

Waterloo Middle School

“Academics and Character Together” A Class **ACT**

65 Center Street
Waterloo, NY 13165
315-539-1540

www.waterloocsd.org

Principal: Mr. Vince Vitale
Assistant Principal: Mr. Daniel Doore

2019-2020 Student Planner

This planner belongs to:

Name _____

Grade _____

Advisement Teacher _____

Waterloo Middle School strives to meet the intellectual and developmental needs of young adolescents, youth 10-14 years of age. The middle-level educational program has a purpose beyond linking the elementary grades and the high school. Our basic goals are to educate and nurture. We have developed a culture of collective and shared responsibility in which our focus is not only on academics, but the development of the social and emotional aspects of our students.

To meet the specific needs of each student, The Waterloo Middle School provides a safe and orderly learning environment that offers a balance between academic, physical, emotional, and social growth. The Waterloo Middle School provides for the successful transition from the elementary grades to the middle-level grades to the high school grades and from childhood to adolescence. The key elements of our school include:

- Traditional Schedule; 8 periods per day; most classes meet every day.
- Extra-curricular activities ranging from Modified Sports for grades 7-8/Modified A for 7-9; and a wide variety of clubs such as Chess Club, Drama Club, and the Education Enrichment Club.
- Dances are held several times throughout the year on Friday evenings from 6:00-8:00 p.m.
- Academic rewards and incentives.
- District provided tablet computers for each student.

Parents and community members are encouraged to become involved in the Middle School by becoming a member of our Building Level Team. Together, we can make a difference!

Table of Contents

Staff Email Directory.....	i
Announcements.....	1
Student Agendas.....	1
Academic Assistance.....	1
Consent for Use of Photo/Video.....	1
Consent for Computer/Internet use.....	1
Textbooks.....	1
Outside Assignments.....	1
Homework Detention.....	1
Make-Up Opportunities.....	2
9 th Period Academic Assistance.....	2
Final Average Percentage.....	2
Honor Roll.....	2
Promotion and Retention.....	2
Summer School Requirements.....	2
Waterloo Middle School Comprehensive Attendance Policy	
Philosophy.....	2
Objectives / New York State Compulsory Education Law.....	3
Student Attendance.....	3
Student Attendance Record Keeping/Data Collection.....	3
Teacher Responsibilities.....	3
Student Attendance/Course Credit.....	3-4
Attendance Improvement Incentives.....	4
Disciplinary Consequences.....	4
Tardiness to Class.....	4
Appointments.....	4
Student Dismissal Precaution Regulations.....	4
Visitors to the School.....	4
Fire Drills.....	5
Assemblies.....	5
Library and Media Center.....	5
School Health Services.....	5
Guidance Department.....	5
Cafeteria.....	5-6
Lost and Found.....	6
Telephone/Cell Phones.....	6
School Closing.....	6
Miscellaneous.....	6
Interscholastic Athletics & Extracurricular Activities/Eligibility.....	6-7
Physical Education.....	7
Lockers and Locks.....	7
Computer and Internet Use.....	7-8
Academic Incentives.....	9
Student Transportation Rules.....	9
Section 504.....	9
Bullying/Cyberbullying/Harassment (DASA).....	9-10
Bill of Rights and Responsibilities.....	10-11
Waterloo Middle School Dress Code.....	11-12
Discipline Policy.....	12-14

Please contact your son's/daughter's teacher if you have any questions or concerns.

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Announcements

Each morning immediately after the tardy bell, the Pledge of Allegiance will be recited. Announcements of importance to students and staff may be made over the public-address system.

Student Agendas

All students at the Waterloo Middle School are issued a Student Agenda. This Agenda will be used for keeping track of outside assignments. It will also serve as a pass for students who are traveling in the hallways during class periods.

The Agenda has a printed calendar for students to keep track of their own activities. There is room at the bottom of each weekday space for communication between parents and teachers and for signatures.

Academic Assistance

Period 9 will be time for academic assistance. This time should be used by any student struggling with content in classes.

Consent for use of Photographs/Videos

Throughout the school year, photographs or videotapes may be taken of students for use in school and district publications, web pages, social media and local newspapers. If you do **NOT** wish for your child's image to be used, please indicate this in writing to your child's principal.

Textbooks

Students are asked to be careful with textbooks and other school-owned materials loaned to them. Covering textbooks with plastic or paper covers will help protect them. Textbooks are the responsibility of each student and any damage done to the books will be charged to the student to whom the book is issued. Be sure the teacher is aware of any damage to a textbook at the time of issue. The student must pay for lost textbooks.

Outside Assignments

Outside assignments are necessary to enhance student learning. Emphases should be about student responsibility and the benefits of doing outside class assignments. Next day assignments will be identified by the following criteria when assigned: review, reinforcement, writing, reading, study and/or preparation. Outside assignments will count 10-15% of a student's overall average. These **do not** include long-term assignments such as research papers, spirals, or project-based assignments.

Outside assignments are an important part of learning. Teachers provide outside assignments for a number of reasons including information, practice, and reinforcement of classroom learning. Teachers expect that students will complete required assignments. These assignments will help determine the grade in most courses. If assignments are turned in late, it may not be graded equally with work done on time.

Parents and the school share the responsibility for student learning. Parents can assist their children with outside assignments in the following ways:

1. Provide a study area free of distractions and with good lighting.
2. Ask questions about the content of the student work.
3. Give required assistance, but letting the student do his or her own work.
4. Avoid undue pressure.
5. Help create an *assignment habit* at the same time every night.
6. **Review student agendas daily.**

Parental involvement in student work is essential to making outside assignments an integral part of the educational program. Parents should encourage and monitor assignments. Parents are encouraged to contact teachers regarding the work that their children are doing. Methods and materials have changed over the years. Remember, your child's teacher may be using new methods but have taught back in the "old days". He or she should be able to explain the new methods being used so that you will be able to assist at home when needed.

Homework Detention WMS

What happens: Students who do not have their assignments done the day they are due may be assigned to Homework Detention. They will report to that teacher for 9th period. If a student skips homework detention, they may be assigned general detention until 3pm.

Goal: To help students succeed and to become organized.

Make-Up Opportunities

Students who are absent will be given reasonable time to make up assignments missed during their absence. Classroom teachers will determine the appropriate assignments for the purpose of making up work that was missed. It is the student's responsibility to request all make-up assignments from subject area teachers during or following absence from class. The student must request assignments early enough to allow adequate time for completion prior to the end of the marking quarter.

9th Period Academic Assistance

Any student failing one or more classes must attend academic assistance during Period 9. **This is mandatory.** Any student failing one class must attend one period of Academic Assistance as assigned. Any student failing two classes must attend two periods for Academic Assistance as assigned. The same procedure should be followed for three or more failures. Period 9 is available Monday, Tuesday, and Thursday. It is also available during Advisement on early release Wednesdays. If the student is still failing, they must continue the process until they are passing. Failures are determined every 5 weeks. We need your support and assistance to ensure that your son/daughter will have the best opportunity to be academically successful while attending the Waterloo Middle School.

Honor Roll

Waterloo Middle School recognizes students for excellence in academic performance through the Honor Roll system. Four times each year, after report cards are issued, an Honor Roll and High Honor Roll list will be released, based upon grades received during the quarter. High Honor Roll students are those with an average of 89.5 or above. Honor Roll students are those with an average of 84.5 to 89.4. Any student who achieves Honor and/or High Honor averages for the entire school year will receive an Honor Roll Award Certificate at the end of the school year.

Promotion and Retention

In order to pass a course, students must earn a minimum grade of 65 percent. Any student who fails a course with a grade of less than 65 percent will require academic intervention of some type or another. Students who fail more than two core-area courses may be required to repeat the entire grade.

Summer School Requirements

Summer school is offered to students who were not academically successful during the regular school year. It should be noted that the availability of summer school is determined on a year-by-year basis depending on budgetary allotments. To be eligible for summer school, students must meet the following requirements.

1. Based on the Interim Reports at weeks 5, 15, 25, and 35 and the Report Cards at weeks 10, 20, and 30, students failing one or more subjects must attend a minimum of one (1) Academic Assistance Period (9th period) per week.
2. Students in grades 6, 7, or 8 failing more than 2 academic classes are ineligible for summer school.
3. Course Credit is based on a combination of regular and summer school final averages. The final average at the end of the school year equals 60% and the summer school final average equals 40%. Example: Student A's final school average is 55% in Math and his summer school average is 75%: his final Average for the year would be 63%. **No student would be allowed to attend summer school if their Final Average for the regular school year is 40 or less.**
4. Student must not be absent more than 14 times during the school year.
5. Student must not be tardy more than 10 times during the school year.

Comprehensive Attendance Policy

Statement of Local Objectives

Success in the educational programs offered by the District is predicated upon the presence of the student and requires continuity of instruction and classroom participation. The regular contact of students with one another in the classroom and their participation in a well-planned instructional activity under the supervision of a highly qualified teacher is essential to this purpose. Unwarranted, unexcused absences have an adverse effect on the student as well as the entire educational program. Therefore, the School Superintendent, the Board of Education, the administrators, and faculty expect all parents/persons in parental relation to make every effort for their child(ren) to be in attendance at school by New York State Education Law.

Strategies to Meet this Objective

In order to ensure that all students are attending school consistently, the District will maintain an adequate record of verifying the attendance of all children during instruction. The record of attendance will account to the parents/persons in parental relation of all children enrolled in the District the whereabouts of such children throughout the day. In addition, pupil attendance recordkeeping will track actual student attendance at all scheduled periods of instruction or other supervised study activities to permit such pupils to succeed at meeting the New York State Learning Standards. Attendance strategies, including incentives and sanctions, are outlined in Section 6 of the Attendance Policy.

Pupil Absences

As previously stated, student attendance is essential for the absorption and retention of instructed material. This is so essential that the Compulsory Education Law requires the regular attendance of all children from 6 years old until the last day of session in the school year in which the student becomes 16 years of age. Education Law also allows our District to extend this age to 17 if this student is not employed.

New York State has divided all student absences into two categories: "Excused" and "Unexcused."

Examples of excused absences for not attending school are:

- a) Personal illness or health-related doctor appointments;
- b) Death in the family;
- c) School sponsored field trip;
- d) Quarantine;
- e) Religious observance (Part 109.2 of the Commissioner's Regulations);
- f) Visits to colleges with prior approval from guidance counselor and the building administrator
- g) Job shadowing with prior approval from the Building Principal and verification from job site; and
- h) Required court appointments, and other excuses accepted by the Commissioner of Education.

Unexcused absences occur when the parent is aware of the student's whereabouts and the absence is not one of those approved by the State.

Examples of unexcused absences are:

- a) Vacations;
- b) Trips;
- c) Job interviews;
- d) Hunting;
- e) Personal errands;
- f) Missed the bus;
- g) Overslept;
- h) Needed at home;
- i) Baby-sitting;

In addition, being truant is an unexcused absence. It is defined as an absence from class or school without the knowledge of the student's parents/persons in parental relation. Parental permission does not override unexcused absences.

Conditions of Tardiness

In grades Pre-K through 8, the student's presence is required in the classroom at the start time for each specific building. Students arriving after that time will be considered tardy. Additionally, at the middle school and senior high school, the student's presence is required in the classroom at the start time for each instructional period. Students arriving after that time will be considered tardy. In grades Pre-Kindergarten through fifth (5) attendance will be taken at start time for the building, and in grades 6-8 attendance is taken at the start time for the building and each class. In grades 9 through 12 attendance will be taken at the beginning of each instructional period.

The classroom or homeroom teacher is responsible for taking attendance and reporting any absences, conditions of tardiness, or early departure to the Main Office. The individual school starting/ending times can be found in the District calendar.

All student absences, conditions of tardiness, and early departures must be accounted for. Therefore, it is the parent's/person's in parental relation responsibility to notify the school nurse within at least 24 hours of the absence, tardiness, and/or early departure. In addition, it is the responsibility of the parent/person in parental relation to provide a written excuse upon the student's return to school.

Incentives and Sanctions to be Used

Each school in the District has developed various incentives for consistent student attendance as well as sanctions to be implemented for absences.

Incentives that encourage attendance may include: a) End of the year recognition at the awards assembly; b) Participation in extracurricular activities; c) Receiving donated gifts; d) Lunch with the teacher/Principal; e) Recognition by the Superintendent; f) A letter to parents; g) Issuance of a student's work permit as defined under Section 3215-a of Education Law; and h) Issuance of a certificate of satisfactory academic standing for sixteen (16) or seventeen (17) year olds to work past 10:00 p.m.

Sanctions that may be implemented to discourage unexcused absences, conditions of tardiness, and early departure may include: a) A warning from the classroom teacher; b) Lunch Detention; c) After School Detention; d) Referral to the school Building Principal; e) Administrative intervention with parent involvement; f) Denying participation in extracurricular activities or sports; g) Failure to receive course credit; h) Restriction of driving privileges; i) Revocation of a student's work permit as defined under Section 3215-a of Education Law; j) Withdrawal of a certificate of satisfactory academic standing for sixteen (16) or seventeen (17) year olds to work past 10:00 p.m.; k) Filing of a Persons In Need of Supervision (PINS) petition or services (Family Court Act Section 712A, Section 732); and l) Referral to Child Protective Services for educational neglect (Social Services Law Section 413).

Notification to Parents/Persons in Parental Relation

The District will notify a pupil's parent/person in parental relation of absenteeism, conditions of tardiness, or early departures without proper excuse. If corrective action does not improve attendance, the situation will be referred to the building administrator. The building administrator may request a conference with the parent/person in parental relation and/or communicate in writing the District's concerns for the pupil's lack of attendance.

Development Process for Intervention Strategies

In each building in the District there will be a team of teacher and staff that meets regularly to discuss teacher and staff concerns about their pupils.

A student who has been identified as having a pattern of unexcused absences, conditions of tardiness, or early departures will be discussed with this team. The members of the team will develop a plan of action for the purpose of improving the pupil's attendance.

Intervention strategies to improve school attendance may include: a) Following the absence pattern closely; b) Assessing parental involvement; c) Ruling out school problems; d) Working with the Principal for administrative action; e) Involving the student's pediatrician with the consent of the parent/person in parental relation to the child; f) Involving the school physician; g) Contacting the child's psychiatrist for mental health issues; h) Educating parents; i) Coaching parents of young children how to separate from them; j) Providing social support groups for the anxious child; k) Collaboratively working with the District Mental Health staff; and l) Referring parents to other local service agencies.

Identification of the Person to Review Attendance Records and to Initiate Action

Administration in each building will be responsible for reviewing pupil attendance records and initiating appropriate action to address any unexcused absenteeism, conditions of tardiness, or early departures.

A student is tardy for school in the morning if he/she is not in the 1st period by the time the tardy bell rings. A tardy student must report directly to the main office for a tardy pass. A note explaining the reason for tardiness should be presented to the office secretary at the time of check in.

Tardiness to Class

Students who are late to a class should have their agenda signed by the teacher or school official who has detained them. If they have not been detained, then it is expected that they will be on time for their next class.

Appointments

If it is necessary for a student to leave school during the normal school day for health-related appointments, he/she must have written, or at least verbal, permission of parent/guardian. Written excuses for release from school should be given to the main office secretary first thing in the morning. Before a student leaves school property, he/she must be signed out at the main office by the parent/guardian.

Student Dismissal Precaution Regulations

In order to ensure students' safety, the nurse maintains a list of individuals who are authorized to obtain the release of students in attendance at school. No student may be released to the custody of any individual who is not the parent/guardian of the student, unless the individual's name appears on the list.

Parents/guardians submit a list of individuals authorized to obtain the release of their children from school at the beginning of each school year. A parent/guardian may amend the list at any time in writing. Certified copies of any court orders or divorce decrees provided by the custodial parent, which restricts a parent's ability to seek the release of his/her child, shall be maintained in the guidance office.

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

Visitors to the School

Parents are encouraged to visit the school periodically during the course of the school year. Visitors must report immediately to the main office when they enter the school building. Student visitors from other schools, unless they have a specific reason and prior approval of the Building Principal, are NOT permitted to enter school buildings. Visitors to the schools of the district shall be governed by the following rules:

- The person or group wishing to visit must contact the Building Principal. Prior approval must be obtained for the visit.
- All visitors must report to the main office, sign in, and be issued a *visitor's pass*, which must be returned to the main office and the visitor must sign out at the conclusion of the visit.
- Parents are encouraged to visit teachers, school counselors, school nurses, school psychologists and other support personnel by appointment, in order to discuss any problems or concerns the parent may have regarding the student, whether or not school-related.

Fire Drills

Fire drills are held periodically throughout the year, in accordance with N.Y.S. regulations. During fire drills students should obey teacher's directions for exiting the building, and move quickly, quietly and be orderly in exiting and returning to their classroom. In this way, safety is maintained and there is minimal disruption to instruction in progress.

Assemblies

Student assemblies are seen as part of the overall educational process. Assemblies will be appropriate to the educational experience, as defined by the Waterloo Board of Education, and reflect our school's educational mission.

Students are reminded of proper conduct at assemblies to ensure responsible audience participation.

- Take an assigned seat quietly
- Pay attention to the speaker/performer
- Sit up straight with both feet on the floor
- Applaud only when appropriate
- Do not speak unless requested to by a presenter or school official

Library and Media Center

The Library and Media Center offers a welcoming environment supporting inquiry, research, learning, and literary appreciation. Students with passes or visiting with a class, may use the library for research, focused browsing, or quiet reading. Use of the library is a privilege, not a right. Only users who are making use of the Center in these ways will be admitted. The Library Media Specialist, working in conjunction with the classroom teachers, will schedule activities, research topics, and times for students. Access to the Center is through classroom visitations and passes issued from classroom teachers or study halls.

SCHOOL HEALTH SERVICES

School health personnel (RN/LPNS) are available to monitor the health of students, who present to the health office, during school hours. Should a student become ill or injured, first-aid will be given and a determination will be made as to whether the student may remain in school. If a student needs to be released, health personnel will notify the parent. The student is not allowed to call their parent without going through the Health office or Main office first. If the school is unable to notify the parent/guardian, then the individual(s) listed by the parent as an "emergency contact" will be called/contacted. In an actual emergency, an ambulance will be summoned and the parent will also be notified. School insurance papers will be completed for any school-related injury which requires medical treatment, and mailed to the parent for submission to the school's insurance agent/carrier. Following an illness or injury, written clearance from the student's physician may be required in order for the student to safely return to school. If your child will be absent from school for any reason we request that a parent/guardian notify the school that day by calling 539-1540.

Physicals are required by state law for all 7th grade students, students new to Waterloo Middle School, as well as students participating in sports or requesting working papers. The school physician or his designee will complete these mandated physicals during school hours, unless the parent(s) provide the school with documentation of a physical examination completed by the student's private physician. If any health concerns are discovered during the physical exam, a written referral would be sent to the parent/guardian.

Students in grades 6-8 will have a yearly **scoliosis screening** completed by school health personnel unless already documented during a physical exam completed by the student's private physician. New entrants to WMS, as well as students in grade 7 will receive **screenings of vision and hearing**, with any concerns discovered sent to the parent by a written referral.

Any **medications** that need to be administered to a student during school hours (7:30 am – 2:00 pm), including over-the-counter medications, cough drops, etc., will require the following:

- A written request from the physician prescribing the medication.
- Written authorization form the parent/guardian for the school nurse to administer the medication.
- Medication delivered to the health office by the parent in the original container.

Medication administration forms are available from the health office or may be found on the school district's website (www.waterloocsd.org)

Questions regarding school health services may be directed to the nurse by calling 539-1545

Guidance Department

The school counselor's role is to help students achieve their fullest growth academically, emotionally, and socially. The counselors meet with students individually and in group settings. They also facilitate parent-teacher conferences. New students must register first with the guidance office. Students who are transferring out of the district must also fill out exit paperwork through the guidance office. Working papers may be obtained from the guidance secretary.

Cafeteria

Student behavior in the cafeteria should be based on courtesy and cleanliness. The cafeteria is not a recreation area. All school rules apply, in addition to the following breakfast and lunch period rules:

- Form straight lines in either line of the cafeteria.
- Get food, utensils, etc., in one trip.
- Do not throw food, utensils, or anything else.
- Throw away trash in the cans provided.
- No "roughhousing", yelling or other inappropriate behavior.
- Do not take food or drink from the cafeteria.
- Notify a lunch monitor if there is a spill or mess. The student will clean it up.
- Follow all directions of any teacher/monitor.
- No student should leave the designated area without a signed pass from staff (i.e. get books, go to locker, etc.).
- Students with a guidance office lunch pass may move to the front of the cafeteria line, and leave the cafeteria with their lunch trays to meet with the school counselor.

Free and reduced breakfasts and lunches are available for those who qualify. Applications are available in the main office. Breakfast will be available for all students in grades 6-8. Students walking to school will enter the building at 7:10 a.m. Students riding the bus will be dropped off at school between 7:05 and 7:20 a.m.

Lost and Found

Articles that are found in the school building or on other school property should be turned in at the main office. *The school is not responsible for personal property. Any personal article or clothing brought to school should be labeled with the owner's name.*

Telephone/Cell Phones

The use of school telephones by students is limited to emergency calls and school business calls only. Calls for permission to leave school with friends, etc. will generally not be permitted. These matters should be taken care of at home outside of school hours. Students may not leave class to request permission to use a telephone. Cell phones are not allowed to be turned on during school hours and must be kept in students' lockers. Violation of these rules will result in confiscation of the cell phone. With the first offense, the cell phone will be returned at the end of the day with a warning. The second offense will result in a mandatory

detention and return of the phone afterwards. A third offense will result in a mandatory detention and the phone will be returned to a parent/guardian by administration. Any recurring violations may result in disciplinary action, to be determined by administration, and the phone will be returned to a parent/guardian by administration.

School Closing

- 1) The closing of school due to severe weather conditions or other emergencies will be announced on radio stations: WSWF 1110 AM or 99.3 FM, WNYR 98.5 FM, WECQ 102 FM, WGVA 1240 AM, WVOR 100.5 FM
- 2) The Superintendent of Schools will send a Connect Ed message to all parents that supply their phone number to the school district.

Miscellaneous

- Students are allowed to enter the building at 7:10 a.m. They may go to their lockers and prepare for the day. Breakfast is served at 7:10-7:25 a.m.
- Afternoon dismissal procedures are designed to allow for students to reach their buses in a swift and orderly manner. Students who ride buses are expected to go directly to their buses after getting their belongings from their lockers. Students who walk home from school should leave the school building and grounds as quickly as possible after the dismissal bell.

Academic Eligibility

Waterloo Middle School and Waterloo High School students are considered ineligible for athletics and extracurricular activities if they are failing TWO or more classes at the interim period or at the end of the marking period.

When a student is ineligible, they may:

- ✓ Practice, but not participate in interscholastic athletic contests.
- ✓ Practice, but not participate in any performing art performances unless a grade is attached.
- ✓ Attend school dances and extracurricular activities (athletic contests/concerts/play/musical/art show) as a spectator.

Other considerations for students deemed ineligible:

- ✓ Grades considered failures are below 65%.
- ✓ Incompletes may result in ineligibility unless otherwise determined by administration.
- ✓ Students may not participate in after school clubs/activities until passing.
- ✓ Students that are ineligible should create an after-school schedule with their respective school counselor at WMS or WHS to obtain extra help with classes they are failing.
- ✓ Appeals not granted.

If failing two or more classes at the interim report (issued after the 5th, 15th, 25th, 35th week mark), the student will be ineligible:

- ✓ Students can request that their eligibility be restored once they show that their average is not lower than a 65% in more than one class. They must submit an updated grade sheet to include with their *Eligibility Academic Progress* sheet.

If failing two or more classes at the end of the marking period (issued after 10th, 20th, and 30th week mark), the student will be ineligible:

- ✓ They are ineligible for a **minimum of ten school days**. After ten school days, the student can request that their eligibility be restored once they show that their average is not lower than a 65% in more than one class. They must submit an updated grade sheet to include with their *Eligibility Academic Progress* sheet.

Once a student is ineligible, they must have an *Eligibility Academic Progress* sheet signed by all of their teachers if they wish to have eligibility restored. *Eligibility Academic Progress* sheets will be available in the Waterloo Middle School Main Office/Counseling Office, Waterloo High School Main Office/Counseling Office, and the Athletic Office. In order to regain eligibility, a student's average must not be lower than a 65% in more than one class. The *Eligibility Academic Progress* sheet must be signed by a school administrator who will then reinstate eligibility and notify the necessary faculty/staff/coach/advisor(s).

Inter-Scholastic Sports

Fall

- Modified Girls Soccer 7-8...Modified A Boys Soccer 7-9
- Modified Girls Cross Country Girls 7-8...Modified Boys Cross Country Boys 7-8
- Modified Volleyball 7-8
- Modified Football 7-8
- Modified Girls Tennis

Winter

- Modified Boys Basketball 7-8...Modified Girls Basketball 7-8
- Modified Boys Indoor Track & Field 7-8...Modified Girls Indoor Track & Field 7-8
- Modified Wrestling 7-8

Spring

- Modified Softball 7-8
- Modified Baseball 7-8
- Modified Girls Lacrosse 7-8...Modified A Boys Lacrosse 7-9
- Modified Girls Track & Field 7-8...Modified Boys Track & Field 7-8

Co-Curricular Activities and Clubs

- Student Council
- Yearbook
- Educational Enrichment Club
- Jazz Band
- Drama Club
- Chess Club
- School Newspaper
- And more...

Physical Education

Students are expected to have shorts, t-shirts, socks and sneakers for physical education classes. Sometimes sweatshirts and sweatpants are needed for outdoor activities in cold weather. These clothes should be separate from the clothes that a student wears to school on the days of physical education classes. It is a good idea to label all clothing, etc. with the owner's name. The physical education teacher will assign every student a locker and a lock. All students are expected to attend and participate in physical education classes unless medically excused. Students who are ill or injured are to bring a note signed by a physician excusing them from physical education classes. This excuse is kept on file in the health office. A one-day excuse from a parent will be accepted for emergency situations. Students who miss a physical education class due to injury or illness are required to make up the missed class at the convenience of the teacher. If you a student misses PE, they may only practice or participate in a contest if they were legally excused.

Hallway and Physical Education Locks and Lockers

School personnel assign students hallway and physical education locks and lockers. The lockers must be kept locked at all times in order to safeguard school books and personal property. The only people who have access to the locker combination are the administrators, school personnel, and student to whom the lock is issued. It is the student's responsibility to keep the combinations confidential. Do not give locker combinations to friends and neighbors. Students are expected to keep their lockers clean. Any locker or lock malfunction should be reported to the administration or custodial staff. Students are cautioned not to keep large amounts of money or other valuables in lockers. Replacement cost for lost gym locks is \$5.00.

Locker usage

The expectation is that students treat lockers and locks with respect as they are both school property. There is not to be anything written inside or outside on the lockers or attached to the outside of the locker, except the following: temporary holiday/birthday/or school function related well wishes/celebrations. These should not remain on the lockers for more than one week.

Computer/Internet Use

Since we live in a community of computer users we have simple rules which make it easier for all of us to get along with each other in sharing our computers. You must abide by these rules or you may not be able to use computers at Waterloo Central School District. **If you do NOT accept this policy you must submit a written statement to that effect to the MS principal. Violation of the policy may cause you to lose access to computers and/or face disciplinary or legal action at Waterloo Central School District.**

Rules for Acceptable Computer Use

1. All files and programs on the computer belong to someone. You may not erase, rename, copy or make unusable anyone else's files or programs.
2. You may not authorize anyone else to use your name or files for any reason. You are responsible for all uses of your accounts.
3. You may not use computers or accounts for unlawful purposes, such as the illegal copying or installation of software, or for any reasons other than legitimate learning purposes.
4. You may not attempt to discover another user's password, either locally or at a remote location. You must protect your own password.
5. You may not copy, change, or transfer any software on Waterloo Central School District computers. The use of illegally copied software is considered a criminal offense and is subject to criminal prosecution.
6. You may not intentionally write, produce, generate copy, propagate, or attempt to introduce any computer code designed to self-replicate, damage, or otherwise hinder the performance of any computer's memory, file system, or software. Such software is often called a virus, bug, worm, Trojan Horse, or some similar name.
7. You may not deliberately use the computer to annoy others, nor may you send or make accessible any obscene, abusive, or threatening messages.
8. You may not intentionally damage the system, intentionally damage information not belonging to you, intentionally misuse system resources, or allow others to misuse system resources.
9. You may not vandalize terminals, microcomputers, printers or other associated equipment.
10. Waterloo Central School District has the right to review and edit any materials in your files.
11. Waterloo Central School District cannot be held liable for any lost, damaged, or unavailable information due to technical or other difficulties.

Responsibility of Internet Users

With access to computers and people all over the world also comes the availability of material that may not be considered to be of educational value in the context of the school setting. However, on a global network it is impossible to control all materials and an industrious user may be able to discover controversial information. This is not endorsed by Waterloo Central School District.

Internet access is coordinated through a complex association of government agencies, and regional and state networks. In addition, the smooth operation of the network relies upon the proper conduct of the end users (our students and adults) that must adhere to strict guidelines. These guidelines are provided here so that you are aware of the responsibilities you are about to acquire. In general, this requires efficient, ethical and legal utilization of the network resources. If a Waterloo Central School District user violates any of these provisions, his or her account will be terminated, and future access could possibly be denied.

Our goal in providing this service to teachers and adults is to promote educational excellence in schools by facilitating resource sharing, innovation, and communication.

Internet Terms and Conditions

Privileges: The use of the Internet is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges and/or result in disciplinary or legal action. The system administrators will deem what is inappropriate use and their decision is final. The system administrators may close an account at any time as required. The administration, faculty, and staff of Waterloo Central School District may request the system administrator to deny, revoke, or suspend specific user accounts.

Damages: Waterloo Central School District makes no warranties of any kind, whether expressed or implied, for the service it is providing. Waterloo Central School District will not be responsible for any damages you suffer. This includes loss of data resulting from delays, non-deliveries, miss-deliveries, or service interruptions caused by its own negligence or your errors or omissions. Use of any information obtained via the Internet is at your own risk. Waterloo Central School District specifically denies any responsibility for the accuracy or quality of information obtained through its services.

Acceptable Use:

1. Use of accounts must support educational objectives of the Waterloo Central School District.
2. Use of another organization's network or computing resources must comply with the rules of that network.
3. Transmission of any material in violation of any United States or state regulation is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene material or material protected by trade secret.
4. Use for commercial activities is generally not acceptable. Use for product advertisement or political lobbying is also prohibited.
5. Note that all computer use (including electronic mail (e-mail) and LAN accounts) is not guaranteed to be private. Anything relating to or in support of illegal activities may be reported to the authorities.
6. All communications and information accessible via the Internet should be assumed to be private property and subject to copyright.

Network Etiquette:

1. Be polite. Do not be abusive in your messages to others.
2. Use appropriate language. Do not swear; use vulgarities, or any other inappropriate language. Illegal activities are strictly forbidden.
3. Do not reveal your personal address, phone number, password, or parents' addresses, work places, or phone numbers.
4. Do not use the network in such a way that you would disrupt the use of the network by other users.

Vandalism: Vandalism will result in cancellation of privileges and possibly disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy data of another user, or the Internet. This includes but is not limited to the uploading or creation of computer viruses.

Security: If you feel you can identify a security problem on the Internet, you must notify a system administrator. Do not demonstrate the problem to others. Do not use another individual's account. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to Internet.

Academic Incentives

Waterloo Middle School hosts two academic incentive celebrations: Halfway Hooray in January and Celebration at Vince's Park in June. For a student to be eligible to attend these events they must be in good academic and behavioral standing.

Student Transportation Rules

Bus transportation is a privilege. All students must behave appropriately as passengers on a school bus. Clearly understood and well-enforced rules are necessary for the successful management of pupils who ride school buses.

- Follow directions of the driver the first time that they are given.
- Remain seated at all times, keeping feet and objects out of the aisle, and hands away from others.

- Abusive or obscene language or loud noises are not permitted.
- No eating, drinking or littering while on the bus.
- No pets or other animals are permitted on the bus.

If a student breaks a rule, the following consequences will be applied.

- First incident: Verbal warning by the driver who writes down the student's name.
- Second incident: Driver speaks to the student before he/she leaves the bus and puts a check mark next to the student's name.
- Third incident: Student is required to sit in a front-row seat, and the parent is contacted by the driver. A second check mark is added to the student's name.
- Fourth incident: Written referral is made by the driver to the Principal and a third check mark is added.
- Fifth incident: Written referral is again made to the Principal for disciplinary action.

Severe misbehavior such as fighting, smoking, vandalism, or the use of alcohol/drugs jeopardizes the safety of passengers or driver. Action taken in such cases will be as follows.

- Driver will call dispatcher for removal of student(s) if necessary.
- Driver will submit written referral to appropriate administrator for disciplinary action.

Principal Consequences

- First referral: Disciplinary action at the discretion of the Principal, including possible suspension from bus transport.
- Second referral: Automatic suspension from bus transportation for one to five days.
- Third referral: Suspension from bus transportation for a period of more than five school days.
- Fourth referral: Suspension from bus transportation for 20 days.

Section 504

Section 504 of the Rehabilitation Act of 1973 is designed to prohibit discrimination based on disability in any program or activity receiving Federal money. This statute obligates public schools to provide equal access and opportunity to qualify individuals with disabilities. In order for a student to be eligible for a 504 plan, the student must meet all three of the listed criteria. It must be because of a disability that the student is unable to gain equal access and benefit from school programs; a physical or mental impairment that substantially limits one or more major life activities. If you believe that your child may be eligible for Section 504 support, please contact the guidance counselor in your child's school building.

Waterloo Middle School Student Conduct and Disciplinary Procedures

Bullying/Cyberbullying

Waterloo Middle School is committed to providing a safe and productive learning environment, free of discrimination and harassment in accordance with **The Dignity for All Students Act**. The Dignity for All Students Act protect students from all forms of harassment, particularly based on a student's actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender or sex. Please direct questions and concerns involving the above to the Dignity Act Coordinator. The Dignity Act Coordinator at Waterloo Middle School is Mrs. Lisa Andino in the Guidance Office.

Bullying of a student by another student is strictly prohibited on school property, in school buildings, on school buses, and at school sponsored events and/or activities whether occurring on or off campus. Bullying among children is defined, in general, as: "a variety of negative acts carried out repeatedly over time. It involves a real or perceived imbalance of power, with a more powerful child or group attacking those who are less powerful." Bullying can take three forms:

1. Physical (including, but not limited to, hitting, kicking, spitting, pushing, taking personal belongings);
2. Verbal (including, but not limited to, taunting, malicious teasing, name calling, making threats); and
3. Psychological (including, but not limited to, spreading rumors; manipulating social relationships; or engaging in social exclusion, extortion, or intimidation).

Cyberbullying is an attempt to display power and control over someone perceived as weaker. Cyberbullying involving District students may occur both on campus and off school grounds and may involve student use of the District Internet system or student use of personal digital devices while at school, such as cell phones, digital cameras, and personal computers to engage in bullying.

Cyberbullying includes, but is not limited to, the following misuses of technology: harassing, teasing, intimidating, threatening, or terrorizing another student or staff member by way of any technological tool, such as sending or posting inappropriate or derogatory e-mail messages, instant messages, text messages, digital pictures or images, or Web site postings (including blogs and Facebook etc.).

Any student who believes that he/she is being subjected to bullying/cyberbullying behavior, as well as any other person who has knowledge of or witnesses any possible occurrence of bullying/cyberbullying, shall report the behavior to any staff member, SRO, Principal or Assistant Principal. The Principal and SRO shall investigate the complaint and take appropriate disciplinary action.

Allegations of bullying/cyberbullying shall be promptly investigated and will be treated as confidential and private to the extent possible within legal constraints.

Waterloo Middle School will continue to educate all students and staff through the nationally recognized Character Education program, PRIDE, which is integrated into all aspects of the Waterloo Middle School culture.

Sexual Harassment of Students

The district is committed to safeguarding the right of all students within the school district to learn in an environment that is free from all forms of sexual harassment. Conduct is deemed to be sexual harassment when the student perceives such behavior as unwelcome, such as inappropriate touching, verbal comments, sexual name calling, spreading sexual rumors, gestures, jokes, pictures, blocking a student's movement, rape or attempted rape.

Sexual harassment is a form of sex discrimination. A student who believes that he or she has been subjected to sexual harassment, whether by a teacher, other student, or any individual on school grounds or at school activities, should report the alleged misconduct immediately to the Principal or the School Counselor. The student can pursue his/her complaint informally or file a formal complaint.

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

Racial Harassment of Students

Racial harassment of students consists of different treatment on the basis of race (also color and national origin) in a manner so severe, pervasive or persistent that it interferes with or limits the ability of a student to participate in or benefit from the district's programs, services or privileges. Examples of the type of incidents that might constitute racial harassment include

- unwanted verbal comments, racial name calling, racial or ethnic slurs, slogans, and graffiti.
- treating students of one race more severely than students of another race.
- intimidating actions such as cross burning or painting swastikas.
- repeatedly treating minority students in a racially derogatory manner.

The Board of Education prohibits discrimination on the basis of race, color and national origin. Any student who believes that he/she has been subjected to racial harassment should report the alleged misconduct immediately to the Principal or School Counselor.

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

Mission

The primary mission of the Waterloo Central School District is teaching and learning. It is the District's responsibility that students acquire the knowledge and skills necessary to enable them to achieve established standards of academic performance. An integral part of this concept is that students and parents/guardians share the responsibility in reaching this academic performance.

Students' Bill of Rights

Each student has the right to

- go through every day free of verbal harassment.
- learn without interruptions.
- expect courtesy at all times.
- expect the safekeeping of his or her belongings.
- expect a clean area, clean desk, and clean textbooks.
- go through every day without being hit, punched, or threatened by others.
- have his/her ideas respected.

Students' Bill of Rights and Responsibilities

Each student has the responsibility to

- act and speak so that the feelings of others are not hurt and the rights of all are maintained.
- act and speak in a way that is not offensive to others.
- contribute to making the best learning environment for students and the best teaching environment for teachers and other staff members.
- report to a teacher or administrator knowledge of weapons or alcohol.

Parental Bill of Rights and Responsibilities

Every parent/guardian of a student enrolled in the Waterloo Middle School has the **duty** to assist the school in enforcing the standards for student conduct. The parent/guardian has the right and the **responsibility** to

- form a partnership with the school to encourage their child to achieve established standards of academic performance.
- participate with the school in disciplining the student.
- discuss the improvement of the student's behavior.

Teacher Bill of Rights Responsibilities

Every teacher has the responsibility to

- post all school rules in classrooms.

- follow all outlined procedures consistently and fairly.
- serve as a positive role model at all times.

Regulations for Maintenance of Order on School Property

Students will not

- endanger the health and safety of another person.
- obstruct or disrupt teaching, administration, or other activities held on school property.
- Possess, consume, or distribute energy drinks, etc.
- use, possess, or distribute alcohol, and/or other drugs.
- possess firearms, fireworks, explosives, dangerous chemicals, or any other weapons.
- use lockers for storage of any dangerous or illegal materials.
- refuse to identify themselves when requested to do so by school staff.
- fail to comply with direction of school personnel acting in the performance of their duties.
- damage school property.
- enter or use school facilities without authorization.
- smoke or possess tobacco products or other nicotine delivery systems (vapes, JUULs, etc.) (including the liquid) on school property.
- use electronic devices (e.g., iPods, MP3 players, cell phones, etc.) within school buildings.
- obstruct the free flow of traffic, either pedestrian or vehicular.

All confiscated weapons, alcohol, illegal substances, and paraphernalia will be given to law enforcement for disposal.

Beverages at school outside of the scheduled lunch

- Students may only drink water during the day from a non-glass water bottle.

Waterloo Middle School Dress Code

All students are expected to give proper attention to personal cleanliness and to dress appropriately for school and school functions. Students and their parents are responsible for acceptable student dress and appearance. They have the right to determine how the student dresses, provided that his or her attire is not destructive to Waterloo Central School District property, complies with requirements for health and safety, does not interfere with or distract from the educational process, or infringe upon the rights of others. Teachers and all other Waterloo Central School District staff should exemplify and reinforce acceptable student dress and by example help students develop an understanding of appropriate appearance in the school setting.

A student's dress, grooming and appearance, including hair style/color, jewelry, make-up and nails, will:

- 1) Be safe, appropriate and not disrupt or interfere with the educational program.
- 2) Recognize that extremely brief garments or garments that are excessively revealing such as tube tops, net tops, halter tops, spaghetti straps, plunging necklines (front and/or back), see-through garments, bare midriffs, and muscle shirts are not appropriate.
- 3) Ensure that undergarments are completely covered with outer clothing and are not visible through clothing.
- 4) Include appropriate footwear at all times. Footwear that is a safety hazard is not permitted.
- 5) Not include the wearing of headwear that is a disruption to the educational process or risks the safety of self or others.
- 6) Not include items that are vulgar, obscene, libelous or denigrate others on account of actual or perceived race, color, religion, creed, national origin, gender, sex, sexual orientation, disability, or other legally protected category.
- 7) Not promote and/or endorse the use of alcohol, tobacco or illegal drugs and/or encourage other illegal or violent activities. Not display any signs of gang affiliation that may increase the level of conflict or violent behavior in schools, or under circumstances in which school administration may reasonable forecast that violence or substantial disruption of school activities will occur.

Each building principal or designee is responsible for informing all students and their parents of the student dress code at the beginning of the school year as well as any revisions to the dress code made during the school year.

Students who violate the student dress code will be required to modify their appearance by covering or removing the offending item, and if necessary or practical, replace it with an acceptable item. Any student who refuses to do so may be subject to discipline, up to and including in-school suspension for the day. Any student who repeatedly fails to comply with the student dress code may be subject to further discipline, up to and including out-of-school suspension.

Backpacks, tote bags and large purses are not to be used for any reason during the school day.

At any point in the disciplinary procedure, the teacher, parent/guardian, or administrator may refer the student to in-school counseling. Restitution may be used as part of a range of actions at any time, if deemed appropriate.

The various types of disciplinary actions are described at the end of this section.

Category-1 Behavior

An infraction in this category occurs within the classroom, school functions and in areas of direct supervision. This infraction is addressed and acted upon by the teacher or other person in charge in order to maintain the proper learning environment.

Examples of infractions in this category may include but **are not limited to the following**:

- Inappropriate language
- Aggressive “horseplay”
- Physical or verbal actions which interferes with the learning environment
- Lateness for class
- Unprepared for class

Disciplinary Action for Category-1 Behavior

Initial Infraction(s) – teacher will use professional judgment in determining the consequences for these infractions. Range of actions:

- Warning to student
- Parent/guardian notification
- “Choices Planning Room” for those interfering with the learning of others

Subsequent Infractions – teacher will confer with the principal/assistant principal in determining the consequences for continued infractions within the classroom. Range of actions:

- Teacher detention (may be more than one day)
- Parent/guardian conference
- Upgrade to Category-2 behavior
- Upgrade to Category-3 behavior

Category-2 Behavior

Infractions in this category may include **but are not limited to**:

- Continued classroom misbehavior
- Continued use of inappropriate language
- Intentional destruction or defacement of school property or the property of others
- Skipping teacher detention
- Cheating or lying
- Refusing to comply with the reasonable request of staff personnel

Disciplinary Action for Category-2 Behavior

Initial Infraction(s) – Teacher and principal/assistant principal will use proper judgment in determining the consequences for this infraction(s). Range of actions:

- “Choices Planning Room” for those interfering with the learning of others
- Parent/guardian conference
- Administrative detention (may be more than one day) with parent/guardian notification
- Saturday detention with parent/guardian notification
- Restrictions from school activities as specified by the principal/assistant principal

Subsequent Infractions – Teacher and principal/assistant principal will use professional judgment in determining the consequences for continued infractions. Range of actions:

- Saturday detention (may be more than one day) with parent/guardian notification
- Restrictions from school activities as specified by the principal/assistant principal
- Upgrade to Category-3 behavior
- Upgrade to category-4 behavior

Category-3 Behavior

Infractions in Category-3 may be reported to the local law enforcement agency. Infractions in this category may include **but are not limited to**:

- Physical or verbal fighting
- Theft, extortion, or possession of stolen property
- Skipping or leaving school
- Repeatedly skipping teacher detention
- Excessive referral to the “Time-Out Room”
- Use or possession of tobacco products
- Bullying/cyber-bullying

Disciplinary Action for Category-3 Behavior:

Based on the seriousness of these infractions, ranges of action are

- Parent/guardian conference
- Administrative detention (may be more than one day) with parent/guardian notification

- Saturday detention with parent/guardian notification
- Restrictions from school activities as specified by the principal/assistant principal
- In-School Suspension (may be more than one day)
- Upgrade to Category-4 behavior
- PINS petition filed by school administrator
- Out of school suspension

Category-4 Behavior

Infractions in Category-4 may be reported to the local law enforcement agency and referral made to the Department of Social Services for professional assistance. Infractions in this category may include **but are not limited to:**

- Activities involving drugs, paraphernalia, (including but not limited to electronic nicotine delivery devices i.e. vapes, vape juice, etc.) alcohol, or weapons
- Robbery
- Assault
- Refusing to comply with principal's or administrator's reasonable request

Disciplinary Action for Category-4 Behavior

Based on the seriousness of these infractions, ranges of actions are:

- Parent/guardian conference
- Administrative detention with parent/guardian notification
- Restrictions from school activities as specified by the principal/assistant principal
- In-School Suspension
- Out-of-School Suspension
- Referral for counseling services
- Referral for alternative education
- Superintendent's Hearing
- Long-term suspension
- PINS petition filed by school administrator

Types of Disciplinary Action

Choices Planning Room

This is used at the discretion of the teacher any time a student is seriously interfering with the learning environment. The student will be removed from their regular class and must spend the rest of the class period in the choices planning room. The room monitor will immediately contact their parent or guardian. The student will be required to make up the class during 9th period if sent to CPR.

Teacher Detention

This is to be used at the discretion of the teacher if the student requires discipline for class infractions. The teacher may consider detention after school in the teacher's classroom or lunch detention with the teacher in the teacher's classroom. Parental/guardian notification of a student assigned to "Teacher's Detention" for disciplinary action is required.

Administrative Detention

The principal/assistant principal assigns this detention for disciplinary infractions. It is a required after-school study hall, which is monitored by assigned teachers. Another "Administrative Detention" can be assigned if the student is late or does not cooperate. Parent/guardian notification of a student assigned to "Administrative Detention" for disciplinary action is required.

Saturday Detention

The principal/assistant principal assigns this detention for disciplinary infractions and attendance problems. While in Saturday detention, students must work on school material, which can include homework assignments, reading, or studying. Parental/guardian notification of a student assigned to "Saturday Detention" for disciplinary action is required. The student shall also lose extracurricular privileges as specified by the principal.

In-School Suspension

In this program students who are suspended attend school, but they do not attend their regular class. Students attend ISS for their regularly scheduled day until 3:00. They are given assignments by the ISS coordinator and/or their teacher. All work labeled "current" by the assigning teacher must be done by the end of the day. In order to be re-admitted to classes, the student must complete all requirements of the ISS coordinator. Parents or guardians will be notified of the suspension. The student shall also lose extracurricular privileges as specified by the principal.

Out-of-School Suspension

In this program students are suspended from school. The suspension is served at home. During their suspension, students are not allowed on any school grounds nor are they allowed to attend any school activities. Students who violate these terms and conditions will be considered trespassing and the local law enforcement authority will be notified. Parent/guardian will be notified of the suspension. Parent/guardian is required to accompany the student to school for a re-admission conference. The student shall also lose extracurricular privileges as specified by the principal.