



**WEST CANADA VALLEY  
Middle School/High School**

**STUDENT HANDBOOK**

**2022-2023**

# **ALMA MATER**

Hail to the purple, Hail to the white,  
Hail to our Alma Mater of old.  
Hail success, old high school;  
In the years to come  
Hail, West Canada Valley School!

**WEST CANADA VALLEY JR/SR HIGH**  
**Bell Schedule**

Period 1	7:35-8:14
Period 2	8:17-8:55
Period 3	8:58-9:36
Period 4	9:39-10:17
Period 5	10:20-10:58
Period 6	11:01-11:39
Period 7	11:42-12:20
Period 8	12:23-1:01
Period 9	1:04-1:42
Period 10	1:45-2:23

**SENIOR BOCES**

- Leave WCV at 8:17am
- Return at 12:05pm

**JUNIOR BOCES**

- Leave WCV at 11:25am
- Return at 3:00pm

# WEST CANADA VALLEY JR/SR HIGH

## SCHEDULE 2-HOUR DELAY

Period 1	9:35-10:02
Period 2	10:05-10:31
Period 3	10:34-11:00
Period 4	11:03-11:29
Period 5	11:32-11:58
Period 6	12:01-12:27
Period 7	12:30-12:56
Period 8	12:59-1:25
Period 9	1:28-1:54
Period 10	1:57-2:23

### **NO SENIOR BOCES**

### **JUNIOR BOCES**

- Students leave early from fourth period and miss 5th period
- Leave WCV at 11:20am
- Return at 3:00pm

## IMPORTANT TEST DATES 2022/2023

### January 2023 Regents Examination Schedule

Tuesday, January 24	Wednesday, January 25	Thursday, January 26	Friday, January 27
<b>8:00 a.m.</b>	<b>8:00 a.m.</b>	<b>8:00 a.m.</b>	<b>8:00 a.m.</b>
English Language Arts	Geometry	Global History and Geography II	Physical Setting/Chemistry Physical Setting/Earth Science
<b>12:00 p.m.</b>	<b>12:00 p.m.</b>	<b>12:00 p.m.</b>	<b>Uniform Admission Deadline</b> <b>Morning Examinations: 10:00 a.m.</b> <b>Afternoon Examinations: 2:00 p.m.</b>
Living Environment	Algebra I  Physical Setting/Physics*	Algebra II	

**\*\*Uniform Admission Deadlines**

(Morning Examinations: 10:00 a.m./Afternoon Examinations: 2:00 p.m.)

### June 2023 Regents Examination Schedule:

	8:00am	12:00pm
Thursday, June 1	U.S. History & Government (Framework)*	
Wednesday, June 14	English Language Arts	Living Environment
Thursday, June 15	Global History & Geography II	Algebra I
Friday, June 16	Physical Setting/ Earth Science	Physical Setting/ Chemistry
Monday, June 19	Juneteenth Holiday Observed	
Tuesday, June 20	Geometry  World Language Assessment suggested date/time: Locally developed Checkpoint A Exam	World Language Assessment suggested date/time: Locally developed Checkpoint B Exam
Wednesday, June 21	Algebra II	
Thursday, June 22	Physical Setting/ Physics	

**\*\*Uniform Admission Deadlines**

(Morning Examinations: 10:00 a.m./Afternoon Examinations: 2:00 p.m.)

**August 2023 Regents Examination Schedule:**

WEDNESDAY, August 16	THURSDAY, August 17
<b>8:30 a.m.</b>	<b>8:30 a.m.</b>
Algebra I English Language Arts	United States History and Government (Framework)  Physical Setting/Earth Science  Physical Setting/Chemistry
<b>12:30 p.m.</b>	<b>12:30 p.m.</b>
Global History and Geography II  Algebra II	Geometry  Living Environment

**\*\*Uniform Admission Deadlines**

(Morning Examinations: 9:15 a.m./Afternoon Examinations: 1:15 p.m.)

**Grade 7 and 8 English Language Arts State Assessment**

- Paper-based Test: Wednesday, April 19th- Friday, April 21st, 2023
- Computer-based Test: Wednesday, April 19th- Wednesday, April 26th, 2023

**Grade 7 and 8 Math State Assessment**

- Paper-based Test: Tuesday, May 2nd through Thursday, May 4th, 2023
- Computer-based Test: Tuesday, May 2nd through Tuesday, May 9th, 2023

**Grade 8 Science**

- Performance Test: Tuesday, May 23rd through Friday, June 2nd, 2023
- Written Test: Monday, June 5th, 2023

**NYSESLAT**

- Speaking: Monday, April 17th through Friday, May 26th, 2023
- Listening, Reading, and Writing: Monday, May 25th through Friday, May 26th, 2023

# WELCOME

Welcome to West Canada Valley Middle School/High School. Your years at WCV will only be as successful as you set out to make them. Decide now to maintain an attitude of sincere purpose in your schoolwork, to be a loyal supporter of your school, and to keep school spirit alive at all times.

The rules of proper behavior will be enforced at school functions at West Canada Valley and at other host schools.

We trust your days here will be filled with enjoyment and success. Good luck!

## I. CODE OF STUDENT RIGHTS & RESPONSIBILITIES

In general, student rights at West Canada Valley Middle School/High School can be categorized in the following manner:

### **Freedom of Expression**

Students are entitled to express their opinions verbally. The expression of such opinions, however, shall not interfere with the freedom of others to express themselves. The use of obscenities and personal attacks are prohibited.

All student meetings in the school buildings or on school grounds may function only as part of the formal educational process or as authorized by the principal.

### **Rights to an Education**

All students have the right to an education and they also have the responsibility not to interfere with or threaten the education of others by their actions. All students have the responsibility to attend school regularly and to abide by the policies and regulations of the school. Students have the right to seek changes in school policies and regulations in an orderly manner by utilizing those channels provided for this purpose.

### **Student Activities**

Students have the right to participate in school activities regardless of sex, race, religion, ethnic origin, or economic status. Students may not be denied participation in any activity for any reason other than those established by state, county or school eligibility requirements legitimately related to the purpose of the activity.

### **Right to Privacy**

It is the responsibility of the school to protect the student's privacy. The school will not disclose any information from the student's permanent record except when such disclosure will serve a legitimate educational need or when so directed by legal authorities.

A teacher or administrator may request a student to empty the contents of his/her pockets, purse or other personal carrier such as a book bag or a gym-type bag, if he/she has reasonable grounds for suspecting

that the student has or is violating the law or a school regulation.

Lockers are provided for the student's personal use. Students have exclusive possession of their locker(s) only against other students, and must understand that lockers are subject to being searched.

From time to time, assembly programs are presented to the student body. Each student should remember that his/her conduct at these assemblies reflects upon the reputation of the school as a whole. Guests performing at our school are to be treated with courtesy. Talking and misconduct during performances will not be tolerated. Each student must sit with his/her class in assemblies.

## **II. SUMMARY CODE OF CONDUCT**

The West Canada Valley Central School District adopted a code of conduct required of all school districts by the SAVE legislation (Schools Against Violence in Education Act). As part of Article XIV #3 of the WCV Code of Conduct, it is mandated that this summary be made available to all parents of district students before the beginning of the school year. Although what follows is a summary, any parent or guardian who would like to receive a copy of this 30-plus page document may request one by contacting the school.

The code of conduct begins with the list of committee members who took part in the development of this document. As per statutory requirement, the code of conduct was developed in collaboration with student, teacher, administrator, and parent organizations, school safety personnel and other school personnel. Within the introduction (I.), it is noted that "it would be impossible to write a disciplinary policy in such detail as to anticipate every type of misconduct that could conceivably occur. Within this document are a number of rules which serve as a basis for helping students make decisions and guide their behaviors." It is also noted in the introduction that "the code applies to all students, school personnel, parents, and other visitors when on school property or attending a school function."

I. Introduction – see above.

II. Definitions – included are definitions of "disruptive student, parent, school property, school function, and violent student."

III. Student Rights and Responsibilities – included is a listing of rights guaranteed to students, as well as a listing of their responsibilities.

IV. Essential Partners – included is a listing of responsibilities assigned to parents, teachers, guidance counselors, principals, superintendent, board of education, and parents who homeschool.

V. Student Dress Code – included and highlighted is the fact that a students' dress may not disrupt or interfere with the educational process. A list of general guidelines is outlined as to what is considered appropriate and inappropriate dress.

VI. Prohibited Student Conduct – it is noted that "students may be subject to disciplinary actions, up to and including suspension from school, when they engage in the following types of conduct- conduct that is disorderly, conduct that is insubordinate, conduct that is disruptive, conduct that is violent, and/or conduct that endangers the safety, morals, health, or welfare of others". Within each of these categories, examples of prohibited conduct are noted, with the automatic penalties for smoking, alcohol, and illegal substances listed.

VII. Reporting Violations – included is a general outline of the manner in which students and staff should report violations and how these violations should be dealt with by district staff.

VIII. Disciplinary Penalties – included is the idea of progressive discipline where as a general rule a student's first violation will usually merit a lighter penalty than subsequent violations. It is also noted that students with disabilities shall not be disciplined for behavior related to his/her disability. Within this section is a comprehensive list of penalties including detention; suspension from transportation; suspension from athletic participation, extracurricular activities, and other privilege, in-school suspension,



removal from classrooms by teachers, out of school short-term suspension (five days or less), long-term suspension (more than five days), and permanent suspension. Note that sanctions are advisory and as a general rule, discipline will be progressive. However, the district may impose any level of discipline, even for a first violation, that is proportionate to the misconduct at issue. Outlined under each of these sections of disciplinary action is a list of procedures. Noted also in this section are minimum periods of suspension for violent acts, bringing a weapon to school, and dealing with students who are “repeatedly substantially disruptive of the educational process.” Provisions for referrals to counseling and the court system is noted as well as the handling of Juvenile Delinquents and Juvenile Offenders.

IX. Alternative Instruction – included is language to guarantee that students of compulsory attendance age be provided alternative instruction.

X. Discipline of Students with Disabilities – included are procedural safeguards required by applicable laws and regulations.

XI. Corporal Punishment – it is noted that corporal punishment of any student by any district employee is forbidden; however, the situations are outlined where reasonable physical force may be used if alternative procedures and methods cannot reasonably be used.

XII. Visitors to the Schools – included are rules that apply to visitors in the schools.

XIII. Public Conduct on School Property – included is a list of prohibited conduct, penalties and enforcement.

XIV. Dissemination and Review – included is a list of items to ensure that the community will be aware of this code of conduct.

XV. Dignity For All Students Act – Coordinator Mrs.Wood and Mrs.Conklin – 315-845-6800

### **III. DISCIPLINARY CONSEQUENCES**

In case of violation of school rules, students may be assigned detention by teachers (to be served with the teacher) or administrators. Students can be given lunch detention or after-school detention on a specified day. Teacher detentions will start at 2:30 and may go until 3:15pm. However, detentions may be issued by the administrator that may go from 2:30 up to 5:00pm (depending on the severity of the offense). There is no talking while in detention and students are to follow the directions of the staff member in charge. Students are not allowed to leave the room, so they should bring their work with them. No headphones, digital music devices, cell phones, gum, food or drinks are allowed. Parents will be notified prior to the student surviving detention and will be given the opportunity to discuss the reason for the assigned detention. Students who misbehave in detention may receive additional disciplinary consequences in accordance with West Canada Valley Code of Conduct.

If a student is unable to serve their detention on the day that it is issued due to a medical appointment or another legally excused reason, such student must make arrangements with the teacher and/or principal to serve on another school day. Excuses are to be obtained from the Middle School/High School Principal or issuing teacher prior to the end of the school day for which the student wishes to be excused.

If a student skips detention, they will not be allowed to attend school functions (basketball games, dances, extracurriculars, etc) on that day (for Friday detentions, this applies to the weekend). This includes athletic practices and games/meets/matches; concerts, performances, and rehearsals; dances/proms; field trips; and other school sponsored events.

## SUSPENSION FROM SCHOOL

Suspension from school is a serious matter. In-school or out-of-school suspension may be administered by a certified school administrator for serious or continuing misbehaviors. In all cases of student suspension, a parent will be contacted by an administrator with either a letter or a phone call.

Students who are on in-school or out-of-school suspension are not allowed at any school events during the suspension or the day of the suspension. This includes athletic practices/games/meets/matches; concerts, performances, and rehearsals; dances and proms; field trips; and any other school sponsored events.

### IV. PROHIBITED ACTIVITY *(not limited to the following)*

#### CELL PHONES

As technology and communication devices increase, so does the amount of distractions in school.

In general cell phones are allowed in school, however, they must be silenced and put away during class. Students may use their cell phones in the cafeteria during lunch, in the hallway after and before class, and during study halls. However, any misuse of a cell phone may result in disciplinary consequences and loss of the cell phone privilege.

Any student found to be using their cell phone in class will be immediately asked to hand it over to the teacher, who will then turn it over to the Principal's office. The student will collect their cell phone at the end of that day from the principal. Any student who refuses to turn over their phone to the teacher will be sent to the Principal's office and will receive additional consequences. Multiple violations of the cell phone policy will result in additional consequences, such as detention.

Students found to be taking photos of students or staff without their permission, as well as students videotaping prohibited student conduct may face disciplinary actions. For example, a student videotaping a fight can face similar disciplinary actions, as the students fighting.

**Students who display a pattern of inappropriate cell phone use and/or commit a serious enough offense with the cell phone can be placed on permanent cell phone restriction (a student not being allowed to possess a cell phone at school).**

#### DRUGS & OTHER CONTRABAND

There is to be no possession or use of knives or other instruments that could be considered weapons on school grounds. Students who bring a weapon to school, NOTE: The federal Gun-Free Schools Act of 1994 (20 USC S8921) requires all states that receive funds under the Elementary and Secondary Education Act of 1965 to have a law that requires school districts to suspend students who bring weapons to school for a minimum of one calendar year. Section 32314(3)(d) of the Education Law has been amended to comply with the federal law. The federal law defines "weapon" somewhat narrowly (See 18 USD S914). The U.S. Dept of Education, the federal agency responsible for overseeing the implementation of the Gun-Free Schools Act, has stated that local school districts may decide to broaden their definition to include other weapons as well. Any student, other than a student with a disability, found guilty of bringing a weapon onto school property will be subject to suspension from school for at least one calendar year. Before being suspended, the student will have an opportunity for a hearing pursuant to

Education Law S3214. The superintendent has the authority to modify the one-year suspension on a case-by-case basis.

In deciding whether to modify the penalty, the superintendent may consider the following:

1. The student's age
2. The student's grade in school
3. The student's prior disciplinary record
4. The superintendent's belief that other forms of discipline may be more effective
5. Input from parents, teachers and/or others
6. Other extenuating circumstances
7. A student with a disability may be suspended only in accordance with the requirements of state and federal law.

Possessing and/or consuming alcohol or illegal substances, or being under the influence of either will result in an automatic five (5) day suspension from regular attendance (out-of-school suspension). A second offense will result in an out-of-school suspension for a period of time up to one (1) year. A student shall be considered "under the influence" if he or she has used any quantity of an illegal substance, marijuana, or alcohol within a time period reasonably proximate to his/her presence on school property, on a school bus, in a school vehicle, or at a school sponsored function and/or exhibits symptoms of such use so as to lead to the reasonable conclusion of such consumption. Selling, distributing, or exchanging illegal substances will result in the following penalties – penalty for first offense – minimum of five (5) day suspension from regular attendance with Superintendent's hearing. Police may be contacted and any pertinent information regarding names and places of drug abuse will be given to them.

## **FIGHTING**

Fighting by students is disruptive to the school program and dangerous not only to the participants, but all others around. Fighting cannot and will not be tolerated on school property. Students engaged in fighting may be subject to suspension from school by the principal for up to five (5) days and a Superintendent's Hearing. Suspension in excess of five days may be administered by the Superintendent of Schools.

## **INAPPROPRIATE PUBLIC SEXUAL CONTACT**

This includes arms around each other and kissing. Such lack of propriety will necessitate disciplinary action.

## **SMOKING – TOBACCO PRODUCTS**

There is to be no smoking cigarettes, cigars, pipes or use of chewless or smokeless tobacco, E-cigs or vapors on school property.

1. For a first offense, the student will be suspended out of school for a period of three (3) days.
2. A second offense will result in a suspension for a period of time up to one (1) year. Also, students are not to possess tobacco products or smoking paraphernalia (lighters, matches) etc. on school grounds.
3. Possession of these items will result in them being taken away and further disciplinary action for possessing tobacco products as follows: penalty for first offense – automatic one (1) day OSS, penalty for second offense – automatic three (3) days OSS, penalty for third offense – automatic five (5) days OSS, further offense– suspension from attendance for a period of up to one year.

## STUDENT DRESS

The West Canada Valley School District Disciplinary Code states that students must "dress in compliance with standards of sanitation and safety, and in a fashion that will not disrupt classroom procedure." The intent of the "dress code" is to foster an environment that is sanitary, safe, and conducive to teaching and student learning. It is also intended to provide guidance to prepare students for their role in the workplace and society. Distracting attire includes, but is not limited to, shirts with obscene or inappropriate words or pictures, Spandex gym clothing, extremely brief garments, and half-shirts. Shorts and skirts should be of a reasonable length and fit. Recognize that extremely brief garments such as tube tops (that are not part of a dress) net tops, halter tops, plunging necklines and see-through garments are not appropriate. Wearing clothing that is obviously pajamas, slippers, blankets, etc. is not acceptable dress for school. Underwear is to be covered at all times. Clothing that promotes and/or endorses the use of alcohol/tobacco or illegal drugs and/or encourages other illegal or violent activities is not allowed. Additionally, clothing is prohibited that is vulgar, obscene, libelous, or denigrates others on account of race, color, religion, creed, national origin, gender, sexual orientation or disability. Additional information on the student dress code is listed in the Code of Conduct – Section V – Student Dress Code.

Additionally, students are not to wear hats of any type or headwear (this includes hoods) in the school building from their arrival in the building through the end of the scheduled school day except for a medical or religious purpose. Sunglasses are not to be worn in the building unless the student has a documented visual impairment stating that these must be worn.

## VANDALISM

Any student caught vandalizing or defacing school property will be expected to make restitution for the damage done. Such students will also be subject to disciplinary procedures including possible suspension from school and/or legal action.

## V. ATTENDANCE

Regular attendance is essential for promotion and success in schoolwork. **You cannot learn if you are not here.** Each student should strive for 100% attendance. If possible, we ask that students do all they can to schedule appointments after or before normal school hours.

In the case of an unavoidable absence or tardiness, it is the responsibility of the student to see the teacher(s) involved to complete any work missed.

1. If the school has not been notified of a student's absence, an automated phone call will be placed to parents at approximately 9:00 am.
2. Students returning to school after an absence must report to the main office with an excuse signed by a parent or guardian explaining the absence. If there is no excuse turned in, the absence will be recorded as illegal.
3. Students who are tardy to school must report to the main office to obtain a pass to class. Tardy students must present an excuse to the secretary in the main office signed by a parent or guardian explaining the tardiness. Excessive unexcused/illegal tardies may result in disciplinary measures. Students who drive and are continually tardy may have their parking permit revoked; buses are available for transportation.

4. Students absent for the entire day are not allowed at events that evening as a spectator or participant.
5. All instances of illegal tardiness or truancy are to be penalized at the discretion of the Middle/High School Principal or Superintendent of Schools through:
  - a) the assignment of the student to after-school detention, or
  - b) suspension for up to five (5) days. Repeated infractions may result in long term suspension of the offender for up to one (1) year.
6. Any student who reports late and/or is not admitted into period one by the teacher **must** sign in at the office. Failure to do so will result in disciplinary action.
7. As a general rule, students are not to leave school before dismissal time. **Under no circumstances are students to leave and return during the day other than for state recognized legal reasons.** In the case of unavoidable medical appointments, etc., the student must bring a written excuse from a parent or guardian to the main office prior to period one. It is the responsibility of the student to make up any work that is missed.

## **VI. ACADEMICS**

### **ATTENDANCE AND COURSE CREDIT (GRADES 7-12)**

Attendance policies are based on the principle that regular school attendance maximizes the student's interaction with his or her teachers and peers and is a major component of academic success. Each teacher will maintain an attendance register documenting daily attendance on a class by class basis. The West Canada Valley CSD comprehensive student attendance policy (policy #7110) can be found on the district's website or by following the QR code below:



To earn course credit towards the needed 22 credits to graduate, students are expected to complete certain requirements set by the teacher throughout the year not limited to homework, assignments, projects, assessments, and attendance. In some cases, a student may fail the course but pass the regents exam. In this case, students will receive credit for the regents towards their regents' diploma, but will not receive course credit towards their 22 credits needed for graduation. In this case, they will need to retake the course for course credit in summer-school or the following year.

## BOARD OF REGENTS REGULATIONS REGARDING TESTING FOR GRADUATION

All students entering high school are required to achieve a NYS Regents diploma or a NYS Advanced Regents diploma. Students must pass minimum competency levels on NYS Regents exams to show proficiency in certain academic areas in order to achieve each diploma.

Core Subject • Regents Exams	Exams Required for Regents Diploma (5 Total)	Exams Required for Advanced Designation (8 Total)
<b>ELA</b> <ul style="list-style-type: none"> <li>• ELA</li> </ul>	<ul style="list-style-type: none"> <li>• ELA</li> </ul>	<ul style="list-style-type: none"> <li>• ELA</li> </ul>
<b>Social Studies</b> <ul style="list-style-type: none"> <li>• Global History</li> <li>• US History</li> </ul>	At least one of: <ul style="list-style-type: none"> <li>• Global History</li> <li>• US History</li> </ul>	<ul style="list-style-type: none"> <li>• Global History</li> <li>• US History</li> </ul>
<b>Math</b> <ul style="list-style-type: none"> <li>• Algebra I CC</li> <li>• Geometry CC</li> <li>• Algebra II</li> </ul>	At least one of: <ul style="list-style-type: none"> <li>• Algebra I CC</li> <li>• Geometry CC</li> <li>• Algebra II</li> </ul>	<ul style="list-style-type: none"> <li>• Algebra I CC</li> <li>• Geometry CC</li> <li>• Algebra II</li> </ul>
<b>Science</b> <ul style="list-style-type: none"> <li>• Living Environment</li> <li>• Earth Science</li> <li>• Chemistry</li> <li>• Physics</li> </ul>	At least one of: <ul style="list-style-type: none"> <li>• Living Environment</li> <li>• Earth Science</li> <li>• Chemistry</li> <li>• Physics</li> </ul>	<ul style="list-style-type: none"> <li>• Living Environment</li> </ul> And at least one of: <ul style="list-style-type: none"> <li>• Earth Science</li> <li>• Chemistry</li> <li>• Physics</li> </ul>
	AND an additional math, science, or social studies exam, for a total of 5 exams, at minimum.	

Students **must** score 65 or above on all required New York State Regents exams taken.

### GUIDANCE

The purpose of the guidance program is to help each individual student achieve his/her highest growth mentally, emotionally, and socially. We are available to:

1. help the new student feel at home in our school with new teachers and friends in a different setting.

2. set up individual conferences whenever a student, a parent, a teacher, or the principal deems it is necessary.
3. help the student learn as much as possible about his/her capabilities through a thorough testing program.
4. offer the opportunity to talk things over with any student, parent, or teacher.
5. assist with course selections in grades 7-8 and the preparation of a four-year comprehensive plan for grades 9-12.
6. assist with post high school goals and plans.

## HOMEWORK

Outside assignments are a necessary part of each student's educational program. Each pupil must be expected to spend some time outside of class time to achieve satisfactory work.

Some assignments are long range in nature and require planned study time for their completion. Planned study time eliminates the necessity of cramming on the final day.

## HONOR ROLL – HIGH HONOR ROLL

An honor roll will be published at the end of each ten (10) week period. A grade average of 85.00-89.99 is necessary to be listed on the honor roll. A 90.00 average or above will place a student on the high honor roll. This calculation includes all courses except for PE.

## MIDDLE SCHOOL PROMOTION

The basic unit of organization of the West Canada Valley Middle School/High School is by grade level. Students will be assigned to a grade level on the following basis:

**Grade Seven:** All students who have been successfully promoted from Grade Six and those students in Grade Seven not promoted to Grade Eight. Those retained in Grade Seven **may be** scheduled into Grade Eight courses based on courses passed in Grade Seven.

**Grade Eight:** Those students who have not been retained in Grade Seven and those students in Grade Eight not promoted to Grade Nine. Those retained in Grade Eight **may be** scheduled in Grade Nine courses based on courses passed in Grade Eight.

## REGENTS EXAMINATION POLICY

All students enrolled in any course for which Regents Examinations are given at the conclusion of the course must participate in such Regents Examinations. Failure to participate in the examination will result in a zero for the exam.

## SCHEDULE CHANGES

Students will be allowed to drop courses without replacement only during the first week of each semester for semester courses and only during the first two weeks of the school year for yearly courses. All changes must be made through the Guidance Office by obtaining a drop/add slip and having it signed by all teachers involved.

## **STUDY HALLS**

Students in study hall are expected to follow all rules established in the West Canada Valley Code of Conduct. However, students are allowed to appropriately use cell phones and headphones. The monitor/teacher in charge can restrict use of cell phones and headphones if not used appropriately. In general, study halls are class periods designed to dedicate time towards academics.

## **TEXTBOOKS**

All basic texts are loaned to students for their use during the school year. Textbooks are to be kept clean and handled carefully.

Please be sure your name, grade, and school are written on the book label in case the book is misplaced.

Please cover all books. Students will be required to pay for lost or damaged books.

## **Chromebooks**

Chromebooks are being loaned to students for their use at both home and in school. Chromebooks are to be charged nightly and handled in a manner that prevents damage to the device. Students will be required to pay for Chromebooks that are lost or damaged due to misuse or carelessness.

## **VII. Extracurricular Activities and Afterschool Activities**

Extracurricular activities can assist students in adjusting to the school environment, can supplement regular classwork, and can provide for explorations of interest and growth of talent, and can furnish opportunities to serve the school and community. Student athletes who are representatives of the school, including athletes at away events, will dress appropriately.

The Middle School/High School Principal will approve all Middle School/High School student money-raising activities. This is then recorded on a master calendar in the main office.

## **ATHLETICS**

The following athletic activities will be offered at West Canada Valley Middle School/High School.

### **FALL**

Boys Varsity Football  
Boys Varsity Soccer  
Girls Varsity Swimming  
Girls Modified Soccer  
Boys Modified Football  
Girls Varsity Soccer  
Boys Varsity/Modified Cross Country  
Girls Varsity/Modified Cross Country  
Boys Modified Soccer  
Varsity Football Cheerleading

### **SPRING**

Boys Varsity Baseball  
Boys Modified Baseball  
Girls Varsity Softball  
Girls Modified Softball  
Girls Varsity Track  
Boys Varsity Track  
Varsity Golf



## WINTER

Boys Varsity Basketball  
Boys JV Basketball  
Boys Modified Basketball  
Girls Varsity Basketball  
Girls JV Basketball  
Girls Modified Basketball  
Varsity Cheerleading  
Indoor Track – Co-ed  
Boys Varsity Bowling  
Girls Varsity Bowling

Each student in grades 7-12 may try out for teams for which they are eligible. All athletes must pass a physical examination by the School Physician before they are eligible to try out, practice, or play. All athletes are expected to keep their grades up and may be suspended from playing if found ineligible due to academics. Student athletes will abide by all sections of the District Code of Conduct. An athlete or cheerleader is further expected to always represent the school in a sportsmanlike manner. Athletes and cheerleaders must be in attendance at school on the day of a game and on time for school the morning after a game. On trips away from home, athletes and cheerleaders are expected to ride to the away game on the school bus unless prior permission has been granted in advance by both the coach and the Middle School/High School Principal. Students are expected to ride home on the school bus unless they are riding home with a responsible adult as defined in Board policy – all necessary permission must also be on file.

## DANCE RULES

Any student wishing to bring a guest to the dance must complete a Guest Permission slip located in the Main Office. The guest must be approved by that guest's home school principal and the West Canada Valley principal. All dance requests must be on file one week in advance. There must be at least four faculty chaperones. Dances are limited to current WCV students in grades 7-12 and their prior approved guests; these guests must be students in another secondary school.

1. Students who leave the dance will not be allowed to re-enter.
2. Students absent from school for a full day on the day of the dance will not be allowed into the dance.
3. Guests are the responsibility of their student hosts. One guest per student. Guest passes must be approved **prior** to the dance. (More information on who are considered guests is available in the office).
4. Students suspected of drinking alcohol or using drugs will not be admitted to the dance and are subject to further disciplinary action.
5. All food will be consumed in the cafeteria.
6. With the exception of homecoming and the prom, individuals who are not current students enrolled in another secondary school are not allowed as guests.
7. There will be no smoking on school property.
8. All other rules of student behavior are in effect during dances.
9. Any students that have detention and do not attend on the day of the dance will not be admitted to the dance.
10. Sneakers or soft-soled shoes are to be worn to prevent damage to the gym floor.

## **DRAMA CLUB**

The drama club introduces students to the world of the theater. The drama club is open to all students in grades 7-12. All students are invited and encouraged to audition. No previous experience is required. In addition to actors and actresses, students are needed for stage crew. Stage crew is involved in constructing sets, helping with costumes and working backstage. Fundraising to support the program is done throughout the school year.

## **EXTRACURRICULAR ACTIVITIES ACCOUNT**

Each organization which collects and disburses monies belonging to students must deposit this money into and withdraw it from the Extracurricular Account. This is the responsibility of the Student Treasurer.

Upon opening an organization account in the Extracurricular Account, the Student Treasurer will be supplied with a Student's Individual Financial Record. This Activities Ledger will enable the Student Treasurer to keep an accurate record of all monies received and a record of all monies expended during the school year. If properly kept, it will show the exact amount of money on hand at all times.

All monies collected by the Student Treasurer should be deposited with the Central Treasurer as soon as possible. This money must be properly counted and rolled prior to deposit with the Central Treasurer.

The Central Treasurer is required to have an invoice of goods purchased or some other statement properly signed, showing the reason for all withdrawals from an organization account before a check will be issued.

At the close of the school year, the Student's Individual Activities Ledger must be turned into the Central Treasurer for audit purposes.

## **MUSICAL ORGANIZATIONS**

The musical organizations consist of wind ensemble, concert band, marching band, jazz ensemble, senior chorus, junior chorus, and select vocal groups.

Senior chorus and wind ensemble are primarily 9-12. Concert band and junior chorus are 7-8. These groups meet during the regular school day and school credit is offered for grades 9-12. Credit earned may be used to meet the one unit of art/music required of all students for graduation.

The jazz ensemble meets as an extracurricular group outside the regular school day. Membership is determined by interest and instrument.

The select vocal group currently known as West Canadians is extracurricular. Membership is determined by audition. They provide music for school and community purposes.

All students who are enrolled in the senior or junior chorus, concert band, and/or wind ensemble are expected to participate in concerts, marching band performances, etc.

## **NATIONAL HONOR AND JUNIOR HONOR SOCIETY**

National Honor Society is composed of students in grades 10, 11, and 12, who are outstanding in scholarship, leadership, service, and character. To be eligible for membership a student must have an average of 88.00. The final selection is by the faculty who judge each candidate on the basis of leadership, service, and character. Members of the National Honor Society are entitled to free admittance to school functions (ex. dances).

Students are first eligible for the Junior Honor Society as an eighth grader. The academic standards and qualifications are the same as those of the National Honor Society. Students who keep their good standing are members until the end of the first marking period of their sophomore year, at which time they are considered for induction into the National Honor Society. Each year students are entitled to a certificate, pin, field trips, and are admitted free to school functions (ex. dances).

## **PUBLIC FUNCTIONS**

Students participating in home or away extracurricular activities represent West Canada Valley Central School. Our school is judged by the actions of the student body. As spectators at sports contests at home or away, we should all display good sportsmanship toward the opposing team and officials. Berating officials may result in being banned from any or all future sporting events. Students are to remain in the gym during basketball games; students who leave the building during a game will not be permitted to return. No food or beverages are allowed in the gymnasium. All school rules and policies are in force at extracurricular activities. There is to be no loitering in the parking lot during events.

## **SCHOOL ACTIVITIES AFTER SCHOOL HOURS AND/OR OFF SCHOOL PROPERTY**

Students attending West Canada Valley Middle School/High School activities either after school hours or off school premises are subject to the same rules and regulations of proper conduct that govern their behavior during the regularly scheduled school day. The following procedures will be enforced concerning after school rules and regulations:

1. Each day at 2:23 p.m. students will be dismissed from 10th period class. At this time, all students will exit the building.
2. By 2:25 p.m. each day, students should:
  - a) be on the regular school bus riding home
  - b) be in detention
  - c) be in Driver Education class or extra help with teachers
  - d) be in extracurricular or athletic meetings/practices

Any student not in one of the above approved activities will be asked to leave the building.

**NO STUDENTS SHOULD BE IN THE BUILDING UNSUPERVISED.**

## **STUDENT COUNCIL**

The Student Council is the student government of the Middle School/High School. It is composed of representatives from each class. The officers are president, vice-president, secretary, and treasurer. Elections are held in the spring to determine officers for the next school year following a week of campaigning by the candidates.

### **VIII. TECHNOLOGY CODE OF CONDUCT AND INTERNET USE POLICY**

Internet access is widely available to students and teachers in the West Canada Valley Central School District. We are very pleased to bring this access to West Canada and believe the Internet offers vast, diverse, and unique resources to both students and teachers. Our goal in providing this service is to promote educational excellence in schools by facilitating resource sharing, innovation, and communication.

The smooth operation of the network relies upon the proper conduct of the end users that must adhere to strict guidelines contained within the Technology Code of Conduct. If a West Canada Valley Central School District user violates any of these provisions, his or her account may be terminated and future access could possibly be denied.

#### **“TECHNOLOGY CODE OF CONDUCT”**

##### **Computer/Chromebook Use:**

- I recognize that all computer users have the same right to use the equipment; therefore, I will not play games or use the computer resources for other non-academic activities without direct authorization from a teacher, principal, or technology facilitator.
- I recognize that software is protected by copyright laws; therefore, I will not make unauthorized copies of software found on school computers, either by copying them onto my own storage device or onto other computers through electronic mail or bulletin boards.
- I recognize that computer viruses and similar programs can be very damaging to computer systems; therefore, I will not load or run any software on any District computer without authorization from a teacher, principal, or technology facilitator. In addition, I will not use any storage device on school equipment that has been used on infected or unfamiliar equipment.
- I recognize that the work of all users is valuable; therefore, I will protect the privacy of others' areas by not trying to learn their passwords; I will not copy, change, read, or use files in another user's area, without that user's prior permission, I will not attempt to gain unauthorized access to system programs or computer equipment; I will not use computer systems to disturb or harass other computer users by sending unwanted mail or by other means.
- I recognize that the computer technology equipment at the school is a limited resource and can be easily damaged; therefore, I will not move, disconnect, or disassemble any computer equipment without specific authorization from a teacher, principal, or technology facilitator; I will not abuse any equipment, and I will make sure that all food and drinks are kept away from all computer equipment; in addition, I will not download information onto the hard drives of any West Canada Valley Central School District computer without the permission of a teacher or technology facilitator.

### **Internet Use:**

- All use of the Internet must be in support of education and research and consistent with the goals and purposes of the West Canada Valley Central School District. You are expected to abide by the generally accepted rules of network etiquette. These include (but are not limited to) the following:
  - Be polite. Do not get abusive in your messages to others.
  - Use appropriate language. Do not swear; use vulgarities or any other inappropriate language. Illegal activities are strictly forbidden.
  - Do not reveal personal information pertaining to yourself or others without permission of teacher, principal, or facilitator (e.g. home addresses and telephone numbers).
  - Note that network directories and electronic mail (e-mail) are not guaranteed to be private. People who operate the system do have access to all files and mail. Documents and messages relating to or in support of illegal activities may be reported to the authorities.
  - Do not use the network for social media platforms (Instagram, Snapchat, TikTok, Facebook, WhatsApp, etc.).
  - Do not use the network in such a way that you would disrupt the use of the network by other users.
  - All communications and information accessible via the network should be assumed to be private property.
  - Any use of the network for commercial or for-profit purposes is prohibited.
  - Users shall not intentionally seek information on, obtain copies of, or modify files, other data, or passwords belonging to other users, or misrepresent other users on the network.
- Malicious use of the network to develop programs that harass other users or infiltrate a computer or computing system is prohibited.
- Hate mail, harassment, discriminatory remarks and other antisocial behaviors are prohibited.
- Use of the network to access or process pornographic material, inappropriate text files, or files dangerous to the integrity of the local area network is prohibited.
- **Any abusive or malicious use of technology during the school day or while at home using a school device, software, or networks (i.e. sending threatening text messages, posting inappropriate material to social networks, etc.) can result in the removal of use of internet privileges, as well as possession of cellular devices while in school. Technology at West Canada Valley is only to be used to assist in education and any deviation from this will not be permitted.**

## **IX. DIGNITY FOR ALL STUDENTS ACT**

The Board of Education recognizes that learning environments that are safe and supportive can increase student attendance and improve academic achievement. A student's ability to learn and achieve high academic standards, and a school's ability to educate students, is compromised by incidents of discrimination or harassment, including but not limited to bullying, taunting and intimidation. Therefore, in accordance with the Dignity for All Students Act, Education Law, Article 2, the District will strive to create an environment free of discrimination and harassment and will foster civility in the schools to prevent and prohibit conduct which is inconsistent with the District's educational mission.

The District condemns and prohibits all forms of discrimination and harassment of students based on

actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientations, gender, or sex by school employees or students on school property and at school-sponsored activities and events that take place at locations off school property. In addition, any act of discrimination or harassment, outside of school sponsored events, which can reasonably be expected to materially and substantially disrupt the education process, may be subject to discipline.

## **DIGNITY ACT COORDINATOR**

At least one (1) employee at every school shall be designated as the Dignity Act Coordinator(s). The Dignity Act Coordinator(s) will be thoroughly trained to handle human relations in the areas of race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender (identify or expression) and sex. The Board of Education shall appoint the Dignity Act Coordinator(s) and share the name(s) and contact information with all school personnel, students, and parents/persons in parental relation.

The Dignity Coordinators for the West Canada Valley Central School District are:

Elementary School: Ritamarie Juteau, School Psychologist (315-845-6800 Ext. 1209)

MS/HS: Rebecca Wood/Kady Conklin, Guidance Counselors (315-845-6800 Ext. 3353)

If a Dignity Act Coordinator vacates his/her position, another school employee shall immediately be designated for an interim appointment as Coordinator, pending approval from the Board of Education, within thirty (30) days of the date the position was vacated. In the event a Coordinator is unable to perform the duties of the position for an extended period of time, another school employee shall immediately be designated for an interim appointment as Coordinator, pending return of the previous Coordinator to the position.

## **TRAINING**

Training will be provided each school year for all District employees in conjunction with existing professional development training to raise staff awareness and sensitivity of harassment and discrimination directed at students that are committed by students or school employees on school property or at a school functions. Training will include ways to promote a supportive school environment that is free from discrimination and harassment, emphasize positive relationships, and demonstrate prevention and intervention techniques to assist employees in recognizing and responding to harassment and discrimination, as well as ensuring the safety of the victims.

Instruction in grades Kindergarten through 12 shall include a component on civility, citizenship and character education. Such components shall instruct students on the principles of honesty, tolerance, personal responsibility, respect for others, observance of laws and rules, courtesy, dignity and other traits which will enhance the quality of their experiences in, and contributions to, the community. For the purposes of this policy, "tolerance", "respect for others" and "dignity" shall include awareness and sensitivity to discrimination or harassment and civility in the relations of people of different races, weights, national origins, ethnic groups, religions, religious practices, mental or physical abilities, sexual orientations, genders and sexes.

Rules against discrimination and harassment will be included in the Code of Conduct, publicized District-wide and disseminated to all staff and parents. An age-appropriate summary shall be distributed to all students at a school assembly at the beginning of each school year.

## **REPORTS AND INVESTIGATIONS OF DISCRIMINATION AND HARASSMENT**

The District will investigate all complaints of harassment and discrimination, either formal or informal, and take prompt corrective measures, as necessary. Complaints will be investigated in accordance with applicable policies and regulations. If, after an appropriate investigation, the District finds that this policy has been violated, corrective action will be taken in accordance with District policies and regulations, the Code of Conduct, and all appropriate federal or state laws.

The District will annually report material incidents or discrimination and harassment to the State Education Department as part of the School Safety and the Educational Climate (SSEC) (formerly VADIR).

## **PROHIBITION OF RETALIATORY BEHAVIOR (COMMONLY KNOWN AS “WHISTLE-BLOWER” PROTECTION)**

Any person who has reasonable cause to suspect that a student has been subjected to discrimination or harassment by an employee or students, on school grounds or at a school function, who acts reasonably and in good faith and reports such information to school officials or law enforcement authorities, shall have immunity from any civil liability that may arise from making such report. The Board prohibits any retaliatory behavior directed at complainants, victims, witnesses and/or any other individuals who participated in the investigation of a complaint of discrimination or harassment.

## **STUDENT RESPONSIBILITIES**

1. Act and speak respectfully about issues/concerns.
2. Use non-sexist, non-racist and other non-biased language.
3. Respect and treat others with tolerance and dignity regardless of actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender or sex.
4. Use communication that is non-confrontational and is not obscene or defamatory.
5. Report acts of bullying, discrimination, harassment and other inappropriate actions that hurt others.

## **AGE APPROPRIATE RESTATEMENT OF POLICY**

You should never feel that it is not safe for you to come to school and participate in all school activities. You should never be prevented from concentrating on your schoolwork because another student or a school staff member is teasing you, making fun of you, pushing you around, or threatening you in some way, because of your race, color, weight, national origin (where your family comes from), ethnic group, religion, religious practices, disability, sexual orientation, gender or sex.

You may not act toward another student in a way that reasonable might make them feel threatened or unsafe, or that might reasonably make them unable to concentrate on their school work, because of what you think about their race, color, weight, national origin (where their family comes from), ethnic group, religion, religious practices, disability, sexual orientations, gender, or sex. It is against school rules for you to do this by your physical actions or by your verbal statements, including electronic messages.

## **X. HEALTH AND SAFETY AND SCHOOL OPERATIONS**

### **ACCIDENTS**

Every accident in school or connected with school activities must be reported immediately to the person in charge and to the school nurse. If an accident occurs in extracurricular activities, please inform the nurse's office, so it may be reported to the health insurance company.

### **ANNOUNCEMENTS**

Announcements will be emailed to staff each day during the first period. All pertinent information will be read to the students by the teachers. Important announcements will also be made from the main office on the public address system.

### **CAFETERIA**

Student lunch periods will be determined by class schedules. During the lunch period, the following rules of courtesy should be followed:

1. Walk at a normal rate to the cafeteria.
2. Take your turn in line, do not cut in.
3. Talk quietly as you eat.
4. Keep your table area neat and clean.
5. After eating, place all the garbage in trash cans.
6. Cooperate with the cafeteria supervisors at all times.
7. Bring a pass if you are late to lunch and a pre-signed pass if you need to leave.

### **ELECTRONIC DEVICES**

Cell phones, MP3 players, "IPODS", headphones, etc. are not allowed to be used in classrooms unless for educational purposes that cannot be achieved using school issued chromebooks and/or other school issued devices. In such cases, approval for such devices must be granted by the classroom teacher. We encourage students not to wear their headphones, earbuds, etc. in the hallways. Abuse of the above mentioned items could result in confiscation and further disciplinary action as needed (see cell phones).

**At no time are you advised to bring personal belongings into school. The school will not be responsible for any loss or damage of cell phones, earpods, iPods, etc. Electronic devices should be limited to items needed directly for educational purposes. All other items should not be brought into school. Chromebooks will be provided to all students for educational purposes for their use at school and home.**



## EMERGENCY SCHOOL CLOSING

Emergency closing information: Official school closing information will be broadcast on the following stations: WKTV-TV2, WNYT-TV13, WSKS/WJKU105.5, WLZW-98.7FM, WFRG-104.3FM, and NEWS 10 NOW. Your parents/guardians will also receive notifications through BlackBoard Connect, which will send out notifications through phone calls and text messages (depending on parent/guardian selected preferences).

## FIRE/LOCKDOWN DRILLS

Fire/Lockdown Drills are held at regular intervals throughout the school year. During Fire Drills teachers will give directions indicating how to leave the building. **Walk. Move quickly and quietly away from the building. Stay clear of entrance ways.** During Lockdown Drills teachers will give directions on what to do and where to go in the classroom. **At all times, students are to take these drills seriously without exception.**

## HALL PROCEDURES

Students should be in the halls only at the beginning and close of school and while moving from one class to another unless they have special permission. Students in the halls during class time must have a pass.

## HEALTH SERVICES

Students becoming ill during the school day **MUST** report to the nurse after contacting their scheduled teacher. If there is a necessity to go home, the nurse will inform the parent, and the student will be released from school.

## INSURANCE

The West Canada Valley School District carries insurance on all students through Commercial Travelers. This policy is only in **excess** of those benefits payable under family and/or employer policy(s) with other carrier(s). The first expense must be incurred within sixty days from the date of the accident. Whenever a student is injured, it should be reported to the person in charge and/or the school nurse. There is no liability insurance for thefts in the school.

## LIBRARY SERVICES

The library will be open at 7:30am and remain open until the end of tenth period. Students must secure a pass from their assigned teacher prior to going to the library and provide that pass to the staff member in the library when entering. The library is kept fairly quiet for studying and research. Students should bring enough work to keep them busy throughout the whole period. If a student is removed from the library for disciplinary reasons, he/she must stay out of the library for one week. A second infraction will keep him/her out of the library for two weeks and a third puts him/her out for the rest of the year.

## LOCKERS

Lockers with combination locks are issued to students at the beginning of the year by period one teachers; PE staff gives out combinations. Lockers should be kept locked at all times. Students are to visit lockers before school, at lunchtime and after school. To maintain proper security, students should keep locker combinations private. Students are expected to keep their lockers clean, both inside and outside. Any locker malfunction should be reported to the main office.

**Students should always use their PE lockers.** Students should not keep money or valuables in any unsecure space (on the locker room floor, in a book bag left out, etc.). If absolutely necessary, such items should be deposited at the main office or with the PE instructor for safe keeping. Lockers are provided for the student's personal use. Lockers remain the exclusive property of the school and students have no expectation of privacy with respect to their lockers.

**LOCK YOUR LOCKERS AT ALL TIMES. DO NOT LEAVE VALUABLES UNATTENDED.**

## MEDICATION

Should it become necessary for a student to take any form of medication at school, a signed note from the doctor and parent or guardian must be presented to the school nurse. All medications must be in the original container and will be kept in the nurse's office.

## MOTOR VEHICLES

Driving to school is a privilege; this privilege may be revoked at any time for any offense. Student owned or operated vehicles are subject to all the rules and regulations of the vehicle and traffic laws of New York State and such laws governing school zones and grounds will be strictly enforced.

Students interested in driving to school must present a valid driver's license. A copy of this license will be kept on file at the school. Students driving to school must park in the specified area in a reasonable manner; the Middle School/High School Principal will make the determination as to whether a vehicle is parked reasonably. One warning will be given for this violation; the vehicle may be towed if the infraction occurs again and the student will be subject to disciplinary action. **The operation of recreational vehicles on school property is prohibited.**

## TRANSPORTATION

It is crucial for students to behave appropriately while riding on district buses to ensure their safety and that of other passengers and to avoid distracting the bus driver. Students are required to conduct themselves on the bus in a manner consistent with established standards for classroom behavior. Any student who rides to school on a bus should return home on the bus unless he/she has a note from a parent or guardian requesting an alternate method of transportation, which must be approved in writing by the principal. The following rules should be observed on all school buses:

1. Be ready when the bus arrives;
2. Cross the road at least ten (10) feet in **front** of the bus with its lights flashing.
3. **NEVER CROSS BEHIND A BUS!**
4. Do not try to enter or leave a bus that is in motion;
5. Upon entering a bus, sit in the seat that is assigned as quickly as possible;
6. Remain seated until the bus stops;
7. Bus drivers may assign seats at their discretion;
8. There is to be no eating or drinking on the bus;
9. No live animals are allowed on buses;
10. Vulgar language is not allowed on buses;
11. Objects are not to be thrown out of windows
12. Body parts are not to be extended through windows;
13. There will be no fighting, quarreling, yelling, etc. on the bus;
14. Parents will be responsible for reimbursement for damage done to buses by their children.
15. Objects larger than what one can carry on one's lap are prohibited from the bus.

The privilege of 7-12 students riding elementary buses home may be revoked until further notice at the first disciplinary "write-up" by the driver.

Improper behavior on a school bus will result in disciplinary measures, including possible suspension from school or suspension from transportation. In such cases, the student's parent/guardian will become responsible for seeing that his or her child gets to and from school safely. Note that bus conduct is subject to video surveillance and these videos are used for investigatory purposes.

## WHAT/WHERE

Sometimes in your busy school environment, you may be uncertain about who to contact for various purposes. For directions, use this guide:

EXCUSES: ABSENCES, EARLY DISMISSAL, LATE ARRIVALS	Main Office
LOST AND FOUND	Main Office
JAMMED LOCKERS	Main Office
WORKING PAPERS	Main Office
DAILY ANNOUNCEMENTS	Main Office
PASSES	Teacher or staff member
ILLNESS	Nurse

ATHLETICS	PE Teacher, Athletic Director, team coach
DISCIPLINE	Principal
PE/SWIM EXCUSES	Nurse
TRIPS	Main Office
AFTERSCHOOL BUS SIGN-UP	Main Office
CLASS SCHEDULING	Guidance Counselors
STUDENT ISSUES/CONCERNS	Guidance Counselors/Principal