

**Wilson Middle School  
374 Lake Street  
P.O. Box 648  
Wilson, NY 14172**

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**Student Handbook 2020 - 2021**

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**Administration**

Timothy P. Carter - Superintendent of Schools

Scott L. Benton - Middle School Principal

Paul Galgovich - High School Principal

Jeffery J. Roth - Assistant Principal/Athletic Director

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**This agenda belongs to: \_\_\_\_\_.**

## WELCOME

The policies and procedures contained in this booklet are a selection of the policies and procedures taken from the Wilson District Policy Manual, Wilson District Administrative Manual, New York State Education Law and the Student Code of Conduct. Students must adhere to not only what is outlined in this handbook, but also in the aforementioned publications. Those practices outlined are based on accepted practices developed over years from such groups as the Site-Based committee, the PTSA, and other groups and are presented to be of value in helping you adjust to your school and become an integral part of it. Developing and accepting the responsibilities and obligations of good citizenship will help you participate successfully in the world of tomorrow. Remember that your success in school will be directly related to your efforts. Your school welcomes you and hopes you will always be conscious of the many traditions which make it great. Your school will be whatever you make it. Let us always have the SPIRIT and the WILL to make it outstanding.

This school district will not discriminate in educational programs, activities or employment practices on the basis or race, language, sex, age, color, national origin, religion, marital status, pregnancy, sexual orientation or disability under the provisions of Title IX of the 1972 Educational Amendments: Section 504 of the Rehabilitation Act of 1972.

Title IX Officer:  
Amanda Schaus  
374 Lake Street  
Wilson, Ny 14172  
716-751-9341 ext. 162

## **WILSON MIDDLE SCHOOL** **CONTINUOUS IMPROVEMENT!**

“Strive to be a better student/staff member today than you were yesterday.”

### **KEYS TO SUCCESS**

Keys to success are four steps that if followed will ensure student success in the Middle School:

- Come to school every day
- Do quality work
- Turn your work in **on time**
- Be respectful

## **STUDENT RIGHTS**

The district is committed to safeguarding the rights given to all students under state and federal law. Also, to promote a safe, healthy, orderly and civil school environment. All District students have the right to:

- Take part in all District activities on an equal basis regardless of race, color, creed, national origin, religion, gender, sexual orientation or disability.
- Present their version of relevant events to school personnel authorized to impose a disciplinary penalty in connection with the imposition of the penalty.
- Access school rules and when necessary, receive an explanation of those rules from school personnel.

## **SCHOOL HOURS**

**No student can enter the Middle School prior to 7:30a.m.** They must leave NLT 3:15pm. Students must be under the direct supervision of an adult employed or appointed by the district at all times. Students being dropped off by their parents must be dropped off in front of the Zipp Gym entrance.

## **STUDENT RESPONSIBILITIES**

All District students have the responsibility to:

- Contribute to maintaining a safe and orderly school environment that is conducive to learning and to show respect and dignity to other persons and to property.
- Be familiar and abide by all District policies, rules and regulations dealing with student conduct.
- Attend school every day unless they are legally excused and be in class on time prepared to learn.
- Work to the best of their ability in all academic and extracurricular activities and strive towards their highest level of achievement possible.
- React to direction given by teachers, administrators and other school personnel in a respectful, positive manner.
- **Cell phones, personal entertainment devices and other electronic devices ARE NOT ALLOWED IN SCHOOL.**

## **STUDENT DRESS CODE**

All students are expected to give proper attention

to personal cleanliness and to dress appropriately for school and school functions. Students and their parents have the primary responsibility for acceptable student dress and appearance. Teachers and all other District personnel will reinforce acceptable student dress and help students develop an understanding of appropriate appearance in the school setting.

A student's dress, grooming and appearance, including hair style/color, jewelry, make-up and nails, shall:

- Be safe, appropriate and not disrupt or interfere with the educational process.
- Messages and/or images on clothing, jewelry, and personal belongings that relate to drugs, alcohol, tobacco, sex, vulgarity, or gang related activity, or that reflects adversely upon persons because of their race or ethnic group are not permitted.
- The wearing of low-riding pants will not be permitted. Students should wear belts if pants are baggy. Undergarments should not be exposed.
- Shorts, skirts and dresses are considered too short if they do not adequately cover undergarments and/or personal body parts.
- Mid-cut shirts/tops that reveal the midriff are not acceptable. Tank tops, strapless tops, or one-shoulder tops are not acceptable unless worn with another shirt that provides appropriate coverage. Sleeveless blouses that provide appropriate coverage are acceptable.
- No hats, bandanas, hoodies or headgear of any kind may be worn in the building. If a letter from a student's cleric, medical provider or other appropriately deemed personnel is provided, an exception for headgear may be granted by the building principal.
- Unsafe footwear as determined by building administration and/or the school nurse. Footwear that is a safety hazard will not be allowed.
- Wearing a scent that has a negative impact on others.
- Loose hanging objects that pose a safety

hazard or disruptive influence, (i.e.-chains, key holders, etc.).

- Pajamas and loungewear are not considered appropriate school attire.
- Wearing of outdoor coats, jackets, etc. during the school day.
- Displaying the Confederate flag and/or Swastika.

Each building principal or his or her designee shall be responsible for informing all students and their parents of the student dress code for that particular building at the beginning of the school year and any revisions to the dress code made during the school year.

Students who violate the student dress code shall be required to modify their appearance by covering or removing the offending item and, if necessary or practical, replacing it with an acceptable item. Any student who refuses to do so shall be subject to discipline. Any student who repeatedly fails to comply with the dress code shall be subject to further discipline.

### **APPROPRIATE LANGUAGE CODE/RESPECTFUL BEHAVIOR**

Students are expected to behave with dignity and treat others with respect and courtesy. Students should respect their peers, teachers, and school staff. Individual behavior should not interfere with the rights of others. Students are expected to use language that is appropriate in demonstrating respect for self and others. Profanity or vulgar language including, but not limited to, racial or obscene comments, and obscene gestures, or obscene gestures toward others will not be tolerated. Students are to be accountable for their actions. Appropriate disciplinary action will be taken.

### **TELEPHONES**

Office telephones are for business and should be used by students **for emergencies only**. **Cell phones are prohibited in school.**

### **PROHIBITED STUDENT CONDUCT**

The best discipline is self-imposed and students must learn to assume and accept responsibility for their

own behavior as well as the consequences for their misbehavior. The rules below are an overview. The complete set of rules and disciplinary actions are outlined in the Wilson Central Schools Student Code of Conduct. District personnel who interact with students are expected to use disciplinary action only when necessary and to place emphasis on the students' ability to grow in self-discipline. Students may be subject to disciplinary actions, up to and including suspension from school when they

Engage in conduct that is disorderly

- Running in the hallways.
- Making unreasonable noise.
- Using language and gestures that are profane, lewd, vulgar or abusive.
- Engaging in any willful act that disrupts the normal operation of the school community.
- Trespassing. Students are not permitted in any school building, other than the one they regularly attend, without permission of the administrator in charge of the building.
- Computer misuse, including any unauthorized use of computers, software or internet; accessing inappropriate websites; or any other violation of the District's acceptable use policy.

Engage in conduct that is insubordinate.

- Failing to comply with reasonable directions of teachers, school administrators, other school employees or chaperones in charge of students or otherwise demonstrating disrespect.
- Lateness or leaving school without permission.
- Skipping detention.

Engage in conduct that is violent.

- Committing an act of violence or attempting to do so (such as hitting, kicking, scratching or punching) upon a teacher, administrator or other school personnel.
- Committing an act of violence or attempting to do so (such as hitting, kicking, scratching or punching) upon another student or any other person lawfully on school property or at a school function.
- Possessing a weapon. Authorized law enforcement officials are the only persons permitted to have a weapon in their possession while on school property.
- Threatening to use any weapon.

- Intentionally damaging or destroying the personal property of a student, teacher, administrator, other District employee or any person lawfully on school property, including graffiti or arson.

Engage in any conduct that endangers the safety, morals, health or welfare of others.

- Lying to school personnel.
- Stealing the property of other students and school personnel.
- Discrimination, which includes the use of race, color, creed or disability as a basis for treating another in a negative manner.
- Harassment, which includes sufficiently severe action or persistent, pervasive pattern of actions or statements directed at an identifiable individual or group which are intended to be or which a reasonable person would perceive as ridiculing or demeaning.
- Intimidation, which includes engaging in actions or statements that put an individual in fear of bodily harm.
- Selling, providing, using or possessing obscene material.
- Using vulgar or abusive language.
- Inappropriate show of affections: Outward display of affection is inappropriate in a school environment.
- Possessing, consuming, selling, distributing or exchanging alcoholic beverages or illegal substances or paraphernalia or being under the influence of either.
- Possession, selling or attempting to sell substances passed off as a drug.
- Inappropriately suing or sharing prescription and over-the-counter-drugs.
- Gambling.
- Initiating a report warning of fire or other catastrophe or discharging a fire extinguisher.
- E-cigs, e-juice and vaporizers are not permitted on school property and disciplinary action will ensue as a result.

Engage in any form of academic misconduct.

- **Plagiarism:** To steal and use the work or ideas of another as one's own (Webster's II New College Dictionary). This can be from books, magazines or the internet. Students caught plagiarizing will receive a 0% and at least a minimum of a late night detention.
- **Cheating/Copying:** Anytime a student copies or uses work other than their own,

they are cheating. A student caught cheating will receive a 0% on the assignment and at least a minimum of late night detention.

- **Assisting any student in the above actions will be considered plagiarism or cheating.**

Students riding on buses must comply with the following standards of conduct:

- Common courtesy towards the bus driver as well as other students on the bus.
- Profanity will not be tolerated.
- No smoking, possession of e-cig, e-juice, vaporizer, chewing tobacco, eating or drinking on the bus.
- Vandalism on the bus will result in the student paying for the cost of the repair.

### **BULLYING**

Bullying of a student by another student is strictly prohibited on school property, in school buildings, on school buses and at school sponsored events and/or activities whether occurring on or off campus. This includes any acts of cyber-bullying that may occur at home, but the emails, texts and/or screenshots have been brought to school. **Students are strongly encouraged to report any incidents of bullying to their building administrator.**

### **HAZING**

The Board of Education is committed to providing a safe, productive and positive learning environment within its schools. Hazing activities are demeaning, abusive and/or illegal behaviors that harm victims, and are inconsistent with the educational goals of the District by negatively impacting the school environment. Hazing of a student by another student or group of students is strictly prohibited on school property; in school buildings; on school buses; by school sponsored groups, clubs or teams; and at school sponsored events and/or activities whether occurring on or off-campus. Hazing of a student refers to soliciting, encouraging, aiding or engaging in 'hazing' behavior as defined pursuant to District policy, regulation and/or law.

### **LATE NIGHT DETENTION**

Teachers are responsible for holding their own detention from 2:33 - 3:08 (12th period) as needed. In addition, the Middle School is operating a program where Late Night Detention will run from 2:33 - 4:45 on Tuesdays and Thursdays. A note that their son/daughter has been assigned to Late Night Detention will notify parents. Students who are

assigned to Late Night Detention will be expected to arrange for their own transportation home. **NO STUDENT WILL BE EXCUSED FROM SERVING AN ASSIGNED DETENTION FOR ANY REASON.** Any student who fails to attend their assigned detention will automatically receive an additional Late Night Detention and a day in ALC. Failure to attend the second Late Night Detention will result in the student being suspended from school. If these obligations are not met, there is little recourse except an out-of-school suspension.

### **RULES FOR LATE NIGHT DETENTION**

- Students will bring and complete their homework. If a student is not prepared for late night detention the student will write the rules for late night detention.
- Students may not leave the room for any reason.
- If a student is disruptive or uncooperative for any reason, their night will not be counted.
- Students may not sleep or lay their heads on their desk. They must either read, complete school work or write the rules for late night detention.
- **Students may not bring food to late night detention.**

### **ALTERNATIVE LEARNING CENTER**

An Alternative Learning Center (ALC) will be provided for students that have made poor choices, repeatedly not following directives of staff members and or problems they have caused or are experiencing. Students will complete assignments for all classes with work provided by their teachers. If a student does not cooperate in ALC the only option left is suspension from school.

### **QUIET AND ORDER**

The observance of order is another addition to the atmosphere of calmness and an exercise in wholesome self-discipline. Your locker is adequate for your books and any other school supplies. Lockers should be kept neat and orderly.

### **CORRIDOR COURTESY**

- Keep corridors open to traffic by walking to the right. Do not block traffic by standing in groups.
- Pass through corridors **quietly**. Be considerate of others in the halls and classrooms.

- Discard trash in the containers provided. Keep the school clean by picking up paper from the floors.
- Leave the school building within 10 minutes after dismissal unless under the supervision of a staff member.

### SMOKING

Our school is a smoke-free environment. No one is permitted to smoke on school property. Students found violating smoking regulations will be suspended. Possession or use of e-cigs, e-juice and vaporizers are not permitted on school property and disciplinary action will ensue as a result.

### PHYSICAL EDUCATION

Physical Education is required unless excused by written request of the family physician. If a student misses an extended number of gym classes due to a medical reason the student will receive alternate assignments for these classes. Essays are required for any and all long-term gym absences. **Students must participate in PE to be eligible for athletic practices or games.**

### ATTENDANCE

Students are expected to attend school and classes regularly and promptly. Written excuses are required for all absences and tardiness. Students arriving at school after the homeroom late bell will report to the Attendance Office for a tardy admission slip. Unacceptable tardiness will result in detention. Unauthorized irregular absences from class and truancy (absent from school without prior knowledge or permission of parent or guardian) will not be tolerated. Students absent from class (class cut) will be assigned Late Night Detention. Students absent from school (truant) will be assigned to the Alternative Learning Center.

### CORRIDOR PASSES

No student should be in the halls at any time during regular class sessions without a pass that has been issued by a member of the school staff. It is the student's responsibility to ask your teacher for a pass before leaving the room. Students found in the halls without a corridor pass may be immediately assigned to the Alternative Learning Center.

### CAFETERIA RULES

The following list represents the expected behaviors related to cafeteria use. These expectations are intended to provide the basis for responsible cafeteria

behavior and to help staff increase supervision consistency as well as encourage positive behavior.

- Students will use their quiet voices in the cafeteria. When an adult's hand is raised or the lights are turned off all students will be quiet.
- Students will keep their hands, feet and any other objects to themselves.
- Students will walk in the cafeteria.
- Students will eat quietly and use good manners.
- Students will stay in their seats until dismissed. To receive help students will raise their hands.
- Everyone will treat others with dignity and respect.
- Students must eat and drink something during lunch. This will ensure students are performing at their very best in the afternoon.

Cafeteria lines will move with order and efficiency if you are patient and polite in waiting your turn. In consideration of others, you will leave your table clean. The cafeteria is the only place where you may eat. No food may be eaten in the classrooms, gym or other parts of the school building.

### DISPLAY OF PUBLIC AFFECTION

Public display of affection in any form will not be tolerated in our school system.

### SCHOOL PROPERTY

You are on school property the moment you step on the bus or leave your house in the morning until you depart and arrive home at night. It is TRUANCY if you leave school property without permission.

### CARE OF SCHOOL PROPERTY

Students are responsible for the proper care of all books, supplies and furniture supplied by the school. Students who disfigure property, break windows or do other damage to school property or equipment will be required to pay for the damage done or replace the item.

### CELL PHONES AND ELECTRONIC EQUIPMENT

***Cell phones, SmartWatches and electronic equipment for students are not permitted in school.*** Students in possession of these items will have them confiscated & returned only to their parents for the 2nd and 3rd offense. Any emergency messages for students must be made through the Middle School

Office. **PLEASE REFRAIN FROM SENDING YOUR CHILD TEXT MESSAGES.** Consequences for cell phone possession are as follows:

**1st offense** - phone is confiscated and returned to the student at the end of the day. A letter is sent home.

**2nd offense** - phone is confiscated and returned after a parent conference is held.

**3rd offense** - the phone is confiscated and the student will receive a three day suspension. The phone will be returned upon a parent conference meeting with the principal.

### SUBSTITUTE TEACHERS

Our school is fortunate in having capable people to help us whenever our regular teachers are ill or are attending conferences. A substitute teacher is an important visitor whose impressions of our school will be carried into the community. Let us be certain that their impressions are good impressions by being polite, helpful and considerate as you would be to your regular teacher. If a student is referred to the office out of a substitute's class because of inappropriate behavior the student will be assigned directly to the Alternative Learning Center.

### LIBRARY

The Library has books, magazines and pamphlets for assigned study and recreational reading. It is open from 7:45 - 3:08 for student use. Fines are charged for material overdue at an established rate.

### HOMEWORK

Home study is a necessary part of each pupil's educational program. Each student is expected to spend some time in addition to scheduled class instruction to achieve satisfactory work. Some assignments are long range and require planned study time for their completion. Planned study eliminates the necessity of spending too much time completing an assignment the day before it is due. **Credit will only be given to those assignments which are handed in on time.** If a student is out ill, it is the student's responsibility to class a classmate to get their assignments for up to two days of absence.

**Homework assignments due to illness for absences in excess of two days may be obtained by contacting the Middle School Office at extension 124.**

Students should expect an average of 60-90 minutes of homework a night.

### EXTRA HELP/12th PERIOD

You may seek extra help from your teacher if you do not understand an assignment. If the work is difficult or you have been absent and have missed assignments and class discussions, it is a good idea to utilize 12th period. Arrange a conference with your teacher at a time convenient to both of you during the day. Help is available from 2:33 - 3:08 (12th period). A teacher may request a student to stay after school if it is apparent that the student is having difficulty with his/her work. This is not to be thought of as a punishment but rather as the desire of the teacher to help you progress to the level of which you are capable.

A late bus is available to students that stay after school 12th period.

### CLASSROOM PROCEDURE AND BEHAVIOR

Being prepared for each class is vital for your educational advancement. So that learning can take place students are expected to present themselves to each class ready to learn. The following is the minimum:

- Bring all materials to class: books, pencils and paper.
- Be on time.
- Do all homework assignments.
- Refrain from any form of disruptive behavior which deprives others their right to an education.
- Make up all missed work - STUDENT RESPONSIBILITY.
- Treat all school property with respect.
- When late to class present a pass from the detaining teacher.

### REST ROOMS

You may use the restrooms before and after school, between class periods and at the beginning or end of the lunch period. You are expected to keep them clean. Do not loiter or smoke, write on the walls or damage the facilities in any way. If you are feeling ill please report to the clinic.

### BULLETINS AND ANNOUNCEMENTS

Students make announcements for the day over the public address system each morning. If you wish to have any announcements made regarding school activities they must have been initiated by a teacher, advisor or an administrator.

### GUIDANCE DEPARTMENT

In accordance with NYS educational mandates the district provides guidance and counseling services for each student. These services are based on the belief that every student is a unique individual who has varying interests, skills and talents. Each student possesses particular potential and limitations. Counselors' help students learn about themselves, their interests, their values and their abilities so that each student can reach their potential.

Counselors provide students with opportunities to secure and interpret information, to explore alternatives to reach decisions and to carry out plans of action. Counselors help students in the decision making process and work with them to accept responsibility for their decisions and actions as they mature.

In addition, counselors assist parents and teachers through their specialized knowledge and skills. Counselors keep up to date on the constantly changing information about individual students, careers, academic requirements and post-secondary education that will benefit the student.

#### **School counselors provide:**

- A friendly, non-judgemental atmosphere where students can seek assistance dealing with personal questions or problems.
- Opportunities for students experiencing academic difficulties to explore alternatives that will help them rectify the difficulties.
- Opportunities for students to examine interests, values, aptitudes and abilities and the relationship these personal traits to post-high school plans.
- Assistance to each student in program planning and the selection of high school courses. This assistance ensures that students meet graduation requirements and develop appropriate plans for their future.
- Opportunities for students, parents and teachers to share concerns and information regarding the academic, personal needs and progress of the student in a confidential and professional setting.
- Information and suggestions for referrals to other services available to parents and students.

#### **MONITORING STUDENT PROGRESS**

Parents who wish to have more frequent updates on their child's progress (beyond report cards, progress

reports and parent portal) may contact the Guidance Center and request such monitoring. To avoid unnecessary duplication of staff time and effort, these updates will occur about 2 ½ weeks into each quarter and about 2 ½ weeks prior to the close of each quarter.

#### **PARENT PORTAL**

Power School is the district's electronic student management system where we collect and store student information. The Portal is a 'doorway' into our database, giving families access to information about their children. To access Parent Portal, families sign in from the Wilson CSD's Powerschool Parent Portal login screen. Special software is not needed, just a computer with internet access and your own user information. You may use your home computer, a computer at a public library or anywhere that you have internet access. Please contact the Middle School Office if you need assistance.

#### **PARENT/TEACHER/STUDENT MEETINGS**

Parents or teachers may schedule meetings to inform one another of progress or lack thereof per the following schedule:

**6th grade** - 8:15 - 8:40

**7th grade** - 9:45 - 10:10

**8th grade** - 11:15 - 11:40

#### **SCHEDULE CHANGES**

Since advanced planning and guidance are provided for each student prior to registration, only limited changes should be required after the beginning of a course. Any questions relating to schedule changes should be discussed with the Guidance Counselor. **Students who wish to add/drop band or chorus must do so no later than September 30<sup>th</sup>. Students must have a signed note from the parent and there must be room in the class before any change is considered.**

#### **GRADING**

You are advised to use your study time in school and to plan to study for 60 - 90 minutes at home daily. Some pupils will find it necessary and desirable to do more. Grades are an evaluation of what you have learned. They become part of a permanent record. Institutions of higher learning, potential employers and the various military services are interested in your high school records. **The passing grade for all Middle School students is 70%.**



Report cards are issued every ten weeks and there are four marking periods. At the end of the first five weeks of each marking period progress reports are sent to the parents of students doing unsatisfactory work.

### **ELIGIBILITY - ACADEMICS/ATHLETICS**

A longstanding procedure at WCS has been: An Interscholastic athletic program and extra-curricular activities should not be used to either reward or punish a student's performance academically or otherwise. On the other hand, all students, including athletes, should adhere to a satisfactory level of expectation. Attributes that are a measure of good citizenship can be expected, as well as a satisfactory academic standing.

Students will be expected to be performing satisfactorily in all of their scheduled classes. Behavior and conduct will also be considered in student eligibility. An Eligibility List will be published on a weekly basis. Thus, a student could attend and participate in practice sessions, but would be ineligible for interscholastic competition. **These guidelines will be applicable for all student activities.**

### **GENERAL ELIGIBILITY REQUIREMENTS**

Eligibility regulations pertain to all extra-curricular activities occurring after the regular school day which are not extensions of classroom work or in place of exams. There are no exceptions due to any type of absence. Students need to stay on top of all school work. This also applies to all grade related reward activities in the Middle School such as pep rallies and fun-type field trips.

**ACADEMICS: The student may not be failing in more than one subject area.**

Each Monday morning, the Athletic Director or designee will publish a list of those who are ineligible to participate in extracurricular activities. Once on the ineligibility list, **students remain ineligible until the next Monday list is published**, or in the case of an error by the teacher or administrator until the error has been corrected.

Notification will be made in the following manner:

- A. Students will be notified in homeroom on Mondays.
- B. Parents will be notified by mail.

It is the responsibility of the student to maintain his/her eligibility.

Any attempt to violate the Eligibility guidelines will result in two Late Night Detentions being assigned along with an additional week on the ineligibility list. Students MAY NOT elect to take this option as a way of becoming eligible.

Appeal Process - For those cases where students wish to appeal their ineligibility regulations, a committee of two designated administrators, along with the student's advisor/coach, will meet to weigh the evidence for those 'extenuating circumstances.' The decision reached by the committee is final.

### **MIDDLE SCHOOL STUDENT COUNCIL**

The Student Council is an organization through which the students may express their opinions, assist in the administration of the school and participate in the management of school enterprises. The council promotes leadership, initiative and self-control among its members.

Each spring a President, Vice President, Secretary and Treasurer are elected to carry on the work for the next year. Participation is open to all students in the middle school.

### **WILSON JUNIOR HONOR SOCIETY**

WJHS membership is open to qualified 7th and 8th grade students. Membership is granted to those students selected by faculty members on the Academic Standards Committee. In order to be considered for membership a 7th grade student must have a cumulative average of **95%** for 6th grade. An 8th grade student must have a cumulative average of **93%** for 6th and 7th grade. The Academic Standards Committee then reviews the nominees who qualify academically for qualifications of **Leadership, Service, Character and Citizenship**. Students are informed of their selection in December. **Induction Date - To Be Determined.**

### **HONOR ROLL CRITERIA**

Students are placed on the High Honor Roll if they earn an academic average of 95% or above. Students are placed on the Honor Roll if they earn an academic average of 90% - 94.9%. Students receive Commendable Achievement if they earn an academic average of 85% - 89.9%. **Any student who has a course/subject grade below 75% or receives an**

**F/U grade, they will not be included on the above lists. This includes all classes no matter the length of the class.**

### **HEALTH SERVICES**

If a student becomes ill in school he/she should report to class first and get a pass to the nurse who will decide what should be done. Students must not leave the building because of illness without authorization. If the nurse is not available, students are to report to the office.

### **STUDENT VALUABLES**

Students are cautioned not to bring large amounts of money, radios, phones, iPods, cameras or electronic devices to school, and if they wear glasses or watches, to keep track of them at all times. **Students, not the school, are responsible for their personal property. If it is necessary to bring more money than needed to pay for lunch, leave it at the office for safe keeping. DO NOT LEAVE VALUABLES IN YOUR UNLOCKED LOCKER.**

### **UNAUTHORIZED DEVICES**

Nuisance toys and dangerous items such as squirt guns, laser pointers and hazardous items are NOT permitted in school. Possession and/or use of such items may be the cause for suspension and legal action. In addition, iPods, earbuds and electronic entertainment devices are prohibited unless permission is granted for educational purposes. The use of video and camera equipment and/or sound equipment for inappropriate purposes, such as but not limited to recording acts of violence or other violations of school policy, is prohibited. This includes cell phone cameras. Cell phones are prohibited in school. Students involved in recordings of this nature will face penalties consistent with the perpetrators of the act being recorded. E-cigs, e-juice and vaporizers are not permitted on school property and disciplinary action will ensue as a result.

### **ACCIDENTS**

Every accident in the school building, on the grounds, at practice sessions, or at any athletic event sponsored by the school must be reported to the person in charge and to the school office.

### **PARENT CONFERENCES**

We encourage communication between school personnel and members of the community we serve. Parents may make appointments for conferences with

teachers, counselors or the principal by contacting the school office.

### **LATE BUS PASSES**

The normal school day ends at 2:27. Students who remain after this time must do so under the supervision of a staff member. The staff member will obtain passes from the office for those who wish to ride the late bus. Students will not be permitted to board a late bus without a bus pass. **THESE PASSES CAN ONLY BE OBTAINED FROM THE STAFF MEMBER FOR WHOM THE STUDENT STAYED 12TH PERIOD.**

### **VISITORS**

The school policy is to accept only those visitors who have legitimate business to attend to at the school. The district has begun using the Raptor Visitor Management System. This new system is part of the district's goal of school safety for students, staff, and the community. As a digital safety solution, the Raptor system will change the way visitors at Wilson schools sign in and out when visiting our campus and it will help us keep better track of who is in our buildings at all times. Upon entering a Wilson school building, visitors/volunteers will be asked to present a valid government-issued ID, which will be scanned into the system. This will require all visitors/volunteers, including parents, to bring a driver's license, or other government-issued identification to the MS/HS office when visiting. This scanning process is quick, easy, and user-friendly and our office staff will be able to assist you.

Once the ID has been scanned and entry is approved, the system will create a unique badge that identifies the visitor by picture, date, and purpose of the visit. Visitors/Volunteers will be required to wear this badge to be allowed entrance to the school and to proceed to their destination.

Parents are always welcome. Student guests are not permitted.

### **EXTRA-CURRICULAR EVENTS**

Student conduct at extracurricular events is expected to be appropriate. Any conduct judged to be inappropriate will be dealt with by the supervisors at

the event and the administrators when necessary. Students who display inappropriate behavior at school events will be excluded from future extra-curricular events. Students must attend at least four periods of school the day of the activity to be able to attend any extra-curricular activities. Students on the Academic Ineligibility List cannot attend extra-curricular activities.

### **SCHOOL DANCES**

School dances are held for the benefit of Wilson students. Guests will be admitted only when they have been signed up in advance (by the end of Thursday before the dance). Guests must be in grades 6-8 and approved by the principal.

**Dances will begin at 6:30 and end at 9:00**

**Once a student arrives they cannot leave early unless a parent meets with the principal.**

If a student is absent the day of the dance or the day before a Saturday dance, he/she will not be admitted. Students must attend at least four periods on the day of the dance or the day before a Saturday dance to be allowed to attend the dance that evening.

Students that misbehave at a dance will be prohibited from attending the next dance. Guests that misbehave will be banned from all dances.

Students on the Academic Ineligibility List cannot attend the dance that week.

### **FIRE DRILLS**

A fire evacuation plan is posted in each room. Students should study the plan and become familiar with it. Students are not permitted to talk during a fire drill. Students are to remain at least 40 feet away from the building until the signal is given to re-enter. No one is to return to the building until the Principal or authorized representative gives the signal.

### **MIDDLE SCHOOL PROMOTION POLICY**

A point system will be used to determine which students will be promoted to 9th, 8th and 7th grade.

**7th & 8th grade students:** English, Social Studies, Science, math and Foreign Language are worth four points each. Music, Physical Education, Art, Home & Careers and Technology are worth two points each.

A student earns 30 points when passing all subjects. **Students would need a minimum of 23 points to be promoted to the next grade.**

**6th grade students:** English, Social Studies, Science, Math and Reading are worth four points each. Health and Physical Education are worth two points each. Math Review A & B, General Music, Art and Life Skills are worth one point each. Students passing all courses would earn 29 points. **A minimum of 23 points are necessary for promotion to 7th grade.**

**If a student does not pass two core subjects, a student will not be promoted to the next grade level.**

**Final course grades** are determined by adding quarterly report card grades and final examination scores (if applicable) within individual subjects. **Final course grades of 70% and above are passing.**

### **WORKING PERMITS**

Minors under the age of 18 years old are required by law to have a working permit in order to be employed part time or full time in most positions. Working permits can be obtained in the high school office.

### **CLASS SCHEDULE**

7:53 - 7:59	Homeroom
8:02 - 8:42	1st period
8:46 - 9:26	2nd period
9:30 - 10:10	3rd period
10:14 - 10:53	4th period
10:58 - 11:19	5th period
11:23 - 11:44	6th period
11:48 - 12:09	7th period
12:13 - 12:34	8th period
12:38 - 12:59	9th period
1:03 - 1:43	10th period
1:47 - 2:27	11th period
2:33 - 3:08	12th period (AIS period)

## **IMPORTANT PHONE NUMBERS**

Wilson Central School	751-9341
MS Office	ext. 124
Clinic	ext. 125
HS Office	ext. 113
Attendance Office	ext. 111/112
Guidance Office	ext. 115/134
Athletic Office	ext. 175
Cafeteria Office	ext. 137/139
School Psychologist	ext. 164

### Central Office:

Superintendent's Office	ext. 119
Business Office	ext. 150
Special Education Office	ext. 130
Wilson Elementary Office	ext. 117

Ridge Road Express	219-1711
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