



Transit Middle School

2023-2024
8730 Transit Road
East Amherst, NY 14051
716-626-8700

Principal	Dr. Daniel Walh
Assistant Principal	Mr. Patrick Quast
Assistant Principal	Mrs. Kaitlyn Parrino
5 th Grade Counselor	Mrs. Lisa O'Rourke
6 th Grade Counselor	Miss Laura Scaffidi
7 th Grade Counselor	Mr. Whitney Abbott
8 th Grade Counselor	Ms. Kim Styka
School Psychologist	Mrs. Mary Baumgart
School Social Worker	Mrs. Katie Cageao
School Nurse	Mrs. Krista Witkop

Encouraging

Nurturing

Challenging

Important Transit Numbers

Attendance Office.....626-8760
 Guidance Office.....626-8730
 Main Office.....626-8700
 Nurses Office.....626-8761
 Just for Kids Day Care.....639-8500
 Special Education.....626-8721
 Transportation.....626-8397

This Handbook Belongs To:

Name: _____

Homebase _____

Grade: _____



PARENT~STUDENT~HANDBOOK

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INTRODUCTION

Mission Statement

Transit Middle School, in partnership with students, parents, staff and community is dedicated to honoring the past, understanding the present and preparing students to meet the challenges of the future by:

- Developing the unique potential of every student
- Providing a safe and nurturing environment
- Promoting mutual respect and dignity
- Creating visionary programs

We believe that:

- Our highest priority is our students.
- Each person has intrinsic value.
- Communities and schools are interdependent and are only successful in an ongoing, mutually responsible partnership.
- The opportunity for learning is everywhere.
- Learning how to learn is as important as what is learned.
- Everyone can learn.
- Everyone can experience success.
- Continuous improvement of existing skills and acquisition of new skills are essential for success in a rapidly changing world.
- Positive self-esteem enhances learning.
- People who think critically and creatively will make better decisions throughout life.
- Excellence in our program requires continual evaluation.
- Optimism is essential.
- Everyone needs a global perspective to thrive in a world of diversity.
- Parent and family involvement is essential to successful learning.
- People achieve when effort and perseverance toward excellence are encouraged, supported, and celebrated.

The Middle School Student

Upon entering Transit Middle School, many students will be leaving a smaller, more familiar elementary setting to become part of a larger school. In an effort to make this transition as smooth as possible, we will provide opportunities for you to grow from an elementary to an adolescent middle school student.

You will have opportunities for:

- Reinforcement of and instruction in academic skills essential for learning
- Development of a positive attitude toward yourself and appreciation for the worth of others.
- Development of and consideration for your unique abilities, interests, needs, and rates of learning.
- Exploration and development of your creativity.
- Successful interaction with fellow students and teachers.

The Transit Middle School community is committed to creating an environment where opportunities and support are provided to help all students develop a passion for learning that lasts a lifetime.

The Williamsville Central School District supports Asset Development in all of our schools.

We believe in a partnership among schools, families, and community to ensure that our students receive consistent messages promoting positive and healthy youth development.

What are the Developmental Assets?

The 40 Developmental Assets are positive experiences, opportunities, and personal attributes that help all children and adolescents develop responsible, successful, and thoughtful decision making skills.

External

Adult role models and positive peer influence

Service to others

Safety

Expectations and Positive Family Communication

Time at Home and Caring Neighborhood **S**chool and Family Boundaries

Internal

Achievement motivation

Self Esteem and Personal Power

School engagement

Equality and Social Justice

Time for Personal Reading **S**ense of Purpose

Why do the Developmental Assets matter?

The more assets young people experience, the less likely they are to engage in a wide range of risk-taking behaviors such as drug, alcohol, and tobacco use.

Research also supports that the more assets young people possess, the more likely they are to engage in positive, thriving behaviors including, but not limited to, school success, valuing diversity, and maintaining good health.

By focusing on relationships, opportunities, skills, values, and self perceptions—the assets—we work together consistently to promote a positive future for all students.



40 Developmental Assets®

Search Institute™ has identified the following building blocks of healthy development that help young people grow up healthy, caring, and responsible.



Category	Asset Name and Definition	
External Assets	Support 1. Family Support -Family life provides high levels of love and support. 2. Positive Family Communication -Young person and her or his parent(s) communicate positively, and young person is willing to seek advice and counsel from parents. 3. Other Adult Relationships -Young person receives support from three or more nonparent adults. 4. Caring Neighborhood -Young person experiences caring neighbors. 5. Caring School Climate -School provides a caring, encouraging environment. 6. Parent Involvement in Schooling -Parent(s) are actively involved in helping young person succeed in school.	
	Empowerment 7. Community Values Youth -Young person perceives that adults in the community value youth. 8. Youth as Resources -Young people are given useful roles in the community. 9. Service to Others -Young person serves in the community one hour or more per week. 10. Safety -Young person feels safe at home, school, and in the neighborhood.	
	Boundaries & Expectations 11. Family Boundaries -Family has clear rules and consequences and monitors the young person's whereabouts. 12. School Boundaries -School provides clear rules and consequences. 13. Neighborhood Boundaries -Neighbors take responsibility for monitoring young people's behavior. 14. Adult Role Models -Parent(s) and other adults model positive, responsible behavior. 15. Positive Peer Influence -Young person's best friends model responsible behavior. 16. High Expectations -Both parent(s) and teachers encourage the young person to do well.	
	Constructive Use of Time 17. Creative Activities -Young person spends three or more hours per week in lessons or practice in music, theater, or other arts. 18. Youth Programs -Young person spends three or more hours per week in sports, clubs, or organizations at school and/or in the community. 19. Religious Community -Young person spends one or more hours per week in activities in a religious institution. 20. Time at Home -Young person is out with friends "with nothing special to do" two or fewer nights per week.	
	Internal Assets	Commitment to Learning 21. Achievement Motivation -Young person is motivated to do well in school. 22. School Engagement -Young person is actively engaged in learning. 23. Homework -Young person reports doing at least one hour of homework every school day. 24. Bonding to School -Young person cares about her or his school. 25. Reading for Pleasure -Young person reads for pleasure three or more hours per week.
		Positive Values 26. Caring -Young person places high value on helping other people. 27. Equality and Social Justice -Young person places high value on promoting equality and reducing hunger and poverty. 28. Integrity -Young person acts on convictions and stands up for her or his beliefs. 29. Honesty -Young person "tells the truth even when it is not easy." 30. Responsibility -Young person accepts and takes personal responsibility. 31. Restraint -Young person believes it is important not to be sexually active or to use alcohol or other drugs.
		Social Competencies 32. Planning and Decision Making -Young person knows how to plan ahead and make choices. 33. Interpersonal Competence -Young person has empathy, sensitivity, and friendship skills. 34. Cultural Competence -Young person has knowledge of and comfort with people of different cultural/racial/ethnic backgrounds. 35. Resistance Skills -Young person can resist negative peer pressure and dangerous situations. 36. Peaceful Conflict Resolution -Young person seeks to resolve conflict nonviolently.
		Positive Identity 37. Personal Power -Young person feels he or she has control over "things that happen to me." 38. Self-Esteem -Young person reports having a high self-esteem. 39. Sense of Purpose -Young person reports that "my life has a purpose." 40. Positive View of Personal Future -Young person is optimistic about her or his personal future.

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GENERAL INFORMATION Daily Time Schedule

Students Released from Morning Buses: 8:45

School Hours: 8:55-3:35

Afternoon Buses Depart: 3:45

Lost and Found

The Transit lost and found will be maintained inside Cafe A/B and/or the locker rooms. Lost items may be retrieved at these locations. Periodically, unclaimed items will be removed from these tables and donated in an effort to maintain found items. Electronics and eyewear may be relocated to the Main Office.

Open Enrollment

The Williamsville Central School District offers opportunities for students to attend another school within the district, but outside a student's attendance area, by completing an application, available at central office each year. Please note that some schools may be closed to enrollment due to student numbers.

Storm/Emergency Information

School Closing Information

When inclement weather or any other emergency situation forces the closing of district schools, the information will be communicated by radio or television broadcast. Please do not telephone the schools or the District Office.

The decision to close schools in weather-related situations will normally be made by 6:00 a.m. The safety of our students and staff is the basis for any decision, and the key factors that must be considered include road conditions and weather reports. Local radio and television stations will be notified if schools are closed. The stations broadcast school closing information as a community service.

When schools are closed due to weather conditions, all other activities including sports practice, student activities and Community Education classes will be canceled. If schools are closed for other reasons, activities and practices that are not affected by the specific emergency may be permitted to proceed with prior approval of the building principal.

Closing during the school day

On rare occasions it may be necessary to close a school during the day due to loss of power, loss of water or other emergency situations. If this occurs, procedures are in place to transport the students to another building, if necessary. Students and staff would then remain at the alternate site until the regular dismissal time. A pre-established program of instruction would be implemented at the alternate site.

Parents are reminded to provide the school office with current phone numbers for working parents and other emergency telephone numbers. Also, families must have a plan of action in place in the event that children are dismissed early because of an unanticipated emergency. Students should be familiar with safe alternate sites (e.g. neighbor's house) where they may go until a parent arrives home.

Subscribe to E-Alerts

E-Alerts is a service that allows parents, students, faculty, staff and community members to sign up to receive emails and/or text messages about school related emergency information. Click on link to sign up for E-Alert tab on the district homepage.

Telephones & Messages

Telephone

In the event of an emergency, students may use the Main Office phone. Students are expected to make plans with their parents before coming to school and to be responsible for bringing all necessary materials each day. This will eliminate the need to call home for lunches, instruments, materials, assignments, etc. or to make after school plans. Please note that any call made from within the building will show the main office on caller ID, however; our office staff will not know where the call was made. In an emergency, parents may contact the Main Office to leave a message for their child. Students will not be pulled from class to speak to a parent.

Telephone Messages

If an emergency occurs in your family, the Transit offices will assist you in any way possible. In a real emergency, the main office will help relay a message or pull a student out of class. Delivering non-emergency, individual messages to students is not feasible for the busy secretarial staff, and paging into classrooms is disruptive to teachers and their classes. Please, make arrangements with your student prior to school in order to avoid disrupting the academic day. Teachers are available during various times throughout the day and after school for parent contact. Home telephone numbers are not available for students or parents. **For student safety, our office staff may not give a message to a student to meet a parent/adult outside building at dismissal.**

Cell Phones

Students are not permitted to carry cell phones with them throughout the school day. To ensure student safety throughout the building all cell phones must be kept in a locked student locker. Cell phones also disrupt various wireless technologies teachers use daily in the classroom.

Transportation to Child Care Locations

In accordance with New York State law, the District provides transportation to licensed child care providers located within the District for qualifying students.

If the child care provider is not located within the child's attendance area, the student will be required to take a transfer bus to the day care location. *Parents need to be aware that this may result in a lengthy bus ride for their child(ren).*

The District will transport a child to a private baby sitter residence **only when** the residence is located within the child's attendance area and is located on a normal bus route.

Application Process

Parents must file an Application for Special Transportation Arrangement by mid-July for the upcoming school year. Special transportation arrangements must be for a minimum of one month and will be provided on a 5-day per week basis only. Please allow at least two weeks for processing your application. In the event of an emergency, a one-day bus pass may be issued (parent note required).

Visitors

WELCOME!! Please ring the doorbell located at the front door. ALL visitors will be asked to go to the Main Office to sign-in, and may be requested to show I.D. All visitors will be given a pass to wear while in the building. Please sign out and return the badge prior to leaving the building.

PTSA

PTSA/PARENT VOLUNTEER OPPORTUNITIES

The Transit PTSA is a very active and inclusive organization. There are many opportunities to be involved both during school hours or evenings, at school or from home. The PTSA welcomes all parents to become involved in the many activities and programs offered by the PTSA. A list of the active committees will be included in the September. Volunteer requests will be shared in the beginning of the year. Questions and suggestions are always welcome. If you sign up to volunteer and are not called, please feel free to contact the Committee chair or any PTSA Executive Board Member. Throughout the year additional volunteer needs will be identified through the newsletter and at the PTSA meetings. PTSA meets according to the dates published in the Williamsville District Calendar. All parents are encouraged to attend the meetings. Any other questions regarding PTSA/parent volunteer opportunities can be directed to the PTSA chairperson. PTSA information can be found in the Transit Wolfpack Word found on WITS.

SOCIAL EVENTS – WHAT TO EXPECT - The Transit PTSA and staff offer many social events designed to provide fun and safe activities for students and their families. Students are required to bring a signed permission slip when necessary (available in the newsletter and on WITS). Parents must pick students up from all evening activities. Students will not be permitted to walk home. Details on these events will be included in the monthly newsletters. The activities vary from year to year, but may include the following:

Sports and Socializing (5th and 6th grade) – These PTSA organizes evening events for both 5th and 6th grade students. These events utilize the gym, pool and dining rooms, a variety of sports activities, games, music, arts and crafts are made available to the students. Dress is casual but must meet the school guidelines for appropriate attire.

7th and 8th Socializing Event or Dances– The students are given an opportunity to socialize in a chaperoned environment. Dress is casual, but must meet the school dress code for appropriate attire.

8th Grade Class Night Event – At the end of the year a moving up ceremony is held to recognize all 8th grade students. Following the ceremony an 8th grade event is held in the Transit gym. This is a special occasion to celebrate as a class to celebrate the end of middle school. Details and times for these moving up activities are sent home from school prior to the event.

School Store

The school store is open during lunch hours and available to all students, courtesy of Transit's PTSA. Your child can purchase a variety of school supplies at reasonable prices. The store is located across from the student cafe. Parent volunteers are always welcome!

COMMUNICATIONS TO STUDENTS/PARENTS

Conferences: There is ONE scheduled parent teacher conference held in middle school. These are held in the fall and sign-up information is distributed in the Fall. Teachers are available at other times if necessary for additional conferences, individually or with the team. Please contact teachers through the Guidance Office. Conferences with the entire team of teachers can be scheduled through your child's grade level counselor.

PA/Video Announcements: Each morning, updated information, schedule changes, club information and other school related topics are announced to Transit students including inspirational thoughts regarding character education. Parents can view the daily announcements electronically on WITS. On Fridays, Video Club produces video announcements.

Lunch Menus: Menus are posted on WITS, the Wolfpack Word and WCSD website at the beginning of each month.

District Calendar: The District calendar is available on the WCSD website. Please be sure to make note of all conferences, staff development days as well as holidays, state test dates and end of year exams. Assessment information is updated throughout the year on WITS.

District Calendar: Details concerning the District and Transit's upcoming events, including but not limited to: school lunch menus, school board members and other pertinent information can be retrieved through the District website at: www.williamsvillek12.org. Be sure to check all events that pertain to Transit as well as the District voting information, board meeting minutes and policies.

Open House: Transit will host families near the start of the school year to meet your child's teachers and learn about what to expect for the school year.

Student Directory: Provided by the PTSA and will be available in the fall and distributed to all Transit families who wish to have their information included in the directory. Look for details on the PTSA website.

WITS Parent Portal

Welcome

This page serves to guide parents and guardians of students who currently attend Williamsville Central School District, with the registration process to access the WITS (Williamsville Information Tracking System) Parent Portal. The WITS Parent Portal is an online tool that will help parents and guardians monitor their children's progress in school.

Who Has Access?

The WITS Parent Portal is available to the parents and legal guardians of all students enrolled in the Williamsville Central School District.

What is the WITS Parent Portal?

- The WITS Parent Portal offers secure access for parents and guardians to monitor their student's progress and communicate with their teachers.
- Progress Reports and Report Cards are available for all grade levels.
- Parents can view cumulative grades, assessments and assignment scores.
- Attendance information is available for all grade levels.
- Transportation Route Information
- With the creation of one account, you will access all of your children's information across the school district.

How do I get Started?

Please call the WITS Parent Helpdesk 626-8058 to receive your account activation letter by mail. Your home phone or cell number must be current in our system in order to register, and you must have an e-mail account. If you do not have an e-mail account, you can obtain a free e-mail account through Hotmail, Gmail or Yahoo (to name a few), by visiting their websites.

Upon activating your account, you will receive an email providing you with your WITS password. Please view the WITS registration video below, or contact our Helpdesk 626-8058 between the hours of 9am - 3pm Monday - Friday, if you should have any questions.

[WITS Parent Portal Tutorial](#)

Screencasts:

Accessing Grades and Progress Reports

[Viewing Missing Assignments](#)

[Using Google Translate](#)

Register for an Account

- <https://wits.williamsvillek12.org/register>

Account Already Activated?

- <https://wits.williamsvillek12.org/data/WITS>



ATTENDANCE

All students are expected to be in school every day. In the event that a student is ill and will remain at home, the parent/guardian is asked to contact the Attendance Office on the morning of the absence. For your convenience, an answering machine is available 24 hours per day.

Absences – Students must bring a signed note to the attendance office, from a parent/guardian stating student's full name, the date and reason for the absence. This note must be submitted within three (3) days of the absence. If a note is not received from the parent/guardian, the absence will be considered unexcused. Students who are absent during a school day will not be permitted to attend, or participate in, after school/evening activities.

Excused Absences, Tardies and Early Departures – District policy indicates, any absence not included as excused is considered unexcused. Excused absences include:

Personal illness

Illness or death in family

Unsafe travel conditions

Religious observance

Medical appointments

Quarantine

Required court appearances

Late bus

Unexcused Absences, Tardies and Early Departures include:

Family vacation, Hunting, Babysitting, Haircut, Oversleeping, Missed Bus, Private Instruction &

Traffic **Early Release** – If a student needs to leave school early, please note the following procedure:

- ✓ Provide a parent note to the attendance office in the morning
 - ✓ The student will be issued a pass to leave class at the appropriate time
 - ✓ Parents should report to the attendance office with photo ID and sign their child-out
- *If a student returns to school they should report back to the attendance office and check-in

Extended Absences – Home Instruction - If your child will be out of school for more than five (5) days due to a medical condition, please supply the following information to the guidance office and attendance office as soon as possible:

1. A note from your child's physician explaining the nature of the medical condition and an approximation of the length of absence.
2. A letter to the Principal requesting Home Instruction for your child.*

*** Your child's counselor will provide the Home Instructor with your phone number to discuss a convenient time to work with your child. The counselor will work closely with you to ensure a positive learning experience for your child during this time.**

Late To Class – If a student is detained by an adult and late for the next class, she/he must request a signed pass from that adult. It is the student's responsibility to submit the late pass to the next teacher. A student late to class without a pass from a school counselor, administrator or the teacher of the previous class, will be considered tardy. Appropriate action will be taken.

Missing Classes - If students are absent due to illness, they will be expected to complete all work that was missed. The student will be responsible for meeting with teachers upon his/her return to identify and gather necessary assignments. Parents may contact the Guidance Office and request assignments in cases of prolonged absence. (After 3rd consecutive day absent) If a

student misses a class due to a music lesson, field trip, special activity, etc., he/she is responsible for checking with his/her teacher(s) PRIOR to this absence to obtain work that will be covered that day. Each student will be expected to complete all work that was missed.

Participation in after school activities - A student may not participate in a student activity (including athletic events, plays, concerts) if he/she has not attended school by 12:00 noon on the day of the activity, unless the student has special permission from the Principal. This permission should be sought in advance of an absence, if possible, in order to avoid misunderstandings and to ensure that permission will be given.

Sports Early Dismissal – Parents are responsible for transporting their middle school students to practice and to respective high school for transportation to away athletic contests. Also please be reminded all middle school students will not be released from classes early to attend practices and home games. No academic schedule will be changed to accommodate athletics. Students can be released at 3:15 p.m. **(for JV and Varsity teams)** to attend away competitions with a note from their parents. **There is no early release for Modified athletes for games or practices.** Any exception to this policy and a list of students impacted would be provided to the school from the District Athletic Director if a need is required. If interscholastic athletic participation interferes in any way with the academic program students will be asked to postpone their high school athletic career until they are freshmen. Also please be made aware that the middle school athlete can be removed from the team at any time for failing to meet middle school discipline or academic requirements.

Tardiness – Students must report to homeroom by 8:55AM. If a student arrives after this time, they must report to the Attendance Office for a tardy slip. Please note, a parent or guardian does not need to escort their child into school, however a written note from a parent/guardian, explaining the reason for the tardiness is required. Students who are late unexcused (missed bus, overslept, traffic) three or more times will be assigned detention.

STUDENT SERVICES

Early Morning Entrance

School hours are 8:45 am -3:35 pm

Students who ride a bus will be dropped off at the bus loop at 8:45 a.m. and enter the building.

Students who enter the building prior to 8:45 a.m. must enter the building through the back sports entrance. Doors will not be unlocked until 7:55 a.m. and students will be required to check in with the early morning monitor to show a valid early morning pass.

The only students who will be admitted in the early morning (7:30 a.m. -8:45 a.m.) are:

- Students who participate in the Just for Kids morning program
- Students who have a valid pass for extra help
- Students who have a valid pass for sports intramurals, music practice, or AIS
- Students who have early morning detention
- Students who have a valid pass from any other teacher

Students without a morning pass may not enter the building prior to 8:45.

Early Morning Day Care is offered through the Just for Kids Program. Just for Kids is an independently operated afterschool/before school program that is not affiliated with the Williamsville Central School District. Space is limited and you must register with them. Please call 639-8500 for more information on this program.

Exceptional Education

The following person is designated to coordinate Section 504 Compliance activities: Dr. Anna Cieri, Assistant Superintendent for Exceptional Education and Student Services, 626-8061

The Williamsville Central School District is committed to providing all students with a free and appropriate public education. In order to meet the needs of a diverse population, the district offers alternative programs, and special education services.

Special Education consists of specifically designed instruction for students (ages 3-21 years) who are identified by either the district committee on Preschool Education (CPSE) or the Committee on Special Education (CSE) as having a disability which interferes with learning. The CPSE and CSE are multidisciplinary teams of parents and professionals responsible for determining eligibility, coordinating evaluations, and recommending programs or services. Members of the committee include the child's parent(s), a school psychologist, a special education teacher, a general education teacher, a parent of a child with a disability, and an administrator. Additional participants, such as a building principal, speech/language pathologist, and the school physician, may also be present.

The committees, appointed by and responsible to the Board of Education, hold meetings on a regular basis to respond to initial referrals. The District is committed to identifying children with disabilities and providing necessary, appropriate services and support within the least restrictive environment. If you suspect your child has a disability, please contact your building Principal or the Office of Exceptional Education and Student services.

In addition, all children receiving special education services are entitled to a review at least once yearly. The purpose of this annual review is to recommend the continuation, modification, or termination of the provision of special education programs and supports. Parents are strongly encouraged to attend these annual reviews, typically held at the child's school of attendance.

Child Support Team (CST)

The Child Support Team (CST) meets bi-weekly to review students who are experiencing difficulty. The team includes the school principal or administrator, psychologist, social worker, counselors, general education teacher, special education teacher, and support teachers. When students encounter a problem, faculty members work with parents to try to find appropriate solutions. However, when additional resources are needed, or testing of the student is required, a referral is made to the CSE (Committee on Special Education). The CSE may conduct an evaluation of student to identify possible areas of concern and to assist with recommendations for additional services or supports. Parents may refer their child to the CST through the school counselor.

CSE Meetings

We conduct CSE meetings at Transit throughout the year. This approach has been extremely successful as it allows parents and professional staff to have enhanced communication and input in meeting student needs.

Gifted Programming Services

The Gifted Specialist plans with teachers to provide programming opportunities to identify and enhance student strengths and interests. Some experiences are offered to all students in the classroom, while others are provided on a small group or individual basis.

Section 504 of the Rehabilitation Act 1973

Some students with disabilities who do not require special education services may receive accommodations, special instruction, or related services under Section 504 and ADA, consistent with the District's policy against discrimination on the basis of disability. The Assistant Superintendent for Exceptional Education and Student Services serves as the district's Section 504/ADA Coordinator.

Guidance Office

Transit Middle School Counselors - Help Young Adolescents ...

- Learn to understand more about themselves during this transition period
- Learn to manage and organize information
- Develop coping skills as their lives change and they mature
- Improve social skills and decision making
- Make choices and deal with change in their lives in and out of school
- Address increased social and academic pressures
- Create educational plans and set educational goals
- Develop positive attitudes toward life long learning and the world of work
- Experience career exploration activities

Middle School Counselors are certified, master's level professionals trained in child development, in the prevention of children's problems, in addressing children's problems and in the development of intervention strategies to correct problems and prevent their escalation. School Counselors have extensive training in the theory and practice of individual and group counseling. The Williamsville Central School District's Counseling and Guidance Plan (WCSDCGP) directs the activities of School Counselors. According to the Mission Statement of the WCSDCGP our goal is to help students at Transit acquire skills in the personal/social, academic and career domains "necessary to function in and contribute to a diverse and changing society."

School Psychologists address the educational and behavioral problems of students in coordination with the Child Support Team (CST) and Committee on Special Education (CSE). In collaboration with the CST, the school psychologist assesses the intellectual, academic and social/emotional needs of children through the use of intelligence tests, direct observation, consultation with teachers and parents, and review of school records. The school psychologist interprets assessment results and discusses the child's individual styles of learning with parents and teachers. They work with school specialists to plan, evaluate and implement individualized educational programs and instructional modifications relevant to the specific needs of each child. This may include individual/group counseling to address school related concerns, case management, or crisis intervention. In addition, the school psychologist assists teachers in developing classroom strategies and behavioral improvement plans for student's whose behavior, or social/emotional adjustment interferes with educational progress. Staff/parent consultation may also be provided for those who have concerns for student's regarding behavioral management, child development, social skills, self-esteem, and family transitions.

School Social Worker services are available to students and their families, here at Transit Middle School. We provide consultation and services to parents who have concerns regarding their child's adjustment at home or in school. Together we can develop a plan and /or locate an appropriate community resource. We also provide individual counseling, in a short-term basis, for issues such as anxiety, divorce, conflict resolution, death, health issues, anger management and social skills. Various groups are also available throughout the year. They are grade level specific and usually occur during lunch hours. School social workers are an integral part of the school team. We regularly work together with school counselors, school psychologists, teachers and administrators to assist our students in whatever way we can.

For more information about Transit's Guidance services – visit the link on our school homepage.

Health Office

A full time registered nurse and health aide staff our school Health Office during school hours and will be in the building during normal student hours. If the Health Office is unattended for any reason, students should report to the Main Office and the Health Office personnel will be notified.

Unless an emergency occurs, a pass is needed to come to the Health Office.

When you are ill, arrangements for going home will be made through the Health Office only. Parents must come to school and pick up their child in the Health Office and **sign out them out in the Attendance Office.**

STUDENTS ARE NOT TO ARRANGE FOR THEIR OWN DISMISSAL

The New York State Department of Education has established the following policy regarding medication administration in schools: "ALL MEDICATION, INCLUDING NON-PRESCRIPTION DRUGS, GIVEN IN SCHOOL SHALL BE PRESCRIBED BY A LICENSED PRESCRIBER ON AN INDIVIDUAL BASIS AS DETERMINED BY THE STUDENT'S HEALTH STATUS."

There is a Medication Authorization form available in the Health Office or on the District website for your convenience.

Specific requirements for the administration of medication in school are:

1. The school nurse must have a written request from the student's physician or licensed prescriber that indicates the medical condition being treated and the length of time the medication is to be administered. In addition, the name of the drug, the dosage, the frequency and time to be administered, the route and potential side effects must be specified. A verbal or telephone request is not acceptable.
2. The school nurse must have a written request from the parent to administer medication as specified by the prescriber. A verbal or telephone request is not acceptable.
3. PRESCRIPTION MEDICATION must be in the container prepared by the pharmacist with the original label specifying the name and strength of the medication. (Note: the pharmacy label does not constitute a written order and cannot be used in lieu of a written order from a licensed prescriber.)
NON-PRESCRIPTION MEDICATION must be in the original and sealed manufacturer's container with the student's name affixed to the container. (Note: medication delivered in plain containers is not acceptable.)
4. ALL medication must be delivered directly to the nurse by the parent or guardian. NO STUDENT MAY DELIVER MEDICATION TO THE HEALTH OFFICE. Students are not allowed to carry their own medication unless permission is obtained from their physician, parent, and school nurse.
5. Medication orders must be renewed annually and whenever there is any change.
6. Any unused medication not picked up within a reasonable amount of time will be disposed of at the end of the school year. This includes antibiotics, cough medicine, etc. There is no medication provided by the school. This includes cough drops and cough medicine.

STUDENTS ARE NOT ALLOWED TO CARRY THEIR OWN MEDICATION UNLESS PERMISSION IS OBTAINED FROM THE PHYSICIAN, PARENT AND THE SCHOOL NURSE.

Parents are responsible for picking up medication the last day of school. Students are not allowed to carry medication home. Medication not picked up will be properly disposed of. **School Physicals** are New York State mandated for all **7th grade** and all **new** students to the **district**. Students should be examined by their own physician. Signed forms are to be returned to the Health Office. **New York State**

mandates the following screening be completed every year:

5th grade – vision, hearing, scoliosis

6th grade – scoliosis

7th grade - vision, hearing, scoliosis, (physical by private physician)

8th grade – scoliosis

New Students – vision, hearing, scoliosis, color perception, (physical by private physician) Notices are sent when any problem is found. Referrals should be completed by your physician and returned to the Health Office as soon as possible.

Immunization Requirements

All students of the Williamsville School District must meet immunization requirements of New York State Public Health Law. The New York State Health Department issued new immunization requirements for school entrance/attendance.

New York State Immunization Requirements for School Entrance/Attendance

Please work with your child's health care provider and school nurse to determine what immunizations are needed to comply with the new vaccine requirements.

Vaccines	Pre-Kindergarten (Day Care, Head Start, Nursery or Pre-K)	Kindergarten and Grades 1, 2, 3, 4 and 5	Grades 6, 7, 8, 9, 10 and 11	Grade 12
Diphtheria and Tetanus toxoid-containing vaccine and Pertussis vaccine (DTaP/DTP/Tdap/Td) ²	4 doses	5 doses or 4 doses if the 4th dose was received at 4 years or older or 3 doses if 7 years or older and the series was started at 1 year or older	3 doses	
Tetanus and Diphtheria toxoid-containing vaccine and Pertussis vaccine adolescent booster (Tdap) ³	Not applicable		1 dose	
Polio vaccine (IPV/OPV) ⁴	3 doses	4 doses or 3 doses if the 3rd dose was received at 4 years or older		
Measles, Mumps and Rubella vaccine (MMR) ⁵	1 dose	2 doses		
Hepatitis B vaccine ⁶	3 doses	3 doses or 2 doses of adult hepatitis B vaccine (Recombivax) for children who received the doses at least 4 months apart between the ages of 11 through 15 years		
Varicella (Chickenpox) vaccine ⁷	1 dose	2 doses		
Meningococcal conjugate vaccine (MenACWY) ⁸	Not applicable		Grades 7, 8, 9, 10 and 11: 1 dose	2 doses or 1 dose if the dose was received at 16 years or older
Haemophilus influenzae type b conjugate vaccine (Hib) ⁹	1 to 4 doses	Not applicable		
Pneumococcal Conjugate vaccine (PCV) ¹⁰	1 to 4 doses	Not applicable		



Students in New York State will not be admitted to school unless these requirements are met.



IMMUNIZATION & PHYSICAL EXAM REQUIREMENTS FOR SCHOOL ADMISSION
GRADES 4 and 5, SCHOOL YEAR 2017-2018

Dear Parent(s) and Guardian(s),

All children attending school must be in compliance with New York State Laws regarding immunizations and physical and dental examinations.

IMMUNIZATIONS: Under Section 2164 of the New York State Public Health Law, all students must have certain immunizations with intervals in accordance with the ACIP recommended immunization schedule for persons 0 through 18 years of age PRIOR to the entrance to school. **PLEASE NOTE NYS REQUIREMENTS HAVE BEEN UPDTAED AS REFLECTED BELOW.**

*Vaccines	Grades 4 and 5
Diphtheria and Tetanus toxoid-containing vaccine and Pertussis (DTaP/DTP/Tdap)	5 doses <u>or</u> 4 doses if the 4 th dose was received at 4 years of age or older <u>or</u> 3 doses if aged 7 years or older & series was started at 1 year of age or older
Polio (IPV/OPV)	3 doses
Measles, Mumps and Rubella (MMR)	2 doses
Hepatitis B	3 doses
Varicella (Chickenpox)	1 dose

* For each required vaccine, please see *New York State Immunization Requirements for School Entrance/Attendance* footnotes for more details.

Acceptable alternatives for fulfilling immunization requirements are a blood test indicating immunity (accepted for measles, mumps, rubella, hepatitis B, varicella, and **polio (must be for all three serotypes)) or a valid medical or religious exemption.

Please note: Polio serology can no longer be accepted as proof of immunity. The only exception is previous serology testing demonstrating positive immunity to **all 3 polio serotypes.

These requirements **MUST** be met before you child enters school; otherwise, your child will be excluded from attending.

PHYSICAL EXAMINATIONS are also required under New York State Education Law for all new entrants (including Universal Pre-Kindergarteners, and Kindergarteners) as well as for all students in second, fourth, seventh and tenth grades. As a new requirement, the physical examination must include the child’s BMI (body mass index) and BMI percentile (weight status category) which your medical provider should include on the physical examination form. Your medical provider or you may wish to download a copy of the recommended physical examination form from the district’s website. Your school nurse also has available forms as well.

DENTAL EXAMINATION certificates are required to be requested, under New York State Education Law, 2008, for all children upon entering the District or in grades kindergarten, second, fourth, seventh or tenth grade indicating that a comprehensive dental examination was completed. Certificates can be obtained from your dentist, your building nurse or by downloading from the district’s website. Your cooperation in fulfilling these requirements is greatly appreciated.

Please contact your school nurse if you have any questions.

Revised 6/17
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**IMMUNIZATION & PHYSICAL EXAM REQUIREMENTS FOR SCHOOL ADMISSION
GRADES 6 through 9, SCHOOL YEAR 2017-2018**

Dear Parent(s) and Guardian(s),

All children attending school must be in compliance with New York State Laws regarding immunizations and physical and dental examinations.

IMMUNIZATIONS: Under Section 2164 of the New York State Public Health Law, all students must have certain immunizations with intervals in accordance with the ACIP recommended immunization schedule for persons 0 through 18 years of age PRIOR to the entrance to school. **PLEASE NOTE NYS REQUIREMENTS HAVE BEEN UPDATED AS REFLECTED BELOW.**

*Vaccines	Grades 6 through 9
Diphtheria and Tetanus toxoid-containing vaccine and Pertussis (DTaP/DTP/Tdap)	3 doses
Tetanus and Diphtheria toxoid-containing vaccine and Pertussis booster (Tdap)	1 dose (not required until the student turns 11 years of age)
Meningococcal (MenACWY)	<u>Grades 7 and 8 only:</u> 1 dose is required
Polio (IPV/OPV)	4 doses <u>or</u> 3 doses if the 3 rd dose was received at 4 years of age or older
Measles, Mumps and Rubella (MMR)	2 doses
Hepatitis B	3 doses
Varicella (Chickenpox)	2 doses

*** For each required vaccine, please see *New York State Immunization Requirements for School Entrance/Attendance* footnotes for more details.**

Acceptable alternatives for fulfilling immunization requirements are a blood test indicating immunity (accepted for measles, mumps, rubella, hepatitis B, varicella, and **polio (must be for all three serotypes)) or a valid medical or religious exemption.

****Please note:** Polio serology can no longer be accepted as proof of immunity. The only exception is previous serology testing demonstrating positive immunity to **all 3 polio serotypes**.

These requirements **MUST** be met before your child enters school; otherwise, your child will be excluded from attending.

PHYSICAL EXAMINATIONS are also required under New York State Education Law for all new entrants (including Universal Pre-Kindergarteners, and kindergarteners) as well as for all students in second, fourth, seventh and tenth grades. As a new requirement, the physical examination must include the child's BMI (body mass index) and BMI percentile (weight status category) which your medical provider should include on the physical examination form. Your medical provider or

you may wish to download a copy of the recommended physical examination form from the district's website. Your school nurse also has available forms as well.

DENTAL EXAMINATION certificates are required to be requested, under New York State Education Law, 2008, for all children upon entering the District or in grades kindergarten, second, fourth, seventh or tenth grade indicating that a comprehensive dental examination was completed. Certificates can be obtained from your dentist, your building nurse or by downloading from the district's website.

Your cooperation in fulfilling these requirements is greatly appreciated.

Please contact your school nurse if you have any questions.

Revised 6/17

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Library

The Williamsville Central School District is committed to providing open intellectual and physical access to materials in a variety of formats that support the curricular and enrichment needs of students and staff. Towards this end, the library media specialists, in collaboration with faculty members, have selected and organized diverse resources on the libraries' web sites. The libraries' home pages provide links to pre-selected web sites, online databases, and texts that are accessible 24 hours a day! We utilize Follett's Destiny Library Manager for our catalog system. Destiny combines circulation, cataloging, searching, reporting, and management in one centrally installed library software system. Students, faculty, parents, and community members can access the system through any workstation with a supported web browser. Destiny Library Manager is an easy-to-use, web-based automation and management solutions. Our growing eBook collection is available through Overdrive. Overdrive can be accessed via your mobile device or home computer for a wide variety of books and audiobooks. Click on the icon to access our District schools' sites!

Locks and Lockers

Each student is assigned a hall locker. Students will also be assigned a separate physical education locker. Hall locker assignments will be kept on file in the Main Office. PE teachers will keep a record of gym lockers. These lockers are school property and, as such, may be opened and inspected from time to time by school officials. Periodic locker checks are conducted. The school does not assume liability for articles removed from these lockers. It must be the student's responsibility to take the necessary precautions to keep his/her belongings intact. Lockers are to be kept locked for your protection. ***Students are advised not to share lockers or give out their combinations to anyone.***

Transit Middle School

School DASA Information

The Dignity for All Students Act (DASA) was signed into law on September 13, 2010 and took effect on July 1, 2012. The Act prohibits harassment and discrimination of students by peers and by school personnel. In addition, amendments to the regulation (effective July 1, 2013) have added explicit references prohibiting bullying and cyber bullying. The Act covers all public elementary and secondary aged students and applies to behaviors on school property, in school buildings, on a school bus, as well as school-sponsored events or activities.

School DASA Coordinators

Districts will be responsible for identifying at least one employee at every school to serve as the DASA coordinator. This individual must be thoroughly trained to “handle human relations” in the protected areas. All schools in the District have named two Coordinators. The Coordinators for Transit Middle School are:

Mr. Quast

626-8700

Mr. Abbott

626-8730

ACADEMICS

Academic Intervention Services (AIS)

The Transit Professional Teaching Staff helps students become successful in the classroom by providing academic intervention primarily in the area of English Language Arts (ELA) and Math. Instruction may occur within the classroom or in small, pull-out groups. By collaborating with the classroom teachers, a variety of teaching strategies and parallel tasks are used to help prepare students for success on all NYS assessments. Students' level of service may vary throughout the year depending on other achievement measures. Students who fail a final exam or score a 1 or 2 on the state assessments may be required to participate in academic intervention classes.

Curriculum by Grade

	5th	6th	7th	8th
ELA	✓	✓	✓	8th or 9 th grade
Math	✓	✓	Regular or Accelerated	8th or 9 th grade
Science	✓	✓	✓	8th grade or Earth Science
Social Studies	✓	✓	✓	✓
Phys. Ed.	✓	✓	✓	✓
Band Orchestra Chorus	Elective	Elective	Elective	Elective
Music	✓		✓	
Family & Consumer Science		✓	✓	✓
Art	✓	✓	✓	✓
Technology			✓	✓
Health				✓
Spanish or French	✓	✓	✓	✓

Please visit the district web site at <http://www.williamsvillek12.org> to learn more about each curriculum

Daily Schedule and A/B Day description

Each scheduled school day is given an "A" or "B" day distinction, as some classes are held every other day rather than every day. If the school is closed for any reason on an

□

"A" day, the next day back to school would be an "A" day. If the school is closed on a "B" day, the next day back would be a "B" day. This ensures that students will not miss instruction.

- The day is broken into 'mods' based on the length of time for each class.

Extra Help - If a student does not understand his/her class work/homework or project:

1. Ask the teacher for extra help.
2. Ask a homework buddy or friend.
3. Schedule a parent/student/teacher conference by contacting the teacher through the Guidance Office.

Grade 8 Health Class

This is a unique course mandated by the NYS Health Department that includes Substance Abuse, Human Reproduction, Eating Disorders, Diseases, Mental Health, Self-Esteem, Decision Making, Stress Reduction and Physical Fitness. Students attend classes on alternate days throughout the eighth grade year.

Homework

Homework is assigned to help reinforce a skill or concept that was taught that day, review a previously learned concept, or to build background knowledge for a new topic. The amount of homework assigned will grow incrementally each year and will vary with each subject area. If your child struggles with a particular assignment at home and cannot complete it, we advise that you write a note to the teacher to explain the difficulty your child experienced. Teachers need to be aware that your child made a sincere attempt to complete the assignment, but was confused and could not go on. If your child has worked an exorbitant amount of time on one task, tell him/her to stop and get some rest. Email the teacher the next day and describe your child's struggle.

Homework Request Information

If your child is absent for 1 or 2 days, the student needs to pick up work directly from the classroom teacher, upon return. If your child is out for 3 or more consecutive days and you would like to request homework from the teachers, please contact the Guidance Office at 716-626-8730.

To Request Work:

- ✓ Please call the Guidance Office before 9:30 a.m. on the third day of an absence. Homework will be available for parent pick-up in the Main Office between 3:45 and 4:15 pm.
- ✓ Bring your child's locker number and combination to pick up any necessary books/binders. Homework should be picked up by a parent/guardian.

Please understand not all class activities and/or assignments can be replicated and provided to student in short notice or be completed at home, independently, or without teacher instruction.

We encourage the use of the WITS website. It is an organized place for students and parents to visit and track personalized information like grades, homework and events. Most Transit teachers have their assignments on WITS. You will need your username and password to access WITS. Visit <http://wits.williamsvillek12.org> to view this valuable information. *Please note: If your child is going to miss school due to vacation, per Williamsville District Policy, teachers are not required to provide work.*

Interim Progress Reports (Available online via WITS)

Initiated by individual teachers at approximately the 5th, 15th, 25th and 35th weeks of school to advise parents of their child's current progress in the course. Individual teachers may use these to report unsatisfactory work, exceptional work, or work which shows a change.

Marking System (Available online via WITS)

All grades will be based on the grade level achievement of each student and reported using the online report cards at the end of each marking period.

1. Numerical marks are to be used in all grading with the exception of AIS grades.
2. Grade reports will be issued approximately every ten weeks.
3. The minimum passing grade is 65%.
4. The final grade for each marking period is the weighted grade. Courses are weighted differently.
5. The final grade will usually be the average of the four marking period grades. Therefore, it benefits a student to work all through the school year.
6. Earth Science – To receive Regents credit, a student must pass the Regents examination and have a passing grade for the course. The Regents exam will be weighted as part of the final grade.
7. English 9R, Math 1A and Math 1R final exams will be weighted as part of the final grade.
8. District exams in Grade 7 and 8 in Math, Social Studies, Science, ELA and World Languages will be weighted as part of the 4th quarter grades.
9. All student work for a marking period must be submitted and completed prior to the close of the marking period. Grades will not be changed after the marking period has closed.

Music Program

Band, Orchestra, and Chorus - There are a variety of performing groups available to those who wish to participate. Ensembles include chorus, orchestra, band, jazz band and chamber music. Not only will a student's musical skills be developed and refined through participation in one of the groups, but study skills, sense of team commitment, spirit and self-discipline will be enhanced as well. Most importantly, students will share the joy of making music with others. We encourage parents to take advantage of this opportunity for their child.

Classes - Band, orchestra and chorus are scheduled classes that occur every other day in a student's schedule. Performances are 2-3 times yearly and are held in the evening. Jazz band and chamber music clubs are voluntary groups that meet at various times before/after school. Teachers will inform each group of their performance dress requirements at the start of the year.

Instrument Lessons - Band and orchestra students will also be required to attend instrument lessons.

These group lessons are scheduled by the music staff. The lesson times rotate to avoid a student missing the same class repeatedly. Make-up lessons are also made available to students who may not be able to make their regularly scheduled lesson time due to illness or having a test, etc. Lesson schedules are always posted for students. Lesson attendance and home practice time are considered necessary for success as a member of the band or orchestra and are taken into consideration in a student's grade. Students are responsible for any regular class work missed during an instrument lesson.

Music Class Education - Music education and theory classes are a regular part of the curriculum in 5th and 7th grades. Music classes meet every other day.

Drop Elective Class Policy

We are very proud of our band, orchestra and chorus ensembles here at Transit. Due to the dedication of our teachers and students we have an outstanding music program. The success of these groups depends on the continued commitment of our student participants within these ensembles. To maintain our success we remind all parents and students of our “drop policy.” Students are only allowed to drop performing music during the first two weeks of the school year in September or at the close of the 2nd quarter. This commitment helps maintain excellence in our performing music ensembles.

Physical Education (5-8) - All middle school students in the Williamsville Central School District receive a comprehensive physical education program taught by a certified physical education teacher.

The middle school physical education program designs learning and activity experiences based on the physical, social and emotional age appropriate needs of the middle school student.

All activities in the middle school physical education program are included in eight major categories. These categories are target sports, team passing sports, dance and rhythms, net and wall sports, outdoor activities, fitness activities, personal performance, striking with an implement and fielding sports.

In addition, a major focus of the middle school physical education program is the presentation of health related concepts. Extensive fitness testing is completed to assess fitness and also to have students understand concepts they will need to promote personal physical fitness.

A very extensive intramural and extramural program is available for middle school students. Intramurals and extramural include activities presented during physical education classes. The extramural program involves competition among the four Williamsville middle schools in cross country, swimming and track and field.

Every student will be scheduled for Physical Education. Some days students will have class in the gymnasium or outside, in the pool, and periodically in the Fitness Room where your teacher may discuss sports, games, health issues, or administer appropriate tests.

There will be no excuse from class except by written request from parent/guardian. Parents/guardians may excuse students for up to one week. Doctor's excuses are needed for anything longer than 1 (one) week. Doctor's excuses from an activity must be renewed every year: i.e. swim excuses. Doctor's permission to re-enter an activity is also needed if the excuse is open ended. Students are responsible to make-up missed physical education and swim classes.

Students need to be prepared for every physical education or swim class. Students need to bring the following items:

Combination lock, swim suit, towel, gym shorts, socks, t-shirt, sweatshirt (for outdoor activities) and sneakers.

All items should have the student's name on them. No aerosol, glass containers or electronic devices should be brought into the locker room areas. Gym lockers have been provided for your use. The same regulations regarding their care will apply to your hall locks and lockers. Protection of your personal items is your responsibility. Keep your valuables locked up at all times. A combination lock must be used.

The middle school intramural and extramural programs are built upon the physical education program and are an integral part of the total middle school program. Intramural activities are offered to all middle school students and cover a wide range of activities.

INTRAMURALS AVAILABLE TO ALL GRADES

Exact Dates Are Published on Permission Forms & WITS

Intramurals at Transit:

Football, Soccer, Field Hockey, and Cross Country Running

Basketball, Fitness, Floor Hockey, Learn to Swim,

5/6 Swim, 5/6 Track & Field

Recreational Games - Intramurals provide a semi-competitive atmosphere where students may improve upon skills acquired in the physical education program.

The extramural program provides an opportunity for selected students to compete in district inter-school competition.

Extramural activities for 5th & 6th graders include:

Cross Country Fun Run, Swimming and Track &

Field Extramural activities for 7th & 8th graders include:

X-Cross Country

Placement in Accelerated Courses

Each student nominated for an accelerated middle school subject will meet the following criteria:

1. Demonstration of outstanding motivation to pursue a demanding course.
2. Demonstration of maturity in work/study habits, task commitment & organization skills.
3. Demonstration of a minimum average of 90% in content area.
4. Demonstration of the ability to effectively & efficiently perform independently and in groups.
5. Demonstration of the ability to communicate effectively both verbally and in writing.
6. Commitment to regular attendance.
7. Parental authorization and support to pursue this experience.
8. Maintain a class average of 85% or higher and will be required to complete all assigned work on time. Students who have not met these requirements by the end of the first quarter may be removed from this course.

7210 STUDENT EVALUATION, PROMOTION AND PLACEMENT POLICY

Grade Promotion and Placement

Grade promotion and the placement of students within the District's instructional system shall be at the discretion of the principal and shall be subject to review at any time. In making such decisions, the principal will be guided by: performance in class; past records, including various measures of student growth; recommendations from parents/ guardians, and teachers; and any other appropriate sources of information. District policy regarding, placement, promotion and retention of students is guided by consideration of the best interest of the student, the resources of the District and research concerning best educational practices.

Should a parent/guardian request a review of the Principal's determination, the Principal shall meet with the parent to review relevant evidence upon which such determination was made. If the parent/guardian remains in disagreement with the decision after speaking with the Principal further review may be requested. The Assistant Superintendent for Instruction and/or the Assistant Superintendent for Exceptional Education and Student Services shall review existing documentation and render a decision. A parent/guardian may appeal to the Commissioner of Education if they disagree subsequent to this formal District review.

Promotions Policy for Grades 5,6,7,8

In middle school the academic subjects, English, Math, Science, and Social Studies must be passed with a minimum final course average of 65%. Any of these subjects failed during the academic year must be successfully completed in Summer School. A student will be promoted to the next grade level when three of four academic subjects have been passed. Admission to a particular level of study in any subject is based upon the recommendation of a committee of teachers, guidance counselors and administrators.

*The Summer School grade factors in the school year course average! **Report Cards Report cards are posted online** at approximately ten week intervals during school.*

Achievement is reported in numerical grades. Effort and attitude are reported in written comments printed under the course title. School attendance is reported for each month of the marking period. These report cards contain information on academic achievement, school citizenship and effort. Parents are urged to discuss the report card with their child and to contact their teacher or guidance counselor to clarify any concerns. ***Please note the following requirements:***

1. Accelerated course decisions must be made each spring of each school year for the following school year. Parent requests for schedule changes into accelerated courses will not be considered after deadlines published by the principal.
2. Parents and/or students have the option to self-nominate. The parent must notify the principal

in writing, of their request, by the published deadline each year. The final decision will be the result of consultation with school related personnel and parents.

Second Language Requirements

School registrations that occur after July 1st of each school year could affect the placement of students in Second Language classes. Summer registration students may be placed into Second Language based upon seats available. Although every effort will be made to accommodate student Second Language choices, scheduled courses may be closed to additional available seating after July 1st. In Williamsville all students begin French or Spanish in 5th grade.

Summer School Grades for “Repeat” Courses

State regulations require that the final grade earned for a course during the school year be factored into the final grade earned in a 45 hour review course (one period) in summer school to calculate the grade for that course awarded to the student on their transcript. A student's final grade for the course during the school year will be posted on the summer school registration card sent home by the home school's guidance department. The summer school office will record that grade and forward it to the summer school teacher of that student. The summer school teacher will make each student aware of that grade and factor it in as 25% of his or her final grade for summer school using the following formula:

- ¼ final grade for the course previously taken
- ¼ of 1st marking period grade for summer school
- ¼ of 2nd marking period grade for summer school
- ¼ final exam grade taken during summer school

The summer school grade with the original grade factored in will be entered as the official course grade on the student's permanent record.

Sustained Silent Reading (SSR)

At Transit, part of our academic plan is to instill a sense of intrinsic joy for learning. Students will have the opportunity to read independently a book of choice. Reading for pleasure allows students choice and ownership, empowering them to think and develop their own appreciation for literature.

Testing

Each year, we publish the District and NYS Education Department TESTING SCHEDULE, in advance, so families can avoid scheduling vacations, doctors' appointments, etc., at these times. We publish these dates in each newsletter and on WITS as information becomes available to us so there are no misunderstandings or conflicts. Students are required to take these assessments. Assessment dates and times will not be changed to meet family requests. If your child is gravely ill on the day of an assessment and cannot report to school, a parent must call school before 9:00 AM and submit a doctor's note to the building principal. The principal will determine if a student will be legally excused from the exam. **PLEASE NOTE:** If a student has an unexcused absence from an exam a zero will be averaged into the fourth quarter grade and/or final average.

STUDENT POLICIES

We believe that all students and staff have the right to attend school in a safe and caring environment. At Transit we promote a learning environment that is free of put-downs and intimidation. Respect and ownership are practiced and respect for each other and the building is demonstrated. Our mission is to provide a climate that promotes students' ability to develop their character and grow academically.

Bus Regulations

Safety Tips for Students:

- ✓ Be on time.
- ✓ Never run to or from the bus.
- ✓ Stand well back from the curb.
- ✓ Stay in your seat. Keep the aisles clear and keep heads and arms inside windows.

- ✓ ALWAYS obey the driver.
- ✓ Keep the noise level down and avoid distracting the driver.
- ✓ Wait for the driver's signal before crossing.
- ✓ Never bend down near or under the bus.
- ✓ Cross at least 10 feet *in front* of the bus.
- ✓ ALWAYS check for traffic both ways before crossing.

**Certain over-sized items are not allowed on the bus (for example – tuba)

**Sports equipment must be carried in a sports bag, including lacrosse sticks.

Cell Phone Policy

Students are not permitted to carry cell phones with them throughout the school day. All cell phones must be kept in a locked student locker.

Cafeteria Rules of Conduct

We encourage all students to maintain the privilege of eating in the lunchroom!

- Students are to be respectful of adults assigned to supervise the dining rooms/serve the food.
- Students have a regular passing-time to arrive at the cafeteria. A pass is required if late just like any other class.
- Students will choose their seat during the first week of school and remain at this table each day. Students should not change their seats unless they have permission from the adults in charge.
- Students are permitted to leave their seats only to purchase additional food and to discard garbage. The last few minutes of lunch are silent each day to facilitate clean-up and dismissal.
- An adult will dismiss students when the tables and floor are clean.
- All garbage must be placed in the trashcans.
- Food may not be delivered or brought in from home for distribution or to celebrate an event in the dining room.
- All food and drinks should be eaten in the dining room. After an adult makes reasonable requests to a student regarding inappropriate cafeteria behavior, students will:
 - 1st infraction** – Be assigned special seating for one or more days.
 - 2nd infraction** – Eat in a specifically designated area and refer the student to administration.

Please Note: Students who purchase lunch or food items need to know the last four digits of their student ID # for the computer/registers.

WHAT MUSICAL INSTRUMENTS AND SPORTS EQUIPMENT ARE ALLOWED ON THE BUS?

The following musical instruments ARE PERMITTED* on a school bus on a regular run to or from school:

- Trumpet
- Clarinet
- Flute
- Alto Saxophone
- Saxophone

- Tenor Saxophone
- Oboe
- Bassoon
- Violin
- Viola
- Trombone
- French Horn

**These items must be carried on the student's lap and must not interfere with any other student's ability to enter or exit the bus.*

The following musical instruments are **NOT permitted** on a school bus:

- Baritone Saxophone
- Baritone Horn
- Guitar
- Tuba
- Cello
- String Bass

The following Sports Equipment is allowed on the bus only when in appropriate cases/bags: Baseball and Softball Bats, Field Hockey Sticks, Lacrosse Sticks and Tennis rackets.

Sports Equipment **NOT allowed** on a school bus include:

- Hockey Bags
- Skate Boards
- Hockey Sticks
- Roller Blades

Plagiarism

As defined by Webster's Dictionary

Plagiarize v. **1.** to steal and use (the ideas or writings of another) as one's own. **2.** To take passages or ideas from and use them as one's own. **Syns:** plagiarize, crib, pirate v. *core meaning:* to steal and use (the work of another) as one's own < *plagiarized whole sections of another writer's novel, for example.*

At Transit, We Believe...

Copying work from another person or source (ex. book, internet, magazine, etc.) is plagiarism. When researching a topic, students should reword phrases from the article into their own words. Any phrase copied directly, word-for-word, must be put into quotation marks and cited as a resource.

Using an author's words as your own is cheating.

Copying someone else's homework is cheating, too. In class, collaborating is hard work. When directed by the teacher, students may work in cooperative groups. For each group, guidelines are set for student work that is to be turned in and working together can be a positive, strong learning experience for our middle school students. Collaborating does not mean, "You do the first answer and I will do the second, and then we will exchange answers." Collaboration and cooperation mean that students need to discuss ideas and come up with mutually agreed upon responses.

Simply taking another student's answers to present as your own is cheating.

At Transit, plagiarism could result in detention, suspension and/or academic consequences. All students have been informed of these consequences. Parents, please discuss this policy with your children at home and remind them of what plagiarism involves and why it does not help them to learn.

Thank you for your help with this. By being partners, the school and the home can continue to educate the minds of our children and help them be responsible, good people, too.

Requests for Teachers

Transit Middle School is a high performing school with a strong and caring faculty. Our teachers and counselors work diligently to make class placement decisions based on the academic, social, and behavioral needs of every student in addition to required support services, and gender balance. We ask that you trust our judgment in this process. Parents may complete a parent input form about their child each spring. This information is reviewed by our placement team in charge of scheduling.

Student Dress Standards

The responsibility for student dress and general appearance rests with individual students and parents. Therefore, the district will not prescribe student dress while at school -sponsored events with either fashion or taste as the sole criterion. However, the Board of Education will regulate a student's dress to insure that students attend school or school-sponsored events such as dances in appropriate attire that meets health and safety standards and does not interfere with the learning process.

The following are rules to which all students must adhere:

- ✓ Outer coats/jackets and hats will not be worn or carried during the school day. Students may keep an extra, long-sleeve shirt or sweatshirt in their locker in case they are cold.
- ✓ Any article of clothing that disrupts the educational process, is sexually suggestive, offensive, displays profanity or references drugs, alcohol or tobacco is prohibited.
- ✓ See-through clothing is prohibited.
- ✓ Backpacks must be kept in a locker and not be carried during the school day.

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, replace it with an acceptable item. Any student who refuses to do so shall be subject to discipline, up to and including in-school suspension for the day. Any student who repeatedly fails to comply with the dress code shall be subject to further discipline, up to and including out-of-school suspension. The principal and other designated administrative personnel shall have the authority to require a student to change his/her attire should it be deemed inappropriate according to the above guidelines.

Water Bottles:

There are drinking fountains throughout the school for student use. In addition, there are water bottle filling stations. Students may carry a water bottle with them to maintain proper hydration throughout the day. Only water may be carried by students during the school day.

Code of Conduct

The Williamsville Central School District is committed to providing a safe and orderly school environment where students may receive and district personnel may deliver quality educational services without disruption or interference. Responsible behavior by students, teachers, other District personnel, parents and other visitors is essential to achieving this goal. Williamsville has had a code of conduct in place since 1979, with a revised code adopted in accordance with New York State S.A.V.E. Legislation in 2001. In 2005, the Code of Conduct was updated to include expectations outlined in the Board's policy on staff-student relations.

The Code of Conduct is reviewed annually.

Williamsville Central School District is an equal opportunity employer in compliance with all applicable laws including New York State Human Rights Law, Title IX, Title VII of the Civil Rights Act of 1964, the Equal Employment Opportunity Law, and section 504 of the Rehabilitation Act. Williamsville Central School District does not discriminate against any person on the basis of age, race, color, creed, national origin, marital status, religion, gender, sexual orientation, military/veteran status, or disability.

Related Links: [2023-2024 Code of Conduct](#)

