

# CASEY MIDDLE SCHOOL

## PARENT & STUDENT HANDBOOK

2024-2025



**DR. SALVATORE CURELLA, PRINCIPAL**

**CLARE BATTLE, ASSISTANT PRINCIPAL**

<https://casey.williamsvillek12.org/>

**105 CASEY ROAD, EAST AMHERST, NEW YORK, 14051**

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## ABOUT

### **Mission Statement**

The mission of the Williamsville Central School District, a community characterized by diversity, high expectations and support for learning, is to empower all students

- To develop their unique potential and character,
- To assume responsibilities of citizenship and leadership and
- To thrive in a challenging and rapidly changing global community

Through the commitment of our quality staff, working in partnership with students, parents and community, and utilizing visionary programs in a nurturing environment of mutual respect and dignity.

### **Belief Statements**

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.
- 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 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.

### MAIN OFFICE

Dr. Savatore Curella	Principal	716-626-8586
Mrs. Clare Battle	Assistant Principal	716-626-8567
Mrs. Andrea Kulka	Secretary to Principal	716-626-8586
Mrs. Lisa Goss	Secretary to Assistant Principal	716-626-8567
Mrs. Patricia Gocher	Main Office Secretary	716-626-8559
Mrs. Suzanne Askey	School Nurse	716-626-8580
Mrs. Patricia Calandra	Attendance	716-626-8579
Mrs. Andreana Goldsmith	Transportation	716-626-8390

### COUNSELING OFFICE

Mrs. Carola Ann Collard	School Social Worker	716-626-8518
Ms. Carissima Cutrona	School Psychologist	716-626-8578
Ms. Laura Link	School Counselor (6th Grade)	716-626-8574
Ms. Amanda Medole	School Counselor (7th Grade)	716-626-8592
Mr. Tim Pincoski	School Counselor (5th Grade)	716-626-8590
Mrs. Jenni Texido	School Counselor (8th Grade)	716-626-8591
Mrs. Stephanie Wilkinson	Secretary	716-626-8584
Mrs. Paula McCarthy	Secretary	716-626-8575



## DAILY MOD SCHEDULE

HOMEROOM/ADVISORY		8:55	-	9:20
MOD	1	9:20	-	9:34
	2	9:34	-	9:48
	3	9:48	-	10:03
	4	10:03	-	10:17
	5	10:17	-	10:31
	6	10:31	-	10:46
LUNCH 7	7	10:46	-	11:00
	8	11:00	-	11:15
	9	11:15	-	11:29
LUNCH 8	10	11:29	-	11:44
	11	11:44	-	11:59
LUNCH 5	12	11:59	-	12:12
	13	12:12	-	12:27
	14	12:27	-	12:42
	15	12:42	-	12:55
	16	12:55	-	1:10
LUNCH 6	17	1:10	-	1:25
	18	1:25	-	1:40
	19	1:40	-	1:55
	20	1:55	-	2:09
	21	2:09	-	2:23
	22	2:23	-	2:37
	23	2:37	-	2:52
	24	2:52	-	3:06
	25	3:06	-	3:20
	26	3:20	-	3:35

## GENERAL INFORMATION

### Cell Phone Policy

Students are *not permitted* to use cell phones during the school day. To reduce disruption throughout the building, all cell phones must be turned off (or on silent) and in their lockers. If a student has a cell phone on their person between 8:55 a.m. and 3:35 p.m., they will receive a warning. A second offense will result in a referral to administration, and possible disciplinary action, including the confiscation of the phone. Parents/guardians may need to retrieve the phone from the main office as a disciplinary response.

### Start/End Schedule

Released from Morning Buses: 8:45am

School Hours: 8:55am - 3:35pm

Afternoon Buses Depart: 3:45pm

### Lost and Found

The lost and found will be maintained in the cafeteria. Lost items may be retrieved at this location. Periodically, items that have gone unclaimed for a length of time will be removed from the table and donated in an effort to maintain newly found items.

### 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 the central office, and submitting it by June 1<sup>st</sup> of each year. Applications will not be accepted after this date. Please note that some schools may be closed to enrollment due to student numbers.

### School Store

The school store is open during lunches on various Fridays throughout the school year. It is open to all students, courtesy of Casey's PTSA.

### Telephones

Students must have adult permission to use the office phone. They should make plans with parents and bring necessary materials to school to avoid calling home for items. Calls from the building will show the main office number on caller ID, but office staff won't know the call's origin. Parents should check voicemail for messages from their child or school staff. In emergencies, parents can leave a message for their child via the Main Office. Students will not be pulled from class to speak with a parent.

### Telephone Messages

In case of a family emergency, our office will assist by relaying messages or pulling students out of class. For non-emergency matters, delivering individual messages is not feasible due to the busy secretarial staff and the disruption it causes. Please make arrangements with your student before school to avoid disruptions. Teachers are available throughout the day and after school for parent contact, but home telephone numbers are not provided to students or parents. For student safety, our office staff cannot pass messages for students to meet someone outside the building at dismissal.

### Transportation Application Process

Parents must submit an Application for Special Transportation Arrangement by mid-July for the upcoming school year. These arrangements must last at least one month and will only be provided on a 5-day-per-week basis. Please allow at least two weeks for application processing. In emergencies, a one-day bus pass may be issued with a signed parent note. Passes will not be issued for play dates, study sessions with friends, or similar activities.

## **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 daycare location. *Parents need to be aware that this may result in a lengthy bus ride for their children*). The District will transport a child to a private babysitter residence only when the residence is located within the child's attendance area and is located on a normal bus route.

## **Visitors**

All visitors must ring the doorbell at the front entrance, state their purpose, and await instructions from the main office staff. Items dropped off for students, such as lunch boxes, musical instruments, or sports equipment, should be placed on the cart in the main entrance vestibule. Parents delivering medications to the school nurse will be directed by office staff to wait in the vestibule until the nurse arrives to assist them. Visitors are encouraged to schedule appointments with counselors, teachers, or administration in advance so staff can meet them in the main office vestibule upon arrival.

 08-21-23 - Raptor Visitor Technology Update for Families.pdf

## **ACADEMICS**

### **Absence Work Request**

If your child is absent for 1 or 2 days, the student needs to pick up work directly from the classroom teacher, upon return. Students may also check their google classroom for notes and assignments during their absence. If your child is out for 3 or more consecutive days for an excused absence and you would like to request homework from the teachers, please contact the Guidance Office.

*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 students in short notice or be completed at home, independently, or without teacher instruction.*

We encourage the use of the WITS website and Google classroom. It is an organized place for students and parents to visit and track personalized information like grades, homework and events. Most teachers have their assignments on WITS. You will need your username and password to access WITS. Visit <https://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.*

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

The Learning Support Specialists assist students in English Language Arts (ELA) and Math through academic interventions, either within the classroom or in small groups. They collaborate with teachers to employ various strategies and tasks, preparing students for success on NYS and District assessments. AIS services' frequency and duration are continually assessed and communicated to families. Placement in AIS is determined by performance on NYS and District assessments, as well as teacher recommendations.



## Curriculum by Grade

	5 <sup>th</sup>	6 <sup>th</sup>	7 <sup>th</sup>	8 <sup>th</sup>
English	✓	✓	✓	Regular or 9 <sup>th</sup> grade
Reading	✓	✓		
Math	✓	✓	Regular or Accelerated	Regular or 9 <sup>th</sup> grade
Science	✓	✓	✓	Regular or Earth Science
Social Studies	✓	✓	✓	✓
Phys. Ed.	✓	✓	✓	✓
Band Orchestra Chorus	Elective	Elective	Elective	Elective
Music	✓		✓	
Technology			✓	✓
H&C		✓	✓	✓
Art	✓	✓	✓	✓
Health				✓
Spanish or French	✓	✓	✓	✓

### 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’, which represent approximately a 13-15 minute segment of time. Most classes are 3 mods long, and lunch is 2 mods long.

### District and New York State Testing

Each year, we provide the District and NYS Education Department Testing Schedule well in advance to help families avoid scheduling vacations, medical appointments, athletic competitions, and other conflicts during these important times. We include these dates in each newsletter to ensure clarity and prevent any misunderstandings.

Please note that testing dates and times are fixed and will not be adjusted to accommodate family requests. Students are required to complete these assessments as scheduled.

If your child is seriously ill on the day of a final District exam and cannot attend school, a parent must notify the school by 9:00 AM and submit a doctor's note to the building principal. The principal will review the documentation to determine if the absence will be considered legally excused.

**Important:** If a student is absent without a valid excuse from a final District exam, a zero will be recorded for that exam, which will impact the fourth-quarter grade and/or the final average.

### Extra Help

If a student does not understand his/her class work/homework or project, they are encouraged to:

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.

## **Health Class- Grade 8**

This course is mandated by the NYS Health Department, and covers a comprehensive range of topics including Substance Abuse, Human Reproduction, Eating Disorders, Diseases, Mental Health, Self-Esteem, Decision Making, Stress Reduction, and Physical Fitness. Students will attend these classes on alternate days throughout their eighth-grade year, ensuring a well-rounded approach to health education.

### **Homework**

Homework is assigned to reinforce skills, review previously learned concepts, or introduce new information. The volume of homework will increase gradually each year and vary by subject area. If your child encounters significant difficulty with an assignment, please provide a note to the teacher or send a WITSmial explaining the issue. This will inform the teacher of your child's genuine effort and any confusion experienced. If your child spends an excessive amount of time on a single task, encourage them to take a break and contact the teacher the following day to discuss the struggle.

### **Interim Progress Reports (Available online via WITS)**

Initiated by individual teachers at approximately the 5<sup>th</sup>, 15<sup>th</sup>, 25<sup>th</sup> and 35<sup>th</sup> 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 on online report cards at the end of each marking period.
- Numerical marks are to be used in all grading with the exception of AIS grades.
- Grade reports will be issued approximately every ten weeks.
- The minimum passing grade is 65%.
- The final grade for each marking period is the weighted grade. Courses are weighted differently.
- 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.
- Earth Science and Integrated Algebra (Math 1A and Math 1R) – To receive Regents credit, a student must pass the Regents examination and have a passing grade for the course.
- All student work for a marking period must be submitted and completed prior to the close of the marking period or teacher deadline. Grades will not be changed after the marking period has closed.

### **Placement in Accelerated Courses**

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

- Demonstration of outstanding motivation to pursue a demanding course.
- Demonstration of maturity in work/study habits, task commitment & organization skills.
- Demonstration of a minimum average of 90% in content area.
- Demonstration of the ability to effectively & efficiently perform independently and in groups.
- Demonstration of the ability to communicate effectively both verbally and in writing.
- Commitment to regular attendance.
- Parental authorization and support to pursue this experience.

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.

*Please note the following requirements:*

- Accelerated course decisions must be made prior to April 15th of each school year for the following school year. Parent requests for schedule changes into accelerated courses will not be considered after this date.
- Parents and/or students have the option to self-nominate. The parent must notify the principal in writing, of their request, by April 15th of each year.

The final decision will be the result of consultation with school related personnel and parents.

### **Promotions Policy for Grades 5,6,7,8**

The Board of Education has adopted a Promotion Policy for the Williamsville Middle Schools. The policy is as follows: 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.

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.

### **World 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.

### **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 your child’s final grade for summer school using the following formula:

- $\frac{1}{4}$  final grade for the course previously taken
- $\frac{1}{4}$  of 1<sup>st</sup> marking period grade for summer school
- $\frac{1}{4}$  of 2<sup>nd</sup> marking period grade for summer school
- $\frac{1}{4}$  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.

### **Advisory/Homeroom**

The Student Advisory or Homeroom period is an essential part of the school day, providing students with a dedicated time for personal development, organizational support, and community building. During this time, students will receive important announcements, participate in activities that promote social and emotional growth, silent sustained reading, and character development. This period also offers a valuable opportunity for students to develop strong relationships with their advisor or homeroom teacher, who will serve as a key point of contact throughout the school year.

## ACTIVITIES

### **PTSA/ Parent Volunteer Opportunities**

The PTSA is an active and inclusive organization, and we value your membership and participation. Parents are encouraged to engage in various PTSA events, either at school or from home. Opportunities to volunteer are listed in our weekly newsletter, and additional needs will be communicated through Sign-Up Genius and monthly meetings. If you volunteer and do not receive a call, please contact the Committee Chair or a PTSA Executive Board Member. Monthly meetings are scheduled according to the Williamsville District Calendar, and all parents, teachers and students are welcome to attend. For further questions or volunteer opportunities, please reach out to the PTSA Chairperson.

### **Social Events**

The PTSA and staff organize various social events to offer enjoyable and safe activities for students and their families. A signed permission slip, available in WITS mail, is required for participation when applicable. Parents are responsible for transporting students to and from evening events; walking home, Uber/Lyft or limousine pick-ups are not permitted. Event details will be provided in the weekly newsletter and WITS mail. Activities may vary each year but typically include opportunities for students to play, socialize, and engage with classmates.

### **Student Government**

Under teacher guidance, the Student Government at Casey organizes social and service events. The government is composed of elected representatives from each homeroom. Elections for officers and the executive board occur each spring, including a petition process, primary assembly with homeroom representatives, and a school-wide assembly with candidate speeches during homeroom. Fifth graders are not eligible to run for office, and 8th graders are not eligible to vote. Two candidates contest each officer position, with winners serving as officers and non-winning candidates joining the Executive Board. The committee meets monthly to plan events and address student issues. Tickets for Student Government events are available during lunch periods and before homeroom in the week of the event, and a signed parent waiver may be required.

**Talent Show** – This wonderful event is intended to provide students with the opportunity to showcase their talents, work cooperatively, perform on stage, and develop social skills. Open to all grade levels, acts audition for the teachers after winter break. Once chosen there are a number of rehearsals after school culminating in an evening show for parents and the community. Tickets are available during lunch.

## ATHLETICS

### **Extramurals**

Williamsville Schools offers an Extramural Program to 7<sup>th</sup> and 8<sup>th</sup> graders on a “try-out” basis. All teams will have a try-out to select players for the team. These teams will compete against other middle schools.

### **Intramurals**

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. Morning intramurals/activities begin at 8:00am, and after school intramurals/activities are over at 4:30pm. Please pick up your child in the front of the building by 4:30pm.

### Medical Excuses

M.D. 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.

### Modified Sports Programs

Modified sports teams, primarily for 7th and 8th graders, serve as a bridge to JV and Varsity high school teams. Teams are selected through try-outs, with practices typically held Monday through Friday after school. Required paperwork, available from the main office, must be completed and returned by specified deadlines. It is the student's responsibility to ensure timely submission. For questions or concerns, please contact the high school athletic director. Participation in physical education classes is required to join modified sports.

Fall Terms:	Winter Terms:	Spring Terms:
Varsity Golf	Varsity, JV, Modified Basketball	Varsity, JV, Modified Baseball
Varsity, JV, Modified Field Hockey	Varsity Indoor Track	Varsity, JV, Modified Softball
Varsity, JV, Modified Soccer	Varsity (Boys) Swimming	Varsity, JV, Modified Lacrosse
Varsity, JV, Modified Football	Varsity, JV, Modified Wrestling	Varsity, JV, Modified Track & Field
Varsity (Girls) Swimming	Varsity (Boys) Tennis	
Modified Swimming (Girls/Boys)	Varsity Bowling	
Varsity, JV Volleyball		
Varsity Cross Country		
Varsity (Girls) Tennis		
Varsity Gymnastics		

### Physical Education

Middle school students in the Williamsville Central School District receive a comprehensive physical education program from certified staff, tailored to their physical, social, and emotional needs. The curriculum includes activities in eight categories: target sports, team passing sports, dance and rhythms, net and wall sports, outdoor activities, fitness activities, personal performance, and striking and fielding sports. Emphasis is also placed on health-related concepts and fitness testing to promote lifelong fitness.

Students are scheduled for physical education classes, which may be held in the gymnasium, outdoors, the pool, or a classroom, depending on the day's activities. Excusal from class requires a written request from a parent, guardian and doctor, who may excuse a student for up to one week.

Intramural programming is also provided for students before school.

### Supplies

Students are responsible for bringing a combination lock, a 1-piece swimsuit, gym shorts, a T-shirt, sweatpants, a sweatshirt, a towel, and sneakers with socks to each physical education class.

All items should have the student's name on them. No aerosol or glass containers should be brought into the locker room areas. The same regulations regarding their care will apply to your corridor 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.

### **Swim Makeups**

Swimming is a required component of the New York State curriculum and can only be excused for documented medical or religious reasons. Students are required to make up ALL missed swims resulting from short-term medical illness, field trips, guidance appointments, music lessons, being unprepared, or absences. Numerous opportunities will be provided to make up missed swims before the end of the marking period. Failure to make up missed swims will negatively affect the student's swim grade.

## **ATTENDANCE**

### **Absences**

Students must bring a signed note to the attendance office, from a parent/guardian stating the 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 illegal. Students who are absent during a school day will not be permitted to attend, or participate in after-school/evening activities. Attendance letters will communicate absences with families periodically throughout the school year.

### **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 sign their student out in the main office for early release.

\*If a student returns to school, the student should report back to the attendance office and check-in.

### **Excused Absences, Tardies and Early Departures**

- Personal illness
- Medical appointments
- Illness or death in family
- Late bus
- Unsafe travel conditions
- Required court appearances
- Religious observance
- Quarantine

Any absence not included as excused is considered unexcused.

### **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, they 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 guidance counselor, administrator or the teacher of the previous class, will be considered tardy. Appropriate discipline action will be taken after three times.

### **Missing Classes**

If students are absent due to illness, the student will be expected to complete all work that was missed. The student will be responsible for meeting with teachers upon their return to identify and gather necessary assignments. Parents may contact the counseling office and request assignments in cases of prolonged absence (After 3<sup>rd</sup> consecutive day absent). If a student misses a class due to a music lesson, field trip, special activity, etc., the student is responsible for checking with their 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 Afterschool Activities**

A student may not participate in a student activity (including athletic events, plays, concerts) if the student has not attended school by 12:00 pm 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.

### **Reporting an Absence**

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 at 716-626-8579 on the morning of the absence. For your convenience, voice mail is available 24 hours per day.

### **Tardiness**

Students must report to homeroom by 8:55AM. If a student arrives after this time, the student 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 three or more times may be referred to an administrator.

### **Unexcused Absences, Tardies and Early Departures**

Examples of unexcused absences include family vacation, hunting, babysitting, haircut, oversleeping, missed bus, private instruction, or other similar reasons.

## **COMMUNICATIONS TO STUDENTS/PARENTS**

### **Cafeteria Menus**

Menus are available online at the beginning of each month on our website and phone app. Extras are available in the Main Office.

### **Conferences**

Parent conferences are held in the fall on two days, with sign-up information provided via WITS. Each year, details about the format are mailed home. Teachers are also available for additional conferences, either individually or with the team, as needed. To arrange a meeting, please contact teachers directly through email or by calling the Main Office. If you wish to schedule a conference with your child's entire team of teachers, this can be coordinated through your child's counselor upon request.

### **Daily/Video Announcements**

Each morning, updated information, schedule changes, club information and other school related topics are announced to students including inspirational thoughts regarding character education. Parents can view the daily announcements electronically on WITS. Video announcements are every Friday.

### **District Calendar**

A District calendar will be mailed out each summer to all households with children attending Williamsville Schools. Please be sure to make note of all conferences, staff development days as well as holidays, state test dates and end of year exams.

### **Open House**

Our annual Open House takes place near the start of each school year. This event allows families to meet teachers, tour classrooms, and gather information to help ensure a successful school year. Specific details about the date and time will be provided in advance. We look forward to your participation in this welcoming event.

### **School News**

Please get in the habit of checking the WITS Home page on a regular basis for announcements, information and communication from school. WITS is updated daily. School news will also be shared in bi-weekly newsletters.

### **Williamsville Central School District Website**

The District website is a compilation of general information and includes links to each of the schools in the district. District Address: <http://www.williamsvillek12.org/>

### **WITS (Williamsville Information Tracking System)**

WITS contains a series of tools that allow teachers to communicate with their classes. Since WITS is a web-based application, it can be accessed from any computer with internet access.

WITS address: <https://wits.williamsvillek12.org>

*Logging On to WITS: A student or parent username and password are required to enter WITS.*

*Username: A student/parent username is composed of their first initial, middle initial and up to five letters of their last name.*

*Example: Kristy A. Killian--\_ username: kakilli*

*Password: Passwords are selected by students and parents. We require secure passwords, 6-8 characters long, with a combination of uppercase and lowercase letters, numerals, and special characters (period, colon, semi-colon, exclamation point, hyphen, or underscore). As stated in the Acceptable Use Policy, users are expected to keep their passwords confidential.*

### **WITS Parent Portal**

The WITS Parent Portal provides secure access for monitoring student progress and communicating with teachers. Parents of students in grades 5-12 can view grades, assessments, and assignment scores, while attendance information is available for all grades. A single account allows access to information for all children in the district.

New to the District or need an account? Call the Information Technology Department at 626-8058. Ensure your home or cell number is up-to-date in our system and you have an email account. After account activation, you will receive an email with your WITS password. For questions, contact the Information Technology Department at 716-626-8058, Monday-Friday, 9 am-3 pm.



## **EMERGENCY INFORMATION**

### **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 the student may go until a parent arrives home.

### **Fire/Lockdown Drills**

The State mandates 12 evacuation/shelter drills annually. Instructions for these drills are posted in each classroom. Students are expected to follow directions carefully and maintain silence to reflect the seriousness of these drills.

Lockdown drill dates will be communicated to families and announced on the day of the drill. We encourage you to discuss the importance of these drills with your child.

In the event of an evacuation announced over the PA system, students in class or under staff supervision (e.g., during lunch) should exit the building silently according to staff instructions. If the evacuation occurs when students are not in class or unsupervised (e.g., passing time), they should use the nearest exit and proceed to the designated grade-level gathering sites at the front and sides of the school, marked with grade-level sign posts

### **School Closing Information**

In the event of inclement weather or emergencies requiring school closures, information will be communicated via phone, social media, radio, and television broadcasts. Families are encouraged to sign up for WCSD eAlerts on the District website for text/email/phone notifications.

Please refrain from calling the schools or District Office. Decisions are typically made by 6:00 a.m., based on road conditions and weather reports. Local media will broadcast school closing information.

When schools are closed due to weather, all activities, including sports and Community Education classes, are canceled. For closures due to other reasons, activities not affected by the emergency may proceed with the principal's prior approval.

## **HEALTH OFFICE**

### **Health Office Hours**

A full-time registered nurse and a health aide staff our school Health Office during school hours, from 8:45 am to 3:45 pm. 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 it is an emergency, students need a pass to visit the Health Office.

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

## **Immunization Requirements – School Year 2023-2024**

All students of the Williamsville School District must meet the immunization requirements of New York State Public Health Law. The New York State Health Department has issued updated immunization requirements for school entrance and attendance. Please refer to the New York State Immunization Requirements for School Entrance/Attendance document for a complete list of immunization requirements with vaccine-specific footnotes. It is essential to work with your child's health care provider and school nurse to ensure compliance with these vaccine requirements.

The minimum immunization requirements include:

- Diphtheria and Tetanus-containing vaccine and Pertussis vaccine (DTaP/DTP/Tdap): Three doses for grades 6 through 12; three to five doses for grades K through 5.
- Tetanus and Diphtheria toxoid-containing vaccine and Pertussis booster (Tdap): One dose for students eleven years of age or older enrolling in grades 6 through 12 who have not previously received a Tdap at 7 years of age or older.
- Polio vaccine (IPV/OPV): Three to four doses for grades K through 12.
- Measles, Mumps, and Rubella vaccine (MMR): Two doses for grades K through 12.
- Hepatitis B vaccine: Three doses for grades K through 12.
- Varicella (chickenpox) vaccine: Two doses for grades K through 12.
- Meningococcal vaccine: One dose for grades 7, 8, 9, 10, and 11; two doses for grade 12, or one dose if the dose was received at 16 years of age or older.

Demonstrated serologic evidence of measles, mumps, rubella, hepatitis B, varicella, or \*polio (must be for all three serotypes) antibodies is acceptable proof of immunity to these diseases. Diagnosis by a physician, physician assistant, or nurse practitioner that a child has had varicella disease is acceptable proof of immunity to varicella.

\*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 three polio serotypes.

## **Medications**

The New York State Education Department has set regulations for both prescription and non-prescription (over-the-counter) medication administration in schools.

- **Medication Delivery:** Medication must be brought to the school nurse in the Health Office by the parent/guardian.
- **Medication Packaging:** Medication must be in the original container from the pharmacist or a sealed original package for over-the-counter medication. Pharmacists can provide a second container for medication to be given at school.
- **Written Instructions:** Schools must receive written instructions from the M.D. detailing the administration of the medication.
- **Parental Permission:** Schools must also receive written permission from the parent/guardian for the school to administer the medicine.
- **Medication Carrying:** Students are not allowed to carry their own medication unless permission is obtained from the school nurse.
- **End of School Year:** Parents are responsible for picking up medication on the last day of school. Students are not allowed to carry medication home. Medication not picked up will be properly disposed of.

## **Physical Examinations**

New York State education law requires that a physical exam be done on all new entrants (including kindergartners), and at regular intervals during enrollment (Grades 1, 3, 5, 7, 9 and 11). Students participating in interscholastic sports must have a current exam (within 12 months of the start of season) and an updated health history. Students desiring work permits also must have a current physical exam. It is also advisable that your child have a full dental examination, once completed it can be submitted to the school nurse along with your child's health appraisal.

The Board of Education recommends that medical examinations be done by a family's private health care provider for optimal continuity of health care. Parents/guardians must furnish a health certificate signed by a duly licensed physician, nurse practitioner, or physician's assistant by September 15 in the years that are associated with mandated examinations.

As part of the school health examination (new entrants, along with students enrolled in grades K, 1, 3, 5, 7, 9 and 11), medical providers are now required to provide the child's Body Mass Index [BMI] and weight status category. Williamsville Central School District is required to complete a survey for the New York State Department of Health that will include a summary of this information with the purpose of assisting in the development of future health programs for children. No student will be personally identified. You may choose to have your child's BMI & weight status category excluded from this survey by contacting your child's school nurse.

## **Screenings**

State law and District policy require vision and hearing screenings for students in Grades K, 1, 3, 5, 7, and 11. Kindergarten students are also screened for color perception, and boys in Grade 9 and girls in Grades 5 and 7 are screened annually for scoliosis. Parents will be notified of any follow-up recommendations.

To opt out of screenings, please contact your child's health office by October 1. In this case, the family must provide health information from their primary care provider.

## **MUSIC**

### **Band, Orchestra, and Chorus**

Students can join various performing groups, including chorus, orchestra, band, jazz band, chamber music, and select ensembles. Participation enhances musical skills, study habits, teamwork, spirit, and self-discipline while providing the joy of making music with others. We encourage parents to support their child's involvement in these opportunities.

### **Classes**

Band, orchestra, and chorus are scheduled every other day and include 2-3 evening performances per year. Jazz band and chamber music clubs are optional and meet before or after school. Performance dress requirements will be communicated by teachers at the start of the year.

### **Drop an Elective Class Policy**

Our band, orchestra, and chorus ensembles are highly regarded, reflecting the dedication of both our teachers and students. To uphold the excellence of our music program, students are permitted to withdraw from performing ensembles only within the first two weeks of the school year or the first week of the second semester. This policy supports the continued success and stability of our music program.

## **Instrument Lessons**

Band and orchestra students are required to attend scheduled group instrument lessons arranged by the music staff. Lesson times rotate to minimize missing the same class repeatedly. Make-up lessons are available for students who miss their scheduled time due to illness or tests. Lesson schedules are posted for students on WITS. Regular attendance and practice are crucial for success and affect grading. Students are responsible for any regular class work missed during lessons.

## **Music Class Education**

Music education and theory classes are a regular part of the curriculum in 5th and 7th grades.

# **STUDENT EXPECTATIONS**

## **Bus Code of Conduct**

1. Arrive at your bus stop at least five minutes before the scheduled pick-up time.
2. Wait for the bus to come to a complete stop before approaching it. Enter and exit the bus in an orderly manner.
3. Remain seated for the entire ride.
4. Follow the bus driver's instructions promptly and respectfully.
5. Keep noise levels low, refrain from shouting, and use appropriate language. No horseplay or rough behavior is allowed.
6. Keep all parts of your body inside the bus at all times. Do not throw objects inside or out of the bus.
7. Keep your belongings in your lap or under your seat. Make sure the aisles are clear.
8. Do not eat or drink on the bus, and take all your trash with you.
9. Know the location of emergency exits and how to use them in case of an emergency. Do not tamper with any safety equipment.
10. Be courteous to your fellow passengers. Bullying or harassment of any kind will not be tolerated.

\*\*Certain oversized items are not allowed on the bus (for example – tuba)

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

Failure to follow these expectations may result in disciplinary action including removal from the bus.

## **Dress Code**

The responsibility for the dress and attire of a student rests primarily with the student and his or her parents or guardians.

### Allowable Dress and Attire:

- Students must wear clothing including both a shirt with pants or skirt, or the equivalent (for example dresses, leggings, or shorts) and shoes.
- Shirts and dresses must have fabric in the front, back and on the sides (under the arms).
- Clothing must cover undergarments (waistbands and straps excluded).
- Fabric covering private parts must not be see-through.
- Wearing of hats or headgear (including bandanas, hoods, headbands, and/or sunglasses) is prohibited, unless approved by the building principal. Exceptions will be granted on "Hat Day".
- Clothing must be suitable for all scheduled classroom activities including physical education, science labs, wood shop, and other activities where unique hazards exist.
- Specialized courses may require specialized attire, such as sports uniforms or safety gear.

### Non-Allowable Dress & Attire:

- Clothing may not depict, advertise or advocate the use of alcohol, tobacco, marijuana or other controlled substances.
- Clothing may not depict pornography, nudity or sexual acts.
- Clothing may not use or depict hate speech targeting groups based on race, ethnicity, gender, sexual orientation, gender identity, religious affiliation or any other protected groups.
- Clothing, including gang identifiers, must not threaten the health or safety of any other student or staff.
- Clothing may not display profanity.

If the student's attire threatens the health or safety of any other person, then discipline for dress or attire violations will be consistent with discipline policies for similar violations.

### **Cafeteria Rules of Conduct**

- Respect all adults assigned to supervise the cafeteria/serve the food.
- Students should choose their seat during the first week of school and remain at this table each day. Students will not be permitted to change seats after the first week without the permission from a guidance counselor or adult in charge in their cafeteria.
- Students are to stay in their seats with the exception of purchasing food and throwing away trash.
- Students are responsible for cleaning their area before dismissal
- **Throwing food will not be tolerated**
- No chromebooks or electronic devices are permitted in the cafeteria.
- An adult will dismiss students when they are calm and the area is clean
- Pizza/take-out food may not be delivered or brought in from home for distribution or to celebrate an event in the café.
- All food and drinks should be consumed in the cafe.

Failure to follow these expectations may result in disciplinary action

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

### **Concert/Assembly Etiquette**

To ensure an enjoyable experience for all attendees, please follow these guidelines from The Ten Rules of Concert Etiquette (National Association for Music Education):

1. Refrain from Talking: Please remain quiet during the performance. This allows everyone to enjoy the music without distractions.
2. Stay Seated: Stay in your seat for the entire performance. If you must leave, do so between pieces or during intermissions.
3. Turn Off Electronic Devices: Silence or turn off all electronic devices, including cell phones, to avoid interruptions.
4. Avoid Disruptive Sounds: Refrain from making noise with candy wrappers, programs, or other items.
5. No Flash Photography or Video Recording: Flash photography and video recording can be distracting and are often prohibited.
6. Applaud at Appropriate Times: Applaud only at the end of a piece or when indicated by the conductor. Avoid applauding between movements of a longer work.
7. Show Respect: Respect the performers and other audience members by being attentive and courteous.

8. Arrive on Time: Arrive before the concert starts to find your seat and settle in quietly. If you arrive late, wait until a piece is finished to enter.
9. Dress Appropriately: Dress in a manner suitable for the occasion to show respect for the performers and the event.
10. Follow Venue Rules: Adhere to any additional rules set by the concert venue.

### **Detention**

If you are assigned detention or need to meet with a teacher before or after school for any reason, you are expected to keep that appointment regardless of other after-school activities. If you have a valid reason, such as a doctor's appointment, a note must be provided to the Assistant Principal prior to the detention. The missed detention time will be rescheduled for the following day.

#### *Rules of Detention:*

- Starts at 3:45 pm and ends at 4:30 pm
- Students should be focused and engaged in academic work
- Talking is not permitted during detention
- Students need to come prepared as they will not be able to leave the detention room. (Locker, lavatory, etc.)
- Students will not have access to their cell phones during detention
- If a student skips detention, the student will be assigned two afternoons for each detention missed.

### **Lunch Detention**

Lunch detention is a disciplinary consequence where students serve their detention during lunch, using the time to reflect on their behavior in a supervised setting.

### **In-School Suspension/ Restorative In-School Suspension (ISS/RISS)**

In-School Suspension (ISS/RISS) is implemented to address behavioral issues within the middle school. While in ISS/RISS, students will reflect on their behavior, engage with members of the student services team, and work to repair any harm caused by their actions. The objective of ISS/RISS is to foster behavior improvement and prevent future incidents, thereby enhancing the overall school community.

### **Personally Owned Devices by Students**

Students may use personally owned devices under specific conditions and teacher direction for instructional activities. Key guidelines include:

- No access to the District network.
- Use of devices like Kindle/Nook is allowed for reading or other instructional purposes as directed by the teacher.
- Electronic games, cameras, and recording features are prohibited (refer to Board policies #7315 and #8271).
- The Code of Conduct must be followed at all times.

While we encourage reading, bringing personal devices to school carries risks. The District is not responsible for the safety and security of these devices. If a device is broken or lost, the District cannot be held liable or cover replacement costs. Please discuss these risks with your child.

Despite policies and guidelines, it is not possible to entirely prevent access to inappropriate content on external networks. Parents should establish and communicate boundaries for appropriate technology use with their children.

The standards for appropriate and acceptable use apply to all technology use on District premises or at school events, including personal devices. Violations will result in disciplinary actions as outlined in the District Code of Conduct.

## **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.*

### **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. Some students believe that working together on a homework assignment is acceptable. However, written assignments are given to help each student learn the information and practice writing skills. Reading the textbook or completing an assignment helps students by reinforcing the concepts learned in class. Doing math problems helps students learn how to apply a math strategy.

### **Unless specifically directed by a teacher, students are to complete homework assignments independently** (with assistance from parents, if necessary).

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 Casey, 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.

## **Requests for Teachers**

Our school is dedicated to academic excellence and fostering a supportive environment. Our teachers and counselors carefully consider each student's academic, social, and behavioral needs, along with required support services and gender balance, when making class placement decisions. We request that you trust our professional judgment in this process.

However, if there are documented extenuating circumstances that may impact our decision, please submit a written description to the principal by April 1st.

## **Water Bottles**

Students are permitted to carry a water bottle throughout the day.

## STUDENT SERVICES

### **Child Support Team (CST)**

The Child Support Team (CST) meets bi-weekly to address students facing difficulties. The team consists of an administrator, psychologist, social worker, counselors, a special education teacher, and a support teacher. Faculty and parents collaborate to find solutions, and referrals to the Committee on Special Education (CSE) are made if additional resources or testing are needed. The CSE may evaluate the student and recommend further services. Parents can refer their child to the CST through the school counselor.

### **CSE Meetings**

For the past several years, we have conducted CSE meetings at the individual buildings. This approach has been extremely successful as it allows parents and professional staff to have enhanced communication and input in meeting student needs.

### **Dignity for All Students (DASA)**

The Dignity for All Students Act (DASA), effective July 1, 2012, prohibits harassment, discrimination, bullying, and cyberbullying of students by peers and school personnel. It applies to all public elementary and secondary students, covering behaviors on school property, in school buildings, on school buses, and during school-sponsored events. Each school district must appoint a trained DASA coordinator.

At Casey Middle School, the DASA Coordinators are Clare Battle and Carole Ann Collard. They can be reached at 716-626-8585 or via email at [cbattle@williamsvillek12.org](mailto:cbattle@williamsvillek12.org) and [ccollard@williamsvillek12.org](mailto:ccollard@williamsvillek12.org). Please contact them with any concerns or to report an incident.

### **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.

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

- Students who have a valid pass from a teacher
- Students who have a valid pass for sports intramurals, music practice, Learning Lab or AIS
- Students who have early morning detention
- Students who are accompanied by a parent to attend a meeting or complete other necessary tasks, (such as help cleaning out a locker)

If for some reason a student does not ride the bus due to transporting a large instrument, project, or food, these students will need to wait outside until the bell rings at 8:45 am unless accompanied by an adult.

*Students who arrive between 7:45 a.m. - 8:45 a.m. and do NOT have a valid pass will be asked to remain outside until the bell rings at 8:45 a.m.*



## **Exceptional Education**

Assistant Superintendent for Exceptional Education and Student Services is designated to coordinate Section 504 Compliance activities and can be reached at 626-8061. In addition each building has a 504 coordinator.

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, supplementary aids 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.

## **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 students in the classroom, while others are provided on a small group or individual basis.

## **Guidance Office**

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 the student mature
- Improve social skills and decision making
- Make choices and deal with change in their lives in and out of school
- Work closely with teachers, staff and families on a regular basis
- 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

## **Guidance 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 directs the activities of School Counselors. According to the Mission Statement of the,

our goal is to help students acquire skills in the personal/social, academic and career domains “necessary to function in and contribute to a diverse and changing society.”

### **Library**

The Williamsville Central School District ensures intellectual and physical access to diverse materials supporting curricular and enrichment needs. Library media specialists, in collaboration with faculty, curate resources accessible via our library websites, which include links to selected sites, online databases, and texts available 24/7. Students may access the Library during homeroom, passing time and study hall.

We use Destiny Library Manager for cataloging, circulation, and management. Accessible through any web browser, Destiny provides a centralized system for library operations.

For eBooks and digital materials, use OverDrive with your WITS user ID and student number as your password. Find your student number in WITS or ask library staff for assistance.

### **Locks and Lockers**

Each student is assigned a hall locker with a built-in combination lock. Lockers and combinations are distributed to 6th, 7th, and 8th graders during the first week of school, and to 5th graders during their August orientation. Locker assignments are filed in the guidance office.

Students may use their own combination lock for PE lockers, with records maintained by PE teachers. Lockers, being school property, are subject to periodic inspections by school officials. The school is not liable for lost or stolen items. Students should keep lockers locked, avoid sharing them, and not disclose their combinations.

### **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. The psychologist works 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 students regarding behavioral management, child development, social skills, self-esteem, and family transitions.

### **School Social Worker**

Services are available to students and their families. 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, on 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. The services 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.

### **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.

## WCSD SCHOOL BOARD POLICIES

### ACCEPTABLE USE

#### STUDENT CONDUCT

##### 7315 STUDENT USE OF COMPUTERIZED INFORMATION RESOURCES (ACCEPTABLE USE POLICY)

The Board of Education will provide access to various computerized information resources through the District's computer system ("DCS" hereafter) consisting of software, hardware, computer networks and electronic communications systems. This may include access to electronic mail, so-called "on-line services" and the "Internet." It may include the opportunity for some students to have independent access to the DCS from their home or other remote locations. All use of the DCS, including independent use off school premises, shall be subject to this policy and accompanying regulations. Further, all such use must be in support of education and/or research and consistent with the goals and purposes of the School District.

##### Access to Inappropriate Content/Material and Use of Personal Technology or Electronic Devices

This policy is intended to establish general guidelines for the acceptable student use of the DCS and also to give students and parents/guardians notice that student use of the DCS will provide student access to external computer networks not controlled by the School District. The District cannot screen or review all of the available content or materials on these external computer networks. Thus some of the available content or materials on these external networks may be deemed unsuitable for student use or access by parents/guardians.

Despite the existence of District policy, regulations and guidelines, it is virtually impossible to completely prevent access to content or material that may be considered inappropriate for students. Students may have the ability to access such content or material from their home, other locations off school premises and/or with a student's own personal technology or electronic device on school grounds or at school events. Parents and guardians must be willing to establish boundaries and standards for the appropriate and acceptable use of technology and communicate these boundaries and standards to their children. The appropriate/acceptable use standards outlined in this policy apply to student use of technology via the DCS or any other electronic media or communications, including by means of a student's own personal technology or electronic device on school grounds or at school events.

##### Standards of Acceptable Use

Generally, the same standards of acceptable student conduct which apply to any school activity shall apply to use of the DCS. This policy does not attempt to articulate all required and/or acceptable uses of the DCS; nor is it the intention of this policy to define all inappropriate usage. Administrative regulations will further define general guidelines of appropriate student conduct and use as well as prescribed behavior.

District students shall also adhere to the laws, policies and rules governing computers including, but not limited to, copyright laws, rights of software publishers, license agreements, and student rights of privacy created by federal and state law.

Students who engage in unacceptable use may lose access to the DCS in accordance with applicable due process procedures, and may be subject to further discipline under the District's school conduct and discipline policy and the District Code of Conduct. The District reserves the right to pursue legal action against a student who willfully, maliciously or unlawfully damages or destroys property of the District. Further, the District may bring suit in civil court against the parents/guardians of any student who willfully, maliciously or unlawfully damages or destroys District property pursuant to General Obligations Law Section 3-112.

Student data files and other electronic storage areas will be treated like school lockers. This means that such areas shall be considered to be School District property subject to control and inspection. The Assistant Superintendents for Exceptional Education and Student Services, and/or their designee may access all such files and communications without prior notice to ensure system integrity and that users are complying with the requirements of this policy and accompanying regulations. Students should NOT expect that information stored on the DCS will be private.

## Notification

The District's Acceptable Use Policy and Regulations will be available to parents and students in order to provide notice of the school's requirements, expectations, and students' obligations when accessing the DCS.

Regulations will be established as necessary to implement the terms of this policy.

## CIVIL RIGHTS

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. Any member of the Williamsville Central School District staff or any Williamsville Central pupil or parent believing a child or adult has been aggrieved because of discrimination based on gender, age, race color, national origin, or handicapping conditions should address questions and complaints to Dr. John McKenna, Coordinator of Title IX compliance activities, 105 Casey Road, P.O. Box 5000, East Amherst, NY 14051, 626-8051.

## CODE OF CONDUCT

### Code of Conduct

Students are responsible for conducting themselves in an orderly manner in accordance with school district policy and within the legal limits of the law.

The following behaviors will not be tolerated on school district premises or at school-sponsored events:

- a. *Disorderly conduct* – endangerment or harassment (i.e.: bullying, intimidation) of others or the willful disruption of the orderly conduct of classes, school program and/or school activities. This would include defaming, vandalizing, disrespecting, and/or destroying school or contracted property, as well as property off-campus that is visited as a result of a field trip or school-sponsored event.
- b. *Insubordination* – failure or refusal to comply with the reasonable requests of an administrator, a teacher or a staff member.
- c. *Physical aggression* – fighting in school, on school property, or at school-related events.
- d. *Inappropriate expression* – swearing, racial or sexual expressions or innuendoes, abusive language and/or similar behavior at any time, on school premises or at school-sponsored events.
- e. *Alcohol/other drugs* – consuming, sharing, transmitting, selling, buying (including “intent” to purchase), possession and/or being under the influence of alcohol, tobacco (to include e-cigarettes & e-juice) or nicotine products (unless the latter are prescribed by a physician as part of a documented smoking cessation treatment plan) and other drugs (including the misuse of prescription medications) at any time on school premises or at school-sponsored events.
- f. *Unauthorized substances* – possession of paraphernalia for consuming (use) of alcohol, tobacco, and other substances, (including vapor cigarettes and associated liquid substances: as we; as synthetic marijuana, K2/Spice and Bath Salts), as well as the consuming (use), sharing, transmitting, buying and/or selling of substances (including the misuse of prescription medication) on school premises or at school-sponsored events.
- g. *Hazing* – any conduct or method of initiation into any student organization or school team, whether on public or private property, which willfully or recklessly endangers the physical or mental health of any student or another person.
- h. *Bullying* – encompassing an imbalance of power and a variety of negative acts such as, but not limited to: physical (hitting, kicking, spitting, taking personal belongings); verbal (taunting, malicious teasing, name calling); psychological (spreading rumors, manipulating social relationships, extortion, or intimidation) carried out repeatedly over time.
- i. *Harassment* – creating a hostile environment by conduct or verbal threats, intimidation or abuse that has or would have the effect of unreasonably or substantially interfering with a student’s educational performance, opportunities or benefits, or mental, emotional or physical wellbeing.
- j. *Sexual harassment* – inappropriate visual, verbal or physical conduct directed by an adult to an adult, an adult to a student, a student to an adult or a student to a student.  
*Four elements of sexual harassment:*
  1. Sexual in nature or gender based
  2. Unwanted or unwelcome
  3. Severe, persistent or pervasive
  4. Interferes with ability to do work, learn or study
- k. *Disruptive materials* – distribution of or wearing materials on school grounds or at school functions that are obscene, inflammatory, advocate illegal action, appear libelous, obstruct the rights of others, or are disruptive to the school program.
- l. *Discrimination* – intimidates, harasses or discriminates against any person on the basis of the individual’s perceived or actual race, color, weight, nationality, religion, religious practice, age, sex, sexual orientation or disability by school employees or students on school premises or at school-sponsored events.
- m. *“Cyber” violations* – inappropriate and/or unauthorized use of technology (i.e., personal electronic devices such as MP3 devices or cell phones; computers; cameras; video and/or audio taping equipment; software; etc.) and/or the Internet to engage in behaviors including, but not limited to, bullying, intimidating, threatening, harassing, maligning

and/or defaming others, accessing websites for non-academic purposes (e.g., social networking; media downloads, etc.), as well as use of unauthorized proxies or “tunneling”. Cyber violations also include violations of the Acceptable Use Policy and/or Electronic Devices with Text Messaging Capabilities Policy.

The Board of Education expects students to conduct themselves in an appropriate and civil manner, with proper regard for the rights and welfare of other students, district personnel and other members of the school community, and for the care of school facilities and equipment.

The best discipline is self-imposed, and students must learn to assume and accept responsibility for their own behavior, and for the consequences of their misbehavior. District personnel who interact with students are expected to use disciplinary action only when necessary and to place emphasis on the students’ ability to grow in self-discipline.

The Board recognizes the need to make its expectations for student conduct while on school property or engaged in a school function specific and clear. The rules of conduct listed below are intended to set standards and focus upon safety and respect for the rights and property of others. Students who will not accept responsibility for their own behavior and who violate these school rules will be required to accept the penalties for their conduct. In addition, the Board also recognizes the need for Administration to impose discipline when behavior occurring off campus transfers to the school setting and negatively impacts the daily operations of the school and/or substantially or materially disrupts instruction.

## **IX Disciplinary Actions**

Students may be subject to disciplinary action, up to and including suspension from school, when the student engage in or promote:

- A. Conduct that is disorderly. Examples of disorderly conduct include, but are not limited to:
  1. Running in hallways.
  2. Making unreasonable noise.
  3. Using language or gestures that are profane, lewd, vulgar or abusive.
  4. Obstructing vehicular or pedestrian traffic.
  5. Engaging in any willful act which disrupts the normal operation of the school community, regardless of where the act occurs.
  6. Trespassing. Students are not permitted in any school building, other than the one the student regularly attend without permission from the administrator in charge of the building.
  7. Pulling a fire alarm, discharging a fire extinguisher, pulling an AED alarm and/or calling 911 without cause.
  8. Defaming, vandalizing, disrespecting and/or destroying school district owned or contracted property.
  9. Misusing computer/electronic communication devices.
  
- B. Conduct that is insubordinate. Examples of insubordinate conduct include, but are not limited to:
  1. Failing to comply with the lawful directions and/or responding to reasonable inquiries of teachers, school administrators or other school employees in charge of students or otherwise demonstrating disrespect.
  2. Lateness for, missing or leaving school without permission. *Note:* External suspension from school will not be employed as a disciplinary measure in circumstances involving chronic truancy, as such penalty is inconsistent with the educational goal of encouraging students to regularly attend and participate fully in school.
  3. Skipping detention.
  4. Lying to school personnel.
  
- C. Conduct that is disruptive. Examples of disruptive conduct include, but are not limited to:
  1. Failing to comply with the lawful directions of teachers, school administrators or other school personnel in charge of students.
  2. Being late for school or class.
  3. Being unprepared for class.
  
- D. Conduct that is violent or physically aggressive. Examples of physical aggression include, but are not limited to;
  1. Threatening and/or committing an act of violence (such as hitting, kicking, biting, punching, and scratching) upon a teacher, administrator or other school employee.
  2. Threatening and/or committing an act of violence (such as hitting, kicking, biting, punching, and scratching) upon another student or any other person lawfully on school property.
  3. Possessing a weapon. Authorized law enforcement officials are the only persons permitted to have a weapon in their possession while on school property or at a school function. “Weapon” means (but is not limited to) a gun, pistol, revolver, shotgun, rifle, machine gun, disguised gun, bullets, dagger, dirk, razor, stiletto, switchblade or Swiss Army knife, pocket knife, gravity knife, multi-tool, metal knuckle knife, box cutter, cane sword, electronic dart gun, Kung Fu star, nunchucks, electronic stun gun, pepper spray or other noxious spray, explosive or incendiary device and/or bomb, or other dangerous instrument that can cause physical injury or death.
  4. Displaying what appears to be a weapon.
  5. Threatening to use any weapon.
  6. Intentionally defacing, vandalizing, damaging or destroying the personal property of a teacher, administrator, other district employee or any person lawfully on school property, or at a school district function, including graffiti or arson.
  7. Intentionally defacing, vandalizing, damaging or destroying school district property.
  8. Bullying, which encompasses an imbalance of power and a variety of negative acts such as: physical (hitting, kicking, spitting, taking personal belongings); verbal (taunting, malicious teasing, name calling);

- psychological (spreading rumors, manipulating social relationships, extortion, or intimidation) carried out repeatedly over time by a student or group of students towards a less powerful student(s).
9. Engaging in harassing conduct, verbal threats, intimidation, or abuse that reasonably causes or would reasonably be expected to cause a student to fear for his or her physical safety.
  10. Communicating, by any means, including oral, written or electronic (such as through the Internet or email) off school property, where the content of such communication: (a) can reasonably be interpreted as a threat to commit an act of violence on school property; or, (b) results in material or substantial disruption to the educational environment.

E. Conduct that endangers the safety, morals, health or welfare of others. Examples of such conduct include, but are not limited to:

1. Stealing or assisting in the theft of district property or the property of other students, school personnel or any other person lawfully on school property or attending a school function.
2. Acts of sexual harassment as defined in the district's sexual harassment policy and/or engaging in sexual acts while on school property or attending school functions.
3. Buying, selling, using, possessing or distributing obscene material.
4. Possessing, distributing or smoking a cigarette, including vapor cigarettes (and associated liquid substances, such as "e-juice"), cigar, pipe or using chewing or smokeless tobacco.
5. Possessing, consuming, buying (including "intent" to purchase), selling, distributing or exchanging alcoholic beverages or illegal substances, or being under the influence of either. "Illegal substances" include inhalants, marijuana, cocaine, LSD, PCP, amphetamines, heroin, steroids, look-alike drugs (substances that resemble or are used to "represent" "illegal" substances, including those used to simulate drug-use behaviors), synthetic marijuana, K2/Spice and Bath Salts, and any substances commonly referred to as "designer drugs".
6. Inappropriately using or sharing prescription and over-the-counter drugs.
7. Inappropriately misusing common household or other products in a manner inconsistent with the intended purpose to become intoxicated or to alter one's physical and/or mental state.
8. Possessing paraphernalia used in connection with cigarettes, including vapor cigarettes (and associated liquid substances, such as "e-juice") alcoholic beverages, illegal substances, prescription drugs and over-the-counter medications.
9. Making false or unprivileged statements or representations about an individual or identifiable group of individuals that harm the reputation of the person or the identifiable group by demeaning them. This includes, but is not limited to, posting or publishing video, audio recordings or pictures (hard copy, cell phones, Internet, YouTube, etc.).
10. Behaving in a manner, either on school property or at a school-sponsored function that discriminates against a student based upon that person's perceived or actual race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, or gender.
11. Engaging in cyber bullying, including the use of email, instant messaging, websites, chat rooms, and text messaging, when such use interferes with the operation of the school or infringes upon the general health, safety and welfare of students or employees.
12. Sending, and/or forwarding sexually explicit videos, pictures or auditory recordings and other communications of a sexual nature.

<b>SEXUAL HARASSMENT</b>
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"The Board of Education affirms its commitment to non-discrimination and recognizes its responsibility to provide for all District students an environment that is free of sexual harassment and intimidation. Sexual harassment is a violation of law and stands in direct opposition to District policy. Therefore, the Board prohibits all forms of sexual harassment by employees, students, and members of the public." Any questions or complaints may be directed to Human Resources, 105 Casey Road, P.O. Box 5000, East Amherst, NY 14051, 626-8051.