.
4. Instruct the alleged harasser to have no contact or communication regarding the complaint with the victim and to not retaliate against the victim. Warn the alleged harasser that if he/she makes contact With or retaliates against the victim, he/she may be subject to immediate disciplinary action.
5. Interview any witnesses to the complaint. Where appropriate, obtain a written statement from each witness. Caution each witness to keep the complaint and his/her statement confidential.
6. Review all documentation and information relevant to the complaint.
7. Where appropriate, suggest mediation as a potential means of resolving the complaint. In addition to mediation, use appropriate informal methods to resolve the complaint, including but not limited to:
  - a. discussion with the accused, informing him or her of the district's policies and indicating that the behavior must stop;
  - b. suggesting counseling and/or sensitivity training;
  - c. conducting training for the department or school in which the behavior occurred, calling attention to the consequences of engaging in such behavior;
  - d. requesting a letter of apology to the complainant;
  - e. writing letters of caution or reprimand; and/or
  - f. separating the parties.
8. Parent/Student/Employee Involvement and Notification
  - a. Parents of student victims and accused students shall be notified within one school day of allegations that are serious or involve repeated conduct. In all other cases, parents shall be notified within 5 days.
  - b. The parents of students who file complaints are welcome to participate at each stage of both informal and formal investigation and resolution procedures.
  - c. If either the victim or the accused is a disabled student receiving special education services under an IEP or section 504/ Americans with Disabilities Act accommodations, the committee on special education will be consulted to determine the degree to which the student's disability either caused or is affected by the policy violation. In addition, due process

- d. The Principal or Title IX Coordinator (i.e., the investigator) shall submit a copy of all investigation and interview documentation to the Superintendent.
- e. The investigator shall report back to both the victim and the accused, notifying them in writing, and also in person as appropriate regarding the outcome of the investigation and the action taken to resolve the complaint. The investigator shall instruct the victim to report immediately if the objectionable behavior occurs again or if the alleged harasser retaliates against him/her.
- f. The investigator shall notify the victim that if he/she desires further investigation and action, he/she may request a district level investigation by contacting the Superintendent of Schools. The investigator shall also notify the victim of his/her right to contact the U.S. Department of Education's Office for Civil Rights and/or a private attorney. Employees may also contact the U.S. Equal Employment Opportunity Commission or the New York State Division of Human Rights.

If the initial investigation results in a determination that sexual harassment did occur, the investigator will promptly notify the Superintendent, who shall then take prompt disciplinary action in accordance with district policy, the applicable collective bargaining agreement or state law.

If a complaint received by the Principal or the Title IX Coordinator contains evidence or allegations of serious or extreme harassment, such as employee to student harassment, criminal touching, quid pro quo (e.g., offering an academic or employment reward or punishment as an inducement for sexual favors), or acts which shock the conscience of a reasonable person, the complaint shall be referred promptly to the Superintendent. In addition, where the Principal or the Title IX coordinator has a reasonable suspicion that the alleged harassment involves criminal activity, he/she should immediately notify the Superintendent, who shall then contact appropriate child protection and law enforcement authorities. Where criminal activity is alleged or suspected by a district employee, the accused employee may be suspended pending the outcome of the investigation, consistent with all contractual or statutory requirements.

Any party who is not satisfied with the outcome of the initial investigation by the Principal or the Title IX coordinator may request a district-level investigation by submitting a written complaint to the Superintendent within 30 days.

#### B. District-level Procedure

The Superintendent or his/her designee shall promptly investigate and resolve all sexual harassment complaints that are referred to his/her by a Principal or Title IX coordinator, as well as those appealed to the Superintendent following an initial investigation by a Principal or Title IX coordinator. In the event the complaint of sexual harassment involves the Superintendent, the complaint shall be filed with or referred to the Board President, who shall refer the complaint to the school attorney or another trained investigator not employed by the district for investigation. The district level investigation should begin as soon as possible but not later than three working days following receipt of the complaint by the Superintendent or Board President.

In conducting the formal district level investigation, the district will use investigators who have received formal training in sexual harassment investigation or that have previous experience investigating sexual harassment complaints.

If a district investigation results in a determination that sexual harassment did occur, prompt corrective action will be taken to end the harassment. Where appropriate, district investigators may suggest mediation as a means of exploring options of corrective action and informally resolving the complaint.

No later than 30 days following receipt of the complaint, the Superintendent or his/her designee (or in cases involving the Superintendent, the Board-appointed investigator) will notify the victim and alleged harasser, in writing, of the outcome of the investigation. If additional time is needed to complete the investigation or take appropriate action, the Superintendent or his/her designee or Board-appointed investigator will provide all parties with a written status report within 30 days following receipt of the complaint.

The victim and the alleged harasser have the right to be represented by a person of their choice, at their own expense, during sexual harassment investigations and hearings. In addition, victims have the right to register sexual harassment complaints With the U.S. Department of Education's Office for Civil Rights. Employee victims also have the right to register complaints with the federal Equal Employment Opportunity Commission and the New York State Division of Human Rights. Nothing in these regulations shall be construed to limit the right of the complainant to file a lawsuit in either state or federal court.

#### Retaliation Prohibited

Any act of retaliation against any person who opposes sexually harassing behavior, or who has filed a complaint, is prohibited and illegal, and therefore subject to disciplinary action. Likewise, retaliation against any person who has testified assisted, or participated in any manner in an investigation, proceeding, or hearing of a sexual harassment complaint is prohibited. For purposes of this policy, retaliation includes but is not limited to: verbal or physical threats, intimidation, ridicule, bribes, destruction of property, spreading rumors, stalking, harassing phone calls, and any other form of harassment. Any person who retaliates is subject to immediate disciplinary action, up to and including suspension or termination.

#### Discipline/Penalties

Any individual who violates the sexual harassment policy by engaging in prohibited sexual harassment will be subject to appropriate disciplinary action. Disciplinary measures available to school authorities include, but are not limited to the following:

Students: Discipline may range from a reprimand up to and including suspension from school, to be imposed consistent with the student conduct and discipline policy and applicable law.

Employees: Discipline may range from a warning up to and including termination, to be imposed consistent With all applicable contractual and statutory rights.

Volunteers: Penalties may range from a warning up to and including loss of volunteer assignment.

Vendors: Penalties may range from a warning up to and including loss of district business.

## False Complaints

False or malicious complaints of sexual harassment may result in corrective or disciplinary action taken against the complainant. .

## Training

All students and employees shall be informed of this policy in student and employee handbooks and student registration materials. A poster summarizing the policy shall also be posted in a prominent location at each school. All secondary school student body officers shall receive district training about the policy at the beginning of each school year.

All new employees shall receive information about this policy and regulation at new employee orientation. All other employees shall be provided information at least once a year regarding this policy and the district's commitment to a harassment free learning and working environment. Principals, Title IX coordinators, and other administrative employees who have specific responsibilities for investigating and resolving complaints of sexual harassment shall receive yearly training on this policy, regulation and related legal developments.

Principals in each school and program directors shall be responsible for informing students and staff on a yearly basis of the terms of this policy, including the procedures established for investigation and resolution of complaints, general issues surrounding sexual harassment, the rights and responsibilities of students and employees, and the impact of sexual harassment on the victim.

## 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	Wappingers Central School District
Assistant Superintendent of	25 Corporate Park Drive
Human Resources & Labor Relations	Hopewell Junction, New York 12533
25 Corporate Park Drive	
(845) 298-5000, Extension 40136	
Dwight.Bonk@wcsdny.org	

## 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, 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	Wappingers Central School District
Assistant Superintendent for Compliance &	25 Corporate Park Drive
Information	Hopewell Junction, New York 12533
25 Corporate Park Drive	
(845) 298-5000 extension 40138	
Daren.lolkema@wcsdny.org	

### SchoolMessenger Account Setup

Wappingers CSD uses the SchoolMessenger Notification System to provide timely communication to parents and staff members on matters such as attendance, general interest activities and campus and district emergencies. In order to enhance our ability to accurately deliver that information, we kindly request that you create your own contact preference profile using SchoolMessenger's Contact Manager web site. Contact Manager allows you to control the ways in which you prefer to be contacted. It also works like a mailbox, giving you a place to review messages you may have missed.

In order to utilize this feature simply follow the steps below to create an account through the secure Contact Manager web site provided by SchoolMessenger.

Steps for setting up your account:

Enter the following URL into your web browser:

<https://contactme.schoolmessenger.com/newportaluser.php?u=wappingers>

1. Click the *Sign Up Now* link near the bottom of the page.
2. You will be taken to the Sign Up page where you will need to enter a valid email address, a password, your name, and zip code.

You'll use your email address and the password you enter here to sign in later. Check *Email me when I have a new phone message* if you would like to receive an email message each time there is a new message in your mailbox. . Read/Accept the "Terms of Service". Click *Create Account* when you are done.

**[Note:** SchoolMessenger has a strict privacy policy and does not sell or distribute your contact information to any 3<sup>rd</sup> party.]

1. Check your email. There will be an Account Activation email from [contactme@schoolmessenger.com](mailto:contactme@schoolmessenger.com) which contains a link to activate your account. This link will take you to a confirmation page where you must enter your password in order to activate your account.
2. Once you've activated your account, you're ready to add your child to your account. Click the link on the main page and add your child's student ID #. **(You can find your child's ID # on Parent Portal, or on your child's progress report or report card, or you can contact the main office for further instructions).**
3. Simply follow the instructions on the page to call in and activate your account. You will need to be able to call into the system from one of the phone numbers associated with your child's student record.

When you have finished adding your child to your account, you will be brought to the Welcome Screen. Click on the *Contacts* tab at the top of the screen, and then click *Edit* to the right of your student's name. You will then be brought to the *Contact Details* page where you can simply check which types of messages you would like to receive and at which phone number or email address. Make sure that you click *Save* when you are done making changes

If you have other children attending school in this district, you will be able to add them all to the same Contact Manager account.

Thank you for signing up, and we hope you enjoy the SchoolMessenger Contact Manager!

To learn more about SchoolMessenger please visit their web site at [www.schoolmessenger.com](http://www.schoolmessenger.com)

**2016-17 PROGRESS REPORTS & REPORT CARD SCHEDULES**

**PROCESSING SCHEDULE FOR GRADES 7-12**

**FINAL 7/6/2016**

<b>REPORT CARDS</b>			<b>QUARTER 1</b>		<b>QUARTER 2</b>		<b>QUARTER 3</b>		<b>QUARTER 4</b>	
	<i>DESCRIPTION</i>		<i>Day</i>	<i>Date</i>	<i>Day</i>	<i>Date</i>	<i>Day</i>	<i>Date</i>	<i>Day</i>	<i>Date</i>
1	Marking period ends		Thur	Nov 10	Fri	Feb 03	Fri	Apr 07	Thur	Jun 22
2	Report card entry window opens		Thur	Nov 03	Fri	Jan 27	Fri	Mar 31	Fri	Jun 16
3	Report card entry window closes		Mon	Nov 14	Tue	Feb 07	Tue	Apr 18	Fri	Jun 23
4	Report Cards are available on Parent Portal		Tue	Nov 15	Wed	Feb 08	Wed	Apr 19	Sat	Jun 24

<b>PROGRESS REPORTS</b>			<b>QUARTER 1</b>		<b>QUARTER 2</b>		<b>QUARTER 3</b>		<b>QUARTER 4</b>	
	<i>DESCRIPTION</i>		<i>Day</i>	<i>Date</i>	<i>Day</i>	<i>Date</i>	<i>Day</i>	<i>Date</i>	<i>Day</i>	<i>Date</i>
1	Marking period midpoint		Fri	Oct 07	Thurs	Dec 22	Thurs	Mar 09	Fri	May 19
2	Progress report entry window opens		Fri	Sep 30	Fri	Dec 15	Fri	Mar 03	Fri	May 12
3	Progress report entry window closes		Thur	Oct 13	Wed	Jan 04	Wed	Mar 15	Wed	May 24
4	Progress Reports are available on Parent Portal		Fri	Oct 14	Thurs	Jan 05	Thurs	Mar 16	Thurs	May 25



THE STATE EDUCATION DEPARTMENT / THE UNIVERSITY OF THE STATE OF NEW YORK / ALBANY, NY 12234

January 2016

**TO:** District Superintendents  
 Superintendents of Public and Nonpublic Schools  
 Principals of Public and Nonpublic Schools  
 Leaders of Charter Schools

**FROM:** Angelica Infante-Green, Deputy Commissioner *A. Infante-Green*

**SUBJECT:** 2016–17 Elementary- and Intermediate-Level Testing Schedule

**2016–17 School Year**

Test		Administration Dates	Make-up Dates	Scoring Dates	Final Dates to Submit Answer Sheets to Scanning Centers
NYSAA	Science and Social Studies	Monday, September 26 – Friday, December 9	Make-ups must be given within the testing window	Tuesday, January 17– Friday, February 24	Monday, February 27
	English Language Arts and Math	Monday, March 20 – Friday, June 2	Make-ups must be given within the testing window	N/A	N/A
Grades 3-8 English Language Arts	Paper-based	Tuesday, March 28 – Thursday, March 30	Monday, April 3 – Wednesday, April 5	Friday, March 31 – Friday, April 7	Friday, April 7
	Computer-based	Monday, March 27 – Friday, March 31	Monday, April 3 – Wednesday, April 5	Friday, March 31 – Friday, April 7	N/A
Grades 3-8 Mathematics	Paper-based	Tuesday, May 2 – Thursday, May 4	Monday, May 8 – Wednesday, May 10	Friday, May 5 – Friday, May 12	Friday, May 12
	Computer-based	Monday, May 1 – Friday, May 5	Monday, May 8 – Wednesday, May 10	Friday, May 5 – Friday, May 12	N/A
NYSESLAT Speaking		Monday, April 10 – Friday, May 19	Make-ups must be given within the testing window	Speaking is scored as it is administered	Thursday, June 1
NYSESLAT Listening, Reading, Writing		Monday, May 8 – Friday, May 19	Make-ups must be given within the testing window	Monday, May 22 – Thursday, June 1	Thursday, June 1

## 2016–17 School Year, Continued

Test	Administration Dates	Make-up Dates	Scoring Dates	Final Dates to Submit Answer Sheets to Scanning Centers
Grade 4 Science Performance Test	Wednesday, May 24 – Friday, June 2	Make-ups must be given within the testing window	Scoring may start immediately following administration	Thursday, June 15
Grade 8 Science Performance Test	Wednesday, May 24 – Friday, June 2	Make-ups must be given within the testing window	Scoring may start immediately following administration	Thursday, June 15
Grade 4 Science Written	Monday, June 5	Tuesday, June 6 – Wednesday June 7	Following make-up dates, but no later than Thursday, June 15	Thursday, June 15
Grade 8 Science Written	Monday, June 5	Tuesday, June 6 – Wednesday June 7	Following make-up dates, but no later than Thursday, June 15	Thursday, June 15