

*Committed to Educational Excellence*

# William Paca Middle School

## Student Handbook

### William Paca Middle School Directory

**Principal:**

Michele Gode, Ed.D. 874-1414

**Asst. Principals:**

West Office, Grades 6 - 8, A - K 874-1473

East Office, Grades 6 - 8, L - Z 874-1191

**Student Support Center:**

Social Workers - Psychologists

874-1658

**Counselors:**

Students A - K 874-1456

Students L - Z 874-1481

**Nurse:**

874-1418

**Attendance:**

874-1422

## **Student Schedule**

<b><u>Period</u></b>		<b><u>Subject</u></b>	<b><u>Room</u></b>	<b><u>Teacher</u></b>
1	8:10 am - 8:53 am			
2	8:56 am - 9:44 am (5 minutes addl For Announcements)			
3	9:47 am - 10:30 am			
4	10:33 am - 11:16 am			
5	11:19 am - 12:02 pm			
6	12:05 pm - 12:48 pm			
7	12:51 pm - 1:34 pm			
8	1:37 pm - 2:23 pm			

Late Bus: 3:23 P.M.

### **Principal's Note**

Welcome to William Paca Middle School, a place where everyone learns. It is the goal of everyone here at William Paca to assist you in growing academically, socially, and emotionally. We are confident that with hard work, positive choices, and constant effort, you will have a great year.

### **Vision Statement**

William Paca Middle School provides an environment where students will follow the 5 Paca P's:

Be Prompt  
Be Polite  
Be Productive  
Be Prepared  
Be a Problem Solver

### **Mission Statement**

Our mission is to provide a safe, supportive, structured environment where we will encourage, inspire and respect students and staff. Through a rigorous curriculum, students will become responsible for their learning and will develop a global perspective which values diversity and acceptance. Cooperation between teachers, students, parents and the community will foster an ethical spirit which embraces academic, emotional and social growth. Through this enriching environment, William Paca Middle School will create critical thinkers with a passion for lifelong learning.

**A. Student Rights and Responsibilities:**

**Students' Rights**

The William Floyd School District is committed to safeguarding the rights given to all students under state and federal law. In addition, to promote a safe, healthy, orderly and civil school environment, all William Paca students have the right to:

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

**Students' Responsibilities:**

All William Paca students have the responsibility to:

1. Contribute to maintaining a safe and orderly school environment that is conducive to learning and to show respect to other persons and to property.
2. Be familiar with and abide by all district policies, rules and regulations.
3. Attend school every day unless they are legally excused, be punctual to all classes, and prepared to learn.
4. Work to the best of their ability in all academic and extracurricular pursuits and strive for the highest level of achievement.
5. React to direction given by teachers, administrators and other school personnel in a respectful, positive manner.
6. Work to develop mechanisms to control their emotions.
7. Ask questions when they do not understand.
8. Seek help in solving problems that might lead to disciplinary action.
9. Dress appropriately for school and school functions.
10. Accept responsibility for their actions.
11. Conduct themselves as representatives of the district when participating in or attending school-sponsored extracurricular events and hold themselves to the highest standards of conduct, demeanor, and sportsmanship.

**B. School-wide Positive Behavioral Expectations**

Students at William Paca Middle School are expected to conduct themselves in a responsible and orderly manner and to treat teachers, administrators and other staff members with respect and courtesy.

<b>Be Prompt:</b>	<b>Arrive to school on time</b> <b>Get to class and be seated before the 2<sup>nd</sup> passing bell</b> <b>Get Visit lockers at designated times during the day only</b> <b>Gather materials quickly to ensure bus promptness in the p.m.</b>
<b>Be Polite:</b>	<b>Respect students and adults, in all ways, every day</b> <b>Use appropriate language at all times</b> <b>Raise your hand when asking questions or needing assistance</b> <b>Be mindful of others and be helpful when you are able to do so</b>

<b>Be Productive:</b>	<b>Follow directions when given</b> <b>Do your best in your classwork and homework</b> <b>Turn in assignments on time</b> <b>Join after school clubs to share in fun while learning</b>
<b>Be Prepared:</b>	<b>Get enough sleep the night before and have a healthy breakfast</b> <b>A positive attitude will set the tone for a great day</b> <b>Bring your materials and assignments to all classes every day</b> <b>Listen carefully, be attentive and ready to learn</b>
<b>Be a Problem Solver:</b>	<b>Think: Am I doing my best in this situation?</b> <b>Can I do better next time, and how would that look?</b> <b>Should I seek help from an adult?</b>

**C. Consequences & Disciplinary Codes:**

Discipline is most effective when it deals directly with the problem at the time and place it occurs and in a fair and impartial manner. Disciplinary action, when necessary, will be firm, fair and consistent to positively modify student behavior. Discipline will be progressive, meaning that a student's first violation will usually merit a lighter penalty than subsequent violations. School personnel may impose a more severe penalty for a first violation depending on the specific facts and circumstances of the incident. The leadership team will consider the nature of the offense, circumstances that lead to the offense, information from parents, teachers and staff and any other mitigating factors or extenuating circumstances that lead to the behavior. Students who are found to have violated the district's Code of Conduct may be subject to the following consequences, either alone or in combination.

- Oral warning - any member of the district staff.
- Written warning - bus drivers, hall and lunch monitors, security guards, coaches, guidance counselors, teachers, Principal, Superintendent.
- Written notification to parent - bus driver, hall and lunch monitors, coaches, guidance counselors, teachers, Principal, Superintendent.
- Detention - teachers, Principal, Superintendent.
- Suspension from transportation - director of transportation, Principal, Superintendent.
- Suspension from athletic participation - coaches, Principal, Superintendent, athletic director.
- Suspension from social or extracurricular activities - activity director, Principal, Superintendent.
- Suspension of other privileges - Principal, Superintendent.
- If a student's behavior is deemed unsafe or severely disruptive, parents will be called to take him/her home for the day.
- In-school suspension - Principal, Superintendent.
- Formal removal from classroom by teacher - teachers and Principal.
- Suspensions of up to five days can be assigned by any member of the leadership team.
- Any student receiving Out-of-School-Suspension **must** attend a re-entry meeting with grade level administrator and support staff.
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The Principal retains the right and privilege to issue penalties for acts of discipline not specifically stated herein and to alter any penalties as she considers necessary. Furthermore, the Principal reserves the right to amend any provision in this document which she believes to be in the best interest of the educational process at William Paca Middle School.

The Board of Education has delegated to the Superintendent of Schools and the building principals the authority to discipline students for behaviors in violation of school policies. This authority includes the use of reasonable physical measures to obtain lawful behavior and the authority to temporarily suspend a student from school in accordance with relevant laws and regulations for a period not to exceed five consecutive school days.

**Behaviors resulting in disciplinary consequences:**

- **Assault** - Intentional or reckless behavior causing serious physical injury to another person with or without a weapon.
- **Backpacks** - Possession of any large bag/backpack/tote during the school day.
- **Bomb Threats/False Alarm** - Student who delivers message (electronically, verbally, gestural) or orchestrates the delivery of a message of possible explosive materials being on or near the school property and or pending explosives; student pulls or orchestrates the pulling of a fire alarm.
- **Bus Infraction** - Any behavior on the bus deemed inappropriate by the driver or school.
- **Cheating/Plagiarism** - Copying the work of another and passing it off as your own. Unauthorized possession of answers or information to teacher's quizzes or homework.
- **Cutting Class/Truancy/Leaving School Grounds** - Not attending a scheduled class or having an unverified absence during any part of the school day.
- **Detentions (missed)** - Student intentionally skips assigned detention.
- **Disrespect** - Verbal or non-verbal action designed to mock or taunt others. Use of inappropriate tone or sarcasm.
- **Disruption** - Any disturbance or interference that interrupts learning or the school environment.
- **Dress Code Violation** - Student wears clothing or accessory that does not comply with the dress code guidelines established by the school.
- **Drugs and Alcohol (Use and Possession)** - Student is in possession of or under the influence of alcohol or drugs.
- **Forgery** - Signing someone else's name on any document.
- **Harassment/Bullying** - Any form of communication that is abusive, offensive or intimidating to any individual(s).
- **Insubordination** - Noncompliance or refusal to follow adult requests or directions.
- **Electronic Devices** - Possession or use of any electronic devices during the school day. No student is permitted to carry any electronic device during the school day. If confiscated, the parent will be required to pick up the device. Be advised that the school is not responsible for lost or stolen items should the rule be ignored.
- **Language (inappropriate)** - Use of unsuitable language, gestures or verbal messages that include name calling, derogatory statements or inappropriate slang.
- **Lying** - Expressing untruthful or false information and/or statements.
- **Passes (misuse)** - Changing, forging or misrepresenting information on a written pass.
- **Physical Contact/Aggression/Fighting** - Actions involving any physical contact, including use of objects where injury may or may not occur.
- **Property (misuse)** - Use of property in a way that it was not intended.
- **Property Damage/Vandalism** - Student participates in an activity that results in destruction or disfigurement of property.
- **Public Displays of Affection** - Consensual physical contact that is deemed inappropriate by the school.

- **Sexual Contact/Communication** - Inappropriate expression that is sexual in nature, photographic or electronic image, sexting (verbal, written or gestural).
- **Tardy** - Student is not in their assigned location at the start of the period.
- **Theft** - Taking school, staff or student property without permission or payment.
- **Tobacco (Use/Possession)** - Any student with tobacco or tobacco products in their possession or use of tobacco on school property.
- **Weapons (Use/Possession)** - Any object used as a means to harm or intimidate another.

### **Dignity for All Students: Prohibiting Discrimination and Harassment**

William Paca Middle School is committed to providing a safe and productive learning environment within its schools. In accordance with New York State's "Dignity for All Students Act" (the "Dignity Act"), the WPMS is committed to preventing and promptly addressing incidents of harassment and/or discrimination of students that impede students' ability to learn. This includes bullying, taunting or intimidation in all their myriad forms.

**"Harassment"** means the creation of a hostile environment by conduct or by verbal threats, intimidation or abuse that has or would have the effect of unreasonably and substantially interfering with a student's educational performance, opportunities or benefits, or mental, emotional or physical well-being; or 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; such conduct, verbal threats, intimidation or abuse includes but is not limited to bullying, cyber bullying, sexting or other 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.

**"Bullying"** means a series of acts or a single negative act (depending on severity) that involve(s) a real or perceived imbalance of power i.e., where a more powerful (whether real or perceived) group of students, or an individual student, engages in harassment of another student or students who is/ are less powerful or perceived to be less powerful. Bullying can take many forms, including but not necessarily limited to the following three forms:

1. Physical (including, but not limited to, hitting, kicking, spitting, pushing, taking personal belongings);
2. Verbal (including, but not limited to, taunting, malicious teasing, name calling, making threats); and
3. Psychological (including, but not limited to, spreading rumors; manipulating social relationships; or engaging in social exclusion, extortion, or intimidation.

**"Cyberbullying"** means online social cruelty or electronic bullying that involves the use of information technology, including e-mail, instant messaging, blogs, chat rooms, pagers, cell phones and gaming systems, to deliberately harass, threaten or intimidate students. This includes but is not necessarily limited to sending mean, vulgar, or threatening messages or images; posting sensitive, private information about another person (including but not limited to "sexting"); or pretending to be someone else in order to make that person look bad.

### **Harassment of Students Prohibited**

No student shall be subjected to harassment by employees or students on school property or at a school function.

### **Discipline of Students Who Engage in Harassment Off-Campus**

The District also reserves the right to discipline students who engage in Harassment of students off school property under circumstances where such off-campus conduct:

1. adversely affects the educative process
2. actually endangers the health and safety of District students within the educational system; or
3. is reasonably believed to pose a danger to the health and safety of District students within the educational system.

This includes written and/or verbal harassment which materially and substantially disrupts the work and discipline of the school and/or which school officials reasonably forecast as being likely to materially and substantially disrupt the work and discipline of the school.

### **District-Wide Policy**

#### **SUBJECT: INTERSCHOLASTIC ATHLETIC AND EXTRACURRICULAR ELIGIBILITY**

In support of the Code of Conduct and Mission of William Floyd Athletics, all students must maintain consistent effort in the classroom.

The following Athletic Academic and Extracurricular Eligibility policy applies to all students who are involved in athletics and extracurricular activities:

- a. Special Education Students, English Language Learners, and new transfer students will be automatically reviewed for eligibility through the appeal process (If they are deemed ineligible for academic reasons).
- b. Students who violate the code of conduct can be suspended from extracurricular activities.
- c. Students need to be in good standing with attendance at above 90%. Students must have attended the full school day to be eligible to participate.

Middle School

#### **7th & 8th Grade Students**

Any failures - Student records reviewed by Assistant Superintendent

- Progress reports monitored by MS Coach, club advisor, Assistant Principal and Chairperson.
- If student shows no growth, teacher contacted and parent/teacher meeting scheduled
- Identify other resources as needed

**Clubs:** Student participants' grades will be reviewed on a quarterly basis. The fourth quarter grades will determine participation in the new school year. After-school clubs and activities are an integral part of the school program. A booklet of the clubs and activities which are planned for this year will be available to all students in September. Students are encouraged to participate in as many activities as possible. Transportation will be provided for students participating in after-school clubs.

**Music Double Performer:** High academic achievement is the primary focus of students at

the WPMS. Students who choose to be double performers **will be required to maintain a Grade Point Average (GPA) of 85 or higher**. If the student's academic performance does not meet this expectation, the student will be removed from one of the performing groups at the student and his/her parent's discretion.

### Building Guidelines

#### **Late Assignments**

Unless a student has an extenuating circumstance which the administration has approved, all students will have one week to hand in late assignments. Late assignments will not be accepted after one week and the student will receive a grade of 0.

#### **After School Events**

1. Spectators are encouraged to attend, but are reminded to arrange transportation home since **late buses are for athletes only**. **It is important to note that students are not permitted to remain in the building after dismissal to attend a sporting event. The student must leave at dismissal and return with an adult.**
2. Spectators are encouraged to stay for the entire event since those individuals leaving will not be allowed to re-enter.
3. **AFTER SCHOOL EVENTS ARE A PRIVILEGE.** Students not following the code of conduct may have this privilege revoked at the discretion of the building leadership team. All students must be in good standing to attend.

#### **Attendance**

Daily attendance is essential for success at William Paca Middle School. The teachers at WPMS have carefully planned the year's work and whenever a student is absent, he or she misses part of this work. An absent student is responsible for all missed class work and homework (please refer to "Late Assignments" above).

- Students may enter the school building at 8:00 am.
- Students who arrive before 8:00 am must report to the main lobby.

#### **Absence:**

When a student is absent, his/her parent must call the Attendance Office at

**874-1422** to explain the nature of the illness or emergency. Parents should then send a note explaining the absence.

- The following are reasons for legal absences:
  - a. Sickness
  - b. Religious observances
  - c. Required court appearances
  - d. Required health treatments
  - e. Impassable roads
  - f. Quarantines
- Students who become ill and are out of school for a long period of time must have their parents contact the school's nurse's office. Depending on the circumstances, the student's

assignments may be sent home or arrangements for a tutor may be made. When the student returns to school, it is their responsibility to check with their teachers to ensure all work has been completed within the one week timeframe as stated above in "Late Assignments".

**Lateness to School:** Students are expected to be on time for school each day. Students who are late to school must sign in at the attendance office. New York State Law indicates that the **ONLY LEGAL** reason for lateness to school is **ILLNESS OR FAMILY EMERGENCY**. Oversleeping and missing the bus are **NOT** legal reasons for being late. We must presume that any student arriving late to school without a note is **ILLEGALLY** late. All latenesses are entered on the student's permanent record. Students who do not sign in upon arrival but are present in school will be assigned detention.

- Students who arrive to school after 8:00am are late.
- Students who are late must report to the Attendance Office to obtain a late pass.
- Students who sign into school after 11:00am without a doctor's note will not be permitted to participate in any extra-curricular activities including athletic team practices and games scheduled for that day.
- Students who are excessively absent or late will be referred to the grade level office or school attendance advisory program.
- Disciplinary action will depend on the number of previous illegal absences and illegal lateness.

**Early Release:** Early release will be granted for the same reasons allowable for legal absences.

You are encouraged to schedule appointments with your doctor or dentist other than during school hours. In all instances students leaving early must be signed out in the attendance or nurse's office by a parent or guardian. Students who leave school early without following the proper procedures will be considered cutting and will face disciplinary action.

### **Computer/Internet User Privileges**

The use of the school's electronic resources and networks is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. Misuse can come in many forms, but it is commonly viewed as any messages sent or received that indicate or suggests pornography, unethical or illegal solicitation, racism, sexism, inappropriate language, and any malicious attempt to harm or destroy data of another user or of any other agencies or networks that are connected to the system. This includes, but is not limited to, the uploading or creation of computer viruses. All rules of conduct described in the student handbook apply when you are on the network.

### **Dress Guidelines**

All William Floyd 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 should exemplify and 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:

1. Be safe, appropriate and not disrupt or interfere with the educational process.
2. Recognize that extremely brief garments such as tube tops, halter tops, spaghetti straps, mini-skirts, short-shorts, plunging necklines (front and/or back) and see-through garments are not appropriate.
3. Ensure that underwear is completely covered with outer garments.

4. Include footwear at all times. Footwear that is a safety hazard will not be allowed.
5. Not include the wearing of **hats, bandannas, beads, scarves worn around the neck, kerchiefs, "do-rags", headbands and winter coats and jackets or any item deemed inappropriate by Administration** in the building except for a medical or religious purpose.
6. Not to include items that are vulgar, obscene, and libelous or that denigrate others on account of race, color, religion, creed, national origin, gender sexual orientation or disability.
7. Not promote and/or endorse the use of alcohol, tobacco, or illegal drugs and/or encourage other illegal or violent activities.

Students will be required to modify their appearance if it is found to interfere with the educational process. Any student who refuses to do so shall be subject to the established consequences. Any student who repeatedly fails to comply with the dress code shall be subject to additional consequences pursuant to the William Floyd School District Code of Conduct.

**DETAILED DISTRICT-WIDE CODE OF CONDUCT IS AVAILABLE ON THE DISTRICT WEBSITE AT [WFS.D.K12.NY.US](http://WFS.D.K12.NY.US) UNDER RESOURCES/STUDENTS.**

### **Guidance and Counseling**

- Student Support Services are available for every student in the school. The services include assistance with educational planning, interpretation of test scores, occupational information, career information, study tips, and help with home, school and/or social and emotional concerns.
- Student Support Services are available to assist parents and teachers in identifying the needs of the students and developing appropriate programs.

### **Health Office**

Students who become ill or who need first aid are to go to the nurse's office located in the main office suite. Students who are ill are not to leave school without the permission of either their grade level office or the school nurse. Only medication prescribed by a physician and stored with the nurse will be dispensed. All accidents are to be reported to the nurse's office immediately. The following exams are conducted in the nurse's office: sports physicals, hearing, vision and 7th grade physicals.

### **Homework/Extra Help**

Homework is considered an essential part of a student's total education. The recommended time to be spent on homework in grades 6, 7 and 8 is 15-20 minutes per subject per day. The form of daily homework assignments can vary (e.g. reading, studying, preparing for tests, problem solving, laboratory exercises, writing compositions, reports, projects, etc.).

### **Honor Roll**

Students who earn an overall academic average of:

**95 - 100** Principal's List

**90 - 94.9** High Honor Roll

**85 - 89.9** Honor Roll

## **Library/Media Center**

The Media Center is available for research and enjoyment. Students are encouraged to use the Media Center before and after school to do research, to choose books for class projects, and to select books and/or magazines for leisure reading. It is the responsibility of the students to return books promptly when due. Students who have overdue or lost books will be charged accordingly. Students using computers or Internet services provided by the district must submit the Computer Technology & Internet Use Agreement.

## **Lockers**

Each student will be provided with a combination lock for their hall lockers. No other lock is permitted. Students are responsible for a \$5.00 replacement charge if the lock is lost. Students, not the school, are responsible for all items in their locker. This includes books and personal items. Students can go to their locker before school, between periods, and after school. Students are only to use the locker they are assigned. No sharing or switching lockers is permitted. Students are advised that lockers are the exclusive property of the school and may be checked by the building administrators when it is deemed necessary.

## **Lost and Found**

Lost and Found is located in the cafeteria.

## **Progress Reports/Report Cards**

The purpose of these reports is to make parents aware of their child's current academic performance. Parents and students should utilize these reports as a guide to improve their child's academic standing, or to encourage the student to continue his or her exemplary work.

- Information regarding the use of **Parent Portal**, setting up an account, viewing and printing progress reports/report cards or getting help in general can be found on page 15 of this booklet.
- The comments on the report card are designed to aid parents and students in determining methods to improve academic achievement.
- Conferences with teachers can be arranged during the year by calling the guidance office to set up an appointment.

## **Safety Drills**

To assure the safety of every student and staff member, the building maintains a lock-out status. This assures all exterior means of entry are locked at all times. All visitors are required to report to the guarded main entrance.

In the event of imminent danger due to natural or man-made causes a signal will be given to place the building in lock-down condition. Lock-down status means all students and staff are secure in locked classrooms with teacher supervision.

- A fire evacuation plan is posted in each room. Students should study the plan.
- **Special Note** - The reporting of a false bomb or fire threat is a crime that may result in imprisonment and/or civil penalties being imposed against the individual.

## **Social Activities**

- Social activities such as dances, games, plays, recreation nights, etc., are sponsored by a school organization. All activities will be properly chaperoned. These activities are open to

William Paca Middle School students in good standing. Students who leave activities early will not be allowed to re-enter unless accompanied by a parent or guardian.

- **Students are in good standing if they have not had any referrals resulting in consequence, have maintained 90% or better attendance, have fewer than 3 class lateness's and are on track academically for the 5 week period prior to the event.**
- Students who have 3 or more incidents of lateness to class or school or 3 or more unverified absences or verified illegal absences within 30 school days prior to an event will **not be permitted** to attend.
- During these activities, all students present are under the jurisdiction of the school. Any student who exhibits improper behavior may be banned from future activities and may be subject to disciplinary action. Proper attire must be worn to all school-related activities. Any student wearing inappropriate attire will not be allowed to enter the school.

### **Textbooks and School Properties**

- Students are not permitted to walk around the building with backpacks of any type. Backpacks may be carried to and from school and must be placed in lockers during the school day.
- Textbooks, workbooks, supplies, equipment, etc. are provided for student use. These items should be used properly and kept in good condition. Students are not permitted to write in textbooks and should keep them covered.
- Students will be held responsible for lost or damaged books, supplies, equipment, etc.
- When a student moves, all William Floyd textbooks, equipment, locks, etc. must be returned. To facilitate the process, students should pick up a checkout form from guidance one week prior to moving.

### **Transportation**

Rigid standards of discipline must be maintained on school transportation at all times in order to satisfy safety requirements. Whenever a driver must direct his/her attention away from the road, danger exists. Foremost in our minds is the safety of each passenger.

#### **Transportation Responsibilities**

1. The privilege of riding the bus may be revoked for violation of the rules or for conduct which is detrimental to the safe operation of the school bus.
2. The driver is in full charge of the bus and the students.
3. Students must comply promptly to the requests of the driver.
4. The driver may assign seats as deemed necessary.
5. Unnecessary conversation with the driver is prohibited.
6. Students are not permitted to throw any objects on the bus or out the bus windows.
7. No part of the body shall be extended through the bus window.
8. Students are not permitted to eat, drink or smoke on the bus.
9. Students are not permitted to leave the bus from the emergency door unless an emergency exists.
10. Students should not leave books, lunches, or other articles on the bus.
11. Students must not run or push while leaving the bus.
12. Students that live on the opposite side of the road from the exit door should go approximately twelve feet in front of the bus before crossing to their driveway.
13. The school bus driver has the authority and the responsibility to discipline students

- on the school bus.
14. Students, who plan to take a **late bus** home from school, must have a late bus pass signed by an administrator, teacher, coach or office personnel in order to be permitted to ride the bus. Only those students who stay for club activities are permitted to ride the late bus. There will be an additional late bus for those students who are on an athletic team or in After School Detention (ASD).
  15. No student is permitted to ride a different bus without a letter from his/her parent or guardian, a confirming telephone call, and administrative approval.
  16. All students **must** board and disembark the bus at their assigned stop.
  17. If a student will be taking a bus other than their assigned bus home, they **must** present a written note to their grade level office prior to first period.
  18. **If unable to confirm alternate bus arrangements, students will take their regular bus home.**

### **Bicycles**

The William Floyd School District has a policy of busing all students. It is recommended that students do not ride bicycles to school, however, any student who chooses to ride a bicycle to school must provide a lock and chain and properly secure the bicycle in the bicycle rack. The school district is not responsible for stolen, damaged or vandalized bicycles brought to the school. **Motorized bikes or mopeds are not to be permitted on school grounds.**

### **Visitors**

- Individuals picking up students must show picture ID and authorization from the legal guardians.
- Students are not allowed to bring visitors to school. Parents are always welcome, but are encouraged to make an appointment to see a teacher, the Principal, or to visit any office.
- All visitors must register in the attendance office and obtain a visitor's pass.

### **William Paca Middle School is going paperless!**

All report cards, progress reports and grades are now available to parents through the Parent Portal. They will no longer be mailed home. If you do not have an account, please access the William Floyd School District website at [www.WFSD.k12.ny.us](http://www.WFSD.k12.ny.us). Click on Resources (top of page), a drop down box will appear. Next, click on Parents, a side drop down box will appear. Then click on Parent Portal. Scroll down and click on First Time Users (bottom of page, left hand side). Enter the information required and you will be e-mailed your secure parent password. Any further inquiries can be directed to 874-1245.

## Character Education Vision Statement

The William Floyd School District is an active learning community of students, parents, educators and staff. We are committed to developing responsible citizens who demonstrate virtuous behaviors through the awareness, reflection, teaching and internalizing of the core virtues.

Our vision will be achieved by having all constituent groups participate in continuous growth and personal mastery of the core virtues which will provide the social and emotional literacy necessary for academic success and responsible citizenship.

### Community Service

As part of the WPMS's Character Education Initiative, all students will participate in community service projects. This will foster the development of the Core Virtues and build self-esteem and social responsibility. Students will be expected to complete a minimum of hours of approved volunteer work during the school year and submit a verification sheet.

### William Paca Core Virtues of Character Education

**Respect**- Showing high regard for an authority, other people, self and country; treating others as you would want to be treated; understanding that all people have value as human beings.

**Responsibility** - Being accountable in word and deed; having a sense of duty to fulfill tasks with reliability, dependability and commitment.

**Honesty** - Telling the truth, admitting wrongdoing; being trustworthy, and acting with integrity.

**Acceptance** - Keeping an open and understanding mind and accepting difference, even if you don't agree with it.

**Perseverance** - Continuing to try to do something in spite of difficulties; facing obstacles with determination and patience.

**Empathy** - Understanding and being sensitive to the feelings, thoughts and experiences of another.

**Integrity** - Standing up for your beliefs about right or wrong; being your best self; resisting social pressure to do things that are wrong; showing commitment, courage and self-discipline. "Walk your talk".

**Humility** - Recognizing and accepting your own talents, abilities and imperfections.

**Forgiveness** - Letting go of angry feelings; excusing or pardoning an offense.

**Compassion** - Showing understanding of others by treating them with kindness, generosity and a forgiving spirit.

# Eligibility Requirements for National Junior Honor Society William Paca Middle School Chapter

Membership in the William Paca Middle School Chapter of the National Junior Honor Society is an honor bestowed upon students who uphold the pillars of the Society: Scholarship, Service, Leadership, Character, and Citizenship.

## INITIAL ELIGIBILITY:

### **Scholarship:**

The review process for potential National Junior Honor Society members begins following the third grading quarter each year. Seventh grade students who have maintained a 90% cumulative average or higher for the first, second, and third quarters of the academic school year will be reviewed for NJHS membership eligibility.

Of these top academic students, each becomes eligible for further consideration on the basis of the remaining criteria of the Society: Service, Leadership, Character, and Citizenship.

## REMAINING CRITERIA:

### Service

#### **The student who serves:**

- € *Has fulfilled a minimum of ten (10) volunteer hours of community service outside of school.*
- € *Is willing to uphold scholarship and maintain a loyal school attitude.*
- € *Volunteers and provides dependable and well-organized assistance, is gladly available, and is willing to sacrifice to offer assistance.*
- € *Participates in some activity outside of school such as Scouting, youth or religious groups, and/or volunteer services for the elderly or less fortunate.*
- € *Works well with others and is willing to take on difficult responsibilities.*
- € *Cheerfully and enthusiastically renders any requested service to the school.*

### Leadership

#### **The student who demonstrates leadership:**

- € *Demonstrates academic initiative.*
- € *Exemplifies positive attitudes.*
- € *Exercises influence on peers in upholding school ideals.*
- € *Is a leader in the classroom or in other school or community activities.*
- € *Is thoroughly dependable in any responsibility accepted.*

### Character

#### **The student of character:**

- € *Takes criticism willingly and accepts recommendations graciously.*
- € *Cooperates by complying with school regulations.*
- € *Demonstrates the highest standards of honesty and reliability.*
- € *Regularly shows courtesy, concern and respect for others.*

## Citizenship

### **The student who demonstrates citizenship:**

€ *Demonstrates mature participation and responsibility through involvement with such activities as community organizations and school clubs.*

Academically eligible students will be notified and required to complete and submit the following information one week following notification:

- \* NJHS By-Law Agreement
- \* Candidate Information Sheet
- \* NJHS Community Service, Membership Meetings and Scholarship Contract
- \* NJHS Student Candidate package
- \* Three (3) community references in writing

Additionally, eligible students will compose a five paragraph essay at school on one of two dates determined by the NJHS Advisor.

\*Discipline/bus referrals, unacceptable behavior, and/or a lack of leadership, citizenship, or community service may result in a student being ineligible for consideration.

# William Paca Middle School

## STATEMENT OF ACKNOWLEDGEMENT

### STUDENT STATEMENT:

I hereby acknowledge that I have read and understand the rights and responsibilities explained in the William Paca Middle School Student Handbook and will abide by the rules and regulations stated in the handbook.

Print Student's Name: \_\_\_\_\_

Signature of Student: \_\_\_\_\_ Date: \_\_\_\_\_

### PARENT/GUARDIAN STATEMENT:

I hereby acknowledge that I have read and understand the rights and responsibilities explained in the William Paca Middle School Student Handbook, and will assist in enforcing the rules and regulations with my child.

Signature of Parent/Guardian: \_\_\_\_\_ Date: \_\_\_\_\_

PLEASE HAVE STUDENT RETURN THE SIGNED STATEMENT SHEET TO THEIR FIRST PERIOD TEACHER