



Williamsville South **STUDENT HANDBOOK**

Williamsville High School



**5950 Main Street
Williamsville, New York 14221
Telephone (716) 626 – 8200**

Mr. Keith Boardman
Principal

Mr. Scott Bielec
Assistant Principal

Ms. Andrea Rozansky
Assistant Principal

Mr. Kevin Lester
Interim Assistant
Principal/Athletic
Director

DAILY SCHEDULE

Time	Period
7:45 – 7:53	Homeroom
7:53 – 8:35	Period 1
8:39 – 9:21	Period 2
9:25 – 10:07	Period 3
10:11 – 10:53	Period 4
10:57 – 11:39	Period 5
11:43 – 12:25	Period 6
12:29 – 1:11	Period 7
1:15 – 1:57	Period 8
2:01 – 2:45	Period 9

TELEPHONE DIRECTORY

Attendance	626-8221	Main Office	626-8200
Guidance	626-8210	Nurse	626-8222
English	626-8227	Mathematics	626-8228
Business	626-8236	Library	626-8237
Social Studies	626-8233	Science	626-8230
Social Worker	626-8235	Athletic Director	626-8219
Psychologist	626-8234	Band	626-8226
		Chorus	626-8225
		Orchestra	626-8241
PE Boys	626-8243		
Girls	626-8229		

WILLIAMSVILLE SOUTH PHILOSOPHY

Williamsville South High School is a tradition-based community of students, staff and parents working to provide a positive, supportive learning environment that fosters responsibility, critical thinking, and healthy lifestyles. All students are given opportunities to become decision-makers, lifelong learners, and dependable, productive citizens.

We believe that together through active participation, we can achieve these goals by addressing the needs and developing the strengths of each individual within the school community.

CIVIL RIGHTS POLICY

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

The following person is designated to coordinate Title IX compliance activities:

Ms. Dana Floriano, Executive Director of Human Resources

Phone Number: (716) 626-8051

***See page 9 for more on Title IX**

The following person is designated to coordinate Section 504 compliance activities:

Mr. Anthony Scanzuso, Assistant Superintendent for Exceptional Education and Student Services

Phone Number: (716) 626-8061

GUIDANCE/COUNSELING PROGRAM AND SERVICES

GUIDANCE/COUNSELING STAFF

Mrs. Lanni-Manley: A - D, O

Mrs. Peller: E - K

Mr. VanDerMeid: L - N, P - R

Mrs. Jacobs: S - Z

Mrs. Vitale: Secretary

Mrs. Dewey: Scheduling/Grade Reports

Mrs. Lipchick: Receptionist

Mrs. Hausrath: Career Center

Student Placement & Scheduling

1. Work with teachers and parents to place students in the appropriate academic courses – (AP, Advanced, Regents, School Level)
2. Help students and parents select NYS required courses and electives to fulfill diploma requirements.
3. Schedule students in courses; counsel students in regard to course drop/add.
4. Academic planning for future success.
5. Group orientations followed by individual meetings with each student 9-12.

Counseling for Personal, Social & School Problems

1. Difficulty adjusting to high school.
2. Peer pressure, home and school problems.
3. Academic difficulty, report cards, parent phone calls.
4. Referral to appropriate services and agencies.

Career Exploration

1. Orientation to Career Center (Grade 9)
2. Interest inventory (Grade 10) and computer "Bridges/Choices" Program (Grade 11) or as requested.
3. Career Center Services: Grades 9 - 12
4. Choices after high school: Challenges, preparation, and opportunities.
5. College DVD Library.
6. Tuition funding strategies.

College Preparation

1. Grades and high school transcript.
2. Activities in and out of school.
3. Letters of recommendation by teachers, counselors.
4. Important Tests: PSAT -Grade 11 (Fall), SAT I, SAT II or ACT Grade 11 (spring), Grade 12 (fall)
5. Review Common Application, SUNY application, and supplemental apps for post-secondary institutions.
6. Financial Aid Workshop and Packets (FAFSA, CSS Profile).
7. College Information Night; National College Fair

OBTAINING YOUR WORK PERMIT

An application for a Working Permit is available in the Guidance/ Counseling Office between the hours of 8:00 A.M. and 3:00 P.M., Monday through Friday, or online at the Williamsville Schools website. Instructions are attached to the applications, which must be signed by a parent. Physical fitness certification and a birth certificate are also required.

Working permits are issued for students 14/15 years old. When a student turns 16 years of age, he/she must reapply for a new permit and repeat the process. The permit is valid until the minor reaches 18 years of age. After 18 years of age, working permits are no longer required. The employer will keep the permit on file for the NYS Labor Board. If you leave a job, ask for the permit to give to your next employer.

MARKING SYSTEM

1. Numerical marks are to be used in the Williamsville Central School District.
2. Report Cards will be available on WITS approximately every 10 weeks, with interim reports available on WITS at the 5, 15, 25, and 35 week intervals for all students whose academic progress is unsatisfactory. Positive interim reports are also encouraged.
3. The minimum passing mark is 65.
4. All students will receive 2 final marks for every subject taken:
 - (a) A final examination mark.
 - (b) For a full year course, a final mark computed using 9/10 marking periods and 1/10 final exam.
 - (c) For a 1-semester course, a final mark is computed using 9/10 marking periods and 1/10 final exam.
5. A student passes or fails a course based on the final grade. The final grade is calculated using the grades for each of the marking periods and the final exam grade.
6. A student will receive school credit for a course only if the final grade for the course is 65 or higher. A student will receive Regents credit for a course only if the final grade for the course **AND** the Regents exam grade are both 65 and higher.
7. Credit may be denied if a student fails to fulfill course requirements.
8. If a student retakes an examination or course and passes it, the higher of the two grades will be used to compute the overall cumulative average. The old final mark will be eliminated from the transcript.

HONOR ROLL/MERIT ROLL

Honor roll/merit roll is determined at the end of each marking period. To be considered for honor roll/merit roll, students must carry a minimum course load of 5 units plus one-half unit of physical education. To be eligible for merit roll, the unweighted grade average must be 85. To be eligible for the honor roll, the unweighted grade average must be 90. Grade average is computed by dividing the number of courses into the total numerical value of grades for all courses, including physical education.

STUDENT ASSISTANCE PROGRAMS

WELLNESS TEAM

The purpose of the Wellness team is to:

- Intervene with students who are having problems
- Educate & raise awareness of issues that impact adolescents
- Promote healthy lifestyles

Team members include: Mrs. Peller, Mrs. Lanni-Manley, Mrs. McAuliffe, Mrs. Jacobs, Mrs. Malley, Mrs. Penella, Mr. VanDerMeid, Ms. Rozansky, and two student representatives

SCHOOL RESOURCES

**FRIENDS DON'T WATCH FRIENDS FALL APART
IF YOU ARE HAVING PROBLEMS, OR HAVE A FRIEND WHO IS...REACH OUT TO SOMEONE!**

THERE ARE MANY CARING ADULTS IN OUR SCHOOL

TEACHER/ADVISOR: Seek out one whom you trust and are comfortable with.

COUNSELOR: Mrs. Peller, Mr. VanDerMeid, Mrs. Jacobs, and Mrs. Lanni-Manley

NURSE: Mrs. Pennella

SOCIAL WORKER: Mrs. McAuliffe

PSYCHOLOGIST: Mrs. Malley

ADMINISTRATOR: Mr. Boardman, Ms. Rozansky, Mr. Bielec, Mr. Lester

The following person is designated to coordinate Title IX compliance activities: Ms. Dana Floriano, Executive Director of Human Resources at 716-626-8051

The following person is designated to coordinate Section 504 Compliance activities: Dr. Anthony Scanzuso, Assistant Superintendent for Exceptional Education and Student Services at 716-626-8061

*Title IX refers to Sexual Harassment which is defined as any unwelcome sexual advances, request for sexual favors, or other unwanted verbal or physical conduct of a sexual nature. Such behavior causes a person to feel uncomfortable, embarrassed, offended, and often ashamed. It can cause an environment that makes learning difficult.

Examples include sexual comments, jokes, sexual rumors, and being cornered in a sexually intimidating way.

RESOURCES IN YOUR COMMUNITY:

ALCOHOL AND DRUGS

- **ALCOHOL POISONING** - If a friend is passed out or unable to communicate it means **HE/SHE COULD DIE! CALL 911** immediately for medical help.
- **DO YOU THINK YOU OR A FRIEND MAY HAVE AN ALCOHOL/DRUG PROBLEM?**
 1. Northern Erie Clinical Services - 874-5536
 2. BryLin - 633-1927
 3. Horizon Human Services - 418-8531
 4. Beacon Center - 831-1937
 5. Alateen - 856-2520
 6. Face to Face - 827-9462
 7. ALANON (aiswny.org)
 - a. St. Paul's Church – Eagle & N. Ellicott - 856-2520
 8. Narcotics Anonymous – www.nawny.org - 878-2316
 9. Gamblers Anonymous - 855-222-5542
 10. National Assoc. for Children of Alcoholics - 888-554-2627

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

SEXUALLY TRANSMITTED DISEASES AND HIV - CALL:

1. Your own doctor
2. Children's Hospital - 852-1578
3. Erie County Health Department - 858-7687
4. Planned Parenthood - 831-2200
5. HIV/AIDS Hotline - 1-800-541-2437

BIRTH CONTROL/PREGNANCY

1. Your own doctor
2. Planned Parenthood - 831-2200
3. Children's Hospital – Adolescent Clinic - 878-7015
4. Children's Hospital – Women's Clinic - 878-7737

GAY, LESBIAN AND QUESTIONING YOUTH

1. Gay and Lesbian Youth Services - 855-0221

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

1. Child Abuse and Protection Hotline - 1-800-342-3720
2. Police Emergency - 911
3. Crisis Services - 834-3131
4. Family Justice Center - 558-7233

5. Domestic Violence Hotline - 862-4357

EATING DISORDERS

1. Eating Disorders Recovery Center of WNY - 819-1338
2. Buffalo Centre for the Treatment of Eating Disorders - 276-6939
(nationaleatingdisorders.org)

RAPE AND SEXUAL ASSAULT - CALL:

1. Police Emergency - 911
2. Crisis Services - 834-3131

RUNNING AWAY

1. Compass House - a temporary residence and non-resident
Emergency Shelter - 886-0935
Resource Center - 886-1351
24 hour hotline - 886-0935
2. Franciscan Center - 822-8017

SUICIDE PREVENTION AND PSYCHIATRIC EMERGENCY

1. Crisis Services - 24-hour helpline - 834-1144
(www.kidscrisis.com)
2. American Foundation for Suicide Prevention - 1-800-273-8255

GRIEF & LOSS

1. Life Transitions Center - 836-6460

AMHERST YOUTH BOARD PROGRAMS & SERVICES

1. Youth Engaged in Service (YES Program) - 631-7210
3. Youth Works (Youth Employment Program) - 631-7217
4. Amherst Youth Consortium (Prevention Program) - 631-7215

THERE ARE PEOPLE IN YOUR LIFE WHO CARE ABOUT YOU. IT IS IMPORTANT TO REACH OUT WHEN IN NEED. YOUR PARENTS OR OTHER FAMILY MEMBERS, CARING FACULTY/SCHOOL STAFF, A FAMILY FRIEND, A SPIRITUAL ADVISOR ARE ALL OPTIONS. YOU ARE NOT ALONE.

NATIONAL HONOR SOCIETY

The National Honor Society is a national organization established to recognize outstanding high school students. NHS serves to honor those students who demonstrate excellence in the areas of scholarship, leadership, service, and character. These characteristics have been associated with membership in the organization since its beginning in 1921.

Eligible juniors and seniors receive invitations to attend an informational meeting each year in December. They are responsible to completing the necessary paperwork to be considered for membership in NHS.

The society's core values and criteria for membership are:

1. **Academics** – a cumulative average of at least 90.0 calculated after the first marking period of the junior year (9 quarters) or, if not inducted as a junior, after 12 quarters for consideration as a senior.
2. **Character** – student must demonstrate 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.
3. **Leadership** – student has served in a leadership position in the community and/or at school, or has demonstrated qualities of leadership.
4. **Service/Volunteerism** – service is one of NHS's core values, so candidates must demonstrate a dedication to serving others prior to being inducted. After induction students will be required to take part in service activities planned by the NHS chapter.

Once inducted, all National Honor Society members are expected to maintain membership requirements of the National Honor Society, including GPA, and to take part in National Honor Society service projects and attend regularly scheduled meetings.

Students may be dismissed for failing to fulfill the Chapter obligations. Dismissal will result in the removal of the NHS designation from school records and, depending on the severity of the infraction, possible notification of colleges to which the student has applied.

STUDENT ACTIVITIES

All students are eligible and encouraged to join one or more extracurricular activities. It's a great way to meet new friends, have fun, develop wider interests and spend some time doing worthwhile things. Graduates often tell us the only thing they would have changed about high school was to have gotten more involved in school activities.

Each class is represented in the student government with a class steering committee and a slate of officers. Student Congress coordinates student government and runs a number of programs for the student body throughout the year. Other clubs and organizations include:

(A student may not take part in a club activity if he/she has not attended school by 11:00am during the day of the activity unless the student has been given special permission by 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 the special permission will be granted.

AFS	Jazz Ensemble	Freshman Class
Art Club	LINK Crew	Sophomore Class
Authors United	Latin Club	Junior Class
Band Against Bullying	Marching Club	Senior Class
Comic Book Club	Masterminds	
Dance Line	Musical	
DECA	National Honor Society	
Drama Club	S.A.D. D	
GOATS United	Student Congress	
Gay-Straight Alliance (GSA)	Science Olympiad	
Environmental Club	Swing Choir	
Fitness Club	Technology Club	
French Club	WISP	
Interact Club	Yearbook	

OUT OF SCHOOL ACTIVITIES

Groups occasionally plan out of school activities that are not sponsored by the school. School sponsored activities will always be properly chaperoned by school personnel. Parental permission is required for students to attend.

Any outside activity that does not require the parent's permission is not school sponsored. Therefore, the school will not accept the responsibility or liability for students attending such activities.

WILLIAMSVILLE SOUTH BANDS

Our band program will provide a black dress for the girls to wear at all concerts and a tuxedo for all of the gentlemen: A rental donation fee of \$30.00 is due by Friday, September 14th from each 10th, 11th, and 12th grader. A rental donation of \$45.00 is due from each freshman. Over the years, we have purchased over one hundred tuxedos and seventy dresses. The rental donation fee is used yearly to replenish tuxedos and dresses for all students, the required blue South Band Polo for new members, as well as to purchase miscellaneous items such as reception items, awards, and flowers for our seniors.

STATE MANDATED HEALTH REQUIREMENTS

IMMUNIZATIONS:

Polio - 3 doses OPV or 4 doses IPV

Diphtheria - 3 doses given as DPT, DT, or Td

Mumps - 1 dose given after 1st birthday

Rubella - 1 dose given after 1st birthday

Measles - 1 dose given after 1st birthday

2nd dose: as of 1990, children born after 1/1/85 have a second dose before entering kindergarten. All New York State college enrollees must also have a second dose.

Hepatitis B – a complete series (usually 3 doses)

For students born on or after 1/1/94 – one dose of chicken pox vaccine (Varivax) OR written documentation from health care provider of disease history positive for chickenpox (Varicella)

SCREENINGS:

Scoliosis - annually between ages 8 and 16

Hearing - annually for grades K-7 and grade 10; also all new students to school system

Vision - annually for grade 10. Color vision, near and far vision for all students new to the district.

Physicals - grades 1, 3, 7, and 10; sports participation – annually Working papers, new students; Committee on Special Education requirements

Required physical exams – Grades K, 2, 4, 7, 10.

SPORTS PHYSICALS:

All students who wish to play an interscholastic sport for Williamsville must have a current sport physical on file in the Health Office. Physicals are good for one year and must cover each entire sport season. (You should go to your own physician for the physical, and it should be documented on our Williamsville forms available in the health office.) You should see your own physician for the physical as he/she is familiar with your child's history. Please have your doctor document his/her findings on our Williamsville forms available in the health office. Check with the Health Office for the exact date needed for each sport. The qualifying date for fall sports is August 1st or later of the preceding year. The qualifying date for winter sports is November 1st or later of the preceding year. The qualifying date for spring sports is March 1st or later of the preceding year. Athletes must have the drug and alcohol policy/ consent form/ health history form signed by a parent and the athlete before coming to the nurse for approval to play. Illness of more than 5 days and injuries require a doctor's note to resume competition.

INTERSCHOLASTIC DRUG AND ALCOHOL POLICY

All Williamsville athletes must sign a form stating that they will adhere to the district policy on abstaining from the consumption/use, sharing and/or selling, or possession of tobacco products, E-Cigarettes, alcoholic beverages, illegal drugs, and the paraphernalia for use of such drugs. Violations during an athletic season, at school or at any school function, or a violation outside of school observed by a school official or law enforcement official will result in immediate dismissal or suspension from the team.

INTERSCHOLASTIC TEAMS

<u>FALL</u>	BOYS - Cross Country, Football (Var., JV, Mod), Golf, Soccer (Var., JV), Gymnastics, Volleyball, (Var., JV) GIRLS - Cross Country, Field Hockey (Var., JV), Golf, Gymnastics, Swimming, Tennis, Volleyball (Var., JV), Soccer (Var., JV), Cheerleading (Var., JV)
<u>WINTER</u>	BOYS - Basketball (Var., JV, Mod), Bowling, Swimming, Wrestling (Var., JV, Mod), Ice Hockey, Track (Indoor) GIRLS - Basketball (Var., JV, Mod), Bowling, Track (Indoor), Cheerleading (Var., JV), Ice Hockey (Var.)
<u>SPRING</u>	BOYS - Baseball (Var., JV, Mod), Tennis, Track & Field (Var, JV), Lacrosse (Var., B, Mod) GIRLS - Softball (Var., JV, Mod), Track & Field (Var, JV), Lacrosse (Var, JV, Mod)

SPORTSMANSHIP

Williamsville South believes that interscholastic athletics is an important part of education and supports the ideals and values embodied in good sportsmanship. Sportsmanlike behavior is essential if interscholastic competition is to contribute usefully and constructively to the broad goals of education and quality of life of those involved.

Respect for the cultural and ethnic diversity of one's opponents, their school and community, is a fundamental tenet of wholesome athletic competition. This standard suggests that planned activity is needed to demonstrate a warm and friendly welcome, mutual respect, and a genuine readiness to participate in a sportsmanlike manner.

Players should demonstrate both knowledge of the rules and respect for game officials and their decisions. Coaches and school officials have the responsibility to teach and encourage these attributes.

SPECTATOR CODE OF ETHICS

At South High School we are committed to the ideals of good sportsmanship that govern our athletic programs at all events.

As student spectators, we have a responsibility to conduct ourselves in a way that supports and brings pride to the team and the school. Williamsville South High School has dedicated all of us to the importance of sportsmanship. The major function of athletics in high school is to teach and to foster in the school and community an appreciation for athletics and all young people.

WILLIAMSVILLE CENTRAL SCHOOL DISTRICT
CODE OF CONDUCT
Summary of Board of Education Policy 5310-P
Adopted by the Board of Education May 27, 2008

The Williamsville Central School District is committed to providing a safe and orderly school environment where students may receive and district personnel may deliver quality educational services without disruption or interference. Responsible behavior by students, teachers, other district personnel, parents and other visitors is essential to achieving this goal.

The Williamsville Central School District Code of Conduct addresses the following topics, listed here with a brief description of the content contained in the policy. For a complete text, a copy of the Code of Conduct is available in each school, the district office, and on the district website at www.williamsvillek12.org.

Student Rights and Responsibilities- The role of any school is to foster growth in social, academic and personal responsibilities for all of its students. To accomplish these goals, certain forms of order are necessary. The discipline philosophy of the WCSD reflects the concern for an optimal learning situation by providing consistent expectations for student behavior.

Students' Rights	Require→	Students' Responsibilities
1. To a free public education in the least restrictive environment.		1. To attend school every day unless they are legally excused and be in class, on time, and prepared to learn.
2. To a classroom atmosphere that is orderly and conducive to learning.		2. To conduct themselves in a manner that contributes to the ability of the class to learn. <i>Respecting themselves and others in class, on school grounds, and on buses and any school related activity.</i>
3. <i>To be respected as an individual, treated fairly, and with dignity by all members of the school community.</i>		3. To treat themselves, others, property with respect and dress appropriately for school and school functions.
4. To competent instruction that deals with the individual needs of the learner.		4. To meet the goals and objectives of the curriculum and ask questions when they do not understand.
5. To feel secure in their personal safety and integrity.		5. To respect the rules, regulations and procedures of the District, and to seek help in solving problems that might lead to disciplinary action. To report observations of possible code violations; <i>to respect others' personal space.</i>
6. To experience professional and ethical relationships with all staff.		6. To conduct themselves in an appropriate manner toward staff and contribute to a respectful school environment; <i>to seek help and assistance when needed.</i>
7. To express themselves in a socially acceptable manner.		7. To react to direction given by teachers, administrators, and other school personnel in a respectful, positive manner, and work to develop mechanisms to control their anger.
8. To a program that will improve their physical well-being in the least restrictive environment.		8. To attend classes (everyday, unless legally excused) and participate in the programs to the fullest level of their ability.
9. <i>To organize, promote, and participate in student activities and clubs as part of the formal education process or as authorized by the school principal.</i>		9. To be involved to the fullest level of their interest and ability, to seek help in solving problems that might lead to disciplinary action, conduct themselves as representatives of the District when participating in or attending school-sponsored extracurricular events and to hold themselves to the highest standards of conduct, demeanor, and sportsmanship.
10. To know the school rules and their consequences.		10. To familiarize themselves and abide by school rules, regulations, and procedures, and all District policies, rules and regulations dealing with student conduct. <i>To be truthful about and accountable for words and actions.</i>
11. To a clean, well-maintained educational facility.		11. To contribute to maintaining a safe and orderly school environment that is conducive to learning and to show respect toward other persons and property.
12. To experience the democratic process.		12. To abide by the decisions made in the democratic process. <i>To express thoughts and opinions in ways that are polite, respectful, and courteous.</i>
13. To be able to report violations to the Code without fear of retaliation.		13. To respect the rights of others and act in an honest and civil manner.
14. To be in an environment free of intimidation, harassment, or discrimination.		14. To demonstrate conduct that fosters civility, kindness, and acceptance and is void of harassment and/or discrimination.
15. <i>To exercise freedom of inquiry and expression, within appropriate limits of the law and provided that the rights of others are not diminished.</i>		15. <i>To respect the rights and feelings of fellow students, parents, school staff, visitors, and guests. To try to correct and improve behavior through restorative interventions.</i>

Essential Partners-

Parents are expected to:

1. Recognize that the education of their child(ren) is a joint responsibility of the parents and the school community.
2. Send their children to school ready to participate and learn.
3. Ensure their children attend school regularly and on time.
4. Ensure absences are excused.
5. Insist their children be dressed and groomed in a manner consistent with the student dress code.
6. Help their children understand that in a democratic society appropriate rules are required to maintain a safe, orderly environment.
7. Know school rules and help their children understand them.
8. Convey to their children a supportive attitude toward education and the district.
9. Build good relationships with teachers, other parents and their children's friends.
10. Help their children deal effectively with peer pressure.
11. Inform school officials of changes in home situation that may affect student conduct or performance.
12. Provide a place for study and ensure homework assignments are completed.

Teachers/Support Personnel are expected to:

1. Maintain a climate of mutual respect and dignity, which will strengthen students' self-concept and promote confidence to learn.
2. Be prepared to teach.
3. Demonstrate interest in teaching and concern for student achievement.
4. Know school policies and rules, and enforce them in a fair and consistent manner.
5. Communicate to students and parents:
 - a. Course objectives and requirements
 - b. Marking/grading procedures
 - c. Assignment deadlines
 - d. Expectations for students
 - e. Classroom discipline plan.
6. Communicate regularly with students, parents and other teachers concerning growth and achievement.
7. Build good relationships with their students and parents.
8. Act as role models for students, maintain appropriate personal boundaries with students, and refrain from engaging in any behavior that could reasonably lead to even the appearance of impropriety. Inappropriate fraternization of staff with students is against District policy. Employees are expected to maintain a professional, ethical relationship with students.

School Counselors/Social Workers/School Psychologists are expected to:

1. Establish meaningful relationships that affirm and support students.
2. Assist students in coping with peer pressure and emerging personal, social and emotional problems.
3. Initiate teacher/student/counselor conferences and parent/teacher/student/counselor conferences, as necessary, as a way to resolve problems.
4. Review regularly with students their educational progress and career plans.
5. Provide information to assist students with career planning.
6. Encourage students to benefit from the curriculum and extracurricular programs.
7. Act as role models for students, maintain appropriate personal boundaries with students, and refrain from engaging in any behavior that could reasonably lead to even the appearance of impropriety. Inappropriate fraternization of staff with students is against District policy. Employees are expected to maintain a professional, ethical relationship with students.

Principals are expected to:

1. Promote a safe, orderly and stimulating school environment, supporting active teaching and learning.
2. Ensure that students and staff have the opportunity to communicate regularly with the principal and approach the principal for redress of student complaints/grievances.
3. Closely monitor the implementation of curriculum content and performance standards across all disciplines.
4. Support the development of and student participation in appropriate extracurricular activities.
5. Enforce the code of conduct and ensure that all cases are resolved promptly and fairly.
6. Act as role models for students, maintain appropriate personal boundaries with students, and refrain from engaging in any behavior that could reasonably lead to even the appearance of impropriety. Inappropriate fraternization of staff with students is against District policy. Employees are expected to maintain a professional, ethical relationship with students.

Superintendent(s) are expected to:

1. Promotes a safe, orderly and stimulating school environment, supports active teaching and learning.
2. Reviews with district administrators the policies of the Board of Education and state and federal laws relating to school operations and management.
3. Inform the Board of Education concerning educational trends relating to student discipline.
4. Work to create instructional programs that minimize problems of misconduct and are sensitive to student and teacher needs.
5. Work with district administrators in enforcing the code of conduct and ensuring that all cases are resolved promptly and fairly.
6. Act as role models for students, maintain appropriate personal boundaries with students, and refrain from engaging in any behavior that could reasonably lead to even the appearance of impropriety. Inappropriate fraternization of staff with students is against District policy. Employees are expected to maintain a professional, ethical relationship with students.

Board of Education members are expected to:

Collaborate with student, teacher, administrator, and parent organizations, school safety personnel and other school personnel, to develop a code of conduct that clearly defines expectations for the conduct of students, district personnel and visitors on school property and at school functions.

STUDENT DRESS: The responsibility for the dress and attire of a student rests primarily with the student and his or her parents or guardians. 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.

Allowable Dress and Attire:

- Students must wear clothing including both a shirt with pants or skirt, or the equivalent (for example dresses, leggings, or shorts) and shoes.
- Shirts and dresses must have fabric in the front, back and on the sides (under the arms).
- Clothing must cover undergarments (waistbands and straps excluded).
- Fabric covering private parts must not be see through.
- Clothing must be suitable for all scheduled classroom activities where unique hazards can exist. Specific dress requirements may be required by the District for students participating in activities in which clothing and/or jewelry may be a safety or health concern, such as science laboratories, physical education, technology classes and interschool athletics. Additionally, some courses may require specialized attire, such as smocks, lab coats, activity-specific shoes, or safety gear.

Within reason, the school reserves the right to establish and enforce special dress code requirements for certain school events that occur beyond the regular school day (i.e. dances, award ceremonies, graduation)

Non-Allowable Dress & Attire:

- Clothing, footwear or jewelry will be banned if they present a threat to the student's, or another student's, health and safety.
- Clothing may not depict, advertise or advocate the use of alcohol, tobacco, marijuana, or other controlled substances.
- Clothing may not depict pornography, nudity or sexual acts.
- Clothing may not use or depict hate speech or use language/symbols that create a hostile or intimidating environment toward any protected class or marginalized groups, including (but not exclusive to) groups based on race, ethnicity, gender, sexual orientation, gender identity, gender expression, religious affiliation, cultural observance, household income, body type/size or any other protected groups.
- Clothing may not display profanity or advocate illegal action in any way.
- Accessories that could be considered dangerous, used as a weapon, or cause a disruption to the learning environment in any way.

If the student's attire threatens the health or safety of any other person, then discipline for dress or attire violations should be consistent with discipline policies for similar violations.

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

- 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.
- Insubordination-* failure or refusal to comply with the reasonable requests of an administrator, a teacher or a staff member.
- Physical aggression-* fighting in school, on school property, or at school-related events.
- 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.
- Alcohol/other drugs-* consuming, sharing, transmitting, selling, buying, possession and/or being under the influence of alcohol, tobacco and other drugs (including the misuse of prescription medications) at any time on school premises or at school-sponsored events.
- Unauthorized substances-* possession of paraphernalia for consuming (use) of alcohol, tobacco, and other substances, as well as the consuming (use), sharing, transmitting, buying and/or selling of substances (including the misuse of prescription medications) on school premises or at school-sponsored events.
- 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.
- Bullying* – encompassing an imbalance of power and a variety of negative acts such as: 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.
- 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:
 - Sexual in nature or gender based
 - Unwanted or unwelcome
 - Severe, persistent or pervasive
 - Interferes with ability to do work, learn or study
- Disruptive materials-* distribution of or wearing materials on school grounds or at school functions that are obscene, advocate illegal action, appear libelous, obstruct the rights of others, or are disruptive to the school program.

- k. *Discrimination*- intimidates, harasses, or discriminates against any person on the basis of race, color, nationality, religion, age, sex, sexual orientation or disability on school premises or at school-sponsored events.
- l. *"Cyber" violations*- inappropriate use of technology (i.e., cell phones; computers; etc.) and/or the Internet to engage in behaviors including, but not limited to, bullying, intimidating, threatening, harassing, maligning and/or defaming others.

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.

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.

Disciplinary Actions- Students may be subject to disciplinary action, up to and including suspension from school, when they engage in:

- a. Conduct that is disorderly such as running in hallways; using language or gestures that are profane, lewd, vulgar or abusive; disruption of the school day; and trespassing.
- b. Conduct that is insubordinate such as failing to comply with lawful directions of school personnel demonstrating disrespect; and lateness for, missing or leaving school without permission.
- c. Conduct that is disruptive such as being late for school or class or being unprepared for class.
- d. Conduct that is violent or physically aggressive including threatening or committing an act of violence upon any member of the school community; possessing a weapon, threatening to use a weapon or displaying what appears to be a weapon; intentionally damaging or destroying school district property.
- e. Conduct that endangers the safety, morals, health or welfare of others such as lying to school personnel; stealing; acts of sexual harassment (as defined in the district's sexual harassment policy); possessing, distributing obscene materials, possessing, using or sharing tobacco, alcohol or other drugs, including OTC and prescription drugs. Possessing paraphernalia used in connection with any banned substance.
- f. Academic misconduct including plagiarism, cheating, and other violations of the *District Code of Conduct*.

Student Conduct on School Bus- It is crucial for students to behave appropriately while riding on school buses, to insure their safety, that of other passengers and to minimize distraction for bus drivers. Since the school bus may be regarded as an extension of the classroom, children are required to conduct themselves on the bus in a manner consistent with the established standards for classroom behavior. Excessive noise, pushing, shoving and fighting will not be tolerated. Also, it is important that those waiting for buses conduct themselves properly in respect to the rights and property of others.

Only after a child boards the bus does he/she become the responsibility of the district. Such responsibility ends when the child is delivered to the regular bus stop at the close of the school day. The parent or guardian is responsible for supervision until the child boards the bus in the morning and after the child leaves the bus at the end of the school day.

Reporting Weapons or Substance Abuse Violations- Any student or staff member observing a student possessing a weapon, alcohol or other illegal substance on school property or at a school function, shall report this information immediately to the building principal. Any weapons, alcohol or illegal substances found shall be confiscated immediately, followed by notification of the parent of the student involved and the appropriate disciplinary action taken, up to and including permanent suspension and referral for prosecution.

Disciplinary Expectations and Penalties- Discipline is most effective when it deals directly with the problem at the time and place it occurs and in a way that students view as fair and impartial. School 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.

As a general rule, discipline will be progressive. This means that a student's first violation will usually merit a lighter penalty than subsequent violations. Students who are found to have violated the district's code of conduct may be subject to the following penalties, either alone or in combination with one another. The school personnel identified after each penalty are authorized to impose that penalty, consistent with the student's right to due process.

- 1. Verbal warning – any member of the district staff
- 2. Written notification to parent – teachers, principal, superintendent
- 3. Written warning – teachers, principal, superintendent
- 4. Detention – teachers, principal, superintendent
- 5. Suspension from transportation – principal, director of transportation, superintendent
- 6. Suspension from athletic participation – principal, superintendent
- 7. Suspension from social or extracurricular activities (i.e.: to include, but not limited to, athletic contests or events, celebratory events, clubs, dances, graduation, moving up day, prom)– principal, superintendent.
- 8. Suspension of other privileges (i.e.: leadership positions, National Honor Society, student competitions, field trips)-principal, superintendent
- 9. In-school suspension – principal, superintendent
- 10. Temporary removal from classroom by teacher – teachers
- 11. Short-term (five days or less) suspension from school – principal, superintendent, board of education
- 12. Long-term (more than five days) suspension from school – superintendent, board of education.
- 13. Permanent suspension from school – superintendent, board of education.

Discipline of Students with Disabilities- If the conduct of a student is related to a disability or suspected disability, the student shall be referred to the Committee on Special Education (CSE).

Corporal Punishment- Defined any act of physical force upon a student for the purpose of punishing that student. Corporal punishment of any student by any district employee is strictly forbidden.

However, in situations where alternative procedures and methods that do not involve the use of physical force cannot reasonable be used, reasonable force may be used to:

1. Protect oneself, another student, teacher or any person from physical injury.
2. Protect the property of the school or others.
3. Restrain or remove a student whose behavior interferes with the orderly exercise and performance of school district functions, powers and duties, if that student has refused to refrain from further disruptive acts.

Student Searches and Interrogations- The Board of Education is committed to ensuring an atmosphere on school property and at school functions that is safe and orderly. To achieve this kind of environment, any school official authorized to impose a disciplinary penalty on a student may question a student about an alleged violation of law or of the district code of conduct. Students are not entitled to any sort of "Miranda"-type warning before being questioned by school officials, nor are school officials required to contact a student's parent before questioning the student.

School officials are authorized to conduct searches of students and their possessions for an illegal matter or a matter that threatens the health, safety, welfare or morals of the students attending our schools. Such searches shall not be conducted unless founded upon reasonable suspicion. In authorizing such searches, the Board acknowledges both state and federal constitutional rights that are applicable to personal searches.

School lockers are not private (student) property, rather they are the property of the district and as such, may be opened and inspected by school officials without a student's consent.

Visitors to the Schools- Parents and other district citizens are encouraged to visit our schools and classrooms. Since schools are a place of work and learning, however, certain limits must be set for such visits. Arrangements must be made in advance with the principal's office so that class disruption is kept to a minimum. All visitors must sign-in and receive a visitor's identification badge, which must be worn at all times while in the school or on school grounds. All visitors are expected to abide by the rules for public conduct on school property contained in the code of conduct.

Public Conduct on School Property-The purpose of this provision is to maintain public order and prevent abuse of the rights of others while on school property. The Board of Education recognizes that the primary purpose of the district is to provide a superior atmosphere for learning and education. Any action by an individual or group aimed at disrupting, interfering or delaying the education process or having such effect, is in violation of this policy. The Board will seek restitution from and prosecution of any person or persons who willfully damage school/district property.

In accordance with the law, a summary of the code of conduct will be provided to all students at the beginning of each school year. All current staff and new employees will be given a copy of the complete code of conduct and copies of the code are available for review in each school, the district office, and on the district website. The code of conduct was developed by the district's Youth Wellness Committee, comprised of parents, teachers, students, administrators and community members.

WILLIAMSVILLE SOUTH STUDENT EXPECTATIONS AND CODE OF CONDUCT

PASSES

Throughout the school day, except between classes, students must have written permission to move from one area to another in the building. Students must receive a pass ahead of time to go to the library or computer lab. Also, teachers may restrict pass privileges when they feel it is necessary.

To reward responsible conduct, students may apply for an **Honors Pass**, which can be substituted for a written pass in many situations. Specific requirements are listed on the application available in the Main Office, but essentially students must maintain good standing in attendance, conduct and academics to be eligible for an **Honors Pass**.

ATTENDANCE 626-8220 / 626-8221

ATTENDANCE POLICY- As per Williamsville School District Policy revised March 2007, excused and unexcused absences; tardies and early departures are as follows:

Excused Absences, Tardies and Early Departures- Any absence not included as excused is considered unexcused.

- | | |
|------------------------------|--|
| • Personal illness | • Approved college visits |
| • Illness or death in family | • Approved cooperative work programs |
| • Unsafe travel conditions | • Military obligation |
| • Religious observance | • Late bus |
| • Medical appointments | • School sponsored field trip |
| • Quarantine | • School endorsed, but not school sponsored field trip with bonafide educational purpose |
| • Required court appearances | |

Unexcused Absences, Tardies and Early Departures

- | | |
|-------------------|--------------------------|
| • Family vacation | • Oversleeping |
| • Hunting | • Missed Bus |
| • Babysitting | • Private instruction |
| • Haircut | • Drivers Permit/License |

ATTENDANCE PROCEDURES- Students are expected to be in school, on time, every day. The building will be open to students starting at 7:30 am. Homeroom attendance will be taken at 7:45 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 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.

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.

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 626-8200. 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 approximately 24 hours following the request. 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. Students will be issued a verification pass to show teachers. Teachers are required to mark this absence as unexcused unless they see a verification pass issued by the Attendance Office. 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. Verification passes cannot be issued after the third day. 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 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.

Tardy to Class – *Will be defined as reporting to class without a legal pass any time after the bell rings to begin the class. The classroom teacher will take the following action with students who are tardy to class:*

The classroom teacher will take the following action with students who are tardy to class:

- 1st tardy – teacher warning (incident)
- 2nd tardy – teacher warning and phone call or email to parent/guardian (incident)
- 3rd tardy – teacher refers student to Assistant Principal or assigns a teacher detention
- Any subsequent tardy will result in the teacher writing a referral to the Assistant Principal.

Tardy to School- *defined as arriving to school without a legal excuse after 8:35 a.m.*

If a student arrives without a legal note after 8:35 a.m., they will be considered Tardy to School and must report immediately to the attendance office to sign-in. The missed class (or classes) will be considered a class cut and the student will receive a referral to the Assistant Principal.

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 will generally result in three (3) after school detentions.

DRIVING CARS TO THE HARKNESS CENTER

Students who wish to drive themselves, only (no passengers), to Harkness, must obtain a permit and approval by an administrator from both Harkness and South high School. Any student issued a permit may have the permit revoked under these circumstances:

1. Driving other students in his/her car to or from Harkness.
2. Abuses the time of arrival at either school.
3. Loitering in or about the vehicle resulting in lost class time.
4. Inappropriate driving or parking at either school site.

WILLIAMSVILLE SOUTH HIGH SCHOOL ACADEMIC INTEGRITY POLICY

Williamsville South High School is a tradition-based community of students, staff and parents working to provide a positive, supportive learning environment that fosters mutual respect, responsibility and critical thinking. All students are given opportunities to become decision-makers, lifelong learners, and dependable, productive citizens. Since academic and behavioral integrity is an important facet of our building culture, WSHS does not condone cheating and plagiarism.

Cheating

"Cheating is using someone else's words, test answers, and/or ideas and claiming them as your own. It is academic misconduct that includes: plagiarism, cheating, copying, altering records and/or assisting another student in any of the above actions" (Lake Placid Central Schools).

Plagiarism

As defined in Robert Shepherd's Writing Research Papers, plagiarism is "the act of intentionally or unintentionally treating work done by someone else as though it were your own" (39).

Plagiarism can be intentional or unintentional. Always assume you must complete assignments yourself unless you are told to do otherwise by your teacher. If you ever have questions about how to cite a source properly, ask your teacher or the library media specialist directly. Remember that you must cite all information that is not yours, regardless of whether you summarized, paraphrased, or quoted the material.

If a student plagiarizes an **assignment*** in **ANY** of the following ways, then the student will receive disciplinary consequences:

1. The assignment, or any part of it, is written or completed by someone else or reflects the ideas of someone else without proper documentation.
2. The writer used insufficient, incorrect, or unusable documentation.
3. The writer uses word for word phrases/passages and shows no documentation.
4. The writer uses word for word phrases/passages, and documents the source **BUT** does not use quotes.
5. The writer paraphrases the source **BUT** does not document the source.

*WSHS's definition of an **assignment** is: any homework, project, test, quiz, class activity, paper, lab, or any other type of work assigned by a teacher.

Please note the following in regards to work completed using A.I. technology:

- Doing academic work requires that the work you turn in is your own. A paper that is written by or using A.I. is not considered your own original work.
- It doesn't matter which A.I. program/software you use. Using any of these to write your papers is considered a form of plagiarism.

Academic Consequences

Upon confirmation of plagiarism or cheating, the following penalties will be enforced. The administration may impose additional sanctions, depending on the seriousness of the offense. (Outline of academic consequences adapted from Lake Placid Central Schools, Lake Placid, New York.)

First Offense

- The teacher will notify the student's parent(s), legal guardian(s) or custodians of the plagiarism or cheating.
- The student will be required to re-do the work for no more than half credit and should the student fail to turn in a redone assignment, it will receive a ZERO as incomplete.
- The offense will be included in the student's disciplinary record.

Second Offense

- The teacher will notify the student's parent(s), legal guardian(s) or custodians of the plagiarism or cheating.
- The student will have a conference with his/her parent(s), legal guardian(s) or custodians, the teacher and an administrator.
- The student will earn a ZERO for the work in question and may be required to re-do the work for no credit at the teacher's discretion.
- The offense will be included in the student's disciplinary record.
- The student will receive one day of restriction room.

Third and Subsequent Offenses

- The teacher will notify the student's parent(s), legal guardian(s) or custodians of the plagiarism or cheating.
- The student will have a conference with his/her parent(s), legal guardian(s) or custodians, the teacher and an administrator.
- The student will earn a ZERO for the work in question and may be required to re-do the work for no credit at the teacher's discretion.
- The offense will be included in the student's disciplinary record.
- The student will receive two days of restriction room
- The student will be removed from all elected or appointed leadership positions.
- The student will be removed from National Honor Society, if a member.
- The student will not be considered for membership in National Honor Society or similar organizations.

Works Cited

Lake Placid Central Schools. Everything You Want to Know about the Pitfalls of Cheating but Didn't Know to Ask. Lake Placid, NY: Lake Placid Central School District, 2003.

Shepherd, Robert D. Writing Research Papers. Boston: McDougal-Littell, 1997.

SOUTH'S DINING AREAS

Breakfast is served from 7:40am until approximately 8:30 am. Lunch is served periods 4, 5, 6, 7 and 8 are designated lunch periods. A la carte and lunch food prices are posted. Students seeking free or reduced lunch must apply annually through the Business Office.

Our most important standard is:

EVERY STUDENT HAS THE RIGHT TO EAT IN A CLEAN, SAFE ENVIRONMENT.

Therefore students are expected to:

- Clean up any mishaps they cause
- Use appropriate recycling and trash containers for all materials left from their lunches
- Remain in the cafeteria unless they obtain a pass to leave
- Respect all requests from dining monitors and staff
- Refrain from any hazardous or inappropriate behavior especially throwing food or other objects
- **Keep table and floor area clean**

The QUAD is an outside area with picnic tables and benches just west of the cafeteria and is bordered by the sidewalk. Students are permitted to eat in the quad when it is open. Students must remain in the designated area or face disciplinary action that may include suspension. Adult supervision is provided, but it will be the responsibility of the students to maintain the area. Students should refrain from playing active games (hackey sack, football, etc.) or running around, and they must maintain a reasonable noise level because of the classes on the second floor.

The creation of this area is a response to student requests. If we have problems with disruptive behavior or if students do not keep the area clean, it may be necessary to close it.

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 proscribed behavior.

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

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

Student data files and other electronic storage areas will be treated like school lockers. This means that such areas shall be considered to be School District property subject to control and inspection. The 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.

NOTE: Refer also to Policy #8271 -- Internet Safety/Internet Content Filtering Policy

District Code of Conduct on School Property

Adoption Date: 7/07/09

Revised Policy Adopted: 5/22/12

Revised Policy Adopted: 5/26/15

Consequences of Violations

Suspected violations of acceptable use will be communicated to appropriate school personnel. Persons found to be in violation of acceptable use may be denied technology access on appropriate District equipment. Any determination of non-acceptable usage serious enough to require disconnection shall be promptly communicated to appropriate supervisory staff for further action.

Actions may include the following:

- Users could be banned from access to specific technological equipment or facilities for a period of time
- Users could be required to make full financial restitution
- Users could be banned from using telecommunication facilities
- Users could lose INTERNET account privileges
- Suspension, detention or even expulsion are possible outcomes of severe violations
- Users could face prosecution if criminal activity is involved.

Liability

Use of the District computer equipment, Internet accounts, as well as networks and information contained on them is required to support the instructional program. While every reasonable effort will be made by District personnel to provide Internet filters to questionable materials, the student and the parent/guardian also must accept responsibility of ethical usage of District facilities.

The District respects the right of each parent/guardian to be fully informed of all requirements of this policy and any procedures adopted to insure acceptable use of the ITS. Procedures will be established to define the process by which parents/guardians may submit a written request to deny or rescind student use of the ITS.

OTHER STUDENT EXPECTATIONS

CELL PHONES

The school policy related to cell phones is as follows:

- Cell phones may be used during passing time in the halls or during free periods in the cafeteria
- Cell phones may be used during class period time only with explicit permission from teacher
- Cell phones may NOT be used during class without explicit permission from teacher
- Cell phones may NOT be used in hallways during class periods

The discipline for non-compliance of our cell phone procedure is as follows:

First Offense – Student turns cell phone over to faculty/staff member.

Subsequent Offenses – Student turns cell phone over to faculty/staff member. Student receives one after school detention plus additional consequences for insubordination if deemed necessary.

LOCKERS

Each student is provided with a hall locker and a gym locker. Please take time to be sure the locker is locked each time the locker is closed. Lockers are not to be shared and each student is responsible for the condition and contents of the locker assigned to him/her. We urge students **NOT** to bring large amounts of money or valuables (expensive jewelry, I-pods etc.) to school. The school is not responsible for personal items lost or stolen during the school day. School lockers should be used to secure belongings (jackets etc.) and books and should be locked at all times. We encourage all students to purchase a combination lock for their gym locker. It is the student's responsibility to provide a quality lock, and if a lock is changed, the new combination must be submitted to the PE Office.

All lockers remain the property of the school. School authorities may enter and inspect a locker without notice. Any inside locker decorations must be in good taste and not offensive to others.

TEXTBOOKS

All textbooks used by students are supplied by the district. Once they have been issued, the students must assume financial responsibility for damaged or lost books. During the first days of school each classroom teacher will be assigning textbooks. The teacher will keep accurate records of the books assigned.

Teachers may check textbooks at any time, and if a student loses a textbook at any time during the year, it is his/her responsibility to notify the teacher immediately.

ASSEMBLY PROGRAMS

Assembly programs provide a unique educational opportunity to be shared and enjoyed by the students and the entire school community. They play an important role in enhancing the overall learning process for all who participate.

To ensure the success and integrity of each assembly program held, the following procedures have been established:

- Students will enter the auditorium and be seated in a timely and responsible manner. All books and notebooks are to be left in a classroom or locker. Students are to remain with their teacher during the assembly program in case of emergency evacuation. Attendance must be taken after the evacuation.
- Students will stand at the beginning of the National Anthem and/or Pledge of Allegiance and will be seated immediately upon its conclusion.
- Students are to display courteous behavior throughout the duration of the program. Inappropriate behavior will not be tolerated and will result in prompt removal from the auditorium for disciplinary action.

10TH PERIOD

The Library is open every day from 2:45 to 3:30 P.M. for students who are seeking extra help. The Cafeteria is open every day from 3 to 3:30 P.M. Academic teachers are available every day to assist in homework, projects, and extra help for course work.

LEARNING CENTERS & STUDY HALLS

Students, with 6 classes and P.E. MAY be scheduled in a "Learning Center/Study Hall" where they can study, complete homework and receive academic support from a teacher or peer tutor.

VISITORS

During the school day, all visitors to the school building and/or grounds are required to report to the Main Office and sign in upon arrival. Visitors will be given a dated "visitor's pass". Students wishing to bring a visitor to the school should request permission from administration and all of their classroom teachers at least one week in advance and both sets of parents must sign the permission slip. Both the visitor and the student host should report to the Main Office at the beginning of the school day.

SHADOWING

Procedure: Parents and students meet with the counselor at the high school. This allows for direct and accurate information to be conveyed to the parents. At this time, counselors may also give a tour of the building, offering each family the opportunity to see the entire building.

The scheduling of shadowing will be limited from 7:45 a.m. to 10:00 a.m. unless otherwise arranged through the guidance office and the administration.

PERMANENT LATE ARRIVAL/EARLY DISMISSAL EXCUSE PRIVILEGE and BLUE CARD

New York Education Law requires that each student in grades 9-12 attend school for 5 ½ hours each day. In order to comply, students will not be able to obtain early release until after 7th period (7:45-1:15 = 5 ½ hours).

The only exception to this will be internships that have been approved by Mrs. Kennedy and Mr. Pieters that require travel time during 7th period. Job related or work experience releases before 8th period will **NOT** be approved.

Students in 11th and 12th grades who have no regularly scheduled class at the beginning or end of the day may apply for regular late arrival or early departure in the Main Office provided they adhere with the above stated rule. Applications must include either a notarized parent signature, or the parent must bring the application to the Main Office and have the signature witnessed by one of the office staff.

Blue Cards must be carried at all times. Failure to produce a blue card when asked will result in the loss of this privilege after the first warning.

In very unusual situations, underclass students may apply for a permanent excuse privilege. An explanation, by a parent, of the unusual situation must accompany the application. The principal must then approve the application. If a permanent excuse privilege is granted, the following procedures will apply:

1. Obtain your "blue card" at the Attendance Office. Keep it with you at all times. You may not leave without it in your possession.
2. When utilizing the permanent excuse privilege, report to the Attendance Office for sign-in or sign-out. Failure to comply with this rule may result in suspension of your privileges.
3. If you change your schedule, report to the Attendance Office to correct your permanent excuse privilege form.
4. Students must leave the building promptly.
5. If a student must return to the building, he/she should obtain administrative approval.
6. Academic failure/repeated discipline offenses will result in your "Blue Card" being revoked for a period of time determined by the administration.

STUDENT DRIVING AND PARKING

Student parking at South High School is a privilege. Parking is open to senior, junior and sophomore students. A limited number of spots are allocated first to seniors, then juniors, and then to sophomores. The following procedure will be used to assign spots:

Students must register their car in the Main Office, sign and fill out an application. Seniors will be given preference, then juniors, then sophomores. Once the appropriate number of spots has been filled, no more parking permits will be issued.

Driving to school and parking on school property is a privilege requiring strict adherence to the following rules:

- A valid parking tag must be displayed on the inside rear view mirror
- Students are to park in designated areas only (designated by white lines) -- not in teacher, staff or visitor areas (yellow lines)
- Campus speed limit is **5 mph**; drive carefully
- It is unlawful to pass a school bus with flashing lights
- Parking privileges may be suspended or terminated (as determined by administration) and/or additional disciplinary consequences may be given for any of the following:
 - Violation of the parking rules noted above
 - Unsafe driving
 - Persistent disciplinary problems
 - Persistent parking/driving infractions
 - Unacceptable academic performance
 - Students who illegally leave campus, either in their car, another student's car or by foot

Any student who drives to school or ride to school in a car, does so at his / her own risk. WCSD is not liable for damage, vandalism or theft of the vehicle or items in the vehicle.

SCHOOL DANCES

Students at Williamsville South, while in attendance at school functions, shall be governed by school policies. All students must arrive at a dance within one hour of its starting time unless prior arrangements have been made with the administration. If a student leaves the building, without a chaperone's approval, he/she will not be allowed to return to the dance.

BUS TRANSPORTATION

For a regular school day, buses are scheduled to arrive at school no later than 7:25 A.M. and to depart at the end of the day at 2:55 P.M.

Expectations of all Bus Riders:

Students are expected to behave in an orderly and positive way at all times. It is imperative that students consider the health and safety of all who are riding the bus and follow the directions of the driver. Smoking is not allowed at any time. Failure to behave properly, obey all rules, and listen to the 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.

UNSCHEDULED SCHOOL TIME

During unscheduled time ("free periods") you are to report to one of the areas listed below. You must report to one of these designated areas during the regular passing time between periods and remain at the area for the entire period. There is to be no unnecessary movement or loitering in the halls during periods. This is to ensure that classes may be conducted without disturbances. If your destination is the cafeteria, go there immediately. You should not be in the halls after the bell rings. Passes are not issued from the cafeteria to any other location except the main office, restroom, school store, computer labs, career center, locker or library (only during the first 20 minutes of the period).

Cafeteria - lunch and conversation

Library - reading, research and quiet study

Individual Help from a Teacher - be sure to plan with the teacher in advance. You must have a pass from the teacher you wish to see.

Special Areas - Music, Technology Shops, Art Room, Computer Labs, etc. (as long as areas are supervised by an adult)

Career Center - an area containing information on careers, colleges, institutions of further education and training.

AFTER SCHOOL TIME

The building is open Monday through Friday from 7:00 AM until 10:00 PM. Students are not to be in the building after 3:05 PM unless under the direct supervision of a coach, advisor or staff member. The cafeteria will be open until 3:30 for students waiting for a ride. Parents picking children up after 3:05 are asked to do so at the West side of the building (near the cafeteria). After 5:00 PM, no students are to be in the building unless a building permit for a specific activity has been approved. All persons must leave the building no later than 10:00 PM.

**WILLIAMSVILLE SOUTH
DISCIPLINARY PROCEDURES AND CONSEQUENCES**

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

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

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

On-Campus Sites

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

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

Off-Campus Sites

Students may be assigned to the Structured Studies Program at the Dexter Terrace School, located in Tonawanda, as an out-of-school suspension. Students are transported to and from Dexter on a school bus. A certified teacher and an aide work with students to assist them in accomplishing schoolwork provided by classroom teachers. The academic day (9:00 am -2:15 pm) is slightly shorter due to transportation arrangements.

There may also be instances when students are assigned at 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 3:50 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, ready to work before the bell rings. 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, including passing times.
- 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 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 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 three (3) throughout the school day. Please discuss any special medical needs with your administrator prior to serving a suspension.

DANCES- All school rules apply. Only Williamsville South students and their guests may attend. Only 1 guest per South student is permitted. Middle School students may not attend as guests. Students may not leave the building and return while attending a school-sponsored dance. A suspension resulting from your actions at a dance WILL...

- **Forfeit your privilege to attend ANY dance up to and including the following semester**

Special Note on Class Cuts

A student who cuts class will receive a grade of zero for any test, project, or assigned homework that is not turned in during that class period. In addition, the student will be expected to turn in any work issued during the cut class, or previous classes, on the same deadline as the students who were present. Failure to do so will also result in a grade of zero for the work. State regulation allows for us to hold a student accountable both academically and behaviorally for cutting a class due to the unfair advantage it gives this student in terms of the delay in taking a test or turning in an assignment.

Suspension of Extracurricular Privileges:

****Please Note:** As is the case in all suspensions, a student may not participate in school activities including athletic practice, contests, dances, proms, extracurricular activities or any other school sponsored activity for the duration of the suspension.

The following infractions will result in an **immediate** 5-Day suspension and a WCSD Superintendent's hearing:

- 1). Possessing a weapon. Authorized law enforcement officials are the only persons permitted to have a weapon in their possession while on school property or at a school function. "Weapon" means a gun, pistol, revolver, shotgun, rifle, machine gun, disguised gun, dagger, dirk, razor, stiletto, switchblade knife, gravity knife, metal knuckle knife, box cutter, cane sword, electronic dart gun, Kung Fu star, nunchucks, electronic stun gun, pepper spray or other noxious spray, explosive or incendiary bomb, or other dangerous instrument that can cause physical injury or death.
- 2). Displaying what appears to be a weapon.
- 3). Threatening to use any weapon.
- 4). Selling, distributing or exchanging alcoholic beverages or illegal substances for profit or use by either party. "Illegal substances" include inhalants, marijuana, cocaine, LSD, PCP, amphetamines, heroin, steroids, look-alike drugs, bath salts, synthetic marijuana (i.e. K2 spice), e-cigarettes and any substances commonly referred to as "designer drugs".
- 5). Arson.
- 6). Engaging in or threatening to carry out any willful act, which disrupts or could potentially disrupt the normal operation of the school community and could endanger or endangers the safety, health and welfare of students, teachers, administrators, support staff, public school employees, community members or others including local law enforcement officers and emergency response teams.
- 7). Inappropriately using or sharing prescription and over-the-counter drugs
- 8). Possession or consumption of alcoholic beverages or illegal substances or being under the influence of either on school property or at a school sponsored function

The Dignity for All Students Act (DASA)

The Dignity for All Students Act (DASA) was signed into law on September 8, 2010 and takes effect on July 1, 2012. The Act 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.

The DASA legislation also resulted in several amendments to New York State Education Law. By creating a new Article 2 and revising Sections 801(a) and Section 2801, school districts are now required to expand instruction in civility, citizenship and character education to include "an awareness and sensitivity in the relations of people, including but not limited to: different races, weights, national origins, ethnic groups, religions, religious practices, mental or physical abilities, sexual orientations, gender identity or expression, and sexes." Finally, the latter amendments require Boards of Education to include language addressing DASA in their codes of conduct.

The Williamsville Central School District supports Asset Development in all of our schools. We believe in a partnership among schools, families, and community to ensure that our students receive consistent messages promoting positive and healthy youth development.

What are the Developmental Assets?

The 40 Developmental Assets are positive experiences, opportunities, and personal attributes that help *all* children and adolescents develop responsible, successful, and thoughtful decision making skills.

External

A dult role models and positive peer influence
S ervice to others
S afety
E xpectations and Positive Family Communication
T ime at Home and Caring Neighborhood
S chool and Family Boundaries

Internal

A chievement motivation
S elf Esteem and Personal Power
S chool engagement
E quality and Social Justice
T ime for Personal Reading
S ense of Purpose

Why do the Developmental Assets matter?

The more assets young people experience, the less likely they are to engage in a wide range of risk-taking behaviors such as drug, alcohol, and tobacco use.

Research also supports that the more assets young people possess, the more likely they are to engage in positive, thriving behaviors including, but not limited to, school success, valuing diversity, and maintaining good health.

By focusing on relationships, opportunities, skills, values, and self perceptions—the assets—we work together consistently to promote a positive future for all students.