

## **Student and Parent Acknowledgement Form**

This is the 2022-23 Woodmere Middle School Student Agenda book, distributed to all students during the opening week of school. The content pages will be reviewed with the students during their English Language Arts and Social Studies classes.

Please read the content pages carefully to become aware of the procedures and rules at Woodmere Middle School. Included in the content pages are the WMS Code of Conduct, Dignity for All Students Act, Academic Integrity Guidelines, Computer Acceptable Use Policy, and the Athletic/Co-Curricular Eligibility Guidelines. Please be aware that the WMS procedures, rules, and codes will also be available on the middle school website at [www.hewlett-woodmere.net](http://www.hewlett-woodmere.net).

**Each student and a parent must sign below indicating that the information in the Agenda Book has been received, read and understood. Each student will then return this signed page to his/her homeroom teacher.**

Thank you for your cooperation. Your interest and efforts will help make this school year a successful and enjoyable experience for your child.

Please note that each child will receive one agenda book free of charge. If lost, an additional agenda book can be purchased, based upon availability, for \$4.00.

Sincerely,

The Woodmere Middle School Staff

Student's Name (Print) \_\_\_\_\_ Date \_\_\_\_\_

Student's Homeroom \_\_\_\_\_

Student's Signature \_\_\_\_\_

Parent's Signature \_\_\_\_\_



# Woodmere Middle School PTA Membership

We are excited for the **2022-2023 school year** and hope we can count on your support! All new and returning families are invited to join the WMS PTA. Annual dues are only \$10.00 per adult member of your family. You can join the WMS PTA online at <https://wmspta.memberhub.store>.

PTA-sponsored events include multiple cultural arts programs and assemblies, as well as a Wellness Week Guest Speaker. Your membership dues don't even cover a third of it! Instead of traditional fundraising efforts, such as selling wrapping paper and cookie dough, we are requesting a one-time tax-deductible donation to help keep our programs vibrant. In past years we have been fortunate enough to receive generous donations ranging from \$10.00 to \$300.00.

We are suggesting \$25.00 donation per family, but a gift of any amount will be sincerely appreciated. If you'd like to make this donation + \$10 membership, please select the \$35 option on memberhub.

All parents, regardless of membership status, are invited to attend our monthly PTA meetings. However, membership does NOT require attendance at our meetings.

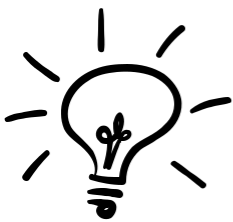
Please feel free to contact us via email if you should have any questions or would like to get involved at [ptaofwms@gmail.com](mailto:ptaofwms@gmail.com).

Let's work together to enrich our children's education and help them enjoy their time at WMS. We are striving for 100% membership and are grateful for your support.

Gina Page-Nelson & Irina Abramovich, WMS PTA Co-Presidents

Tara Woltman, Vice-President

Meredith King, Membership & Donations



Author Visits



Cultural Arts  
Assemblies



Book Fair



8th Grade Trip



Fall Dance

# SEPTA Membership Form 2022-2023

**\*\*Annual Membership Dues: \$10.00 per family\*\***

**\*\*\*Per National PTA Policy, membership includes one adult and all children in the schools\*\*\***

*\$4 of dues go to NY State PTA, making you a member of NYS PTA & eligible for benefits of NYS PTA members.*

Please return this form to your child's school (in an envelope marked SEPTA) with cash or check made payable to SEPTA. You can also join SEPTA online using SEPTA MEMBER HUB at:

<https://hewlettwoodmeresepta.memberhub.store>

## What is SEPTA?

SEPTA (Special Education PTA) is a districtwide PTA unit open to EVERYONE in the community, focusing on advocating and supporting children with a wide range of learning styles and abilities. SEPTA supports children who receive accommodations through a 504 plan, special education services through an IEP, and students who require enrichment (Twice Exceptional or Gifted). This includes programs and related services such as resource room, speech therapy, occupational therapy, physical therapy, and/or counseling, as well as the Discovery program.

## What Does SEPTA Do?

- Provides information, support, and advocacy to families and teachers
- Sponsors recreational and enrichment programs as well as scholarships for students
- Offers informative forums throughout the school year
- Holds monthly board meetings sharing updates on relevant changes in special education

## Why Join SEPTA?

- To have a powerful voice in your child's education
- To connect, support, and share ideas and information
- To learn about topics relevant to educating our children

Check out our informative links and resources on the Hewlett-Woodmere.net website and join our Facebook page at Hewlett-Woodmere SEPTA to find out about upcoming events.

*Want to make a donation to SEPTA to keep our program vibrant?*

*Visit the Member Hub link or send in your donation with your membership dues.*

Our email address is [hwsepta@gmail.com](mailto:hwsepta@gmail.com)

Torie Goldsmith & Rebecca Baum, Co-Presidents

Adrienne Gupta, Membership & Donations

**PLEASE COMPLETE AND RETURN WITH PAYMENT TO SEPTA or go to**

**<https://hewlettwoodmeresepta.memberhub.store>**

Parent's Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_ I am a Parent \_\_\_ Teacher/Staff \_\_\_ at \_\_\_\_\_

Child's Name/Names \_\_\_\_\_ Grade: \_\_\_ Homeroom/Teacher: \_\_\_\_\_

Share my info with NYS PTA: Yes \_\_\_ No \_\_\_ (if not checked info will be shared)

**Payment Information:** SEPTA Membership Dues \$ 10.00 \$ \_\_\_\_\_

Donation Contribution to SEPTA \$ \_\_\_\_\_

Cash or checks payable to SEPTA Total Enclosed \$ \_\_\_\_\_



# Woodmere Middle School

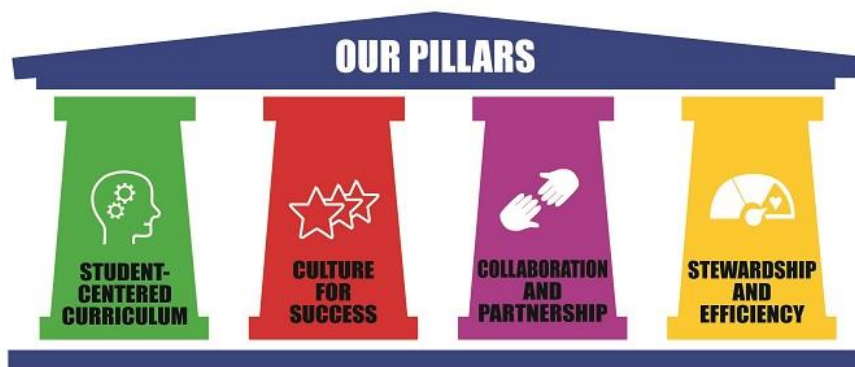
## Student Handbook 2022-2023

1170 Peninsula Blvd.  
Hewlett, N. Y. 11557

Office: 516 792-4368  
Fax: 374-4571

[www.hewlett-woodmere.net](http://www.hewlett-woodmere.net)

### The Hewlett-Woodmere Public Schools



### The Woodmere Middle School Shared Vision

The Woodmere Middle School faculty is committed to maintaining a caring and nurturing environment where everyone feels supported in their intellectual, social and emotional growth. We celebrate diversity, wellness and individuality and strive to maximize the unique potential of every student as we prepare them to be lifelong learners. Through the use of purposeful instructional strategies, a variety of course offerings and hands-on activities, we empower students to become active learners who are creative problem solvers and independent thinkers. We embrace our partnership with the school community as we help students develop into respectful and responsible global citizens.

This book belongs to:

Name \_\_\_\_\_ Grade \_\_\_\_\_

Homeroom \_\_\_\_\_ Homeroom Teacher \_\_\_\_\_

# WMS SCHEDULE

## 2022-2023

### PERIOD

### TIME

Extra Help  
(M/W/F)

8:30 – 9:05

Homeroom

9:12 – 9:20

1

9:21 – 10:01

2

10:04 - 10:44

3

10:47 - 11:27

4

11:31 - 12:11

4A ***11:31 - 11:51***

4B ***11:51 - 12:11***

5

12:16 – 12:56

5A ***12:16 - 12:36***

5B ***12:36 - 12:56***

6

1:01 - 1:41

6A ***1:01 - 1:21***

6B ***1:21 - 1:41***

7

1:46 - 2:26

8:

2:29 - 3:10

Warning Bell: 8:50 a.m. (Students must remain in their current location.)

**WMS Delayed Opening Bell Schedule  
(11:00 AM Start)**

<b>PERIOD</b>	<b>TIME</b>	
3	11:00 AM – 11:28 AM	
4	11:32 AM – 12:00 PM	(lunch)
5	12:04 PM – 12:32 PM	(lunch)
6	12:36 PM – 1:04 PM	(lunch)
7	1:08 PM – 1:36 PM	
8	1:40 PM – 2:08 PM	
1	2:11 PM – 2:39 PM	
2	2:42 PM – 3:10 PM	



## **Important Telephone Numbers**

<b>Main Office:</b>		792-4368
<b>Principal:</b>	Dr. Bauer	792-4300
<b>Assistant Principal:</b>	Mr. Thompson	792-4320
<b>Guidance Counselors:</b>	6 <sup>th</sup> Grade	Mr. Bonanno 792-4372
	7 <sup>th</sup> Grade	Mrs. Murphy 792-4374
	8 <sup>th</sup> Grade	Mrs. Brewer 792-4370
<b>School Psychologists:</b>	Mrs. Mauceri	792-4340
	Dr. Levine	792-4341
<b>School Social Worker:</b>	Ms. Orlando	792-4330
<b>Subject Supervisors:</b>		
	ELA	Mrs. Hochhauser 792-4382
	Science	Dr. Terry 792-4382
	Social Studies	Mr. Wimmer 792-4382
	Math	Dr. Kim Mattes 792-4379
	Special Ed.	Ms. Hastings 792-4380
	World Languages/ESL	Mrs. Gallegos 792-4027
	Music/Art	Dr. Fund 792-4808
	Health/Phys. Ed.	Mr. Viegas 792-4022
<b>Nurse:</b>	Mrs. Bromley	792-4310

**To report an absence/lateness:  
792-4300 – press #1  
24 hours a day**

### **Emergency School Closing**

If inclement weather or other emergency necessitates closing school, students and parents will be informed by a phone voice message from Dr. Marino, the Superintendent of Schools. This information will also be placed on the district website.

Parents and students **should not** telephone the school, the police, the fire department, or the radio stations, because such calls tie up lines urgently needed for other uses.

**For updated school information, please check our website:  
[www.hewlett-woodmere.net](http://www.hewlett-woodmere.net)**

## School Hours

The Woodmere Middle School schedule is as follows:

### Monday, Wednesday and Friday

- Extra Help is from 8:30 a.m. to 9:05 a.m.
- Students attending Extra Help may not arrive before 8:30 a.m., when supervision begins, nor enter the building later than 8:45 a.m.
- Students not attending Extra Help may not arrive before 8:45 a.m.
- Regular school day begins at 9:05 a.m.

### Tuesday and Thursday

- No Extra Help
- Students not getting breakfast may not arrive before 8:45 a.m. There is no supervision before that time.
- Students may enter the building for breakfast only between 8:30 and 8:45.
- School begins at 9:05 a.m.

Students are dismissed at 3:10 p.m. School buses leave at approximately 3:20 p.m.

**Please Note:** Students are **not permitted** in the building before or after school, unless they are supervised by a staff member.

## Lateness

**Students are expected to be seated and attentive in their homeroom class by 9:12 a.m.** Any student entering the building after the 9:12 a.m. late bell must report to the Front Desk outside the Main Office for a late pass. **A note explaining the lateness is required.** Failure to submit a note may result in a disciplinary consequence.

## Buses and Transportation

The Hewlett-Woodmere Board of Education furnishes transportation for WMS students residing at a specified distance from the school. For questions regarding changes of bus routes or other issues, please contact the transportation office at 792-4814. Students are the responsibility of the School District while they are on the school bus. Since the school bus is an extension of the classroom, students shall conduct themselves on the bus in a manner consistent with established standards for classroom behavior. School bus regulations shall be enforced by bus drivers and the Transportation Office in coordination with the school administration. Students who create serious disciplinary problems may have their riding privileges suspended or revoked. In such cases, the parents of the children shall be duly notified and will become responsible for the transportation of their children to and from school.

## **Attendance**

New York State's attendance laws require students to be present during the days when school is in session unless they are ill.

To report student absence or lateness, parents should call our 24-hour answering machine at **792-4300 (and press #1)**. When leaving a message, please leave the student's name and reason for absence/lateness.

If a student is going to be absent due to an extended illness, a parent should notify the school and request homework assignments through the Guidance Office.

**As per district policy 5100, the high school minimum attendance policy shall apply to all students taking NYS Regents level courses while enrolled at WMS (i.e. Algebra, Earth Science, Geometry).**

When students return to school, even after one day's absence, they are required to bring a note from a parent explaining the reason for the absence. This note should be submitted to the homeroom teacher.

## **Religious Observances**

Students who are absent for reasons of religious observances are afforded the opportunity to make up missed work and should inform teachers in advance of known absences. Students will be responsible for all class work and tests upon their return to school.

## **Early Dismissal**

No student is ever to leave school early without parent or guardian permission. Parents or other adults designated on the emergency contact sheet are required to sign students out in person at the Main Office. If illness or injury requires a student's dismissal, the nurse will contact a parent.

## **Fire Drills**

Fire drills are held several times each year. During a fire drill, students are to file out in an orderly way, following the directions posted in each classroom. You should walk quickly, but not run, and proceed with your class to your assigned area until the signal for going back into the building is given. **Absolute quiet is a "must" in all drills.** In order to make sure that all students have left the building, attendance is taken for each class.

***Tampering with fire alarms or fire fighting equipment will lead to suspension from school. Law enforcement agencies will also be notified.***

## **Safety Drills**

In addition to a mandated Shelter Drill, the school will also be conducting a number of lockdown, lockout, or evacuation drills during the course of the school year. The purpose of these drills is to ensure familiarity among staff members and students with designated safety procedures in the event of an actual emergency situation.

## **Lunch / Recess**

For each grade level, the lunch/recess schedule for Woodmere Middle School students is divided into two 20-minute lunch/recess periods. Your lunch period will be scheduled according to grade level. Each lunch period is either preceded or followed by a 20-minute recess period. You can only change your lunch/recess assignment during the school year with written permission from your guidance counselor. Attendance will be taken during lunch/recess to confirm that students are at their scheduled lunch/recess areas.

Each student will also be assigned to an indoor recess classroom. During days of inclement weather, students will be notified by way of the Public Address system to report to indoor recess rooms. The classroom lunch monitors will take attendance during indoor recess. Any student not reporting to his/her designated area will be considered cutting and subject to disciplinary action.

## **Student Cafeteria**

The cafeteria serves a variety of lunches. Monthly menus are posted. Students who bring lunch from home may purchase drinks and snacks. **Students are not permitted to have their lunch delivered by a restaurant or catering facility.** If you forget your lunch or lunch money, please see the cafeteria supervisor to arrange for a replacement lunch.

Students are expected to be polite and courteous at all times. Cafeteria monitors provide supervision at all times in the serving lines and at the tables.

- Throwing of food is strictly prohibited.
- Food and drinks, other than water, are not to be taken out of the cafeteria.
- Students are responsible for taking their trays and other refuse to the trash containers and cleaning their tables.
- Students may not leave the cafeteria until dismissed by a lunch monitor, unless they have a signed pass to go to another part of the building.
- Students are permitted to use the bathrooms and main office phone during the **lunch** portion of their lunch/recess period.
- Birthday and other celebrations are not permitted in the cafeteria as they are disruptive to the school environment.

***Students who are unable to follow the above rules will face disciplinary action, which might include the loss of cafeteria privileges.***

## **Open Containers and Food**

Students should not carry food and open containers from the cafeteria without authorization. Drinking and eating in the halls can create safety and health hazards. With the teacher's permission, a student may drink bottled water in a classroom. No other beverages are permitted within the classroom or in the hallways. Furthermore, glass containers or bottles of any kind are forbidden for safety reasons.

### **Pass System**

A student leaving a classroom to use the bathroom must sign out of his/her class. Students must also carry a room pass when moving through the halls between periods. Any teacher wishing to see you will give you a pass. If a teacher has detained you, you must be issued a pass to your next class. If you are late to class without a pass, you can expect disciplinary action.

### **Homework On Line**

The WMS Homework Online system enables students and parents to keep abreast of current and future assignments and assessments. Homework pages can be accessed through your Infinite Campus Parent Portal account.

### **Honor Roll**

Woodmere Middle School recognizes outstanding academic achievement. Students who attain a grade of 90% in all subjects will be cited as High Honor Roll students.

Students who obtain a cumulative average of 85% with no course grade lower than 80% in all subjects will be cited as Honor Roll students.

The names of WMS students who have been so recognized are posted on the Honor Roll Bulletin Board in the cafeteria.

### **National Junior Honor Society**

The Woodmere Middle School is proud to maintain a chapter of the National Junior Honor Society (NJHS). Students may first be inducted into the NJHS following the first semester of 7<sup>th</sup> grade. Details regarding the NJHS application process and requirements are posted on the WMS website. Please be advised that, although duplicate community service hours can be used toward both NJHS and the Blue/White graduation chord, each honor has completely separate requirements.

### **Report Cards**

Report cards are issued four times each year. In most courses, your progress will be reported as a numerical grade. In addition, teachers may include one or two brief descriptive comments.

The report cards will be displayed on the Parent Portal at [www.hewlett-woodmere.net](http://www.hewlett-woodmere.net) as follows:

1st Quarter	THURSDAY, NOVEMBER 10, 2022
2nd Quarter	FRIDAY, FEBRUARY 3, 2023
3rd Quarter	FRIDAY, APRIL 28, 2023
4th Quarter	FRIDAY, JUNE 30, 2023

## **Progress Reports**

Progress reports are an important part of our communication with parents. Teachers will contact parents regarding the level of progress and performance of a student via the progress report and/or telephone calls when necessary throughout the year.

Progress reports will be displayed on the Parent Portal at [www.hewlett-woodmere.net](http://www.hewlett-woodmere.net) as follows:

1 <sup>st</sup> Quarter	FRIDAY, OCTOBER 7, 2022
2 <sup>nd</sup> Quarter	FRIDAY, DECEMBER 16, 2022
3 <sup>rd</sup> Quarter	FRIDAY, MARCH 10, 2023
4 <sup>th</sup> Quarter	FRIDAY, MAY 19, 2023

## **Failing Grades**

A final grade below 65 indicates that you may not have demonstrated all of the skills necessary to be successful in the subsequent year's academic program. In this case, you and your parents will discuss this deficiency with your guidance counselor. Together, you will determine the most appropriate plan for summer remediation.

## **Student Lockers**

***Please make sure to keep your locker combination to yourself! Always lock your locker!***

Each student will be assigned a hallway locker and a gymnasium locker during the first week of school. Each student will be given two school locks for his/her lockers. Only school locks will be permitted on lockers. If necessary, lost locks may be replaced for \$4.00. Each student is responsible for his or her own locker and lock. **Lockers must be kept locked and free from graffiti and other unsightly markings at all times.** The school cannot assume responsibility for articles taken from lockers; therefore, students must be certain that lockers are kept locked when not in use. **Safeguarding your belongings is your responsibility!** If your locker is not closing properly, please report this to your homeroom teacher.

It is not the policy of the school to inspect lockers indiscriminately. The school does, however, have an obligation to maintain a safe and secure environment for all members of the middle school community. The administration reserves the right to examine a locker's contents if there is a suspicion that a condition exists that might endanger the health and safety of the school community or if the locker is believed to contain items which are prohibited from the school premises. Any student found tampering with another student's locker will face disciplinary action.

## **Backpacks**

Students are not permitted to carry backpacks inside the school building during periods 1 – 8 (9:12 a.m. – 3:10 p.m.)

Students are advised to divide their carrying load of subject materials into a.m. and p.m. sections. The use of separate a.m. and p.m. binders will eliminate the need for students to carry all their belongings for the entire day. In order for this procedure to succeed, students will need to go to their lockers in the morning, before and after their lunch periods, and at the end of the day. When students enter the building in the morning, they may carry backpacks into the school; however, they must put the backpacks into their lockers before the beginning of homeroom. Students arriving for Extra Help at 8:30 a.m. have the option of going directly to their extra help classes with their backpacks or to their lockers. Additionally, the passing times between periods 4, 5 and 6 will be five minutes. This will provide ample time for the students to exchange their a.m. and p.m. materials in the middle of the day.

## **Bicycles**

A bicycle rack is available for students who wish to ride their bikes to school. It is the responsibility of the students to securely lock their bicycles to the rack. Under NYS law, students 13 years of age and under must wear protective helmets. Students may not ride their bicycles on school property. **Students must walk their bicycles once they enter the school grounds.** Scooters and skateboards are **not permitted** in the school and are not to be used on school grounds.

## **Lost and Found**

Misplaced articles of clothing, books and notebooks will be displayed on tables next to the security desk near the entrance to the school office.

Watches, wallets, jewelry and other valuable items will be held in the Main Office until they are claimed. All items not claimed by the end of the school year will be donated to charity.

## **Appropriate Dress**

The following is not considered appropriate school attire and will not be permitted in school:

- Extremely brief or see-through garments such as tank tops, tube tops, net tops, halter tops, plunging necklines, and off the shoulder tops.
- Skin exposed between the shirt and pants or skirt.
- Exposed underwear, including bra straps.
- Footwear that is a safety hazard (i.e.: flip flops or beachwear).
- Shorts or skirts which are too short.
- Any garment that carries a written message that is vulgar, abusive, denigrating or suggests improper behavior or habits.

Any child dressed inappropriately will be asked to change to more appropriate clothing. This may require that a parent/guardian deliver appropriate attire to WMS for the child to change into.

### **Appropriate School Articles**

Any items brought to school should be related to the instructional program or activities sponsored by the school. **Electronic communication devices such as cell phones and "smart" watches are not permitted in school unless they are stored in a locker.** If such items displayed in school, they will be confiscated and given to the assistant principal. Arrangements to pick up confiscated articles will be made with a parent. **A student who is caught using a cell phone or electronic device during the school day by any school personnel will receive a disciplinary consequence.** If you have any doubts about bringing a specific item to school, check with the school administration.

### **District-provided Laptop Computers (Chromebooks)**

District-provided laptop computers are to be utilized only under the supervision of instructional staff. To this end, when students are not in class, laptops should be stored in student lockers. Under no circumstances should laptops be brought into the cafeteria, recess areas, bathrooms, or locker rooms. Laptop computers that are not provided by the district are not permitted in school.

### **Community Service Program**

The Woodmere Middle School emphasizes community service as an essential component of the educational process. It is our belief that assisting those in need helps students develop into responsible citizens and promotes the general welfare of our society. Through the cooperation of parents, staff and the Hewlett-Woodmere community, we have established a structured community service program that will enable all desiring Woodmere Middle School students to participate in meaningful activities. All students are encouraged to participate and should adhere to the following guidelines:

- Students must submit all paperwork and adhere to posted deadlines for service projects to be approved by WMS staff.
- **Service hours will be updated periodically for review on the parent portal. Students are encouraged to monitor their completed hours.**

More information on the community service program and all required forms can be accessed through the district website at [www.hewlett-woodmere.net](http://www.hewlett-woodmere.net). (proceed to the Woodmere Middle School website; then click on "Community Service" under "WMS Memos".)



### **Student of the Month**

Teams and exploratory teachers nominate students whose academic and citizenship efforts are exemplary and worthy of special recognition. Students who receive this honor will have their pictures displayed on the Student of the Month Bulletin Board.

### **Student Council**

The Student Council is an important part of Woodmere Middle School. Members of the Student Council meet twice each month with a Teacher-Advisor. This group plans activities designed to promote school spirit and communicate important issues to classmates. Any student is eligible to run for the position of Student Council Representative. Student Council officers will be elected during the school year.

## **Extra-Curricular Activities**

Students in all grades are encouraged to participate in the many clubs and activities offered at WMS. Some of these activities may include:

Students Against Destructive Decisions (SADD)	
Homework Club	Art Club
Drama Productions	Recreation
Math Counts Club	Lego/Robotics
Yearbook	Chess Club
World Language Club	Youth Leadership Club
Builder's Club	School Newspaper
Outdoor Environmental Center Club	

A complete list of school clubs and schedules will be posted on our website in September.

## **Athletic Teams**

Seasonal after-school athletic teams are open to 7<sup>th</sup> and 8<sup>th</sup> grade students. Physicals are required and information on athletic and team activities will be available through the Athletic and Physical Education Office. Contact the director, **Mr. Viegas , at 792-4021** for additional information.

### **Fall**

<b>Boys</b>	Football	Soccer	Tennis
<b>Girls</b>	Swimming	Soccer	
<b>Co-Ed</b>	Cross Country		
	Cheerleading		

### **Winter I**

<b>Boys</b>	Basketball	Swimming	
<b>Girls</b>	Volleyball	Gymnastics*	
	Cheerleading		

### **Winter II**

<b>Boys</b>	Volleyball	Wrestling	
<b>Girls</b>	Basketball		

### **Spring**

<b>Boys</b>	Baseball	Lacrosse	
<b>Girls</b>	Softball	Tennis	Lacrosse
<b>Co-Ed</b>	Track & Field		

\* High School level sport. Follow High School dates and schedule.

### **Middle School Sports Season Starting Dates:**

<b>Fall Season</b>	Thursday, September 9, 2021
<b>Winter I Season</b>	Monday, November 8, 2021
<b>Winter II Season</b>	Tuesday, January 18, 2022
<b>Spring Season</b>	Monday, March 28, 2022

*All students interested in participating in a middle school athletic team must have a medical questionnaire completed by a parent and a physical examination form completed by a physician or health center. Students must satisfy the attendance, behavior and academic requirements listed on the Athletic/Co-Curricular Eligibility Guidelines in order to participate on any middle school athletic team.*

## **Woodmere Middle School 2022-23 Athletic/Co-Curricular Eligibility Guidelines**

The Hewlett-Woodmere School District provides each student with an opportunity to develop his/her own interests and to work cooperatively in groups, through the sponsorship of a variety of co-curricular activities. While participation in these activities is desirable, it is also important that as a representative of the school the student maintains an acceptable level of attendance, academic performance and positive behavior. **A decision to allow participation in any activity on a given day(s) will reside with the principal or his/her designee.**

The following eligibility requirements have been established toward that end:

**ATTENDANCE:** A student must be officially signed into school and attend 50% (4 class periods) of the school day in order to participate in any athletic/co-curricular activity on a particular day.

Additionally, in order for a student to participate in an after-school athletic activity, the student must be prepared for, and actively participate in, any physical education class which he/she attends on that particular day.

Attendance requirements can only be waived by the principal or his/her designee under exceptional circumstances.

**BEHAVIOR ELIGIBILITY:** A student must demonstrate behavior that is appropriate to his/her activity, school and community. Inappropriate behavior or any violation of the Woodmere Middle School Code of Conduct may result in suspension from athletic/co-curricular activities.

**ACADEMIC ELIGIBILITY:** The academic eligibility of a student will be determined in consultation with administrators, guidance counselors and teachers. If it is determined that a student is performing unsatisfactorily in class, he/she will become ineligible to participate in any athletic or co-curricular activity during that period of time. Determining factors include, but are not limited to, missing or incomplete classwork, homework or projects. Coaches and classroom teachers will communicate during the marking period to review the academic progress of a student performing unsatisfactorily in class.

**A student will become eligible to return to an activity when the attendance, behavior and academic requirements have been met.**

## WOODMERE MIDDLE SCHOOL ACADEMIC INTEGRITY GUIDELINES

*Schools are built upon a strong foundation of reason, respect and responsibility. Integrity, the act of being open, honest, and responsible, is an important part of this foundation. Respect for self and others supports an environment of academic integrity. It includes a commitment not to engage in or tolerate acts of misrepresentation or deception. Individuals must take responsibility for their own honesty and should discourage misconduct by others.*

### **Definition of Academic Dishonesty**

**Academic dishonesty** can be defined as engaging in any deceptive behavior that undermines the climate of the school, the professional relationship between teacher and student, and the school's mission to foster respect and responsibility. Cheating, lying and plagiarism are examples of **academic dishonesty**.

### **Cheating**

**Cheating** is a form of academic dishonesty in which a person tries to get a better grade by using dishonest methods. The effect is that the student seeks an unfair advantage over his/her fellow students.

**Cheating** encompasses, but is not limited to:

- Using unauthorized computer technology, another's work, electronic devices, notes, or signals that provide information related to a test or other assignment.
- Copying or allowing others to copy assignments.
- Giving or receiving information during, before or after a test.
- Altering grades or changing answers on an examination after it has been administered.

### **Lying**

**Lying** is the willful and knowledgeable telling of an untruth or falsehood as well as any form of deceit, attempted deception, or fraud in an oral or written statement.

**Lying** encompasses, but is not limited to:

- Giving incomplete or misleading information.
- Making false statements to gain extra preparation time for tests, quizzes or assignments.

### **Plagiarism**

**Plagiarism** is the use of the words or ideas of another, without giving credit to the author. In the process of research, students should be aware that they must credit the authors of information, whether from print, audio, video, computer or other sources.

**Plagiarism** encompasses, but is not limited to:

- Presenting as one's own, the works, ideas or opinions of someone else without proper documentation.
- Having another person write an essay, paper or project and submitting it as one's own work.
- Cutting and pasting text or ideas from a written paper or Internet source without proper citation.

***At the beginning of the school year, the library/media specialist, in collaboration with the ELA teachers, will provide lessons to explain to students the concepts of academic integrity and plagiarism. Subject teachers will establish and communicate specific explanations of how the integrity guidelines apply in their classrooms. Intentional or unintentional violations of these guidelines may result in further actions. The school will maintain records of integrity guidelines violations.***

# **HEWLETT-WOODMERE SCHOOL DISTRICT NETWORK AND INTERNET ACCEPTABLE USE POLICY #4526**

## ***I. Introduction***

Internet access is available to students and staff in the Hewlett-Woodmere School District. These services offer vast, diverse and unique resources to both students and staff. Students and staff have controlled access to:

1. E-mail (electronic mail) – to people in the district and all over the world.
2. WWW (World Wide Web) – Graphical interface to sites all over the world through which students may access resources from thousands of archives worldwide.
3. Discussion groups on a wide variety of topics.

The goal of the district use of the Internet is to provide all staff and students with the ability to use these tools to meet the educational objectives of the district and to promote academic excellence.

General school rules for behavior and communication apply to the use of the Internet. The District has established specific rules for the use of the Internet. Students and staff will be trained on the proper use of the Internet. The staff will continue to follow guidelines for appropriate use of instructional material related to the curriculum, but the District cannot guarantee that the users will not have access to improper or unacceptable material. Parents/guardians are advised that communications on the Internet are not censored by the District. By participating in the use of the Internet, students may gain access to information and communications which they or their parents/guardians may find offensive or inappropriate. Parents/guardians assume this risk by consenting to allow their students to participate in the use of the Internet. Students may use the Internet only if they have been granted parental permission and have submitted all the required forms.

Individuals are responsible for their actions while using the Internet/Computer Network. The use of the Internet/Computer network is a privilege, not a right. Inappropriate use may result in restricted use or cancellation of the privilege by the Superintendent or designee.

## ***Acceptable Use Guidelines***

### **II. Network**

1. All use of the system must be in support of education and research and consistent with the missions of the District. The District reserves the right to prioritize use and access to the system.
2. Any use of the system must be in conformity to state and federal law, network provider policies and licenses and district policy. Use of the system for commercial solicitation is prohibited. Use of the system for charitable purposes must be approved in advance by the Superintendent or designee.
3. The system constitutes public facilities and may not be used to support or oppose political candidates or ballot measures.
4. No use of the system shall serve to disrupt the operation of the system by others; system components including software and hardware shall not be destroyed, modified or abused in any way. Personal software may not be used on the system without permission. Food and beverages may not be brought into computer rooms.
5. Malicious use of the system to develop programs that harass others or gain unauthorized access to any computer or computing system and/or damage the components of a computer or computing system is prohibited.

6. Users are responsible for the appropriateness and content of material they transmit or publish on the system. Hate mail, harassment, discriminatory or threatening remarks, or other antisocial behavior are expressly prohibited.
7. Use of the system to access, store, or distribute obscene or pornographic material is prohibited.
8. The Superintendent or designee must approve subscriptions to mailing lists, bulletin boards, chat groups and commercial on-line services and other information services.
9. The District cannot be held responsible for damages including loss of data resulting from delays or service interruptions. The District is not responsible for the accuracy or quality of information found on the Internet.
10. Downloading of separate files is not permitted by students.

### **III. Security**

Each user will be assigned a *logon ID* and *password* for the system.

1. System accounts are to be used only by the authorized owner of the account for the authorized purpose. Users may not share their passwords with another person or leave an open file or session unattended or unsupervised. Account owners are ultimately responsible for all activity under their account.
2. Users shall not seek information on, obtain copies of, or modify files, other data or passwords belonging to other users, or misrepresent other users on the system, or attempt to gain unauthorized access to the system.
3. Communications may not be encrypted as to avoid security review.
4. Security guidelines will be developed and posted to address the frequency of password changes.
5. Communications and files on the District server are not private. Network administrators may review files and communications to maintain system integrity and ensure that users are using the system responsibly.

### **IV. Personal Security**

1. Personal information such as names and addresses and telephone numbers should remain confidential when communicating on the system. Students should never reveal personal information.
2. Students should never make appointments to meet people in person that they have contacted on the Internet without District and parent permission.
3. Students should notify their teacher or other adult whenever they come across information or messages that are dangerous, inappropriate or make them feel uncomfortable.

### **V. Copyright and Plagiarism**

1. The unauthorized installation, use, storage, or distribution of copyrighted software or materials on District computers is prohibited.
2. You will not plagiarize work that you find on the Internet. Plagiarism is taking the ideas or writing of others and presenting them as if they were yours.

## **Internet Use At Home**

The middle school administration is aware of concerns regarding internet harassment (cyberbullying) of one student by another. While these situations do not take place at school, repercussions from these incidents often overflow into the students' day and interfere with the school's educational process. To this end, students may face disciplinary consequences for such actions. The seriousness of this situation cannot be overstated. Harassment is a crime. Parents of children victimized by such actions are strongly encouraged to contact both their internet provider and the police. In addition, we are asking all parents to be proactive in monitoring internet usage by their children.

The following are suggested guidelines for internet safety:

- Place your computer in a public area of your home that can be monitored.
- Do not allow children to keep a device with internet access in their bedroom.
- Actively monitor your child's internet and social media activity.
- Have children use your email account rather than their own account.
- Remind children that they should never share their passwords.
- Stress to children that they should never respond to inappropriate messages. The sender should be ignored and the recipient should inform a parent or trusted adult immediately.
- Harassing messages should be printed by an adult and reported to both the service provider and the police.
- Be mindful of age restrictions within the terms of use policies of social media applications and websites.

As with any issue related to the welfare of children, educating ourselves must be a priority.

## **The Dignity for All Students Act**

The goal of The Dignity for All Students Act (DASA) is to create a safe and supportive school climate where all students can learn and focus, free from discrimination or harassment. The Hewlett-Woodmere Public Schools Board of Education is committed to providing an educational environment that promotes respect, dignity, and equality. No student shall be subjected to harassment or discrimination based on their race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, or gender. The Board condemns and strictly prohibits all forms of discrimination and harassment, including bullying, taunting, or intimidation by students and/or employees on school property, which includes school buses, and at school functions, which means school-sponsored, extra-curricular events or activities. Students who have been harassed or discriminated against, or parents whose children have been discriminated against or harassed, or other students who observe such behavior should inform a teacher or another adult in the school. WMS Assistant Principal, Mr. Thompson, is the designated Dignity Act Coordinator who will coordinate the investigation of any complaints. Reports will be treated confidentially, to the extent possible. Investigations will be supported by guidance counselors and other pupil personnel support staff. Any act of retaliation against a person who opposes or reports discriminatory or harassing behavior is prohibited and illegal. Any individual who violates the District policies by engaging in discrimination or harassment, including bullying or participating in any type of retaliation, is subject to disciplinary action, up to and including permanent suspension from school. For more detailed information on DASA, see Policies 0100, 0115, 5020.1, and 5300 on the District website.

# **WOODMERE MIDDLE SCHOOL**

## **Student Rights and Responsibilities**

### **Student Rights**

1. To be provided with a safe, healthy and non – threatening school environment.
2. To take part in all district activities on an equal basis regardless of race, national origin, religion, gender, sexual orientation, disability or financial limitations.
3. To present their version of the relevant events in a disciplinary matter to school personnel.
4. To have access to school rules and, when necessary, receive an explanation of those rules from school personnel.

### **Student Responsibilities**

1. To follow all district rules, regulations and policies, which include: the Woodmere Middle School Code of Conduct, Academic Integrity Guidelines, Athletic/Co-curricular Eligibility Guidelines, Acceptable Use Policy and Appropriate Dress Guidelines.
2. To behave in a respectful manner when interacting with peers and adults both in and out of school.
3. To accept responsibility for one's actions and learn from one's experiences.
4. To advocate for oneself, seek help from others, and cooperate with school authorities when addressing social and instructional issues and concerns.
5. To demonstrate good citizenship by helping or seeking assistance for others.
6. To be present and prepared for all classes and activities and work to the best of one's ability.

**Woodmere Middle School encourages students to show respect, kindness and courtesy for others!**



# Woodmere Middle School Code of Conduct

In order to maintain a safe and appropriate instructional environment, it is necessary to understand and comply with both the District Code of Conduct: **Board Policy 5300 (which is found on the District Website)** and the Woodmere Middle School Code of Conduct.

Intentional or unintentional violations of the Code of Conduct may result in the following consequences, either alone or in combination.

Consequences:

1. Warning or reprimand
2. Removal from class or activity
3. Detention
4. Probation
5. Suspension
6. Initiation of criminal charges

<b>Prohibited Student Conduct</b>	
1.	Behaving in a manner which disrupts the instructional process.
2.	Leaving class or school premises without permission of supervising school staff member.
3.	Being late to school or class.
4.	Bringing inappropriate or non-educational articles to school without permission.
5.	Wearing items of clothing or accessories that are unsafe, inappropriate or distracting.
6.	Selling items or betting for money during school hours.
7.	Engaging in scholastic dishonesty, which includes but is not limited to: cheating or plagiarizing.
8.	Cursing or using other inappropriate language or gestures.
9.	Lying or purposely leaving out information verbally or in writing to school staff.
10.	Insubordination: refusing to follow directions given to you by a school staff member.
11.	Vandalizing, damaging or violating the property belonging to the school, students and/or staff.
12.	Engaging in behaviors such as running, pushing, or causing any unwanted physical contact which creates a substantial risk or results in injury.
13.	Creating an unsafe environment in public areas by littering and leaving your possessions where they don't belong.
14.	Using force or inflicting injury upon students, staff or others.
15.	Possession of any weapon.

16.	Using any weapon or other item to inflict injury or to attempt to inflict injury upon students, staff or others.
17.	Violating the District's Network and Internet Acceptable Use Policy. This includes accessing inappropriate/prohibited web sites and/or sending or receiving inappropriate content.
18.	Using slurs or insults related to race, ethnicity, national origin, religion, gender, physical characteristics, sexual orientation or disability.
19.	Engaging in harassment, which may include intimidation, bullying (physical, verbal or social) or other threatening behaviors as per the Dignity for All Students Act.
20.	Engaging in or causing behavior off school premises which violates the Dignity for All Students Act and negatively affects the safety and well-being of the WMS community. This includes but is not limited to electronic communications (i.e. texting, social media, etc.) and behavior travelling (i.e. walking, bus, etc.) to and from school.

Please note:

Students and parents should be aware that as per the District Code of Conduct, Policy 5300, Section XI, the school principal, assistant principals, nurse and district security officials are authorized to conduct searches of students and their belongings, if there is a reasonable suspicion that the student has violated the law or the District Code of Conduct.

## **Hewlett-Woodmere Public Schools Alcohol/Breathalyzer Policy**

In order to be proactive in deterring the student consumption of alcohol and to ensure a safe and appropriate environment for students, parents, faculty, staff and community members at district-sponsored activities and events, the Board of Education has adopted an Alcohol/Breathalyzer Policy.

The consumption of alcohol by students during school hours, as well as prior to or during school-sponsored activities and events, and the presence of students who have consumed alcohol at any time during school-sponsored, off-campus activities and events, is strictly prohibited.

## **DATES TO REMEMBER 2022-2023**

<b>Labor Day (school closed)</b>	<b>Sept. 5</b>
<b>School Pictures</b>	<b>Sept. 8</b>
<b>Back to School Night – All Grades</b>	<b>Sept. 8</b>
<b>Rosh Hashanah (school closed)</b>	<b>Sept. 26 &amp; 27</b>
<b>Yom Kippur (school closed)</b>	<b>Oct. 5</b>
<b>Columbus Day (School closed)</b>	<b>Oct. 10</b>
<b>Book Fair</b>	<b>Oct. 12 &amp; 13</b>
<b>6<sup>th</sup> Grade Trips – Frost Valley / LI Adventure</b>	<b>Oct 26-28</b>
<b>Parent-Teacher Conference Evening</b>	<b>Nov. 3</b>
<b>Parent-Teacher Conference Day (no classes)</b>	<b>Nov. 4</b>
<b>Fall Dance</b>	<b>Nov. 7</b>
<b>Election Day (no classes)</b>	<b>Nov. 8</b>
<b>Picture Re-Takes</b>	<b>Nov. 10</b>
<b>Veterans' Day (school closed)</b>	<b>Nov. 11</b>
<b>Holiday Boutique</b>	<b>Nov. 21 &amp; 22</b>
<b>Thanksgiving Recess (school closed)</b>	<b>Nov. 24 &amp; 25</b>
<b>Career Day – 8<sup>th</sup> Grade</b>	<b>Dec. 2</b>
<b>Science Fair – 8<sup>th</sup> Grade</b>	<b>Dec. 9</b>
<b>Holiday Recess (school closed)</b>	<b>Dec. 23 – Jan. 2</b>
<b>Martin Luther King, Jr. Day (school closed)</b>	<b>Jan. 16</b>
<b>Science Fair – 7<sup>th</sup> Grade</b>	<b>Jan. 19</b>
<b>Science Fair - 6<sup>th</sup> Grade</b>	<b>Jan. 26</b>
<b>History Fair</b>	<b>Feb. 7</b>
<b>Winter Recess (school closed)</b>	<b>Feb. 20 – 24</b>
<b>5<sup>th</sup> Grade Parent Orientation Night</b>	<b>March 1</b>
<b>Parent-Teacher Conference Day (no classes)</b>	<b>March 3</b>
<b>Book Fair</b>	<b>March 8 &amp; 9</b>
<b>Spring Recess (school closed)</b>	<b>April 6 - 14</b>
<b>Spring Boutique</b>	<b>May 11 - 12</b>
<b>Memorial Day (school closed)</b>	<b>May 29</b>
<b>Link Day</b>	<b>June 1</b>
<b>Juneteenth (school closed)</b>	<b>June 19</b>
<b>8<sup>th</sup> Grade Graduation</b>	<b>TO BE ADVISED</b>