

# **Williamson Middle School 2023-2024 Student Handbook**

*A complete guide for students and parents.*

Dear Students and Parents,

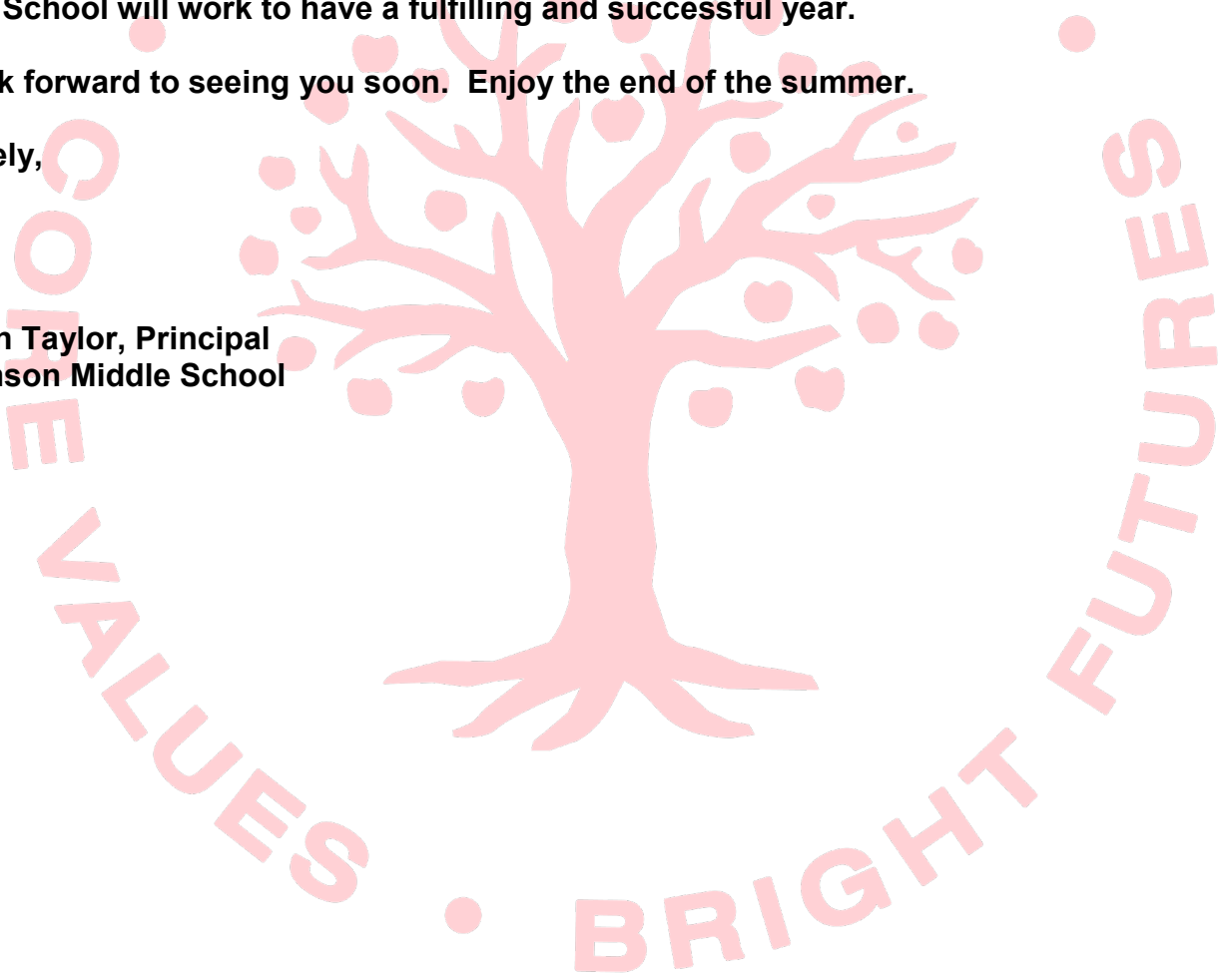
The student handbook should be able to assist you in becoming familiar with the policies, procedures and opportunities at Williamson Middle School. Most items in the handbook are consistent within the Williamson District, but you will find some segments unique to the middle school. Please take time and review the handbook before the beginning of the 2023-2024 school year and if there are any questions, please call us at 589-9665.

We certainly hope that everyone has had an enjoyable and restful summer and will be ready to meet the new challenges this coming school year. Together with you, the staff at Williamson Middle School will work to have a fulfilling and successful year.

We look forward to seeing you soon. Enjoy the end of the summer.

Sincerely,

Kathryn Taylor, Principal  
Williamson Middle School



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## Williamson Middle School Faculty and Staff 2023-2024

Kathryn Taylor	Principal	
Bryon Rockow	Assistant Principal	
		Room #
Cathie Abdunnasir	Teacher Assistant	9
Joanna Alexander	Teacher Assistant	24
Elaine Ashlaw	Classroom Aide	
Mary Jo Bailey	Monitor	
Alan Baker	Technology	109
Christy Bills	English 7	29
Doreen Bowman	Cafeteria	
Michael Bringley	Science 8	34
Christi Byron	5/6 Chorus	21
Karen Christman	Night Cleaner	
Ben Colak	Social Studies 7/8	17
Kristen Collins	Counseling Counselor	Counseling Office
Erica Davis	7/8 Chorus	21
Nancy DeFranco	Reading	3
Christian DeGrave	6/7/8 Band; Music 8	1
Debbie DelPlato	Home & Careers/Health	15
Julie DeLyser	Special Education	113
Vicki Denner	Cafeteria	
Paul Donahue	6 <sup>th</sup> Grade Math	8
Steve Farrington	French Teacher	40
Dylan France	5 <sup>th</sup> Grade English/Social Studies	27
Meghan France	5 Band; Music 6	
Joan Frank	Monitor	38
McKayla Gordon	Teacher Assistant	113
Lynn Guilfoil	Cafeteria	
Amy Hanna	Social Worker	Counseling Office
Lori Happ	Special Education	24
Dennen Hill	Secretary	Counseling Office
Gary Holowka	6 <sup>th</sup> Grade Science/Social Studies 8	106 & 40
Patty Keisinger	Cafeteria	
Megan Kirkpatrick	English 8/English 9	23

Faculty and Staff (continued)

Virginia Kuryla	Math 8/Algebra 1	36
Debbi Lauf	Speech	27A
Ashley LaVallee	6th Grade Social Studies	105
Nick Lock	Math 7	41
Erinn Maynard	6 <sup>th</sup> Grade English	6
Jack Matthys	Teacher Assistant	31
Deborah Melos	Cafeteria	
Brenda Mendez	Spanish Teacher	12
Jane Miller	ENL	37
Nancy Miller	Special Education	107
Michelle Milton	Night Cleaner	
James Morris	Night Cleaner	
Rebecca Oliver	5 <sup>th</sup> Grade Math/Science	26
Janice Raspudic	Science 7/Earth Science	35
Allison Rocco	Physical Education	Gym
Richard Rozzi	5 <sup>th</sup> Grade Math/Science	28
Olivia Schauf	Librarian	
Brian Schreiber	Day Custodian	
Jason Semmel	Physical Education/Health	Gym/12&13
Kelly Slater	Secretary	Main Office
Juanita Snyder	Study Hall Monitor	4
Adele Storms	Teacher Assistant	Library
Ian Thomas	Special Education	22
Mocaraina Tilkins	5 <sup>th</sup> Grade English/Social Studies	25
TBD	Psychologist	101
Melissa Turiano	Art Teacher	108
Patrick Tyler	Band Lessons	1
Lynn Wersinger	School LPN	Health Office
Ashley Yaiser	Reading	11

## **ORGANIZATION PLAN OF THE MIDDLE SCHOOL**

During the 2023-2024 school year the Middle School Building will house grades 5 through 8. The building will be under the supervision of Ms. Kathryn Taylor, Principal and Mr. Bryon Rockow, Assistant Principal.

The Middle School program provides a bridge from the program at the elementary level to the secondary level. It also provides opportunity for students to continue to expand their development academically and socially.

Middle School also provides an opportunity for students to reach an increased level of independence. With this new independence, comes new responsibility. We can count on each other to help students in this area of development.

Our day in grades 5-8 is divided into nine periods. Reading will be an additional class for all 5<sup>th</sup>/6<sup>th</sup> graders. Most classes meet every day. There is a 10<sup>th</sup> period that allows students grades 5-8 an opportunity to participate in various clubs, intramurals, and added academic support

### **LEVELING OF STUDENTS AND RE-LEVELING PROCEDURES**

The Middle School faculty is committed to meeting the needs of individual students. We continuously examine new alternatives and current data in making our decisions. Our grouping system is about meeting the needs of children at their level of development.

At the fifth grade level, counseling staff, teaching staff and administration meet together to heterogeneously group (by mixed abilities) students. We match students' academic, social, and emotional needs while maintaining balanced class sizes and gender.

In the middle school there is also a variety of special education placements designed to meet the individual needs of students at this level. These include:

- Consultant services where a special education teacher meets with a general education teacher to provide services through a "consultant teacher" model. Essentially, this means that the special teacher goes into the regular classroom setting.
- Resource room/Guided study hall support, where students are scheduled to work with a special education teacher on goals as outlined by the students Individualized Special Education Plan (IEP).
- Self-contained classrooms where students work primarily with a teacher and a teacher assistant for the majority of their instruction.



## **STUDENT GRADES AND PROGRESS REPORTS TO PARENTS**

Progress reports (report cards) are available to parents every ten weeks on Parent Square. Interim reports are available half way through each marking period (5, 15, 25, and 35 weeks) in Schoology. Teachers use these interim reports to notify parents of students progress and which students who are non-proficient in a particular course. Teachers may also notify parents if there is a significant sudden drop in grades even though it may not be failing.

All students are being assessed on levels of proficiency in each subject. Work habits (i.e. homework, class participation, group work) will be graded 1-4 for all four grade levels. Student's academic performance level (APL) will be graded numerically (1-100) in grades 6, 7 and 8 and (1-4) in grade 5.

We encourage all students to do their very best. We suggest that you look at your education as the most important job you'll ever have. If you work hard and study as required, we feel certain that you'll find success.

It is important to emphasize that if students or parents want additional interpretation of grades or interim reports the teaching staff will be happy to discuss this process with you. Contact the Counseling Office at 589-9665 to arrange for an appointment.

### **HOMEWORK POLICY**

Homework will be given on a regular basis to Middle School students. This homework will be reasonable and realistic and should reflect a variety of activities that reinforce and expand the curriculum. The length of homework assignments will vary depending on the students involved, but 10 – 20 minutes per subject per day, on the average, is typical.

Home study is a necessary part of each pupil's educational program. Each student is expected to spend some time, in addition to scheduled class instruction, to achieve satisfactory work. Some assignments are long range in nature and require planned time for their completion. Planning time wisely eliminates the necessity of spending too much time in completing an assignment the day before it is due. Parents will be notified promptly if students are not completing assignments regularly.



# MIDDLE SCHOOL TIME SCHEDULE 2023-2024

Announcements 7:35

1 <sup>st</sup> Period	7:37 - 8:18	41 minutes
2 <sup>nd</sup> Period	8:22 - 9:03	41 minutes
3 <sup>rd</sup> Period	9:07 - 9:48	41 minutes
4 <sup>th</sup> Period	9:52 - 10:33	41 minutes
5 <sup>th</sup> Period	10:37 - 11:17	40 minutes
	<u>(Lunch 5/6)</u>	
6 <sup>th</sup> Period	11:21 - 12:01	40 minutes
	<u>(Lunch 8)</u>	
7 <sup>th</sup> Period	12:05 - 12:45	40 minutes
	<u>(Lunch 7)</u>	
8 <sup>th</sup> Period	12:49 - 1:31	42 minutes

## ANNOUNCEMENTS @ 1:29

9 <sup>th</sup> Period	1:35 - 2:16	41 minutes
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# WEDNESDAY COMMUNITY FORUM TIME SCHEDULE

## 2023-2024

Community Forum 7:37 – 8:07

1<sup>st</sup> Period 8:08 – 8:46 37 minutes

2<sup>nd</sup> Period 8:50 – 9:27 37 minutes

3<sup>rd</sup> Period 9:31 – 10:08 37 minutes

4<sup>th</sup> Period 10:12 – 10:49 37 minutes

5<sup>th</sup> Period 10:53 – 11:30 37 minutes

(Lunch 5/6)

6<sup>th</sup> Period 11:34 – 12:11 37 minutes

(Lunch 8)

7<sup>th</sup> Period 12:15 – 12:52 37 minutes

(Lunch 7)

8<sup>th</sup> Period 12:56 – 1:34 38 minutes

ANNOUNCEMENTS @ 1:32

9<sup>th</sup> Period 1:38 – 2:16 38 minutes

## **DUE DATES 2023-2024**

Marking Periods - Interims/Report Cards  
Parent/Teacher Conferences

<b>End of 5 weeks – Friday, October 6, 2023</b> Tuesday, October 10 - Interims due to Counseling Office by 3:00 pm Progress Reports Available - October 13
<b>End of 10 weeks (MP1) – Friday, November 10, 2023</b> Tuesday, November 14 - Grades due to Counseling Office by 3:00 pm <b>Parent Teacher Conference Day - November 16th</b> Friday, November 17 - Report cards available
<b>Parent/Teacher Conferences (Half Day)</b> Thursday, November 16 <b>Grades 5-8</b>
<b>End of 15 weeks – Friday, December 15, 2023</b> Tuesday, December 19 - Interims due to Counseling Office by 3:00 pm Progress Reports Available - December 22
<b>End of 20 weeks (MP2) – Friday, January 26, 2024</b> <b>Start of 2<sup>nd</sup> Semester – Monday, January 29, 2024</b> Tuesday, January 30 - Grades due to Counseling Office by 3:00 pm Tuesday, February 2 - Report cards available
<b>End of 25 weeks – Friday, March 8, 2024</b> Tuesday, March 12 - Interims due to Counseling Office by 3:00 pm Progress Reports Available - March 15
<b>End of 30 weeks (MP3) – Friday, April 12, 2024</b> Tuesday, April 16 - Grades due to Counseling Office by 3:00 pm Friday, April 19 - Report cards available
<b>End of 35 weeks – Friday, May 17, 2024</b> Tuesday, May 21 - Interims due to Counseling Office by 3:00 pm Progress Reports Available - May 24
<b>End of 40 weeks (MP4) – Wednesday, June 21, 2024</b> Tuesday, June 25 - Grades due to Counseling Office by 3:00 pm Friday, June 28 - Report cards available

Updated 7/3/2023

Parents who have questions or concerns about student progress are urged not to wait for parent conference dates. Teachers can be available almost any school day by appointment. Parents wishing appointments should contact the Counseling office at 589-9665.

# MIDDLE SCHOOL SERVICES

## **ACADEMIC INTERVENTION SERVICES**

Academic Intervention Services (AIS) are provided to students in the Williamson Central School District who demonstrate the need for additional assistance in Reading, Writing, Math, Social Studies and Science. Services are provided in accordance with New York State Education Department (NYSED) regulation and are part of the public school program that the district is obligated to provide. As stated in NYSED regulations, students are exited from AIS when satisfactory academic growth is demonstrated and may not be exited based on parent request.

## **COUNSELING SERVICES** - Mrs. Collins, Ms. Hanna, Psychologist TBD

An important aspect of our school Counseling Office is the counseling service available to students and their parents. Adults and children can benefit from school and community counseling programs in order to promote educational and social growth. The role of the school counselor is to confidentially assist people and examine their concerns in an open and objective way.

Counselors have additional training to help individuals explore all alternatives available in coping with our day to day problems. Counselors can help us explore more alternatives in our resolution of these problems.

The counseling office also makes available a wide variety of materials that can be helpful in dealing with the personal, educational, or vocational problems of individuals.

## **COUNSELING PROGRAM** - Mrs. Collins, Ms. Hanna, Psychologist TBD

The teacher is the heart of the counseling program. Teachers have daily contact with students and thus are able to provide up to date information on the present level of development of students. Teachers are able to provide a great deal of direction, educationally and vocationally, to students and parents. The information supplied by teachers serves as a basis of our assessment of student progress both academically and socially. The teachers and school counselors' work together in order to provide the best direction for students.

It is the goal of the Middle School Counseling Program to help students understand their abilities and achievements and to become more aware of the educational and vocational alternatives available to them.

The school counselors help coordinate the activities of this program so each student can receive the greatest benefit from it.

Ms. Hanna will work with our 5<sup>th</sup> graders. Mrs. Collins will work with 6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup> graders. TBD is our School Psychologist and she handles a variety of counseling assignments as well as our diagnostic-testing program.

## **HEALTH SERVICES** - Mrs. Wersinger

Health education is an integral part of all educational programs in the Middle School. At all levels the importance of good health practices are stressed. The Health Office serves as a source of information and advice for students and their parents on matters of personal health.

1. Annual health screening by the school physician. Students in 7th grade and those participating in interscholastic athletics are required to have an annual screening. It should be emphasized that this is not a complete diagnostic check up. Conditions requiring further attention are referred to the parents for follow-up with the family physician. If parents prefer they may have a physician of their choice perform the annual screening provided that the completed forms are returned to the health office by the end of the first week of school. The parent must also get the form signed by the school physician, Dr. Hellmann, and return it to the health office prior to the student's participation in sports.
2. Annual vision, hearing and scoliosis screening by the school LPN. This includes an annual test for distance visual acuity and an individual pure tone audiometer and color perception test at least once during the school year. Students who show evidence of sight or hearing problems will be referred to parents for further action. The nurse also conducts an annual scoliosis check of students to spot problems with the curvature of the spine.
3. Annual check of height and weight will be recorded by the school LPN in the student's file.
4. Care and control of illness or injury while at school. Students who become ill or are injured at school should report to or notify the health office. The school LPN will determine whether the student should remain in school. Parents are expected to make provisions for transportation and care of children who are injured or too ill to remain in school. It is imperative that the school knows where to contact parents at all times during the day in the event of an emergency. The school district has purchased an accident policy from Excellus which covers students injured at school. This is a basic policy that provides limited coverage in the event the student's family policy does not.
5. Medication: It is against the law for the school LPN to administer medication of any kind to children unless there is written instructions from a physician and a written request from the parent. If your child needs special medication, contact the school LPN and we will make the necessary arrangements for this.

## **MEDIA CENTER** - Mrs. Schauf & Mrs. Storms

Our school library or media center serves the resource needs of all students housed in the Middle School. The center has a collection of books, magazines, and special materials designed to meet a variety of needs of students. All students receive instruction on the use of library materials in the Elementary School that carries over to the Middle School. Twenty-three computers are available for use throughout the day. Students are encouraged to read for pleasure as well as information. In the Middle School the media center is open continuously for student use during the school day. Kindles are now available in the media center to be signed out.

## **SCHOOL BUS TRANSPORTATION** - Mr. O'Neil

It is our school policy to provide safe and efficient transportation to and from school to all students who need it. It is extremely important that parents, students, drivers, and the school administrators work cooperatively toward this end.

The administration and transportation supervisor establish standards of pupil conduct on buses. The pupils must observe the rules of good bus safety and be courteous and responsible passengers. The bus driver is the key person in carrying out the policies and regulations of the school transportation service. The parents' cooperation and support is essential if the policy is to be effective and promote the desirable behavior of students.

The following rules are important:

1. Be on time at the designated bus stop.
2. Keep off the road and away from the bus until it completely stops. If you have to cross the road wait until the driver signals it is safe to cross.
3. While in the bus keep head and hands inside the bus at all times.
4. Remember loud talking, laughing, and moving from seat to seat diverts the driver's attention and could cause a serious accident.
5. Do not tamper with any bus equipment.
6. Do not throw anything out of the window.
7. Remain in your seat while the bus is in motion.
8. In the event of an emergency, remain quiet and follow the instructions of the driver completely.

In order to maintain discipline on the bus, the following procedure has been established:

1. The driver will confer with the student following the first offense.
2. For the second offense or if the problem is serious enough to be brought to the attention of the administration, a report system will be used. Students will be subject to consequences as defined by the School Discipline Step System.

If a major problem occurs it should be handled immediately by the driver. The child must be delivered to school or to his/her home. Following the submission of a written bus report, the principal may suspend the student from his/her bus privilege or take any other action consistent with the school district's step behavior system.

We all know that good behavior on our school buses is a major factor in SAFE transportation. Help us have a safe year.



## **SCHOOL LUNCH PROGRAM** - Mrs. VanStrien

The Middle School cafeteria provides the opportunity for each student to receive a balanced meal each school day. School menus are prepared in advance and students may pick them up in the cafeteria any day during the lunch period. Milk and other items are available to students who bring their lunch.

It is hoped that students will take advantage of the opportunity to purchase a hot lunch at school.

Occasionally, students will not use their lunch money to their best advantage. Instead of buying a full lunch, a student may purchase only ice cream or cookies elsewhere. If you as a parent would like someone to check on this, contact the school office. It is important for growing children to get a balanced diet so they can do their best at school. There is also a program called Nutrikids that will allow you to check what your child has purchased.

## **SCHOOL TESTING PROGRAM**

The testing program in the Middle School is an integral part of a district wide program. Our program reflects ELA and Math skill development of students. All students, grades 5-8, are tested annually in ELA and Math. Also, all middle school students are assessed in both Reading and Math through iReady three time per year.

## **SPEECH SERVICES** – Mrs. Lauf

The Williamson Middle School has the services of a full time school speech specialist. All students with speech difficulties are referred for diagnosis and possible remediation.



# MIDDLE SCHOOL ACTIVITIES

Here's an interesting fact: the single best predictor of future success in life for students is not academics, but extra-curriculars. We strongly encourage all students to find something they love to participate in and get involved. Some of the many areas where you can are listed below:

## **Assemblies**

Our assembly program last year ran the gamut from art, science, to anti-bullying message and Achievement Rolls.

## **Band** – Mrs. France and Mr. DeGrave, and Mr. Tyler

Students interested in instrumental music will find many opportunities to develop their talent in the Middle School. Students may begin taking instrumental lessons in grade four and continue them as long as they desire. Students in grades five, six, seven and eight ordinarily play in one of the Middle School bands. 5<sup>th</sup> grade band is under the direction of Mrs. France. 6<sup>th</sup>/7<sup>th</sup>/8<sup>th</sup> grade band will be under the direction of Mr. DeGrave.

Opportunities for work in small groups are available as well as participation in assembly programs, concerts, and visits to other schools. Students at any grade level interested in taking part in our instrumental program should contact Mr. DeGrave, Mrs. France, or Mr. Tyler for complete details.

## **Chorus** - Mrs. Davis & Mrs. Byron

Many opportunities exist for students who wish to take part in the Middle School choral program. Chorus is available for fifth and sixth or seventh and eighth grade students. (Since Middle School chorus is optional, students may use this to fulfill music requirements in grades 5, 6, 7, and 8. If this is done, attendance at concerts becomes a very important factor. Students who fail to attend a concert without an excuse from their parents will not pass the course.) Outstanding music students may be selected to participate in the annual All-County program. Participation in the music program has become very popular and rewarding for many.

## **Health and Wellness Fair** - Ms. Abdunnasir

Another traditional extracurricular activity has been the Health and Wellness Fair. It's been modified for the coming year to include some other types of learning activities. Students in grades K-12 are eligible to participate. Each year a very high percentage of students demonstrate their expertise in the sciences in this forum.

### **Intramural Sports** - Grades 5 and 6 only

Interested in sports, but not old enough for interscholastic competition? How about becoming part of our intramural sports program? Throughout the year you can become involved in a variety of sports from soccer to volleyball. All of them take place after school during our tenth period. You can not only have fun, but you'll still be able to take the late bus home. Cooking Club is also part of our intramural program.

### **Interscholastic Sports** - Grades 7 and 8 only

Students in grades 7 and 8 are allowed to participate in interscholastic sports. Interscholastic sports are defined as where participants play other schools in organized contests.

### **International Club** – Mrs. Bills

Under the direction of Mrs. Bills, the International Club once again will help to further the understanding of other cultures by making the studying of foreign language fun.

### **Odyssey of the Mind** – Ms. Abdunnasir

Open to students in grades 5-7. Team problem solving activity. Competition between various school districts.

### **Parent Involvement**

There are a number of opportunities for parent involvement on a volunteer basis. Volunteers are needed on a regular basis to serve on the PTSA Liaison group and the BPT Committee. In addition, volunteers are needed at times throughout the year to assist with special reading activities and events, Health and Wellness Fair, Building Planning Team, and hiring committees.

### **The Prowler** – Miss Yaiser

Perhaps writing or editing the school newspaper is more to a student's liking, and then may we suggest becoming involved as a member of **The Prowler**, our school newspaper. Produced by students under the advisement of Miss Yaiser, the newspaper is produced approximately four times per year. It is enjoyed by faculty and students alike.

### **Spelling Bee** – Mrs. LaVallee

Some people are good at spelling, some are not. For those who are, the spelling bee offers a great deal of fun and challenge, as well as another opportunity to participate. Our local winner will go on to a regional Spelling Bee. If they are successful there, they can advance to the National Spelling Bee held each year in Washington, D.C.

**Ski Club** – Ms. Alexander

What better way to while away the winter Friday evenings than by learning to ski? Maybe right now you don't know how to ski. That's okay, there's always time to learn. Perhaps one day you'll be as good as Williamson's own Diann Roffe-Steinrotter, silver medalist of the 1992 Winter Olympics and Gold Medalist of the 1994 Winter Olympics.

**Student Association** – Ms. Abdunnasir

Student Association is a group of students who have volunteered to take an active involvement in helping plan student activities. Elected Student Association officers, along with their advisor, will facilitate various student driven activities.

**Volunteer Club** – Mr. Matthys

This club enables students in grades 5-8 to participate in activities in the area of community service. Activities include visiting a local nursing home, making projects for the sick or elderly, and also coordinating special events such as a can food drive for the community center.

**Yearbook** – Mr. Baker and Mrs. LaVallee

The Yearbook is created annually by students interested in chronicling their year. This club not only produces the sections that cover the Middle School but also is responsible for the Elementary School, the layout of the entire yearbook, and cover design.

# MIDDLE SCHOOL POLICIES & PROCEDURES

## ACCIDENTS

All accidents should be reported to the Health Office.

## ATTENDANCE

If a student has been absent, parents are expected to send a written note with the student the day the student returns. The student should present the note to Mrs. Bailey in the security office. Students who fail to bring the necessary note to school, after a period of one week, will have the absence remain as an illegal absence. Notes can also be emailed to [wmsattendance.org](mailto:wmsattendance.org).

If a student is late to school three times in one month, the student could be assigned administrative detention.

## BACKPACKS

Backpacks and string bags are allowed. Backpacks should carry only two books and two binders. Students should not carry the majority of their books and materials with them.

## BEHAVIOR AND STUDENT CONDUCT

It is expected that students will conduct themselves in a responsible manner, respecting the rights, privileges and property of others. Students are expected to obey **ANY** teacher, supervisor or other staff member at **ANYTIME!** It is extremely important that students recognize the authority of teachers, study supervisors, bus drivers and other staff members.

## BEVERAGE CONTAINERS

Students are reminded that for safety reasons no glass containers are allowed in school. Resealable containers with **water** are allowed. Teachers have the option of not allowing these containers in their classrooms. Anything other than water must be consumed in the cafeteria before school, during lunch, or after school. Any variation would need specific permission from an administrator.

## BICYCLES

For safety, it is extremely important that students walk bicycles during school hours on school grounds. Students should also be aware of, and follow, the Board of Education rule against snowmobiles, mini-bikes, dirt bikes, ATV's, ATC's, and motorcycles. These vehicles should not be ridden or brought to school.

Just a reminder, it is New York State law that children under 14 wear bike helmets to reduce the risk of head injury. Student riders on school property are expected to wear their helmets. Skateboarder's must wear a helmet while riding on school grounds. They are required to stay off stairs and loading dock and most of all be safe.

## **BUS PASSES**

Bus passes will no longer be issued to students for any reason. Should a last minute emergency arise, parents/guardians are asked to immediately contact the Transportation Department by phone (315) 589-6901 or by email [transportation@williamsoncentral.org](mailto:transportation@williamsoncentral.org), prior to 1:00 p.m.

## **CAFETERIA RULES**

Students are expected to:

- a. Stay in their area of the cafeteria
- b. Use appropriate table manners
- c. Cooperate with adults
- d. Leave their area clean
- e. Walk in the cafeteria

## **CELL PHONES**

A policy titled "Student Use of Electronic Devices" was approved in the fall of 2009. It can also be viewed on the district web site. Cell phones may only be used in the middle school before school, during the student's lunch time, during passing time, after school, and at the discretion of individual teachers.

## **CHROMEBOOKS**

Chromebooks will be given to students to use throughout the year. All students will be given Chromebooks to take home with them for the year. All students will need to sign a Chromebook Program Permission Form before they are able to receive one and are responsible for the care of them.

## **COMPUTER USE POLICY**

The advent of computers has brought forth a wonderful revolution in learning and research. The Internet, in particular, can serve as a jumping off point to new worlds of information. However, as we have with any newfound freedom, we have newfound responsibilities. Therefore, students will be given a copy of the district's computer usage policy. It will be required that parents and students read and agree to its conditions prior to the use of district computers.

## **DETENTION RULES (ADMINISTRATIVE)**

1. Detention is a consequence for inappropriate behavior. Pass privileges must be approved by Middle School administration.
2. Students must bring enough work to last the entire detention period.
3. If the student comes to detention unprepared, the detention monitor shall assign work.

**DISCIPLINE INCIDENTS** - Include teacher/support staff intervention; administrative action  
Teacher/Support Staff Intervention, Administrative Action, and Type I and Type II incidents (Listed or examples only, not all inclusive)

**TYPE I INCIDENTS:** Basis of report to administration by a staff member.

Examples of unacceptable behavior:

- Disruptive classroom behavior
- Disorderly or inappropriate behavior in halls, lunchroom, gym
- Chronic lateness to class, homeroom, school
- Failure to attend class
- Disrespect to, or insubordination towards, staff members
- Misbehavior anywhere on all school grounds and buses
- Forgery
- Other as determined by the Principal and/or the Assistant Principal

**TYPE II INCIDENTS:**

These are very serious behaviors that will result in suspension of up to five days out of school plus placement on Step in accordance with Board of Education Policy #7470.

- Smoking
- Use of or possession of drugs and/or alcohol
- Violation against public health or safety
- Use of obscene language, or gestures, to staff members
- Verbally or physically harassing or abusive behavior
- Violation against property
- Fighting/assault
- Possession of a weapon
- Stealing or extortion
- Refusal to comply with administrative directive
- Other as determined by principal and/or assistant principal

### **DISCIPLINING OF STUDENTS WITH DISABILITIES**

Nothing in this handbook is designed to interfere with the rights of students with disabilities under either Sec. 504 of the Individuals with Disabilities Education Act (IDEA) or Part 200 of the NYS Commissioner of Education's Regulations.

### **DISMISSAL PROCEDURES**

Walkers will be dismissed after the buses have left the campus. Students are dismissed from their 9<sup>th</sup> period class at 2:16 and it takes approximately four to five minutes to load the buses. Students who walk or get picked up, will wait in the gym until they are dismissed. This is done to ensure students safety at dismissal time.



## **ELECTRONIC EQUIPMENT**

Electronic Equipment including cell phones, etc. are not part of the instructional program unless identified by the classroom teacher. They are to be stored in lockers or book bags before the 7:35 am 1<sup>st</sup> period bell rings until the school day ends at 2:55 pm. The school is not responsible for any of these items of personal property. Phones may only be used for phone calls and text messaging. No filming or photos are allowed to be taken. In order to use individual phones, students must have parent/guardian permission.

## **FEES FOR BOOKS AND WORKBOOKS**

The Board of Education has adopted a policy, which provides free textbooks for all students in the school system. Workbooks are provided to students through grade six. Workbooks and newspapers for students in grade seven and above must be paid for by the student.

It is important to note that since textbooks are provided without charge, students must take good care of these materials. Students who lose or damage books or are negligent will be required to pay for the cost of a replacement or for rebinding. This is at the discretion of the classroom teacher.

## **FIRE DRILLS, CIVIL DEFENSE DRILLS AND EMERGENCY EVACUATION DRILLS**

We are required by law to have a minimum number of various drills throughout the year. These drills are treated as a serious matter so that students and teachers will be ready in case of a real emergency. During these drills it is necessary for students to carefully follow the directions of adult supervisors. Students who disobey rules during any type of evacuation are subject to suspension as their conduct is a threat to the health and safety of other or themselves.

## **STUDY HALLS**

The purpose of school is teaching and learning, and study halls are an important part of that goal. Students will bring necessary materials to study hall to:

- a. Work on homework assignments
- b. Concentrate on subject areas needing remediation
- c. Seek the help of the study hall teacher whose primary role is to guide the student in the learning process

The following universal rules apply to study halls at the Williamson Middle School:

1. Be on time and in assigned seats when the bell rings.
2. Sit quietly in the assigned seat. Talk only when you have permission of the study hall supervisor.
3. If you are late you must have a pass.
4. Be prepared to work. You are expected to bring sufficient work for the period.
5. Materials or objects considered not appropriate as schoolwork will be confiscated and turned into the building principal and assistant principal.
6. Students will not be excused to another teacher without a pre-signed pass.
7. No more than one five-minute pass per person will be approved in a study hall period.



8. These passes are for the purpose of using the lavatory or locker.
9. With the exception of a pre-signed pass to another teacher, you must return to your study hall before going to your next period.
10. No more than five library passes will be given by a study hall teacher.
11. Students having a pass pre-signed by a staff member to do necessary work in the library (research, term papers, etc.) will be given priority.

### **GUM AND CANDY IN SCHOOL**

It is up to the discretion of the teacher whether gum is allowed into his/her classroom.

### **HOMEWORK: RECOMMENDATIONS FOR PARENTS AND STUDENTS**

Home study is a necessary part of each pupil's educational program. Each student must be expected to spend some time in addition to scheduled class instruction to achieve satisfactory work. Some assignments are long range in nature and require planned study time for their completion. Planned study eliminates the necessity of spending too much time in completing an assignment the day before it is due.

#### **SOME TIPS FOR HOMEWORK:**

1. Students should have a place set aside at home to work on homework.
2. In the area where homework is being done:
  - a. There should be a dictionary
  - b. There should be few distractions
  - c. There should be ample lighting
  - d. There should be pen, pencil and paper
  - e. You should consider the learning styles of your child when establishing a homework environment.
3. We strongly recommend that television viewing be limited. One suggestion for doing this is to provide your student with a weekly guide to television programs from the newspaper and a highlighter. Have your son or daughter highlight the programs they wish to watch during the week. The programs selected, especially on school nights, should be limited so as not to conflict with good study/homework time.
4. We recommend also that the use of video games be limited so that they do not conflict with study/homework time.
5. Each teacher has his or her own homework policy. Students and parents should have a copy of this and the assignment notebook or assignment sheets for the study area.

## **LEAVING THE SCHOOL BUILDING DURING SCHOOL HOURS**

We are concerned with the safety of all students. For this reason, we need to be aware when students will be leaving the building during the day. We appreciate your continued cooperation in this area.

1. All permission to leave the Middle School building must be authorized by the school nurse or principal.
2. Students who leave the building must sign out at the security office. When they return to school they must sign back in at the security office.
3. Medical appointments should be made, if possible, after school hours.

## **LIBRARY EXPECTATIONS**

The library is an important part of our program since there is a wealth of knowledge and many books, magazines, etc. to enjoy. To get permission to visit the library, merely ask your teacher for a pass, or sign out of study hall. Because many students need to use the library, there are some special rules, which apply there.

1. Students are expected to be quiet in the library so that others may do the work they need to do.
2. Rules for borrowing books from the library:
  - a. All students in the school are entitled to use the library and to borrow books.
  - b. Reference books such as encyclopedias and dictionaries are to be used only in the library.
  - c. Reserved books may be borrowed for one period, or at the close of school, and must be returned before the first class the following day.
  - d. All other books may be retained for two weeks. Fines are assessed for overdue books.
  - e. Damage to books beyond reasonable wear, and all losses must be paid for at the replacement value of the book.
  - f. Books should not be taken from the library unless they have been checked out.
3. Computers and Kindles are available for student use.

## **LOCKERS**

Students in the Middle School will be assigned gym lockers and combination locks by their physical education teacher. Coat lockers and combination locks for sixth, seventh, and eighth grade students will be assigned by homeroom teachers during the first week of school. Combination locks must be turned in at the end of the school year. Students will be required to pay for a replacement lock if it is not turned in.

It is the student's responsibility to keep the locker neat and secure at all times. Students should not give their combinations to other students for any reason. The school is not responsible for items lost from student lockers. Items of value should not be brought to school and left in lockers.

## **LOST AND FOUND**

Lost and found is located in the RWR room and outside the Cafeteria. The Williamson Central School District is not responsible for lost, damaged, or stolen items. Please remember to pick up your personal property.

## **PASS SYSTEM**

The students are able to move within the building for a designated reason by acquiring a signature from a staff member on a green student pass or in their Student Assignment Books (SAB).

Any student in the halls at any time other than normal passing of classes must have their SAB signed by a staff member.

## **RESTRICTED WORK ROOM**

Philosophy and Purpose:

The Restricted Work Room (RWR) is designed to provide a positive structure by which the student can correct behavior and improve learning. It is meant to be a place for the student who demonstrates an inability to properly remain in class and is an alternative for sending a student to the office. RWR provides a more effective way of having the student focus on misbehavior and ways of correcting it. This will require the student to problem solve, find a solution, and become a responsible school citizen. The Restricted Work Room is also used as a quiet location for students to complete their classwork.

Sequence of Procedures:

1. The student continues to act inappropriately in class.
2. The sending staff member tells the student to report to RWR.
3. The staff member calls RWR and notifies the supervisor that the student is coming for the remainder of the period.
4. Upon arrival the supervisor hands the student the Student Disciplinary Form to complete.
5. After the student completes the form and signs it, the supervisor will review it with the student.
6. The supervisor places the form in the sending staff member's mailbox.
7. At the end of the day (or at a time scheduled with that staff member) the student is to report back to the sending staff member where the incident will be discussed and the student will make up any missed work from that class. If no agreement is reached between the student and staff member regarding the RWR contract the matter may be referred for administrative detention or step. If the student does not report back to the sending staff member or make appropriate arrangements with the staff member, the matter will be referred by the staff member for administrative detention.

8. A copy of the student contract will be sent home to parents for their signature and return to the school.

### **SAFETY EQUIPMENT**

It is the policy of the Board of Education that any student participating in activities including, but not limited to, roller-skating, roller blading, bicycle riding, skateboarding, etc. wear the proper safety equipment as recommended by the manufacturer or by law. Failure to comply with this may result in you being told to leave by school staff.

### **SCHOOL DRESS**

All students are expected to give proper attention to personal cleanliness and to dress appropriately for school and school functions. Students and their parents have the primary responsibility for acceptable student dress and appearance. Teacher and all other school personnel should exemplify and reinforce acceptable student dress and help students develop an understanding of appropriate appearance in the school setting.

Specifics regarding appropriate dress can be viewed in Williamson Central Schools (WCS) Code of Conduct found on the district website.

Each Building Administrator shall be responsible for informing all students and their parents of the student dress code at the beginning of the school year and any revisions to the dress code made during the school year.

Students who violate the student dress code shall be required to modify their appearance by covering or removing the offending item, and, if necessary or practical, replacing it with an acceptable item. Any student who refuses to do so shall be considered insubordinate and shall be subject to further discipline.

### **SMOKING**

Students are prohibited from smoking on school grounds at all times. School policy provides an immediate suspension for Middle School students caught smoking in the building or on school owned property. The Middle School, as well as all other district facilities, is, by board policy, a smoke free zone. No staff member, student, parent, or guest may smoke in any district building, or on school grounds. Your cooperation is appreciated.

### **SPORTS STUDY HALL POLICY**

1. Sports study hall is for students staying after school for a sports program. Supportive sports study hall participation is expected for student athletes failing two or more subjects.
2. Students may NOT leave school grounds instead of going to sports study hall.
3. When students are released from sports study hall they will go directly to the gym lockers or to the late buses to get ready for practice or their game.
4. Once students are released from the sports study hall and report to the locker area they come under the direct supervision of the coach involved in the sport.

5. If there is to be a gap from sports study hall (ending at 2:55) until a game or practice, during which the coach is not available to supervise, students will be told, at least one day in advance, (the exception would be an emergency) to go home and then report back for the game or practice.
6. Coaches will remain with their players until all players have left the building and the doors are locked.
7. Study Hall behavioral policies as previously described in this handbook, shall apply to sports study hall.

### **STUDENT RIGHTS**

1. Students have the right to pursue an education in an atmosphere that is safe and conducive to learning, and to achieve all that they are capable of achieving.
2. Students have the right to enroll in a particular course of study which best meets their needs.
3. Students have the right to be respected on the merits of their attributes as individuals.
4. Students have the right to procedural due process guaranteed by the United States Constitution and the New York State Education Law prior to disciplinary action taken against them.
5. Students have the right to freedom of speech and expression, which does not interfere with the education process or infringe upon the rights of others.
6. Students have the right to freedom from discrimination relative to participation in curriculum offerings, athletics and extra curricular activities.

### **STUDENT RESPONSIBILITIES**

1. Students will conduct themselves with respect toward self, fellow students and teachers.
2. Students will attempt to maintain as high a scholastic average as possible.
3. Students will follow the directions of the staff and administration at all times.
4. Students will fulfill all classroom obligations to teachers.
5. Students will show respect for school property and for the property of others.
6. Students will demonstrate good sportsmanship at all times in all school activities.
7. Students will dress in a clean, presentable manner.



## **STUDY HABITS**

Study habits developed now can have great value in the future as your studies become more comprehensive. Good study habits can mean the difference in passing a difficult course or not. The following guidelines may help:

At school it is important to have an assignment notebook with you at all times. This eliminates the possibility of forgetting numerous assignments. Then plan during which study period you will do which assignment, and do it. Ask for help from the teacher if you don't understand something. If your assignment requires research in the library or media center get the appropriate passes before you go to the study center. If you have free time, review the assignment and try to anticipate what the teacher will be covering next. Again when you finish, review the assignment. Make sure you did the right page.

## **TARDINESS**

Students are to report to their first period class as soon as they arrive but not before 7:25 a.m. each school day. After the 7:35 bell, students are marked late to school. If students are late coming into the building, they are to report directly to the Security Office and will be marked late. If a student is late to school three times over a ten week period, it could result in a detention.

## **TELEPHONE**

A student may use the office phone if they do not have a personal cell phone. Uses of individual cell phones are allowed before school, lunch time, during passing times and after 2:16.

## **USE OF THE MIDDLE SCHOOL AUDITORIUM**

Our school auditorium is generally scheduled with lessons or study centers throughout the school day. Community members desiring to use the auditorium should complete a building use form available in the main office. Generally, however, the auditorium is not available for use by groups during the school day.

School assemblies are scheduled periodically throughout the school year. Students are requested to be orderly and courteous at all times when in the auditorium. Whistling or shouting will not be permitted. The auditorium is not to be used by students unless a teacher is present.

## **VISITORS**

Parents are invited to visit the school at any time. During school hours entry to the building is through the two front doors of the building or through handicapped entrances. This is to ensure the safety of our staff and students. Please stop in the Main Office for a visitor's pass and directions. If students wish to bring a guest to school for a day the following procedure is to be used:

1. Make arrangements with the school principal at least two days in advance.
2. Visitors must report to the office to pick up a visitor's pass upon arrival.

3. Generally no more than one visitor per grade level will be permitted. Visitors should be enrolled in the same grade level as they are visiting and school should not be in session in their home school when they request to visit.
4. Visitors are encouraged to attend student activities.

### **VOLUNTARY ABSENCE FROM SCHOOL** (Administrative Regulation 7200)

Overview: the intent of our procedure is to provide continuity of instruction as much as is possible when the child is voluntarily not in attendance. An example of this might be if the child accompanies the parents on a family vacation during a time when school would normally be in session. We recognize the educational value of family trips to the learning process. However, it is understood that the loss of class time may result in the loss of some learning since class discussions and teacher presentations cannot be totally covered by make-up assignments. This procedure is designed as a means to help keep the student on track, document work completed, and assess student learning.

Procedure: The parent is to make a written request of the child's teacher at the elementary school level, or to the counseling office at the middle and high school levels, at least one calendar week prior to departure. The teacher(s) will provide a general outline of material to be covered, with the understanding that actual classroom assignments will be made up as soon as possible after returning to school, but in any case, make up work will be completed within ten school days of the student's return. Any exception to the ten-day policy will require, in advance, the teacher(s)' consent in writing. Completion of the assignments will be counted in the teacher(s)' regular assessment of achievement.

### **WORKING PAPERS**

Questions regarding working papers (permits) are available from the Counseling Office.

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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.



## **“ALMA MATER”**

**Guardian of Time's oldest treasure  
Our Alma Mater stands,  
The Lamp of Truth she raises  
In patient, tireless hands.  
Faithfully she tends the source-flame  
With its steady beam so bright.  
Knowledge; Wisdom; Inspiration;  
Shining rays of Truth's pure light.**

**Toward the future's far horizons  
Her clear, keen gaze is bent.  
To those futures, ore life's pathways  
Her children all are sent.  
Hear her voice, "My sons, my daughters,  
Take from me the Lamp of Truth,  
Hold it high in life's dark places  
Make it shine, O fearless youth."**

**Williamson, our Alma Mater,  
Fill our lives with Truth's own light.  
Till each thought, word, deed, is worthy  
Of our dear Red and White.  
Living lamps, may we go forward,  
Joining other earnest youth  
Who have sought the best and found it;  
A processional of truth.**

**-Sarah Pauline Bennett**

