

# STUDENT~PARENT HANDBOOK



## Casey Middle School 2023-2024

105 Casey Road  
East Amherst, NY 14051  
716-626-8585

**Principal.....Ryan Harding**  
**Assistant Principal.....Clare Battle**  
**5<sup>th</sup> Grade Counselor.....Carly Nest**  
**6th Grade Counselor.....Amanda Medole**  
**7th Grade Counselor.....Jennifer Texido**  
**8th Grade Counselor.....Timothy Pincoski**  
**School Psychologist.....Lisa Dempsey**  
**School Social Worker...Carole Ann Collard**  
**School Nurse..... Suzanne Askey**

### Important Casey Numbers

**Attendance Office.....626-8579**  
**Guidance Office.....626-8575**  
**Main Office.....626-8585**  
**Nurses Office.....626-8580**  
**Transportation.....626-8390**



# DAILY SCHEDULE

*Revised for 2023-2024 School Year*

<b>SSR/Homeroom/Academic Support</b>		8:55	-	9:20
MOD	1	9:20	-	9:34
	2	9:34	-	9:48
	3	9:48	-	10:03
	4	10:03	-	10:17
	5	10:17	-	10:31
	6	10:31	-	10:46
LUNCH 8	7	10:46	-	11:00
	8	11:00	-	11:15
LUNCH 6	9	11:15	-	11:29
	10	11:29	-	11:44
	11	11:44	-	11:59
	12	11:59	-	12:12
LUNCH 7	13	12:12	-	12:27
	14	12:27	-	12:42
	15	12:42	-	12:55
	16	12:55	-	1:10
LUNCH 5	17	1:10	-	1:25
	18	1:25	-	1:40
	19	1:40	-	1:55
	20	1:55	-	2:09
	21	2:09	-	2:23
	22	2:23	-	2:37
	23	2:37	-	2:52
	24	2:52	-	3:06
	25	3:06	-	3:20
	26	3:20	-	3:35

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## INTRODUCTION

### Mission Statement

The mission of the Williamsville Central School District, a community characterized by diversity, high expectations and support for learning, is to empower all students

- To develop their unique potential and character,
- To assume responsibilities of citizenship and leadership and
- To thrive in a challenging and rapidly changing global community

Through the commitment of our quality staff, working in partnership with students, parents and community, and utilizing visionary programs in a nurturing environment of mutual respect and dignity.

### Belief Statements

We believe that:

- Our highest priority is our students.
- Each person has intrinsic value.
- Communities and schools are interdependent and are only successful in an ongoing, mutually responsible partnership.
- The opportunity for learning is everywhere.
- Learning how to learn is as important as what is learned.
- Everyone can learn.
- Everyone can experience success.
- Continuous improvement of existing skills and acquisition of new skills are essential for success in a rapidly changing world.
- Positive self-esteem enhances learning.
- People who think critically and creatively will make better decisions throughout life.
- Excellence in our program requires continual evaluation.
- Optimism is essential.
- Everyone needs a global perspective to thrive in a world of diversity.
- Parent and family involvement is essential to successful learning.
- People achieve when effort and perseverance toward excellence are encouraged, supported, and celebrated.

### The Middle School Student

Upon entering middle school, many students will be leaving a smaller, more familiar elementary setting to become part of a larger school. In an effort to make this transition as smooth as possible, we will provide opportunities for you to grow from an elementary to an adolescent middle school student.

You will have opportunities for:

- Reinforcement of and instruction in academic skills essential for learning.
- Development of a positive attitude toward yourself and appreciation for the worth of others.
- Development of and consideration for your unique abilities, interests, needs, and rates of learning.
- Exploration and development of your creativity.
- Successful interaction with fellow students and teachers.

## GENERAL INFORMATION

### Cell Phones

Students are not permitted to use cell phones during the school day. Cell phones disrupt various wireless technologies teachers use daily in the classroom. Students who choose to use their phone during the school day will have it confiscated and turned into administration. The first offense shall result in a meeting with administration. The second offense will result in disciplinary consequences. Subsequent offenses will result in progressive discipline and will require a parent or guardian to pick up the student's phone from the school.

### Daily Time Schedule

Released from Morning Buses: 8:45

School Hours: 8:55-3:35

Afternoon Buses Depart: 3:45

### Lost and Found

The lost and found will be maintained outside the Guidance office. Lost items may be retrieved at this location. Periodically, items that have gone unclaimed for a length of time will be removed from the table and donated in an effort to maintain newly found items.

### Open Enrollment

The Williamsville Central School District offers opportunities for students to attend another school within the district, but outside a student's attendance area, by completing an application, available at the central office, and submitting it by June 1<sup>st</sup> of each year. Applications will not be accepted after this date. Please note that some schools may be closed to enrollment due to student numbers.

### School Store (Hoping to return during the 2023-2024 school year)

The school store is open briefly before school, during lunch hours and available to all students, courtesy of Casey's PTSA. Your child can purchase a variety of school supplies at reasonable prices. Before school, the store is located outside the library by the stairs; during lunch the store is located across from the cafeteria. Parent volunteers are always welcome!

### Telephones

Students must have permission from an adult before reporting to the office to use a phone. Students are expected to make plans with their parents before coming to school and to be responsible for bringing all necessary materials each day. This will eliminate the need to call home for lunches, instruments, materials, assignments, etc., or to make after school plans. Please note that any call made from within the building will show the main office number on caller ID. However, our office staff will not know where the call was made. Parents are encouraged to check voicemail for a message from their student or a school employee. In an emergency, parents may contact the Main Office to leave a message for their child. Students will not be pulled from class to speak to a parent.

### Telephone Messages

If an emergency occurs in your family, our offices will assist you in any way possible. In a real emergency, the main office will help relay a message or pull a student out of class. Delivering non-emergency, individual messages to students is not feasible for the busy secretarial staff, and paging into classrooms is disruptive to teachers and their classes. Please, make arrangements with your student prior to school in order to avoid disrupting the academic day. Teachers are available during various times throughout the day and after school for parent contact.

Home telephone numbers are not available for students or parents. For student safety, our office staff may not give a message to a student to meet a parent/adult outside building at dismissal.

### Transportation Application Process

Parents must file an Application for Special Transportation Arrangement by mid-July for the upcoming school year. Special transportation arrangements must be for a minimum of one month and will be provided on a 5-day per week basis only. Please allow at least two weeks for processing of your application.

In the event of an emergency, a one-day bus pass may be issued (parent note required).

Passes will not be issued for: play dates, study sessions with friends, etc.

### Transportation to Child Care Locations

In accordance with New York State law, the District provides transportation to licensed child care providers located within the District for qualifying students.

If the child care provider is not located within the child's attendance area, the student will be required to take a transfer bus to the daycare location. *Parents need to be aware that this may result in a lengthy bus ride for their children).*

The District will transport a child to a private babysitter residence only when the residence is located within the child's attendance area and is located on a normal bus route.

### Visitors

All visitors should ring the doorbell located at the front door, state their purpose and wait for directions from the main office staff. Any school items being dropped off for a student such as a student lunch box, musical instrument or sports equipment can be left on the cart in the main entrance vestibule. Parents dropping off medications to the school nurse will be directed by office staff to wait in the vestibule for the nurse to assist them. Visitors seeking access to the building should attempt to make appointments ahead of time with counselors, teachers or administration so that school staff can meet them in the main office vestibule upon their arrival.

08-21-23 - Raptor Visitor Technology Update for Families.pdf

## ACADEMICS

### Academic Intervention Services (AIS)

The Learning Support Specialist helps students become successful in the classroom by providing academic intervention primarily in the area of English Language Arts (ELA) and Math. Instruction may occur within the classroom or in small, pull-out groups. By collaborating with the classroom teachers, a variety of teaching strategies and parallel tasks are used to help prepare students for success on all NYS and District assessments. The frequency and duration of student involvement in AIS services will be evaluated on an ongoing basis. Placement in AIS is based upon multiple data points, including performance on the NYS assessments, District assessments and teacher recommendations.

### Curriculum by Grade

	5 <sup>th</sup>	6 <sup>th</sup>	7 <sup>th</sup>	8 <sup>th</sup>
English	✓	✓	✓	Regular or 9 <sup>th</sup> grade
Reading	✓	✓		

Math	✓	✓	Regular or Accelerated	Regular or 9 <sup>th</sup> grade
Science	✓	✓	✓	Regular or Earth Science
Social Studies	✓	✓	✓	✓
Phys. Ed.	✓	✓	✓	✓
Band Orchestra Chorus	Elective	Elective	Elective	Elective
Music	✓		✓	
Technology			✓	✓
H&C		✓	✓	✓
Art	✓	✓	✓	✓
Health				✓
Spanish or French	✓	✓	✓	✓

Please visit the district web site at <http://www.williamsvillek12.org> to learn more about each curriculum.

### Daily Schedule and A/B Day description

- Each scheduled school day is given an “A” or “B” day distinction, as some classes are held every other day rather than every day. If the school is closed for any reason on an “A” day, the next day back to school would be an “A” day. If the school is closed on a “B” day, the next day back would be a “B” day. This ensures that students will not miss instruction.
- The day is broken into ‘mods’, which represent approximately a 13-15 minute segment of time. Most classes are 3 mods long, and lunch is 2 mods long.

### District and New York State Testing

Each year, we publish the District and NYS Education Department TESTING SCHEDULE, in advance, so families can avoid scheduling vacations, doctors’ appointments, etc., at these times. We publish these dates in each newsletter so there are no misunderstandings or conflicts. Students are required to take these assessments. Testing dates and times will not be changed to meet family requests. If your child is gravely ill on the day of a final District exam and cannot report to school, a parent must call school before 9:00 AM and submit a doctor’s note to the building principal. The principal will determine if a student will be legally excused from the exam. *PLEASE NOTE:* If a student is illegally absent from a final District exam, a zero will be averaged into the fourth quarter grade and/or final average.

### Extra Help

If a student does not understand his/her class work/homework or project:

1. Ask the teacher for extra help.
2. Ask a homework buddy or friend.
3. Schedule a parent/student/teacher conference by contacting the teacher through the Guidance Office.

### Health Class- Grade 8

This is a unique course mandated by the NYS Health Department that includes Substance Abuse, Human Reproduction, Eating Disorders, Diseases, Mental Health, Self-Esteem, Decision Making,

























## School Closing Information

When inclement weather or any other emergency situation forces the closing of district schools, the information will be communicated by radio or television broadcast. Families may also wish to sign up for the WCSD eAlerts system through the District website to receive text/email/phone notifications. Please do not call the schools or the District Office. The decision to close schools in weather-related situations will normally be made by 6:00 a.m. The safety of our students and staff is the basis for any decision, and the key factors that must be considered include road conditions and weather reports. Local radio and television stations will be notified if schools are closed. The stations broadcast school closing information as a community service.

When schools are closed due to weather conditions, all other activities including sports practice, student activities and Community Education classes will be canceled. If schools are closed for other reasons, activities and practices that are not affected by the specific emergency may be permitted to proceed with prior approval of the building principal.

## HEALTH OFFICE

### Health Office Hours

A full time registered nurse and health aide staff our school Health Office during school hours - 8:45 am to 3:45 pm. If the Health Office is unattended for any reason, students should report to the Main Office and the Health Office personnel will be notified.

Unless an emergency occurs, a pass is needed to come to the Health Office.

When you are ill, arrangements for going home will be made through the Health Office only. Parents must come to school and pick up their child and sign out in the Health Office.

<b>STUDENTS ARE NOT TO ARRANGE FOR THEIR OWN DISMISSAL</b>
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### Immunization Requirements – School Year 2022-2023

All students of the Williamsville School District must meet immunization requirements of New York State Public Health Law. The New York State Health Department issued new immunization requirements for school entrance/attendance for the 2019-2020 school year, please see *New York State Immunization Requirements for School Entrance/Attendance* document for a complete list of immunization requirements with vaccine specific footnotes. Please work with your child's health care provider and school nurse to determine what immunizations are needed to comply with the new vaccine requirements.

These minimum requirements include:

1. **Diphtheria and Tetanus-containing vaccine and Pertussis vaccine (DTaP/DTP/Tdap):** three doses, grades 6 through 12; three to five doses, grades K through 5.
2. **Tetanus and Diphtheria toxoid-containing vaccine and Pertussis booster (Tdap):** one dose, students eleven years of age or older enrolling in grades 6 through 12 who have not previously received a Tdap at 7 years of age or older.
3. **Polio vaccine (IPV/OPV):** three to four doses, grades K through 12.
4. **Measles, Mumps and Rubella vaccine (MMR):** two doses, grades K through 12.
5. **Hepatitis B vaccine:** three doses, grades K through 12.
6. **Varicella (chickenpox) vaccine:** two doses, grades K through 12.
7. **Meningococcal vaccine:** one dose, grades 7, 8, 9, 10 and 11; two doses, grade 12, or one













## **In Building/ School Suspension**

- While serving in building suspension, students are expected to follow the code of conduct, complete all their school work and the reflection assignment.
- If a student is absent from school and assigned IBS, IBS will be assigned the next day.

## **Personally Owned Devices by Students**

All schools adhere to Board of Education policy and allow students to use personally owned devices under specific conditions and/or under the direction of the teacher for an instructional activity. Generally, the following guidelines apply:

- No access to the District network is provided
- Use of Kindle/Nook or other device is allowable for reading purposes or other teacher –initiated instructional purpose in the classroom (as directed by the teacher).
- Access to electronic games, built-in cameras, tape recording etc. are prohibited (please reference Board policies #7315 and #8271)
- The Code of Conduct must be followed at all times.

Increasingly, our students own Nooks, Kindles, and other e-readers. Naturally, students would like to bring these to school. While we certainly promote reading for all students through any means and, therefore, are not prohibiting e-readers, bringing them to school does present some risk. Please be aware that we cannot be responsible for the safety and security of electronic equipment brought from home.

If a student opts to bring personally owned technology devices to school and the device is accidentally broken or lost, the District can neither be held responsible nor cover replacement via insurance. Please have a conversation with your child regarding these concerns and help your child understand the risks.

Despite the existence of District policy, regulations and guidelines, it is virtually impossible to completely prevent access to content or material that may be considered inappropriate for students. Since the student is able to access (either via District-owned equipment or the student's personally-owned device with 3G or 4G functionality) external computer networks not controlled by the School District, it is not possible to screen or review all of the available content or materials on these external computer networks. Thus some of the available content or materials on these external networks may be deemed unsuitable for student use or access by parents/guardians. Students may have the ability to access such content or material from their home, other locations off school premises and/or with a student's own personal technology or electronic device on school grounds or at school events. Parents and guardians must be willing to establish boundaries and standards for the appropriate and acceptable use of technology and communicate these boundaries and standards to their children.

The appropriate/acceptable use standards apply to student use of technology via the District computer system or any other electronic media or communications, including by means of a student's own personal technology or electronic device on school grounds or at school events. The District Code of Conduct, similarly, applies to use of any and all technology on District premises. Known violations will result in appropriate disciplinary responses.

## **Plagiarism**

*As defined by Webster's Dictionary:*

*Plagiarize v.* 1. to steal and use (the ideas or writings of another) as one's own. 2. To take passages or ideas from and use them as one's own. *Syns:* plagiarize, crib, pirate *v. core meaning:* to steal and use (the work of another) as one's own < *plagiarized whole sections of another writer's novel, for example. We Believe...*

**Copying work from another person or source (ex. book, internet, magazine, etc.) is plagiarism.** When researching a topic, students should reword phrases from the article into their own words. Any phrase copied directly, word-for-word, must be put into quotation marks and cited as a resource.

**Using an author's words as your own is cheating.**

Copying someone else's homework is cheating, too. Some students believe that working together on a homework assignment is acceptable. However, written assignments are given to help each student learn the information and practice writing skills. Reading the textbook or completing an assignment helps students by reinforcing the concepts learned in class. Doing math problems helps students learn how to apply a math strategy.

**Unless specifically directed by a teacher, students are to complete homework assignments independently** (with assistance from parents, if necessary).

In class, collaborating is hard work. When directed by the teacher, students may work in cooperative groups. For each group, guidelines are set for student work that is to be turned in and working together can be a positive, strong learning experience for our middle school students. Collaborating does not mean, "You do the first answer and I will do the second, and then we will exchange answers." Collaboration and cooperation mean that students need to discuss ideas and come up with mutually agreed upon responses.

**Simply taking another student's answers to present as your own is cheating.**

At Casey, plagiarism could result in detention, suspension and/or academic consequences. All students have been informed of these consequences. Parents, please discuss this policy with your children at home and remind them of what plagiarism involves and why it does not help them to learn.

**Requests for Teachers**

We are a high performing school with a strong and caring faculty. Our teachers and counselors work diligently to make class placement decisions based on the academic, social, and behavioral needs of every student in addition to required support services, and gender balance. We ask that you trust our judgment in this process. If, however, there are legitimate documented extenuating circumstances that may alter our decision, please describe these circumstances in writing and send them to the principal by June 1<sup>st</sup>. We also ask that parents help their children understand the need to get along with everyone and learn how to make new friends in all situations.

**Water Bottles**

Students are permitted to carry a water bottle throughout the day.

**STUDENT SERVICES**

**Child Support Team (CST)**

The Child Support Team (CST) meets bi-weekly to review students who are experiencing difficulty. The team includes the school principal or administrator, psychologist, social worker, counselors, a special education teacher, and a support teacher. When students encounter a problem, faculty members work with parents to try to find appropriate solutions. However, when additional resources are needed, or testing of the student is required, a referral is made to the CSE (Committee on Special Education). The CSE may conduct an evaluation of the student to identify possible areas of concern and to assist with recommendations for additional services or support. Parents may refer their child to the CST through the school counselor.

### **CSE Meetings**

For the past several years, we have conducted CSE meetings at the individual buildings. This approach has been extremely successful as it allows parents and professional staff to have enhanced communication and input in meeting student needs.

### **Dignity for All Students (DASA)**

The Dignity for All Students Act (DASA) was signed into law on September 13, 2010 and took effect on July 1, 2012. The Act prohibits harassment and discrimination of students by peers and by school personnel. In addition, amendments to the regulation (effective July 1, 2013) have added explicit references prohibiting bullying and cyberbullying. The Act 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. Districts will be responsible for identifying at least one employee at every school to serve as the DASA coordinator. This individual must be thoroughly trained to “handle human relations” in the protected areas. All schools in the District have named two Coordinators. The Coordinators for Casey Middle School are: Ryan Harding and Carole Ann Collard. The DASA Coordinators can be at 716-626-8585 or via email, [rharding@williamsvillek12.org](mailto:rharding@williamsvillek12.org) or [ccollard@williamsvillek12.org](mailto:ccollard@williamsvillek12.org). Please contact either one of them should you have any concerns or wish to report an incident at Casey Middle School.

### **Early Morning Entrance**

School hours are 8:45 am -3:35 pm.

Students who ride a bus will be dropped off at the bus loop at 8:45 a.m. and enter the building.

The only students who will be admitted in the early morning (7:30 a.m. -8:45 a.m.) are:

- Students who have a valid pass for extra help
- Students who have a valid pass for sports intramurals, music practice, or AIS
- Students who have early morning detention
- Students who have a valid pass from any other teacher
- Students who are accompanied by a parent to attend a meeting or complete other necessary tasks, (such as help cleaning out a locker)

If for some reason a student does not ride the bus due to transporting a large instrument, project, or food, these students will need to wait outside until the bell rings at 8:45 am unless accompanied by an adult. *Students who arrive between 7:30 a.m. - 8:45 a.m. and do NOT have a valid pass will be asked to remain outside until the bell rings at 8:45 a.m.*

## **Exceptional Education**

Assistant Superintendent for Exceptional Education and Student Services is designated to coordinate Section 504 Compliance activities and can be reached at 626-8061. In addition each building has a 504 coordinator.

The Williamsville Central School District is committed to providing all students with a free and appropriate public education. In order to meet the needs of a diverse population, the district offers alternative programs, supplementary aids and special education services.

Special Education consists of specifically designed instruction for students (ages 3-21 years) who are identified by either the district committee on Preschool Education (CPSE) or the Committee on Special Education (CSE) as having a disability which interferes with learning. The CPSE and CSE are multidisciplinary teams of parents and professionals responsible for determining eligibility, coordinating evaluations, and recommending programs or services. Members of the committee include the child's parent(s), a school psychologist, a special education teacher, a general education teacher, a parent of a child with a disability, and an administrator. Additional participants, such as a building principal, speech/language pathologist, and the school physician, may also be present.

The committees, appointed by and responsible to the Board of Education, hold meetings on a regular basis to respond to initial referrals. The District is committed to identifying children with disabilities and providing necessary, appropriate services and support within the least restrictive environment. If you suspect your child has a disability, please contact your building Principal or the Office of Exceptional Education and Student services.

In addition, all children receiving special education services are entitled to a review at least once yearly. The purpose of this annual review is to recommend the continuation, modification, or termination of the provision of special education programs and supports. Parents are strongly encouraged to attend these annual reviews, typically held at the child's school of attendance.

## **Gifted Programming Services**

The Gifted Specialist plans with teachers to provide programming opportunities to identify and enhance student strengths and interests. Some experiences are offered to all students in the classroom, while others are provided on a small group or individual basis

## **Guidance Office**

Middle School Counselors - Help Young Adolescents ...

- Learn to understand more about themselves during this transition period
- Learn to manage and organize information
- Develop coping skills as their lives change and the student mature
- Improve social skills and decision making
- Make choices and deal with change in their lives in and out of school
- Address increased social and academic pressures
- Create educational plans and set educational goals
- Develop positive attitudes toward life-long learning and the world of work
- Experience career exploration activities

## **Guidance Counselors**

Are certified, master's level professionals trained in child development, in the prevention of children's problems, in addressing children's problems and in the development of intervention strategies to correct problems and prevent their escalation. School Counselors have extensive training in the

theory and practice of individual and group counseling. The Williamsville Central School District's Counseling and Guidance Plan directs the activities of School Counselors. According to the Mission Statement of the, our goal is to help students acquire skills in the personal/social, academic and career domains "necessary to function in and contribute to a diverse and changing society."

## **Library**

The Williamsville Central School District is committed to providing open intellectual and physical access to materials in a variety of formats that support the curricular and enrichment needs of students and staff. Towards this end, the library media specialists, in collaboration with faculty members, have selected and organized diverse resources on the libraries' web sites. The libraries' home pages provide links to pre-selected web sites, online databases, and texts that are accessible 24 hours a day! We utilize Destiny Library Manager for our catalog system. Destiny combines circulation, cataloging, searching, reporting, and management in one centrally installed library software system. Students, faculty, parents, and community members can access the system through any workstation with a supported web browser. Destiny Library Manager is an easy-to-use, web-based automation and management solution. Click on the icon to access our District schools' sites. *OverDrive* is an eBook service that allows users to download eBooks and other digital materials to their devices, including kindles, nooks, iPhones and iPads. To access *OverDrive*, use your WITS user ID and your nine digit student number as your password. You can find your student number in your profile in WITS or ask the library staff.

## **Locks and Lockers**

Each student is assigned a hall locker. As of summer 2022, all hall lockers are equipped with built-in combination locks. Lockers and related combinations will be assigned to 6th, 7th and 8th grade students during the first week of school. Students in 5th grade will be given lockers and combinations during their orientation program in August. Hall locker assignments will be kept on file in the guidance office. Each student will need their own combination lock for use in the PE locker room. PE teachers will keep a record of gym lockers. These lockers are school property and, as such, may be opened and inspected from time to time by school officials. Periodic locker checks are conducted. The school cannot possibly assume liability for articles removed from these lockers. It must be the student's responsibility to take the necessary precautions to keep their belongings intact. Lockers are to be kept locked for your protection. *Students are advised not to share lockers or give out their combinations to anyone.*

## **School Psychologists**

Address the educational and behavioral problems of students in coordination with the Child Support Team (CST) and Committee on Special Education (CSE). In collaboration with the CST, the school psychologist assesses the intellectual, academic and social/emotional needs of children through the use of intelligence tests, direct observation, consultation with teachers and parents, and review of school records. The school psychologist interprets assessment results and discusses the child's individual styles of learning with parents and teachers. The student works with school specialists to plan, evaluate and implement individualized educational programs and instructional modifications relevant to the specific needs of each child. This may include individual/group counseling to address school related concerns, case management, or crisis intervention. In addition, the school psychologist assists teachers in developing classroom strategies and behavioral improvement plans for student's whose behavior, or social/emotional adjustment interferes with educational progress. Staff/parent consultation may also be provided for those who have concerns for students regarding behavioral management, child development, social skills, self-esteem, and family transitions.

## **School Social Worker**

Services are available to students and their families. We provide consultation and services to parents who have concerns regarding their child's adjustment at home or in school. Together we can develop a plan and /or locate an appropriate community resource. We also provide individual counseling, on a short-term basis, for issues such as anxiety, divorce, conflict resolution, death, health issues, anger management and social skills. Various groups are also available throughout the year. The services are grade level specific and usually occur during lunch hours. School social workers are an integral part of the school team. We regularly work together with school counselors, school psychologists, teachers and administrators to assist our students in whatever way we can.

## **Section 504 of the Rehabilitation Act 1973**

Some students with disabilities who do not require special education services may receive accommodations, special instruction, or related services under Section 504 and ADA, consistent with the District's policy against discrimination on the basis of disability. The Assistant Superintendent for Exceptional Education and Student Services serves as the district's Section 504/ADA Coordinator.

## **WCSD SCHOOL BOARD POLICIES**

<b>ACCEPTABLE USE</b>
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### **STUDENT CONDUCT**

#### **7315 STUDENT USE OF COMPUTERIZED INFORMATION RESOURCES (ACCEPTABLE USE POLICY)**

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

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

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

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

## Standards of Acceptable Use

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

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

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

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

### Notification

The District's Acceptable Use Policy and Regulations will be available to parents and students in order to provide notice of the school's requirements, expectations, and students' obligations when accessing the DCS.

Regulations will be established as necessary to implement the terms of this policy.

## CIVIL RIGHTS

Williamsville Central School District is an equal opportunity employer in compliance with all applicable laws including New York State Human Rights Law, Title IX, Title VII of the Civil Rights Act of 1964, the Equal Employment Opportunity Law, and section 504 of the Rehabilitation Act. Williamsville Central School District does not discriminate against any person on the basis of age, race, color, creed, national origin, marital status, religion, gender, sexual orientation, military/veteran status, or disability. Any member of the Williamsville Central School District staff or any Williamsville Central pupil or parent believing a child or adult has been aggrieved because of discrimination based on gender, age, race color, national origin, or handicapping conditions should address questions and complaints to Dr. John McKenna, Coordinator of Title IX compliance activities, 105 Casey Road, P.O. Box 5000, East Amherst, NY 14051, 626-8051.

## CODE OF CONDUCT

### Code of Conduct

Students are responsible for conducting themselves in an orderly manner in accordance with school district policy and within the legal limits of the law.

The following behaviors will not be tolerated on school district premises or at school-sponsored events:

- a. *Disorderly conduct* – endangerment or harassment (i.e.: bullying, intimidation) of others or the willful disruption of the orderly conduct of classes, school program and/or school activities. This would include defaming, vandalizing, disrespecting, and/or destroying school or contracted property, as well as property off-campus that is visited as a result of a field trip or school-sponsored event.
- b. *Insubordination* – failure or refusal to comply with the reasonable requests of an administrator, a teacher or a staff member.
- c. *Physical aggression* – fighting in school, on school property, or at school-related events.

- d. *Inappropriate expression* – swearing, racial or sexual expressions or innuendoes, abusive language and/or similar behavior at any time, on school premises or at school-sponsored events.
- e. *Alcohol/other drugs* – consuming, sharing, transmitting, selling, buying (including “intent” to purchase), possession and/or being under the influence of alcohol, tobacco (to include e-cigarettes & e-juice) or nicotine products (unless the latter are prescribed by a physician as part of a documented smoking cessation treatment plan) and other drugs (including the misuse of prescription medications) at any time on school premises or at school-sponsored events.
- f. *Unauthorized substances* – possession of paraphernalia for consuming (use) of alcohol, tobacco, and other substances, (including vapor cigarettes and associated liquid substances: as we; as synthetic marijuana, K2/Spice and Bath Salts), as well as the consuming (use), sharing, transmitting, buying and/or selling of substances (including the misuse of prescription medication) on school premises or at school-sponsored events.
- g. *Hazing* – any conduct or method of initiation into any student organization or school team, whether on public or private property, which willfully or recklessly endangers the physical or mental health of any student or another person.
- h. *Bullying* – encompassing an imbalance of power and a variety of negative acts such as, but not limited to: physical (hitting, kicking, spitting, taking personal belongings); verbal (taunting, malicious teasing, name calling); psychological (spreading rumors, manipulating social relationships, extortion, or intimidation) carried out repeatedly over time.
- i. *Harassment* – creating a hostile environment by conduct or verbal threats, intimidation or abuse that has or would have the effect of unreasonably or substantially interfering with a student’s educational performance, opportunities or benefits, or mental, emotional or physical wellbeing.
- j. *Sexual harassment* – inappropriate visual, verbal or physical conduct directed by an adult to an adult, an adult to a student, a student to an adult or a student to a student.  
*Four elements of sexual harassment:*
  - 1. Sexual in nature or gender based
  - 2. Unwanted or unwelcome
  - 3. Severe, persistent or pervasive
  - 4. Interferes with ability to do work, learn or study
- k. *Disruptive materials* – distribution of or wearing materials on school grounds or at school functions that are obscene, inflammatory, advocate illegal action, appear libelous, obstruct the rights of others, or are disruptive to the school program.
- l. *Discrimination* – intimidates, harasses or discriminates against any person on the basis of the individual’s perceived or actual race, color, weight, nationality, religion, religious practice, age, sex, sexual orientation or disability by school employees or students on school premises or at school-sponsored events.
- m. *“Cyber” violations* – inappropriate and/or unauthorized use of technology (i.e., personal electronic devices such as MP3 devices or cell phones; computers; cameras; video and/or audio taping equipment; software; etc.) and/or the Internet to engage in behaviors including, but not limited to, bullying, intimidating, threatening, harassing, maligning and/or defaming others, accessing websites for non-academic purposes (e.g., social networking; media downloads, etc.), as well as use of unauthorized proxies or “tunneling”. Cyber violations also include violations of the Acceptable Use Policy and/or Electronic Devices with Text Messaging Capabilities Policy.

The Board of Education expects students to conduct themselves in an appropriate and civil manner, with proper regard for the rights and welfare of other students, district personnel and other members of the school community, and for the care of school facilities and equipment.

The best discipline is self-imposed, and students must learn to assume and accept responsibility for their own behavior, and for the consequences of their misbehavior. District personnel who interact with students are expected to use disciplinary action only when necessary and to place emphasis on the students’ ability to grow in self-discipline.

The Board recognizes the need to make its expectations for student conduct while on school property or engaged in a school function specific and clear. The rules of conduct listed below are intended to set standards and focus upon safety and respect for the rights and property of others. Students who will not accept responsibility for their own behavior and who violate these school rules will be required to accept the penalties for their conduct. In addition, the Board also recognizes the need for Administration to impose discipline 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.

## **IX Disciplinary Actions**

Students may be subject to disciplinary action, up to and including suspension from school, when the student engage in or promote:

- A. Conduct that is disorderly. Examples of disorderly conduct include, but are not limited to:
  - 1. Running in hallways.
  - 2. Making unreasonable noise.
  - 3. Using language or gestures that are profane, lewd, vulgar or abusive.





