

WILLIAMSVILLE EAST

2023-2024

STUDENT/PARENT
HANDBOOK

“Great flames follow a tiny spark.” - Dante



ALMA MATER

*Have you heard about the Flames, the students of Williamsville East?
Have you heard about their aims? Their efforts never cease.*

Refrain: Look to the Flames for fame.

*You'll know us when you hear our name.
Our spirit never dies and our future will rely
on the pathway of the glory we claim.*

*Have you seen the red and gold, the colors shine so bright?
The students stand so bold to hold the torch of light.*

Revised 8/23

CIVIL RIGHTS POLICY

The Williamsville Central School District does not discriminate on the basis of sex, age, race, color, national origin or handicapping condition in its educational programs, activities or employment practices. It is the policy of the Board of Education to comply with the regulations listed in Title IX of the 1972 Educational Requirements and Section 504 of the Rehabilitation Act of 1973. Any member of the Williamsville Central School District staff or any Williamsville Central School, District pupil or parent believing him/her self-aggrieved because of discrimination based on sex, age, race, color, national origin or handicapping conditions should address questions and complaints to the following person:

Coordination of Title IX Compliance Activities:

Ms. Dana Floriano
Executive Director of Human Resources
105 Casey Road, P.O. Box 5000, East Amherst, NY 14051 – 5000
716.626.8051

Coordination of Section 504 Compliance Activities:

Mr. Anthony Scanzuso
Assistant Superintendent for Exceptional Education and Student Services
105 Casey Road, P.O. Box 5000, East Amherst, NY 14051 – 5000
716.626.8061

THE DIGNITY FOR ALL STUDENTS ACT (DASA)

The Dignity for All Students Act (DASA) prohibits harassment and discrimination of students by peers and by school personnel. It covers all public elementary and secondary aged students and applies to behaviors on school property, in school buildings, on a school bus, as well as school-sponsored events or activities. The District has identified at least one employee at every school to serve as the DASA coordinator. The law requires these individuals to be trained to “handle human relations” in the protected areas and sets the expectation that all administrative staff have also been apprised of the intent, purpose and requirements of the Act. An overview of DASA is to be provided on an annual basis to faculty, staff and students. Such training for staff and students is intended to raise awareness, provide strategies for prevention, and offer methods of responding to acts of discrimination and/or harassment.

Our building DASA Coordinators are Ms. Gentile and Mrs. DeSantis. Ms. Gentile can be reached at 626-8410 or egentile@williamsvillek12.org. Mrs. DeSantis can be reached at 626-8405 or tdesantis@williamsvillek12.org. Please contact either one of them should you have any concerns or wish to report an incident at East.

A MESSAGE FROM ADMINISTRATION

Dear Students and Parents,

This *Student/Parent Handbook* contains information that is vital in assisting our students during their time at Williamsville East High School. There is a great deal of information located here and so much more available on the [district website](#) and through WITS. The [Course Catalog](#) also contains valuable information regarding course offerings and requirements. Students and parents should also be familiar with the Williamsville Central School District's [Code of Conduct](#). In it are expectations for the good behavior of students in school.

The administration and staff of East High School are eager to work collaboratively with parents and students. Students are encouraged to talk to us when they have concerns, ideas, and suggestions for change. We welcome students to meet with us in person or to use WITS mail to inform us of their thoughts. To all of our students we wish a great high school experience and a most successful year.



Williamsville East Telephone Numbers- *(All telephone numbers start with 626-)*

<p>Athletic Office- 8426 Fax 8446 <i>Athletic Director- Mr. Suchyna</i> <i>Secretary- Mrs. Dahlman</i></p>	<ul style="list-style-type: none"> ● Sports related questions/concerns ● After-School Sports Updates- 8426
<p>Attendance Office- 8429 or 8430 <i>Mrs. Brooks</i> <i>Mrs. Alcaras</i></p>	<ul style="list-style-type: none"> ● Report student absence ● Verify early release
<p>Guidance Office- 8410 Fax 8448 <i>Counselors-</i> <i>-- Ms. Gregoire (A-E)</i> <i>-- Mr. Weber (F-L)</i> <i>-- Ms. Marciszewski (M-R)</i> <i>-- Ms. Gentile (S-Z)</i> <i>Secretaries- Mrs. Haas</i> <i>Career Center- Mrs. Chambers</i></p>	<ul style="list-style-type: none"> ● Student/Family Support Services ● Academic questions/concerns ● Career Center ● College Information/Testing ● Scheduling/Report Cards ● Working Papers ● Student Shadows from 8th Grade and North/South H.S. Visitors
<p>Health Office- 8427 <i>School Nurse- Mrs. Sardina</i> <i>Health Aide- Ms. Glynn</i></p>	<ul style="list-style-type: none"> ● Medical information/concerns ● Sports physicals
<p>Main Office- 8400 Fax 8408 <i>Principal- Mr. Swatland</i> <i>Secretary- Mrs. Warner</i> <i>Assistant Principal (A-H)</i> <i>Mrs. DeSantis</i> <i>Secretary- Mrs. Castellana</i> <i>Assistant Principal (I-R)</i> <i>Mrs. Charleson-Smith</i> <i>Secretary- TBD</i> <i>Assistant Principal (S-Z)</i> <i>Mr. Suchyna</i> <i>Secretary - Mrs. Sapienza</i></p>	<ul style="list-style-type: none"> ● Free/Reduced lunch program ● Discipline issues/concerns ● Building Use ● Requesting homework for students who are ill ● Verify permanent late arrival/early dismissal
<p>Psychologist- 8419 <i>Mrs. Kasprzak</i></p>	<ul style="list-style-type: none"> ● Special Education Regulations ● Committee on Special Education
<p>Social Worker- 8418 <i>Mrs. Sedita</i></p>	<ul style="list-style-type: none"> ● Family/Child questions/concerns
<p>Team Areas</p> <ul style="list-style-type: none"> ● Art- 8433 ● Business/Computers- 8431 ● English- 8437 ● ELL & Learning Lab - 8497 ● FBLA/Internships- 8432/8455 ● Foreign Language- 8438 ● Library- 8436/8442 ● Math- 8440 	<ul style="list-style-type: none"> ● Music Choral - 8425 ● Music Orchestra - 8462 ● Music Band - 8463 ● Physical Education- 8423/8424 ● Reading Specialist - 8471 ● Science- 8439 ● Social Studies- 8443 ● Special Education- 8444 ● Technology- 8434

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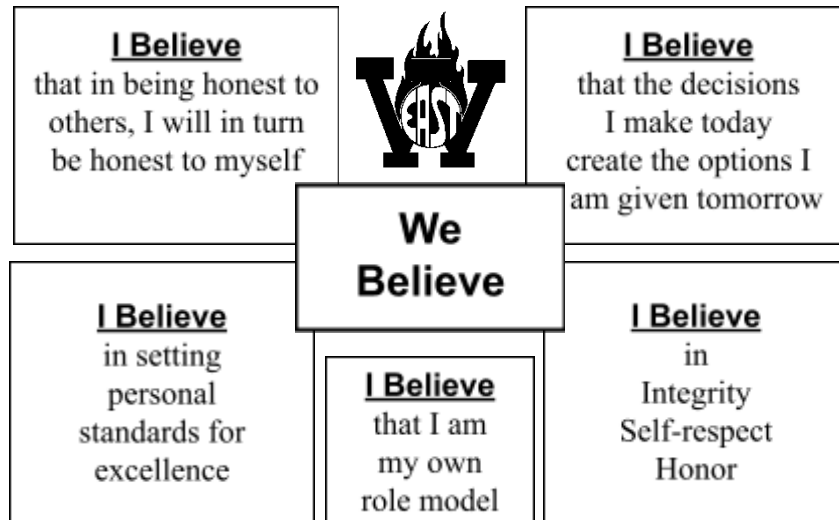
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ACADEMIC HONOR CODE



"Academic Honesty is a Shared Responsibility"

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 East 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, MP3 players, 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.

- Zero given for the dishonest work with no possibility of make-up
- The teacher will contact parents
- A written referral will be sent to administration for file and/or disciplinary action

All rules and regulations of Williamsville East High School are in effect for students while on school property as soon as students arrive on campus and while remaining after school hours. These rules also apply whenever school-sponsored and/or school-supervised activities are being conducted, at all activities sponsored by other Williamsville District schools and when East High School students are on the campus of a Williamsville school.

This handbook is only intended to outline and highlight our primary school rules. It is not intended to be a complete list. Although some specific penalties/disciplinary actions are identified in this handbook, the administration may increase or decrease the penalty depending upon the severity of the situation or other circumstances.

Penalties include loss of privileges, after-school detention, or suspension. Loss of privileges for unacceptable behavior extends to privileges afforded student leaders, including special privileges related to graduation. Near the end of the school year, seniors may face possible exclusion from graduation ceremonies or other senior activities, such as the prom, as a penalty for infractions.

ACADEMICS- (Please contact the Guidance/Counseling Office if you require further clarification on any information described below and consult the [course catalog](#))

Class Schedule- Homeroom is incorporated into Period 1; all other classes are 43 minutes in duration.

Period 1	7:45 – 8:30		Period 6	11:42 – 12:25
Period 2	8:34 – 9:17		Period 7	12:29 – 1:12
Period 3	9:21 – 10:04		Period 8	1:16 – 1:59
Period 4	10:08 – 10:51		Period 9	2:03 – 2:46
Period 5	10:55 – 11:38			

“Incomplete” Grade- It is the responsibility of the student to pursue make-up work to remove an incomplete grade on the report card. An incomplete grade must be made up by the end of the next marking period.

Interim Progress Reports- Initiated by individual teachers and available through WITS to parents at approximately the 5th, 15th, 25th and 35th weeks of school to advise parents of their child’s current progress in the course.

Interim Progress Reports are available on WITS:

October 11, 2023

December 20, 2023

March 13, 2024

May 17, 2024

Minimum Passing Grade and Course Credit- The minimum passing grade for all courses is 65. A student passes or fails a course based on the final grade, which is calculated using the grades for each of the marking periods and the final examination grade. A student will receive credit for a course only if the final grade for the course is 65 or higher.

Report Cards- Available to parents at approximately ten week intervals on WITS. Report cards will be mailed only upon request to the Guidance Office. Achievement is reported in numerical grades. Effort and attitude are reported in written comments printed under the course title. School attendance is reported for each month of the marking period. Class attendance is reported for the current marking period and for the year-to-date. Absences from class may be greater than school absences if the student arrives late, has an early excuse, participates in a field trip, or for a variety of other reasons.

Report Cards are available on WITS (dates are approximate):

November 9, 2023

January 26, 2024

April 12, 2024

June 26, 2024

School Profile Sheet- Is enclosed with every college application sent out by the Counseling Office. This information is intended to assist students by informing colleges about Williamsville schools, particularly about the exceptionally high academic level of its students.

ANNOUNCEMENTS- See Posters/Handouts and Announcements.

ATHLETICS- Interscholastic athletics are an integral part of the total educational program. Athletics contribute to the total development of an individual. Athletics are offered in a wide range of sports. The **Interscholastic Athletic Parent/Guardian Student Athlete Agreement Contract and Medical Certificate** contains all pertinent information about participation on an athletic team. This must be reviewed and completed prior to participation. *See Health Offices & Services for information regarding physicals and screening.* The contract also includes the detailed **Interscholastic Drug and Alcohol Policy and Concussion/Head Injury information.**

Teams-

- Alpine Skiing
- Baseball – Varsity, JV, Modified
- Basketball - Varsity, JV, Modified
- Bowling
- Cheerleading – Varsity, JV
- Cross Country - Varsity
- Field Hockey – Varsity, JV, Modified
- Flag Football - Varsity
- Football – Varsity, JV, Modified
- Golf
- Gymnastics
- Ice Hockey - Varsity
- Lacrosse - Varsity, JV, Modified
- Soccer– Varsity, JV, Modified
- Softball – Varsity, JV, Modified
- Swimming– Varsity, JV
- Tennis - Varsity
- Track– Varsity, JV, Modified
- Volleyball– Varsity, JV
- Wrestling – Varsity, JV

Attendance- A student may not practice or take part in a game if he/she has not attended school by 11:00 am during the day of the activity, unless the student has been given special permission from the Principal to participate. The special permission should be sought in advance of the absence, if possible, in order to avoid misunderstandings and to know if special permission will be granted.

Parental Permission- The parents or guardians must give their written permission before the student can participate on any team.

Physical Examination- Each year, every student must have a current physical prior to practicing, trying out for or otherwise participating on a team.

Physical Verification/Athletics Eligibility - Prior to participation in the first practice of each sport season, the physical verification document (part of permission form the nurse will stamp) must be presented to the coach as proof that the student has had a required sport physical. This verification is obtained from the nurse when you present to her your parent-signed permission form. Athletes will not be given this verification unless they present a signed permission form to the nurse. Any injury or illness occurring after the physical must be reported as soon as possible to the school nurse. If the injury prevents participation in the sport, a release from the physician must be presented to the nurse prior to returning to the sport. See “Agreement” contract for more detailed information.

ATTENDANCE POLICY- As per Williamsville School District Policy excused and unexcused absences; tardies and early departures are as follows:

<p><i>Excused Absences, Tardies and Early Departures-</i> Any absence not included as excused is considered unexcused.</p>

<ul style="list-style-type: none"> ● Personal illness ● Illness or death in family ● Unsafe travel conditions ● Religious observance ● Medical appointments ● Quarantine ● Required court appearances 	<ul style="list-style-type: none"> ● Approved college visits ● Approved cooperative work programs ● Military obligation ● Late bus ● School sponsored field trip School endorsed, but not school sponsored field trip with bonafide educational purpose
<i>Unexcused Absences, Tardies and Early Departures</i>	
<ul style="list-style-type: none"> ● Family vacation ● Hunting ● Babysitting ● Haircut ● Obtaining learner's permit 	<ul style="list-style-type: none"> ● Road Test ● Oversleeping ● Missed Bus ● Private instruction ● Other

ATTENDANCE PROCEDURES- Students are expected to be in school, on time, every day by 7:45. The building will be open to students starting at 7:00 am with access to the second and third floors beginning at 7:30 am. Period 1 attendance, including homeroom, will be taken at 7:50 am.

A student may not participate in a school activity (including athletic events, plays, concerts) if he/she has not attended school by 11:00am, unless the student has special permission from the Principal. This permission should be sought in advance of an absence, if possible, in order to avoid misunderstandings and to ensure that permission will be given.

Absent from Class- Attendance will be taken in each class. Students who need to be excused from class must ask the teacher of that class for permission in advance. All students are expected to report to class whether the regular teacher is present or not. In the event of a teacher absence, instructions will be given to students regarding the class period. Students detained by a staff member, attending school-approved events, or possessing a verified early release/late arrival will not be reported as cutting the class. Students who have a medical excuse from physical education are expected to attend P.E. class unless the instructor indicates otherwise. (See Class Cuts on page 7 and Physical Education on page 11 for further clarification).

Absent from School- Class work/homework assignments may be requested for students absent for more than two (2) days. To request assignments, the parents should call the Main Office at 626-8405. Teachers will be contacted to provide assignments; however, students may not receive work from every class since some work can only be completed in school under the supervision of the teacher (computer work; lectures based on a video presentation; class presentations, etc.)

Assignments may be picked up in the Main Office. The secretary will provide parents with a specific "pick-up time". Students should talk with each of their teachers when they return from an absence even if work has been provided.

Students will not be academically penalized for work not completed during an excused or unexcused absence from school (except with a class cut or truancy). Upon returning to school, it is expected that work will be completed and tests taken in a timely manner, as directed by the teacher. It is the student's responsibility to pursue make-ups and meet deadlines without a reminder. Teachers are entitled to omit tests and quizzes which are difficult to administer separately.

Teachers are not obligated to provide make-up work or tests upon a student's return from a class cut or truancy. Students will receive a "zero" grade for any tests, quizzes, homework or other work for which other students in the class were graded. Students are encouraged to speak with their teachers, in advance, any time they anticipate an absence from school.

The Williamsville District requires students to bring a note to the Attendance Office, signed by a parent/guardian, within three (3) days upon their return from a full-day absence. This note should explain the reason for the absence and indicate the date(s) of absence. Teachers and attendance personnel are required to mark an absence as unexcused on the student's permanent school attendance record if a note is not received within three (3) days. The Attendance Office will accept notes in advance.

Attendance Office staff members will make routine telephone calls to parents of absent students, whenever time permits. Parents are encouraged to call the Attendance Office to report student absences; however, a written note is still required.

Parents should not hesitate to call the Attendance Office to verify that their son/daughter is in school on a specific day. Truancy from school is a mutual concern and school personnel will work with parents to resolve such situations.

Class Cut- Defined as an absence from class without prior approval of a staff member.

- Class cuts are cumulative.
- The classroom teacher will discuss and try to resolve the matter with the student and/or parent. A zero grade will be issued for all work due that day that other students completed in class, including tests and quizzes.
- The classroom teacher will notify the assistant principal, and parents will be notified in writing, each time a class cut occurs. Telephone contact by the teacher and/or administrator will also occur.
- Disciplinary action will be assigned to the student based on the number of offenses. Parents will be notified and conferences may be requested.
- Continued refusal to attend regularly scheduled classes will result in further disciplinary action, up to and including suspension and a Principal's Hearing.

Early Dismissal (Valid for one day) - Medical appointments, illness or family emergency

- Bring a parental note to the Attendance Office by 9:00 am. This note must include the reason for early dismissal, time leaving, and a phone number where a parent can be contacted. A secretary from the Attendance Office will contact the parent to verify the request.
- Pick up an early dismissal pass in the Attendance Office and when you leave, sign out in Attendance. Be prepared to show the pass when leaving the building. Exit through the north or south exits in the Commons. (Do not exit through Student Street, music area, and P.E. area or red/orange corridors.)
- Sign in at the Attendance Office if you return to school later the same day.

Early Release “Permanent”- Available to students who are not scheduled for a 9th period class, valid for one semester. A Permanent Early Release Pass is a privilege that may be revoked for failing to comply with the following expectations.

Students requesting a Permanent Early Release Pass need to:

- Complete a *Request for Early Release* form. Student signature, parent signature, phone verification from parent, and administrative approval are required in order to grant permission for an Early Release. Forms are available in the Main Office.
- Return the completed form to the Main Office and have a parent call 626-8406 to verify. Students will follow the current schedule until a Permanent *Early Release Pass* is issued.

Students who receive a Permanent Early Release Pass:

- Are expected to comply with all school rules.
- Carry the *Permanent Early Release Pass* during the school day and present to school employees upon request.
- Leave campus at approved time and return no earlier than 2:45 pm for after-school activities.
- Any student with an *Early Release Pass* who does not leave early on a particular day is required to stay in the school building studying in the Commons, the Library or working with teachers.
- In the event of a revised bell schedule, students will be released at the end of the period.

Late Arrival “Permanent”- Available to students who are not scheduled for a 1st period class, valid for one semester. A Permanent Late Arrival Pass is a privilege that may be revoked for failing to comply with the following expectations.

Students requesting a Permanent Late Arrival Pass need to:

- Have reliable transportation to school on a daily basis or be willing to walk even on bad weather days.
- Complete a *Request for Late Arrival* form. Student signature, parent signature, phone verification from parent, and administrative approval are required in order to grant permission for a permanent late arrival. Forms are available in the Main Office.
- Return the completed form to the Main Office and have a parent call 626-8406 to verify. Students will follow the current schedule until *Permanent Late Arrival Pass* is issued.

Students who receive a Permanent Late Arrival Pass:

- Are expected to report to the Attendance Office each day early enough to check-in and arrive to class on time- 1st period free check-in by 8:20 am; 1st and 2nd period free check-in by 9:07 am.
- Are expected to comply with all school rules.
- May be asked to present their pass to school personnel.
- May not arrive early and then leave campus or wander around building/school property.
- Are expected to adjust their arrival times in the event of a revised schedule.
- Are expected to read the Bulletin Board or WITS for daily announcements.

Leaving Building/Campus without Authorization- Will result in 5 after school detentions for 1st offense and progressive disciplinary consequences for subsequent offenses.

Upon regulation of the Williamsville CSD- “*Students are not to leave the school grounds at any time during school hours without proper permission from the office. Failure to comply will result in disciplinary action and may include suspension.*”

Students are expected to remain in school throughout the school day (7:30 am – 2:46 pm) unless there is an extremely important reason to leave, such as a family emergency, illness or medical appointment. Students are not permitted to leave campus earlier than 2:46 pm unless a parent gives authorization to the Attendance Office secretary, nurse or administrator prior to the student leaving the building.

- Students may not go home to eat lunch, leave school to run errands or buy lunch, or leave the school grounds for any reason without the school's approval.
- Students may not call home, ask parents for permission to leave school and then leave. This does not constitute authorization because school personnel did not speak with the parent prior to the student's departure.
- Students may not call in sick and then come to school to run errands or pick up books and leave. Once on campus a parent will need to speak with Attendance Office personnel before the student is permitted to leave.
- Students who become ill at school need to see the school nurse. The nurse will make the necessary arrangements for a student to be sent home, if that is needed.

Tardy to Class- Defined as arriving late to a class without a pass. Arriving more than 20 minutes late to class is considered an absence. The classroom teacher will discuss and try to resolve the matter with the student for the first three (3) unexcused tardies. The assistant principal will be notified when the fourth and subsequent class tardy occurs. Disciplinary action will be taken. Parents will be notified and conferences may be requested.

Tardy to School- Defined as arriving at school after 7:45 am.

Students who are tardy to school are required to immediately sign-in at the Attendance Office and then immediately report to assigned class. A parent/guardian note indicating reason for tardiness and time of arrival is required within three (3) days for verification. Consequences of continual unexcused tardiness will be based on the number of occurrences and will result in disciplinary action. See WITS for updated information on the consequences for repeated tardiness. Arrive on time to avoid detentions!

Truancy

Truancy is defined as an absence from school without parent knowledge/permission.

Students who are truant from school will be referred to the administration. The first offense generally results in five (5) after school detentions.

BEHAVIORAL EXPECTATIONS IN CLASSES AND SPECIFIC AREAS OF THE BUILDING

“Free” Time- Typically one period a day when students are not scheduled for a class. During this unscheduled time, students should be studying, reading, doing homework, working on school related projects, receiving extra help from teachers, meeting with counselors, club advisors or other staff members. The following areas are available for students during unscheduled time:

- Career Center- for research related to careers/colleges
- Commons - for lunch and socialization
- Guidance Office- for working with mental health staff
- Library – for quiet study, research, reading
- Main Office- for working with administration or resolving disciplinary issues
- Team Areas- for extra-help sessions with teachers

Unauthorized Areas- Students who wander in unauthorized areas (inside or outside buildings) are subject to disciplinary action, including but not limited to detention.

The following areas are “off limits” to students during the school day:

- Custodial Corridor
- Staff Lounge
- Off-Campus and outside of the building including the parking lots and bushes separating school property from neighboring properties or Transit Middle School.
- Under the stairwells

The following areas are “off limits” to students when classes are in session:

- Red and Orange areas, including bathrooms and stairwells
- Locker areas
- Auditorium, unless supervised by adult
- Student Street when School Store is closed; Far end of Student Street
- Music and PE Corridor, without teacher permission
- The Commons, for students who are assigned to a class
- Corridor behind Main Office

Note:

- Students are not permitted to leave the building or campus during the school day without an authorized pass from Attendance, the Health Office or an administrator.
- Only an administrator can grant permission for a student to go out to his/her car or the parking lots.

Commons/Cafeteria- (*Open for food service from 8:00 am – 1:30 pm every day*)

Students who refuse to comply with the guidelines for acceptable cafeteria behavior are subject to disciplinary action, which may include the loss of cafeteria/Commons privileges.

- Keep the eating area clean. Clear tables of disposable items into either a recycling container or a garbage can. It is not the job of staff members to clear tables.
- Use appropriate language, respond respectfully to requests and instructions of adult supervisors, and maintain a reasonable noise level- no screaming or yelling across tables.
- Take all belongings when exiting the Commons. The school is not responsible for any items lost, damaged or missing if they are left unattended in the Commons.
- Use the bathrooms located in the Commons (not those in the red/orange areas).

Unacceptable Behaviors

- Do not run, push, “horseplay”, sit on tables, lie down, put feet on table, comb hair, use hair spray or perfume or nail polish.
- Do not sit on wall, stand on bench near wall, or congregate outside the wall (including front entrance and lobby doors).
- Do not participate in actions that are against school rules and/or may be considered dangerous, disruptive or destructive. This includes, but is not limited to: throwing food or other objects, writing on tables, or playing cards/dice.

Important Information

- Jackets and book bags are not allowed in the lunch line or serving areas. Do not leave valuables unattended.
- Students may not order food or drinks from local establishments for delivery to school during school hours. Food or drink, in any container, is not permitted outside the Commons. This includes tray food.

Classrooms, Academic Study Halls, Team Areas, Clinics and Library

- Arrive on time, attend all scheduled classes and be productive.
- Be respectful of people and property. Respect the rights of others to learn by acting in a manner that positively contributes to the learning environment.
- Comply with rules and directives of teachers and other staff members in charge.
- Utilize Team Areas, Clinics and Library for quiet study, research, or reading.
- Food or drink is not allowed outside the cafeteria without prior permission from the teacher.

Elevator

- Obtain an elevator pass from the nurse when you should not be using the stairs for medical reasons.
- Be accompanied by an adult at all times and follow his/her directives in a respectful manner.
- Have an obvious need to use the elevator- helping friends with elevator passes, transporting equipment, etc.

Physical Education

- Attendance and participation in Physical Education is required of all students, even those students who bring in an illness note from a parent or physician. Failure to report for class is a *class-cut*.
- A single-day illness note from a parent is to be given directly to the P.E. teacher. Notes from private physicians are to be submitted to the school nurse and must indicate areas of the P.E. program in which the student may participate. If appropriate activities are not available at a given time, or if the limitation is so severe that all physical activity is prohibited, a contract for special projects will be developed by the teacher and student. (*Forms for physicians to complete are available in the Health Office*)
- Students must make up all absences after one (1) excused absence in an activity in order to receive full credit. (this includes in school field trips, lessons, etc..) The minimum requirements for graduation are ½ credit per year for each school year.
- It is the student's responsibility to secure valuable items (cell phones, jewelry, watches, wallets, money, calculators) in their lockers. **Under no circumstances are valuables to be left unlocked and unattended in the P.E. locker room.** The school is not liable for lost or stolen items.
- Book bags, hats, coats and jewelry are not allowed in class. All jewelry must be removed prior to class for safety reasons. This includes all piercings. Newly pierced ears, brows, bellies, etc... are not an excuse for non-participation.
- USE YOUR LOCKED LOCKER.

BEHAVIORAL EXPECTATIONS THROUGHOUT THE BUILDING

See also – [Code of Conduct](#)

Affection- Displays of affection between students are limited to hand holding.

After School Hours - All students, except those under the direct supervision of a teacher or coach, must leave the school building by 3:05 pm. Students may not be in the building unsupervised after school, in the evening, or on weekends or holidays. Students meeting for clubs or activities must be under the direct supervision of a coach or advisor. Students are to wait for rides in the foyer of the Commons. No students will be allowed on the 2nd or 3rd floors after 4pm.

Alcohol and Other Substances- All violations of this policy will result in a minimum 5-day suspension. When a violation of this policy occurs, it is our practice to schedule the student for a meeting with our school social worker.

Note: Violations of this policy result in additional penalties for student athletes as outlined in the Williamsville District Interscholastic Athletic Agreement contract.

Excerpts from [Policy #7320](#) include: *“The Board of Education recognizes that the misuse of alcohol, drugs, tobacco, electronic cigarettes (e-cigarettes), and other illegal substances is a serious problem with legal, physical, academic, emotional, and social implications for our students, as well as the entire community. Therefore, the consumption, sharing, selling, use, or possession of alcoholic beverages, tobacco products, e-cigarettes, illegal drugs, counterfeit and designer drugs, or paraphernalia for the use of these drugs is prohibited at any school-sponsored function, on school grounds, and on school buses or any other mode of transportation provided by the District to or from District activities at all times. The unauthorized use or misuse of prescription and over-the-counter drugs, vitamins, supplements, herbs or other similar substances is also prohibited. Students are not permitted to be under the influence of alcohol or other prohibited substances on school grounds or at school-sponsored events. A school-sponsored function includes a school sponsored or school-authorized extracurricular event or activity regardless of where the event or activity takes place.*

The terms “alcohol and other substances” shall be construed throughout this policy manual to refer to the use of all inhalants, marijuana, cocaine, LSD, PCP, amphetamines, heroin, anabolic steroids, look-a-likes, and any of those substances commonly referred to as ‘designer drugs’, and/or the misuse of prescription drugs.

The Board policy applies at all times. During school hours, before and after school hours, on school days, weekends, evenings, activities or events whether they are held on or off school district property. It also applies to vehicles (buses, cars, limousines, etc.) or other forms of transportation to and from activities.

- The term “possession” includes but is not limited to: Having such substances in one’s hand; on one’s person; in one’s book bag, purse or similar carryall; in one’s locker, or in a vehicle in which the student is or was a passenger, or in a vehicle which the student is or was driving.
- The smell of alcohol/marijuana, or the like, on one’s breath.
- Being under the effect of alcohol or other drugs.
- Wine bottles, beer cans and other alcoholic beverage containers are not allowed on school property or during school or district events, etc. (all places covered by this policy) regardless of the actual contents of such containers. Possession of such containers, regardless of contents, will be considered a violation.
- Vapor and e-cigarettes (see also Smoking/Tobacco Violations)

Periodically, without prior announcement, “drug dogs” will be brought on campus to detect the presence of unauthorized substances. There will be administrative follow-up and appropriate disciplinary action if such substances are discovered.

An alcohol-sensing device will be available for use at all school activities. Students who are suspected of being under the influence of alcohol at a school event may have their breath tested with this device.

Cards, Dice & Other Games- Card and dice games are not educational and frequently involve the exchange of money. Students are not permitted to play cards or dice on school property.

Clothing/Attire- As stated in the Code of Conduct: *responsibility for student dress and general appearance rests with individual students and parents. However, the Board of Education will regulate a student's dress to ensure that students attend school or school sponsored events such as dances in appropriate attire that meets health and safety standards and does not interfere with the learning process.*

For example:

- 1. Clothing and jewelry worn to make a political or religious statement will not be banned unless it is disruptive of the educational process, lewd or offensive.*
- 2. Clothing, footwear and jewelry will be banned if they present a threat to the student's, or another student's, health and safety.*
- 3. Specific dress requirements may be required by the district for students participating in activities in which clothing and jewelry may be a safety or health concern, such as science laboratories, physical education, technology (Industrial Arts) classes, and interscholastic athletics.*
- 4. Wearing clothing or materials on school grounds, at school functions, or school-sponsored events that are obscene; advocate illegal action; promote and/or endorse the use of alcohol, tobacco, tobacco products, smoking paraphernalia of any kind, or illegal drugs or encourage other illegal or violent activities; appear libelous, or denigrate others on the basis of race, color, religion, creed, national origin, gender, sexual orientation or disability; obstruct the rights of others, or are disruptive to the school program will not be allowed.*

Students who violate the student dress code shall be required to modify their appearance by covering or removing the offending item, and if necessary or practical, replace it with an acceptable item. Any student who refuses to do so shall be subject to discipline, up to and including in-school suspension for the day. Any student who repeatedly fails to comply with the dress code shall be subject to further discipline, up to and including out-of-school suspension. 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 according to the above guidelines. Administrators, teachers and all other District personnel should exemplify and reinforce acceptable student dress.

“Cyber” Violations- The Code of Conduct prohibits inappropriate and/or unauthorized use of technology (i.e., personal electronic devices such as 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”.

Specifically outlined in the Code of Conduct are the following items related to cyber violations:

- Engaging in cyber bullying, including the use of email, instant messaging, websites, chat rooms, and text messaging, when such use interferes with the operation of the school or infringes upon the general health, safety and welfare of students or employees.
- Sending, and/or forwarding sexually explicit videos, pictures or auditory recordings and other communications of a sexual nature

See also **DASA POLICY** and **TECHNOLOGY USE** and **WILLIAMSVILLE 7310-P** which includes violations of the [Acceptable Use Policy and/or Electronic Devices with Text Messaging Capabilities Policy](#).

Disruption of Learning Environment- It is expected that students will adhere to the guidelines of an open building. Disciplinary action will result from any activities that disrupt normal school activity or take other students off task. In addition, disciplinary action may be imposed when behavior occurring off campus transfers to the school setting and negatively impacts the daily operations of the school and/or substantially or materially disrupts instruction.

Electronic Devices- A summary of the Board of Education policy adopted January 2015 states:

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:

- a) During the school day and in any classroom during the provision of instruction;*
- b) During any test, examination, or in any situation with the potential for plagiarism or cheating; and*
- c) In the restroom, locker room or other areas (both private and public) where individuals have an expectation of privacy.*

See also [Policy 7316](#) & [7317](#) on the District Website.

Appropriate electronic device use is non-disruptive, for educational purposes, only in specified locations, and respectful of others. Devices must remain in silent mode. Cell phones may be used in class **only with teacher permission**, in the Library only with permission for educational purposes, during passing time, and in the Commons. The first violation may result in a warning with progressive disciplinary responses for subsequent offenses. Headphones may be used in classrooms/library with permission, in the Commons, one ear only for safety reasons, and the volume must be low as to not be heard by others. Violations may result in confiscation. Electronic devices are prohibited in locker rooms, restrooms, the Health Office, and any other area where a person would expect some degree of personal privacy.

Endangering the Safety of Others- The Superintendent, in cooperation with the Amherst Police Department, has instituted the following procedures for the Williamsville School District:

“The district will take very seriously all actions or statements of a threatening nature or pertaining to violent acts made by people in our schools. Administration is required to contact the police immediately and the police will determine if arrests will be made. Administration will determine subsequent disciplinary action.”

The Gun-Free Schools Act requires districts to adopt a policy requiring at least a one-year suspension for any student in possession of a firearm on school property.

The sale, possession, use, firing or setting off any weapon or explosives, including fire crackers, tampering with fire safety equipment or any other act that could endanger the safety of student, staff and/or members of the public will result in a minimum of 5 days out of school suspension and possible recommendation for additional school district action.

Every student has a right to be in a school environment free from verbal or physical harassment, intimidation or any other negative “impact” from other students. Students are urged to report to the administration any form of verbal or physical intimidation or harassment. The administration will involve parents, representatives from the superintendent’s office, or police as needed, to immediately and permanently stop any harassment among students which occurs in school or during school-sponsored activities. Administration will determine any necessary disciplinary action. Physical confrontations and fighting may result in a minimum three (3) day out of school suspension. Please discuss any potential threats with an administrator to prevent such situations from occurring.

It is expected that students will treat others with respect and courtesy. This includes other students, teachers, staff members, chaperones, parents, and visitors. Behaviors that bully, intimidate, harass, abuse or physically hurt others will not be tolerated. Verbal abuse, inappropriate language, gestures or threats, or other forms of harassment directed toward an adult or student will result in disciplinary consequences.

Fire and Emergency Drills- Students are expected to move quickly, silently, and in an orderly fashion under the direction and supervision of school personnel. Students may not sit in cars or leave campus during fire or emergency drills. Physically handicapped students, including students on crutches, will receive special instructions from their teachers to report to one of these rooms: Faculty Room (second floor), or 305 (third floor).

Food/Beverages- Food/drink, in any container, are not permitted outside the Commons. This includes water bottles. Students may obtain permission from their teacher/counselor to eat lunch during a class period; however, tray food may not be taken from the cafeteria.

Insubordination- Defined as the refusal to follow the reasonable request of a chaperone, teacher, administrator or other staff member. Insubordination will result in a minimum of two (2) days suspension.

Smoking, Use and Possession of Tobacco Products (Including Vapor or E-cigarette Products)- Smoking and use of vaping products is prohibited inside any Williamsville school building or any school property in the Williamsville district; or on a school bus or school-chartered vehicle; or during any other off-grounds school-sponsored activity or event. This Board Policy applies at all times: before, during and after school hours, on weekends, evening and during vacations.

In addition to the act of puffing on a cigarette or vape device, the following are examples of actions considered to be a violation of this policy:

- Holding a cigarette, pack of cigarettes, vapor or e-cigarette, or other tobacco product, whether it is lighted or not.
- Having a cigarette, vapor or e-cigarette, or other tobacco product or implement in the mouth, whether it is lighted or not.
- Holding or using chewing tobacco or a similar product.
- Use/possession of vapor/e-cigarettes and e-juice, product packaging, paraphernalia including battery packs or chargers.

Note: Violations of this policy result in additional penalties for student athletes as outlined in the Williamsville District Interscholastic Athletic contract. (See *Drug/Alcohol Policy*)

Vandalism, Tampering with School or Personal Equipment or Materials, Theft, Unauthorized Entry- Acts of vandalism, theft, unauthorized entry into school building or area within the building, destruction of property, tampering with school/personal equipment or materials (including computers, software, discs or files) will result in suspension and will require financial restitution and/or whatever other remedies are deemed appropriate.

CLUBS AND ACTIVITIES- Student activities are an integral part of the total school program and afford an opportunity for students to participate in a wide variety of activities of interest. Parents must give written permission for students to participate in an activity.

School Attendance & Participation- A student may not participate in a school activity (including athletic events, plays, concerts) if he/she has not attended school by 11:00 on the day of the activity, unless the student has special permission from the principal. This permission should be sought in advance of an absence, if possible, in order to avoid misunderstandings and to ensure that permission will be given.

Students may not leave the building and return while attending school activities such as dances, games, or performances. Out of school activities, sponsored by the school, will always be chaperoned by school personnel and will require a parent's permission for students to attend.

Non-School-Sponsored Student Activities- At times, groups of students plan out-of-school activities (skiing, trips, picnics, parties) that are not sponsored by the school. The school has no responsibility for such activities; often the school has no knowledge of such activities. Some non-school sponsored activities may use the school name even though there is no relationship to the school. If in doubt regarding school sponsorship, please contact the administration.

Explore the clubs and activities that East has to offer. Each year there may be some new activities, based on student interest.

The following are School Sponsored Clubs/Activities that may be offered at East-

Art Club

Advisor: Mrs. Creahan

Art materials & instruction are provided for students who want a creative outlet in their day. Students often come up with their own project/craft ideas found on the internet.

Anyone is welcome to join. You do not need to be enrolled in an art class to participate. Pottery wheels, paints, clay, and the darkroom are available to students.

Asian Club

Advisor: Ms. Kantz

Band Against Bully

Advisor: Ms. Costanzo

Students collaborate across all art forms to create a personalized piece that has an anti-bullying message.

Challenge to Change

Advisor: Contact Mrs. Charleson-Smith

Challenge to Change is a collaboration between local school districts, UB School of Social Work and the Town of Amherst to build unity and racial understanding in our community.

Computer Programming

Advisor: Mr. Quinn

Computer Science Competition Club

Advisor: Mr. Harnick

The purpose of the Computer Science Club is to help the knowledge of Computer Science skills in order to enter into competitions, such as the Buffalo State CS4HS Competition, and to showcase the students' projects in front of other competitors and judges.

Create a New Language Club

Advisor: Senora Sekuterski

Dance Line

Advisor: Contact Mrs. Charleson-Smith

Drama Club

Advisors: Mrs. Mahaney & Mrs. Lovullo

Designed to promote various aspects of Theater including stage direction, set design, make-up, costumes, publicity, as well as performing. There are two performances during the year – a play in the fall and a musical in the spring. Auditions will be held for each production. No previous experience is required. Open to everyone. Rehearsals are held after school and on occasional Saturdays.

Earth Wise

Advisors: Mrs. Bean & Mrs. Bedore

Promotes reducing, reusing, and recycling of materials. Members handle all of the school's recycling bins. We also have a spring project each year. All are welcome. Meets weekly.

FBLA

Advisor: Mrs. Fanara-Mauro

Future **B**usiness **L**eaders of **A**merica is the largest student organization in the world. FBLA helps develop leadership skills through business education. The club is open to anyone who has taken/is taking at least one business course. Meetings are monthly, held during the normal school day.

Film Appreciation Society

Advisors: Mr. Raskopf & Mrs. Pankow

Meets once a month to view a film selected by the students in the society. Students will gather to view, analyze and discuss films in order to share an appreciation for film as an art form.

French Club

Advisor: Mme. Roberts

Meetings are fun events with an opportunity to share food, travel, stories, and celebrate holidays. The club is open to all French students and other students who are interested in the Francophone world. Meets monthly.

French NHS

Advisor: Mme. Roberts

Freshman Class

Advisor: Contact Mrs. Charleson-Smith

Gay Straight Alliance (GSA)

Advisor: Ms. Schapp

It's a club where we can all come together and be ourselves without feeling judged. It's also a place where you don't have to feel alone because your peers around you are there for you. No, you don't have to be gay to join this club; anyone can join! We discuss upcoming events, sometimes eat food, bond, and are involved in many other activities that promote equality.

A Girl Up

Advisor: Mrs. Fey-Daly

A Girl Up is a club that focuses on the improvement of education, healthcare, and safety for girls around the world. We support that initiative through fundraising and through campaign awareness.

Hallo

Advisor: Ms. Mahaney

Hands Around the World

Advisor: Mr. Dalessandro

HATW raises money for charitable organizations overseas.

History Bowl

Advisor: Mrs. Fey-Daly

Designed for students who wish to increase their knowledge of history for the purpose of competition.

Indian Cultural Club

Advisor: Mr. Dalessandro

To celebrate the foods, history and traditions of Indian culture. Students bring in Indian food, do a small presentation on an Indian custom and tradition. We eat, listen to music and share. Non-Indian students are exposed to Indian culture and Indian students are supported in their expression of culture.

Inter-High Council

Advisor: Mrs. Wagar

A coalition of students from each of the three Williamsville High Schools. Ten members from each high school meet in an effort to increase unity among them.

Italian Club

Advisor: Mrs. Wagar

Students learn about the culture, people and food of Italy. Common everyday Italian phrases will be taught. Students prepare a variety of Italian food, listen to Italian music, play Bocce Ball, participate in the Columbus Day Parade and visit an authentic Italian restaurant. Viva Italia!

Jazz Band

Advisor: Mr. Lanighan & Mr. McCluskey

Junior Class

Advisor: Ms. Yermas & Mrs. Costanzo

Latin Club

Advisor: Ms. Brodnicki

Involves students in lively activities, which simulates ancient Greek and Roman customs and holidays. Provides membership in the American Classical League and Classical Association of Western New York. Students participate in the National Latin Exam, the Medusa Mythology exam and the CAWNY exam. Open to all students currently studying Latin. The Club meets on a monthly basis; members are not required to attend all meetings. Meetings and activity dates are announced in Latin classes throughout the school year. Our goal is to keep Latin (Roman and Greek culture) alive today.

Link Crew

Advisor: Mrs. Schapp & Mrs. Korn

Link Crew's sole purpose is to help freshmen feel more comfortable as well as help them achieve success in their first year of high school.

Literary Digest

Advisor: Mr. Huber

The *Digest* provides students with an opportunity to publish their writings on a regular (once a month) basis. Teachers use the *Digest* in class for lessons and general reading. Open to all students. Meetings are held twice a month so that interested students can read and help to edit submissions. A student artist is chosen to design the cover for each issue.

Masterminds

Advisor: Ms. Halstead & Ms. McDonald

Master Minds is a club that takes part in an interscholastic academic competition. Any student can take the tryout test, but a maximum number of 15 will be selected for the team. Meets weekly from September through June.

Math Club

Advisor: Ms. Yermas

Math Club provides the opportunity to develop math skills by applying known principles, formulas and theorems. Members learn to appreciate the "elegance" in a solution. Meetings are held 2-3 times a month. Open to all students interested in mathematics and improving their problem solving skills may participate.

Mental Health Awareness Club

Advisor: Cheryl Seivert

To spread awareness and discuss early signs to help identify mental health issues and provide positive strategies to support students who may be struggling.

Mock Trial

Advisor: Mr. Powalowski

Become more familiar with the legal system by participating in a state-wide court case competition. Each school represented consists of a teacher coach, attorney coach, and team members consisting of attorneys, witnesses, and a research team. A legal case is written by the Erie Bar Association and distributed in December. Competition begins in February with elimination rounds.

Model UN

Advisor: Dr. Redmond

Students will learn parliamentary procedures as they debate global issues as members of the United Nations. Open to all students. Students will attend two local conferences. Meetings will be announced at the beginning of each year.

Musical

Advisor: Ms. Mahaney & Mrs. Lovullo

Brings together East's vocalists, dancers, instrumentalists and stage crew to produce a musical for the community.

Musical Appreciation Society

Advisor: Mr. Lanighan

Muslim Student Association

Advisors Ms. Uddin & Mrs. Azzarelli-Brown

National Honor Society (NHS)

Advisor: Mr. Meyer

Students are inducted into NHS in their junior or senior year by meeting specific requirements of scholarship, leadership, service and character. Students participate in monthly meetings and service oriented activities throughout the year.

National Latin Honor Society

Advisor: Mrs. Brodicki

The Honor Society recognizes students who have demonstrated outstanding academic achievement and citizenship in Latin class.

Philosophy Club

Advisor: Mr. Miranda

The Philosophy Club/Forum explores and discusses various topics, questions, and concepts in the world of human ideas. The "process" is our purpose and goal. All are welcome.

Political Forum Club

Advisor: Dr. Redmond

Designed to discuss the political events of the day. The forum is a seminar in which students can debate and discuss one topic per meeting. Topics are determined by Political Forum members. The forum is open to all students.

Project Green

Advisor: Mrs. Korn

Project Green is a club that focuses on positively impacting our natural environment. Students are engaged in activities designed to increase awareness and appreciation of our natural world. Students participate in environmentally-minded stewardship projects designed to educate and enlighten their fellow students and members of the community.

SADD

Advisor: Mrs. Bailey

Students Against Destructive Decisions- purpose of the club is to raise awareness. Any student may join and all are welcome. Usually meets once or twice a month, depending on the activities or projects happening that month.

School Newspaper –The East Side

Advisor: Mr. Huber & Mrs. Lanzone

Only the editors meet on a regular basis. Students are given an assignment and meet with the advisor when they can. Students of all grade levels may join. They need to be competent writers or photographers and must be independent, responsible workers. Students who are computer literate will be trained to use **Microsoft Publisher**. Students may join any time during the year.

Science Olympiad

Advisor: Mrs. Weitz

Students interested in science are given an opportunity to use their knowledge and skills in a team oriented competition. Meetings are held approximately every 3 weeks, on an as needed basis, attendance is mandatory. The club requires some special skills, described during the first meeting. All grade levels may join.

Senior Class

Advisor: Ms. Zgoda & Mrs. Wagar

Ski Club

Advisor: Mr. Weber

Williamsville East Ski Club is designed to promote various physical and social benefits of winter sports activities that include downhill skiing and snowboarding. There are eight (8) after school trips during the year to Holiday Valley Resort in Ellicottville. No previous experience is required, and free lessons are available to all club members. This club is open to WEHS students only. The cost for participation in the club will be significantly less than alternative ski club options in the Amherst area, and students will be supervised by WEHS staff members.

Sophomore Class

Advisor: Ms. Seivert & Ms. Zvolensky

Sources of Strength

Advisor: Mr. Raskopf

Sources of Strength focuses on suicide prevention via the eight pillars: family support, mental health, medical access, mentors, healthy activities, positive friends, generosity, and spirituality.

Spanish Club

Advisor: Senora Bean

Meetings are fun events where you can share food, travel, music, and celebrate holidays. The club is open to anyone who loves to eat and is interested in the Spanish way of life.

Spanish NHS

Advisor: Senora Bedore

Stage Crew

Advisor: Mr. McCluskey

Students work with the sound and lighting in the auditorium. No special expertise is required. Training is available. All students are welcome to join. Meetings are usually held once a month.

Student Council

Advisors: Mrs. Mahaney & Mrs. McDonald

The Student Council is divided into two branches, Activities Council and the Leadership Council. Officers lead the Activities. Membership consists of class officers from various clubs & organizations at East. Purpose is to collaborate school-wide activities & bring a high-degree of leadership and student expertise to these activities. The organization provides a school-wide forum on issues important to our students and related to character education. Membership consists of selected officers and room representatives who will share the information from these discussions with their classmates.

Tech Club

Advisor: Mr. Delellis

Open to all students interested in woodworking. Students will participate in the Laboratory at least once or twice a month to work on individual or class projects.

Technology Student Association(TSA)

Advisor: Mrs. Kluczynski

The TSA enhances personal development, leadership and career opportunities in STEM, whereby members apply and integrate these concepts through intracurricular activities, competitions and related programs.

UNICEF

Advisor: Ms. Fey-Daly

Unity in Diversity

Advisors: Mr. Huber & Mrs. Korn

Promotes cultural awareness and provides students an opportunity to share and learn about many cultures represented in our building. One of the big projects is the annual school-wide cultural assembly that allows students to “show off” the beauty and uniqueness of their culture and heritage. Open to all students. Monthly meetings are held for various culturally inspired activities. During the two months prior to the show, meets biweekly after school as well as run several mandatory practices and dress rehearsals.

Vocal Jazz

Advisor: Contact Mrs. Charleson-Smith

Vocal Jazz performs all five concerts throughout the year, Amberleigh for their Veteran’s Day celebration, 911 Amherst Memorial ceremony and various parties.

Yearbook - Spark

Advisor: Mrs. Kramer

Yearbook is a club that is involved in making a journalistic piece that will document your high school experience. We are looking for students who are dependable & reliable. We need students that are willing to spend a free period during the day or after school to complete deadlines in a timely fashion. We meet weekly, sometimes daily to organize the photography staff, business staff, page designers & writers. Students with a talent in writing, organization & photography are encouraged to join. Open to all students. An initial organizational meeting will be announced early in the year but if you are interested there is always work to do at any time. Just stop in the yearbook room or see an advisor.

To increase awareness of conservative political beliefs at Williamsville East. Fundraising events for veteran charities.

CODE OF CONDUCT

DANCES- All school rules apply. Students may not leave the building and return while attending a school-sponsored dance. If approved by administration, one guest per East student may be permitted. Guests may not exceed the age of 19 and middle school students may not attend as guests. East students must submit a Guest Authorization Form prior to the ticket purchase.

Dance Expectations are:

- Pay attention to the start and end times of the dances. Have your ride here promptly.
- No one will be admitted after one hour without prior approval from administration.
- Tickets are only sold pre-sale. No tickets are sold at the door.
- (IF) You may be allowed to bring one guest to most dances; **guests must complete a registration form prior to ticket purchase** and show ID at the door. The guest must be accompanied by their East HS host.
- Use the front entrance (Flagpole side) – Check in with your ticket.
- Jackets and other belongings are to be placed in the coat check room (auditorium).
- Students whose clothing is inappropriate (too short, revealing) will be asked to change or leave the dance. Shoes must be worn at all times.
- Students who leave the building may not return to the dance.
- All school rules apply to you and your guest as soon as you arrive to the dance
- Appropriate dancing is expected at all times – violations will result in dismissal from the dance.
- Any suspension that results from your actions at a dance WILL forfeit your privilege to attend ANY SCHOOL DANCES for up to and including the following semester.
- Students will not be permitted to attend school dances until their parent(s) have attended the Required Parent Program.

Dances are very special events. As always, our first concern is the health and safety of all students. Please don't spoil the evening for yourself or your friends by consuming alcohol or other drugs prior to the dance or being in possession of alcohol or other drugs in the building, in a vehicle or anywhere else prior to attending. We want you to enjoy the evening. We will have an alcohol-sensing device on the premises. The administration reserves the right to administer this test should the need arise.

DETENTION AND SUSPENSION- Alternative educational programs assigned to students as consequences for major infractions of school/district rules.

On-Campus Sites

Students may be assigned detention after school. After-school detention is from 2:50 pm - 3:30 pm. Students may be assigned detention for: inappropriate behavior, tardiness, class cutting, school truancy, leaving campus without authorization, or wandering in unauthorized areas or other misconduct.

Students may be assigned to the Alternative Learning Center (ALC) as an **in-school suspension**. Students assigned to in-school suspension spend the entire school day (7:45 am -2:46 pm) in the ALC, including lunchtime. Classroom teachers will provide work for students and will also come to the ALC to provide academic help.

There may also be instances when students are assigned **home-suspension**.

Failure to comply with school rules while assigned detention/suspension or while being transported to/from an off campus site may result in further disciplinary action. Students removed from the regular school program due to suspension (in-school, out-of-school and home-suspension) are not allowed to attend or participate in any school/district-sponsored activities, and may not attend classes at Harkness, AIM or other school locations. These restrictions begin on the first day of suspension and continue until the day the student returns to regular classes, including weekends.

Expectations/Information for Students Serving a Detention or Suspension On-Campus

Students who do not comply with the following rules are subject to disciplinary action and may face additional days of detention/suspension.

After-school detention

- Begins at 2:50 pm and ends at 3:30 pm
- All school rules apply.
- Be polite and respectful to the adult supervisor and follow all instructions.
- Use the bathroom facilities prior to reporting to the Detention/Suspension Room.
- Arrive on time to the Detention/Suspension Room and be ready to work. Arriving late is considered a class tardy. Failure to report is considered a class cut. Both are subject to further disciplinary action.
- Bring all books, notebooks, and supplies- you will not be allowed to go to your locker. This is a time to do school work and homework. It is not acceptable to sleep or put your head down to rest. Talking and socializing are not permitted.
- Keep the area where you are seated neat/clean. Vandalism/destruction of school property, including writing on furniture, is prohibited.
- Remain seated and in the room until the supervisor dismisses you.
- Food and drink will not be permitted without administrative approval.

Additional Expectations for Students Serving an In-School Suspension

- Lunch may be eaten during 5th period only. You can bring your own lunch from home or order a bag lunch from the cafeteria. Lunch orders will be taken during the 1st period. Tray food from the cafeteria and snacks from the school store are not allowed. Please discuss any special dietary needs with your administrator prior to serving a suspension. Student ID numbers need to be submitted on lunch forms.

- You are expected to work with your classroom teachers when they come to the room to work with you.
- Bathroom trips will be limited to four (4) throughout the school day. Please discuss any special medical needs with your administrator prior to serving a suspension.
- Late Arrival & Early Release students must serve an entire school day, 7:45-2:46.
- Students may not participate in any after school activities, practices or games on the day(s) of suspension.

FUNDRAISING - No groups have approval to sell candy. Selling candy is not allowed as a fundraising project. All fundraising must be approved in advance by the administration. See advisors for more information and ideas. Sales for outside organizations are not permitted during the school day.

[GUIDANCE AND COUNSELING SERVICES](#)- Students wishing to meet with a counselor should schedule an appointment during “free” time. See the WITS Guidance page (linked above) for additional information. *(See Academics for more information regarding Guidance and Counseling Services)*

Counselors

Ms. Gregoire (A- E)
TBD (M-R)

Mr. Weber (F-L)
Miss Gentile (S-Z)

These counselors are trained and experienced in helping students solve problems and in guiding them in educational and vocational planning. Students and their parents may enlist the aid of their counselor to identify interests, aptitudes, and career goals and to clarify diploma requirements. If personal problems are interfering with success in school, don't hesitate to talk with your counselor.

Other Services-

- Career and College Information
 - College Catalogs and Files
 - Naviance
- Scholarship and Financial Aid Information
- PSAT/SAT/ACT Testing Information
- Fall College Days
- Spring College Fair
- College Planning Meetings/ Job Opportunities
- Working Paper Applications- in order to complete, you will need:
 - Your social security number
 - Parent/guardian signature
 - Physical fitness certificate signed by physician or school nurse
 - Original birth certificate, passport, driver's license/permit
 - Applicant must appear in person

School Psychologist and Social Worker – are here to assist students and parents. Students wishing to talk with the social worker or psychologist should stop by the counseling office to schedule an appointment.

HEALTH OFFICE AND SERVICES- open daily from 7:40 am – 3:00 pm.

All students are required to sign-in and sign-out of the Health Office. This provides documentation that you were present for a specific length of time.

Accidents- All accidents and injuries occurring in the school building, on school grounds, on the bus, or during a school-sponsored activity are to be reported to the school official in charge and the school nurse, as soon as possible. An accident report will be completed.

Illness- Students who become ill during the school day must report to the Health Office. A pass from the teacher whose class will be missed must be presented upon arrival. All passes are returned to the teacher noting time of arrival & departure and the primary illness complaint.

All students leaving school due to illness must leave through the Health Office. If a student is too ill to return to classes, the school nurse will contact a parent or guardian and make arrangements for the student to be transported home by the parent or an adult designated by the parent. Students are not allowed to transport other students.

Medication in School- Parents should be aware of the strict guidelines established by the State of New York regarding medication in schools. The State cautions school districts about over-medication in our society, but recognizes that in unusual circumstances, medication for individual students must be available. All medication is kept in the Health Office. Students may not carry either prescription or over-the-counter medication on their persons while in school, with the exception of Epipens & inhalers. Forms must be submitted and may be obtained from the school nurse.

The medication policy is as follows:

- Medicine must be brought to school by a parent and kept in the original container.
- Medicine must be accompanied by a doctor's order.
- Medicine must be accompanied by a parent request and signature.
- The nurse will administer all medication.

Physical Education Excuse- Single-day illness notes from parents are to be given directly to the student's physical education teacher. Notes from private physicians must indicate a diagnosis and be submitted to the school nurse, who will complete a P.E. excuse form to be given to the teacher. All physicians' notes will be kept with the student's permanent health records. The student will report to class for attendance each time and confer with the physical education teacher to arrange other ways to fulfill the physical education requirement. (See page 11 for more information regarding Physical Education requirements)

Required Physicals- All new entrants and all tenth-grade students are required by New York State Education Law to have a physical examination. A school physical will be scheduled if a private physician's report is not presented. A current sport's physical will fulfill this requirement.

Screening- All students in grades 9-12 are required to be screened for height, weight, vision, and blood pressure yearly. Additionally, 9th graders are screened for scoliosis. New entrants and 10th graders also have vision and hearing screening. Parents are notified of any abnormal findings.

LOCKERS- Each student is provided with a regular school locker with a lock and a gym locker. These lockers should be locked each time the locker is closed. It is

recommended that students do not share lockers or tell other students their combinations. Students must use the lockers and locks that are assigned to them.

During mid-year and June exam days lockers must not be used since the lockers are near the exam rooms. All lockers must be emptied on the last day of classes in June.

All lockers remain the property of the school. School authorities may enter and inspect/search a locker without notice and without the consent of the student.

LOST/DAMAGED BOOKS AND OTHER SCHOOL MATERIALS-

Students are issued textbooks to use during the school year. Payment for textbooks, library books or other school materials that are lost or damaged is the responsibility of the student. All school-owned books/materials must be returned, or paid for, prior to the start of final exams.

LOST AND FOUND- Students are responsible for their own belongings. In the event that books or personal items are missing, students should check the Lost and Found container located in the Commons.

Items that are not locked in a locker, including backpack, textbooks, purse, money, jewelry, calculators or items of clothing should not be left unattended.

Personal belongings, including books and notebooks, should not be left in the Commons. Students are expected to either carry their books and belongings with them or lock them in a locker.

Lost and Found containers will be emptied and items disposed of at the end of each marking period and at other announced times during the year. Items not claimed by the end of June will be discarded.

MONEY AND VALUABLES IN SCHOOL- We urge students **NOT** to bring large amounts of money or valuables including iPods and cell phones to school. The school is not responsible for personal items lost or stolen. School lockers should be used to secure personal belongings and books, and should remain locked at all times. Items left in the Commons or in the P.E. locker rooms (not locked in a locker) become a temptation for others to take. Teachers will not hold money/personal items or take responsibility for securing them. Items that are especially valuable, including large sums of money, may be given to an administrator for safekeeping during class time.

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.

Criteria for Membership-

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.

Character- demonstrated a high standard of personal character. The candidate respects self, peers, and staff, has no known instances of cheating or dishonesty, and has little or no discipline history.

Service- involved in service to the community and/or school.

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 March or April. Seniors who have never been considered and who now qualify will be reviewed and selected by the committee in October.

Members of the NHS 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 Council.

Selection Process-

- a. Students may not apply for membership in the National Honor Society. Membership for juniors is granted only to those students selected by the Faculty Council in the spring of their junior year if the academic average for 9 quarters is 90% or above. The committee grants membership to seniors in the fall of their senior year if they have not been previously considered and their academic average for 12 quarters has increased to 90% or above. Those seniors who were considered in their junior year can be reconsidered in the spring of their senior year if their average for 12 quarters is 90% or above.
- b. At least a 90.0 average of the final grade in all courses taken to date is required. (Courses are not weighted, for this purpose. In computing the average, a 1/2-credit course has half the effect of a 1-credit course, etc.)
- c. Character: Ratings by staff survey is required. The final decision is made by the Faculty Council based on the information provided by the staff survey. (See criteria listed below).
- d. Service: Recommendations by teachers, scout leaders, clergy, and service leaders, etc. The student may submit rating forms to persons who know about his/her SUSTAINED and NOT-FOR-PAYMENT service activities and who have been the supervisors of these activities. The Faculty Council may solicit additional information and they make the final decision.
- e. Leadership: Recommendations by teachers, scout leaders, clergy, etc. The student may submit rating forms to persons who know about his/her SUSTAINED and NOT-FOR-PAYMENT leadership activities and who have been the supervisors of these activities. Additional information may be solicited by the Faculty Council and the final decision is made by them.
- f. Eligible activities to demonstrate leadership and service include sustained commitment to school, church, temple, hospital, charitable, scouting or community organizations, and the like. Note that service activities must be unpaid and that leadership activities are not limited to elective offices.

- g. It is required that students submit a written statement, bringing to the Faculty Council's attention any additional information not highlighted in the service and leadership rating forms or to clarify and/or expand upon the forms.
- h. There is no membership quota. All who meet the standards are invited to become members.
- i. The standards of the National Honor Society, as made known in its published handbook, are the guide for the Williamsville East High School Chapter.
- j. The standards for character, service, and leadership are listed below.

Note carefully- The Faculty Council is very concerned that candidates demonstrate all four qualities; scholarship, character, service, and leadership during their high school years. Students meeting the academic and character criteria should be aware that they must be able to demonstrate service and leadership as well.

Please Note- A minimum of 10 hours of participation in NHS activities, including attendance at the meetings, will be required of each member. Failure to meet these requirements will result in losing the honor of wearing the NHS stole at graduation.

Dismissal Process-

If all four of the selection criteria standards are not constantly upheld, the student may be recommended for dismissal from the Society.

Transfer Students-

Students transferring from another school who were members of the National Honor Society Chapter in their former school should see East's Chapter adviser. (Membership is automatically continued).

Standards-

The following guidelines will give further help in the definition of leadership, service and character. (From the National Honor Society Handbook)

Leadership- The student who exercises leadership:

- Is resourceful in proposing new problems, applying principles, and making suggestions
- Demonstrates leadership in promoting school activities
- Exercises influence on peers in upholding school ideals
- Contributes ideas that improve the civic life of the school
- Is able to delegate responsibilities
- Exemplifies positive attitudes
- Inspires positive behavior in others
- Demonstrates academic initiative
- Successfully holds school offices or positions of responsibility, conducting business efficiently and effectively, and without prodding, demonstrates reliability and dependability
- Demonstrates leadership in the classroom, at work, and in school or community activities
- Is thoroughly dependable in any responsibility accepted

Service- The student who serves:

- Is willing to uphold scholarship and maintain a loyal school attitude

- Participates in some outside activity: Girl Scouts; Boy Scouts; church groups; volunteer services for the aged, poor, or disadvantaged
- Volunteers dependable and well-organized assistance, is gladly available, and is willing to sacrifice to offer assistance
- Works well with others and is willing to take on difficult or inconspicuous responsibilities
- Cheerfully and enthusiastically renders any requested service to the school
- Is willing to represent the class or school in inter-class & inter-scholastic competition
- Does committee and staff work uncomplainingly
- Shows courtesy by assisting visitors, teachers, and students

Character- The student of character:

- Takes criticism willingly and accepts recommendations graciously
- Consistently exemplifies desirable qualities of behavior (Cheerfulness, friendliness, poise, stability)
- Upholds principles of morality and ethics
- Cooperates by complying with school regulations concerning property, programs, office, halls, etc.
- Demonstrates the highest standards of honesty and reliability
- Shows courtesy, concern, and respect for others
- Observes instructions and rules, punctuality, and faithfulness both inside and outside of the classroom
- Has powers of concentration and sustained attention as shown by perseverance and application to studies
- Manifests truthfulness in acknowledging obedience to rules, avoiding cheating in written work, and showing unwillingness to profit by the mistakes of others
- Actively helps to rid the school of bad influences or environment

PARKING- (*see Transportation*)

POSTERS/HANDOUTS AND ANNOUNCEMENTS- Administrative announcements will be posted daily near the Attendance Office. Morning announcements are also available on the WITS website. Only school-sponsored, legally permissible student-sponsored club activities, and approved non-commercial activities may be advertised or solicited through posters, announcements, or handouts.

Announcements must be submitted to both the advisor and administration for approval. Posters must be submitted to the advisor for approval. Signs & posters are only to be posted on the ***Wall to Watch*** in the Commons & the bulletin boards located in each stairwell.

SEXUAL HARASSMENT- Sexual Harassment is a violation of a person's civil and constitutional rights – and a criminal offense in New York State.

Williamsville Central School District's GENERAL STATEMENT OF POLICY:

"The Board of Education affirms its commitment to safeguarding the right of all students within the school district to learn in an environment that is free from all forms of sexual harassment and intimidation. Sexual harassment is a violation of law and stands in direct opposition to District

policy. Therefore, the Board prohibits all forms of sexual harassment by employees, students and members of the public. Any questions or complaints may be directed to Dr. John McKenna, Assistant Superintendent for Human Resources, 105 Casey Road, P.O. Box 5000, East Amherst, NY 14051-5000. 626-8051”

Sexual harassment is 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.

Four Elements of Sexual Harassment:

- Sexual in nature or gender based
- Unwanted or unwelcome
- Severe, persistent or pervasive
- Interferes with ability to do work, learn or study

Types of Sexual harassment:

1. "Quid pro quo" – means “this for that” – a student or adult who withholds and/or promises a benefit in exchange for sexual favors. It may be one incident or a series of incidents.
2. Hostile environment – any unwelcome sexually oriented conduct or atmosphere that is intimidating or offensive for a “reasonable person.” It usually involves a series of incidents rather than a single incident.

SEXUAL HARASSMENT IS AGAINST THE LAW

Behaviors Which May Constitute Sexual Harassment:

<u>Verbal</u>	<u>Non-verbal</u>	<u>Physical</u>
<ul style="list-style-type: none"> ● Whistling at someone, cat calls ● Sexual comments about body ● Sexual innuendos ● Turning discussions to sexual topics ● Telling sexual jokes ● Giving personal gifts ● Personal questions about social life 	<ul style="list-style-type: none"> ● Looking a person up and down ● Staring at someone ● Blocking a person’s path ● Standing close or brushing up against a person ● Displaying sexually suggestive cartoons or photos ● Body language, facial expressions such as winking, throwing kisses or licking lips 	<ul style="list-style-type: none"> ● Giving a massage around neck or shoulders ● Touching the person’s clothing, hair or body ● Hugging, kissing, patting or stroking ● Touching or rubbing oneself around another person

HORSEPLAY IS NO EXCUSE FOR HARASSMENT

Students Rights:

Students have the right:

1. To learn in an environment free from disruption
2. To be safe in school
3. To know where to go to get help
4. To due process (if accused)

What Should You Do About Sexual Harassment?

Victims of sexual harassment should not try to ignore it or assume it is a joke or an accident. Sexual harassment is a wrongful use of power. Experience shows that harassment will continue or increase if it is ignored. Victims should not blame themselves for someone else’s bad behavior. Most sexual harassers have victimized more than one person.

Victims should:

- Say “no” to the offender. Make it clear that you do not approve of his or her actions and that any repetition will be reported to someone in authority.
- Follow through. If the harassment continues, report it to someone in authority: a teacher, the counselor or the principal.
- Keep a personal log with dates and times of incidents that offended you. Be watchful. Others may be victims too.

What Should You Do If You Think Someone Else Is Being Harassed?

Don't become part of the problem by looking the other way or laughing, even if everyone else is. Let the victim know of your concern and see what he or she wants you to do.

TECHNOLOGY USE- Students must abide by the WCSD [*Acceptable Use Procedure for Technology in order to use a computer*](#). Please take a moment to review this form. Students who participate in Internet abuse or other unauthorized use of the computer or Internet will be subject to disciplinary action, which may include: loss of computer privileges, suspension, and possible prosecution.

TELEPHONES- telephones are located in the Main Office and the Attendance Office for student use. Students may not use landline telephones in other areas of the building without prior approval of a staff member. (See **Technology Use** for further information.)

TRANSPORTATION (AND PARKING)

Bicycles- Bicycle racks are provided for student use and are located near the PE entrance of the building. Bicycles must be locked to a bicycle rack. Bicycles that are locked to trees, light poles, goal posts, etc. will be removed in any way necessary at the owner's expense.

School Buses (Regular School Day)- School buses are scheduled to arrive at school no earlier than 7:15am and depart at the end of the school day at 3:05pm. Bus schedules during January and June exams are different. All school rules apply while riding a school bus. Students are expected to behave in an orderly and respectful manner at all times. It is imperative that students follow the directions of the driver and consider the health/safety of all who are riding the bus. The bus driver will determine those behaviors that interfere with the safety of those riding the bus. Failure to behave properly, obey all rules, and follow directives of the bus driver will result in disciplinary action and possible removal of the student from the bus for a period of time to be determined by the administration. One-day bus passes are to be used in emergency situations only. Students needing to ride a different bus must see an administrator in the Main Office.

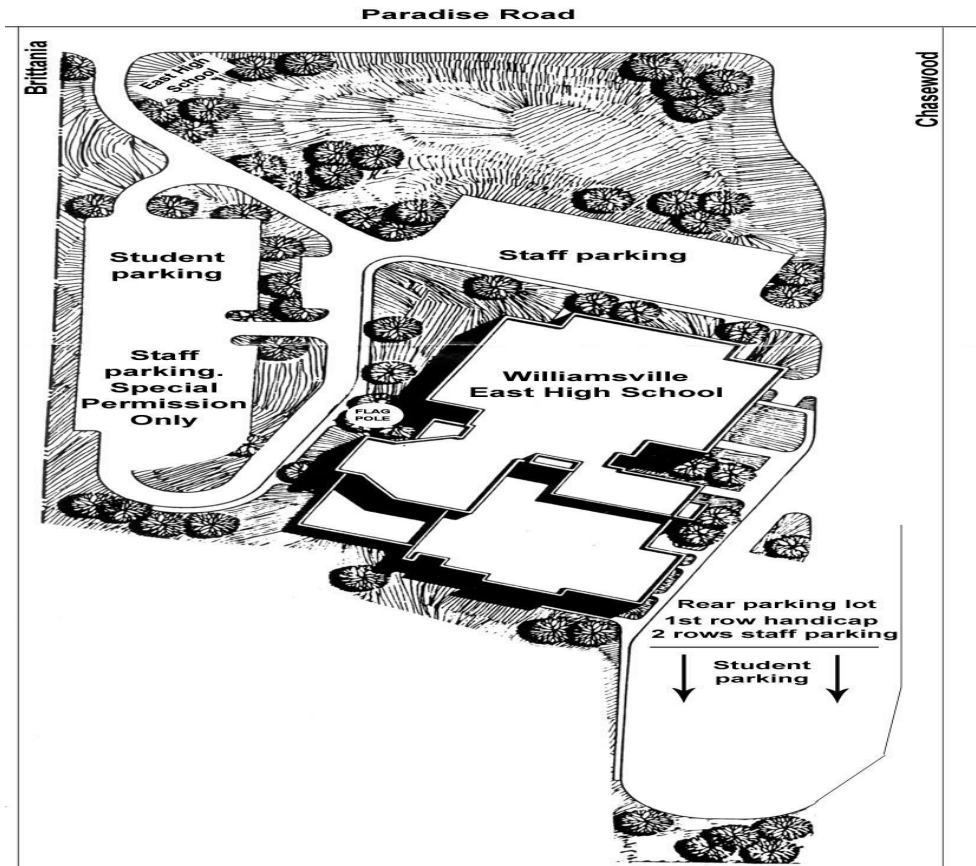
Skateboards, Rollerblades- Are not to be used on school property, nor are they allowed in the building at any time.

Student Parking and Driving Information

- Any **SENIOR** with a driver's license can apply for a parking permit.
- Any **JUNIOR or SOPHOMORE** with a driver's license and a compelling need to drive can apply for a parking permit. Sophomores will be required to provide written verification from their parent/guardian and other involved parties (ex: employer) stating the compelling need for parking privileges.
- Students who wish to drive to school must complete a **Vehicle Parking Permit Application**, which is available through PE classes the first two weeks of school.

Student Parking Regulations

1. Seniors, with registered permits, are allowed to park on campus.
2. Juniors or Sophomores, with special permission and a registered permit, are allowed to park on campus.
3. Parking tag must be visibly displayed on the rear view mirror.
4. Parking is permitted only in designated student parking areas – see map.
5. Speed is not to exceed 5 M.P.H. Reckless driving will not be tolerated.
6. Students are not permitted to park in a Faculty/Staff space, Visitor Space, “No Space”, Fire Zone, and Handicapped Zone.
7. Parking and Stop Signs are to be obeyed. Park in between lines, utilizing 1 space.



Parking Violation Penalties:

- 1st Violation – Warning notice placed on vehicle, mailed home
- 2nd Violation – 5-Day Suspension of Parking Permit
- 3rd Violation – 20-Day Suspension of Parking Permit
- 4th Violation – Parking privileges revoked for remainder of school year.
- 5th Violation – Ticket Issued by Amherst Police

Repeated offenses may result in vehicle being towed at owner's expense

The student parking on campus (the driver of the vehicle) is responsible for the contents of the vehicle. Therefore, parents need to be sure that vehicles used by students do not have cigarettes, alcohol (empty or full), or other unauthorized items that are not permitted on campus or at any school-sponsored function.

Your own Vehicle- Students who drive a car to school or ride to school in a car do so at their own risk. Please be aware that the traffic in the school parking lot and on Paradise Road is congested and there are long waits behind school buses. Please plan accordingly. Cars parked on school property may be searched when administration has reasonable suspicion to believe that illegal drugs, alcohol, weapons or anything that might endanger the safety of staff/students or disrupt the educational environment are in a student's car. The driver of a car parked on campus is responsible for the contents of the car. Students may not sit in cars during the school day or during a fire drill. A pass from an administrator is required for any student who needs to go to a car during the school day.

No student may drive any other student anywhere during the school day. Students may not drive themselves to educational programs during the school day and return to East High School. Special permission may be granted from administration.

VISITORS

Adult Visitors - During the school day, all visitors to the school building and/or grounds are required to sign-in at the Welcome Desk, which is located in the Commons near the main entrance. Visitors will be asked to show ID, and be issued a Name Badge sticker, which must be worn at all times. At the completion of the visit, all visitors must sign-out.

Student Shadow (District Residents: Eighth Grade and High School Students)

Visitation hours for students that are currently district residents are 7:30 am – 10:00 am and are coordinated by the Guidance Office. Please contact the Guidance Office two days in advance to discuss arrangements for a visit. Certain situations may require administrative approval.

Student Visitors – are not permitted.

WELLNESS COMMITTEE - Statement of Philosophy- Relationships with peers, family concerns, health issues, and a variety of personal problems often interfere with a student's success in school. Students who possess identified internal and external assets are more likely to meet with success in our school environment.

The primary goals of our program are-

- to develop, promote and conduct staff and parent programs on the resiliency model and asset building
- to engage all of our students in education and prevention programs and activities
- to identify students' problems as early as possible
- to plan and carry out those services needed in response to the identified problems

The components of our program are-

- Education and Prevention
- Observations and Referrals
- Identification of Students of Concern and Planning for Services and Follow-Up
- Services and Follow-Up Activities
- Education and Prevention Programs and Activities
- Counselors and other high school staff members meet with students new to our school, and their parents, for the purpose of becoming acquainted and assisting them as needed
- Counselors meet with freshmen and other new students to inform them about the support services available to them
- Counselors lead small group meetings with freshmen. The topics include areas such as goal setting, stress management and the development of social skills and coping skills

- Freshmen attend scheduled meetings with the assistant principal to acclimate them to our school and to help them learn how to deal with problems and new situations they may encounter
- Staff awareness and in-service programs focused on student asset building
- Parent information and communication programs focused on student asset building, including a mandatory meeting for all parents enrolling a student at East
- Programs for new students, welcoming them to our school (Link Crew)
- Peer Educator Program that assists 8th grade students with their transition to high school
- Grade-level parent information programs
- A semester-long health course, required of all students for graduation
- The S.A.D.D. organization promotes safe driving and involves its members in other substance-free projects
- School wide assembly programs

Observations and Referrals- Counselors receive all reports of observations and concerns regarding students. Referral sources include staff members, parents, students, specialists and outside agencies.

Identification of Students of Concern, and Planning for Services and Follow-Up

The school counselor-

- Reviews all available indicators of student performance and behavior
- Assesses the situation
- Consults with other staff members (nurse, teachers, social worker, psychologist, administrators, etc.)
- Determines the services needed to respond to the problem or to define the problem
- Makes a plan to provide the student with those services and to follow up the student's situation and progress

Services and Follow-Up Activities-

- Student services, conferences and contacts
- Parent services, conferences and contacts
- School social worker services, conferences and contacts
- School psychologist services, conferences and contacts
- School nurse services, conferences and contacts
- Assessments and evaluations
- Diagnosticians and treatment providers outside of the school (hospitals, psychologists, physicians, etc.)
- Consultations with diagnosticians and treatment providers
- In-patient and out-patient treatment
- Community agencies, public and private
- Other outside persons, organizations

WILLIAMSVILLE INFORMATION TRACKING SYSTEM (WITS)

Parents and students have access to the Williamsville Information Tracking System (WITS), a locally developed intranet resource which provides access to assignments, grades, and attendance information. All morning announcement items are posted daily along with tabs specific to each student.

Progress reports are posted to WITS at the 5th, 15th, 25, and 35th weeks of school. Teachers will use this tool to convey information regarding current grades, behaviors and work habits in class.

Report cards are also posted on WITS and will be viewable via student or parent login. They will only be mailed home upon request through the counseling office. Parents are strongly encouraged to secure their own parent portal to view report cards and other WITS information. With one log in, parents will have access to each of their child(ren)'s pages. Account information can be accessed using this link:

<https://wits.williamsvillek12.org/register>