WESTBURY MIDDLE SCHOOL

S.T.A.R.
  Safety
  Take Responsibility
  Achievement
  Respect

ADMINISTRATION TEAM
  Principal
  Mr. Zimbler

Assistant Principals
  Ms. Crawford
  Dr. Baralis

Deans of Students
  Ms. Di Iorio
  Sixth Grade (K-Z) and Seventh Grade

  Mr. Fahy
  Sixth Grade (A-J) and Eighth Grade

GUIDANCE COUNSELOR ASSIGNMENTS
  Students Designated Alphabetically
  *Students will have the same Guidance Counselor from 6th grade through 8th grade*

A-C, T-W
  Ms. Ramirez
  874-1211
  jramirez@westburyschools.org

D-J, S
  Ms. Thomas
  874-1214
  cthomas@westburyschools.org

K-R, X-Z
  Ms. Lazard Edma
  874-1215
  alazard-edma@westburyschools.org

This agenda belongs to:
Name _____________________________________________
Grade ____
Meeting Tomorrow’s Challenges…

As the new millennium unfolds, it brings with it increased standards, more rigorous graduation requirements, and the need for enhanced parent-school partnerships. To receive a diploma from high school today, you, as students, must challenge yourselves!

The workplace of the future will demand that individuals are highly skilled. By the time you graduate college, you may be working in fields that do not exist today. We, at Westbury Middle School, want to make certain that you are ready for these challenges and, ultimately, move through your middle school education with success.

Westbury Middle School is prepared to assist all of our students in acquiring what they will need for success throughout their lifetime. We are excited about the prospects for meeting tomorrow’s challenges and invite parents and students to take advantage of the many opportunities available at Westbury Middle School. We look forward to our work together as we create a mutually advantageous partnership to meet the challenges in the future with the ultimate goal being student success.

The 2015-2016 student handbook should serve as a reference guide for students. Our school administrators and faculty members are here to support you. Feel free to call upon them, as well as me, for assistance.

Please review the Westbury Middle School Handbook and sign the insert. This insert should be returned to your child’s homeroom teacher by Friday, September 4, 2015.

Together, we will work to ensure a successful year of study for our students at Westbury Middle School.

Sincerely,

Mr. Zimbler
Dear Parent/Guardian:

We ask that you review this Student Handbook with your child. Please sign and have your child return this insert to his/her homeroom teacher by **Friday, September 4, 2015**.

My child, _______________________________ and I have reviewed the Student Handbook for the 2015-2016 school year.

_________________________________
Student Name — Print

_________________________________
Student Signature

_________________________________
Parent/Guardian Signature

_________________________________
Date

_________________________________
Homeroom Teacher
WMS 2015-2016 SCHOOL CALENDAR

**September 1**<sup>st</sup>
First Day of School

**September 14**<sup>th</sup> and **15**<sup>th</sup>
Rosh Hashanah - School Closed

**September 23**<sup>rd</sup>
Yom Kippur – School Closed

**September 24**<sup>th</sup>
Meet the Teacher Night - 6:30 P.M.

**October 12**<sup>th</sup>
Columbus Day - School Closed

**October 30**<sup>th</sup>
Picture Day (6<sup>th</sup> and 7<sup>th</sup> grade students)

**November 3**<sup>rd</sup>
Election Day/Staff Development Day – School Closed

**November 10**<sup>th</sup>
1<sup>st</sup> Marking Period Ends

**November 11**<sup>th</sup>
Veterans Day - School Closed

**November 23**<sup>rd</sup>
Parent/Teacher Conferences -- 6:30 P.M. – 8:30 P.M.

**November 24**<sup>th</sup>
Half Day for Students
Parent/Teacher Conferences -- 12:00 P.M – 2:30 P.M.

**November 25**<sup>th</sup> – **27**<sup>th</sup>
Thanksgiving Recess - School Closed

**December 24**<sup>th</sup> - **January 1**<sup>st</sup>
Holiday Recess - School Closed
January 18th
Dr. Martin Luther King, Jr. Day - School Closed

January 29th
2nd Marking Period Ends

February 11th
Parent/Teacher Conferences -- 6:30 P.M. – 8:30 P.M.

February 12th
Half Day for Students
Parent/Teacher Conferences -- 12:00 P.M – 2:30 P.M.

February 15th – 19th
Winter Recess - School Closed

March 18th
Half Day for Students -- Staff Development Day

March 24th and 25th
Easter Break
*Weather Contingency Day is March 24th

April 8th
3rd Marking Period Ends

April 25th - 29th
Spring Recess – School Closed

May 26th - 30th
Memorial Day Recess – School Closed
*Weather Contingency Days are May 26th and 27th

June 15th – 24th
Half Day Schedule

June 23rd
8th Grade Graduation at WHS 9 A.M.

June 24th
Last Day of School & 4th Marking Period Ends
* Weather Contingency Day information will be disseminated prior to school vacations *

2015 – 2016 WMS BELL SCHEDULE

Breakfast Program: 7:00 a.m. – 7:30 a.m.
*Students are not permitted in the school building prior to 7:00 a.m. (No supervision)

**AM Homeroom** 7:40 – 7:53 - Announcements, Advisory and D.E.A.R.

<table>
<thead>
<tr>
<th>Period</th>
<th>Time</th>
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</thead>
<tbody>
<tr>
<td>1</td>
<td>7:57 – 8:37</td>
</tr>
<tr>
<td>2</td>
<td>8:41 - 9:21</td>
</tr>
<tr>
<td>3</td>
<td>9:25 - 10:05</td>
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<tr>
<td>4</td>
<td>10:10 – 10:50</td>
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<td>5</td>
<td>10:55 - 11:35</td>
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<tr>
<td>6</td>
<td>11:40 - 12:20</td>
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<tr>
<td>7</td>
<td>12:25 - 1:05</td>
</tr>
<tr>
<td>8</td>
<td>1:10 – 1:50</td>
</tr>
</tbody>
</table>

**PM Homeroom** 1:55 – 2:10 – Homework Session

*Period 9  Music (2:15 – 2:55 p.m.) – Only if it is in a student’s schedule

Athletics begin at 3:00 p.m.

**P.M. Bus between 3:30 p.m. and 4:00 p.m.**

**HOMEROOM**

WMS has a Homeroom period to start and end the school day. On Monday, Wednesday and Friday students will read a book of their choice during their AM Homeroom period. On Tuesday and Thursday students will take part in character education discussions that support monthly character education themes and our PBIS Mission. Monthly Character Education information can be found on our website under WMS Advisory Program.

During PM Homeroom, students will begin their homework assignments.
# EMERGENCY SCHOOL CLOSING - DELAYED OPENING SCHEDULE

## DELAYED OPENING SCHEDULE

### 1 Hour Delayed Opening

<table>
<thead>
<tr>
<th>Period</th>
<th>Start Time</th>
<th>End Time</th>
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<tbody>
<tr>
<td>Period 1</td>
<td>8:40</td>
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<td>Period 3</td>
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<td>Period 4</td>
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<td>Period 5</td>
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<tr>
<td>Period 6</td>
<td>12:10</td>
<td>12:48</td>
</tr>
<tr>
<td>Period 7</td>
<td>12:52</td>
<td>1:30</td>
</tr>
<tr>
<td>Period 8</td>
<td>1:34</td>
<td>2:10</td>
</tr>
</tbody>
</table>

### 2 Hour Delayed Opening

<table>
<thead>
<tr>
<th>Period</th>
<th>Start Time</th>
<th>End Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Period 1</td>
<td>9:40</td>
<td>10:10</td>
</tr>
<tr>
<td>Period 2</td>
<td>10:14</td>
<td>10:44</td>
</tr>
<tr>
<td>Period 3</td>
<td>10:48</td>
<td>11:18</td>
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<td>11:56</td>
<td>12:24</td>
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<tr>
<td>Period 6</td>
<td>12:28</td>
<td>12:58</td>
</tr>
<tr>
<td>Period 7</td>
<td>1:02</td>
<td>1:32</td>
</tr>
<tr>
<td>Period 8</td>
<td>1:36</td>
<td>2:10</td>
</tr>
</tbody>
</table>
*This information will normally be sent through a Connect Ed phone call (Please ensure you have the your most updated phone number on file at school) and be posted on the District Website.*

**STUDENT ATTENDANCE**

It is the student’s responsibility to be in school, and on time, every day.

It is the parent’s responsibility to ensure that his/her child is on time every day.

A legal absence is one which includes sickness, death in the family, religious observation, quarantine, a court summons or a remedial health treatment prescribed by a physician. All other absences are marked in the state register as illegal.

1. A written note from the parent or guardian explaining the reason for any absence or tardiness (please read excused absence list) should be brought to the attendance office in order for the absence or tardiness to be excused.

2. If a student wishes to leave school early, he/she must bring in a written request signed by the parent or guardian containing an explanation, the specific time the student is to be dismissed, who will be picking up the student (must be listed on Emergency Contact Sheet) and a phone number where the parent can be reached, if necessary.

    **Students will not be permitted to leave the building without an adult escort.**
    **Any adult picking up a child from school must have a valid form of picture ID.**

    **The adult must be listed on their Emergency Contact Sheet.**
    **If you need to update an Emergency Contact Sheet, please contact the school.**

    **Please call the Attendance Office by 7:30 A.M., on the morning of your child’s absence to inform the school that he/she will not be in school.**

    ***The telephone number is: (516) 874-1224***

**WESTBURY MIDDLE SCHOOL CLASSWORK MAKE-UP PROCEDURE**

Students may make up any missed daily evaluation within five school days following an excused absence. Students may make up any major evaluations within two school days following an excused absence unless appropriate documentation is provided. Students who are absent must obtain their assignments from their teacher the following school day, a fellow classmate on the day of their absence and/or parents can email the teacher. Students are responsible for missed assignments and work.

Appropriate documentation is a doctor’s note, court appearance, or death in the family. Work submitted beyond the time period will not receive credit. Work specified as a course requirement or based on an unexcused absence may be submitted beyond this time period, but will receive a grade of “0” and will only count to fulfill the course requirement.
Scheduled vacations during days in which school is in session will not be deemed an acceptable excuse for making up an exam.

WESTBURY MIDDLE SCHOOL ATTENDANCE PROTOCOL
Consistent and punctual attendance has a positive effect on academic success. Therefore it is imperative that all students come to school on time and on a regular basis. Missed instruction is detrimental to a child’s education. Being in school regularly will contribute to a child reaching his/her full potential.

New York State Education Law requires that minors (children six through sixteen) attend school full time in accordance with the school calendar. If deemed that academics are being compromised due to unexcused absences, contact may be made with Child Protective Service on the basis of educational neglect.

The following are examples of unexcused absences:

- Missing the bus
- Car trouble
- Oversleeping
- Caring for a sibling
- Vacation
- Personal errands

The following are examples of excused absences:

- Personal illness with a note
- Death in the family
- Legal/ Court Business
- Religious observances
- School related activities
- Student hospitalization

*Administration reserves the right to consider the validity of absences

After an excessive number of consecutive unexcused and undocumented absences, administration retains the right to conduct an investigation. Contingent on the outcome, a student may be dropped from the school register.
WESTBURY MIDDLE SCHOOL ATTENDANCE PROCEDURE

5 Unexcused Absences:
Teachers will complete a referral and contact parent/guardian for a student that exhibits negative attendance.
- Student will make up missed work during an assigned period. *(Example: lunch period, after school, etc.)*
- Possible loss of extracurricular activities.
  *(Example: sports, non-informative assemblies, dances, school trips, etc.)*
- Parent contacted via phone *and/or* letter.

10 Unexcused Absences:
- Parent and student will attend a mandatory meeting with Dean and or counselor/social worker.

15 Unexcused Absences:
- Home visit will be conducted by social worker and/or Dean.
- CPS – Child Protective Services may be notified.
  *CPS can be called at any time if there is a concern of student attendance that is affecting a student’s academics.*

15 or more Unexcused Absences:
- Parent and student will be referred to the Superintendent for an attendance meeting.
- May be subject to student’s academic progress and affect student’s grade.
  *Be advised that egregious unexcused absences may be subject to any of the above*

WESTBURY MIDDLE SCHOOL LATENESS PROTOCOL

5th Lateness to School/Class: Parent will receive notification via phone call and/or letter sent by teacher

10th Lateness to School/Class: Mandatory parent meeting will take place with your child’s Dean. A school detention will be issued.

Continued Lateness: Continued lateness beyond this point may result in:
- After school detention
- ISS
- OSS
- CPS or a home visit may be deemed necessary.
- Probation/Suspension from after school activities
- 8th Graders jeopardize participation in 8th grade activities and graduation
- Lateness to class can result in FAILURE FOR THE QUARTER based on non-completion of school work
HALLSWEEPS will be conducted throughout the school year. If a student is caught in a hallsweep and does not have a proper pass/student handbook, he/she will be issued a consequence (Ex: Detention). The detention will generally be served the same day.

**GENERAL SCHOOL REGULATIONS**

Students must be in their class and seated when the late bell rings. (See Lateness Protocol)

**ALL STUDENTS** will be expected to leave the building at **2:10 P.M.** unless they:

1. Are attending a Music Class
2. Are attending an extra-help/tutorial session;
3. Wish to see a guidance counselor, the psychologist, the social worker, or are participating in a support program;
4. Are participating in an organized athletic club activity or an after-school program;
5. Must remain for a school or classroom detention.

*If a student is assigned to after school detention or P.M. ISS he/she cannot participate in an after school activity that day.

**All students must be in an after school activity by 2:15 P.M. or will be escorted out of the school building.**

**GRADING POLICY**

Teachers will discuss the grading policy, within their class, during the first week of school. The following components and percentages shall determine a student’s final quarterly grade:

- **Tests & Quizzes:** 40%
- **Quarterly Exam:** 20% *
- **Homework:** 15%
- **Class work & Participation:** 15%
- **Reports and Projects:** 10%

*ELA 4th Quarter Assessment is a Portfolio

- The minimum passing grade is 65 percent.
- Students enrolled in Regents courses MUST take the Regents examination(s) unless they do not meet the requirements, such as satisfactory lab completion.

Grades can be found on the Parent Portal. Please make sure you have a parent portal account. If you need assistance setting up an account, please contact the Guidance Office (516) 876-5088.
HONOR ROLL
The Honor Roll will be composed of those students who have an average of 84.5-89.499 percent. The Principal’s Honor Roll will be composed of those students who have an average of 89.5 percent or above. The grades in all core subjects will be included in this average. In order for the student to make either Honor Roll, he/she must be passing ALL exploratory classes as well.

ELIGIBILITY
Students who receive a failing grade in two or more subjects, or who have received referrals for disruptive behavior, will not be eligible to participate in any co-curricular activity (including clubs, school related activities and athletics) for that marking period.

PROMOTION POLICY
Failure in two or more major subjects may result in a student repeating his /her present grade.

8TH GRADE GRADUATION PARTICIPATION POLICY
*An 8th grade student must pass every subject to be eligible to attend graduation*

<table>
<thead>
<tr>
<th>8th Grade Dues are Non-Refundable</th>
</tr>
</thead>
<tbody>
<tr>
<td>8th Grade Advisor - Ms. Clyburn – <a href="mailto:kclyburn@westburyschools.org">kclyburn@westburyschools.org</a></td>
</tr>
</tbody>
</table>

VALEDICTORIAN/SALUTATORIAN
Consideration for selection of Valedictorian and Salutatorian will be based on the following criteria:
1. Must be enrolled as an eighth grader from September.
2. Must have been enrolled for at least two (2) full years at the middle school.
   Example: Grades 6 & 8 or 7 & 8

HOMEWORK
Homework fosters student achievement, independence, and responsibility and serves as a vital link between school and home. We ask that homework is completed on a daily basis. Parent meetings will be conducted with students who exhibit homework concerns throughout the school year.

Homework is required in all major subjects. Students who are absent must obtain their assignments from their teacher, a fellow classmate and/or parents can email the teacher. Students are responsible for missed assignments and work. Students absent for three or more consecutive days should contact their guidance counselor for required work. A student may also serve detention for missing multiple homework assignments and be ineligible to participate in extra-curricular activities such as sports, clubs and dances.
REPORT CARDS
Report cards are issued four times during the school year, (every 10 weeks). They are intended to provide communication between teachers and parents. Numerical grades are used to indicate the level of academic performance in most subjects. A student’s final average is based on their performance during the four marking periods. Quarterly exams are given at the end of each quarter. These grades are averaged together equally. A passing grade is 65. Report Cards and grades can be found on the Parent Portal.

INTERIM REPORTS
Interim reports will be issued at the mid-point (5 weeks) of each marking period to advise both parents and pupils of progress/difficulties in each subject area.

WESTBURY MIDDLE SCHOOL LIBRARY
The Westbury Middle School Library is now available for students to visit throughout the day. The best times for students to utilize the library for book selection is before 1st period, during their lunch period, or directly after school until 3:15 p.m. Feel free to check on the library website for book recommendations and other important library resources and news.
http://www.edlinesites.net/pages/Westbury_Middle_School/Departments_Programs/Library

There are eBooks available in our library collection. These books can be “checked out” by students and used on most devices, including computers, smartphones, and iPads.
Follow the Library Catalog:
Click on Ebooks – FollettShelf
Students can use their student ID numbers as their user name and the password is wms.

“CAUGHT YOU DOING GOOD” ACTIVITIES
Throughout the school year, we will conduct “Caught You Doing Good” student activities. To be eligible to participate in these activities, you must demonstrate good character and citizenship, proper attendance and be academically eligible.

NATIONAL JUNIOR HONOR SOCIETY (NJHS)
Sixth, Seventh and Eighth grade students who are selected to be inducted into the National Junior Honor Society must meet the following criteria for Membership into the Westbury Middle School Chapter:
• Maintain a cumulative grade point average of 84.5% or better for the first 3 quarters of the school year.
• Pass all classes (including all exploratory subjects).
• Display good Citizenship/Character qualities.
• Not receive Out-of-School Suspensions, (OSS).
• Not receive In-School Suspensions, (ISS).
• Display a responsibility to self & school, i.e. Good Leadership, attendance & not being late to school
In order to maintain membership into the National Junior Honor Society, the members must meet the above criteria as well as the criteria below:

- Complete Community Service hours (at least 5 per year), which will be checked in May and June during each school year.
- Eighth grade members accepted for membership will be eligible to participate in all NJHS activities for the rest of the current school year.
- Eighth grade members will be able to obtain gold cords as well as have an asterisk placed next to their names in the graduation program only if they have maintained all the requirements of membership as stated above.

**TEXTBOOKS**

1. Textbooks will be issued to every student at the beginning of the year. They are free of charge and the property of the Board of Education. The students will be held responsible for the condition of all books issued to them. Keep the textbooks covered at all times. Be sure that the book is returned in the same condition in which it was received.
2. Write your name and the teacher’s name on the inside of the front cover.
3. Do not write in any school issued book without prior permission.
4. Do not leave them in places where they can be lost or stolen. Lost or damaged textbooks must be paid for by the student at full cost. Report lost or stolen textbooks immediately to your teacher.

**LOCKERS**

Students are assigned individual lockers at the beginning of the school year. They must follow the school-wide behavioral expectations set forth in the WMS PBIS Matrix (see the PBIS Matrix within the handbook). The school administration reserves the right to search a student’s locker because the lockers are the property of the school and are loaned to the students for the time they are at the Middle School. A student cannot expect this locker to be free from inspection if the administration considers a search necessary to maintain the integrity of the school environment and to protect other students.

Students sometimes complain of articles missing from their lockers. In most cases, lost property is the result of carelessness. To avoid any loss of property, we strongly urge strict adherence to each of the following suggestions:

1. **DO NOT** share lockers with any other person.
2. Place all belongings such as backpacks, athletic items and jackets in lockers before homeroom period.
3. Secure (lock) lockers at all times. Test the lock after it is closed to make sure that it is locked.
4. Do not pre-set the lock on locker.
5. **NEVER** reveal the combination of the lock to anyone.
6. In accordance with the Fire Marshall’s regulations, **ONLY SCHOOL ISSUED LOCKS** will be permitted on lockers. Non-issued school locks will be removed.
7. **DO NOT** leave money or valuable items in lockers at any time.
8. Missing locks or articles missing from lockers must be reported to their teacher immediately. **To replace a lost/missing lock, it will cost the student $5.00.**
9. Students may go to their lockers at the predetermined established times (Example: Prior to lunch period). The only exception to these times is with written permission from a teacher or an administrator.

*No item(s) should be left in school lockers without a lock on the locker.

**The school is NOT responsible for the loss of cell phones, IPODs or any other electronic devices and/or non-school related items. These items are prohibited within the school building.

Lockers should only be used during assigned locker periods and must be locked after use. Students are responsible for the condition of their lockers.

*There will be a few school days in which backpacks/bags and lockers will not be used.

**STUDENT CLEARANCE SHEET**

At the conclusion of the school year, every student must return a Student Clearance Sheet with the required signatures to signify the return of all school issued items. If a school issued item is not returned, the school will seek compensation.

**STUDENT ID CARDS**

Students must have their school issued ID EVERYDAY WHEN IN SCHOOL. Students will be issued an ID card and lanyard so that it can be worn each and every day. Students must show their ID when requested by any staff member within the school building. Students may be detained and/or denied access to school activities if they do not have their ID. If a student loses his/her ID, the replacement cost is $5.00. Students will receive an alternative lunch (cold) if they do not have their Student ID. Student ID will be used to obtain lunch and for attendance.

**CAFETERIA EXPECTATIONS**

All students are expected to follow the school-wide behavioral expectations set forth in the WMS PBIS Matrix (see the PBIS Matrix within the handbook) when eating lunch in the school cafeteria. Hot lunches are available to students as well as students bringing bag lunches may purchase a la carte items. In addition to following the PBIS Matrix, below are some additional cafeteria expectations:

1. Proceed to the cafeteria by the shortest possible approved route.

   QUIET IS NECESSARY because some classes will be in session.

2. All students must sit at a table and wait for instructions upon entering the cafeteria.

3. During lunch, students may talk and socialize quietly after announcements are given.

4. All trays must be disposed of properly and papers picked up from the floor.

5. Students are not permitted to bring glass bottles into the building.

6. NO FOOD IS TO BE TAKEN OUT OF THE CAFETERIA EXCEPT IN CASE OF A SUPERVISED ACTIVITY AND MUST BE ON A STYROFOAM TRAY.

7. Students may be permitted to go to the library with a pass.

8. STUDENTS MAY NOT LEAVE SCHOOL GROUNDS DURING LUNCH PERIODS AND/OR ANY OTHER SCHOOL PERIOD.

9. While outside, students may not participate in any activity which might cause an injury to another student. (Example - horseplay, etc.)

10. Students must stay away from all unauthorized vehicles and visitors found on school grounds.

11. At the end of the lunch period, students are to line up according to instructions.

12. Students may NOT order lunch for delivery to the school and will not be allowed use of any microwave oven to heat up food.
**Students MUST use their ID cards for lunch verification.**

**Fast food cannot be delivered to students during lunch periods or any other time during the school day.**

**All students must complete a lunch application.** These applications are available from WMS School Social Workers. They should be returned to social workers or brought to the Main Office.

**BUS INFORMATION**

Your child should be at his/her location (pick-up area) ten minutes before the pick-up time. The school district’s current bus transportation requirements are as follows:

- All 6th grade students must live over three quarters (¾) of a mile to receive a bus pass.
- All 7th and 8th grade students must live over one (1) mile to receive a bus pass.

Students should be at their designated location ten minutes before the pick-up time. Students AM pick up will also be their PM drop off. Students must be in possession of their bus pass to ride the bus.

*If you have moved, please go to Central Registration to complete Change of Address.
If you have any other questions concerning transportation, please contact transportation at 876-5011.

**BUS PASSES**

A student must have his/her bus pass to ride the school bus. Students can only ride on the bus that has been designated to him/her. Students loaning passes to other students will lose their privilege to ride the school bus. **BUS PASSES ARE NOT TRANSFERRABLE.**

**BUS BEHAVIOR EXPECTATIONS**

All students are expected to follow the school-wide behavioral expectations set forth in the WMS PBIS Matrix (see the PBIS Matrix within the handbook) when riding a bus to and from Westbury Middle School. In addition to following the PBIS Matrix, below are some additional bus expectations:

**Riding a school bus is a privilege, not a right.**

1. Follow the driver’s directions.
2. No pushing and/or shoving while boarding/leaving the bus.
3. When being seated, move toward the window.
4. Stay in your seat.
5. Keep your hands, feet, body and objects to yourself.
6. No swearing, rude gestures or cruel teasing.
7. No eating, drinking or smoking on the bus.
8. Talk in a low, respectful voice.
9. Stay away from the bus when exiting the bus.
10. Late buses are for students who remain in school for after school activities; such as extra help, clubs and/or sports.

Violation of bus rules may result in loss of bus privileges.
EMERGENCY DRILLS
All students are expected to follow the school-wide behavioral expectations set forth in the WMS PBIS Matrix (see the PBIS Matrix in the handbook) during all emergency drills. In addition to following the PBIS Matrix, below are some additional expectations during emergency drills:

1. When the alarm sounds students will proceed through assigned exits with their teacher.
2. Students will remain with their teacher for the duration of the drill.
3. All students are to line up behind their teacher in designated areas on the athletic field.
4. There is no talking or playing during drills. Disruptive behavior may lead to disciplinary action.
5. If the alarm sounds while classes are passing, the students should proceed to the nearest exit and follow directions given by the staff members present.

NURSE/HEALTH OFFICE
The school nurse is a registered nurse who is responsible for providing first aid and referrals for more serious injuries. She also supervises school physicals, administers hearing exams and monitors the immunization programs. Any health related issue is discussed and implemented by the nurse.

If a student feels ill or has an accident during the school day:
1. The students should notify his/her teacher and request a pass to the school nurse.
2. Report immediately to the Health Office or the Main Office.
3. The school nurse will diagnose the extent of the illness or apply first aid and, if necessary, notify a parent or guardian.
4. Students who are required to take medication during the school day must have their parent/guardian bring their medication to the health office together with a note from their doctor and an Authorization to Dispense Medication in School Form. 
** Medication must be taken only in the health office with supervision.**
5. The nurse is not permitted to dispense any medication, including aspirin without an Authorization to Dispense Medication in School Form. 
6. Teachers and students are not permitted to contact parent/guardian regarding an illness unless permission is obtained from the Nurse or an administrator. Phone calls to pick up a student should ONLY come from the Health Office/Nurse.
7. All accidents must be immediately reported to the nurse, your teacher or nearest adult.

STUDENT IMMUNIZATION
Students must have proper immunizations in place or risk not being allowed to attend school.

WORKING PAPERS
For a student to obtain Working Papers, they must be 14 years of age. A Social Security Card must accompany the working paper application in order to be processed. If you are interested in obtaining working papers, you can obtain an application in the Guidance Office during your lunch period.
Code of Conduct for Westbury Middle School

Introduction

On July 24, 2000, the Safe Schools Against Violence in Education Act (SAVE) was enacted into law by the State of New York. This legislation is one of the most comprehensive regulations in the nation seeking to address school safety and violence prevention. Every school district throughout the state is required to be in full compliance by July 1, 2001. The Westbury Board of Education adopted its district-wide School Safety Plan on June 13, 2001. Included in this plan is the district’s Code of Conduct. Following is a summary of the Westbury Union Free School District’s Code of Conduct. A complete copy of the Code of Conduct is available upon request by contacting the district office.

The Dignity for All Students Act (DASA) is now in effect. The Act was established to provide a school environment free of discrimination and harassment.

Westbury Schools are committed to promoting safe and healthy learning environments where students are secure in their pursuit of educational success. The right to learn and to teach in an educational setting that is safe, free from disruption and conducive to learning is essential.
Dignity for All Students Act (DASA): NYS's Anti-Bullying Law

All children have the right to attend school in a safe, welcoming, and caring environment. DASA specifically ensures this for New York State public school students.

The Dignity for All Students Act (The Dignity Act also known as DASA) was signed into law on September 13, 2010. The legislation amended State Education Law by creating a new Article 2, Dignity for All Students, and revising Section 801-a regarding instruction in civility, citizenship, character education, tolerance, respect for others, and dignity. It combats bias-based bullying, harassment, and discrimination in public schools, and includes awareness and sensitivity in the relations of people including individuals of different races, weights, national origins, ethnicity, religions or religious practices, mental or physical abilities, sexes, sexual orientations, gender identities or expressions.

- The Dignity Act promotes civility and creates a safe nurturing environment
- The Dignity Act provides a response to students who are harassed and bullied at school.

Dignity Act § 11: Harassment – the creation of a hostile environment by:

- conduct, verbal threats, intimidation or abuse that reasonably causes or would reasonably be expected to cause a student to fear for his or her physical safety

- conduct, verbal threats, intimidation or abuse includes but is not limited to conduct, verbal threats, intimidation or abuse based on a person's actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender or sex.

Highlights of the law:

- All public elementary and secondary school students are protected.
- DASA prohibits the harassment and discrimination of students by students and by school personnel.
- Each school's Code of Conduct must be amended to reflect the prohibition of discrimination and harassment of students by students or staff in age-appropriate language.
Bullying Tips for Students
What do you do if you are bullied?
Be S.A.F.E.

**Stand up for yourself**

**DO**
- Stand proud
- Make eye contact
- Tell the person who is bullying you to stop.
- Walk away

**DON’T**
- Put yourself down by saying “I’m a loser” or “Everyone hates me.”
- Ignore the bullying
- Show you’re upset

**USE**
- Straight talk
  “Stop, [use person’s name]. I don’t like it.”
- “Leave me alone.”

**Ask a friend or adult to help**

**DO**
- Ask a friend to help you
- Make sure you are part of a group
- Ask parents/adults for help until you get it

**DON’T**
- Think it’s “snitching” to ask for help
- Suffer in silence—silence allows it to continue

**USE**
- A calm voice to explain what happened

**Figure out your choices**

**DO**
- Think about different ways to handle it
- Avoid unsafe situations
- Realize that it’s not worth getting hurt to save possessions

**DON’T**
- Tease or act dramatically
- Suffer in silence

**USE**
- Problem-solving skills to figure out how to resolve the situation

**End it calmly**

**DO**
- Refuse to listen to or believe anything the person bullying said
- Treat the person bullying the way you like to be treated
- Think about what you have learned

**DON’T**
- Fight or name-call. This will make it worse or start it all over
- Hold grudges

**USE**
- Forgiveness
Bullying Tips for Students
What to do if you see someone bullying?

**Care about others**

*DO*
- Offer to help the victim
- Give him or her ideas to solve the problem
- Invite the person to hang out with you and your friends

*DON'T*
- Tell the victim it’s no big deal
- Walk away without helping.

**Adult help**

*DO*
- Go tell an adult and ask for help
- Let your friend know it isn’t “snitching” to report the bullying

*DON'T*
- Handle it yourself by bullying back or fighting
- Discourage the victim from telling an adult

**Remember to reach out**

*DO*
- Check with the person once in a while to show that you care
- Treat the person bullying the way you would want to be treated

*DON'T*
- Ignore the person.
- Get into fights with the one who is bullying
- Get friends to fight with the person bullying

**End it**

*DO*
- Let the person know you are willing to help with any future bullying problems
- Trust him/her to let you know if help is needed

*DON'T*
- Keep coming up to the person daily to see if the bullying has started again

*If you know someone being bullied, you may report it in confidence using our “bullying report boxes” located in the Guidance Office and Main Office.*

**Cyber-Bullying Tips**

- **Don't initiate, respond to, or forward** harmful messages.
- **Think!** If something mean is posted or texted about you, don't respond immediately, take a breath and give yourself time to think through your next step. Ask an adult for support. Don't react immediately!
- **Think about your reputation** – Would you want your grandma, teacher, future employer, or someone you don't know to see what you wrote or posted?
- **Privacy** – Keep intimate and personal information private.
- **Trust your gut** - If you feel uncomfortable – save the information and tell an adult.
- **Be safe** – Don't meet unknown internet friends without talking to your parents or another adult about it.
RIGHTS AND RESPONSIBILITIES

Rights

…of Students
A. To expect that standards of conduct will be applied consistently to all students
B. To expect protection of personal and property rights
C. To work in a safe atmosphere conductive to learning
D. To experience an environment that builds positive self-esteem
E. To take part in all district activities on an equal basis regardless of race, color, creed, national origin, religion, gender, or sexual orientation or disability

…of Parents
A. To receive regular and timely communication from the school related to students behavior and learning
B. To expect their child to learn in a safe, orderly environment
C. To expect equal and fair treatment or their child by school staff

…of Staff
A. To receive cooperation and support from parents/guardians
B. To expect the best educational performance from all students
C. To work in an environment that is safe orderly, and free from disruption
D. To remove a student from instructional setting for “substantially disruptive behavior.”

Responsibilities

…of Students
A. To respect authority and obey school rules in order to be responsible citizens
B. To show respect and consideration for the personal and property rights of others
C. To demonstrate effective work/study habits by putting forth their best educational efforts
D. To provide praise to others who earn it and acknowledge one’s own positive characteristics and successes
E. To alert school authorities when aware of potential security or safety concerns and/or code violations
… of Parents
A. To respond to communication from school and to initiate such communication, if needed
B. To prepare the students to assume a positive attitude in the school environment, including respecting the rights of others and the authority of all staff
C. To understand and support the Westbury School District CODE OF CONDUCT
D. To alert school authorities when aware of potential security or safety concerns and/or code violations

… of Staff
A. To inform parents/guardians adequately in matters related to student conduct
B. To consistently enforce standards for all students while providing a challenging curriculum
C. To assume primary responsibility for enforcing the CODE OF CONDUCT through the use of various techniques at the classroom and building levels, such as student-staff conferences, contact with parents and other disciplinary techniques
D. To alert school authorities when aware of potential security or safety concerns and/or code violations
E. To immediately refer violent and repeatedly disruptive students for minimum suspension

Superintendent’s Responsibilities
The Superintendent may suspend a student for more than five (5) school days or issue a permanent suspension. Any suspension beyond five (5) days requires a superintendent’s hearing.

A parent or guardian may appeal a disciplinary decision only in the event of a violation of due process, i.e., the right to present his/her side of the story.
WESTBURY UNION FREE SCHOOL DISTRICT
Code of Conduct for Westbury Middle School

The following actions to be taken are based on administrative discretion and may not be taken consecutively.

**KEY:**
- PN-Parent Notification
- RC-Referral to Counselor
- D-Detention
- ISS-In School Suspension
- OSS-Out of School Suspension
- SH-Superintendent Hearing (5+)
- PC-Police Contact

### Violations against Persons

<table>
<thead>
<tr>
<th>Disciplinary Offense</th>
<th>Administrative Action</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Minimum</td>
</tr>
<tr>
<td>Assault: intentionally causing physical injury to another person or persons.</td>
<td>2 days OSS*, PC</td>
</tr>
<tr>
<td>Altercations: Verbal/and or physical confrontation example: horseplay/play fighting</td>
<td>2 days ISS</td>
</tr>
</tbody>
</table>

§ Assault on staff

<table>
<thead>
<tr>
<th>Disciplinary Offense</th>
<th>Administrative Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Harassment/Bullying: Communication or physical action that is threatening, insulting, disrespectful or potentially harmful; includes cyberbullying, instigating.</td>
<td>2 days ISS*</td>
</tr>
<tr>
<td>Videotaping and/or taking pictures without prior permission.</td>
<td></td>
</tr>
<tr>
<td>- *Disruption to educational process and/or safety to the person.</td>
<td></td>
</tr>
<tr>
<td>- Disruptive behavior in the cafeteria</td>
<td></td>
</tr>
<tr>
<td>§ Weapons Possession: Having, bringing, or using a weapon (Gun Free School Act, 1994)</td>
<td>5+ days OSS, SH, up to 1 calendar year suspension</td>
</tr>
<tr>
<td>Possession or use of any instrument/ article capable of causing physical injury</td>
<td>3+ days OSS</td>
</tr>
<tr>
<td>Inciting violence/menacing/instigating (endangering the safety and welfare of any person): knowing about and not reporting a potentially-violent act; encouraging someone or planning to participate in a violent, unsafe, or illegal act</td>
<td>2 days OSS</td>
</tr>
</tbody>
</table>

*The DASA - Dignity for All Students Act prohibits harassment and discrimination on school property or at a school function based upon a person’s actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender, or sex.*
### Violations against Property

<table>
<thead>
<tr>
<th>Disciplinary Offense</th>
<th>Administrative Action</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Minimum</strong></td>
<td><strong>Maximum</strong></td>
</tr>
<tr>
<td>Extortion: obtaining property or assistance through Coercion</td>
<td>5 days OSS</td>
</tr>
<tr>
<td>Theft: unlawful taking or possession of property</td>
<td>2 days OSS</td>
</tr>
<tr>
<td>Willful damage of school or personal property: intentional destruction of school property [Student(s) shall be responsible for all damages.]</td>
<td>1 day OSS</td>
</tr>
<tr>
<td>Pranks: actions resulting in disruption of the school Program</td>
<td>1 day OSS</td>
</tr>
<tr>
<td>Tampering with fire alarm</td>
<td>1 day ISS</td>
</tr>
<tr>
<td>Use of more than one locker and/or violation of its use</td>
<td>Suspension of locker privileges</td>
</tr>
<tr>
<td>Illegal/unauthorized misuse of electronic device in school</td>
<td>2 days ISS</td>
</tr>
</tbody>
</table>

### Violations against Public Decency

<table>
<thead>
<tr>
<th>Disciplinary Offense</th>
<th>Administrative Action</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Minimum</strong></td>
<td><strong>Maximum</strong></td>
</tr>
<tr>
<td>Dress Code Violation</td>
<td>PN / Change of clothing</td>
</tr>
<tr>
<td>Second Offense</td>
<td>PN 1 day ISS</td>
</tr>
<tr>
<td>Third Offense</td>
<td>PN 1-4 days ISS</td>
</tr>
<tr>
<td>Discriminatory practice and/or sexual harassment: activities that are intended to be offensive to one’s race, religion, heritage, gender, disability, or sexual orientation – DASA</td>
<td>2 days OSS</td>
</tr>
<tr>
<td>Activities that can be considered lewd, sexual Misconduct</td>
<td>2 days ISS/OSS</td>
</tr>
<tr>
<td>Obscenity: communication/activity that is obscene or profane – DASA</td>
<td>1 day ISS/OSS</td>
</tr>
<tr>
<td>Profanity at a staff member or an employee of the school district.</td>
<td>1 day OSS</td>
</tr>
</tbody>
</table>

SH, PC
## Violations against Public Health and Safety

<table>
<thead>
<tr>
<th>Disciplinary Offense</th>
<th>Administrative Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alcohol/controlled dangerous substance: possession, use, distribution, and/or under the influence</td>
<td>Minimum</td>
</tr>
<tr>
<td>5 days OSS; Referral to social worker</td>
<td>5+ days OSS</td>
</tr>
<tr>
<td>Possession of paraphernalia</td>
<td>1 day ISS/OSS</td>
</tr>
<tr>
<td>Possession of tobacco</td>
<td>Confiscation with PN; Consequence TBD</td>
</tr>
<tr>
<td>Explosive/hazardous devices: bringing, possessing and/or detonating any device with the potential for creating a public disturbance or harm</td>
<td>Minimum</td>
</tr>
<tr>
<td>5 days OSS</td>
<td>5+ days OSS</td>
</tr>
<tr>
<td>Pulling fire alarm/discharging fire extinguisher</td>
<td>5+ days OSS</td>
</tr>
<tr>
<td>Falsely reporting an incident</td>
<td>3 days OSS</td>
</tr>
<tr>
<td>Open flame: use of matches or lighter on school property unless supervised by a staff member</td>
<td>Minimum</td>
</tr>
<tr>
<td>1 Day OSS</td>
<td>5+ days OSS</td>
</tr>
<tr>
<td>Arson/deliberate setting of a fire</td>
<td>5+ days OSS</td>
</tr>
</tbody>
</table>

## Violations against School Administrative Procedures

<table>
<thead>
<tr>
<th>Disciplinary Offense</th>
<th>Administrative Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Insubordination: willful refusal to follow given directions</td>
<td>PN, D, ISS, OSS</td>
</tr>
<tr>
<td>Disruptive behavior: disrupts the educational process or interferes with the teacher's authority</td>
<td>PN+ up to 2 day removal from class</td>
</tr>
<tr>
<td>False information: refusing to give or giving false information when requested.</td>
<td>1 day ISS</td>
</tr>
<tr>
<td>Forgery/plagiarism: falsifying signature, data, et al</td>
<td>PN + 2 days ISS</td>
</tr>
<tr>
<td>Violation of administrative actions/directions</td>
<td>2 days ISS/OSS</td>
</tr>
<tr>
<td>Gambling</td>
<td>1 day ISS/OSS</td>
</tr>
<tr>
<td>Possession of: cellular phones, handheld electronic devises and any other disruptive materials</td>
<td>Minimum</td>
</tr>
<tr>
<td>Cell Phone Protocol within the Student Handbook</td>
<td>1st offense: Confiscation with PN</td>
</tr>
<tr>
<td>Inappropriate/unsafe bus behavior</td>
<td>Loss of bus privileges</td>
</tr>
<tr>
<td>Leaving school grounds w/o parental/administrative permission</td>
<td>1 day OSS</td>
</tr>
<tr>
<td>Eating/drinking in class w/o permission</td>
<td>1 day ISS/D</td>
</tr>
<tr>
<td>Trespassing: unauthorized presence on school property</td>
<td>1 day OSS</td>
</tr>
</tbody>
</table>
Gang-Related Violations

<table>
<thead>
<tr>
<th>Disciplinary Offense</th>
<th>Minimum</th>
<th>Maximum</th>
</tr>
</thead>
<tbody>
<tr>
<td>Communication that implies affiliation</td>
<td>3 days OSS</td>
<td>5+ OSS</td>
</tr>
<tr>
<td>Possession of gang paraphernalia</td>
<td>3 days OSS</td>
<td>5+ days OSS</td>
</tr>
<tr>
<td>Fighting: two or more parties contributing to a situation by physical action</td>
<td>3 days OSS</td>
<td>5+ days OSS</td>
</tr>
</tbody>
</table>

Additional Offenses

<table>
<thead>
<tr>
<th>Disciplinary Offense</th>
<th>Minimum</th>
<th>Maximum</th>
</tr>
</thead>
<tbody>
<tr>
<td>Continuous Lateness/ Cutting</td>
<td>PN/D</td>
<td>2 days OSS</td>
</tr>
<tr>
<td>• See Attendance/Lateness Protocol</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Loitering during school</td>
<td>1 day ISS/D</td>
<td>3 days OSS</td>
</tr>
<tr>
<td>Loitering after-school</td>
<td>PN 1 day ISS/D</td>
<td>PN 2 days OSS</td>
</tr>
<tr>
<td>Toy weapons</td>
<td>2 days OSS</td>
<td>5+ OSS</td>
</tr>
</tbody>
</table>

**CYBER BULLYING**

Cyber bullying is a form of bullying that inflicts wilful and/or repeated harm through the use of electronic text, threatening or harassing students or school personnel over the phone or e-mail, or using message boards and/or internet sites, such as Facebook to convey threats, derogatory comments or post pornographic pictures of students or school personnel. This behaviour is prohibited at Westbury Middle School.

Cyber abuse can take different forms. Students may view inappropriate websites and send out inappropriate information. Cyber bullying can have a range of actions such as teasing, threatening, intimidation, humiliation, sexual or racial harassment and stalking. Generally, should the student be involved in cyber bullying, the school reserves the right to address the behavior. Disciplinary actions may include suspending the use of computer privileges, suspension or expulsion from school and even police notification should circumstances warrant it.

THE WMS ADMINISTRATION RESERVES THE RIGHT TO MODIFY OR EXCEED ANY OF THE DISCIPLINARY ACTIONS BASED UPON THE NATURE OR SERIOUSNESS OF THE OFFENSE.

Parents will be contacted when students are suspended from school and will be required to meet with an administrator during the school day.

Any student assigned to ISS or out-of-school suspension will not be permitted to participate in any after-school activity on that particular day(s). ** If a student is issued ISS, they will receive a bag lunch. A student may also be dismissed from ISS at 3:00 p.m. based on the consequence.
# Westbury Middle School PBIS Matrix

## School Wide Behavioral Expectations

<table>
<thead>
<tr>
<th>All Areas</th>
<th>S – Safety</th>
<th>T – Take Responsibility</th>
<th>A – Achievement</th>
<th>R - Respect</th>
</tr>
</thead>
</table>
| • Move safely, calmly and quietly  
• Follow school rules | • Be prepared and on time  
• Use materials and equipment appropriately  
• Be responsible for school property | • Use appropriate voice level, language and topics  
• Complete assigned tasks  
• Clean up after yourself | • Be respectful of other people’s personal space  
• Dress in a respectful manner  
• Speak to school staff, students and visitors respectfully |

### Classrooms

| • Sit with all chair/desk legs on floor  
• Be mindful of personal space  
• Stay focused and on task | • Seek assistance when needed  
• Work the entire class period, as directed  
• Be prepared with all materials | • Listen attentively  
• Complete and turn in all work on time | • Treat work area and materials with care  
• Use appropriate language with peers and adults  
• Say please, thank you and excuse me  
• Follow directions from all staff members the 1st time asked |

### Cafeteria

| • Keep hands, feet, objects to self  
• Keep your place on line  
• Remain seated until otherwise directed | • Clean up after yourself  
• Bring ID/money  
• Report spills/problems | • Arrive on time  
• Finish meal in a timely manner  
• Listen quietly when directions are being given | • Use appropriate voice level, language and topics  
• Follow directions from all staff members the 1st time asked  
• Use polite language  
• Exhibit good manners at all times |

### Entering/Exiting the Building

| • Walk slowly in and out of building  
• Walk on the right  
• Keep hands, feet and objects to self | • Take home needed materials  
• Bring needed materials to school  
• Remove all headgear upon entering | • Arrive on time  
• Leave on time  
• Exit and enter calmly and quickly (*no lingering) | • Use indoor voices  
• Respect personal space  
• Follow directions from all staff members the 1st time asked. |

### Hallway/Lockers

| • Walk on right  
• Keep hands, feet, objects to self  
• Limit socializing | • Follow locker schedule  
• Lock locker  
• Keep all electronics out of sight  
• Use time wisely | • Arrive on time  
• Organize locker  
• Take all necessary items to class | • Use indoor voices  
• Use polite language  
• Be considerate of others at their locker  
• Follow directions from all staff members the 1st time asked |
<table>
<thead>
<tr>
<th>School Yard</th>
<th>Restroom</th>
<th>Fire Drill</th>
<th>Assembly</th>
<th>Riding the Bus</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Keep hands, feet, objects to self&lt;br&gt; • Stay within designated area&lt;br&gt; • Avoid rough play that can lead to injuries</td>
<td>• Keep hands, feet, objects to self&lt;br&gt; • Enter and exit quickly and quietly</td>
<td>• Walk silently in a straight line&lt;br&gt; • Keep hands, feet, objects to self</td>
<td>• Walk calmly and quietly in a straight line&lt;br&gt; • Keep hands/feet, objects to self</td>
<td>• Enter bus calmly and quickly&lt;br&gt; • Keep hands, feet, objects to self</td>
</tr>
<tr>
<td>• Respect quiet zone&lt;br&gt; • Use and treat equipment with care&lt;br&gt; • Put away equipment in correct places</td>
<td>• Flush toilet&lt;br&gt; • Wash hands&lt;br&gt; • Throw garbage out in can</td>
<td>• Stand quietly in a straight line outside</td>
<td>• Be silent during presentation/performance&lt;br&gt; • Clap and laugh at appropriate time</td>
<td>• Clean up after yourself&lt;br&gt; • Use technology responsibly</td>
</tr>
<tr>
<td>• Enter and exit calmly and quickly&lt;br&gt; • Use good sportsmanship&lt;br&gt; • Respect others’ games that are in progress</td>
<td>• Report problems to staff&lt;br&gt; • Return to class promptly</td>
<td>• Enter and exit quickly and calmly</td>
<td>• Listen attentively&lt;br&gt; • Focus on presentation/performance</td>
<td>• Use appropriate voice level, language and topics&lt;br&gt;</td>
</tr>
<tr>
<td>• Follow directions from all staff members the 1st time asked&lt;br&gt; • Listen and respond to the whistle&lt;br&gt; • Use appropriate language, voice level and topics</td>
<td></td>
<td>• Follow directions from all staff members the 1st time asked&lt;br&gt; • Listen for important instructions</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**STUDENTS RIGHTS & RESPONSIBILITIES**

The administration of Westbury Middle School recognizes that students are guaranteed certain rights by law and believes that students are more likely to accept responsibility for following the rules and regulations of the school when these rights are guaranteed and students are treated fairly. Students should work with the administration and the faculty in the development of school policies and should help with their implementation. The school is a community and the students, as well as the faculty and administration, are responsible for the atmosphere in the school.

With this in mind, the students of Westbury Middle School are advised they have the following rights:

1. All students have the right to be treated respectfully by everyone in the school community. In turn, they have the responsibility to respect the rights of others. This includes respecting the ethnic, religious and racial backgrounds of others.

2. All students have the right to an education. Therefore, students have the responsibility to do their best and not to interfere with or threaten the education of others.
3. All students have the right to be free from physical harm and verbal and physical harassment while on school property, while being transported to and from school and any school-sponsored function off school property.

4. All students have the right to have the rules and policies of the school explained. Students have the responsibility to learn these rules and abide by them while on school property, while being transported to and from school and when they are at any school-sponsored function off school property.

5. All students have the right to express their opinions in a proper manner. They must not infringe upon the rights of others to express their opinions and must not interfere with the educational process.

6. All students have the right to have their personal possessions respected. Students, in turn, have the responsibility to respect the personal possessions of others. If there should be reasonable cause for school personnel to suspect that the area assigned to, or items worn by or owned by a student (e.g., locker, shirt, jacket, pocketbook) contain illegal items (e.g., alcohol or other drugs or weapons) or might be used to disrupt or interfere with the educational process, then the area, student or property may be searched and the item seized.

7. All students have the right to equal access to and responsibility for the proper use of school facilities, equipment and property.

**SEXUAL HARASSMENT**

The Board of Education is committed to safeguarding the right of all students within the school district to learn in an environment that is free from all forms of sexual harassment. Conduct of a sexual nature is deemed to be sexual harassment when the recipient perceives such behavior as unwelcome. It is irrelevant that the harasser had no intention to sexually harass the person. The Board recognizes that sexual harassment of students can originate from a person of either sex against a person of the opposite or same sex and from peers as well as employees, or any individual students on school grounds or at school sponsored activities. When an alleged sexual harassment occurs and the district knows about it, they shall take immediate and appropriate corrective action.

The Board, consistent with State and Federal law, therefore condemns all unwelcome behavior of a sexual nature which may impose a requirement of sexual cooperation as a condition of academic advance, or which may have the purpose or effect of creating an intimidating, hostile, or offensive teaming environment. The Board also prohibits any retaliatory behavior against complainants or any witnesses.
Any student who believes that he or she has been subjected to sexual harassment should report the alleged misconduct immediately so that appropriate corrective action may be taken. The complainant shall not be discouraged from reporting an incident of alleged sexual harassment. In the absence of a victim’s complaint, the Board, upon learning of, or having reason to suspect the occurrence of any sexual misconduct will ensure that appropriate individuals promptly commence an investigation.

**The following are examples of sexual harassment:**
Unwanted sexual behavior, which may include touching, verbal comments sexual name calling, spreading sexual rumors, gestures, jokes, pictures, leers (stares), overly personal conversation, cornering or blocking student’s movement, pulling at clothes as well as other behaviors.

**CELL PHONE PROTOCOL**
In this day and age, cell phones are commonly provided to children by their parents with the best intentions for safety purposes. However, they have also become a prevalent problem in schools because their use often interrupts instruction, disrupts the orderly operation of the school, and at times creates dangerous situations for staff and students.

Cell phones are emergency communication devices that, **if brought to school by students, must be turned off and kept out of sight during school hours.** Students may not accept cell phone calls, make calls, take pictures, send and/or receive text messages, e-mail/text/send receive pictures, or use any cell phone function (instant messaging, calculator, games, etc.) at any time during school hours without administrative approval. Students violating these rules may be subject to disciplinary action, including suspension from school.

Students who call a third party and request they come to the school without administrative approval violate our school safety policy and create unnecessary situations that disrupt the educational environment. Students who willfully do so will be subjected to disciplinary action. Please understand that the school assumes **no** responsibility for damaged, lost, borrowed, or stolen cell phones. Cell phones used in violation of school policy may be confiscated from students and returned only to their parents or guardians with appropriate proof of ownership.
CELL PHONES, IPODS & ELECTRONIC DEVICES

In all areas of the school building, the use of cell phones, IPODS and all other electronic devices continues to be prohibited. Failure to comply with the above procedure will result in immediate confiscation without warning of said devices by faculty, administration, and/or security.

- On the first offense, the device may be reclaimed by the student from the Main Office at the close of the school day.
  ❖ This is dependent on the reason the device was confiscated.
- On the second offense, the device may be reclaimed only by a parent/guardian.
- All subsequent offenses will be considered insubordination and will result in disciplinary action.

Students will sign an acknowledgement of the cell phone electronic device procedure and acceptance of the student handbook, as well as the information within the handbook, at the beginning of the school year.

WMS assumes no responsibility for lost or stolen cell phones and/or electronic devices

IN-SCHOOL SUSPENSION (ISS)

Students may be sent to IN-SCHOOL SUSPENSION — ISS only by the middle school administration (Principal, Assistant Principal and Dean).

- Assignment to ISS will be recorded on a student’s permanent record as a suspension (ISS).
- Suspension letters regarding ISS will be sent to parents.
- Students will be required to complete all assignments sent to ISS by the classroom teacher. If a student does not complete all required assignments, they will continue in ISS the following school day.
- Any student who fails to report to ISS and/or is uncooperative in the ISS room will be subject to additional disciplinary action by the middle school administration.
- Absence from school will not negate placement in ISS. Students legally absent while placed in ISS will make up assigned time beginning with the first day of their return to school.
- Students placed in ISS will not be permitted to leave the room by themselves at any time.
- Students will eat their lunches in the ISS room. Students will receive a sandwich from the cafeteria for lunch.
- Students assigned to ISS will not be permitted to participate in any school sponsored activity and/or sport during the duration of the suspension.

* A student may be scheduled to remain in school until 3:15 p.m. if they have been issued ISS *
OUT-OF-SCHOOL SUSPENSION—OSS
Serious infractions may result in out-of-school suspension—OSS. A student who receives an out-of-school suspension is not permitted on school property during the suspension period and is responsible for completing the schoolwork that is missed. Students returning to school during his/her suspension without authorization may be charged with trespassing by a school administrator and consequently arrested by the local police.

CLASSROOM EXPECTATIONS
In the classroom, all students are expected to conduct themselves in accordance with the school-wide behavioral expectations set forth in the WMS PBIS Matrix (see the PBIS Matrix). Additionally, every subject has its own requirements and concerns and every teacher has the right to set particular classroom rules and procedures. At the core of all classrooms educational experiences are the following expectations:
- Arrive to class on time prepared to work with the materials needed to be successful
- Follow directions the first time given
- Act courteously and cooperatively
- Behave in a way which does not interfere with or threaten the education of others

BACKPACKS
Students are not allowed to carry backpacks and/or bags within the school building. Students must secure all bags within their locker prior to homeroom.
*There will be days in which backpacks are not allowed in the school building*

HALLWAY PASSPORT
Once the first bell rings at the beginning of the formal school day, students traveling from one destination to another must carry their HALLWAY PASSPORT other than during the allotted time given for passing between periods. A HALLWAY PASSPORT is required whenever students are given permission to leave the classroom. HALLWAY PASSPORTS are located in the Student Handbook.

10-MINUTE PASS RULE
The 10-minute pass rule will be implemented this school year when issuing a pass to students. Students will not be issued a pass the first 10-minutes or the last 10-minutes of class (unless in an emergency situation) for their own instructional benefit.
**P. M. DISMISSAL**

At the conclusion of the school day, a WMS student has a variety of extra-curricular opportunities such as teacher-assisted extra help, clubs, activities, athletics, etc. If a student is involved in an extra-curricular activity they are to report directly to the cafeteria. The P.M. (after school) buses are only for students involved in extra-curricular activities. We want to ensure the safest environment possible for our students and we want to make sure a student can be accounted for at the end of the school day. A student jeopardizes his/her opportunity to ride the school bus if the above information is not adhered to.

*All students must be in their after school activity by 2:15 P.M.*

**Students not in an afterschool activity will be escorted to a school exit.**

***Students that leave school grounds will be denied bus privileges.***

**PHYSICAL EDUCATION DRESS**

The following dress recommendations were developed with student health and safety as the paramount consideration. Freedom of movement and activity success were additional factors.

1. Sneakers (or appropriate athletic footwear).
2. All students are expected to wear appropriate gym clothing.
3. Athletic socks, preferably white.

Students will be requested to change into their physical education attire at the beginning of their PE classes and change back to their original attire after class. In the event of cold weather, where classes are being held outside, it is strongly recommended that some type of sweat or warm-up clothing be worn. To enable students to change their clothing, each will be provided with a gym locker by the Physical Education Department (There will be some exceptions for 6th grade students). Students that are not properly dressed for class will be deemed unprepared. If a student has a medical excuse, please send in documentation to the Nurse’s office. Students must secure their belongings in a locker. Students who have medical restrictions to participate in physical education classes will complete assignments in the library or other location.

**GUIDELINES FOR APPROPRIATE ATTIRE**

While in the school building, headgear and hoods are not to be worn (ex: do-rags, bandanas, hats, hooded sweatshirts).

Items that are vulgar, obscene, libelous, or defame others on account of race, color, religion, creed, national origin, gender, sexual orientation or disability are not permitted.

Spiked belts, collars, cuffs, chains, or wallet chains of any length are not permitted.

Items that promote and/or endorse or advertise the use of alcohol, tobacco or illegal drugs and/or encourage other illegal or violent acts are not permissible.
Students are prohibited from carrying or wearing material devices, identifying markings, or paraphernalia that may indicate membership or support for gangs and/or violence.

Proper footwear must be worn at all times (no bedroom slippers, slides or flip flops).

Leggings must be worn with a top which comes to the top of the knee.

The school administration may disallow other types of clothing that may jeopardize a safe and orderly environment for the students and school staff. Students are expected to exercise good judgment regarding their attire and grooming so as not to disrupt the educational atmosphere and to ensure a healthy school climate.

Students who violate the student dress code will be asked to modify their appearance by covering or removing the offending item/s as well as having a parent/guardian bring new clothing to the school building. Any student who refuses to abide by the dress code will be subject to disciplinary consequences, up to and including in-school suspension. Any student with subsequent offenses will be subject to further disciplinary action, up to and including suspension out of school.
The school administration may disallow clothing that may jeopardize a safe and orderly environment or send a negative message. Students are expected to exercise good judgment regarding their attire and grooming so as not to disrupt the educational atmosphere and to insure a healthy school environment. The information listed below must be adhered to as well.

Students who violate the student dress code will be asked to modify their appearance by covering or removing the offending item. Any student who refuses to abide by the dress code will be subject to disciplinary action.

Respectfully,
The Westbury Middle School Administration Team

Dress Code Below But Not Limited To:

- NO Headgear, Hats, Hoods, etc.
- Straps Must Be At Least 3-Fingers Wide
- NO Halter tops, NO Bra Straps
- NO Tank Top Undershirts
- NO Midriffs
- Shorts, Pants, Etc. Must Be Worn At Hips
- NO Visible Undergarments
- Skirts, Shorts, Dresses, Etc. Longer Than The Length Of Students Longest Finger Tip
- Tights and Leggings should be worn with clothing that covers appropriate areas of the body
- NO Flip Flops, NO Slippers, Sandals Only With Straps On Back
## WESTBURY MIDDLE SCHOOL CLUB & ACTIVITY INFORMATION

<table>
<thead>
<tr>
<th>Advisor</th>
<th>WMS Club</th>
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<tbody>
<tr>
<td>Ms. Haller</td>
<td>STEAM Club</td>
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<td>Mr. Caliguri</td>
<td>Art Club</td>
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<td>Ms. Erskine</td>
<td>French Club</td>
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<td>Ms. Orellana</td>
<td>Spanish Club</td>
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<td>Ms. Grabinski</td>
<td>SUSS – Students Unite for Safe Schools.</td>
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<td>Ms. Erskine</td>
<td>National Junior Honor Society</td>
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<td>Ms. Label</td>
<td>Yoga Club</td>
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<td>Ms. Juliano</td>
<td>Young Entrepreneurs Club</td>
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<td>Ms. Edwards-Wilson</td>
<td>Concert Band Director</td>
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<td>Mr. Samuels</td>
<td>Chorus Director</td>
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<td>Ms. Colquhoun</td>
<td>Orchestra Director</td>
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<td>Ms. Clyburn</td>
<td>Eighth Grade Advisor</td>
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<td>Ms. Edwards-Wilson</td>
<td>Jazz Band Director</td>
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<td>Mr. Canalini</td>
<td>Yearbook Club</td>
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<td>Ms. DeGuire</td>
<td>Student Government</td>
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</tbody>
</table>

## WESTBURY MIDDLE SCHOOL ATHLETIC TEAMS

Only 7th and 8th grade students can participate on Interscholastic Sport Teams with a valid physical exam

- Baseball
- Basketball
- Bowling
- Cheerleaders
- Cross Country
- Football
- Soccer
- Softball
- Track
- Volleyball
- Wrestling

Students must be academically and behaviorally eligible to participate in co-curricular and extra-curricular activities
WESTBURY MIDDLE SCHOOL INTERNET RESOURCES

- **Castle Learning** – Online review and assessment that provides instant feedback. Students have login information.
  - [http://www.castlelearning.com](http://www.castlelearning.com)

- **ELA: Achieve/Teenbiz 3000**
  - If your child is part of the Achieve/Teenbiz 3000 program, they can sign-in and work from home.
  - [https://www.teenbiz3000.com](https://www.teenbiz3000.com)

- **Flocabulary** – Vocabulary terms and concepts set to music.
  - [http://www.flocabulary.com/access-group-activation/006E000000C9a79/](http://www.flocabulary.com/access-group-activation/006E000000C9a79/)

- **Khan Academy** – free online support and videos for parents, students, and teachers.

- **EngageNY** – support and information about the Common Core
  - [http://www.engageny.org/parent-and-family-resources](http://www.engageny.org/parent-and-family-resources)

- **Glencoe McGraw Hill** – Math - Students have login information.
  - [http://connected.mcgraw-hill.com/connected/login.do](http://connected.mcgraw-hill.com/connected/login.do)

- **Buzz Math** - Students have login information.
  - [https://www.buzzmath.com](https://www.buzzmath.com)

- **World Book Online – Online Encyclopedia**
  - [http://www.worldbookonline.com](http://www.worldbookonline.com)
  - Login: westburyms
  - Password: westmiddle

- **Brain POP – Educational Videos**
  - [http://www.brainpop.com](http://www.brainpop.com)
  - Login: wmstudent
  - Password: Westbury

*If you need student login information, please contact your child’s teacher or Dr. Thiel, ELA Chairperson – [cthiel@westburyschools.org](mailto:cthiel@westburyschools.org)
Dr. Watt, Math Chairperson – [kwatt@westburyschool.org](mailto:kwatt@westburyschool.org)
**HALLWAY PASSPORT**

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<th>Date</th>
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**Codes for Destination:**

- G = Guidance
- L = Locker
- LB = Library
- N = Nurse
- M = Main Office
- R = Restroom
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