

# PARENT~STUDENT HANDBOOK



# Mill Middle School

505 Mill St.  
Williamsville, NY 14221

Principal.....Michael Calandra  
Assistant Principal.....Hillary Weir .  
5<sup>th</sup> Grade Counselor.....Sherri Knab  
6th Grade Counselor.....Caroline Berger  
7th Grade Counselor.....Karen Stelley  
8th Grade Counselor.....Linda Kane  
School Psychologist.....Joni Macri-Morell  
.....Emily Krezmien  
School Social Worker.....Pompea DiSanto  
School Nurse.....Jody Geraci

## Important School Numbers

Attendance Office.....626-8338  
Guidance Office.....626-8310  
Main Office.....626-8300  
Health Office.....626-8333  
Transportation.....626-8398

Williamsville Central Schools



## TABLE OF CONTENTS

### Introduction

Mission Statement	3
Belief Statements	3
The Middle School Student	3

### General Information

Cell Phones	4
Daily Time Schedule	4
Lost and Found	4
Open Enrollment	4
School Store	4
Telephones	4
Telephone Messages	4
Transportation Application Process	4
Transportation to Child Care Locations	5
Visitors	5

### Academics

Academic Intervention Services (AIS)	5
Curriculum by Grade	5
Daily Schedule	6
District and NYS Testing	6
Extra Help	6
Health Class- Grade 8	6
Homework	6
Homework Request Information	7
Interim Progress Reports	7
Marking System	7
Placement in Accelerated Courses	8
Promotions Policy	8
Report Cards	8
Second Language Requirements	8
Summer School Grades for Repeat Courses	9
Sustained Silent Reading (SSR)	9

### Activities

Extra-Curricular Activities	9
PTSA/ Parent Volunteer Opportunities	9
Social Events	9

### Athletics

Extramurals	10
Intramurals	10
Medical Excuses	11
Modified Sports Program	11
Physical Education	12
Supplies	13
Swim Makeups	13

### Attendance

Absences	12
Early Release	13
Excused Absences, Tardies and Early Departures	13
Extended Absences-Home Instruction	14

Late to Class	14
Missing Classes	14
Participation in Afterschool Activities	14
Reporting an Absence	14
Tardiness	15
Unexcused Absences, Tardies, Early Departures	15

### Communications to Students/Parents

Cafeteria Menus	15
Conferences	15
Daily/ Video Announcements	15
District Calendar	15
Open House	15
Virtual Backpack	15
School News	16
Williamsville Central School District Website	16
WITS	16
WITS Parent Portal	16

### Emergency Information

Closing During the School Day	17
Fire/Lockdown Drills	17
School Closing Information	17

### Health Office

Health Office Hours	17
Immunization Requirements	18
Medications	18
Physical Examinations	19
Screenings	19

### Music

Band, Orchestra & Chorus	20
Drop an Elective Class Policy	20
Instrument Lessons	20
Music Class Education	21

### Student Expectations

Assembly Etiquette	21
Bus Code of Conduct	21
Cafeteria Rules of Conduct	22
Cell Phone Policy	22
Detention	22
Dress Code	23
In Building/ School Suspension	23
Plagiarism	23
Water Bottles	24

### Student Services

Child Support Team (CST)	24
CSE Meetings	24
Dignity for All Students (DASA)	25
Early Morning Entrance	25
Exceptional Education	25
Gifted Programing Services	26
Guidance Office	26

Guidance Counselors	26
Library	26
Locks and Lockers	27
School Psychologists	27
School Social Worker	27
Section 504 of the Rehabilitation Act of 1973	27

**WCSD School Board Policies**

Acceptable Use	28
Civil Rights	28
Code of Conduct	29
Sexual Harassment	29
Student Evaluation, Promotion, Placement	29

## INTRODUCTION

### 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.
- 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 the 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.

## GENERAL INFORMATION

### 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 turned off and kept in a locked student locker. Cell phones also disrupt various wireless technologies teachers use daily in the classroom.

### Daily Time Schedule

Released from Morning Buses: 8:45

School Hours: 8:55-3:35

Afternoon Buses Depart: 3:45

### Lost and Found

The lost and found will be maintained outside the café and/or the student 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.

### 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, and submitting it by February 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 briefly during homebase located in the main lobby.

### Telephones

Students must have permission from an adult before reporting to the office to use a 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, our 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.

### Transportation 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 of your application.

In the event of an emergency, a one-day bus pass may be issued (parent note required). Passes will not be issued for: play dates, study sessions with friends, etc.

**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**

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.

**ACADEMICS**

**Academic Intervention Services (AIS)**

The Learning Support Specialist 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 and District assessments. The frequency and duration of student involvement in AIS services will be evaluated on an ongoing basis. Placement in AIS is based upon multiple data points, including performance on the NYS assessments, District assessments and 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	✓	✓	✓	✓

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

## **Daily Schedule and Day 1 / Day 2 description**

- Each scheduled school day is given a day “1” or “2” distinction, as some classes are held every other day rather than every day. If the school is closed for any reason on a “Day 1”, the next day back to school would be a “Day 1”. If the school is closed on a “Day 2”, the next day back would be a “Day 2”. 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 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 so there are no misunderstandings or conflicts. Students are required to take these assessments. Testing dates and times will not be changed to meet family requests. If your child is ill on the day of a final District exam 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 is illegally absent from a final District exam, a zero will be averaged into the fourth quarter grade and/or final average.

## **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.

## **Health Class- Grade 8**

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 introduce new information. 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 to stop and get some rest. Call the teacher the next day and describe your child’s struggle.

## **Homework Request Information**

If your child is absent for 1 or 2 days, he or she 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.

*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 Guidance office between 3:35 and 4:00 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 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.*

## **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.

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, which will be used to compute honor and merit roll. 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 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. The Regents exam will be weighted as 20% of the final grade in these subjects.  
Students will be given a class participation grade in each subject as part of their final average.
7. English 9R final exam will be weighted as 20% of the final grade.
8. District exams in Grade 7 and 8 in Math, Social Studies, Science, ELA and LOTE (Language other than English) will be weighted as 20% 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.
10. The Honor Roll is published after each ten-week period. To qualify for this, a student must have a 90% average. Students with an average of 85%-89.9% are on the Merit Roll.

## **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.

*Please note the following requirements:*

1. 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.
2. 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.

A student in grade 5 will be promoted to grade 6 based upon satisfactory achievement in Reading, Math, Social Studies, Science, and Language Arts. The principal, in consultation with teachers and parents/guardians, will make the decision.

***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.

## **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.

## **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:

$\frac{1}{4}$  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.

## **Sustained Silent Reading (SSR)**

Part of our academic plan is to instill a sense of intrinsic joy for learning. Students will regularly have the opportunity to read independently a book of choice for which they will not be graded. Reading for pleasure allows students choice and ownership, empowering them to think and develop their own appreciation for literature.

## **ACTIVITIES**

### **Extra-Curricular Activities**

Our extra-curricular programs take place before or after school. They consist of clubs, athletics and other groups who meet regularly to pursue an interest or hobby. Most activities are open to all students; you need only to be interested in order to become a member. So that you might have some idea of the activities which will be operating this year, a partial list follows with such brief comments as necessary to identify the activity. All students will have to arrange for their own transportation to school or home depending on when the activity takes place.

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

The 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 and a volunteer sign-up sheet are included in every newsletter. 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 at our PTSA meetings. All parents are encouraged to attend. Any other questions regarding PTSA/parent volunteer opportunities can be directed to the PTSA chairperson.

**Social Events** The PTSA and staff offer many social events designed to provide fun and safe activities for students and their families. Parents must pick students up from all evening activities. Students will not be permitted to walk home without the written permission of a parent. *The activities vary from year to year, but may include the following:*

**8th Grade Class-Night Celebration** – At the end of the year a class night ceremony is held to recognize 8th grade students. Following the ceremony an 8th grade dance is held in the cafe. This is a special occasion and the attire is usually dress pants and shirt (tie optional) for boys and dress pants outfit or a dress for girls (no gowns). Details and times for these moving up activities are sent home from school prior to the event.

## ATHLETICS/PHYSICAL EDUCATION

### Extramurals

Mill Middle’s Extramural Program is offered 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 area middle schools.

#### Tentative Yearly Extramural Schedule (Subject to change)

September-October	Cross Country Meet (5-8 boys & girls)
November-December	Volleyball (A and B Teams) (7/8 girls and boys)
January –February	Basketball (7/8 girls and boys)
March-April	Swim Team (5/6 girls and boys)
May-June	Track Team (5/6 girls and boys)

### Intramurals

The Mill Middle Intramural Program is an after-school and/or before-school opportunity for students to participate in athletics on a competitive level. The program is offered to all Mill students regardless of their athletic ability. The extramural program is offered to 7<sup>th</sup> and 8<sup>th</sup> grade students who participated in the intramural program and demonstrate skill and positive character. The coach of each team will select extramural teams after the try-out, and these teams will compete against other Williamsville middle schools. Information about intramurals and extramurals will be given during announcements in physical education classes, during the morning announcements, and on the intramural boards and the Mill website ([wits.williamsvillek12.org](http://wits.williamsvillek12.org)). Participation and preparation for daily physical education class is required to participate in intramurals and extramurals.

After school intramurals are over at 4:30 pm. The instructor in charge will remain on site until 4:45 pm. Please pick up your child in the front of the building by 4:30 pm.

Please encourage your child to actively participate in athletics here at Mill and help us continue the tradition of offering an outstanding intramural program. If you have any questions or concerns, please contact any of the physical education teachers at 626-8300.

#### Tentative Yearly Intramural Schedule (Subject to change)

September-October	Football (7/8)
September-October	Soccer (5/6)
Mid-November-January	Volleyball
January-February	Basketball
February-April	Swim Team (5/6)
April-May	Team Handball
May-June	Recreation Unit

### Medical Excuses

Parents/Guardians may write a note if their child has a one day medical illness. Any medical condition preventing participation in physical education for more than one week will require a doctor's note. If your child does not participate in physical education due to a medical illness and does not have a written note, he/she will be considered unprepared unless a note is brought into the student's physical education teacher the next school day. Please be sure to contact the school nurse if your child has any medical condition the school should be aware of (626-8333).

### Modified Sports Programs

Modified sports are considered a South High School team. Most of our modified teams consist of 7<sup>th</sup> and 8<sup>th</sup> graders. Modified programs prepare our student athletes to be able to compete at the JV and Varsity high school level. Teams are selected after a try-out is held. Practices are generally Monday through Friday after school. Paperwork must be obtained from the main office. All paperwork must be completed and handed in by the required dates. It's your child's responsibility to have things in on time. Please help us in teaching them this important life skill. If you have any questions or concerns, please feel free to call the high school athletic director. Participation and preparation for daily physical education class is required to participate in 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

**Mission Statement** The Mill Middle School Physical Education staff encourages and facilitates student learning through a variety of challenging experiences in an atmosphere that is emotionally and physically safe for all students.

**Teaching Philosophy** Our philosophy at Mill Middle School is to develop and enhance each individual student's self-esteem, leadership and awareness of the importance and implementation of physical fitness and character education through numerous physical education experiences and activities. The curriculum consists of lifetime activities, individual and team sports, group initiatives, and problem-solving adventure-learning activities. We strive to present an athletic, educational, and safe environment to help all students succeed at their own skills level. Our grading policy allows every student to be successful and gives each student the opportunity to earn a good grade through physical, emotional and social interactions. Students will be graded after the second and fourth marking periods to five equally weighted categories: effort, character education, preparation, psychomotor skills and cognitive knowledge. Students will also work with their peers setting goals and measurable objectives. Students, through examples and role modeling, will share personal experiences, listen to and be tolerant of others, and recognize that diversity of ideas, culture, and religion offers a rich opportunity for learning.

**General Information** Students are required to change from school clothes into physical education clothing. All students will have access to a locker in the physical education locker room. They will be required to be responsible for securing their personal items with a combination lock. Mill Middle School and Mill staff members are not responsible for any items that may be missing. Due to safety concerns jewelry is not allowed to be worn during physical education class or intramurals/extramurals. Fighting, inappropriate behavior and disrespect towards teachers or other students will not be tolerated. Any members of the physical education staff may be contacted at 626-8300 if you have any questions or concerns.

### Rules and Expectations

1. Always be prepared for any activity every day.
2. Mill Middle School is not responsible for any items that are lost and stolen.
3. Make sure you lock all of your personal belongings in the locker during class and then remove it after class.
4. When you enter the gym for your physical education class, sit in your attendance order. Do not use any equipment.

5. Immature/inappropriate behavior in the locker room, gym, pool, hallways, or outside on the fields will not be tolerated.
6. No fighting
7. No gum chewing
8. Be respectful at all times
9. Remove all jewelry before entering the gym.

## Supplies

Every student is responsible every physical education class to bring the following:

- Master combination lock
- Athletic socks
- Sneakers (appropriate for indoor or outdoor activities)
- Crew neck Tee short (no sleeveless, scoop neck or spaghetti straps)
- Sweatshirt/sweatpants (for cool outdoor activities – cross country, football, soccer)
- Towel and bathing suit plus plastic bag – all wet clothing goes home on the day it is used
- Pen and pencil

All physical education clothing should be different from clothing worn to school. It should be plainly marked with permanent marker for identification. Students usually swim every third Physical Education class. In the fall and spring when the weather is nice, we try to get outside as much as possible.

All students MUST wear a short sleeve CREW neck tee shirt. No “scoop neck” and or “V-neck” is acceptable. The students’ shorts MUST be long enough that when the student puts their hands by their side the shorts come down as long as their fingertips.

All items should have student’s name on them. No aerosol or glass containers 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 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

Students are required to make up ALL missed swims that are the result of short term medical illness, field trips, guidance appointments, music lessons, unprepared or absences. Students will be afforded numerous opportunities to make up those missed swims before the end of the marking period. Failure to make up those 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 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.

### **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, he or she 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, 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 guidance 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 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., 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 Afterschool 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.

### **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 626-8305 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, 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 three or more times may be referred to an administrator.

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

Family Vacation, Babysitting, Haircut, Oversleeping, Missed Bus, Private Instruction, Other

## **COMMUNICATIONS TO STUDENTS/PARENTS**

### **Cafeteria Menus**

Menus are available online at the beginning of each month. Extras are available in the Main Office.

### **Conferences**

There is only ONE scheduled parent teacher conference held in middle school. These are held in the fall and sign-up information will be made available via WITS. 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 counselor.

### **Daily 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.

### **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**

We will publish the date of the fall Open House in the district calendar. This is an opportunity to meet your child's teachers and learn about what to expect for the school year.

## **Virtual Backpack**

In an effort to expand communication between home and school, Williamsville Central Schools has created a Virtual Backpack. This new "green" procedure will increase the efficiency of flyer distribution; save money for the local organizations; save time for district personnel; and is environmentally friendly.

The District often receives requests from local nonprofit organizations and intergovernmental agencies to distribute informational materials to students. The Virtual Backpack allows our schools to communicate this information to parents and guardians without the need to send paperwork home with students. Postings to the Virtual Backpack are organized by school, month, and category. All documents posted within the school year will remain accessible throughout the year, which means no more searching through your child's backpack looking for a lost flyer! Schools will no longer send these materials home with students unless the parent/guardian requests a paper copy.

To check out notices posted to a school's Virtual Backpack, simply click the link the WITS homepage.

## **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.

## **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 offers secure access for parents and guardians to monitor their student's progress and communicate with their teachers. Parents of students in grades 5-12, can view cumulative grades, assessments and assignment scores. Attendance information is available on students in any grade level. With the creation of one account, you will access all of your children's information across the school district.

If you are new to the District, or do not have a parent WITS account, please call the Information Technology Department at 626-8058 to obtain your account. Your home phone or cell number must

be current in our system in order to register and you must have an e-mail account. Upon activating your account, you will receive an email providing you with your WITS password. Please contact our Information Technology Department (626-8058) between the hours of 9 am-3 pm, Monday – Friday if you should have any questions.

## **EMERGENCY INFORMATION**

### **Closing During The School Day**

On rare occasions it may be necessary to close 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.

### **Fire/Lockdown Drills**

The State requires 12 Evacuation/Shelter drills.. Instructions for this type of drill are posted in every room of the building. Students are to follow directions and conduct themselves with a seriousness that reflects the sobering purpose of these drills. NO TALKING.

### **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. Families may also wish to sign up for the WCSD eAlerts system through the District website to receive text/email/phone notifications. 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.

## **HEALTH OFFICE**

### **Health Office Hours**

A full time registered nurse and health aide staff our school Health Office during school hours - 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 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 and sign out in the Health Office.

<b>STUDENTS ARE NOT TO ARRANGE FOR THEIR OWN DISMISSAL</b>
--

### **Immunization Requirements – School Year 2018-2019**

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 for the 2018-2019 school year, please see *New York State Immunization Requirements for School Entrance/Attendance* document for a complete list of immunization requirements with vaccine specific footnotes. 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.

These minimum requirements include:

1. **Diphtheria and Tetanus-containing vaccine and Pertussis vaccine (DTaP/DTP/Tdap):**three doses, grades 6 through 12; three to five doses, grades K through
2. **Tetanus and Diphtheria toxoid-containing vaccine and Pertussis booster (Tdap):** one dose, 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.
3. **Polio vaccine (IPV/OPV):**three doses, grades 5, 11, and 12; three to four doses, grades K through 4 and grades 6 through 10.
4. **Measles, Mumps and Rubella vaccine (MMR):**two doses, grades K through 12.
5. **Hepatitis B vaccine:**three doses, grades K through 12.
6. **Varicella (chickenpox) vaccine:**two doses, grades K through 4 and grades 6 through 10; one dose grades 5, 11, and 12 OR documentation of positive disease history from the primary care provider.
7. **Meningococcal vaccine:**one dose, grades 7, 8, and 9; two doses, grade 12 with one dose on or after the age of sixteen.  
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**

New York State Education Department regulations for Internal Medication, *including non-prescription medication (over the counter).*

- Medication must be brought to the school nurse in the Health Office by the parent/guardian.
- Medication must be in original container from the pharmacist or sealed original package for over the counter. Pharmacists will provide a second container for meds to be given at school.
- School must receive written instruction from the M.D.
- School must receive written permission from the parent/guardian for school to administer medicine

Medication will not be administered without the above regulations being followed. 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 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.

### **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 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. For families without private health care, the district will assist you in finding quality private care and may provide physical examinations scheduled at the convenience of the District during the school year. However, written parental permission is required for any in-school examination.

As part of the school health examination (new entrants, along with student 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**

As mandated by State education law and District policy, during each school year students in Grades K, 1, 3, 5, 7 and 11 receive a vision screening for distance and near vision and hearing. In addition, students are screened once in kindergarten or upon entrance, for color perception. Finally, boys in Grade 9 and girls in Grades 5 and 7 are screened annually for scoliosis. Parents are advised of any recommended follow-up resulting from these screenings.

Please contact your child's health office by October 1 if you wish to have your child precluded from the screening process. It will then become the family's responsibility to provide information from their primary health care provider regarding the student's health in these areas.

## MUSIC

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

Bands, orchestras and choirs are credited classes at Mill that offer students the exciting opportunity to learn about music and perform for their peers and the community. Groups include 5<sup>th</sup> grade Band, Orchestra, and Choir, 6<sup>th</sup> grade Band, Orchestra, and Chorus, 7/8 Chorus, Concert Winds, Symphonic Winds, (Band), String Orchestra, and Chamber Orchestra. Students who are enrolled in band or orchestra also receive one class of small group instruction each week on their particular instrument.

Students are able to enroll in one or two performing ensembles. Many students will participate in band and chorus or orchestra and chorus. This is encouraged because it offers two diverse musical experiences. The only exception in which students are unable to participate both in an instrumental ensemble and chorus happens in sixth grade. There is not room in the 6<sup>th</sup> grade schedule for students to be in both an instrumental group and chorus. In order to accommodate these students and give them the opportunity to continue singing, a Thursday morning chorus is offered to these students once a week before school. Students who have never sang or played a band or orchestra instrument are also encouraged to enroll and begin lessons or chorus. In addition to the enrolled ensembles, Mill offers several extra-curricular music groups such as Chamber Singers, Drumming Club, Fiddle Club, Jazz Ensemble, and various Instrumental Chamber groups.

Mill has a tradition of excellence in music. Many of these groups perform for NYSSMA evaluation festivals and have earned the highest ratings. Groups from Mill have also been invited to perform at state and national conventions. Students are also offered the opportunity to perform in individual Erie County and NYSSMA Solo Festivals in the winter and the spring.

One of the goals of character development is to foster in each child a sense of responsibility and commitment. To maintain the integrity of our music programs and adequately prepare for ensemble performances, we have established a policy regarding dropping a performance ensemble.

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

We are very proud of our band, orchestra and chorus ensembles. 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 during the first week of the second semester. This commitment helps maintain excellence in our performing

music ensembles. A written note should be given to the director of the performance ensemble. Any drop requests received after the two week window will not be honored.

### **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**

General Music Classes are provided for all students in grades 5 and 7. The classes teach music skills, music appreciation, and music history. Skills learned in performing ensembles and general music classes will have tremendous positive influence on the growth of a middle school student. Mill takes a great deal of pride in the variety of musical experiences it offers to students.

## **STUDENT EXPECTATIONS**

### **Assembly Etiquette**

In order to make every assembly enjoyable for everyone, here are some tips to remember:

#### *Procedures*

- Students are to report to class BEFORE going to the assembly.
- Teachers will take attendance and bring their class to the assembly in a line.
- Students will sit with their teacher, filling in front to rear of the auditorium.
- After the assembly has concluded, a teacher, beginning at the rear of the auditorium will dismiss the students.

#### *Etiquette*

- Students should enter the auditorium in a QUIET, polite manner
- During an assembly program, students are expected to be attentive and well behaved.
- Students should show their appreciation by applauding – NOT BY whistling or screaming.  
Booing under any circumstances is not acceptable.
- Students will remain seated for the entire performance
- No food or drink is allowed in the auditorium.

### **Bus Code of Conduct**

- ✓ 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 oversized items are not allowed on the bus (for example – tuba)

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

### **Cafeteria Rules of Conduct**

- Students are to be respectful of adults assigned to supervise the cafeteria/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.
- No chromebooks or electronic devices are not permitted in the cafeteria.
- An adult will dismiss students when the table and floor are clean.
- All garbage must be placed in the trash cans.
- 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.

After an adult makes reasonable requests to a student regarding inappropriate cafeteria behavior, students will:

1<sup>st</sup> infraction – Be assigned special seating for one or more days.

2<sup>nd</sup> infraction – Eat in a specifically designated area and be referred 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.*

### **Cell Phone Policy**

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 turned off and kept in a locked student locker. Any student who chooses to carry a cell phone on his/her person between 8:45 a.m.-3:35 p.m. will have the phone confiscated and will be referred to administration.

### **Detention**

If you are to report to detention or to a teacher before or after school for any reason, you are expected to keep that appointment regardless of other after school activities. The time of the detention will be made up the following day.

*Rules of Detention:*

- 8:00 to 8:40 or 3:45 to 4:30 pm
- NO TALKING
- Students are not to leave the detention room. (Locker, lavatory, etc.)
- If a student skips detention, he/she will be assigned two afternoons for each detention missed.
- If a student proves to be a problem in detention, he/she will be referred to administration.

## **Dress Code**

*It is important to remain steadfast in our search for excellence in all we do. We believe that all students have the right to a safe, healthy school environment. We believe that all students have the responsibility to dress appropriately and observe basic standards. A student's dress and appearance should not cause disruption, distract from the educational process or create a health or safety concern. Grooming and appearance are an important part of the positive climate of Mill Middle School. Boys and girls are expected to dress in a manner that exemplifies the high standards that we expect from our students and promote the learning environment. The following guidelines exist to foster the goals of increasing student achievement and character development.*

The following are rules to which all students must follow:

*Shirts and Blouses:* Clothing must be long enough to be tucked in and not "pull up and/or out." Spaghetti straps, strapless, low-cut/deep scoop neck, see through mesh, halter, tank-tops and tight fitting shirts would not be appropriate attire for school. Underwear should be not exposed.

*Skirts, Pants & Shorts:* These items must be worn at the natural waist and no shorter than mid-thigh in length (including slits). Track, gym, boxer, biker shorts, or any clothes that are tight-fitting or see-through would not be appropriate attire for school. In warm weather shorts are appropriate BUT underwear should not be exposed nor should the shorts be very tight.

*Dresses:* Dresses should cover the chest and underarm area and be no shorter than mid-thigh. If the chest or underarm area is not sufficiently covered, a blouse or shirt must be worn under the dress.

*Hats:* No hats, head coverings (unless for religious reasons), or distracting head ornaments.

*Headphones/Beats:* These items should not be worn in the hallways during school

*The administration reserves the right to decide in those cases where attire is inappropriate. We respectfully request that you discuss this matter with your student. Any article of clothing which disrupts the educational process, is sexually suggestive, offensive, displays profanity or the sale of drugs, alcohol or tobacco is PROHIBITED. Students will be expected to remove or cover offensive clothing. Parents will be notified and/or disciplinary action may follow.*

## **In Building/ School Suspension**

- While serving in building suspension, students are expected to follow the code of conduct, complete all their school work and the reflection assignment.
- If a student is absent from school and assigned IBS, IBS will be assigned the next day.

## **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.**

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.

**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 review students who are experiencing difficulty. The team includes the school principal or administrator, psychologist, social worker, counselors, a special education teacher, and a support teacher. 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 the 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**

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) was signed into law on September 13, 2010 and takes 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 cyberbullying. 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. 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 Mill Middle School are: Hillary Weir and Karen Stelley. They can be at 716-626-8300 or via email, [hweir@williamsvillek12.org](mailto:hweir@williamsvillek12.org) or [kstelley@williamsvillek12.org](mailto:kstelley@williamsvillek12.org). Please contact either one of them should you have any concerns or wish to report an incident.

## **Early Morning Entrance**

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

The official opening time for students is 8:45 am. Mill Middle is a very busy place in the morning. More often than not our staff does come early, by appointment, to provide extra help for students. Everyone is sincerely appreciative of his or her efforts. We also have extensive before school clubs and athletic programs. These types of activities usually begin about 8:00 am. **We ask that NO STUDENT come to Mill earlier as our office is not open.** For specific music practices, our staff may request that students come earlier. They, of course, will be in the building to actively supervise the students.

Students who ride a bus will be dropped off at the bus loop at 8:45 a.m. and enter the building. 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 7:30 a.m. - 8:45 a.m. and are NOT working with a teacher 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 626-8310. 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 all 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 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

### **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, 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 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 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. Click on the icon to access our District schools' sites. *OverDrive* is an eBook service that allows users to download eBooks and other digital materials to their devices, including kindles, nooks, iPhones and iPads. To access *OverDrive*, use your WITS user ID and your nine digit student number as your password. You can find your student number in your profile in WITS or ask the library staff.

## **Locks and Lockers**

Each student is assigned a hall locker. It is suggested that students purchase two good combination locks (such as Master Lock) to use for their hall locker. Students will not be assigned a locker for physical education but will be able to access these lockers during their physical education class (Instrumental music students are required to purchase a third lock to safeguard their instrument.) It is easier for students if they have the same combination. Locker combinations will be kept on file with our Guidance Office and the student's home base teacher. These lockers are school property and are loaned to each student each year. Periodic locker checks are conducted along with locker cleanouts. The school cannot assume liability for articles removed from 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 protection. Students are not to share lockers or to give their combination to anyone. Lockers are not to be decorated on the outside door. You may hang things up on the inside of the door with magnets. No tape should be used.

## **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 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, 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.

## **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 BOARD OF EDUCATION POLICIES

### ACCEPTABLE USE (Board Policy #7315)

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 "online 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 (Board Policy #3420)

The Board of Education is committed to providing an environment free from discrimination and harassment. Accordingly, the Board prohibits discrimination and harassment on the basis of race, color, religion, national origin, sex, sexual orientation,

age, disability or other legally protected category. Such actions and occurrences are prohibited regardless of whether they take place on School District premises, on a school bus, school-sponsored transportation or District vehicle or at school-sponsored events, programs, or activities held at other locations.

Any member of the Williamsville Central School District staff or any Williamsville Central pupil or parent believing him or herself 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 (Board Policy #7310)**

Active link to the Williamsville Central School District Code of Conduct 2018-2019

[Click Link for the Code of Conduct](#)

### **SEXUAL HARASSMENT (Board Policy #7551)**

“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 Dr. John McKenna, Assistant Superintendent for Human Resources, 105 Casey Road, P.O. Box 5000, East Amherst, NY 14051, 626-8051.

### **STUDENT EVALUATION, PROMOTION, AND PLACEMENT (Board Policy #7210)**

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.