



**Williamsville North High School**

**1595 Hopkins Road**

**Williamsville, New York 14221**

**2023 – 2024**

**Student/Parent Handbook**

## **Administration**

Mr. Coniglio – Principal

Ms. Kristin Juergens-Tonge – Assistant Principal & Athletic Director

Mr. Lasky – Assistant Principal 9<sup>th</sup>

Mrs. Rizzo – Assistant Principal 11<sup>th</sup> grade

Mrs. Wendling – Assistant Principal 10<sup>th</sup> & 12<sup>th</sup> grade

## **Daily Bell Schedule**

	<b>Start</b>	<b>End</b>
<b>Period 1</b>	7:45	8:31
<b>Period 2</b>	8:35	9:17
<b>Period 3</b>	9:22	10:04
<b>Period 4</b>	10:09	10:51
<b>Period 5</b>	10:56	11:38
<b>Period 6</b>	11:43	12:25
<b>Period 7</b>	12:30	1:12
<b>Period 8</b>	1:17	1:59
<b>Period 9</b>	2:03	2:45

## **ALMA MATER**

This is the Spartan's Hour – Time for green and gold

With Pride we give our victory cheer.

We sing it loud, we sing it clear!

For our alma mater we have all come forth.

We hold our heads high for Williamsville North.

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## ACADEMIC HONOR CODE

**Purpose** - To set high standards of academic honesty through personal integrity

Responsibilities

- Students will complete their own work and will not allow others to copy their work
- All school related assignments including tests, homework, research & other projects will be exclusively their own

Parents

- Parents will encourage and support academic honesty

Teachers/Administrators/ Staff

- Teachers and administrators will review, support and uphold the Williamsville North Honor Code

**Cheating** means you are dishonest or deceptive in dealing with someone or something to obtain advantage or gain. (Webster's Second College Edition, 1985, pg. 242)

Some examples include:

- Using personal electronic devices (cell phones, text messages, calculators with unauthorized information, etc.) during tests and quizzes
- Turning in work copied from another student or obtained from another student with or without permission
- Letting another student copy your work or take it from you
- Looking at another student's test, answers or materials
- Copying another student's answers
- Talking or taking answers from other items (e.g., cheat sheets) during tests and quizzes
- Asking for or sharing test questions from an earlier class
- Submitting fraudulent notes/documents (forgeries or false statements) to any school official

Show academic honesty in your work by:

- Preparing in advance
- Using good time management
- Getting organized
- Studying
- Getting help from teachers if material is unclear
- Writing down assignments
- Keeping papers covered/watch your own materials
- Being on time to all classes

**Plagiarism** is stealing or using another person's words or ideas without giving them credit.

Show academic honesty in your work by:

- Giving credit whenever you use:
  - Another person's idea, opinion, or theory;
  - Any facts, statistics, graphs, drawings—any pieces of information that are not common knowledge;
  - Quotations of another person's actual spoken or written words; or
  - Paraphrase of another person's spoken or written words
- Using quotations for:
  - Everything that comes directly from the text
  - Paraphrasing
  - Be sure you are not just rearranging or replacing a few words
  - Citing sources

**Consequences** for cheating and/or plagiarism will be applied to all students involved.

- The teacher will contact parents
  - A written referral will be sent to administration for file
  - Disciplinary action may be taken as necessary based upon the nature of the infraction.

# ATTENDANCE PROCEDURES

## LATE ARRIVAL

School begins at 7:45 a.m. and concludes at 2:45 p.m. Juniors and seniors who don't have a first or second period class, may come to school later, after administrative approval, and must sign in at the Attendance Office upon arrival to school. **All juniors and seniors who have a late arrival should enter the building through the horseshoe entrance (door #1). Failure to do so will be an automatic detention and possible loss of the late sign-in privilege.**

## EARLY EXCUSE

Early excuses can only be granted with a verified parental note. It must include the following items: Name, date, grade, reason and telephone number where parent/guardian can be reached that day.

## EXCUSED TARDIES

After an absence or tardy, a signed note is required from a parent/guardian and should be given to the Attendance Office. **Tardy notes must be submitted within three days of the tardy. If a student fails to submit a note, the tardy will be considered an unexcused tardy and disciplinary consequences will be assigned.**

## CLASS CUT

Class attendance is mandatory. Only a teacher may excuse students from their own class attendance. Three detentions will be assigned per class cut.

## EXCUSED TARDIES AND ABSENCES

The State of New York lists the following as the only reasons for a school to grant an EXCUSED absence or tardy:

- Personal illness
- Death or illness in the family
- Medical appointment
- School trips or college visitations which are pre-approved by the Principal
- Military obligation or school approved work program
- Religious observance
- Court appearance
- Impassable roads

## UNEXCUSED TARDIES TO SCHOOL

Unexcused less than 20 minutes:                      Unexcused more than 20 minutes:

- First set of three - Warning
- Next set of three - 1 detention
- First occasion - Warning
- All others - 2 detentions

- More than 10 tardies: **RESTRICTION ROOM**

## TRUANCY

Truancy is defined as an absence from school without parent knowledge/permission. Students who are truant from school will be referred to administration. Five (5) detentions will be assigned for Truancy.

## EARLY RELEASES

Only students in grades 11 and 12 will be eligible to apply for a daily early release privilege. An early release card will be issued and must be carried at all times. Early release privileges **DO NOT** go into effect until the student is given the early release card by the main office staff. Chronic abuse/misuse of this privilege will result in the removal of such privilege. If a student is failing one or more classes, he/she will be encouraged to take advantage of an academic study hall in place of the early release. This will provide an opportunity for the student to get extra help for the course(s) that he/she is failing.

According to New York State Compulsory Education Law, students must attend for 5 ½ hours. **As such, no early releases will be granted prior to the end of 7<sup>th</sup> period or 1:12 p.m.**

# ATHLETICS/EXTRA-CURRICULAR CLUBS

## ATTENDANCE

- If a student is absent from school for any reason and does not come in by **11:00 a.m. they may not participate in a club-related activity, play, rehearsal performance or athletic practice/game that day.**
- A student who has an unexcused absence on a Friday may not participate in a club-related activity, contest or practice until the following Monday. The student must demonstrate by written documentation to the coach or advisor the legality of that Friday absence if he/she wishes to participate. *An excused absence is defined by New York State Education Law to include illness, death in the family, medical appointment, court appearance, impassable roads, religious observance, and pre-approved educational trip.*

## EXTRACURRICULAR TARDY POLICY

A student will have a limit of three tardies to school for any reason per athletic season or for extracurricular activities, per attendance period. There are three attendance periods, which run concurrently with athletic seasons. *September 15-November 15, December 1-March 15, and March 20-June 20.* On the fourth and every subsequent tardy, that student may not practice/play in sports or participate in extracurricular activities that day. An exception will be allowed only if upon entry to school that morning the student presents to the attendance office a signed note documenting a medical or dental appointment on official stationery. That documentation will not be accepted after that point by the coach, advisor or any other school authority.

- Students at Williamsville North may not play with their athletic teams if they have not fully participated in a scheduled physical education class that day.

## TRANSPORTATION OF STUDENTS

- The School District is responsible for and required to provide transportation to any program, athletic or other competitions that students are **mandated** to attend outside school hours as part of their membership in that club, activity or team.
- Students may, **with parent permission**, drive themselves to and from activities that are Williamsville school sites **only**. It is the coach/advisor's choice as to whether this will be allowed. Written parental/guardian permission must be obtained **in advance**.
- In accordance with Williamsville Board Policy #5720, a coach may choose to authorize other means of transportation when the parent or legal guardian of a student participating in such event has provided the coach with written notice indicating the parent, legal guardian, or an adult at least 25 years of age designated by the parent or legal guardian, will transport this student.

## STUDENT CONDUCT – ATHLETICS

### Insubordination toward Coaches or Other Staff While on a Team Related Activity

- Insubordination is defined as blatant refusal to follow a reasonable request from the coach or designee in charge of the activity. Consequences are listed below.
- First Incident: Alteration of normal participation in the subsequent contest (with letter to parent).
- Second Incident: Suspension from participation in the subsequent contest and a parent conference.
- Third Incident: Suspension from the program for the balance of that year.

### Misconduct, as in Dangerous, Reckless, or Disruptive Behavior on a Team Related Activity, Including While on a Bus:

- Consequences are listed below:
  - First Incident: Alteration of normal participation in the subsequent contest (with letter to parent).
  - Second Incident: Suspension from participation in the subsequent contest and a parent conference.
  - Third Incident: Suspension from the program for the balance of that year.

**In the case of insubordination or misconduct, depending on the severity of the incident, the coach and/or administrator reserve the right to move directly to the third stage and order immediate dismissal from the team. Such incidents might include the following:** Physical violence, a loud public display, vandalism or theft, including destruction of school facilities or equipment.

## STUDENT CONDUCT - EXTRA-CURRICULAR ACTIVITIES

Students may have their participation reduced or be removed from extra-curricular activities at the discretion of the advisor and/or administrator for any infractions listed previously under Athletics. Students found under the influence of or in possession of drugs or alcohol at a school dance will be prohibited from attending any and all dances for the remainder of the school year if such violation occurs during the first semester; and the remainder of the school year as well as the first semester of the following school year if such violation occurs during the second semester of the school year.

## SPECTATOR SPORTSMANSHIP

Good sportsmanship is the responsibility of those in attendance at all athletic events. It is the students' responsibility to conduct themselves as representatives of the school when attending school-sponsored athletic events and to hold themselves to the highest standards of conduct, demeanor and sportsmanship. Inappropriate language and/or derogatory chants will not be tolerated and those in violation will be removed from the event immediately. Participation in future athletic events may be suspended.

# BUILDING INFORMATION

## ANNOUNCEMENT/POSTERS

A morning announcement can be made if a club is having a meeting or sponsoring a special event. Announcements should be submitted via WITS mail to Mr. Thielke and Mr. Lasky for approval before 7:30 a.m. Announcements are posted on WITS as well as on the monitors throughout the building. Posters can be hung in the school **with administrative approval from Mrs. Rizzo**. District policy limits posters to those things that are directly related to District affairs. Those persons hanging posters are responsible for their removal in a timely manner.

## BUILDING HOURS

The building is open Monday through Friday from 7:00 a.m. until 10:00 p.m. Students are not to be in the building after 3:00 p.m. unless under the direct supervision of a coach or other staff member. Students may not loiter in the building at the conclusion of the school day. Students waiting for rides after a scheduled activity must wait in the horseshoe area of the building. After 5:00 p.m., no students are to be in the building unless a building permit for a specific activity has been approved.

## BUS TRANSPORTATION

All students are provided with the privilege of bus transportation. The rules for proper conduct are set by New York State and enforced by our drivers. Violations of these rules can result in the loss of this privilege.

## DINING ROOM BEHAVIOR

Freshmen and sophomores are assigned to the downstairs Dining Room. Juniors and seniors are assigned to separate Dining Rooms upstairs.

### **Appropriate behavior in the Dining Room is expected:**

- Throwing any object at any time is not permitted for any reason.
- Leftovers, containers and food wrappers must be properly disposed.
- Spills must be cleaned up immediately.
- Students are not allowed to play games, including cards, dice, board games, etc.
- Monitor's requests must be complied with at all times **without argument!**
- Students should take all possessions with them when they leave.
- Monitors will be called by their last name, with the appropriate preceding title of respect; i.e.: Mr., Mrs., etc.
- Students will remain seated until the "**end of lunch period**" bell rings.
- Make up and nail polish may not be applied in the Dining Room.

Inappropriate behavior will result in assignment to detention, or all-day restriction. Continued Dining Room problems will result in re-assignment to a different lunch period.

## DANCES (ID CARDS, STUDENTS ONLY)

Only North students may attend school dances and certain other evening activities, which will be noted as appropriate. Students must identify themselves (preferably with school I.D.) If a student wishes, they may sign up and bring one guest to these activities by purchasing a guest ticket (if they are available) in advance.

## DRESS

Students should dress appropriately for cooler temperatures. Any article of clothing and jewelry that presents a threat to the student's or another student's health and/or safety, which disrupts the educational learning environment, is sexually suggestive, offensive, promotes violence, displays profanity or promotes the sale of drugs, alcohol or tobacco is banned. Students will either remove or cover the offensive clothing/jewelry. Parents will be notified and/or disciplinary action may follow. The principal and other designated administrative personnel shall have the authority to require a student to change his/her attire should it be deemed inappropriate.

## ELECTRONIC DEVICES

Electronic devices are **NOT** allowed in the classroom unless approved by, and under the direct supervision of, the classroom teacher and for instructional purposes. Electronic devices are allowed in the hallways and dining rooms. Students must adhere to the device rules established by the librarian. Administration is not responsible for the theft or loss of these or other expensive items.

Students who violate the electronic device policy will be disciplined as follows:

- 1<sup>st</sup> Offense – Electronic device taken away and returned to a **parent** at the end of the school day and a warning is issued to the student.
- 2<sup>nd</sup> Offense – Electronic device taken away and returned to a **parent** at the end of the school day and two detentions assigned.
- 3<sup>rd</sup> Offense – Electronic device taken away and returned to a **parent** at the end of the school day and three detentions assigned.
- 4<sup>th</sup> and Subsequent Offenses - Electronic device taken away and returned to a **parent** at the end of the school day and one day assignment to the Restriction Room.

**Please note: Failure to turn in an electronic device when asked will result in a one day assignment to the Restriction Room for insubordination.**

In order to promote a proper educational environment, ensure examination security and protect the privacy of individuals, the Board of Education expressly prohibits the use of such devices as follows:

- During any test, examination, or in any situation with the potential for plagiarism or cheating; and
- In any restroom, locker room or other areas (both private and public) where individuals have an expectation of privacy.
- In the restriction room and during detention

- During any presentations in the auditorium
- In the Main Office

### **FIRE DRILLS**

It is expected that you will follow all teacher instructions and the directions posted in each room during a fire drill. Exit quickly and QUIETLY!

### **LOST AND FOUND**

Items that are found should be brought to the Main Office. Losses/thefts should be reported to the Main Office immediately.

### **PARKING REGULATIONS**

Parking privileges will be extended to seniors only. Parking passes are non-transferable. Students who borrow another student's parking pass will be subject to disciplinary consequences and their parking privileges will be revoked for the first ten weeks of the following year. Permit holders who lend their parking pass to another student will have their parking privileges revoked. Students may park only in their assigned parking lot. **All students arriving late to school should park in the horseshoe parking lot, and enter door #1.** The Amherst Police Department will ticket or tow those who are improperly parked. The speed limit everywhere on the school grounds is 5 MPH! Reckless driving will result in the immediate loss of present or future parking privileges. A parking tag is required for each car. The parking permit must be visibly displayed on the rear-view mirror at all times. Applications for parking permits are available in the Main Office.

### **VIOLATION PROCEDURE**

1. Conference with the appropriate administrator after receipt of 1<sup>st</sup> parking violation warning.
2. Conference with the appropriate administrator and a letter to the parents after receipt of the 2<sup>nd</sup> parking violation warning.
3. Conference with the appropriate administrator, phone call to parents and loss of parking privileges. Police will be notified and cars will be ticketed if a 3<sup>rd</sup> notice is necessary.

Permit holders who leave the building without permission during the school day will be given one warning and the appropriate disciplinary consequences. Any subsequent occurrence will result in the loss of their parking permit for the balance of the year.

Permit holders who accumulate ten (10) tardy cuts (unexcused tardy of 20 minutes or more) will lose their parking permit for the remainder of the year.

Juniors who leave the building without permission during the school day will be given one warning and the appropriate disciplinary consequences. Any subsequent occurrence will result in the loss of parking privileges during their senior year. Juniors who have been ticketed in accordance with the violation procedures listed above, will not be given parking privileges as a senior.

Sophomores who leave the building without permission during the school day will be given one warning and the appropriate disciplinary consequences. Any subsequent occurrence will result in the loss of parking privileges during their junior year, if available. Sophomores who have been ticketed in accordance with the violation procedures listed above, will not be given parking privileges as a junior.

Students are not permitted to park in the plaza and professional office lots located on Hopkins and Dodge Roads. Violators may be ticketed or towed by the Amherst Police.

### **OUTSIDE FOOD**

Students may not order food or drinks from local establishments for delivery to school during school hours.

### **PASSES**

Students must obtain a signed pass containing the teacher's name and place of origin from a school authority to go from one place to another during class time. Failure to cooperate will result in disciplinary action.

### **SCHOOL STORE**

The North PTSA operates a school store for several hours a day in front of the Main Office. School supplies, Spartan clothing items and a wide variety of other items are available. The proceeds from your support fund scholarships for North students.

### **STUDENT SAFETY AND LOITERING ACROSS THE STREET**

Students who choose to go across the street after dismissal should use caution when crossing the road. They should cross at the traffic signal at the corner of Hopkins and Dodge Roads and look both ways before crossing the street.

Once a student is on school grounds he or she is the responsibility of the school. Therefore, students are not allowed to walk across the street upon arrival to school.

Students who leave school grounds to walk across the street will receive **one day of in-school suspension.**

### **SPECIAL SCHEDULES**

Sometimes the daily schedule is changed and a few minutes are taken from each period to form an additional period for a special program or assembly. Students should pay attention to the time differences - they are always announced in advance and posted in the Attendance Office. Students with an early release are required to report to all scheduled classes and stay until the end of class, even if the time of that class ends later than usual because of the special schedule.

### **STUDY HALLS**

All 9<sup>th</sup>, 10<sup>th</sup>, and 11<sup>th</sup> grade students will be assigned to study halls for any period other than scheduled classes and a designated lunch.



## **TEXTBOOKS**

Required textbooks are supplied by the school district. Students are expected to keep them covered and to take good care of them. If a book is lost, the teacher should be notified immediately. The student will be required to pay full replacement cost for the book and will be issued another. If the book is found, the money paid for the lost book will be refunded.

## **VISITORS**

State law and District policy require that all visitors, including former students, parents, sales representatives, guest speakers, etc., must register and secure approval for their visit from the Main Office upon entering the building. **Beginning in Fall 2023, visitors must present a valid ID to be allowed access to the building.**

## **SHADOWING**

"Shadowing" for the first 3 mods of the school day will be allowed on a case-by-case basis for students who are seriously considering attendance at North High School. This arrangement must be approved in advance through the guidance department and will only be allowed from 7:45 a.m. until the end of 3<sup>rd</sup> period at 10:04 a.m. This arrangement allows middle school students to return to their home school without a substantial loss of instruction. The parent must present evidence of permission by the home school Principal before arrangements can be made.

## **COMPUTERS/AUP**

The Board of Education will provide access to various computerized information resources through the District's computer system ("DCS" hereafter) consisting of software, hardware, computer networks and electronic communications systems. This may include access to electronic mail, so-called "on-line services" and the "Internet." It may include the opportunity for some students to have independent access to the DCS from their home or other remote locations. All use of the DCS, including independent use off school premises, shall be subject to this policy and accompanying regulations. Further, all such use must be in support of education and/or research and consistent with the goals and purposes of the School District.

### **Access to Inappropriate Content/Material and Use of Personal Technology or Electronic Devices**

This policy is intended to establish general guidelines for the acceptable student use of the DCS and also to give students and parents/guardians notice that student use of the DCS will provide student access to external computer networks not controlled by the School District. The District cannot screen or review all of the available content or materials on these external computer networks. Thus some of the available content or materials on these external networks may be deemed unsuitable for student use or access by parents/guardians.

Despite the existence of District policy, regulations and guidelines, it is virtually impossible to completely prevent access to content or material that may be considered inappropriate for students. Students may have the ability to access such content or material from their home, other locations off school premises and/or with a student's own personal technology or electronic device on school grounds or at school events. Parents and guardians must be willing to establish boundaries and standards for the appropriate and acceptable use of technology and communicate these boundaries and standards to their children. The appropriate/acceptable use standards outlined in this policy apply to student use of technology via the DCS or any other electronic media or communications, including by means of a student's own personal technology or electronic device on school grounds or at school events.

## **STANDARDS OF ACCEPTABLE USE**

Generally, the same standards of acceptable student conduct which apply to any school activity shall apply to use of the DCS. This policy does not attempt to articulate all required and/or acceptable uses of the DCS; nor is it the intention of this policy to define all inappropriate usage. Administrative regulations will further define general guidelines of appropriate student conduct and use as well as proscribed behavior.

District students shall also adhere to the laws, policies and rules governing computers including, but not limited to, copyright laws, rights of software publishers, license agreements, and student rights of privacy created by federal and state law.

Students who engage in unacceptable use may lose access to the DCS in accordance with applicable due process procedures, and may be subject to further discipline under the District's school conduct and discipline policy and the District Code of Conduct. The District reserves the right to pursue legal action against a student who willfully, maliciously or unlawfully damages or destroys property of the District. Further, the District may bring suit in civil court against the parents/guardians of any student who willfully, maliciously or unlawfully damages or destroys District property pursuant to General Obligations Law Section 3-112.

Student data files and other electronic storage areas will be treated like school lockers. This means that such areas shall be considered to be School District property subject to control and inspection. The Information Technology Services staff may access all such files and communications without prior notice to ensure system integrity and that users are complying with the requirements of this policy and accompanying regulations. Students should **NOT** expect that information stored on the DCS will be private.

## **PROCEDURE FOR STUDENT TECHNOLOGY USE**

The Williamsville Central School District will make available a variety of technological resources to support learning and enhance instruction. Our goal is to provide access to diverse, state of the art technology tools to facilitate resources, for sharing innovation, and for communication. Students take on certain responsibilities, including the use of these technology tools in an ethical manner.

We encourage the use of computers and technology available at the District. However, with this privilege comes responsibility. Users will be expected to:

- Respect the privacy of others
- Respect the legal protection provided by copyright and license to programs and data
- Respect the integrity of the District networks and other networks to which we are connected

- Respect the materials and resources of the District
- Respect the materials and resources of network accounts
- Keep passwords private, and only share them with parents/guardians
- Comply with all District regulations as stated in the Acceptable Use Procedure for Technology

**A violation of the Acceptable Use Procedure for Technology may result in the loss of computer privileges, disciplinary action and/or prosecution. Individuals and families may be liable for violations of District policies and procedures.**

Access to computer technology will include filtered access to the Internet. While every reasonable effort will be made by school district personnel to monitor proper usage and provide Internet filters to questionable materials, parents and/or guardians are encouraged to provide guidance in Internet use for selecting, sharing or exploring information and media.

The Williamsville Central School District is released from any claims and damages of any nature arising from a student's use of, or inability to use District technology resources.

#### **REQUEST TO DENY COMPUTER USAGE**

In order to achieve the career development and occupational learning standards articulated by the New York State Department of Education, students will be provided access to instructional materials and processes only available through the use of technology resources. Student user accounts will be created for such access. Parents/Guardians who wish for their child to be precluded from technology use, must express this in writing to the building principal.

#### **CONSEQUENCES OF UNACCEPTABLE USE**

- 1<sup>st</sup> Offense ...Access to computers banned for 10 school days.
- 2<sup>nd</sup> Offense ...Access to computers banned for 10 weeks.
- 3<sup>rd</sup> Offense ...Access to computers banned for remainder of the school year.
- Depending on the seriousness of the infraction, a more severe penalty than indicated may be applied which may include having to make full financial restitution where/when appropriate. Suspension, detention or even expulsion are possible outcomes of severe violations.
- Students may face prosecution if criminal activity is involved depending on the seriousness of the infraction.

## DISTRICT CODE OF CONDUCT

Student's Rights	Require→	Student's Responsibilities
1. To a free public education in the least restrictive environment.		1. To attend school every day unless they are legally excused and be in class, on time, and prepared to learn.
2. To a classroom atmosphere that is conducive to learning.		2. To conduct themselves in a manner that contributes to the ability of the class to learn.
3. To be treated with respect by all members of the school community.		3. To treat themselves, others and property with respect and dress appropriately for school and school functions.
4. To competent instruction that deals with the individual needs of the learner.		4. To meet the goals and objectives of the curriculum and ask questions when they do not understand.
5. To feel secure in their personal safety and integrity.		5. To respect the rules, regulations and procedures of the district, and to seek help in solving problems that might lead to disciplinary action. To report observations of possible code violations
6. To experience professional, ethical relationships with all staff.		6. To conduct themselves in an appropriate manner toward staff and contribute to a respectful school environment.
7. To express themselves in a socially acceptable manner.		7. To react to direction given by teachers, administrators and other school personnel in a respectful, positive manner, and work to develop mechanisms to control their anger.
8. To a program that will improve their physical wellbeing in the least restrictive environment.		8. To attend the classes and participate in the programs to the fullest level of their ability.
9. To a co-curricular and extra-curricular program that is based on student interest.		9. To be involved to the fullest level of their interest and ability, to seek help in solving problems that might lead to disciplinary action, conduct themselves as representatives of the district when participating in or attending school sponsored extracurricular events and to hold themselves to the highest standards of conduct, demeanor, and sportsmanship.
10. To know the school rules and their consequences.		10. To familiarize themselves and abide by school rules, regulations and procedures, and all district policies, rules and regulations dealing with student conduct.
11. To a clean, well-maintained educational facility.		11. To contribute to maintaining a safe and orderly school environment that is conducive to learning and to show respect toward other persons and property.
12. To experience the democratic process.		12. To abide by the decisions made in the democratic process.
13. To be able to report violations to the Code without fear of retaliation.		13. To respect the rights of others and act in an honest and civil manner.
14. To be in an environment free of harassment and discrimination.		14. To demonstrate conduct that fosters civility, kindness, and acceptance and is void of harassment and/or discrimination.

## DISCIPLINE CODE FOR STUDENT BEHAVIOR

Students are responsible for conducting themselves in an orderly manner in accordance with school district policy and within the legal limits of the law. The following behaviors will **not** be tolerated on school district premises or at school-sponsored events:

a) **Disorderly conduct**-endangerment or harassment (i.e.: bullying, intimidation) of others or the willful disruption of the orderly conduct of classes, school program and/or school activities. This would include bomb threats and or other threats against people or property, defaming, vandalizing, disrespecting and/or destroying school or contracted property, as well as property off-campus that is visited as a result of a field trip or school-sponsored event.

b) **Insubordination**-failure or refusal to comply with the reasonable requests of an administrator, a teacher or a staff member or any school policy including but not limited to the code of conduct.

c) **Physical aggression**-fighting and/or aggressive physical contact in school, on school property, or at school-related events.

d) **Inappropriate behavior/expression**-swearing, racial or sexual behavior/expressions or innuendoes, abusive language and/or similar behavior (including but not limited to public displays of affection) at any time, on school property or at school-sponsored events.

e) **Alcohol/other drugs**-consuming, sharing, transmitting, selling, buying (including "intent" to purchase), possession and/or being under the influence of alcohol, tobacco (to include e-cigarettes & e-juice), nicotine products (unless the latter are prescribed by a physician and as authorized for use in accordance with District policy and procedure as part of a documented smoking cessation treatment plan), CBD products (oil, gummy worms, etc). or any other drugs (including the misuse of prescription medication and other unauthorized substances to include vitamins, supplements, and herbs) at any time on school property or at school-sponsored events.

f) **Unauthorized substances**-possession of paraphernalia for consuming (use) of alcohol, tobacco, vitamins, supplements, herbs, cannabinoids, synthetic cathinones, and other substances (including vapor cigarettes, Juul and other similar devices, and WILLIAMSVILLE 7310-P 20 associated liquid substances), as well as the consuming (use), sharing, transmitting, buying and/or selling of substances (including the misuse of prescription medication) on school property and/or at school-sponsored events.

g) **Hazing**-any conduct including any method of initiation into any student organization or school team, whether on public or private property, which willfully or recklessly endangers the physical or mental health of any student or another person.

h) **Bullying**-including any conduct-encompassing an imbalance of power and a variety of negative acts such as, but not limited to: physical (hitting, kicking, spitting, taking personal belongings); verbal (taunting, malicious teasing, name calling); psychological (spreading rumors, manipulating social relationships, extortion, or intimidation) carried out repeatedly over time.

i) **Harassment**- including any conduct that creates a hostile environment by conduct or 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 wellbeing.

j) **Sexual Harassment**-inappropriate visual, verbal or physical conduct directed by an adult to an adult, an adult to a student, a student to an adult or a student to a student. *Elements of sexual harassment may include:*

1. Sexual in nature or gender based
2. Unwanted or unwelcome
3. Severe, persistent or pervasive
4. Interferes with ability to do work, learn or study

k) **Disruptive materials**-distribution of or wearing materials on school grounds or at school functions that are obscene, inflammatory, advocate illegal action, appear libelous, obstruct the rights of others, or are disruptive to the school program.

l) **Discrimination**-including any conduct that intimidates, harasses, or discriminates against any person on the basis of the individual's perceived or actual race, color, weight, nationality, religion, religious practice, age, sex, sexual orientation or disability by school employees or students on school property or at school sponsored events.

m) **"Cyber" violations**-inappropriate and/or unauthorized use of technology (i.e., personal electronic devices such as smartphones or cell phones; computers; cameras; video and/or audio taping equipment; software; etc.) and/or the Internet to engage in behaviors including, but not limited to bullying, intimidating, threatening, harassing, maligning and/or defaming others, accessing websites for non-academic purposes (e.g. social networking; media downloads, etc.), as well as use of unauthorized proxies or "tunneling". Cyber violations also include WILLIAMSVILLE 7310-P 21 violations of the Acceptable Use Policy and/or Electronic Devices with Text Messaging Capabilities Policy. Such behavior may result in disciplinary action regardless of whether it occurs on school property and/or at school-sponsored events or off-campus when a nexus between the behavior and substantial disruption to the school environment or material interference with school activities exists or is foreseen to exist.

n) **Weapons violation**-The possession, purchase, sale or distribution in any manner of a weapon (as defined in section IX of this Code).

o) **Gambling**-playing at any game of chance for money or other stakes.

p) **Sexual activity**-including inappropriate behavior of a sexual nature, such as indecent exposure, forcible or consensual sexual contact, sexual intercourse, oral sex or possession of sexually explicit material of any kind on school property, on a school bus, or at a school function.

## DISCIPLINARY PROCEDURES AND CONSEQUENCES

Disciplinary action can range from a **verbal reprimand** to **temporary removal from the classroom** by the teacher or administrator to **detention** to **restriction** to **short-term suspension** and ultimately to **long-term suspension**. Our goal is to keep the number of behavior problems to an absolute minimum and to resolve problems in the simplest, most informed way possible.

Parents also have an important role in maintaining student behavior. Parents are often asked to remind students of their obligations and take appropriate action at home. Parents and the school will work together to allow our students to be successful.

### DETENTION

Lesser offenses such as class cutting, class disruption, etc., will be dealt with by the assignment to after-school detention (example: 3 detentions to be assigned per class cut).

### RESTRICTION/SUSPENSION

The following are serious violations, which would lead to, at minimum, assignment to the restriction room or suspension from school:

1. **Leaving the building** anytime between 7:45 a.m. and 2:45 p.m. without the specific permission of an administrator.
2. Any use or possession of tobacco products or tobacco paraphernalia (lighter, package, etc.), vapor cigarettes and associated liquid substances in the building or on school grounds or at school-sponsored events.
3. **CHRONIC** class cutting or tardiness.
4. Three detention cuts anytime during the school year.
5. Insubordination, defiance or disrespect toward **ANY** adult authority.
6. Physical threats or the use of force against any other person on school grounds during the school day or at school sponsored activities.
7. Theft, vandalism, tampering with fire alarms, reckless driving and possession of any weapon or dangerous object.
8. Profanity toward any adult and writing and/or distributing inflammatory materials about other students or adults.
9. Verbal, physical or sexual harassment toward anyone in the building.
10. Hazing as defined in the District discipline code (Letter g).
11. Harassment, discrimination or bullying as defined in the District discipline code (letters h, i and l).

### WEAPONS/ALCOHOL/SUBSTANCE POSSESSION

Any weapons, alcohol, or illegal substances found shall be confiscated immediately, followed by notification of the parent and the appropriate disciplinary action taken, up to and including permanent suspension and referral for prosecution.

The building principal will notify the appropriate local law enforcement agency of those code violations that may constitute a crime, violation of the Penal Law, or substantially affect the order or security of a school.

### OUT-OF-SCHOOL SUSPENSION

Students will be suspended from school for more serious infractions including, but not limited to, **(1) fighting, (2) tampering with fire alarms, (3) theft, (4) chronic insubordination** or other chronic behavioral infractions. Depending on the severity of the action, a Superintendent's Hearing may be held, which could result in more serious disciplinary action including suspension from school for more than five (5) days.

By New York State law, **possession of a firearm** will result in a Superintendent's Hearing leading to a one-year suspension from school. The hearing process may also be applied to the possession and/or use of any other dangerous weapon as well.

Students **found in possession of, using, selling or under the influence of alcohol or any other illegal substances** or in **possession of paraphernalia** for the use of these substances at school or any school activity **will be suspended** from school **for five days**. In the case of students found to be selling substances, suspension may be followed by a Superintendent's Hearing that may result in more serious disciplinary consequences. Our out-of-school structured studies program (described below) may be utilized in the above-mentioned incidents.

Students may be suspended from school activities or functions as part of a suspension from school or as a disciplinary penalty for the infractions listed previously. Students who are suspended from school may not be on school property or in attendance at any school function until the morning after they are reinstated back into their classes. These activities include interscholastic athletics, clubs, field trips, dances and proms, awards and Commencement exercises. Students may also be removed from positions of leadership in student organizations or membership in the National Honor Society after appropriate review and decision by the Principal.

**Students found under the influence of or in possession of drugs or alcohol at a school dance will be prohibited from attending any and all dances for the remainder of the school year if such violation occurs during the first semester; and the remainder of the school year as well as the first semester of the following school year if such a violation occurs during the second semester of the school year.**

# GUIDANCE

The Guidance Office on the first floor of the A-Wing. Counselor assignments are made on the basis of the first letter of the student's last name.

Counselors can be a big help with questions about class schedules, academic and/or personal problems. They also can tell students about special programs that are available. Students should go to the Guidance Office **DURING AN UNASSIGNED PERIOD, OR BEFORE SCHOOL OR AFTER SCHOOL** and make an appointment through the office staff. Another division of the guidance office is the **Career Center** in library. You can find information about job openings, career choices, colleges and the Armed Forces. Guidance personnel can also help students learn how to prepare for the SAT's and other college tests.

## **ACADEMICS/GRADES**

For all courses, a final average of 65 is the minimum passing grade. Please see course specific documentation for how final grades are calculated.

Students can earn Honor Roll status with a cumulative average of 90 or higher. Students can earn Merit Roll status with a cumulative average of 85 – 89.9.

Course work can sometimes be challenging. When students are experiencing difficulty in the classroom, they should ask their teacher for help. If problems continue, the guidance counselor should be contacted first, then the assistant principal, and finally the principal should be contacted.

It is expected that all students will perform their academic endeavors with honesty. Giving or receiving unauthorized assistance, including plagiarism, is considered cheating.

Report cards are available in WITS every 10 weeks and interim notices are available in WITS in the middle of each marking period. Students who are failing or whose grades are dropping, will get a notice. Report cards and interim notices can be mailed home as well. If interested, please call the Guidance Office for a hard copy. Many teachers utilize WITS throughout the marking period as a tool for communication about student progress.

## **SCHEDULE CHANGES**

In order to ensure the balance of class size and to provide for equal educational opportunities for all our students, **counselors cannot process schedule changes based on a teacher preference.**

## **WITHDRAWAL FROM A COURSE**

Students who withdraw from a first semester 1/2 unit course after November 16 or a second semester 1/2 unit course after April 15, or a 1 unit course after January 29 will receive an automatic failure. Their yearly average will be computed with a grade of zero for the final examination given.

## **CHANGE IN COURSE LEVEL**

When a student changes course levels, the student's grades may follow to the new course based on teacher discretion acting in the best interest of the student's final grade. It is understood that the student may be required to make up work missed in the new course.

The deadline for change in course levels is the eighth week of the school year.

## **INCOMPLETES**

All incompletes should be resolved by three weeks into the next marking period. An extension may be given based on teacher discretion.

## **EXTRA HELP**

Teachers are very willing to work individually with students who may need extra help. Students who request or need clinic time can arrange this with his or her teacher. Peer tutoring through National Honor Society or Math Honor Society may also be available.

## **HOMEWORK**

Completion of all homework assignments is a student's responsibility. It is suggested that students have someone in each class whom they can contact/share information with about class activity and homework. In the event of an absence from school, this would be the person to contact to get the assignment. If parents need to clarify assignments, they should contact the teacher as soon as possible or call school and leave a message for the teacher to return the call. In the event of extended absence, parents should contact the Guidance Office (626-8507), for homework assignments. Please allow them 24 hours to collect the necessary information.

## **MID-TERM, FINAL & REGENTS EXAMS**

All students are expected to take all mid-term, final and Regents examinations. Permission will NOT be granted for a student to be exempt from an examination UNLESS the student is incapable of taking the exam as certified by a medical professional. Exemptions will only be considered by the building principal in conjunction with documentation from a medical professional. Due to the secure nature of the assessments, make-up exams/dates are not available. Students absent and not excused by a medical professional will receive a ZERO for the exam.

## **PARTICIPATION IN GRADUATION CEREMONY**

Per Board of Education policy, all students must meet the requirements for a diploma in order to participate in the annual graduation ceremony held in June.

## **STUDENTS EIGHTEEN AND OVER**

A Federal law passed in 1974, called the "Family Educational Rights and Privacy Act," provided rights of access to pupil records for parents or for students after they have reached the age of 18. Any records maintained by a school as part of the official record are available for review by the parent or the student after achieving the age identified above. The law also controls sharing of pupil records with third party individuals or agencies.

## **SOCIAL WORK SERVICES**

The school social worker is located in the Guidance wing. The social worker sees students and sometimes their families for a wide variety of counseling reasons. Some examples are: family problems, depression, anxiety, coping skills, boyfriend/girlfriend issues, grief and loss, substance abuse, etc. Students may request an appointment through their school counselor or go directly to the social worker's office to schedule an appointment during passing time, unassigned times or before/after school. Information shared is considered confidential and is not shared with others except in extreme situations.

## **HEALTH SERVICES**

The **Health Office** (Room A103) is located near the Main Office and is usually open from 7:30 a.m. until 3:00 p.m. If the Health Office is closed, students should report to the Main Office if immediate attention is needed. Otherwise they should return to class and report at a later time.

Students who need to see the nurse must:

- **FIRST** get a pass from their teacher **then**
- proceed directly to the Health Office

Students who have been at the Health Office during an assigned class, must present their teacher(s) with a written verification showing the time they spent in the office.

The nurse will contact a parent/guardian if a student needs to go home due to illness. **STUDENTS MAY NOT LEAVE WITHOUT PERMISSION.**

By State Law, medication cannot be carried by students at school. Arrangements should be made with the nurse to keep medication that needs to be taken during the school day in the Health Office.

State Law mandates that all 10th grade and new students have a physical exam and a hearing test. It is recommended that the physical exam be performed by the family's private physician. A form for the physician to complete is available in the health office. Freshmen are screened for scoliosis and sophomores are screened for vision and hearing.

There will be opportunities for a physical exam to be done at school by a nurse practitioner for students without health insurance or who are new to the area and have not obtained a health care provider. These physicals are by appointment only and will not be performed without a signed parental consent form, available in the health office. Physicals performed by the family's private physician or the school nurse practitioner should also be used to fulfill the requirement for interscholastic sports or working papers.

Injuries or illnesses which prevent a student from participating in Physical Education require a medical excuse. A parent note is good for up to a one-week excuse. Beyond that a doctor's note is required. The note should be brought to the Health Office and an excuse from class will be issued to the student to give to the Physical Education teacher. Make-up classes or written assignments are required to earn Physical Education credit for classes missed due to legal absences.

Accidents/injuries that occur at school **MUST** be reported to the Health Office immediately. Injuries that occur outside of school should be reported to the nurse as soon as possible.

## **LIBRARY**

### **LIBRARY ACCESS DURING LUNCH/UNASSIGNED MODS**

Seniors must arrive in the library within the first five minutes of the mod, unless the student has a pass. Please understand that each location has an intended purpose that is described below:

**Dining Room:** Eat lunch and visit with friends. Food and beverages must remain in the Dining Room. Students may leave the junior or senior Dining Room with a pass to the school store or lavatory.

**Library:** When students report to the library, they should be prepared to work on assignments at tables or computer stations. Conversation should be quiet so as to not disturb others. Students who wish to work in the library after eating their lunch should request a pass from a Dining Room monitor. Please note, food is not permitted in the library and any drinks must have a secure lid.

## **NATIONAL HONOR SOCIETY**

The National Honor Society is a nationwide organization of students who have qualified within the definition of the society and the school as outstanding individuals.

The criteria for membership are:

1. **Scholarship:** earned a cumulative average of at least 90.0 calculated after the first marking period of their junior year (9 quarters) or, if not inducted as a junior, after 12 quarters for consideration as a senior.
2. **Character:** demonstrated a high standard of personal character. The candidate respects self, peers, and staff, has no known instances of cheating or dishonesty, has little or no discipline history.

3. **Service:** involved in service to the community and/or school
4. **Leadership:** served in a leadership position in the community and/or at school or has demonstrated qualities of leadership.

Students are considered for induction during their junior and/or senior year. Students who meet the initial qualifications concerning scholarship and character will be required to submit a student activities resume listing all activities and volunteer service and indicating positions of leadership. Those students who were considered in their junior year and not selected will be considered during the regular selection process during their senior year in order to give them the opportunity to meet the criteria for character, leadership, and service.

Juniors, as well as seniors who were previously considered, will be reviewed and selected by a faculty committee chaired by the National Honor Society Advisor in February or March, with a formal induction ceremony in early spring.

**Members of the National Honor Society must maintain a cumulative average of at least 90.0, participate in all NHS activities, and maintain high standards of personal character in order to maintain membership. Those who do not will be subject to review by the Faculty Committee.**

Williamsville Central School District is an equal opportunity employer in compliance with all applicable laws including New York State Human Rights Law, Title IX, Title VII of the Civil Rights Act of 1964, the Equal Employment Opportunity Law, and section 504 of the Rehabilitation Act. Williamsville Central School District does not discriminate against any person on the basis of age, race, color, creed, national origin, marital status, religion, sex, sexual orientation, military/veteran status, or disability.

The following person is the Title IX Compliance Officer:

Dana Floriano, Executive Director of Human Resources

Telephone: (716)626-8051

The following person is the Section 504 Compliance Officer:

Anthony Scansuzo, Assistant Superintendent for Exceptional Education and Student Services

Telephone: (716)626-8061

## WHAT IS WELLNESS?

Williamsville Central School District has made a commitment to character education and student Wellness. Along these lines, we have embraced the ‘asset model’ of positive youth development.

Specifically, the Search Institute, a nationally known organization on youth and community wellness, has identified **40 positive experiences and qualities**. All of us have the power to bring these qualities into the lives of children and youth. They are identified as *developmental assets*. In fact, there are countless examples of people making a positive difference in the lives of youth. Whether they know it or not, they are demonstrating what the Search Institute’s president, Peter Benson, calls the *power of one*- the potential for one individual to help, to heal, to support, to challenge, and to change, for the better, the life of a young person.

The developmental assets appeal to our common sense, so they are easy to understand. The 40 developmental assets are broken into two major categories: *internal* and *external*.

### WHAT ARE THE 40 DEVELOPMENTAL ASSETS?

The 40 developmental assets framework is centered upon positive experiences and personal qualities that young people need to grow up to be healthy, caring, and responsible. They are categorized into 2 groups of assets, external and internal.

The 20 External assets are positive experiences, which children receive from the world around them. These assets are supportive, helping youth understand boundaries and responsibilities. They empower youth in their community and guide them to use their time in a positive, constructive manner. Together families, schools, and communities play an important role in promoting this healthy development.

The 20 Internal assets identify those characteristics and behaviors that reflect positive internal growth in youth. These assets focus on positive values, social competencies, and commitment to learning. They will help young people make positive, thoughtful choices and become better prepared to confront challenges in their young adult life.

For more information on the 40 Developmental Assets, scan the QR code:





The first four asset categories focus on **external structures, relationships, and activities** that create a positive environment for young people.

<b>Support</b>	Young people need to be surrounded by people who love, care for, appreciate, and accept them.
<b>Empowerment</b>	Young people need to feel valued and valuable. This happens when youth feel safe and respected.
<b>Boundaries and Expectations</b>	Young people need clear rules, consistent consequences for breaking rules, and encouragement to do their best.
<b>Constructive Use of Time</b>	Young people need opportunities – outside of school – to learn and develop new skills and interests with other youth and adult.

The next four categories reflect internal values, skills, and beliefs that young people also need to fully engage with and function in the world around them.

<b>Commitment To Learning</b>	Young people need a sense of the lasting importance of learning and a belief in their own abilities.
<b>Positive Values</b>	Young people need to develop strong guiding values or principles to help them make healthy life choices.
<b>Social Competencies</b>	Young people need the skills to interact effectively with others, to make difficult decisions, and to cope with new situations.
<b>Positive Identity</b>	Young people need to believe in their own self-worth and to feel that they have control over the things that happen to them.

# SOURCES OF STRENGTH



# COMMUNITY RESOURCES

This resource list has been assembled by the three Williamsville High School social workers and is endorsed by the WCSD:

## ALCOHOL AND DRUGS

**ALCOHOL POISONING** – If a friend is passed out or unable to communicate, it means they could die! Call 911 for medical help.  
**THINK YOU OR A FRIEND HAS AN ALCOHOL/DRUG PROBLEM** – Here’s where you can sort it out:

- Kids Escaping Drugs 821-0391
- Mid Erie Counseling and Treatment 895-6700
- Horizon Human Services 831-1800
- Beacon Center 831-1937

**ADOLESCENT SEXUALITY** – Have questions and concerns that need to be addressed confidentially?

## SEXUALLY TRANSMITTED DISEASES AND HIV

- Children’s Hospital Adolescent Clinic 878-7015
- Erie County Health Department Clinic 858-7687
- Planned Parenthood 831-2200

## BIRTH CONTROL /PREGNANCY

- Your own doctor
- Planned Parenthood 831-2200
  - [www.plannedparenthood.org/ppwny](http://www.plannedparenthood.org/ppwny)
- Children’s Hospital – Adolescent Clinic 878-7015

## LGBTQIA+

- Gay and Lesbian Youth Services 855-0221
  - [www.glyswny.org](http://www.glyswny.org)
- The Center for Psychosexual Health @ Children’s hospital 878-7015

**FAMILY VIOLENCE** – No one deserves to be hurt - Call:

- Child Abuse and Protection Hotline 1-800-342-3720
- Police Emergency 911
- Crisis Services Helpline 834-1144
- Family Justice Center 558-SAFE (7233)

**RAPE AND SEXUAL ASSAULT – CALL:**

- Police Emergency 911
- Crisis Services ([www.kidscrisis.com](http://www.kidscrisis.com)) 834-3131

## RUNNING AWAY

- Compass House – 886-0935
  - A temporary residence and non-resident support services shelter
- Resource Center (non-resident/case manager) 884-3066
- Franciscan Center – resource for boys 822-8017

## SUICIDE PREVENTION AND PSYCHIATRIC EMERGENCY

- Crisis Services – 24-hour helpline 834-3131
  - ([www.crisisservices.org](http://www.crisisservices.org))
- Erie County Medical Center Psychiatric
  - Emergency Room (CPEC) 898-3465
- Spectrum CARES Team 882-4357