



**Williamson High School**  
**Student Handbook**

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Have an issue and not sure what to do or who to go to?

Use this to help troubleshoot common issues:

[I Have A Question](#)

### **AccelerateU**

For Juniors and Seniors, students may request to take an AccelerateU course for credit providing that the course is one that is not offered at Williamson High School and is one that relates to the major the student wants to pursue in college.

### **Academic Honesty**

The Board of Education supports an environment of academic honesty. Dishonest behavior is a detriment to all academic goals. Therefore, under no circumstance should a student or employee claim ownership for any work that is not theirs. Plagiarism occurs when a writer takes another person's ideas and uses the materials as his or her own without proper acknowledgement through footnotes, endnotes or notes within the text. Teachers have an educational responsibility to clarify general and specific academic honesty expectations to their students. The following are types of plagiarism:

- a. Word-by-word copying without mentioning the author's name or using quotation marks.
- b. Copying many words or phrases without mentioning the author's name or using quotation marks.
- c. Copying an occasional key word or phrase without mentioning the author's name or using quotation marks
- d. Paraphrasing without mentioning the author's name
- e. Taking another's ideas without acknowledging the source
- f. Photocopying of another's materials without their expressed permissions.

Cheating occurs when a student obtains or assists others in obtaining credit for work that is not his/her own. Failure to adhere to the above will result in disciplinary action.

### **Academic Intervention Services (AIS)**

Students may be recommended for academic interventions through the Tier 2 committee based on academic monitoring throughout the year. This may entail interventions such as: Check In/Check Out, mandatory 10th period, peer tutoring, or enrollment in the Learning Center.

## **Activity Period**

The 10th period activity period should be viewed as part of the regular school day to complete academic and any other school-related obligations. Students are expected to report for course work when requested by a teacher and to seek extra help when having difficulty in specific classes. Academic course work takes precedence during the activity period and other activities must be scheduled accordingly. Conflicts should be discussed with teachers, coaches and advisors involved.

## **Attendance**

Student attendance in classroom instruction is vital to each student's success. New York State Compulsory Education Law states school age minors must attend school regularly as prescribed where a student resides. The student must attend school the entire time classes are in session. If you are absent, you must report to the Attendance Desk upon your return with a written excuse from home.

## **Leaving the Building**

Williamson Senior High School is NOT an open campus. Students are expected to be in attendance for the full school day as outlined by their daily class schedule, including study halls and lunch. If it is necessary to leave the building for an appointment or an emergency during the school day, students must have parent/guardian permission including a written request from their parent/guardian stating the specific reason for leaving. Generic reasons will not be accepted (i.e. "I excuse my son or daughter from school.") Requests for release for medical and dental appointments should include the name of the doctor or dentist, and the time of the appointment. Whenever possible, appointments for medical or dental care should be made outside of school hours. A dental or doctor's appointment is not a reasonable excuse for a whole day of absence.

Students leaving the building during the school day are to follow this procedure:

1. Please make sure the Attendance Clerk has a note for the student to be excused either via email ([hsattendance@williamsoncentral.org](mailto:hsattendance@williamsoncentral.org)) or handed in at the desk.
2. Prior to his/her departure, the student is to pick up the dismissal pass between periods from the Attendance Clerk.
3. At the time of departure, the student is to show the pass to his/her classroom teacher, report to the Attendance Desk to sign out, and then leave the building.

4. If a student returns prior to the close of school, he/she is to report to the Attendance Desk, sign in, and will then be issued a pass admitting him/her to class.

### **Legal Absences**

A legal absence includes personal illness, disability, illness or death in the family, impassable roads due to inclement weather, religious observance, quarantine, required court appearance, field trips, attendance at health clinics, approved college visits, approved cooperative work programs, military obligations, or such other legitimate reasons as determined by the district.

### **Make Up Work**

Students absent for any reason will be required to make up the work missed in each class. Only in extreme cases of prolonged absence will more than two days be allowed for work to be made up. (All work must be done by the end of the grading period.) A day's absence may not excuse students from responsibility for tests or quizzes on the day of their return. It is the student's responsibility to obtain all make-up work from his/her teachers immediately upon return to school. Failure to obtain make-up work is not an excuse for not doing work missed. Students who show a pattern of missing school or signing out of school on days when tests are administered may lose the privilege of taking a make-up test. This will be determined by the teacher and the Principal.

### **Excuses**

On the first day of your return after you have been absent, you must bring a note written and signed by your parent/guardian to the Attendance Clerk. Parents/guardians should indicate the excuse: student name, dates of absence, reason for absence, and parent/guardian signature. If no excuse is received within 3 days, the absence will be marked as illegal. Illegal absences will receive an administrative review and may result in disciplinary action

### **Bullying**

Please see our [WCSD Code of Conduct](#)

Any student who believes that he/she is being subjected to bullying behavior, as well as any other person who has knowledge of or witnesses any possible occurrence of bullying, should report the bullying. [Dignity for All Students Act Information](#). Mrs. Laura Robinson is our high school DASA coordinator for the 2022-2023 school year. If

you aren't sure, but you are concerned about someone or something here at school, you can also reach out via our anonymous tipline at 614-426-0240 or use our [concern form](#). When you complete this, both Dr. Avery and Mr. Pray will get an alert so they can help you..

### **Cafeteria Expectations**

The use of the cafeteria is a privilege reserved for those who behave appropriately, including cleaning up after themselves, throwing out garbage, returning trays and silverware, pushing in stools, etc. Food and drink are to be consumed in the cafeteria unless permission is otherwise granted. Seniors have priority to sign out to the foyer tables or the outside patio picnic tables. Students may get library passes before Forum to sign out to the library. Expectations are posted in the cafeteria. Students must follow the cafeteria procedures for leaving the cafeteria during lunches. Failure to follow expectations will result in loss of cafeteria privileges.

### **Clubs and Activities**

There are a variety of extra-curricular activities in which students are encouraged to participate. This is a valuable part of the overall experience at Williamson High School, and research shows that if students are involved in extra-curricular school activities they are typically more connected to their school and do better in their academics.

#### [Clubs](#)

### **Community Service**

20 hours of community service is required for all students to graduate from WHS. Students should strive for five hours per year, and must complete the required paperwork and submit it to the main office in the semester it is completed, for it to be counted. We will not accept late forms. 15 hours is needed for 11th and 12th grade parking privileges. Students will not graduate without this requirement completed. Students who move into the district will have their service requirement prorated.

#### [Community Service Verification Form & Process](#)

### **Conflict resolution/Chain of Command**

Conflicts happen in schools. We can help resolve them in a few ways. If a student would like support resolving a peer conflict we encourage them to complete the concern form on Classlink. This sends the administration an email so we can support students discreetly. Students can also contact a trusted adult, like a school counselor.

If the concern is with a class or coach, we encourage students to work directly with the teacher, and then for the parent to communicate with their child and teacher. This builds important self-advocacy skills for our students.

### **Computer Use/Misuse**

Computer technology in the Williamson Central School District and internet access have been established for educational purposes only, which includes classroom activities, career development, and educational research projects. Students and parents are required to sign an agreement in order for students to be offered computer use privileges. Computer use agreement forms are available on FamilyID. Unauthorized use of the internet or any use that is not strictly in compliance with Williamson Central School District policy, practice and procedures may result in internet privileges being revoked, suspended or modified.

### **Conduct**

Please see our [WCSD Code of Conduct](#). We have high expectations for our students and are committed to supporting them in conducting themselves with dignity and respect.

### **Course Changes and Drop/Add Policy**

Course requests are shared with the family and students early in the scheduling process. This is to facilitate appropriate discussion regarding the programs as well as allocation of support services and resources. Students who have engaged in the course selection process should have a well-planned schedule that does not require changes. Students should select courses carefully so that changes will not be necessary.

Making adjustments to a student's schedule once the school year has begun disrupts the learning process. Commitments for staff, textbooks and supplies are made based upon the course requests; therefore schedule changes are discouraged. It is important that the student/parent communicate concerns about a class to the teacher.

If there are extenuating circumstances, requests for schedule changes are carefully reviewed, based on the following;



### **Add Process**

A student may enroll in a new course during the first five days of a semester course and during the first ten days of a full year course except for students transferring from another school or course level at teacher discretion.

### **Drop Process**

Drops of semester courses must occur no later than five days after the course begins. Drops of full year courses must occur no later than ten days after the course begins.

### **Minimum Course Load**

All students must take a minimum of 5-credits plus physical education each semester (minimum of 5.5-credits), and have no more than 2-periods of study hall or early dismissal (senior privilege) per semester. Should a course change be necessary, the student must maintain the minimum number of required credits.

Any potential course change must be discussed by the student, parents, counselor and teachers involved. A course change form must be completed and accepted in the Counseling Office before a course change is finalized. Any potential course changes after the deadline will only be considered under extenuating circumstances, and with prior approval of administration. Communication with students, parents/guardians, teachers, counselor and administrator must take place.

### **Auditing a Class**

There may be an occasion when a junior or senior may request to audit a class. This may happen when there are no additional courses to take in a department and the student has already received credit for the course in the past. A student must present the request to the teacher who has the discretion to accept or deny based on circumstances. I.e. class enrollment size, student's past performance.

### **Credit Transfer (from other higher education institutions)**

Gemini, Advanced Placement (AP), Project Lead the Way (PLTW), WTCC, and summer school courses will be reflected on students' Williamson transcript. Classes completed outside of WHS through other institutions will be reflected on the transcript issued by that institution and will not be factored into a student's Williamson GPA or reflected on our transcript.

### **Double Up**

A student may double up in only one core area. If it is a previously failed subject, the student and counselor (with teacher input) will create a contract to be shared with parent/guardian and teacher. If a student is doubling up in 2 core classes (e.g. Global 9

and Global 10), and at any point the student is failing one or both classes, a conference will be held and the student may be removed from the higher level course (e.g. Global 10). If a student wishes to double up for acceleration - i.e. Earth Science and Chemistry, teacher approval must be granted for the higher level course.

### **Credit Recovery**

If a student fails a course, the options for credit recovery are to enroll in summer school or repeat the course the following year. In extenuating circumstances, i.e. the course is not offered in summer school, students may have a credit recovery plan through the Learning Center.

### **Daily Bell Schedule**

First Warning Bell	7:30
Last Warning Bell	7:32
Forum	7:33-7:43
Period 1	7:45-8:27
Period 2	8:30-9:12
Period 3	9:15-9:57
Period 4	10:00-10:42
Period 5	10:45-11:27
Period 6	11:30-12:12
Period 7	12:15-12:57
Period 8	1:00-1:42
Period 9	1:45-2:27
10th/ Activity Period	2:30-3:00

### **Dress Code**

Please see our [WCSD Code of Conduct](#)

### **Drugs, Alcohol and Smoking/Vaping**

Please see our [WCSD Code of Conduct](#)

### **Early Graduation**

If a student wishes to request to graduate early they should submit a letter to the principal with a formal request to graduate early and reasons why. Once the letter is received, a meeting will be set up with the student, family, counselor and principal.

## **Electronic Use Expectations**

Use of these devices will be permitted at the HS in accordance to the following guidelines.

1. All students may use electronic devices on campus before and after the instructional day.
2. Students in grades 5-12 may use such devices during their lunch period.
3. In addition, students in grades 9-12 may use such devices when passing between classes
4. During instructional time, personal communication devices should not be seen, heard or used unless with permission by the teacher for instruction.
5. Music should not be played without headphones or earbuds.
6. Recording of other people is expressly prohibited.

Unauthorized use of such devices during instructional time disrupts the instructional program and distracts from the learning environment. Therefore, if personal communication devices are seen, heard or used during instructional time, teachers will ask students to put away their personal communication device. If the student refuses, s/he will be considered insubordinate and will be referred to the building administration for disciplinary action. Also, repeated offenses during instructional time may be reported to the building administrators for disciplinary action. Discipline consequences will range from detention to the loss of cell phone privileges, depending on the individual situation.

## **Early Sign Out**

***Seniors only*** have the privilege of applying for early sign out. Forms can be found in the main office. This is a privilege they must maintain by good attendance, academic performance, and conduct.

## **Eligibility**

Students are required to pass all scheduled courses in which they are enrolled. Students involved in any extracurricular activity will be subject to the Student Academic Eligibility Policy for Extra-curricular Activities (Policy #7505) The activity list will be determined by administration (examples include, but are not limited to the following: sports, clubs, and extracurricular activities) Eligibility is determined every five weeks throughout the school year. Students who exhibit one or more failing grades or incompletes will automatically be placed into the academic eligibility program. Please refer to Policy #7505 for the specific rules and procedures governing student eligibility.

### **Extra Help**

If you do not understand an assignment, if the work is difficult, or if you have been absent or missed assignments and class discussions, please seek extra help from your teacher. Arrange a conference before or after school, or at a time convenient to both of you during the day. A teacher will request and expect a student to stay 10th period if it is apparent that the student is having difficulty with class work or assignments. Students may also sign out of lunch or study hall to seek help in the Learning Center. Students who have consistent academic struggles may be scheduled for 10th period support.

### **Forum**

Forum, or homeroom, is a required attendance period for all students. This is a community time for us to share successes, pass along important information, and communicate our community expectations and values. Forum starts in the auditorium at 7:33. **Late to Forum is late to school.** On time for Forum looks like students in their seats by the 7:32 bell.

### **Fundraising**

All fundraising projects must be approved by the Principal through the club/class. Tickets or articles of any kind, other than those associated with school activities, are not to be sold on school property by students or outside organizations. Student-raised funds are the property of the class or club, and are not for individual disbursement outside of the scope of the class or club activity for which they were raised.

### **Gemini Criteria and Pre-Approval**

For most Gemini classes, a student must have an 80 overall GPA in order to be eligible to enroll. For Pre-Calculus, a student must have an 80 GPA in prior math classes. There is no prerequisite for Mathematics of Money Gemini. Dual credit courses are extremely affordable, at mere dollars per credit hour, and the school picks up the cost of the textbooks which are property of the school.

### **Graduation Requirements and Credits**

For complete details on graduations requirements, consult the course description handbook or refer to NYS Education website [NYS Diploma Requirements](#)

Grade Level Promotion	Freshman status	under 5 credits
	Sophomore status	minimum 5 credits
	Junior status	minimum 10 credits
	Senior status	minimum 15 credits

Many students will far exceed these minimums. 22 credits are required for graduation.

### **Homework**

Home study is an expected part of each student's educational program. Each student is expected to spend time outside of school in addition to scheduled class instruction to achieve satisfactory work. If you feel that homework is taking more time to complete than usual, please encourage your student to reach out to the teacher about this.

### **Honor Rolls**

Students may achieve Merit Roll, Honor Roll or High Honor Roll during each of the four quarters.

Merit Roll:	85-89
Honor Roll:	90-94
High Honor Roll:	95+

To be eligible, a student may not have a failing grade or any incompletes. Students who have a marking period average that has improved by 5 points or more from the quarter before will be recognized with Improvement Roll. Students who have a marking period average that has improved by 3 points after an Improvement Roll recognition will receive a Sustained Improvement Roll Recognition.

### **Independent Study**

In some cases, where a student has taken all of the courses available in a subject area, a teacher may allow and create a plan for a student to take a class as an independent study. Independent study depends on the student's skill level and the mutual availability of the student and teacher. Independent Study must be approved by the instructor.

### **Lost and Found**

Items found in the evenings are typically left in the main office that night, before being sent to the lost and found in the nurse's office. Items left in the gym are usually left in the offices of the PE teachers. Students often do not come to retrieve items, so if parents know something is missing, feel free to give us a call.

### **Medications at School**

For your protection, and the protection of the student body, school officials are prohibited by law from administering medication to pupils. No one but a physician may prescribe or give medication. Any medication which is to be taken while in school should be delivered to the Nurse's Office upon arrival to school, along with written permission from the prescribing doctor and written permission from the student's parent/guardian. The medication will be kept in the Nurse's Office. Teachers or other

school personnel cannot administer or make available any medication (including aspirin.) No student may carry with them either prescription or non-prescription drugs on their person, in their possession, or in their locker, unless the written prescription from their doctor states otherwise and is on file in the Nurse's Office.

### **Pass Use**

At all times other than passing time, students must have a teacher pass or have signed out on a chromebook. The teacher has the right to deny use of these passes if they feel it is not appropriate for the student to leave the class. Guidance, Nurse, classroom teachers and the Main Office staff will issue passes when a student needs to be seen. Students without passes are considered to be in an unauthorized area.

### **Repeating a Course**

If a student fails a course and it is not offered in summer school or the student does not attend summer school, the student will need to repeat the course for credit if it is required for graduation. Students must be eligible for summer school by having a final gpa between 55-64 or teacher/principal approval.

### **Report Cards**

Report cards can be viewed at 10 week intervals on Schoooltool and reflect the grades earned. Between reporting periods, day-to-day grades and assignments for each student are accessible on Schoology.

### **Scholarships and Awards**

Scholarships and awards can be found on the High School Counseling website, Xello, and are also shared with seniors in Schoology and through email. Sometimes recommendations from staff are needed for scholarship applications, and applications for college. Positive relationships and a good work ethic starting in ninth grade will help you start on a good foot toward these recommendations.

### **School Accidents**

All accidents must be reported to a school official as soon as possible. School carries a Student Accident Policy designed to assist in covering expenses resulting from accidental injury to any students. For more information, contact the Nurse.

### **School Closings**

In the event of severely inclement weather or mechanical breakdown, school may be closed or starting time may be delayed. The same conditions may also necessitate early dismissal. School closing, delayed starting time, or early dismissal will be announced

through our automated calling system, and over radio stations and television. Please do not call the school. Telephone lines must be kept open for emergencies.

### **School Events**

**Prom:** There are no academic requirements for attending prom. Students must attend the day of the event if Friday, or day prior if the event is a weekend. Tickets will not be sold after the deadline. Tickets will be sold to juniors and seniors only. Out-of-district guests must have pre-approval. Students may not be absent more than 20%. Repeat tardy referrals may jeopardize prom attendance.

**Senior Trip:** Seniors must be on-track for graduation at the start of senior year and must be passing course grade required for graduation at the time of the trip. There is a contract with a first deposit. 80% school attendance is required. Repeated violations of the Code of Conduct or Out of School suspensions will impact the chances of a student attending. Any incidents of weapons, drug/alcohol/ smoking paraphernalia found while searching luggage/trip items will result in removal from the trip.

**Class Field Day/Day Trip/Events:** There is a runaround sheet required unless trip occurs outside of school hours. This includes trips through WTCC. Students who do not abide by the rules of the senior car parade will not be permitted to participate in events following the parade.

**Big Pumpkin Day:** Participating students need to complete a runaround sheet two weeks prior to the event. The deadline for signup is firm.

\*\*Parents, there are many ways for you to celebrate your child. Please allow them to enjoy these experiences as a class.

### **Sexual Harassment**

Please see our [WCSD Code of Conduct](#)

### **Student Driving**

Student driving is governed by the Rules and Regulations outlined [here](#). Failure to follow these rules and regulations may result in the revocation of driving privileges and potential disciplinary action.

### **Student Rights and Responsibilities**

All students have the responsibility to:

1. Contribute to maintaining a safe and orderly school environment that is conducive to learning and to show respect to other persons and to property.

2. Be familiar with and abide by all district policies, rules and regulations dealing with student conduct.
3. Attend school every day (unless legally excused) and be in class, on time and prepared to learn.
4. Work to the best of their ability in all academic and extracurricular pursuits and strive toward their highest level of achievement possible.
5. Respond to directions given by school personnel in a respectful, positive manner.
6. Work to develop mechanisms to control anger.
7. Question when they do not understand.
8. Help in solving problems that might lead to discipline.
9. Dress appropriately for school and school functions.
10. Accept responsibility for their actions.
11. Conduct themselves as representatives of the district when participating in or attending school-sponsored extracurricular events and to hold themselves to the highest standards of conduct, demeanor, and sportsmanship.

**Student Rights** The district is committed to safeguarding the rights given to all students under state and federal law. In addition to those rights, all district students have the right to:

1. A safe, healthy, orderly and civil school environment.
2. Take part in all district activities on an equal basis regardless of age, race, religion, color, national origin, sex, sexual orientation or disability.
3. Present their version of the relevant events to school personnel authorized to impose a disciplinary penalty as in connection with the imposition of the penalty.
4. Access school rules and, when necessary, receive an explanation of those rules from school personnel.

### **Summer School**

Williamson High School students may attend summer school in order to retake courses (if offered). In order to participate in summer school, students must have an overall grade of 55 or above, or have teacher approval or have extenuating circumstances and are granted permission by administration. Summer school for high school is regional, and will take place at Sodus HS next year (2023). This is a six week program, so attendance is non-negotiable. Summer School will not permit more than three absences before you are dropped from summer school. Please make note of this and plan vacations and trips accordingly if you anticipate summer school as a need.

 Summer School 22

### **Tardiness to School and Class**

1. To School - Students are expected to be in their designated seats for Forum by 7:32 am and Forum officially begins at 7:33 am. Students who are illegally late to



school 3 times during a marking period may have consequences and could lose driving privileges.

2. To Class - Being late to class more than incidentally can result in disciplinary action.

### **Textbooks**

All basic textbooks are loaned to students for their use during the school year. Workbooks and other supplies where applicable are paid for by the student. Textbooks are to be kept clean, covered and handled with care. Your name, grade and year should be entered in the front of a textbook when a teacher assigns one to you. You will be charged for any lost or unreasonably damaged textbook at the end of the school year.

### **Transcript Requests**

Students in grades 9-12 may ask their counselor or the counseling secretary to print out a copy of their transcript at any time. Students who need transcripts sent to colleges, organizations or to scholarship committees must fill out a Blue Sheet and name all of the colleges, or scholarships they would like the transcript sent to. Students must give permission for the counseling office to send transcripts electronically by signing the Blue Sheet. They will not be sent without the student's authorization. After graduation, alumni can request a transcript here: [Alumni Transcript Request](#)

### **Truancy from School**

Unexcused absences will be regarded as truancy. Students are subject to disciplinary consequences as a result of truancy.

### **Visitors**

The Board encourages parents and other district citizens to visit the district's schools and classrooms to observe the work of students, teachers and other staff. The following rules apply to visitors to the schools:

1. Anyone who is not a regular staff member or student of the school is considered a "visitor" and should schedule their visits so as to not conflict with instruction.
2. All visitors to the school must report to the Attendance Desk upon arrival at the school and provide proper identification. A visitor's identification badge will be issued and must be worn at all times while in the school or on school grounds. The visitor must sign out and return the identification badge to the Attendance Desk before leaving the building.
3. Visitors attending school functions that are open to the public, such as parent-teacher organization meetings or public gatherings, are not required to register.

4. Staff will not take class time to discuss individual matters with visitors.
5. Any unauthorized person on school property will be reported to the Principal and may be asked to leave. The police may be called if the situation warrants.
6. All visitors are expected to have exemplary public conduct when visiting WHS.
7. COVID restrictions may apply to visits.

### **WTCC (Wayne Technical and Career Center)**

Juniors and Seniors at WHS have the privilege of attending a technical and career program as part of their high school experience. In order to be eligible, students must have a minimum of 10 credits and be in good academic standing. In order to remain in the program, students must not be failing more than one class and must have a strong attendance record. Students will visit WTCC during their sophomore year, and will sign a contract in order to attend.

### **Working Papers**

Work permits are issued through the main office. Student and parent/guardian must complete the form and students must have a current physical on file.

[Types of Working Papers](#)

[AT-17 Application for Employment Certificate](#)

### **Weighted Grading**

AP, Gemini, and PLTW classes will be weighted. A weight of 3% will be applied to qualified courses. The student's quarterly averages for weighted classes will be multiplied by 1.03 to determine the weighted average for each quarter. For example, if a student earned an 85% in US History Gemini, the grade would be multiplied by 1.03 resulting in an 87.55%.

*Williamson Central School District does not discriminate on the basis of sex in its education program or activities, including employment, as is required by Title IX. Furthermore, Williamson Central School District does not discriminate on the basis of race, color, national origin, creed, religion, marital status, age, sexual orientation, or disability in admissions, participation or employment. Inquiries regarding the application of Title IX may be directed to the Assistant Secretary of Civil Rights of the Department of Education or to the District's Title IX Coordinator, Kathryn Avery, who can be reached at Williamson Central School District, 5891 Route 21, P.O. Box 900, Williamson, NY 14589, via email at [kavery@williamsoncentral.org](mailto:kavery@williamsoncentral.org), or via telephone at (315) 589-9661.*