

Williamson Middle School Student Guidelines

Accidents	All accidents should be reported to the Health Office.
Administrative And Class	Detentions assigned by the classroom teacher or support staff member will not be counted toward step. This detention should be served with the assigning teacher or staff member. Detentions assigned by the principal will be called administrative detention and will count toward step. This detention will be served in the detention room.
Detentions	It is to the student's advantage for the student to serve the detention assigned by the teacher or staff member with that teacher or staff member. Our goal is to get the student to go to the classroom teacher and learn the material: If a student fails to serve teacher detention, the teacher or staff member may recommend to the principal that administrative detention be assigned. They will be assigned two detentions for every detention not served. These administrative detentions will count toward step. Students who have a conflict serving detention should go to the teacher, staff member, or to the principal's secretaries and respectfully request that it be postponed to another date. We will judge each request to postpone a detention on its individual merit.
Attendance	If a student has been absent parents are expected to send a written note with the student the day the student returns. The student should present the note to the nurse in the health office and pick up his or her attendance card and return it to their homeroom teacher. Students who fail to bring the necessary note to school, after a period of one week, will have the absence remain as an illegal absence.
Behavior And Student	It is expected that students will conduct themselves in a responsible manner, respecting the rights, privileges and property of others. Students are expected to obey ANY teacher, supervisor or other staff member at ANYTIME! It is extremely important that students recognize the authority of teachers, study supervisors, bus drivers and other staff members. Willfully refusing to obey any staff member may result in the student being placed into the disciplinary Step System.
Conduct	
Beverage Containers	Students are reminded that for safety reasons no glass containers or resealable containers are allowed in school. If students bring soda to school they must bring it in a non-resealable aluminum can.
Bicycles	Bicycle racks are provided for students who wish to ride to and from the Middle School. It is strongly recommended that students use these racks and lock their bicycles. For safety, it is extremely important that students riding bicycles conduct themselves courteously and follow traffic rules. Students who violate safety rules when riding bicycles will be given a warning. On the second report of a violation the student's bicycle riding privilege will be suspended. Students should also be aware of, and follow, the Board of Education rule against snowmobiles, mini-bikes, dirt bikes, ATVS, ATC'S, and motorcycles. These vehicles should not be ridden or brought to school. Just a reminder, it is New York State law that children wear bike helmets to reduce the risk of head injury. Student riders on school property are expected to wear their helmets.
Bus Passes	When students are planning to go anywhere after school that is not their regular routine, a note from the parent should be brought to the office for the protection of the student. "Note: Students who ride the late bus will not necessarily be dropped off at the door of the home they are going to. They may need to walk a short ways to their destination. This is due to the fact that the number of buses used on a late bus run are not the same as a regular bus run.
Cafeteria Rules	Students are expected to: Stay in their area of the cafeteria. Use appropriate table manners. Cooperate with adults. Leave their area clean. Walk in the cafeteria.

Classroom Rules

Students are expected to be aware of special rules in individual class-rooms. However, there are rules common to all classrooms.

Detention Rules: Administrative

1. Detention starts at 2:16 PM promptly and ends at 2:55 PM. 2. Detention is a consequence for inappropriate behavior. Talking and pass privileges are not allowed. 3. Students must bring enough work to do to last the entire detention period. If all work is completed you must bring a book to read. 4. If the student comes to detention unprepared, the detention monitor shall assign work. 5. Food, gum, candy, and beverages are not allowed. 6. Any material or objects not considered appropriate for school work shall be confiscated and turned into the principal. 7. Failure to follow the rules will result in further disciplinary action including movement along the step system.

Discipline Incidents

Type I Incidents:

Examples of unacceptable behavior:

1. Be on time and be prepared. 2. When you hear or see the signal, listen. 3. Do not chew gum or eat snacks. 4. To answer, raise your hand. 5. Be considerate. 6. Stay in your seat until the passing bell rings.

- a. Disruptive classroom behavior
- b. Disorderly or inappropriate behavior in halls, lunchroom, gym
- c. Chronic lateness to class, homeroom, school*
- d. Failure to attend class*
- e. Disrespect to, or insubordination towards, staff members
- f. Misbehavior anywhere on all school grounds and buses
- g. Other incidents as determined by the principal and/or the assistant principal

*behaviors will not lead to out of school suspension.

Type II Incidents:

These are very serious behaviors that will result in a three to five day out-of-school suspension plus movement along the Steps in accordance with Board of Education Policy #7470.

- a. Smoking
- b. Use of, or possession of, drugs or alcohol
- c. Violation against public health or safety
- d. Use of obscene language, or gestures, to staff members
- e. verbally or physically harassing or abusive behaviors
- f. Violation against property
- g. Fighting/assault
- h. Possession of a weapon
- i. Stealing or extortion
- j. Refusal to comply with administrative procedure
- k. Other incidents as determined by the principal and/or the assistant principal

Discipline
(Students With
Disabilities)
Emergency
Drills

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

We are required by law to have a minimum number of various drills throughout the year. These drills are treated as a serious matter so that students and teachers will be ready in case of a real emergency. During these drills it is necessary for students to carefully follow the directions of adult supervisors.

Fees For Books And Workbooks

The Board of Education has adopted a policy which provides free textbooks for all students in the school system. Workbooks are provided to students through grade six. Workbooks and newspapers for students in grade seven and above must be paid for by the student. It is important to note that since textbooks are provided without charge, students must take good care of these materials. Students who lose or damage books or are negligent will be required to pay for the cost of a replacement or for rebinding. This is at the discretion of the classroom teacher.

Guided Study Halls

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

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

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

1. Be on time and in assigned seats when the bell rings.
2. Sit quietly in the assigned seat. Talk only when you have permission of the study hall supervisor.
3. If you are late you must have a pass.
4. Be prepared to work. You are expected to bring sufficient work for the period.
5. No food, gum, candy or beverages are allowed.
6. Materials or objects considered not appropriate as school work will be confiscated and turned into the building principal.
7. Students will not be excused to another student without a presigned pass.
8. No more than one five minute pass per person will be approved in a study hall period.
9. These passes are for the purpose of using the lavatory or locker.
10. With the exception of a presigned pass to another teacher, you must return to your study hall before going to your next period.
11. No more than five library passes will be given by a study hall teacher.
12. Students having a pass presigned by a staff member to do necessary work in the library (research, term papers, etc.) will be given priority.

Graded Study Hall Policy

Purpose: The purpose of study hall is to provide students with an opportunity to work on homework, do research, or read for their personal enjoyment. It is our philosophy that all students can benefit from this structured time if they use it wisely. Our feeling concerning study halls is that they are important enough to become a pass/fail course. Therefore, we have amended our policy accordingly. The specific criteria for passing study halls will be given to you by the study hall teacher.

Sometimes rules begin to sound a little frivolous, we have found however, that there are always a few irresponsible students who spoil a privilege for everyone. Gum and candy are an example of this. Because we have had to remove gum and candy from the rugs and floors and other student's clothing, it has become necessary to revoke this privilege. Candy is permitted, but only as part of a student's lunch and should be consumed in the cafeteria.

Gum And Candy In School

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

Homework: Recommendations

SOME TIPS FOR HOMEWORK:

For Parents And Students

1. Students should have a place set aside at home to work on homework. 2. In the area where homework is being done: there should be a dictionary, there should be pen, pencil and paper; and you should consider the learning styles of your child when establishing a homework environment. 3. We strongly recommend that parents monitor the types of television programs students watch, the video games they play, the music they listen to, and the material they are exposed to over the internet. The ratings placed on most of these materials can help parents determine the appropriateness of them.

4. Each teacher has their own homework policy. Students and parents should have a copy of this and the

assignment notebook or assignment sheets for the study area.

Internet Use

The internet is a powerful tool for learning and, used appropriately, can speed research and enable students to secure information they previously couldn't. However, it can also be used inappropriately. Consult the handbook mailed to your parents for the complete Board of Education policy that applies to students and staff.

Leaving The School Building During School Hours

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

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

Library Rules

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

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

Lockers

Students in the Middle School will be assigned gym lockers and combination locks by their physical education teacher. Coat lockers and combination locks for six, seventh and eighth grade students will be assigned by homeroom teachers during the first two weeks of school. Combination locks must be turned in at the end of the school year. Students will be required to pay for a replacement lock if it is not turned in. It is the student's responsibility to keep the locker neat and secure at all times. Students should not give their combinations to other students for any reason! The school is not responsible for items lost from student lockers. Items of value should not be brought to school and left in lockers. Students who wish to change locker combinations will be charged a fee of \$ 1.00 each time this is done!

Lost And Found

Items found in school should be brought to the RWR room. Each year we have a large quantity of clothing and personal items turned in that cannot be returned because the owner's name does not appear on the item. We strongly recommend that all personal items be clearly marked so they can be reclaimed when lost. The Williamson Central School District is not responsible for lost, damaged, or stolen items. We will, however, make a sincere attempt to help students recover property.

Pass System

In order to allow students to go from one place to another without being accompanied by their teachers the pass system was developed. Students in good standing may sign out to various places and receive permission in the form of a written pass from their teacher. If students abuse school rules the privilege to use the pass system may be suspended by any teacher or supervisor. Any student in the halls at any time other than normal passing of classes must have a pass signed by their teacher.

Radios

No individually owned radios, record players, cassette tape recorders or disc players are permitted during school hours. The school is not responsible for any of these items of personal property.

Restricted Work Room

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

Sequence of Procedures:

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

School Dress

We have no formal dress code and prefer not to. A student's appearance is a reflection of how he or she feels about themselves. Students are requested to dress neatly, be clean, and to show good taste in their appearance. State law provides that: "School authorities have the power to discipline a student who appears in clothing that creates a disruption in the orderly management and smooth operation of the school." Therefore, clothing articles that are sexually suggestive, promote drugs, tobacco, or alcohol use are prohibited. A student may not wear headgear in the classroom during instruction, except for students of the Jewish faith, who are permitted to wear the yarmulke in the classroom.

Smoking

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

Sports Study Hall Policy

1. Sports study hall is for students staying after school for a sports program.
2. Students may NOT go downtown instead of going to sports study hall.
3. When students are released from sports study hall, they will go directly to the gym lockers to get ready for practice or their game.
4. Once students are released from the sports study hall and report to the locker area, they come under the direct supervision of the coach involved in the sport.
5. If there is to be a gap from sports study hall (ending at 2:55) until a game or practice, during which the coach is not available to supervise, students will be told, at least one day in advance, (the exception would be an emergency) to go home and then report back for the game or practice.
6. Coaches will remain with their players until all players have left the building and the doors are locked.

Step System Regulations

The following rules apply to the Step System at the Williamson Middle School:

1. The student will be placed on step, or moved up step, by the principal or assistant principal at their discretion when the student has: received administrative detentions, had bus reports, been recommended by staff based on RWR incidents or classroom detention, or any type II disciplinary incident.
2. Once a student is on step and the parents have been notified any single violation may move them up to the next step.
3. Parents will be notified either in person, by phone or by mail each time the student moves up a step.
4. At step 4, the PPS office will be alerted for consideration of the students placement on the agenda for a PPS meeting.
5. Students who are on step and keep a clean record for thirty days will be moved down a step in the system

and parents will be notified in writing of this accomplishment.
6. The middle school step system contains 10 steps.

Step System

The following ten steps are used at the middle school:

Step 1: 1 detention Step 2: 2 detentions Step 3: 1 day of in-school suspension Step 4: 2 days of in-school suspension Step 5: 3 days of in-school suspension Step 6: 1 day of out-of-school suspension Step 7: 2 days of out-of-school suspension Step 8: 3 days of out-of-school suspension Step 9: 4 days of out-of-school suspension Step 10: 5 days of out-of-school suspension Referral to the superintendent of schools for a disciplinary hearing which may result in long term suspension from school.

Student Rights

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

Student Responsibilities

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

Study Habits

Study habits developed now can have great value in the future as your studies become more comprehensive. Good study habits can mean the difference in passing a difficult course or not. For more information on study skills consult the unabridged handbook that was sent to your parents.

Student

Assignment Book

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

Suspension From School

New York State Education Law # 3214 and Williamson School Board Policy #7470 authorize the principal of the school to suspend students out of school for a period up to five days. This punishment is used rarely and is done so for either serious offenses (Type II) or for repeated movement up the step discipline system. Suspension is necessary when a student's actions become either so disruptive to the learning process or dangerous to the other students' and teachers' safety that it is more desirable to have the offending student out of the school setting than it is to have him/her remain in it. During a suspension from school, the guidance office will assist parents by collecting work for the child to do while suspended. Parents may pick up this work at the guidance office. When a student has been suspended from school, the principal will conference with the student and parent before the child is allowed to return to school classes. If the parent does not opt to attend, the principal will conference with the student alone on his/her first day back from suspension. (On returning to school, after reporting to his/her homeroom teacher, the student will go directly to the principal's office. If the principal is unavailable, the principal's

	designee will conference with the student.)
Tardiness	Students are to report to homeroom as soon as they arrive but not before 7:35 a.m. each school day. After the 7:45 bell, students are tardy and will be required to get a tardy pass on their own time. Students tardy to class should bring a tardy pass from the teacher who detained them. Otherwise, report directly to class and get a tardy pass on their own time (lunch time or at the end of the day).
Telephone	Student use of the business telephone in the main office is strongly discouraged. Because this is a business telephone, the school district is charged for all out going calls, even local calls! A pay telephone is maintained in the lobby for student use. Students can make a collect telephone call using this pay telephone and instructions for doing this are posted by the telephone. If you do not have money available, please ask us to use the office phone in the case of an emergency.
Use Of The	Our school auditorium is generally scheduled with lessons or study centers throughout the school day. Community members desiring to use the auditorium should complete a building use form available in the main office. Generally, however, the auditorium is not available for use by groups during the school day.
School Auditorium	School assemblies are scheduled periodically throughout the school year. Students are requested to be orderly and courteous at all times when in the auditorium. Whistling or shouting will not be permitted. The auditorium is not to be used by students unless a teacher is present.
Visitors	Parents are invited to visit the school at any time. During school hours, entry to the building is through the two front doors of the building or through handicapped entrances. This is to ensure the safety of our staff and students. Please stop in the Main Office for a visitors pass and directions. If students wish to bring a guest to school for a day, the following procedure is to be used: <ol style="list-style-type: none"> 1. Make arrangements with the school principal at least two days in advance. 2. Visitors must report to the office to pick up a visitors pass upon arrival. 3. Generally no more than one visitor per grade level will be permitted. Visitors should be enrolled in the same grade level as they are visiting and school should not be in session in their home school when they request to visit.

Working Papers Information concerning working papers is available in the Pupil Personnel Office.

Williamson Middle School Services

Additional Assistance	Additional assistance for students is available for students through a wide array of programs including remediation with teachers after school, peer tutoring available through the guidance office, and teacher tutoring available through the main office. It's been our experience that the two chief causes of failure are not completing home work and failing to get assistance when it's needed.
Counseling and Guidance Services	Counseling and Guidance Services are provided by Mrs. Ann Dewhirst, who is responsible for grades 5-6 and by Ms. Kristen Smucz who is responsible for grades 7- 8. Mrs. Leigh Prescott is the school psychologist responsible for grades 5-8. Mrs. Gowan is our guidance secretary. For more information please consult the unabridged handbook that was sent to your parents or stop by the guidance office.
Health Services	Health services are provided by Mrs. Mary Starr (school nurse) and by the school physician. These services include health screenings including physicals, growth, vision, hearing, and scoliosis screenings, care and control of injury while at school, and distribution of medications while at school. For more information please consult the school nurse at 589-9665 ext. 106 or the unabridged handbook that was sent to your parents.
Media Center	Media center services are provided by our school librarian, Mrs. Juanita Verstraete, with the assistance of Mrs. Gloria Pierce. In addition to the reference materials, periodicals, and regular library collection, our library is able to access a wide variety of materials through inter-library loan and through the internet.

Transportation Services

Transportation services are available for all students. The primary reason for bus rules is to ensure the safety of all riders and our bus drivers. For more information on specific rules consult the unabridged handbook that was sent to your parents or posted at the front of the bus. Remember transportation on the buses is a privilege and not a right. Please behave on the bus accordingly.

School Lunch Program

The school lunch program has enjoyed good participation at the middle school. Lunches cost one dollar. Additional items are also available. Last year we were able to schedule students for forty-minute lunches in grades 6-8. We will continue this practice for the 1998-1999 school year.

Special Education Services

Special education services are provided through several models. Some students are in self-contained classrooms. Others are in a consultant, push in, or blended classrooms. Still others receive services through resource room. Some students receive other services like speech, occupational therapy, or physical therapy. Finally, some students receive services off site at other schools. For more information on your special education services contact the Director of Pupil Services, Mr. David Abeling at 589-8308.

If there is any way that I can make your educational experience more productive or enjoyable, please let me know.

Mr. Patrick Wright
Williamson Middle School Principal, 589-9665 ext. 116