

Mill Middle School

Student Handbook



505 Mill Street
Williamsville, New York 14221
716-626-8300
wits.williamsvillek12.org

Important Mill Numbers

Main Office.....	626-8300
Attendance Office.....	626-8305
Guidance Office.....	626-8310
Health Office.....	626-8333
Main Office Fax.....	626-8326
Guidance Fax.....	626-8331

NAME _____

Civil Rights Compliance

The 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, sex, sexual orientation, military/veteran status, or disability.

The following person is designated to coordinate Title IX Compliance activities: Mr. Larry Militello, Acting, Assistant Superintendent for Human Resources Telephone: 716-626-8051 The following person is designated to coordinate Section 504 Compliance activities: Dr. Anna Cieri, Assistant Superintendent for Exceptional Education and Student Services Telephone: 716-626-8061

Mill Middle School 2017-2018 Daily Schedule

8:35 am- Teachers Report
8:40 am- Students are to proceed to lockers and are expected to report to Home base.
8:55 am- All students **MUST** report to Home base.
8:55 am- If a student is not in Home base, he or she will be considered TARDY.

	Start	End
Homebase	8:55am	9:30 am
MOD		
1	9:30	9:44
2	9:44	9:58
3	9:58	10:11
4	10:11	10:25
5	10:25	10:39
6	10:39	10:53
7	10:53	11:08
8	11:08	11:23
9	11:23	11:36
10	11:36	11:51
11	11:51	12:06 pm
12	12:06 pm	12:19
13	12:19	12:34
14	12:34	12:49
15	12:49	1:02
16	1:02	1:17
17	1:17	1:32
18	1:32	1:46
19	1:46	2:00
20	2:00	2:13
21	2:13	2:27
22	2:27	2:41
23	2:41	2:54
24	2:54	3:08
25	3:08	3:22
26	3:22	3:35
3:43 PM	Buses depart	

Students – Welcome to Mill Middle School

Welcome to the 2017 – 2018 school year at Mill Middle School. We look forward to a very exciting year. There will be numerous opportunities to experience many new things and make many new friends. We encourage you to take full advantage of these opportunities by getting involved in both classroom and extracurricular activities.

Important information about citizenship, conduct, and expectations as well as general information is part of this Student Handbook. Please be sure to read and review this material with your parents. Knowing these guidelines will make your school day comfortable and rewarding.

We will make every effort to meet your individual needs and to see that your experiences at Mill Middle are enjoyable ones. We look forward to working with you and ask that you let us know if we can help you in any way.

Best wishes for success!!

The Faculty and Administration of Mill Middle

School Citizenship

You are entering a period in which you will be expected to accept more and more responsibility for your own behavior. We know that boys and girls of middle school age have a tendency to be active and outgoing. We believe that you have developed a good sense of “right and wrong.” You are one of many students in our building and your behavior must reflect your good judgment and a consideration for others. While we rely on you to accept responsibility for your own positive behavior, your teachers will not hesitate to remind you when it appears that you have not been thoughtful. Your teachers and counselors will work with you to help you develop responsibility and to assist you when you need it. We hope that you will help in maintaining the standards of conduct and school effort for which our Williamsville students have earned their fine reputation.

Character Development

CHARACTER is many things including citizenship which is respect for people and property – yours and others. Character is your reputation. Character is caring about people. When you decide to do something or when you act without thinking on any school district property (Mill, South or any elementary building) before, during or after school whether traveling to or from school by bus, bicycle or foot, respect people and property. When in a music show, a sports group or when you are just passing through, show good Character. Whatever you do and say, always conduct yourself in a positive manner.

Williamsville Schools are supported by thousands of taxpaying citizens and businesses including your family and you, yourself, when you pay sales tax on merchandise. Property damage increases the costs for everyone. Teachers, aides, secretaries, bus drivers, cafeteria workers and custodians have all been hired by the school district with the intention of helping you to become a respectful, successful citizen. You, as soon and as often as possible, should be demonstrating good character through your always appropriate words and deeds. If you do make a mistake, small or large, you should know that this is part of growing up and building character. The best thing that you can do is to apologize and correct your error as quickly as possible.

Mill Code of Conduct

- Treat others with courtesy and respect. Maintain an atmosphere of PEACE. Bullying, teasing and harassment will not be tolerated.
- Keep your belongings in your LOCKED locker.
- COMPLY with reasonable requests of all staff members.
- RESPECT and take pride in your school building, its contents and the personal property of others.
- Walk at all times.
- Carry a pass at all times. (Except at passing times)
- Students will be on time for class and bring all necessary supplies to class.
- Use appropriate language at all times
- Dress appropriately at all times
- Gum and candy are not permitted

Mornings at Mill

The official opening time for students is 8:40 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.

Assemblies

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.

Auditorium 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.**

Cafeteria Etiquette

Our student cafeteria has been designed to provide you with an enjoyable lunch break. Please help us promote a relaxed and orderly atmosphere by following these simple procedures.

- Students are to be respectful of and courteous to others at all times.
- Students have four (4) minutes to report to the cafeteria. A pass is required if late.
- Students are to raise their hands and get permission to leave their seats for any other reason than to purchase food or discard garbage.
- Students who will be eating lunch in a different location must submit a signed pass to a cafeteria supervisor before reporting to the assigned teacher/administrator.
- An adult will dismiss students when their table and floor area are clean.
- If a student does not comply with a reasonable request regarding cafeteria behavior, the following consequences may occur:
 - Special seating for one or more days
 - Notice sent home
 - Parent conference
 - Detention
 - Assignment to in-school suspension
 - More severe consequences as dictated by the incident
- Food and beverages must be consumed before leaving the cafeteria. No open containers of food or drink are permitted to leave the cafeteria.
- Students will have some choice for seating and will be expected to sit in the same seat daily, unless directed otherwise.

Bus Regulations & Safety Rules for All Bus Riders

The Board of Education provides bus transportation for all students in middle school. Misconduct on the buses will not be tolerated. Any such action will be reported to the office and the students involved may be deprived of bus transportation.

- Be at your bus stop a few minutes before the bus arrives. Buses cannot wait.
- Bus Stop – respect property of others, board in a single file without pushing.
- Remain seated until the bus stops
- Never place your head, hands or arms out of the window.
- Bullying, eating, shouting, bad language, fooling around or fighting are not permitted.

- Live animals, glass containers, hockey sticks or lacrosse sticks may not be brought aboard the bus. Musical instruments are allowed only if the instrument can be held on the student's lap or if room allows on the seat beside the student.
- No littering – keep the bus clean.
- Once students board the bus, they cannot get off until the bus driver arrives at their destination.
- Cross ten feet in front of the bus – only when the driver signals you to cross.
- Be courteous, respect equipment, and respect your driver and his or her authority.
- Change of bus ONLY in emergency situations. A parent's written request including reason for request, **must be given to Main Office in the morning for handling.**

PENALTIES:

Referral to Office
Assigned Seat
Parent Contacted
Reprimand
Loss of Bus Service

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. If there is a reason such as a dentist or doctor's appointment, a note should be given to the Assistant Principal prior to the detention. 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 the Assistant Principal for additional action.

General Information

Home base The school day starts at 8:55 with students reporting to their Home base. This is a combination homeroom and support group. Attendance is taken in Home base and announcements are read of the Public Address System. This is also a time of special activities.

Attendance Our official opening time for students is 8:40 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. We also have extensive before school club 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.

Absences Upon returning to school, you are to bring a signed note from a parent stating student's full name, the date and reason for absence. This note is to be given to the Attendance Office. If no note is received for the absence within three days, it will be recorded as being illegal. Please call 626-8305 if your child will be absent from school or tardy. We have a 24- hour answering machine.

Tardiness Students must be in Home base by 8:55 am. They are considered tardy after that time. Students must report to the Attendance Office for a pass before going to class. A note is necessary for tardiness. Students may not take part in any after school or evening activities unless they are in school by 12:00 noon or at the discretion of administration. This applies to concerts, plays, sports, dances and/or any other after school or evening activities.

Early Excuses A note must be provided in order for a student to be excused from class. Students must bring these notes to the Attendance Office the first thing in the morning. A parent must sign their child out of the building in the Attendance Office. If someone other than the parent is taking the child out of the building, that name must be indicated on the note. Identification is required. Students are not allowed to leave the school grounds at any time during school hours without proper permission from the Attendance Office. Failure to comply will result in disciplinary action, which may include suspension.

Guidelines for Making up Work

When a child is absent from school, we expect that missing assignments will be made up in a timely manner. Our teachers recognize the need to provide this work to students and make every attempt to do so. Teachers typically use before and after school time and planning periods to prepare work for absent students.

Success in learning is dependent upon the student's presence in class. Homework and assignments provided in the event of an absence cannot duplicate or substitute for the learning environment of the classroom. Students who are absent miss the direct teaching of new information, demonstrations and classroom discussions that are important to learning.

- Upon returning to school, it is the student's responsibility to obtain any work and make up assignments as required by the teacher.
- When we provide work, it is important that it be picked up from school. It is the student's responsibility to complete the work, and to return it to school, according to a schedule determined by the teacher after discussion with the student. This will vary according to the type of assignment, the length of absence and the grade level of the student.

Vacations are not legal absences. We strongly discourage vacation periods within the school year. Prior to a vacation, it is not possible to provide all of the work a student will miss. Teachers will determine what work should be provided prior to a family vacation. Other work must be made up when the student returns to school.

Scholarship Grades 5, 6, 7 and 8

Honor Roll Published after each 10-week marking period. To qualify for this, a student must have a 90% average.

Merit Roll To qualify for this award, an average of 85% - 89% must be earned.

Report Cards Report cards are issued every 10 weeks in order that parents may be kept informed of the current progress of their children. These report cards bear information on the academic achievement, school citizenship and effort of the pupil. Numerical grades will be used in academic subjects and comments are included. Parents are urged to examine the report card very carefully by logging on to their parental WITS account and to contact our guidance staff for answers to any questions which may arise concerning grades.

Conferences with parents will be scheduled in the fall for 5th, 6th, 7th and 8th grades. Parents will be notified by the school as to how and when to schedule their appointments.

Marking System – Grades 5, 6, 7 & 8

All grades will be based on the achievement of each student.

- Numerical marks are to be used in all grading.
- Grade reports will be issued every 10 weeks.
- The minimum passing grade is 65.
- The final grade in all courses will be the average of the four marking period grades. Therefore, it benefits a student to work all through the school year.

Progress Report – A five week interim report may be issued during the ten week marking period. The notice will be available on WITS to parents of students doing unsatisfactory work, improvement of grades or exceptional work.

A student receiving an incomplete grade on his or her progress report must make up the work during the following marking period. The classroom teacher will then change the incomplete grade to a numerical grade. If the work is not made up during the following period, this student then receives a ZERO for each incomplete grade and the resulting numerical average.

Ten Week Grade Reporting

Quarter	Beginning Date	End Date
1	September 5	November 7
2	November 8	January 22

3	January 23	March 29
4	April 9	June 20

Improving Communication between Home and Mill

Our school district continues to increase the amount of information we communicate digitally to keep students and parents informed. The Williamsville Information Tracking System (WITS) is the district site where this communication begins. On WITS, students and parents can access a calendar of events, teacher notes and study aides, such as flashcards and online resources, and student grades. Please call our IT department at 626-8058 between 9 am and 3 pm. to obtain a parent/guardian login and password if you do not have one.

To access WITS from home:

1. Connect to the Internet as you usually do
2. In your browser, type: wits. Williamsville12.org (note: There is no www in the address.)
3. When the login screen appears, type your username and password.
4. When you see the WITS homepage, you have successfully connected. Click on each of the blue tabs near the top of the page to access available information.
5. If you see an error message, or “not authorized” message, most likely something was mistyped. If you try three times unsuccessfully to login, the system will lock you out. If you are locked out, wait twenty-four hours (until the system resets) and try again.
6. If you cannot connect, send an email to our IT department, Phone: 626-8058. Please note that with the large variety of operating systems and computers out there, some challenges may arise in your ability to connect. We will do all we can to assist you.

Study Habits

You must schedule a specific time and place for your work and do it regularly if you are to gain the most benefit from your school attendance. The following thoughts may be helpful:

1. Have a definite time and place for your study.
2. Find a comfortable, well ventilated place with suitable light.
3. Have only those items at hand which are necessary to do your work.
4. Be sure to get adequate sleep, exercise and recreation – but keep everything in “balance.”
5. Study when you are fresh, not when everything else has made you tired.

Review a little each day as well as doing your current work. Don’t try to learn everything at once. Frequent shorter periods of study will help you retain the information better.

Promotion Policy

The middle schools have adopted a promotion practice for the district’s middle schools. The policy is as follows:

The academic subjects, English, math, science and social studies, must be passed. Any of these subjects failed during the academic year must be successfully completed in summer school or the following year. Admission to a particular level of study in any subject is based upon the recommendation of a committee comprised of teachers, school counselors and administrators.

Placement in Enrichment Courses

Course Information
Placement in Accelerated Courses
English 9R – Integrated Algebra – Earth Science

High school level courses including a final examination, high school credit, and documented on a student’s high school transcript.

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

1. Demonstration of outstanding motivation to pursue a demanding high school level course, including extensive laboratory experiences in Earth Science.
2. Demonstration of maturity in work/study habits, task commitment and organization skills.
3. Demonstration of a minimum average of 90% in grade 7 courses relative to appropriate accelerated class.
4. Demonstration of the ability to effectively and 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.

Accelerated course placement decisions are made by April 15. Parent or student requests for placement in these courses without a school recommendation must be requested in writing prior to April 15. The final decision is based on consultation with teachers, counselors and administrators.

Once a student is placed in an accelerated course, it is anticipated that he/she will maintain a minimum of an 85 average. A periodic review of class work, lab performance, and general participation level may result in a recommendation for an alternate placement.

Due to critical staffing and scheduling decisions, requests made after April 15 may not be considered.

Summer School Grading Policy

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 their final grade for summer school using the following formula:

- One fourth final grade for the course previously taken
- One fourth first marking period grade for summer school
- One fourth second marking period grade for summer school
- One fourth final exam grade taken during summer school

Textbooks/Chromebooks

- Chromebooks should be treated with respect and care.
- Books are expected to be covered.
- Write your name in your book.
- Let the teacher know upon receipt of the book if there are blots, rips, pages missing, so you won't be charged at a future time.
- A lost or damaged book is your responsibility. You must pay for lost or damaged books.

Lost and Found

Lost and Found is located in the room next to the Nurse's office. Should a student misplace an item, this is the first place he or she should look. Several times a year items not claimed will be placed on tables outside the auditorium. If materials are still not claimed, they will be sent to a charitable organization. It is IMPERATIVE that all belongings are kept safely locked in each student's locker.

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 Attire

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.

*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.*

Working Papers

Some of you may wish to secure part time jobs. You should remember that working papers are required. The Main Office has the required documents.

Library Media Center

The Library Media Center (LMC) is located near the center of our school. Books are checked out for a three-week period and may be renewed unless another student has reserved the item. The School Library Media Specialist is willing to loan DVD's and reference materials on an overnight basis with the understanding that if the materials do not come back the next morning, arrangements will be made with parents to bring the missing items before classes begin.

The Mill Middle School LMC does not charge fines but expects all students to return borrowed materials on a timely basis in order that all students may benefit from the use of the collection. The LMC is available to study hall students who have obtained a pass to complete school work. If the LMC has scheduled classes, first priority for the remaining available table space will be given to students using LMC materials for school projects.

Fire Drills

The State requires four Evacuation/Shelter drills before December 31st and two more during the balance of the school year. 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.

If an evacuation is ordered over the PA, while students are in class or under the direct supervision of a staff member (ex. Lunch), students should exit the building silently as per the staff directions. If an evacuation is ordered over the PA, while students are not in class or under the direct supervision of a staff member (ex. passing time), students should leave the building via the nearest exit and

proceed to the grade level gathering sites at the front and bus garage sides of the school. These sites are marked by grade level sign posts.

Miscellaneous

- Snowballs** Throwing snowballs on school property is not permitted at any time.
- Bicycles** Bicycles must be kept in the bike rack, and must be locked. Bicycles are not to be ridden on school property during arrival and dismissal. Mill Middle School is not responsible for damage or loss.
- Sale of Items** Selling candy, gum, snack items and/or any merchandize on school property is not permitted.

Guidance Office

The Guidance Team includes the four school counselors, the school psychologist, the school social worker and three secretaries.

The school Guidance Team helps students do their best in school. They provide services to all students and can help with problems that are getting in the way of school performance. They meet with students individually and in groups. Students can speak about any thing that bothers them, for example, personal problems, social issues such as how to deal with peer pressure or a bully, study skills and plans for the future. The Guidance Team works with parents, teachers and other school staff to make sure school is a rewarding place for students.

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.

Stage Crew This group is interested in stage work. They are responsible for the setting up and operation of the auditorium and work very hard in creating sets and lighting effects for our special programs.

Student Council This group is comprised of all interested students. The purpose is to promote school spirit and to act as a voice for the student body.

Intramurals and Extramurals These before and after school sports activities are designed to offer students a variety of competitive levels. Before and after school intramural activities are coordinated with the unit being taught in the core program. All students are welcome to participate. Teams are formed, tournaments are set up, schedules are distributed and the games begin. Should a student show an interest and ability, he may be selected for an extramural team which competes with other area middle schools. Should a student demonstrate exceptional competency, he may apply for participation on one of the high school teams. We offer Cross Country, Soccer, Touch Football, Swimming, Basketball, Volleyball, Floor Hockey, Dance, Lacrosse, Field Hockey, Softball, Baseball, Aerobics and Water Aerobics as well as Track and Field

Other Clubs Some of the other clubs or activities available are: Variety Show, Airband, Game Club, Art Club, Young Playwrights, Leadership Club, Chamber Music, Chorus Club 6, Fiddle Club, Jazz Ensemble, Technology Club, Literacy Club, Spanish and French Clubs.

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.

Appropriate Attire 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.

Physical Education Supplies

- 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.

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.

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).

Swim Make-ups 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.

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.

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 7th and 8th 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.williamsville12.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
January-February
February-April

Volleyball
Basketball
Swim Team (5/6)

April-May
May-June

Team Handball
Recreation Unit

Extramurals Mill Middle's Extramural Program is offered to 7th and 8th 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
March-April
May-June

Basketball (7/8 girls and boys)
Swim Team (5/6 girls and boys)
Track Team (5/6 girls and boys)

Modified Sports Programs Modified sports are considered a "South High School" team. Most of our modified teams consist of 7th and 8th 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 paper work 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 Kevin Lester 626-8219. Participation and preparation for daily physical education class is required to participate in modified sports.

South Sports Teams

If you would like to participate on a South High School athletic team at the Modified, JV or Varsity level see the Health Office immediately for the proper paperwork.

Fall Teams

Deadline: end of school year

Varsity Golf
Varsity, JV, Modified Field Hockey
Varsity, JV, Modified Soccer
Varsity, JV, Modified Football
Varsity Swimming (girls) Modified Swimming (girls & boys)
Varsity, JV Volleyball
Varsity Cross Country
Varsity Tennis (girls)
Varsity Gymnastics

Winter Teams

Deadline: October 15th

Varsity, JV, Modified Basketball
Varsity Indoor Track
Varsity Swimming (boys)
Varsity, JV, Modified Wrestling
Varsity Tennis (boys)
Varsity Bowling

Spring Teams

Deadline: February 15th

Varsity, JV, Modified Baseball
Varsity, JV, Modified Softball
Varsity, JV, Modified Lacrosse
Varsity, JV, Track & Field

Performing Music

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 5th grade Band, Orchestra, and Choir, 6th 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 6th 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.

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.

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.

If a student wishes to be removed from a music ensemble, they must make that decision with their parents/guardians during the first two weeks of each semester. 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.

Health Office

Our school Health Office is staffed by a full time registered nurse and a part time aide. 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, a pass is needed to come to the Health Office. If it should become necessary to come to the Health Office during passing time, a pass is required from the class you are entering. When you are ill, arrangements for going home will be made through the Health Office. Parents must come to the school to pick up their child and sign them out in the Health Office and the Attendance Office.

Students are not to arrange for their own dismissal.

Medication in School The New York State Education Department's regulations for ALL medications are as follows:

1. Medication must be delivered to the Health Office by a parent.
2. Written instruction from a physician must accompany the medication.
3. Written permission from parent must accompany the medication.
4. Medication must be in the original container with student's name and instructions on the label.

Students are not permitted to carry medications in school. Parents are responsible for picking up medication on the last day of school. Students are not allowed to carry medication home. Medications not picked up will be properly disposed.

School physicals are New York State mandated for all 7th grade and all students new to the district. Students may be examined by their own physician. New York State mandates the following screenings be completed annually:

5th grade - vision, hearing, scoliosis 6th grade - scoliosis ONLY
7th grade - vision, hearing, scoliosis, physical 8th grade – scoliosis ONLY

New Students – vision, hearing, color perception, scoliosis, physical

Notices are sent home when any problem is found. Referrals should be completed by your physician and returned to the Health Office as soon as possible. Please notify the Health Office of any changes in your home or business emergency telephone numbers. In an emergency, up to date information is vital.

The Health Office Phone number is: 626-8333.

IMPORTANT REMINDER TO PARENTS OF INCOMING 6TH GRADERS: Please be advised of a recent addition to New York State Public Health Law. **All students who are entering 6th grade this September and will be eleven years old MUST receive a Tdap (tetanus, diphtheria and a cellular pertussis) AND a second Varicella immunization or medical documentation of having had the Chicken Pox disease in order to attend school in the Fall.**

IMPORTANT REMINDER TO PARENTS OF STUDENTS ENTERING THE 7TH AND 12TH GRADES: Please be advised that all students at the 7th and 12th grade levels are required by New York State Public Health Law to have written verification from the health care provider that the meningococcal vaccine was administered.

- **One dose of meningococcal vaccine is required before 7th grade.** If your child had the first dose as a 6th grader, then another dose is not required until the 12th grade.
- **A total of two doses will be required before 12th grade.** Most students entering the 12th grade obtained their first dose when they were younger and are now due for their 2nd dose, or booster. This booster is needed because protection from the vaccine decreases over time.
- The **only** teens who will not need a second dose before the 12th grade are those who were given their 1st dose on or after their 16th birthday.

ACCEPTABLE USE PROCEDURE FOR TECHNOLOGY



Williamsville CSD Policy Manual

Series 7000 - Students

STUDENT CONDUCT

STUDENT USE OF COMPUTERIZED INFORMATION RESOURCES (ACCEPTABLE USE POLICY)

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 "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 proscribed 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.

Policy References:

#Refer also to Policy #8271 -- Internet Safety/Internet Content Filtering Policy
District Code of Conduct on School Property

Adoption Date: 7/7/2009, Revised: 5/26/2015; 5/22/2012 8/10/2010
7000 - Students

Williamsville Central Schools Code of Conduct

<http://www.williamsvillek12.org/Parents%20&%20Students/Code%20of%20Conduct%20Draft%202017%2018%20FINAL%20PDF.pdf>