

West Seneca West Senior High School

2008-2009

Student Handbook

Parents:

Please read through this handbook and discuss rules and expectations with your child. We would like to call special attention to the attendance policy and the computer use policy, as well as expectations for student behavior, academic performance and completion of homework assignments. Parents must return the blue sign-off page found in the front of this book.

This handbook conforms to the *West Seneca Central School District Code of Conduct*, adopted by the Board of Education in April of 2007. A complete copy of the *West Seneca Central School District Code of Conduct* can be found in the appendix of this book, should you wish to peruse it.

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INTRODUCTION

Welcome to West Seneca West Senior High School

We hope this handbook will help you to become better acquainted with the many educational and co-curricular opportunities available to students as well as provide you with an understanding of school policies and regulations.

West Seneca West provides a comprehensive curriculum and an extensive extracurricular program. If we wish to succeed fully as an educational establishment, responsibilities must be shared between students, staff and the entire community in order to create an educational climate conducive to learning.

The degree to which students have a productive year is largely dependent upon the student's own initiative in using the available services. The school staff is ready to assist you in making your high school experience educationally rewarding.

Best wishes to all students. May your experience prove successful and enjoyable.

Jon T. MacSwan
School Principal

MISSION STATEMENT

The mission of the West Seneca Central School District is to provide a diversified educational program which will produce literate, caring, ethical, responsible, and productive citizens who are capable of adapting to change.

THE MEANING OF WEST SENIOR

Work Together

Express a positive attitude

Smile and compliment each other

Take responsibility for your actions

Show consideration; care for others

Extend equality to everyone

Notice and respect others, as you want to be treated

Involve yourself in school activities

Offer help to those in need

Respect yourself, others, privacy

TELEPHONE DIRECTORY

Please advise your parents of this listing. Be sure they know the names of your assistant principal and counselor.

Public telephones are available in the foyer of the school for student use. A pass is required for telephone use during study halls. Office telephones are reserved for business purposes and will not be made available to students.

Messages will be delivered to students only in emergencies affecting the health or safety of students.

In all cases, the phone number for West Senior's switchboard is 677-3350. Individuals listed below may be reached by dialing the switchboard.

High School Principal:

Mr. Jon T. MacSwan

Senior Clerk:

Mrs. Elizabeth Gioia

Principal's Secretary: (677-3354)

Mrs. Karen Kapuscinski

High School Assistant Principals:

Mrs. Ellen Stoeckert

(Students whose last names begin A-K)

TBD

(Students whose last names begin L-Z)

Main Office Secretaries:

(677-3351)

Mrs. Kathleen MacLeod (Switchboard)

(677-3352)

Mrs. Lisbeth Copella

Student Service Center Secretaries:

(677-3361)

Mrs. Kelly Cline

(677-3362)

Mrs. Mary McCabe

Attendance Secretary: (677-3358)

Mrs. Colleen Rozek

School Nurse: (677-3380)

Mrs. Sandra Boody

Mrs. Elaine Jacks

Head Custodian: (677-3378)

Mr. John Kollander

PARENT INFORMATION

West Seneca West Senior - A Parent Participation School

PARENTAL INVOLVEMENT

West Senior believes that student achievement is directly linked to parental involvement and we therefore encourage such involvement in school educational planning and daily operations. Parental involvement may take place as a result of participation in the Parent Teacher Guild (PTG), the Shared Decision Making Team (SDMT), Comprehensive School Improvement Program Committee (CSIP), in the classroom (as volunteers) or during extracurricular activities. Please contact the building principal about any of these options.

Our school also encourages direct parental involvement at home (for example, planned home reading time, informal learning activities and/or homework "contracts" between parents and children).

Students at West Senior are assigned homework regularly. Homework, (any assignment for study or preparation outside the classroom) is necessary because much learning is dependent upon "time on task". Parents can help to ensure student success through insistence upon regular, guided, structured study time at home. While we attempt in-school solutions to remediate homework, these must be supplemented by rigorous attention to home study if students are to learn responsibility and gain the cognitive skills necessary for today's highly competitive work environment.

SCHOOL CLOSINGS

In the event it is necessary to close school for the day due to inclement weather or other emergency reasons, announcements will be made over the following local radio stations: WGR-AM 550; WBEN-AM 930; WEBR-AM 970; WWKB-AM 1520; WBUF-93 FM; WJYE-96 FM; WHTT-104 FM; and WYRK-106.5 FM.

When school is closed, all related activities, including athletic events, adult education and student activities (clubs, sports, musical programs, etc.) will be closed for that day and evening.

BUSES

Bus transportation is provided for all students. Students are reminded to be on time for morning pick-ups. After-school buses are provided on Monday through Friday.

2:00 p.m.	normal dismissal
2:40 p.m.	for students kept after to complete homework

NO UNSUPERVISED STUDENTS ALLOWED IN BUILDING PAST THIS TIME

3:40 p.m.	regular detention or extended Supervised Study Time and Block 5
4:30 p.m.	full day detention
5:30 and 6:30 p.m.	late sports buses

Students will normally be dismissed from fourth block to the 2:00 bus; however, students who need to complete homework assignments due that day must stay after on the same day until 3:40. See the following section for further information on school policy regarding Block 5 and Homework Reinforcers.

Block 5

What Is Block 5?

Block 5 is an after-school program offered by our faculty. It is intended to give students opportunities for:

- Homework help
- Class work review
- Enrichment
- Preparation for Tests
- Project Work

What Is the Philosophy of Block 5?

Block 5 is the faculty's answer to those students who need assisted time-on-task outside of class. Senior high school students are expected to realize that **academic time after school is not a punishment, but an opportunity which is being extended to them.** Those students who utilize Block 5 help to ensure themselves that they will meet course requirements in a timely manner.

Students may seek out Block 5 when they feel the need to stay after school. Students are further expected to make the time to attend Block 5 at the request of any of their instructors.

Where is Block 5 Held?

Block 5 may be held:

- In each teacher's room from 2:00 to 2:40 PM on a daily basis, as long as teachers are not engaged in professional meetings
- In an alternate location such as the library or the AIS room

Who Monitors Block 5?

The subject area teacher primarily monitors Block 5. The maximum effect of pupils working after school occurs when teachers are able to give students individualized attention. In those cases when teachers are not available after school, pupils may seek help from our corps of Teacher Assistants in the AIS room. Teacher Assistants are fully accredited teachers who each have subject-area expertise.

How Do Students Schedule Block 5?

Students may be recommended for Block 5, may volunteer to attend, or may be required by parents to attend:

- **Teachers will often request** that students see them after school to make up homework assignments or receive extra help. It is expected that students will take responsibility in these cases and immediately attend Block 5 with their instructors.

- **Any student may approach a teacher** and ask to schedule a Block 5 if the student is experiencing difficulty with homework or with classroom concepts. Teachers are very pleased to schedule time after school with students upon request.

- **Students may “drop in” to the AIS room** after school to receive help from Teacher Assistants. The AIS room is open each day from 2:00 to 3:30 for those students needing voluntary homework or class work help.

- **Parents may request** that students report to the AIS Block 5 on a regular basis (e.g., two or three days per week). Parents may also arrange student attendance at teacher-conducted Block 5, dependent upon mutual agreement with the teacher.

What Reward Does Attendance At Block 5 Offer?

Those students who attend Block 5 will realize many benefits, including higher grades, a better positive self-image, and the sense of satisfaction, which derives from time well spent.

Some teachers may offer Block 5 as a time to make up overdue assignments for partial credit, however, this is not required of any teacher. Although extenuating circumstances are often taken into account by teachers, meeting assignment due dates is an important part of the student's role and the student must expect academic consequences (lower grades or “zeros”) if assignments are missed.

The best use of Block 5 occurs when the student asks for help before the date an assignment is due. The students who learn to plan their work and gather the resources they will need are truly on the road to academic self-sufficiency and success.

Homework Statement

Homework provides excellent opportunities for developing good study habits, taking into account individual differences and abilities and encouraging self-initiative on the part of the student.

Students at West Senior are assigned homework regularly. Homework (any assignment for study or preparation outside the classroom) is necessary because much learning is dependent upon “time on task” and classroom time must be supplemented to be fully effective. Parents can help to ensure student success through insistence upon regular, guided, structured study time at home. While we attempt in-school solutions to remediate homework, these must be complemented by rigorous attention to home study if students are to learn responsibility and gain the cognitive skills necessary for today’s highly competitive work environment.

As a school, we:

Encourage regular and meaningful homework in courses.

Believe that homework should be done in a timely manner, be of high quality and should encourage student responsibility as it advances student learning.

Provide support for teachers in assuring student completion of homework assignments while meeting instructional standards.

Support students in mastering the concepts reinforced through homework.

Communicate with parents regarding homework policies, assignments and grading.

Student independence is fostered through assumption of the daily responsibility for homework completion. Homework helps students to grow in mastery of subject matter as well as in character.

Students have a responsibility to:

- complete assignments with care and remit on the assigned date for submission
- carry an assignment planner to each class and carefully record homework assignments when given, including due dates and the criteria for submission
- make-up homework following an absence
- plan to devote time during the day in study halls and during after-school hours in homework completion and quiet study
- plan to spend some time in nightly review for courses even when no specific written assignment is given
- accept constructive criticism regarding the accuracy of homework completion and seek out opportunities to remediate homework whenever possible
- ask for help when homework problems arise
- stay after school for extended study opportunities on a voluntary basis or when requested by a teacher
- communicate regularly with parents and teachers regarding homework

Parents and the school also share the responsibility for student learning.

Parental involvement in student’s homework is essential to making homework an integral part of the educational program and provides a real opportunity for parent-child communication centering around school-related issues.

Parents can assist their child(ren) with homework by:

- providing a study area free of distractions and with good lighting
- asking questions about the content of student homework
- giving requested assistance, but letting the student do his or her own work
- helping create a “homework habit,” at the same time each night
- checking the student planner and ensuring that students are making provisions to complete nightly and long-range assignments in a timely manner
- encouraging the child to establish and maintain good study habits
- providing positive reinforcement for positive actions on the part of the child
- maintaining contact with the school when problems arise

At the discretion of the teacher, students may be assigned homework each night. The school has a responsibility to make homework a meaningful and educationally rewarding experience.

The school assists students and parents in regards to homework by:

- providing an assignment planner which should be used by all students as they record homework assignments and which may be used by parents and teachers to monitor homework completion
- setting clear standards for homework completion including due dates and exact guidelines for acceptable submission of homework
- ensuring that all homework assignments are meaningful and support classroom learning activities
- checking homework for completeness and accuracy in a timely manner, providing feedback to students
- counting homework as a part of the quarterly grade computation
- providing homework remediation opportunities through teacher intervention (e.g. Block 5) or school-wide intervention (Supervised Study, Learning Lab, Saturday School, etc.)
- communicating with students and parents regarding the status of homework completion via phone calls, progress reports, e-mail and comments on the report card

Block 5

At West Senior we believe all students can succeed. Block 5 and similar programs have been established to assist students in completing and taking responsibility for their homework.

Teachers may request that students stay after school any night of the week until 3:30. Teachers are on duty every day from 2:00 until 2:40 to meet with students needing extra assistance.

Block 5 and extended learning opportunities are offered for students who need extra help or extra time to get work done. Students are assigned to Block 5 if they have not completed assignments or have had a behavioral issue during class. Block 5 meets in teacher rooms from 2:00 to 2:40 and in the library from 2:00 p.m. to 3:30 p.m.

AIS PROGRAM

AIS is a clinic for students that need Academic Intervention Services.

What is AIS?

Academic Intervention Services is a state mandated program offered at West Senior to help students prepare for the state standards. In place of a study hall, students may receive intervention from certified staff or peers.

About AIS:

Students are provided with one on one or small group assistance with any of our certified staff.

. The Students are given the extra support and encouragement they need to help them succeed academically.

. The AIS clinic is staffed with one special education teacher and several teaching assistants, all certified in different academic areas.

. In addition to the general studies AIS clinic, there are also specific subject area clinics that students can be scheduled into.

Students are automatically scheduled into AIS if they fall into any of the following situations:

Scored in the level 1 or level 2 range on the 8th grade state assessments for Math, ELA, Science or Social Studies.

Student's final average is below 70% from the previous year.

Students are missing one or more of the needed requirements for graduation.

Students, parents or counselors may request a student's placement into AIS.

Find out more about the program by contacting your child's guidance counselor or by visiting West Senior online at:

<http://www.wscschools.org>

EXTENDED LEARNING OPPORTUNITIES

Extended Learning Opportunities are offered to supplement programs designed to increase student attention to homework. In the past these strategies have included Supervised Study Programs, which included students who failed two or more classes in a marking period or who were recommended by their teachers. Students in Supervised Study Programs meet at designated times (such as Tuesdays and Thursdays from 2:00 until 3:30). During the Supervised Study sessions students either meet with teachers or spend time studying in the cafeteria. These students are typically those who have exhibited a lack of attention to study, rather than a lack of ability.

Supervised Study Programs have also included Saturday mornings when the extra time is deemed necessary to student success. All supervised study time programs reinforce the concept that "At West We Do Our Homework!"

PARENT-TEACHER GUILD

The main goal of the West Senior Parent-Teacher Guild (PTG) is to encourage strong school-community relations. The PTG welcomes all parents to become members. Please contact West Senior for information.

FLEX DAY

Wednesday, December 3, 2008 is reserved as a day for parent-teacher conferences (students will not be in attendance that day). Parents are invited to the school to discuss their child's progress. Additional information will be forthcoming regarding reserving conference time.

In order to make this day convenient for working parents, conferences will be scheduled in two time blocks from 12:30 p.m. to 3:30 p.m. and then from 5:00 p.m. to 7:15 p.m.

Parents may sign up for Flex Day appointments at Parent-Go-To-School Night on September 25, 2008. Call-in appointments are made in November.

GRADE REPORTING INFORMATION

Parents and students are advised that the following schedule will be followed by teachers as they grade for each of the quarters:

GRADING PERIODS AND REPORT CARD DATES

QUARTER	BEGINS	ENDS	APPROXIMATE WEEK OF REPORT CARD DISTRIBUTION:
1	September 3	November 7	November 17
2	November 10	January 30	February 9
3	February 2	April 3	April 20
4	April 6	June 12	June 29

Teachers may also send home progress reports on students who are in need of remediation or to the parents of those students who have earned positive reports. Progress reports are typically sent out after the fifth week of each quarter. Progress reports will be sent out during the following weeks:

PROGRESS REPORT DATES

QUARTER	FIFTH WEEK PROGRESS REPORT WILL BE MAILED HOME DURING THE WEEK OF:
1	October 9
2	December 12
3	March 5
4	May 7

PARENTS-GO-TO SCHOOL NIGHT

Parents-Go-To-School Night will be held on Thursday, September 25, 2008. Parents are urged to attend school this night from 7:00 p.m. to 9:00 p.m., as teachers will outline courses and student expectations.

SCHOOL RULES

School rules help us to live together peaceably and ensure the smooth running of the school by establishing standard procedures we all can live with. This section of the handbook outlines some of our most important school rules, but in all cases, courtesy, respect for one another and good sense prevail as our guiding principles.

Our school rules have been collaboratively developed by teachers, students, parents and administrators, and support the West Seneca District Code of Conduct.

School rules apply to students in school as well as to students who attend school-sponsored events on and off-campus.

RESPECT FOR AUTHORITY AND GENERAL ATTITUDE

Students are here for the explicit purpose of learning. The staff at West Senior helps to facilitate that learning process. The staff will be treated with respect at all times. Respectfulness and politeness go hand-in-hand in adding to a student's image in the eyes of the school and community. We want our staff at West to be as proud of our student body as our student body is of the entire school.

Student respect must be extended to all fellow members of the student body. At West Senior we follow a "no hunting policy" which means that students treat each other with the respect they expect from others. Harassment, bullying, intimidation, rumor spreading and other hurtful behaviors will not be tolerated.

The rules are not constructed in any way to prevent or limit communication, self-expression, or any positive growth within our student body. We maintain and enforce school rules to make perfectly clear that we want a school we can all feel comfortable in and proud to be associated with.

DISCIPLINE POLICY

Objectives:

- 1) To ensure an environment where learning takes place.
- 2) To quickly identify chronic disciplinary problems and provide appropriate structure and referral.

WEST'S DISCIPLINE PROGRESSION

Level 1	Detention (90 minutes After School Detention) 2:00 – 3:30 p.m. a) Detention held Monday through Friday. b) Detention will operate with the same restrictions as a quiet study hall. Students should bring work to do or work will be assigned to them by the faculty supervisor. c) Failure to report as assigned or inappropriate behavior in the detention room will require a parent conference prior to the student's re-admittance to school.
Level 2	Two consecutive 90 minute detentions.
Level 3	One Full Day Detention (FDD) (Two night's detention from 2:00-4:30 PM) *
Level 4	Two Full Day Detentions 2:00-4:30 P.M. Guidance counselor notified
Level 5	Full Day – tailored academic program – 9:10 am to 2:40, 3:30 or 4:30 pm
Level 6	School Suspension 1-4 days a) Parent(s) must readmit student with assistant principal. b) If reason for suspension was disruption of the detention program, then the student must serve his/her original penalty before returning to the school community.
Level 7	Principal's hearing - up to 5 day suspension a) Parent(s) called in to readmit student. b) Social worker or school psychologist may be brought in.
Level 8	Referral to the Superintendent at the discretion of the building principal

* Saturday detentions are scheduled for repeat offenders.

CONSTANTS

1. **TARDINESS** - Detentions are assigned for every late to school/class. Parents will be notified of excessive tardiness. Students with excessive tardiness may be assigned detention by the teacher every time they are late, with detention time increasing from 2:00-3:30 and 2:00-4:30 in extreme cases.
2. **SMOKING** - Two Full Day Detentions (2:00-4:30 PM).
3. **TRUANCY** (skipping school) - Two to three Full Day Detentions (2:00-4:30).
4. **FLAGRANT DISRESPECT FOR AUTHORITY** - 3 to 5 days suspension. Principal's hearing, parent conference required to re-admit.
5. **FIGHTING OR PHYSICAL CONTACT WITH INTENT TO HARASS, BULLY OR INJURE** - 1 to 5 days suspension. Principal's hearing, parent conference required to readmit, police may be notified.
6. **PHYSICAL DAMAGE TO BUILDING, STEALING, POSSESSION OF WEAPON** - 5 days suspension. Principal's referral to superintendent - hearing, parent conference required to re-admit, police will be notified. Restitution to be made wherever applicable.
7. **STRIKING A TEACHER** - 5-day suspension followed by a parent conference, referral for counseling, referral to superintendent, police notified.
8. **FALSE FIRE ALARMS** - 5-day principal suspension. Police notified and possible superintendent hearing. Parents required to re-admit.
9. **ALCOHOL/SUBSTANCE ABUSE** - 5 day suspension, police notified, possible superintendent hearing, parent conference, counseling referral.
10. **CUTTING DETENTION** – Detention doubled, full day detention (2 days 2-4:30), suspension from school with parent conference for re-admittance. Student must serve original detention.
11. **DANGEROUS WEAPONS** - Sanctions are covered later in this handbook.
12. **LEAVING SCHOOL GROUNDS** - One full day detention (two nights 2-4:30).
13. **CUTTING BLOCK 5:** If a student is assigned block 5 by a teacher or parent and does not honor this commitment, he/she will be assigned to detention 3:30 until 4:30.
14. **REMAINING ON CAMPUS AFTER THE SCHOOL DAY WITHOUT PERMISSION OR WITHOUT LEGITIMATE AFTER-SCHOOL PURPOSE:** Detentions until 4:30.
15. **THREATS** (actions, gestures or words meant to intimidate): Could include suspension, Superintendent's hearing, police notification.

AFTER SCHOOL PRIORITIES

AS DEMANDS ON STUDENTS' AND FACULTY TIME GROWS, WEST SENIOR ADOPTS THESE PRIORITIES FOR STUDENTS' AFTER SCHOOL ACTIVITIES.

PRIORITIES FOR STUDENTS' AFTER SCHOOL ACTIVITIES

2:00 P.M. - 3:30 P.M.

1. WORK WITH A TEACHER
2. BLOCK 5
3. DETENTION

*If students are assigned two detentions on the same day, they will attend the LONGER of the two.

When all above responsibilities have been met, then student may participate in extracurricular activities including:

**school club meetings
sporting events
marching band
musicals and band**

Permanent Early Dismissal

Seniors are eligible to apply for a permanent early dismissal. An early dismissal will only be authorized if the student has a study hall or lunch scheduled during the block he/she is requesting the early dismissal. Student schedules will not be adjusted so that an early dismissal can be issued.

CONDITIONS:

- 1.) Any abuse of the permanent early dismissal, such as leaving earlier than the designated time or failure to leave the building and grounds promptly after dismissal, may result in the revocation of this privilege and the return of the student to a full day school attendance schedule.
- 2.) Permanent early dismissal does not in any case free the student of school responsibilities or after school detention obligations.
- 3.) The parent/guardian takes full responsibility for the safe transportation of the student.
- 4.) The student must be successfully completing all academic requirements and registered for 6 1/2 credits.

Leaving School Grounds

In the event that it becomes necessary to leave school grounds during the school day, students must obtain permission from the attendance office. The attendance office will require a note or phone call from the student's parent or responsible party listed on the medical "Emergency Information Card" to verify the need for absence.

Any student leaving school grounds during the school day for ANY destination, without the knowledge and permission of school officials, is truant.

Smoking Rules

Smoking by students anywhere on school property, including buses is prohibited. The health and safety reasons for this prohibition have been clearly demonstrated. In public buildings in Erie County there are stiff fines and penalties for violations because smoking is injurious to the non-smoker as well. It goes without saying that school policies intend to deny any opportunity for the smoking of tobacco or marijuana on school property.

With respect to smoking, all staff members will report to the Assistant Principal the name of any student found:

- a. with a lighted cigarette in his hand or mouth
- b. tossing away or passing a lighted cigarette
- c. exhaling smoke

District regulations forbid smoking by anyone on school grounds while students are in attendance.

PUBLIC AND INDIVIDUAL SAFETY

The possession, sale or use of fireworks is illegal in New York State and will not be permitted in school. Any pupil seen with fireworks will be reported to the principal.

West Senior has a fire alarm procedure which gives immediate attention to the location of the fire box pulled and the apprehension of anyone turning in a false alarm. An alarm brings in firefighters at personal risk to volunteers. A false alarm is a serious violation of local ordinances.

Any tampering with fire extinguishers or their condition or with the automatic fire doors would be considered injurious and hazardous to public safety.

Littering is not only an eyesore and unhealthful, but in a number of instances, particularly on stairs, creates unsafe conditions. Students found to be littering will be asked to clean up their own mess.

Spitting on floors, walls and in stairwells is prohibited due to health concerns.

At times, especially in the cafeteria, students may be asked to clean an area, even if they did not contribute to the litter in that area. Students should cheerfully aid in honoring this request realizing that this is a requirement of good citizenship.

FIRE DRILLS AND EMERGENCY EVACUATIONS

Fire drills and school evacuations for other reasons are for the purpose of practicing evacuation from the building quickly and safely. Students are expected to:

1. Follow directions from the teacher.
2. Listen to specific instructions on the public address system.
3. Remain with the teacher and students in the class unless instructed otherwise (the teacher will carry a name identifying sign or appoint a student leader to do so). This will help the teacher take an accountability roll call.
4. Exit the building quietly. If using a staircase, file in double rows. If the student leader or teacher at the head of the column encounters a problem (i.e. blocked stairwell) along the exit route, they will hold their hands up, palms out for the column to stop. All students must be ready to follow alternate instructions.
5. Once outside, move away from the buildings staying clear of roads or traffic areas that may hinder arrival of emergency vehicles. No students are allowed to be in their cars parked in the lot.
6. Return to the building only when directed by a staff member and go immediately to your class.

In the event that a student is not under immediate supervision of a teacher, follow instructions from the nearest staff member.

If at lunch during an emergency alarm, follow instructions that your block 3 teacher has previously reviewed with you unless otherwise directed by cafeteria staff. Be sure to push your chair under the table and safely exit the cafeteria. Depending on the cafeteria that you are in, take the designated exit. Your teachers have been instructed to meet you here.

LOCK-DOWN SITUATION: All students must respond immediately to staff directions. Students in the hallways will be expected to join a class or area with staff supervision.

ABSOLUTELY NO CELL PHONE USAGE OR E-MAILING IS PERMITTED DURING ANY EMERGENCY EVACUATION UNLESS INSTRUCTED TO DO SO.

DANGEROUS WEAPONS IN SCHOOL

No student shall have in his or her possession upon school premises any rifle, shotgun, pistol, revolver, other firearm, knives, dangerous chemicals, explosives, or any object that is not necessary for school activities and which could be used as a weapon. A weapon is defined as any instrument capable of firing a projectile, the frame or receiver of any such weapon, a firearm muffler or silencer, any explosive device, or any instrument capable of inflicting bodily harm.

In accordance with the Gun-Free Schools Act of 1994, a student found guilty of bringing a firearm, as defined in federal law, onto school property will be subject to at least a one year suspension from school after a hearing before the superintendent has been provided pursuant to section 3214 of the Education Law.

New York State Peace Officers and Police Officers are the only people permitted on school property to have a weapon in their possession.

Dangerous weapons are categorized as:

- firearm, including pistol, handgun, silencers and electronic dart and stun gun
- shotgun, rifle, machine gun
- air gun, spring gun, BB gun
- switchblade knife, dagger, razor, box cutter, utility knife
- kung fu stars, Ninja stars, nunchucks
- explosives
- acid or deadly or dangerous chemicals
- imitation gun, loaded or blank cartridges and other ammunition
- any deadly, dangerous or sharp pointed instrument intended for use as a weapon including scissors, nail file, broken glass, chains
- laser-beam pointers

SCHOOL BOMB THREATS ARE A FELONY

Governor Pataki signed legislation on October 19, 1999 making it a Class E felony for anyone to issue a false bomb threat directed toward a school in New York State. This law also includes the crime of falsely reporting an incident of an explosion, fire or the release of a hazardous substance. Individuals convicted of issuing a bomb threat face felony criminal prosecution, as well as a one-year suspension of their driver's license. Persons may face youthful offender or juvenile delinquency adjudication. This law directs that any bomb threat or false reporting of an incident unrelated to school grounds is now a Class A misdemeanor. The law took effect on December 1, 1999.

Related legislation was signed permitting municipalities, fire districts and other emergency service providers to seek restitution costs associated with their response to a bomb threat on school grounds. The legislation allows for up to \$10, 000 in restitution to be paid by any individual convicted of reporting a false incident or bomb and up to \$5,000 to be paid by the parents of a child who makes a false report. Parents may make a hardship application to the Court for judgments over \$500. This law took effect in July 1999.

Hundreds of hours of class time have been lost in New York State schools as a direct result of bomb threats. This legislation sends a clear message that this behavior must not be tolerated or accepted.

POLICY REGARDING CARRYING OF ITEMS ON SCHOOL BUSES

Following is the policy developed for the carrying of items on board school buses in the West Seneca School District. The policy is a compilation of D.O.T. Regulations and State Education Department safety guidelines. The policy has been put into place for the safety of our student passengers and to allow the school bus drivers to do their jobs in a secure environment.

1. New York State D.O.T. prohibits the carrying of any object that will interfere with a passenger's seat, seating space, safety or comfort. No object will be allowed on board a school bus that will:
 - a. Take up a seating space in which another student may sit.
 - b. Sit on a student's lap, yet prohibit the student from lunging forward into the padded seat back directly ahead of the child.
 - c. Be placed in the aisle way.
2. Students may bring objects on board a bus that will:
 - a. Be placed between the student's legs on the floor or on the student's lap that will not interfere with the space or safety of any student on board.
 - b. Fit easily into a knapsack or separate bag that can be carried by the student.
3. Athletic equipment is almost always prohibited. This includes baseball bats, lacrosse sticks, ski and snow board equipment, skate boards, ice and field hockey sticks and equipment bags (skates and rollerblades will be allowed only if in a carry bag). The exception to this is small items that can be carried in knapsacks.

Note: This includes late sports activity buses, but does not include athletic trip buses. Common sense is the guideline here. Packages, like students, come in different sizes. Take a good look at the equipment, instrument, package or project before entering the bus with it.

IF YOU
HEAR SOMETHING
SEE SOMETHING
SAY SOMETHING

HELP SAVE A LIFE

TEXT THE WEST SENECA POLICE
(OFFICER PRATT)

AT

846-5071 (TEXT)

ALL TEXTS ARE CONFIDENTIAL
(REMEMBER TO FOLLOW SCHOOL CELL PHONE POLICY)

Help a Friend . . .

Help Yourself . . .

Let Someone In . . .

The Anonymous Tip Line 675-8423

Text West Seneca Police 846-5071

Keep your school and community safe!

The Town of West Seneca has established an **Anonymous Tip Line and TEXT number** which may be used if you suspect that a West Senior student, a friend, or a neighbor, has placed himself and/or others in danger.

There are times when we must all take responsibility for our friends and neighbors. If we are aware that someone is doing something which may eventually injure that person, then we should make every effort to help. Sometimes helping means notifying an authority who can step in and stop a dangerous situation from occurring.

If you or a friend need help, there are several sources of assistance

Any West Senior Staff member will help!

There are many individuals in school who are trained to help you and others with problems.

Let Us Know box is on-line and in the main foyer.

Your Counselors

Mrs. Colwell Mrs. Canaple
Mrs. Smith Mrs. Walsh
Mr. Yelich

Your School Nurses

Mrs. Boody Mrs. Jacks

Your School Social Worker

Ms. Kate DiPasquale

Your School Psychologists

Mr. Zak Mr. Salva

Your School Resource Officer Officer Pratt in Student Services or text at 846-5071

HARASSMENT: SEXUAL, RACIAL, AND BULLYING

Project SAVE (Safe Schools Against Violence in Education Act) requires school districts to develop a code of conduct in collaboration with students, teachers, administrators and parents. The code includes a policy on sexual, racial and bullying/harassment. It is school policy that harassment of this nature will not be tolerated.

Sexual

Conduct is deemed to be sexual harassment when the student perceives such behavior as unwelcome, such as inappropriate touching, verbal comments, sexual name calling, spreading sexual rumors, gestures, jokes, pictures, blocking a student's movement, rape or attempted rape. West Senior is committed to safeguarding the right of all students within the school to learn in an environment that is free from all forms of sexual harassment.

Sexual harassment is a form of sex discrimination. Any student who believes that he or she has been subjected to sexual harassment by any individual on school grounds or at school activities should report the alleged misconduct immediately to the principal or assistant principal.

In the absence of a victim's complaint, the school, upon learning of or having reason to suspect the occurrence of any sexual harassment, will promptly begin an investigation.

West Seneca West affirms its commitment in recognizing its responsibility to provide for all students an environment that is free of sexual harassment and intimidation. Sexual harassment is a violation of law and stands in direct opposition to District policy.

Sexual harassment means unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when:

- a. submission to such conduct is made either explicitly or implicitly a term or condition of a student's participation in school programs or activities; or
- b. submission to or rejection of such conduct by a student is used as the basis for decisions affecting the employee or student; or
- c. such conduct that has the purpose or effect of unreasonably interfering with a student's performance or creating an intimidating, hostile or offensive learning environment.

Individuals who engage in this type of behavior will be subject to the following:

1. The Sheriff's Department or State Police may be summoned. Criminal charges will be supported by the District when applicable.
2. The District IX Coordinator will be notified.
3. Parents of the offending student will be notified and may be requested to attend a parent conference.
4. Under the discretion of District administrators the parents or guardian of the student who has been subjected to sexual harassment may be notified of the sexual harassment, the progress of the District's investigation and the District's resolution of the incident, including any disciplinary sanctions that were imposed.
5. The offending student may be directed to limit his or her contact with the victim and face further disciplinary action for failing to adhere to such restrictions.

Other:

Harassment, whether sexual in nature or otherwise, will be dealt with severely. All cases of harassment will subject the student to the types of intervention outlined above. In addition, the penal code specifies consequences for assault, obstruction and menacing as found at the end of this section.

Racial Harassment:

Examples of racial or ethnic harassment would include:

- Unwanted verbal comments
- Name-calling; racial or ethnic slurs; slogans or graffiti
- Intimidating actions such as cross burning or painting swastikas
- Treating others differently on the basis of race

Bullying:

Conduct is deemed to constitute a bullying situation when a student is exposed, repeatedly and over time, to negative actions on the part of one or more other students that creates fears or restrains others from their rights as members of the school community. Bullying is unprovoked aggression. These means of harassment can either be direct or indirect.

Direct means of bullying are physical/verbal by nature and may include such acts as:

- name-calling
- stalking
- hazing
- offensive gestures or language
- pushing others around
- physically blocking the path of another
- displaying a bad temper
- humiliating others in public view or any other blatant act of physical aggression
- spitting

Indirect means may include means of harassment such as:

- intentionally excluding someone from the group
- spreading rumors verbally or by writing hurtful graffiti
- manipulating friendship relationships

Generally, bullying is one, or several, student(s) exercising power over another. It also can be considered terrorizing another by using fear to torment and manipulate either to obtain dominance or to obtain specific payoffs, including money or other material items.

Racial Harassment and Bullying Consequences

Consequences of racial or bullying harassment will vary depending on the seriousness and degree of bullying and the effect it has on the victim(s). This may or may not include: intervention by a student service staff member, the school resource officer (SRO), arbitration by the SRO with the bully and the victim, administrative intervention, parental contact and in the most severe cases, contacting the police. Students who attempt to intimidate electronically will permanently lose the privilege of school e-mail as well as face one or more of the above interventions.

The victim, as well as students knowing of bullying tactics occurring by one student(s) to another, has an obligation to report this as responsible members of the school community. This can be reported to the school SRO, a principal, staff in student services, a teacher or any other employee in the building. Students should certainly speak to their parents about bullying. At this point, an investigation will begin with the well being of the victim being of utmost priority.

§120.00 Assault in the 3rd Degree

A person is guilty of assault in the third degree when:

1. With intent to cause physical injury to another person, he/she causes such injury such person or to a third person; or
2. He/she recklessly causes physical injury to another person; or
3. With criminal negligence, he/she causes physical injury to another person by means of a deadly weapon or a dangerous instrument.

§195.05 Obstruction Governmental Administration in the 2nd Degree

A person is guilty of obstructing governmental administration when he/she intentionally obstructs, impairs, or prevents the administration of law or other governmental function or prevents or attempts to prevent a public servant from performing an official function, by means of intimidation, physical force, or interference, or by means of any independently unlawful act, or by means of interfering, whether or not physical force is involved, with radio, telephone, television, or other telecommunications systems owned or operated by the state, county, city, town, village, fire district or emergency medical service.

§120.15 Menacing in the 3rd Degree

A person is guilty of menacing in the third degree when, by physical menace, he or she intentionally places or attempts to place another person in fear of death or imminent physical injury.

THREATS AND RUMORS

School is a place of learning and study. No person has the right to prevent others from achieving their academic, social and career goals. We thoroughly investigate and act upon any threats to the school, its personnel, or the students who attend here. Threats are not taken lightly and those who decide to threaten others will meet with the severest disciplinary consequences. We have school security plans in place to address threats.

Harmful words can inflict pain, induce fear and panic, and cause psychological damage. Unfortunately, rumors often start and grow in proportion as they are passed from person to person. We will carefully investigate any rumor that is brought to our attention. If rumors are being spread maliciously, we will pursue originators and embellishers of rumors with vigor and resolve.

THE SCHOOL RESOURCE OFFICER AND STUDENT MEDIATION

The School Resource Officer (SRO) is a police officer that can help to empower students to resolve their conflicts in a fair and peaceful manner. The intent is to resolve the matter before it escalates into a security and safety issue for the school campus.

Conflict is a normal part of life. Mediation is a process for resolving disputes and conflicts in which a neutral third party, the SRO, acts as a moderator for the process. The SRO's goal is for the parties involved in the dispute to settle their differences constructively. This is not a disciplinary process, but rather an alternative, attempting to prevent the dispute from getting out of hand.

In the mediation process, the SRO will help students identify the problem(s) behind the conflict and encourage the students to find a workable solution. It is not a process to determine who is right and who is wrong. Mediation assists those in conflict to move beyond the immediate problem and learn to get along.

The actual mediation session between the SRO and the students in conflict must first and foremost begin with the students agreeing to enter into the process and following a set of ground rules: do not interrupt, try to understand and be courteous, tell the truth, be respectful, take the responsibility to solve the problem and carry out the resulting agreement. The students will then be encouraged to tell their story. The story and those feelings associated with it will be verified. The stories will be discussed and summarized. An attempt will be made to generate solutions. All options will be discussed and one must be agreed upon and signed by both students. The rest of the process is up to the students.

The SRO will make the students aware that the mediation process is ongoing. However, should the students violate the terms of the agreement and have further conflict, they may be subject to discipline set out in present school policies and possible referral to criminal charges. Also, should mediation fail to produce an agreement between the students, a contract of “No Contact” can be utilized. The intent of this document is to give the students the ability to “agree to disagree”. It should be used as a last resort as it gives the students a solution without their input.

A student can be referred to the mediation process by him/herself, faculty, a counselor, school official or administrator. The value of using the SRO in the mediation process is that a potential problem, which may begin either inside or outside of the school’s influence, can be addressed in a manner so that both the school and the community will benefit. Further, should a need for other resources, available both inside and outside of school, be deemed necessary to solve the conflict, the SRO is capable of coordinating those services.

WEST SENIOR DRESS CODE

The West Senior dress code, stated below, amplifies the West Seneca District dress code, which follows this section.

Clothing worn by students shall be neat, clean, and in good condition ensuring the personal health and safety of the student. Immodest clothing of such type that interferes with the learning environment shall not be worn. This includes short shorts, miniskirts and sheer or midriff blouses. Also, suggestive clothing bearing indecent or violent writing, pictures, or slogans shall not be worn. Disciplinary action for violation of the dress code includes individual counseling with the principal, counselor, or school nurse. The student will be asked to change and a conference with parents may result.

WEST SENECA SCHOOL DISTRICT STUDENT ATTIRE AND DRESS CODE

INTRODUCTION

An individual's dress, personal appearance and cleanliness, like his/her conduct, should reflect a sensitivity to and respect for others. The fact that the school will permit a wide variety in school clothes does not necessarily mean that all styles are equally appropriate. This is a decision that the student must make in conjunction with his/her parents or legal guardian.

RATIONALE

Our approach to regulate student dress and appearance is to shift the responsibility to those who have the legal authority to make a decision on this issue - the parents or legal guardians. If, for example, students appear to be deviating from their family norms, the parents/guardians will be informed and encouraged to handle the situation. If most student appearance matters are adequately enforced at home, school officials can devote their time and energy to those students whose dress and appearance seriously disrupt the educational process.

It is the student's **responsibility** to dress so as not to endanger physical health, safety, limit participation in school activities, or be so distracting as to interfere with the learning process. It is the student's responsibility to keep his/her appearance within accepted social guidelines and family norms of cleanliness and good taste. There is a very distinct difference between self-expression reflecting a personality and deliberate offensiveness.

It is the parent's **responsibility** to insist that the child does not deviate from family norms of dress and appearance, is clean, dressed in compliance with school rules of sanitation and safety, and in a fashion that will not disrupt classroom procedure.

GUIDELINES

These guidelines in apparel appropriate for school are based on the concept of good taste, neatness, cleanliness, safety and modesty, in order to promote personal pride and well-being.

Although there is no attempt to include all items, the following will illustrate the types and styles of dress to be excluded:

1. Articles that are distracting in a learning environment.
2. Articles displaying indecent writing, pictures or slogans.
3. Halter tops, midriff tops, shirts with spaghetti straps, mesh shirts or muscle shirts (students may not tie shirts or blouses at the waist creating their own midriff tops).
4. Sheer or transparent blouses.
5. Short shorts are not allowed, but loose bermuda-type shorts are permitted in warm weather.
6. All outside apparel, including hats, are not to be worn in school.

HEALTH/SAFETY GUIDELINES

The health and safety aspects of dress and accessories will be a prime consideration of the "dress code".

CONCERNS OF CURRICULUM AND SCHOOL PROGRAM

The school program, in itself, will many times dictate the dress code because of health and safety concerns. Instructional areas so affected are:

1. Gym and swim classes
2. Technology
3. Science labs
4. Home and Career Skills

These instructional areas influence dress because of the nature of activities, the equipment used and the experiments performed.

HEALTH AND SAFETY OTHER THAN CURRICULUM RELATED

1. Clothing should always be clean and wholesome - both morally and in physical appearance. Torn clothing should be properly sewed or patched.
2. Footwear must be worn at all times and, if appropriate, properly laced and tied.
3. Jewelry of a sharp or excessive nature should be avoided. Examples: studded bracelets, rings that are sharp or protruding, large quantity of rings on one hand.
4. Dog chains securing wallets, worn as collars, or worn elsewhere are prohibited on the basis of probable snagging and entanglement, especially on stairwells.

COMMUNITY, SCHOOL AND STUDENT PROGRAMS

Dress that interferes with the message and values of these programs will not be condoned.

Examples: Dress, encouraging the use of drugs, alcoholic consumption, child abuse or sex and smoking.

POWER PASS PROVISIONS

The Power Pass must be used by all students each time they leave their assigned class. A student will not be allowed to leave without this pass. Students found in the halls without a Power Pass will be assigned detention. It is the student's responsibility to have a completed Power Pass in his/her possession and signed by the appropriate teacher. A dated Power Pass for the year is issued to the student as a part of the student assignment notebook.

Following are provisions of the Power Pass:

1. Students must ask permission to use the Power Pass.
2. Students have a dated Power Pass for each month.
3. Students must carry the Power Pass with them during the school day.
4. A student will not be allowed to leave an assigned room without a Power Pass. Only in emergency cases (i.e. medical) will a student be allowed out of an assigned room without a Power Pass.
5. Students who need a new Power Pass may obtain a new one from the office. Power Passes other than replacements are supplied at cost.
6. Students in the halls without a Power Pass will receive one day of after school detention. Multiple detentions could be assigned for persistent situations.
7. The Power Pass cannot be used as an admit to the library. Students wishing to go to the library must have a library pass issued by the librarian or by a subject teacher.

LIBRARY MEDIA CENTER

Library Media Specialist: Ms. Lynn Knaze

Secretary: Mrs. Honan

Secretary: Mrs. Terreri

Hours: 7:20 A.M. - 3:30 P.M.

EXPECTATIONS

Be productive - You can read, work on assignments for class and use the computers. You must have work to do while you are in the Media Center.

Be respectful - Don't infringe on the rights of others.

Be responsible - Help keep the Media Center clean; handle the resources carefully and use them appropriately; return materials on time.

HOW TO GET TO THE LIBRARY MEDIA CENTER/LIBRARY PASSES

You have ample opportunity to use the Library Media Center. You can use the Library Media Center during your study hall, before and after school, or during your lunch.

In order to come to the Library Media Center, you must have a LIBRARY PASS.

How can students get a library pass?

Before homeroom you can obtain a library pass from the Media Specialist in the library. This pass allows you to work in the Library Media Center during your study hall or during your lunch. Report directly to the Library Media Center before the bell rings.

A teacher who gives you an assignment that requires you to use the Library Media Center may also give you a pass. A teacher-library pass means you are working on an assignment for that teacher.

SIGNING OUT MATERIALS

Almost everything in the Library can be signed out. We make every effort to make sure that you have access to the materials you need to complete assignments. To help us make sure that students have access to the materials they need, you need to return materials to the Library Media Center on time. If you need more time, let us know and the materials can be renewed.

Books (fiction and nonfiction) may be signed out for three weeks (popular and/or new titles will be renewed depending upon demand).

Magazines, SIRS, CQ Researcher and Reference Materials may be signed out for an overnight.

Can't find what you're looking for:

If we don't have the resource that you need, we can help you locate it at another library. If an item you want is checked out, we can put it on a waiting list.

What if students have an overdue item?

Return it to the Library Media Center **immediately**. You will receive a notice in homeroom reminding you to return the item. If you don't respond to the first notice, we will call you down to the library to either return the item or renew it. After these initial reminders, you will be assigned detention until the item is returned, paid for, or replaced.

LOCKERS

Each individual student is assigned a locker in school. Since the student will retain the same locker for all four years of high school, it is essential that the combination be safeguarded. For this reason, sharing of lockers is not allowed. Students who give out their combinations should not later complain if items are missing from the locker.

All students are expected to keep their lockers neat and orderly. Students are not allowed to write on lockers or on the interior of lockers. Graffiti and marker defacement should be reported to the office immediately. **Students will be assessed a cleaning fee if lockers are defaced.**

Lockers are the property and responsibility of the West Seneca Central School District. **LOCKERS CAN BE SEARCHED.** Lockers may be randomly searched by police canine patrols when this action is deemed advisable by the school administration. The West Seneca Board of Education reserves the right to search any or all lockers at any time, without the student's knowledge and/or presence.

SCHOOL DANCE RULES

Dances at West Senior High School are for the benefit of West Senior High students only.

1. No student below the 9th grade is permitted to attend.
2. No-one can leave the building and expect to return to the dance.
3. Students under the influence of alcohol and drugs are not allowed to attend. Police and parents will be notified if any problems exist.
4. No guest over the age of 20 years will be admitted without prior administrative approval.
5. School dances are formal occasions. Tasteful, appropriate dress must be worn to dances. This includes no shorts, no jeans, no sneakers (shoes must be worn); ties are required for gentlemen.
6. Dance tickets are to be used by the purchaser only. Tickets may not be resold. The names of purchasers are recorded. All others will be refused admittance at the door.
7. Photo identification is required to be admitted at the door.
8. A filled out emergency form is required of all non-West Senior students attending the dance.
9. All other school rules will apply.

PHYSICAL EDUCATION POLICIES

Physical Education is required for four (4) years. Due to block scheduling, all students must participate one (1) time every four (4) days. One-half (1/2) credit is granted each year and two (2) credits are necessary to graduate. Numerical grades are issued.

Attendance:

Attendance at all classes is required. Absences can be made up by arrangement with your physical education teacher.

Excuses:

Medical excuses by a physician of a duration of two weeks or more necessitate change in the traditional program. Activity modification or written projects will be assigned.

Incompletes:

Must be made up by the date designated by the teacher.

Failure:

Students who fail will be required to repeat the course.

Personal Property:

It is up to the student to make sure that all valuables are locked up. We are not responsible for lost or stolen items.

Required Dress:

For safety and movement, sneakers, shorts or sweatpants (or windpants) and t-shirts are recommended wear for the gym.

Any piece of pierced jewelry on the face or on an exposed part of the body must be removed or covered with a bandage to protect the wearer and others in class.

For swim classes students must wear bathing suits (supplied by student/parent). T-shirts must not be worn in the pool. Swim goggles and flip-flops are allowable.

CLOSED CAMPUS

West Senior High School has a closed campus. This means that a student is not permitted to leave the school or school grounds without permission, nor are students to invite guests into classes or into the school building without specific permission from the principal. Failure to follow this policy will result in disciplinary action.

CAFETERIA

There is no place students reveal their manners or reflect the training they have received at home more conspicuously than in the lunch room. We urge all students to use the cafeteria as a place for pleasant relaxation, casual conversation and leisurely eating.

The following rules apply to the cafeteria:

1. Arrive at the cafeteria in a timely manner.
2. Once you have chosen Cafeteria A, B, or C, you must report to that same location each day.
3. Do not cut into the food line.
4. Food or beverages are not to be taken out of the cafeteria.
5. Clean up any mishaps you may cause.
6. Obey the requests of teachers and cafeteria monitors.
7. Dispose of all garbage and return dirty trays, plates and utensils to the appropriate location.
8. Violations of rules will result in disciplinary action and/or loss of privilege to use the cafeteria. There will be a severe penalty for the throwing of any object whether food or other in the cafeteria.
9. Students seeking a free or reduced lunch must apply annually through the General Office. Qualifying students will be issued an I.D. Card which they will give to the appropriate monitor.

STUDY HALLS

Study hall time provides a quiet, productive time to complete assignments.

1. Truancy from a study hall will be treated the same as truancy from a class.
2. Students should bring sufficient work or reading material for the entire block.
3. Passes to the library, lavatories, or other destination will be issued with teacher discretion.
4. With the exception of library passes, any student having a pass to report to another person or location during their regularly scheduled study hall must present the pass to the study hall teacher at the beginning of study hall.
5. Card playing, games, radios and such are not permitted in study hall.

ASSEMBLIES

Assemblies have been scheduled throughout the year. The purpose of our assemblies is to enrich the regular educational program in our building. Students are expected to adhere to all building policies while at assemblies. Your behavior during these events should be nothing less than exemplary. Students will be escorted to the auditorium by their class teachers and will follow their teachers' expectations regarding seating and deportment.

TAILORED ACADEMIC PROGRAM PILOT (TAPP)

1. All school rules apply.
2. **Report to TAPP room at 9:10 am.** You need to be in the room, ready to work at 9:15 am and you **must remain in the room until at least 2:40.** Early releases are not permitted. Teacher will escort student to Caf C at 2:00.
3. **Bring all books, notebooks and supplies** – pen, pencil, ruler, calculator, materials for art projects, worksheets, etc. and your lunch, if you have it.
4. The only time **TAPP students eat is 11:00 to 11:20.** Students are escorted to the cafeteria to buy their lunches.
5. You are responsible for keeping the desk, chair and area where you are seated in perfect condition. Writing on the furniture or any other vandalism or destruction of school property will result in disciplinary action. **If you notice any such writing, notify the staff supervisor immediately.**
6. Throughout the day, you are expected to do school work. **Talking and socializing are not permitted** – even when the bell rings for passing time. This is an academic day.
7. You may not have students visit you in the TAPP room or bring you food.
8. Teachers will come to the room to help you with your school work. They will work with you in a designated study area.
9. You are expected to **remain seated**, stay awake and work alone. It is **not acceptable to put your head down to rest.**

10. Be **polite** and **respectful** to the adult supervisor and follow his/her instructions.
11. Since all of your school work is returned to your teachers at the end of the school day, please put your name and your teacher's name on the top of every paper you are handing in.

Failure to cooperate during time in TAPP will result in disciplinary action.

DETENTION ROOM PROCEDURES

When a student is assigned detention after school, the following procedures apply:

1. Seating is assigned by the supervisor.
2. Arrive no later than 2:05 PM. Beyond this time detention is rescheduled for an additional day.
3. Students are not allowed to communicate with each other.
4. Students are not allowed to make telephone calls or trips to lockers.
5. Students must have work to do: assignments, reading, etc.
6. Those students who do not have work must be seated facing the front and are not allowed to talk. Those students who do not have work may be assigned work by the supervisor.
7. No friends or acquaintances of students are admitted to the detention room.
8. No jackets, coats or hats are to be worn in the detention room. Students are to use the lavatory prior to reporting to the detention room. No passes will be issued during detention.
9. Students are not allowed to work with teachers during a detention without prior approval from the assistant principal.
10. Failure to report to a detention may result in an out of school suspension with a parent conference to re-admit.
11. Students who have been assigned multiple detentions on the same day should serve the longest assigned time that day and reschedule any others.
12. Students assigned Block 5 and detention on the same day should report to Block 5 until 3:30 and then detention from 3:30 to 4:30.
13. Uncooperative behavior will result in a further disciplinary action.

HEALTH OFFICE AND MEDICATIONS

The health office is available to students who are physically ill or have been involved in a school related accident. A student wishing to see the nurse must follow the Health Office procedures:

1. Obtain a pass from the classroom teacher before going to the Health Office.
2. Go directly to the school nurse, who will make a decision regarding treatment.

If the school nurse decides that a student should leave school, he/she should be transported by his/her parent or designated responsible adult. No other student may supply transportation, nor will a student who is ill be permitted to walk home. All phone calls and arrangements for release or return to class must be made by the nurse or the attendance office. After release from the Health Office, students must sign out in the attendance office. Any accident in the school building or on school grounds is to be reported to the teacher, coach or monitor in charge and to the school nurse as soon as possible.

NYS Guidelines Regarding Administration of Medications in Schools

School nurses, principals and other school personnel are often asked to dispense internal medication to school children. Internal medication can only be dispensed under the following policy:

1. A written request from the parent/guardian.
2. A written request from the physician which indicates the frequency and the dosage of the prescribed medication.
3. The medication is to be brought in the prescribed labeled bottle by an adult to the office.

Please do not send any aspirin, cold pills, cough drops, inhalers etc. to school with your child. The dangers of this practice are possible choking and another child may take the medicine resulting in serious consequences.

As stated above, medication will only be dispensed under the described conditions and this will be strictly adhered to within this school situation.

TEXTBOOKS

Textbooks are the property of the West Seneca Central School District. The care of school-issued books is the responsibility of the students. Books are costly and should be considered valuable property. Students will be required to pay for lost or damaged books. End-of-year records will not be released until students have met all final obligations.

LOST AND FOUND

The lost and found is located in the main office. Please see the personnel in the main office to inquire as to lost items. Items that remain in the main office more than 30 days will be donated to a designated charity.

STUDENT PARKING

Seniors wishing to have parking privileges must obtain a parking sticker from building security and follow the regulations outlined below. Students other than seniors are not allowed to park in West Senior lots--offending individuals will be ticketed or issued detentions. Failure to comply with these rules will result in the loss of parking privileges.

1. Speed limit in parking lot area is 5 m.p.h.
2. Students park in the student parking lot only.
3. A stopped school bus loading or unloading passengers must NOT be passed no matter where on school property.
4. Lock your car! The school is not responsible for damage to or loss from your car.
5. Accidents on school property carry the same liability to you as a driver as if they happened on the highway.
6. Parking is a senior privilege only.
7. Excessive noise resulting from the operation of a motor vehicle or its radio is not tolerated.
8. Students should not carry passengers in vehicles on school property.
9. Student vehicles on campus are subject to search by school personnel. Vehicles which are suspected of harboring illegal or prohibited substances may be searched by police canine patrols when deemed advisable by the school administration.
10. It is the expectation that students will operate motor vehicles in conformity with common sense and prudence under the laws and requirements of the New York State Department of Motor Vehicles.
11. Students will receive a ticket from the West Seneca Police Department after receiving 3 warnings from school.

Failure to comply with these rules will result in the loss of parking privileges.

PERSONAL POSSESSIONS

Some personal possessions are essential to have in school while others are not only unnecessary, but also either create a distraction or are difficult to keep in a safe and secure place. Included in the first category are such items as notebooks, calculators, personal grooming items, etc. In the latter category are radios, tape or disc players, cell phones, electronic games, personal sports equipment, etc.

Students are assigned a locker in which they may keep personal possessions, but the responsibility to safeguard the locker and combination is that of the student. The security of personal possessions, however, becomes difficult when students share lockers, locker combinations, or when expensive personal possessions are observed being stored in lockers.

It is necessary, for reasons of security, safety, and/or distractibility to limit the use of such items. Accordingly, the following regulations apply:

1. Radios, recorders, cell phones and CD disc players, including MP3 players, are not to be in the personal possession of students during the school day. This is necessary because of the distractibility and/or the inability of staff to be heard or to gain the attention of a person using such items. School policy strongly recommends that such items not be brought to school at all.
2. Electronic Pagers (beepers or cell phones) should not be carried by students. They will be confiscated by the assistant principal and returned to the student after 5 days for the first offense and 10 days for subsequent offenses or until a parent personally reclaims them.
3. Expensive equipment, jewelry, or highly valued personal possessions of any kind, not directly needed for instructional purposes, should be left at home.
4. Laser pointing devices are not to be brought to school, since the current medical literature indicates retinal damage when the human eye is subject to the beam of such devices.
5. Money should never be left in lockers; (neither the hallway lockers nor physical education lockers), nor should money or valuables be left unattended.
6. While the school assigns personnel to supervise the building, the primary responsibility for items stored in lockers is that of the student. School policy strongly mandates that students neither share lockers nor combinations as means of maintaining the security of personal belongings.
7. Yearbooks should be clearly marked as the individual student's property immediately upon receipt. The safeguarding of yearbooks is a personal responsibility of the student.

BACKPACKS

In order to maintain a safe, uncrowded environment:

Students are allowed to transport items to and from school in backpacks. However, backpacks must be secured in lockers during the school day. No backpacks, large purses, satchels, briefcases, or side cases are allowed during the school day. Students are not allowed to use purses larger than an 8 1/2" x 11" sheet of paper.

SENIOR PRIVILEGES

The following are extended to seniors only:

-Early dismissals: an early dismissal can be obtained at the end of the day only if the student's class schedule allows it.

-Senior parking: Seniors may park in the student parking lot by obtaining a parking sticker in the office.

-Senior day: the day of the senior prom various activities are scheduled by class members.

All of the above are contingent upon the good faith and discipline record of affected seniors and may be revoked if conditions warrant.

SCHOOL VISITORS

We rarely permit school visitors and will deny all visitations which have no educational value. However, students who would like to have a visitor attend our school for a day must bring a note from their parents and a note from the visitor's parents one week in advance. Each request will be made on an individual basis. A decision will be made by the principal. The student must also have a Visitor's Form (available in the office) signed by each teacher for approval of the visitor to attend that class prior to the visitation, as well as an Emergency Medical Card for the visitor on file in the health office.

MULTIMEDIA, DIGITAL PRESENTATION GUIDELINES

1. Students must follow the guidelines of the West Seneca Computer Use Policies.
2. Language, images, and sound (including music) must be appropriate for our general high school community audience. Vulgar slang, nudity, explicit violence, explicit sex, use of drugs and alcohol, and prejudicial language are examples of inappropriate content.
3. Videos or digital presentations must be related to a class assignment in purpose and content.
4. A specific rubric outlining classroom criteria must be followed when composing the video or digital presentation.
5. A video or digital presentation existing on a school server or computer is the property of the school. However, a student, as creator of a digital file existing on a school computer or server, bears legal responsibility for its context.
6. Videos or digital presentations violating this School Appropriate Guideline will result in a failing grade for the assignment and may result in disciplinary action outlined in the Student Handbook.

PLAGIARISM

Plagiarism is the improper use of, or failure to give credit to another person's writing, visual or musical representation or ideas. It can be an act as subtle as inadvertently neglecting to use quotation marks or references when using another source or as knowingly copying an entire paper, or parts of a paper, and claiming it as your own. Yale Bulletin and Calendar. 11 May 2004. <http://www.yale.edu>

Academic fraud is more than an error; it is a breach of the academic commitment to truth. All forms of academic fraud must be condemned in the strongest possible terms.

When you derive facts and ideas from other writers' works, you must cite the sources of your information. Not to give credit for borrowed material is plagiarism.

To avoid plagiarism students should always cite words or information taken from another source.

Consequences: Students guilty of plagiarizing any assignment and/or test examination will receive a zero and have a parent conference. Repeat offenders will be referred to the Deputy Superintendent for a hearing.

ELIGIBILITY AND TRAINING REGULATIONS FOR INTERSCHOLASTIC ATHLETICS

GENERAL STATEMENT

Participation in interscholastic athletics is a privilege which carries with it a responsibility to oneself, one's team, school, parents and community. A participant must be able to endure, to be mentally and physically alert, prepared to compete and to conduct oneself properly at all times as a representative of the school.

POLICY

The following regulations shall apply to all members of interscholastic teams. To maintain good standing and to be eligible for participation in interscholastic athletics, each student must:

1. Be enrolled in at least four school subjects, including Physical Education.
2. Maintain satisfactory class work and citizenship.
3. Take proper care of all equipment. (Lost/damaged uniforms, etc. will be paid for by athlete.)
4. Demonstrate good sportsmanship and fair play towards everyone.
5. Attend all scheduled practices and contests.
6. Follow good eating habits, get sufficient rest and conditioning as established by your coach.
7. Follow all NYSPHSAA (state), Section VI and ECIC (league) rules.
8. Abstain from possession or use of tobacco, alcohol and drugs.
9. Consult with coach prior to leaving team.
10. Adhere to the academic eligibility policy.

Academic Eligibility Policy

Statement of Purpose

Participation in extracurricular activities is an important corollary to a well-rounded educational experience. It is the intent of this policy to promote strong academic preparation through structured after school study opportunities.

Definition of Extracurricular

Extracurricular activities include any school function *NOT* grade dependent e.g. athletics, intramurals, school musicals, marching band and all club/group meetings, activities, tryouts and performances held before or after school.

Standard

1. The eligibility standard will apply to students in grades 9-12.
2. Students are ineligible to participate if they are failing at least two subjects as reported on a five-week grade list AND do not participate in the prescribed study activities. (See below).
3. Activity advisors and coaches will be required to review the list and determine whether students are participating in the required study activities.
4. Students who are failing one course will be encouraged by their coach/advisor to attend the study table.
5. Any student may appeal to the Academic Eligibility Committee comprised of an administrator, school counselor and a teacher. Such an appeal must be made in writing to the guidance counselor.

Probation

A study table will be available for those wishing to continue their eligibility. Study table will be held Monday through Thursday from 2:05 p.m. to 3:15 p.m. Attendance will be mandatory on two of the four days. Absences from school on a scheduled day must be made up. Individuals may sign out of study table to obtain direct help from a teacher, but must return if released prior to 3:15 p.m. If, after the second five weeks, the student continues to fail one course, he/she will be required to continue study table attendance for two days/week. If the student is failing at least two courses after the second five weeks, he/she will have their study table requirement increased to four days per week.

During any given week, failure to attend two study sessions will result in exclusion from the study table and will render the student ineligible for the remainder of the five-week period. Lack of effort and inappropriate behavior of any kind will not be tolerated during study table.

No student will be diminished in standing on his/her team or activity because of attendance at the required study session.

TOBACCO, ALCOHOL AND DRUGS GENERAL ATHLETIC STATEMENT PHILOSOPHY AND PURPOSE

The West Seneca Central School District recognizes that the use of certain substances such as tobacco (including chewing tobacco and snuff), alcohol, and other drugs (including performance enhancing drugs) is a significant health problem for many adolescents. This can have negative effects on behavior, learning, and the total development of each individual, which includes one's athletic abilities. Therefore, it is the philosophy of the West Seneca Central School District to absolutely forbid any athletic program participant to use, possess, sell or otherwise distribute these substances or related paraphernalia.

DRUG AND ALCOHOL POLICY FOR ALL EXTRACURRICULAR ACTIVITIES

1. During the season (first day of practice to the last day of competition or until uniform/equipment is accounted for) a student-athlete or activities participant will not manufacture, distribute, possess, procure, or use illegal drugs or controlled substances, alcohol or tobacco products. Possession means having physical possession.
2. Reports of a violation (from above) coming from: a district employee, an adult acting as a chaperone, a law enforcement officer or agency, or a parent/legal guardian of a student involved in an alleged violation, will be investigated.

Reports of alleged violations from persons other than those above must be submitted by the person witnessing the incident. Such report will then be given consideration by the building Principal and/or Director of Athletics.

Responses to Violation

First Violation

Upon determination that a violation has occurred, the student shall be removed from participation in any and all extracurricular activities and/or interscholastic activities for a period of four (4) weeks. The student will be reinstated after (2) weeks of the suspension if the student provides documentation/verification of attendance at a voluntary session for substance abuse prevention education.

- Suspension will begin the day school district personnel determine that a violation has occurred.

Second Violation

Upon determination of a second violation, the student will be removed from participation in any and all extracurricular activities and/or interscholastic activities for the remainder of the current season and the ensuing season. (i.e. 2nd violation occurs during football, the student must sit out winter season. If 2nd violation occurs during softball, the student must sit out fall season.

- Students will not be allowed to earn any awards or attend the awards ceremony.

Procedures

1. Upon report of an alleged violation or if the student admits a violation has occurred, the Building Principal and/or Director of Athletics shall provide **verbal notice** to the student and his/her parent(s)/guardian(s) that an investigation of the alleged violation is/has been taking place. The reasons for the investigation and the possibility of suspension or removal from the activity will be included in the notice.
2. The student and his/her parent(s)/guardian(s) will meet the Principal, Director of Athletics, Assistant Principal and other staff, as appropriate, within two (2) school days following the initial notification. Those attending will be given the opportunity to submit additional information or explanation of the alleged violation.
3. The Principal, Director of Athletics, Assistant Principal, as appropriate, will make final determination and within two (2) days of conducting the investigation, give verbal and written notice to the student, parent(s)/guardian(s) and the coach or advisor.

STUDENT SERVICES AND GRADING CURRICULUM/COUNSELING

School counselors are available to students and their parents. Counselors assist all students in individual and group counseling. Counselors offer a career development program in conjunction with the core curriculum departments. They also assist in planning current curriculum and course selection, making educational and career plans, counseling personal and social issues, coordinating home-school communication and referring to outside community agencies as necessary.

The Student Services department publishes a "Curriculum Guide" describing each of the departments and courses and programs offered through West Seneca West Senior. In addition, the Curriculum Guide contains information on the following:

- Action Learning Internship Program
- Advanced Placement Courses
- BEEP - Business Education Employability Portfolio
- Challenge Seminar
- Course Selection Process
- Description of the Student Services Center
- Grade Reporting
- Graduation Requirements
- Progress Reports
- Special Education Programs
- Two Year College Entrance Recommendations
- Two Year College, Technical or Vocational Training
- Four Year College Entrance Recommendations

GRADE REPORTING DROP/CHANGE POLICY

During the spring of every year each student meets with his/her counselor for what is known as an "annual review." At that time each counselor clearly explains the expectations and requirements for all courses available for selection. This is done prior to a student selecting his/her course work. Then the student chooses the specifics of his/her program for the upcoming school year. Therefore, no dropping or changing of courses is allowed after June 1st.

Students who feel misplaced in courses once the year has begun may need remedial work or tutoring which is available through Academic Intervention Services.

INCOMPLETES

Students receiving an incomplete on their report cards must make up work within two weeks. Students with incompletes should contact their teachers regarding missed assignments. Failure to satisfy an incomplete may result in a failing grade.

MINIMUM CREDIT LOAD

The minimum credit requirement for all students, grades 9-12, is 6.5.

OBTAINING HOMEWORK FOR ABSENTEES

In cases of prolonged absence, the Student Service Center should be notified so that the appropriate arrangements can be made for work to be sent home. Please allow one or two days for the teachers to be notified and the assignments to be forwarded to the Student Service Center.

In cases of extremely prolonged absences, please notify the student's individual school counselor so arrangements can be made for home teaching as appropriate.

SCHOLARSHIPS

At West Senior we are justifiably proud of the number of scholarships earned by our students each year. Last year students qualified for over two million dollars in scholarships. Students are urged to check with counselors regarding college funding and to scan the lists of scholarship awards made available on a monthly basis. Up-to-date scholarship information may also be found on Student Services' website: www.westseneca.wnyric.org. For additional information contact your Counselor.

STUDENT SERVICES

West Senior offers the following suggestions to students who feel they need help or advice during the school year.

1. See your school counselor, social worker, school psychologist, or vice principal.
2. Contact any staff member.
3. Talk with a close friend.
4. Talk to your parents, legal guardians, or close relative.
5. Call Erie County Health Services for information (846-7690) or Erie County Social Service (846-8850) or the 24 hr. Crisis Services Hotline (834-3131)

SCHOOL DISTRICT POLICY ON SUBSTANCE USE

Our schools have an important role in the early detection of substance use, abuse and dependency. They have a role in the protection of our students from the promotion and sale of alcohol and non prescribed drugs. Therefore, no person may use, possess, sell or distribute chemical substances nor may they use or possess drug paraphernalia on school grounds or at school sponsored events except medications prescribed by a physician.

The term chemical substances refers to all substances including, but not limited to alcohol, hallucinogens, depressants, stimulants, steroids, look-alikes and any of those substances referred to as "designer drugs". The inappropriate use of prescription and over-the-counter drugs shall be prohibited. Additionally, the Board of Education strictly forbids the use of tobacco (including chewing) by students as outlined in Board Policy #6404.21.

Disciplinary measures for students violating this policy will range from suspension to expulsion, and referral for prosecution as outlined in the Community Intervention Model.

Student Services takes an active role in the follow-up to instances of drug abuse to ensure proper future student behaviors and attitudes. A program of awareness, counseling and prevention is outlined in the Community Intervention Model which also includes drug testing of known offenders. Compliance with this policy is mandatory.

TEACHING ABOUT THE DANGERS OF DRUGS, ALCOHOL, TOBACCO

Education is an important preventive measure against the serious dangers of involvement with drugs, tobacco and alcohol. Instruction will include sessions about the effects of drug, alcohol and tobacco abuse, especially on young people. In addition, all high school students will receive instruction on the dangers of driving while under the influence of alcohol and/or drugs.

Parents and students who want more information on substance abuse or would like to ask questions about a specific problem, may call and/or visit the Student Services Center. The Student Services Center encourages students who believe they may have an involvement with substance abuse to meet with their counselor and discuss it as soon as possible.

COMMUNITY COUNSELING RESOURCES

There are many public and private counseling, therapy, alcohol, and drug treatment services available to teenagers or families experiencing a problem. Provided below is a list of local counseling, therapy, alcohol, and drug treatment services. Inclusion or exclusion of any agency or service does not imply approval or disapproval by the West Seneca School System.

HOTLINES

National Institute of Drug Abuse
1-800-662-HELP

Information & Resources Crisis Services
834-3131

Anonymous Reporting of Drug Sale
1-800-GIVE TIP

Office of Alcohol & Substance
Abuse Services
1-800-522-5353

SUPPORT GROUPS/SELF HELP

Alcoholics Anonymous 853-0388
Meetings for people who are alcoholics

Alateen Groups 856-2520
Meetings for teenagers living with alcoholic parent

Narcotics Anonymous 878-2316
Meetings for people who need support related to
drug/alcohol problems

TOUGH LOVE

For parents of youth who are out of control
Tough love Attorney, Dennis Scinta
565-1200

COMMUNITY RESOURCES

Individual and Family Counseling and Drug and Alcohol Treatment. For a list of private mental health therapists in the Towns of West Seneca and Cheektowaga specializing in drug and alcohol related problems, contact one of the following:

Medical Society of Erie County 852-1810

Psychological Association of Western New York 667-3220

Office of Alcoholism and Substance Abuse Services 882-4900

Mid-Erie Counseling Serv. 895-7206

Chemical Dependency 895-7206

Catholic Charities (West Seneca) 675-3785

Clinical Dependency (Spectrum Human Services) 662-6638

Child & Family Services 681-5718

LEGAL HELP

West Seneca Police Bureau Juvenile 674-2284

Star/Substance Treatment and Recovery 674-8354

EPIC 884-4064

Remove Intoxicated Drivers (RID) 858-6291

*SADD Information 858-6291

West Seneca Youth Bureau 674-5600 ext. 320

Prevention is Primary 884-3256

Erie County Council for the Prevention of Alcohol and Drug Abuse 831-2298

Bry-Lin Hospital 886-8200

Jewish Family Services 883-1914

*SADD has various independent chapters at different schools. They do not have one local phone number: Erie County Stop DWI Program - 858-6291

TESTS AND ASSESSMENTS

Several local labs assist parents with substance testing. For parents to obtain testing for their son/daughter, the parent:

1. Must obtain a doctor's script
2. Call to make sure their insurance covers the charges. *

*Charges generally run from approximately \$23.00 to \$49.00.

Quest Diagnostic Labs

888 Center Road: 675-1866
1076 Union Road 675-1866

264 Center Road 677-6255
3045 S. Western Blvd: 677-0051

Med Lab

600 Cayuga Rd: 633-8001

THE POTTER ROAD EXPERIENCE

Some students enjoy learning while having hands-on experience in various work fields. This kind of education is offered to both juniors and seniors at the Potter Road Career Center. If you choose to attend Potter Road in either your junior, senior, or both junior and senior years, then you spend part of the day there and the rest of the day at West Senior. There are two different sessions at various times in which students are able to attend Potter Road.

Scheduled Time at Potter Road Career Center

AM SESSION 7:20-9:35 AM

(West students will be at Potter Road Block 1 & 1st half of Block 2)

PM SESSION 12:15 PM-2:30 PM

(West students will be at Potter Road 2nd half of Block 3 & Block 4)

Courses at Potter Road include:

Auto Collision
Auto Technician
Building Trades
Certified Personal Trainer
Cosmetology
Criminal Justice
Culinary Skills
Early Childhood Education
Electrical Systems

Electronics & Computer Technology
Fashion Design & Merchandising
Graphic Design Technology
Health Careers
Information Technology
Machine Tool Technology
Multi-Occupations
Welding

Not all courses are available all years or all sessions. Consult your counselor for details.

Note: **Students are requested to take district provided transportation to Potter Road. Students are NOT permitted to walk to Potter Road Vocational Facility.** Students with driving and parking privileges who attend Potter Road may use their own vehicles to go back and forth. However, no driver is allowed to carry student passengers under any circumstances. Also, students are to drive directly between West Senior and Potter Road or directly between Potter Road and West Senior. No stops or "side trips" are permitted. All other parking rules, of course, pertain to students who drive to and from Potter Road.

EMPLOYMENT OF STUDENTS

Students under 18 who are interested in working papers may pick up applications in the Student Services Center.

Despite the attraction of having a part-time job after school hours, students should give careful thought to the amount of time and energy such a job can demand. Students should remember that school responsibilities always take precedence over such jobs.

FUND RAISING BY STUDENTS

Fund raising projects in which students sell merchandise, provide services, or in other ways solicit money for school activities may be sponsored by school organizations with the express approval of the building principal. Any such plan shall have a clearly defined purpose and, in general, shall contribute to the educational experience of students and shall not conflict with instructional programs. Fund raising activities away from school property shall be held to a minimum.

Student groups may not solicit funds through the use of games of chance or pools at any time under any circumstances on school property. Split clubs will not be allowed at any time under any circumstances on school properties for any group.

No person under the age of 18 may purchase a ticket or chance for raffles, forms of bingo or forms of auctions.

No solicitation or collections shall be made through the West Seneca Central School System for any person, private or charitable purposes except with the expressed approval of the Board of Education.

Door to door sales projects undertaken by any organization using the West Seneca Central School name shall require previous approval of the Board of Education. Profits shall be used to enhance school programs by providing money for expenditures not normally funded by the district.

All funds must be deposited into authorized school accounts.

All participation shall be voluntary, with written parent/legal guardian consent for children in grades K-8.

STUDENT ACTIVITIES

HONOR ASSEMBLIES/STUDENT ACHIEVEMENT

West Senior supports a wide variety of programs to honor students who achieve scholastically. Among these are:

Merit Assembly: Held each quarter for students who score between 85-89.99% averages. Students who qualify may not have any failing grades or incompletes.

Honors Assembly: Held each quarter for students with overall averages over 90%. Students included may not have any failing grades or incompletes.

Quantum Awards: Held second and third quarters for students who raise their overall average by at least five points. Students who qualify must also have no failing grades, no incompletes and no negative comments.

Kiwanis Awards: The West Senior Key Club and the Kiwanis Club of West Seneca sponsor an evening awards ceremony for students who show leadership and academic excellence in the various areas of study offered in our high school.

Student of the Month: This program is designed to recognize students who excel in various academic areas.

Students of Excellence: This prestigious award is granted to graduating seniors who have demonstrated excellence in specialized categories such as character development, creativity, intellectual development, and broadening personal horizons, among others. The awardees are honored at dinner in May and featured in a special section of the *West Seneca Bee*.

National Honor Society: Juniors and seniors who demonstrate leadership, service, character and scholarship are eligible for this award. Membership is contingent upon teacher recommendations and a three-year cumulative grade point average of at least 90%. New members are inducted during a candlelight ceremony each November.

Qualifications:

1. Junior or Senior
2. Minimum average of 90%.
3. Community service must be continuous and ongoing
4. Involvement in school and community activities
5. Positive teacher comments
6. Passed Math A Regents Exam, passed two Regents Science exams, passed Global II Regents

Once a Member:

1. Maintain a minimum average
2. Attend monthly meetings
3. Maintain continuous community service
4. Remain active in the local chapter

Language Honor Societies are supported by foreign language teachers and clubs within the school.

SPORTS

Participating in sports can be one of the most rewarding and memorable activities in high school. Practice can take up much of a student's spare time and each athlete must make a season-long commitment to the sport and the team, but everyone's hard work and effort pay off at the end of a competitive season.

Athletic Seasons

JV=Junior Varsity

V=Varsity

M=Modified

Girls'

Boys'

Fall

Volleyball (JV,V,M)
Soccer (JV,V,M)
Swimming (JV,V)
Tennis (V)
Cheerleading (JV,V)
Cross Country (V,M)
Field Hockey (JV,V)

Volleyball (JV,V,M)
Football (JV,V,M)
Cross Country (V,M)
Soccer (JV,V,M)
Golf (V)

Winter

Basketball (JV,V,M)
Bowling (V)
Swimming (M)
Indoor Track (V)
Cheerleading (JV,V)

Bowling (V)
Basketball (JV,V,M)
Swimming (V, M)
Indoor Track (V)
Wrestling (V,JV,M)

Spring

Softball (JV,V,M)
Track (JV,V,M)
Lacrosse (JV,V)

Baseball (JV,V,M)
Outdoor Track (JV,V,M)
Tennis (V)
Lacrosse (V,JV)

Intramurals at the high school level are offered throughout the year based on the need and interests of students. Our staff sponsors these activities and will keep students informed as to when each activity begins.

SPORT PHYSICALS

In accordance with New York State Education law, any student participating on an organized athletic team must have an annual physical to participate. Physicals are good for a period of one year from the date of the physical. If the physical is more than 30 days prior to the start of the season, a health update must be completed by the parent/guardian. The form is then submitted to the School Nurse to be completed. Students must have a physical and/or update in order to participate.

CLUBS AND ACTIVITIES

West Senior High School offers a wide variety of co-curricular activities. Through these activities and clubs, students have the opportunity to develop friendships, expand skills and talents, pursue interests, and/or provide service to both school and community. Every student is encouraged to become involved in at least one of these activities during the school year.

The following clubs and extra-class activities are usually offered, depending upon student interest:

Art Club	Mock Trial
Book Store	Musical Performance Groups
Chess Club	National Honor Society
D.E.C.A.	Peer Counseling
Discussion Club	S.A.D.D.
Drama Club	Senior Class
Foreign Exchange Club	Ski Club
French Club	Sophomore Class
French Honor Society	Spanish Club
Freshman Class	Spanish Honor Society
G.A.A.	Spring Musical
Jazz Ensemble	Stage Crew
Junior Class	Student Council
Junior Red Cross	Technology Ed Club
Key Club	Varsity "W" Club
Literary Magazine	Wellness Committee
Marching Band	<i>West Horizons</i> Newspaper
Masterminds	Yearbook - <i>Acenes</i>
Math Club	

Following are descriptions of these organizations:

LITERARY

Acenes (West Senior Yearbook): Students compile pictures, writing and other memorable information about each year. *Acenes* looks for layout artists, typists, writers, photographers and those willing to do odd jobs.

West Horizons: The student newspaper is called *West Horizons*. Students are responsible for interviewing, reporting, selling and designing advertisements, editing and generating articles and photography assignments. Also, students do the paste-up and distribution of the paper. The newspaper discusses issues of importance to the West Senior community. Participation is open to all students.

Literary Magazine: A student generated, edited and published literary magazine. It contains original, written and graphic art submitted by students from all grades. Submissions may be poetry, short stories, essays, etc. Written submissions must be on computer disk. The original disk will be returned to the writer once selections have been edited and copied.

SPORTS CLUBS

Girls Athletic Association (GAA): The Girls Athletic Association is an organization comprised of athletes and friends of athletes. Its primary function is to assist our twenty coaches of girls' sports by keeping records and preparing awards for athletes who participate in the fall, winter and spring sports seasons. Members help with and support activities of the Homecoming week and the Red Ribbon week. They also highlight athletics and physical education with visual displays in the school.

Ski Club: Ski Club is a group of students who enjoy the snow. Ski club goes to Holiday Valley on Tuesdays during January and February. The group spends eight afternoons and evenings skiing with lessons at the Holiday Valley ski resort.

Varsity "W" Club: The Varsity "W" Club is an association of young men brought together by their love of sports and an athletic way of life. The motto for the Varsity "W" Club, "Leadership, Sportsmanship, Scholarship and Dedication," sums up the ideals that members of the club are expected to strive for.

The major function of the Varsity "W" Club is to give recognition to those athletes who have demonstrated those ideals through an annual awards ceremony. At this ceremony, usually held in late May, MVP and Leadership awards are distributed, and the Bruce Hawks Leadership Award, Scholastic Athlete of the Year and Male Athlete of the Year awards are given out. Varsity "W" Club also runs an annual Poinsettia sale during the Holiday season, and often sponsors a dance in the spring.

MUSIC DEPARTMENT

West Senior has a very active music department which encourages individual and group efforts in vocal and instrumental music. Among the offerings are:

Choraliers: Choraliers is a chorus open to any freshmen wishing to sing. Choraliers prepares for various concerts throughout the school year. Members have the opportunity to participate in NYSSMA and ECMEA competitions.

Chorale: Chorale is open to any sophomore, junior, or senior wishing to sing. Chorale prepares for various concerts throughout the school year. Members also have the opportunity to participate in NYSSMA and ECMEA competitions.

Bel Canto Singers: The Bel Canto Singers are a select, auditioned only group of dedicated sophomores, juniors and seniors, designated to adhere to students with a higher level of musicality. The Bel Canto Singers perform various concerts both in and out of school. Each year, this established group performs a concert of sacred music around Mother's Day at Our Lady of Victory Basilica. Members have the opportunity to participate in NYSSMA and ECMEA competitions. Membership is contingent upon permission of the instructor after an audition.

Women's Choir: Women's Choir is a select, audition only group of dedicated sophomores, juniors and seniors, designed to adhere to students with a higher level of musicality. Women's Choir performs various concerts both in and out of school. Members have the opportunity to participate in NYSSMA and ECMEA competitions. Membership is contingent upon permission of the instructor after an audition.

Vocal Jazz: Vocal Jazz is a select, audition only group of dedicated students that meets before and after school. Vocal Jazz performs various concerts both in and out of school. Membership is contingent upon permission of the instructor after an audition.

Musical Production: Each spring the community of West Seneca eagerly awaits the annual West Senior Musical Production. Previous productions have included “The Wiz”, “Forty-Second Street” and “Working”. All West Senior students are encouraged to participate in the Musical by auditioning in early November. The selected cast rehearses three months prior to the performance week which is scheduled for February.

Concert Band: The Concert Band is comprised of all Brass, Woodwind and Percussion instruments and is open to any student who has been playing an instrument or is interested in playing an instrument. Concert Band performs many concerts throughout the school year including an annual NYSSMA Ensemble Evaluation. Members also have the opportunity to participate in ECMEA and NYSSMA competitions.

Jazz Ensemble: The Jazz Ensemble is open to any Saxophone, Brass, Percussion, Guitar, Electric Bass and Piano Players by audition only. This select ensemble performs concerts both in and out of school. Members have the opportunity to participate in ECMEA and NYSSMA competitions. Membership is contingent upon permission of the instructor after an audition.

Orchestra: The Orchestra is open to string players who have been playing their instruments for at least two years. Orchestra performs many concerts throughout the school year. Members also have the opportunity to participate in ECMEA and NYSSMA competitions.

Wind Ensemble: The Wind Ensemble is a select, auditioned group comprised of dedicated members of the music department's band program. Membership is contingent upon permission of the instructor after an audition. Wind Ensemble performs many concerts throughout the school year including an annual NYSSMA Ensemble Evaluation.

String Ensemble: The String Ensemble is a select, auditioned group for advanced string instrumentalists. This ensemble performs many concerts throughout the year both in school and in the community. Membership is contingent upon permission of the instructor after an audition.

DRAMA

Fall Play: An annual dramatic production usually occurs in November. Rehearsals begin in September until show time. An audition is required.

Drama Club: This club meets at least once a month. Most students that are members of Drama Club are involved with some facet of the fall and/or spring drama productions. Throughout the year members are privy to audition technique workshops, dialogue with professionals and many other informative workshops. Drama club is open to everyone!

The Musical: The annual spring production involves upwards of 150 people. It usually begins in December with an audition process involving song, dance, and drama.

SERVICE

The Bookstore is located in the main foyer opposite the auditorium doors. The advisor is Mr. Heitzman. The store is designed to provide the students of West Senior with a convenient source of school supplies as well as some tasty snacks and beverages. The bookstore is stocked with review books, a copy machine, notebooks, paper, pens and pencils. Students will find prices are competitive and the bookstore is open most periods. The proceeds are used to provide scholarships.

SDMT (Shared Decision Making Team): This team consists of a school community of parents, administrators, students and staff who are elected by departments. The main areas of focus are to monitor student achievement and initiate and implement, with all available resources, programs to assist students to successfully meet the NYS Higher Education Standards. SDMT members also share information from other school initiatives, utilizing concepts and content from those as a springboard for new ideas.

CSIP (Comprehensive School Improvement Program) Committee: This committee examines school programs and procedures to make the school a more effective vehicle for instruction.

Wellness Committee/Club: If a person is healthy mentally, physically and socially, then that person is practicing wellness. When someone is happy, healthy and practicing wellness, then success will occur in school and throughout life. Without health and wellness, achievement declines and problems arise in school, at home and in the community. The West Seneca West Wellness Committee's goal is to promote wellness throughout the school. It is comprised of both faculty and students. The committee meets approximately once a month to plan wellness events for the school community. Examples of past events are: annual wellness lock-in; yearly assemblies; the annual wellness walk/run; student wellness enrichment program; wellness week; "random acts of kindness"; wellness speakers for faculty; volleyball tournament; and workshops. Many of the topics covered for wellness programs involve drug and alcohol prevention. We regularly have speakers from Renaissance House; Mothers Against Drunk Driving; the West Seneca Police Canine Drug Prevention Program; Western New York United Against Drugs and Alcohol and more. Students are able to gain valuable prevention information, ask questions and see the dangers in our own community. Students who actively practice wellness are less likely to become involved in drug-related problems.

Junior Post Semi-Formal Committee: This committee helps to plan the Junior post dance program which normally takes place the morning following the Junior Semi-Formal. The purpose of the post-dance is to provide an alcohol-free alternative to the post-dance hours.

Foreign Exchange Club: One purpose of this organization is to provide a focal point for foreign exchange students in our school. We make opportunities available for these students to become acquainted with our school, our students and our country. We share our culture with them and they, in turn, share their culture with us. Another purpose of the Foreign Exchange Club is to provide information for all students in our school who may be interested in foreign exchange. These students do not have to be members of the club. On the other hand, neither is a desire to be an exchange student a criteria for membership in the organization.

Key Club: West Key Club is just a small part of Key Club International, the international high school service organization with its headquarters in Indianapolis, Indiana. Key Club International is also associated with Kiwanis International. The main purpose of Key Club is to join students in service to the school, community and home. Key Club is involved in many projects and various charities. General meetings are held on the third Thursday of every month.

Junior Red Cross: An organization where students volunteer for a variety of activities sponsored by the Red Cross throughout the year. These students also recruit blood donors and run their own blood drive in September and June.

S.A.D.D. (Students Against Destructive Decisions): S.A.D.D. is an organization to build students' self-esteem. Students are taught that they are responsible for their own lives and are given guidance for making wise decisions in a variety of social situations. The importance of peer pressure is also stressed. Group discussions, speakers and role playing are used to help the students share ideas on leading a healthier, confident and fun-filled life. S.A.D.D. promotes a drug-free lifestyle.

Student Council: Student Council is a student government service that helps improve the views of school from a student's point of view. Student Council is a volunteer organization that serves the school and a variety of charities. Each year student council sponsors a canned goods drive and the Charity Festival. They also honor teachers that have been in service for 25 or more years. The student council established a new constitution which allows volunteer membership to be governed by committee.

Variety Club Telethon: The West Seneca satellite is composed of area organizations including West Senior's Student Council and the West Seneca Teachers' Association that work together to raise funds for Children's Hospital and other children's charities through the Variety Club Telethon. Many activities are run throughout the year and culminate at the Harvey D. Moran Post V.F.W. on Telethon Weekend.

Class Committees: Organized for Freshmen, Sophomore, Junior and Senior Classes, the class committees offer opportunities for leadership, service and socialization. Check with class advisors for roles of members and qualifications for membership.

ACADEMIC SKILLS

Art Club: For students interested in the graphics arts, drawing and painting.

French Club: In French Club students can expect lots of different activities. Our annual Crepe social is always a popular activity. We have a Halloween movie day, a Christmas party, a Mardi Gras party and several other after-school activities. We also go on field trips to places such as Recckio's Bowling, the Haunted Fortress at Old Fort Niagara, Colden Tubing, Club La Luna and El Canelo Restaurant with Spanish Club and even trips to Quebec City. We have a chapter of the National French Honor Society at West Senior. High school students who maintain an overall average of at least 80% and have a cumulative average of at least 90% in French are eligible to apply after completing at least four semesters in the language within the District. Students chosen are eligible to participate in special events and do service projects as well. A formal initiation ceremony is held in the spring. Application forms are available in early February. Selected seniors win scholarships annually.

Spanish Club: Membership in Spanish Club is open to all presently enrolled Spanish students and anyone who has previously studied the language. Two fund raisers are held each year with the proceeds going to scholarships, cultural pursuits for members and service projects for the Spanish Department and the school.

Discussion Club: Meets bi-monthly on Wednesdays. Topics dealing with local, state, national and international concerns are discussed. Students are assigned or volunteer for either an affirmative or negative position. Prepared statements are first read and then time is given for rebuttal. All students are encouraged to participate.

Distributive Education Clubs of America (DECA): DECA provides a practical application for students interested in marketing, entrepreneurship, sales and business administration. It is based on the profit motive and free enterprise system.

Mock Trial: This organization is sponsored by the New York State Bar Association in conjunction with the New York State Education Department. Public and private secondary schools are provided with a hypothetical court case. The teams then develop legal strategies to support their case in a trial. The students acting as witnesses and attorneys are required to present both sides of a case. These trials take place in actual courtrooms with attorneys/judges presiding. Teams may proceed through various levels of competition on county, regional and state levels.

Peer Counseling Education Program: Peer Counseling is a drug abuse prevention program utilizing peer leadership for education and personal development skill building. High school students volunteer to counsel elementary students in areas of drug prevention, positive self-esteem and decision making. Five months of training must be completed by all high school students. A six session program is then presented to all sixth grade students in the district.

Math Club: The Math Club participates in many events, including the Atlantic-Pacific Mathematics League contest, which is a series of six contests given monthly from November to April. These contests involve six challenging, non-calculator questions to be completed within 30 minutes. The high school content areas include Algebra, Geometry, Algebra II and Trigonometry. Math club is open to all grade levels.

Masterminds: Is an academic team competition program which uses the College Bowl format. College Bowl was a T.V. program where four students from participating schools would compete against each other in answering general knowledge questions. Team members will be selected from interested students by having practice competitions beginning in November/December. Once the teams are selected, students will meet on a biweekly basis to sharpen their skills for the actual competitions against other schools (January-April). Students who like to read on a variety of topics, and who have knowledge of different subjects are encouraged to participate.

Chess Club: For students interested in this challenging game and those interested in lively games against suitably matched opponents.

APPENDIX

Bell Schedule
Building Map
School Calendar
Code of Conduct

WEST SENECA WEST SENIOR HIGH SCHOOL

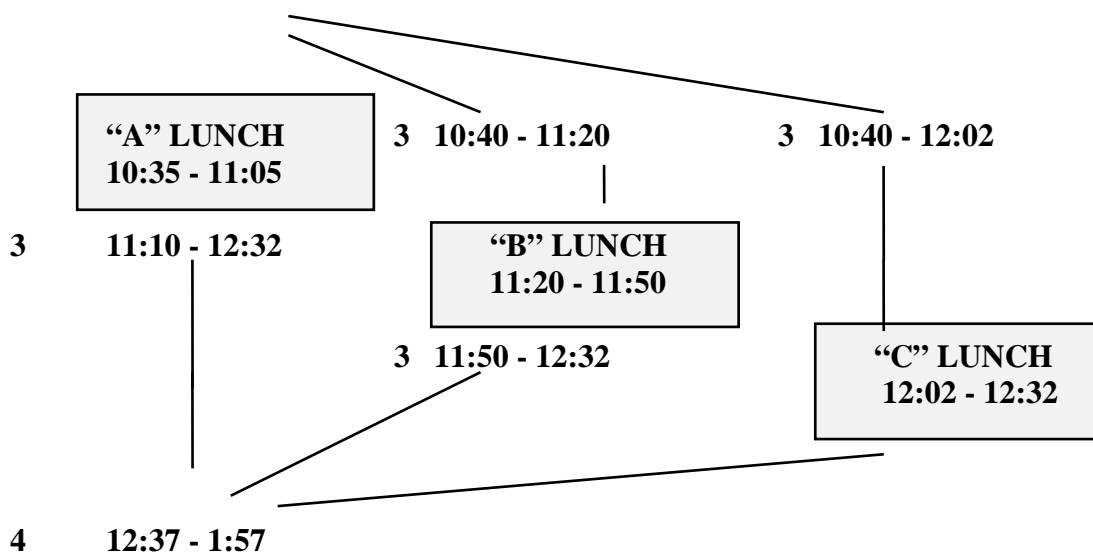
CLASS SCHEDULE

Warning Bell 7:35 AM

BLOCK 1 7:40 – 9:00

HOMEROOM & MORNING ANNOUNCEMENTS 9:00 – 9:10

2 9:15 - 10:35



PM ANNOUNCEMENTS 1:57

DISMISSAL FOLLOWING ANNOUNCEMENTS

Note:

Homeroom is the last 10 minutes of 1st block

Blocks are 80 minutes (*Block 3 is 112 minutes which includes a 30 minute lunch*)

5 minutes passing time

***DO NOT USE THIS CODE OF CONDUCT.
DANETTE FROM THE PRINT SHOP HAS
THE MOST UPDATED ONE AND SHE
WILL INSERT IN THE HANDBOOK.***

**WEST SENECA CENTRAL SCHOOL DISTRICT
CODE OF CONDUCT**

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I. INTRODUCTION

The West Seneca Board of Education (“Board”) is committed to providing a safe and orderly environment in which students may receive and district personnel may deliver quality educational services without disruption and interference. Responsible behavior by students, teachers, other district personnel, parents and other visitors is essential to achieving this goal.

The West Seneca Central School District has a long-standing set of expectations for conduct on school property and at school functions. These expectations are based on principles of civility, mutual respect, citizenship, character, tolerance, honesty and integrity. The Board recognizes the need to clearly define these expectations for acceptable conduct on school property, and school-authorized functions, and identify the possible consequences of unacceptable conduct, and to ensure that discipline, when necessary, is administered promptly and fairly. To this end, the Board adopts this West Seneca Code of Conduct (“code”).

II. DEFINITIONS

For the purpose of this code, the following definitions apply:

“Disruptive student” means a student, under the age of 21, who disrupts the educational process or interferes with the teacher’s authority over the classroom.

“Parent” means the biological, adoptive or foster parent, guardian or person in parental relation to a student.

“School property” means in or within any building, structure, athletic playing field, playground, parking lot or land contained within the real property boundary line of a public elementary or secondary, or in or on a school bus, as defined in vehicle and Traffic Law 142.

“School function” means any school-sponsored extra-curricular event or activity.

“Violent student” means a student under the age of 21 who:

1. Commits an act of violence upon a school employee.
2. Commits, while on school property or at a school function, an act of violence upon another student or any person on school property or at the school function.
3. Possesses, or displays while on school property or at a school function, a weapon.
4. Displays, while on school property or at a school function, what appears to be a weapon.
5. Threatens, while on school property or at a school function, to use a weapon.
6. Damages or destroys school district property or the personal property of any school employee or any person lawfully on school property or at a school function.

“Weapon” means a firearm as defined in 18 USC 921 for the purposes of Gun Free Schools Act. It also means any other gun, BB gun, pistol, revolver, shotgun, rifle, machine gun, disguised gun, dagger, dirk, razor, stiletto, switchblade knife, gravity knife, brass knuckles, sling shot, metal knuckle knife, box cutter, cane sword, electronic dart gun, Kung Fu star, electronic stun gun, pepper spray or other noxious spray, explosive or incendiary bomb, or other device, instrument, material or substance that can cause physical injury or death when used to cause physical injury or death.

III. STUDENT'S RIGHTS AND RESPONSIBILITIES

A. Student's Rights:

The district is committed to safeguarding the rights given to all students under state and federal law, which include:

1. A safe, healthy, orderly and civil school environment,
2. Taking part in all district activities on an equal basis regardless of age, race, religion, color, national origin, sex, sexual orientation or disability,
3. Presenting their version of the relevant events to school personnel authorized to impose a disciplinary penalty in connection with the imposition of the penalty,
4. Accessing school rules and, when necessary, receiving an explanation of those rules from school personnel.

B. Student Responsibilities:

All district students have the responsibility of:

1. Contributing to maintaining a safe and orderly school by following the West Seneca Central School District Code of Conduct,
2. Attending school every day, on time, and prepared to learn,
3. Working to the best of their ability in all academic and extracurricular pursuits,
4. Reacting positively and responsibly to directions given by all school personnel,
5. Working to develop mechanisms to control their anger,
6. Asking questions when they do not understand,
7. Dress appropriately, in accordance with the West Seneca Central School District Code of Conduct, for school and school authorized functions,
8. Accept responsibility for their actions,
9. Conduct themselves as representatives of the district when participating in or attending school functions.

IV. ESSENTIAL PARTNERS

A. Parents – All 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. Ensure that their children attend school as scheduled, ready to participate and learn, and provide written notification of any absences,
3. Help their children understand that appropriate rules are required to maintain a safe, orderly environment as per the "code",
4. Know school rules and help them understand them,
5. Convey to their children a supportive attitude toward education and the district,
6. Help their children deal with peer pressure in accordance with the "code",
7. Inform school officials of changes in the home situation that may affect student conduct or performance,
8. Provide a place for study and ensure homework assignments are completed.

B. Teachers – All district teachers are expected to:

1. Maintain a climate of mutual respect and dignity that strengthens and promotes a student's confidence to learn,
2. Know school policies and rules and enforce them in a consistent manner,

3. Communicate to students, parents, and administration;
 - a. course objectives and requirements
 - b. grading procedures
 - c. assignment deadlines
 - d. student expectations
 - e. classroom discipline plan
4. Communicate regularly with students, parents and other teachers concerning growth and achievement.

C. Counselors – all district counselors are expected to:

1. Assist students in coping with peer pressure and emerging personal, social and emotional problems,
2. Initiate teacher/student/counselors conferences and parent/teacher/student/counselor conferences, as necessary, as a way to resolve problems,
3. Regularly review with students their educational progress and career plans,
4. Provide information to assist students with career planning,
5. Encourage students to benefit from the curriculum and extracurricular programs.

D. Principals – all district principals are expected to:

1. Promote a safe, orderly school environment, supporting active teaching and learning,
2. Ensure their accessibility to students, staff and parents,
3. Evaluate on a regular basis all instructional programs,
4. Support the development of student participation in appropriate extracurricular activities,
5. Be responsible for enforcing the “code” and ensuring that all cases are resolved promptly and fairly.

NOTE: Each principal shall be responsible for informing all students and their parents of their dress code at the beginning of the school year.

E. Superintendent – The district superintendent is expected to:

1. Promote a safe, orderly and stimulating school environment, supporting active teaching and learning,
2. Review 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 educational trends relating to student discipline,
4. Work to create instructional programs that minimize problems of misconduct and are sensitive to student and teachers needs,
5. Work with district administrators in enforcing the “code” and ensuring that all cases are resolved promptly and fairly.

F. Board of Education – It is the job of the “Board” to:

1. Collaborate with students, teachers, administrators, parent organizations, school safety personnel and other school personnel to develop a “code” that clearly defines expectations for the conduct of students, district personnel and visitors and school property and school authorized functions,
2. Adopt and review at least once a year the “code” to evaluate its effectiveness and fairness and consistency of its implementation.

V. DRESS CODE

All students are expected to be well groomed and neatly dressed at all times. We take pride in the appearance of our students. Student dress shall in no way be so extreme as to be distracting or disruptive to the educational process of the school. The following will be considered as unacceptable dress for our students:

1. Messages on clothing, jewelry and personal belongings that relate to drugs, alcohol, tobacco, sex, vulgarity, or that reflects adversely upon persons because of their race or ethnic group are not permitted,
2. Shorts, skirts and dresses are considered too short if when holding one's hands at one's side, that hem or cuff does not reach the fingertips or beyond,
3. Mid-cut shirts/tops that reveal the midriff are not acceptable. Tank tops are not acceptable unless worn with another shirt that provides appropriate coverage. Sleeveless blouses that provide appropriate coverage are acceptable,
4. Displaying of undergarments (bras, boxers, underwear, etc.) is not permitted,
5. Hats may not be worn in the building,
6. Footwear is required at all times and must be safe,
7. Wearing of a scent that has negative impact on others.

NOTE: Each building principal shall be responsible for informing all students and their parents of the dress code at the beginning of the school year.

Students who violate the student dress code shall be required to modify their appearance by covering or removing the offending item, and if necessary or practical, replacing it with an acceptable item. Any student who refuses to do so shall be subject to discipline, up to and including in-school suspension for the day. Any student who repeatedly fails to comply with the dress code shall be subject to further discipline, up to and including out-of-school suspension.

VI. PROHIBITED STUDENT CONDUCT

District personnel who interact with students are expected to use disciplinary action when necessary and regularly reinforce the students' ability to grow in self-discipline. 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. Students may be subject to disciplinary action, up to and including suspension from school, when they:

A. Engage in conduct that is disruptive, insubordinate or disorderly. Some examples of this conduct include, but are not limited to:

1. Running in hallways,
2. Making unreasonable noise,
3. Obstructing vehicular or pedestrian traffic,
4. Engaging in any willful act which disrupts the normal operation of school,
5. Trespassing. Students are not permitted in any school building, other than the one they regularly attend without the permission from the administrator in charge of the building,
6. Failing to comply with the directions of teachers, administrators or other school employees in charge of students, or otherwise demonstrating disrespect,

7. Lateness for or leaving school without permission,
8. Skipping detention,
9. Wearing of coats, jackets, etc. during the school day,
10. Truancy,
11. Possession of drug paraphernalia,
12. Attempts to commit the various acts specified.

B. Engage in conduct that is violent. Examples of violent conduct include:

1. Committing an act such as hitting, kicking, punching and scratching upon any school employee, student or upon other persons lawfully on school property,
2. Possessing a weapon as defined by the "code" (page 2),
3. Displaying what appears to be a weapon,
4. Threatening to use any weapon,
5. Intentionally damaging or destroying the personal property of any district employee or any person on school property,
6. Intentionally damaging or destroying school district property.

C. Engage in any conduct that endangers the safety, morals, health or welfare of others. Some examples of such conduct include:

1. Lying to school personnel,
2. Stealing the property of other students, school personnel or other persons lawfully on school property,
3. Acts of sexual harassment as defined in the district's sexual harassment policy,
4. Selling, using or possessing obscene material,
5. Smoking a cigarette, cigar, pipe or using chewing or smokeless tobacco,
6. Possessing, consuming, selling, distributing or exchanging alcoholic beverages or illegal substances, or being under the influence of either. Illegal substances include inhalants; marijuana, cocaine, LSD, PCP, amphetamines, heroin, steroids, look-alike drugs, and any substances commonly referred to as designer drugs,
7. Inappropriately using or sharing prescription and over-the-counter drugs,
8. Defamation, which includes making false statements, that harms the reputation of that person/group,
9. Discrimination, which includes the use of race, color, religion, gender, sexual orientation or disability as a basis for treating another in a negative manner,
10. Bullying/harassment, which includes a sufficiently severe action or a persistent, pervasive pattern of actions or statements directed at a person or group that are intended to be ridiculing or demeaning,
11. Intimidation, which includes engaging in actions or statements that put an individual in fear of bodily harm,
12. Using vulgar or abusive language, cursing or swearing,
13. Indecent exposure of private parts of the body in a lewd or indecent manner,
14. Initiating a report of fire or other catastrophe without valid cause, misuse of 911, or discharging a fire extinguisher,
15. Gambling.

D. Engage in misconduct while on a school bus:

It is crucial for students to behave appropriately while riding on district buses to ensure their safety and that of other passengers and to avoid distracting the bus driver. Students are required to conduct themselves on the bus in a manner consistent with established standards for classroom behavior. Excessive noise, pushing, shoving and fighting will not be tolerated. Students waiting for buses when not on school property are expected to conduct themselves in accordance with the district's "code".

E. Engage in any form of academic misconduct. Examples include:

1. Plagiarism,
2. Cheating,
3. Altering Records,
4. Violation of the District Acceptable Use Policy for technology,
5. Assisting another student in any of the above actions.

VII. REPORTING VIOLATIONS OF THE CODE OF CONDUCT

The building principal must notify the appropriate local law enforcement agency of those "code" violations that constitute a crime and substantially affect the order or security of a school as soon as practical, but in no event later than the close of business the day the principal learns of the violation. The notification may be made by telephone and may be followed by a letter. The notification must identify the student(s) and explain the conduct that violated the "code" and constituted a crime.

VIII. DISCIPLINARY PROCEDURES AND PENALTIES

Disciplinary action, when necessary, will be fair and consistent in order to be the most effective in changing student behavior. In determining the appropriate disciplinary action, authorized school personnel will consider the following when imposing disciplinary penalties:

1. The student's age,
2. The nature of the offense and the circumstances that led to the offense,
3. The student's prior disciplinary record,
4. The effectiveness of other forms of discipline,
5. Information from parents, teachers and others as appropriate,
6. Other extenuating circumstances.

NOTE: Discipline will be progressive. A first violation will usually merit a lighter penalty than subsequent violations.

A. Penalties

Students who are found to have violated the "code" shall 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 warning – bus driver, hall, lunch, study hall monitors, teachers and administration,

3. Written notification to parent – bus driver, hall, lunch, study hall and lunch monitors, teachers and administration,
4. Detention – administration and teachers,
5. Suspension from transportation – administration,
6. Suspension from athletic participation – administration,
7. Suspension from social or extracurricular activities – administration,
8. Suspension of other privileges – administration,
9. In-school suspension – administration,
10. Removal from classroom – teachers, administration,
11. Short-term suspension (five days or less) – administration,
12. Long-term suspension (more than five days) – Superintendent, Superintendent's designee,
13. Permanent suspension from school – Superintendent, Board of Education.

B. Procedures

Due process is a student's right. All students will have an opportunity to present their version of the facts to the school personnel imposing the disciplinary penalty in connection with the imposition of the penalty. Students who are to be given penalties (other than a verbal warning, written warnings, written notification to their parents or detention), are entitled to additional rights before the penalty is imposed. These rights are explained below.

1. Detention

Teachers and administration may use after school detention as a penalty for student misconduct in situations where removal from the classroom or suspension would be inappropriate.

2. Teacher Disciplinary Removal of Disruptive Student

A student's behavior can affect a teacher's ability to teach and can make it difficult for other students in the classroom to learn. In most instances the teacher can control a student's behavior and maintain or restore control over the classroom by using good classroom management techniques. These techniques may include practices that involve the teacher directing a student to briefly leave the classroom to give the student an opportunity to regain his or her composure and self-control. Such practices may include, but not be limited to, a short-term "time-out" in an elementary classroom or in an administrator's office.

On occasion a student's behavior may become disruptive. For purposes of this "code", a disruptive student is a student who is substantially disruptive of the educational process or substantially interferes with the teacher's authority over the classroom. A substantial disruption of the educational process or substantial interference with a teacher's authority occurs when a student demonstrates a persistent non-willingness to comply with the teacher's instructions or repeatedly (i.e. three or more times) violates the teacher's classroom behavior rules. A classroom teacher may remove a disruptive student from class for up to four (4) consecutive school days, the first day being any part of the period that a student is removed from. The removal from class applies to the class of the removing teacher only. If the disruptive student does not pose a danger or on-going threat of disruption to the academic process, the teacher must provide the student with an explanation for why he/she is being removed and an opportunity to explain his/her version of the relevant events before the student is removed.

Scenario I – A student refuses to stop talking to a classmate after being requested to do so by the teacher for the third time. Following the first warning the student was moved to another location in the classroom. Following the second warning the teacher informed the student that the student would be asked to leave the classroom if a further disturbance occurred. Following the third disruption to the lesson the teacher verbally informs the student that he/she will not be allowed to return to the classroom for one day which is consistent with the range of consequences included in the code of conduct.

Scenario II – A student ignores a teacher's initial verbal warning to stop talking to a classmate. Following a second verbal warning, the student calls the teacher a derogatory name. The teacher immediately requests the student to leave the classroom and report to the principal's office. Prior to the student leaving the classroom the teacher verbally informs the student that the student may not return to the classroom for two days, which is consistent with the range of consequences included in the code of conduct.

Scenario III – A student with a disability engages in antagonistic behavior with another student. (The student has not been previously removed from the classroom.) When the teacher verbally informs the student to immediately stop such behavior, the student approaches the teacher and threatens to physically touch the teacher. The teacher immediately requests the student to leave the room and verbally informs the student that a three-day classroom removal will be imposed for such behavior. (In the case of a student with a disability, a teacher will be previously informed.)

Scenario IV – Antagonistic. The behavior of a student appears to present possible or imminent physical harm to another warrants up to a four (4) days consecutive school day removal.

Following each incident involving removal of a student from a classroom the teacher must submit a written form describing the evidence to substantiate the removal to the principal within 24 hours (one school day). The teacher's evidence supporting the disruptive behavior should be objectively stated, provide appropriate and adequate information, and include steps the teacher took to address the behavior or a clear reason why no such steps were attempted.

If the disruptive student poses a danger or ongoing threat of disruption, the teacher may order the student to be removed immediately. The teacher should, however, explain to the student why he/she was removed from the classroom and give the student a chance to present his/her version of the relevant events within 24 hours. The teacher must complete a district established disciplinary removal form and meet with the principal/designee as soon as possible, but no later than the end of the school day, to explain the circumstances of the removal and to present the removal forms. * **Under normal circumstances, prior to initiating the removal process, the teacher must notify the parent of a potential removal.**

Prior to the Principal's parent contact, the removing teacher shall make a reasonable attempt to contact the student's parent to explain the circumstances of the student's removal. Within 24 hours, written notification of the student's removal will be mailed home to the student's parent. The notice will inform the parent that they have the right, upon request, to meet informally with the principal/designee and the teacher to discuss the reasons for the removal. Where possible, notice should also be provided by telephone if the school has been provided with a telephone number for the purpose of contacting a parent.

The principal/designee may require the teacher who ordered the removal to attend the informal conference during the workday. If at the informal meeting the student denies the charges, the principal/designee will explain why the student was removed and give the student and parent a chance to present the student's version of the relevant events. The informal meeting must be held within 48 hours of the student's removal. The timing of the meeting may be extended by mutual agreement of the parent and principal.

The principal/designee may only overturn the removal of the student from class if the principal finds any one of the following:

- a. The charges against the student are not supported by substantial evidence,
- b. The student's removal is otherwise in violation of law, including the district's code of conduct,
- c. The conduct warrants suspension from school pursuant to Education Law #3214 and a suspension will be imposed.

The principal/designee may overturn a removal at any point (pursuant to reasons outlined in the paragraph above) between receiving the referral form issued by the teacher and the end of the school day following the 48-hour period for the informal conference, if a conference is requested. No student removed from the classroom by the teacher will be permitted to return to the classroom until the principal makes a final determination, or the period of removal expires, whichever is less.

Any disruptive student removed from the classroom by the teacher shall be offered continued educational programming until they are permitted to return to the classroom.

Each teacher must keep a complete log on a district provided form for all cases of removal of students from their class.

NOTE: Removal of a student with a disability, under certain circumstances, may constitute a change in the student's placement.

3. Suspension from transportation

If a student does not conduct himself/herself properly on a bus, the bus driver is expected to bring such misconduct to the building administrator's attention. Students who become serious disciplinary problems may have their privileges suspended by the building principal. In such cases, the student's parent will become responsible for seeing that their child gets to and from school safely. Should the suspension from transportation amount to a suspension from attendance, the district will make appropriate arrangements to provide for the student's education.

A student assigned a suspension from transportation is **not** entitled to a full hearing pursuant to Education Law 3214. However, the student and the student's parent will be provided with a reasonable opportunity for an informal conference with the building principal to discuss the conduct and the penalty involved.

4. Suspension from athletic participation, extra curricular activities and other privileges

A student assigned a suspension from athletic participation, extra curricular activities or other privileges is **not** entitled to a full hearing pursuant to Education Law 3214. However, the student and the student's parent will be provided with a reasonable opportunity for an informal conference with the administrator imposing the suspension to discuss the conduct and the penalty involved.

5. In-School Suspension

The Board recognizes that the school must balance the need of students to attend school and the need for order in the classroom to establish an environment conducive to learning. As such, the Board authorized building principals to assign in-school suspension for students who would otherwise be suspended from school as the result of a "code" violation. In-school suspension is the temporary removal of students from the classroom and their placement in another area of the school building designated for such a suspension where students will receive a substantially equivalent education.

A student assigned an in-school suspension is **not** entitled to a full hearing pursuant to Education Law 3214. However, the student and the student's parent will be provided with a reasonable opportunity for an informal conference with the administrator imposing the sanction to discuss the conduct and the penalty involved.

6. Suspension from School

Suspension from school is a severe penalty which may be imposed only upon students who are insubordinate, disorderly, violent or disruptive, or whose conduct otherwise endangers the safety, morals, health or welfare of others.

The Board retains its authority to suspend students, but places primary responsibility for the suspension of students with the superintendent and the building principals.

Any staff member may recommend to the superintendent or the principal that a student be suspended. All staff members must immediately report a violent student to the principal or the superintendent for a violation of the code of conduct. All recommendations and referral shall be made in writing unless the conditions underlying the recommendation or referral warrant immediate attention. In such cases a written report is to be prepared as soon as possible by the staff member recommending the suspension.

The superintendent or principal, upon receiving a recommendation or referral for suspension or when processing a case for suspension, shall gather the facts relevant to the matter and record them for subsequent presentation, if necessary.

a. Short-term (five days or less) Suspension from School

When the superintendent or principal (referred to as the “suspending authority”) proposes to suspend a student charged with misconduct for five days or less pursuant to Education Law 3214(3), the suspending authority must immediately notify the student orally. If the student denies the misconduct, the suspending authority must provide an explanation of the basis for the proposed suspension. Within 24 hours, written notification of the student’s suspension will be mailed home to the student’s parent. Where possible, notice should also be provided by telephone if the school has been provided with a telephone number(s) for the purpose of contacting the parent.

The notice shall provide a description of the charges against the student and the incident for which suspension is proposed and shall inform the parent of the right to request an immediate informal conference with the principal. Both the notice and informal conference shall be in the dominant language or mode of communication used by the parent. At the conference, the parents shall be permitted to ask questions of complaining witnesses under such procedures as the principal may establish.

The notice and opportunity for an informal conference shall take place **before** the student is suspended unless the student’s presence in school poses a continuing danger to persons or property or an ongoing threat of disruption to the academic process. If the student’s presence does pose such a danger or threat or disruption, the notice and opportunity for an informal conference shall take place as soon after the suspension as is reasonably practical.

b. Long-Term (more than five days) Suspension from School

When the superintendent determines that a suspension for more than five days may be warranted, he or she shall give reasonable notice to the student and the student’s parent of their right to a fair hearing. At the hearing the student shall have the right to be represented by counsel, the right to question witnesses against him/her and the right to present witnesses and other evidence on his/her behalf.

The superintendent shall personally hear and determine the proceeding or may, at his/her discretion, designate a hearing officer to conduct the hearing. The hearing officer shall be authorized to administer oaths and to issue subpoenas in conjunction with the proceeding before him/her. A record of the hearing shall be maintained, but no stenographic transcript shall be required. A tape recording shall be deemed a satisfactory record. The hearing officer shall make findings of fact and recommendations as to the appropriate measure of discipline to the superintendent. The report of the hearing officer shall be advisory only, and the superintendent may accept all or any part thereof.

An appeal of the decision of the superintendent may be made to the Board that will make its decision based solely upon the record before it. All appeals to the Board must be in writing and submitted to the District Clerk within 10 business days of the date of the superintendent’s decision, unless the parents can show that extraordinary circumstances precluded them from doing so. The Board may adopt, in whole or in part, the decision of the superintendent. Final decisions of the Board may be appealed to the Commissioner of Education within 30 days of the decision.

c. Permanent Suspension

Permanent suspension is reserved for extraordinary circumstances such as where a student's conduct poses an extremely serious danger to the safety and well-being of other students, school personnel or any other person lawfully on school property or attending a school function.

C. MINIMUM PERIODS OF SUSPENSION

1. Students who bring a weapon to school

Any student, other than a student with a disability, found guilty of bringing a weapon onto school property would be subject to suspension from school for at least one calendar year. Before being suspended, the student will have an opportunity for a hearing pursuant to Education Law 3214. The Superintendent has the authority to modify the one-year suspension on a case-by-case basis. In deciding whether to modify the penalty, the superintendent may consider the following:

- a. The student's age,
- b. The student's grade in school,
- c. The student's prior disciplinary record,
- d. The Superintendent's belief that other forms of discipline may be more effective,
- e. Input from parents, teachers and/or others,
- f. Other extenuating circumstances.

2. The superintendent is required to refer the following students to the County Attorney (or the appropriate law enforcement authorities) for a juvenile delinquency proceeding before the Family Court.

- a. Any student under the age of 16 who is found to have brought a weapon to school,
or
- b. Any student 14 or 15 years old qualified for juvenile offender status under the Criminal Procedure Law.

The superintendent is required to refer students over the age of 16 or any student 14 or 15 years old who qualifies for juvenile offender status to the appropriate law enforcement authorities. A student 14 or 15 years old who possess a firearm, machine-gun or loaded firearm (as defined in section 265.00 of the Penal Law) on school grounds or school authorized functions (as defined in section 220.00 (14) of the Penal Law) qualifies for juvenile status under section 1.20 of the Criminal Procedure Law.

A student with a disability may be suspended only in accordance with the requirement of state and federal law.

3. Students who commit violent acts other than bringing a weapon to school

Any student, other than a student with a disability, who is found to have committed a violent act, other than bringing a weapon onto school property, shall be subject to suspension from school for at least five days. If the proposed penalty is the minimum five-day suspension, the student and the student's parent will be given the same notice and opportunity for a hearing given to all students subject to a long-term suspension.

The superintendent has the authority to modify the minimum five-day suspension on a case-by-case basis. In deciding whether to modify the penalty, the superintendent may consider the same factors considered in modifying a one-year suspension for possessing a weapon.

4. Students who repeatedly and substantially disrupt the educational process or repeatedly and substantially interfere with the teacher's authority over the classroom

Any student, other than a student with a disability, who engages in conduct which results in the student being removed from the classroom by teacher(s) on four or more occasions during a semester, could be suspended from school for up to five days. If the proposed penalty is up to a five-day suspension, the student and student's parent will be given the same notice and opportunity for a hearing given to all students subject to a short-term suspension. If the proposed penalty exceeds the minimum five-day suspension, the student and the student's parent will be given the same notice and opportunity for a hearing given to all students subject to a long-term suspension. The superintendent has the authority to modify the minimum five-day suspension on a case by case basis. In deciding whether to modify the penalty, the superintendent may consider the same factors considered in modifying a one-year suspension for possessing a weapon.

IX. ALTERNATIVE INSTRUCTION

When a student of any age is removed from class by a teacher or student of compulsory age is suspended from school pursuant to Education Law # 3214, the district will take immediate steps to provide alternative means of instruction for the student.

X. DISCIPLINE OF STUDENTS WITH DISABILITIES

A. Authorized Suspension or Removals of Students with Disabilities

1. For purposes of this section of the code of conduct, the following definitions apply:
A "**suspension**" means a suspension pursuant to Education Law 3214.
A "**removal**" means a removal for disciplinary reasons from the student's current educational placement other than a suspension. Removal also includes placement to an interim alternative educational setting (IAES) ordered by an impartial hearing officer because the student poses a risk of harm to himself/herself or others.

An "**IAES**" means a temporary educational placement for a period of up to 45 days, other than the student's current placement at the time the behavior precipitating the IAES placement occurred, that enables the student to continue to progress in the general curriculum, although in another setting to continue to receive those services and modification, including those described on the student's current individualized education program (IEP), that will include services and modifications to address the behavior which precipitated the IAES placement that are designed to prevent the behavior from recurring.

2. School personnel may order the suspension or removal of a student with a disability from his or her current educational placement as follows:

- a. The board, the district (BOCES), superintendent of schools or a building principal may order the placement of a student with a disability into an IAES, or suspension for a period not to exceed **five consecutive school days** and not to exceed the amount of time a non-disabled student would be subject to suspension for the same behavior.
 - b. The superintendent may order the placement of a student with a disability into an IAES, or suspension for up to 10 consecutive school days, inclusive of any period in which the student has been suspended or removed under subparagraph (a) above for the same behavior, if the superintendent determined that the student has engaged in behavior that warrants a suspension and the suspension or removal does not exceed the amount of time non-disabled students would be subject to suspension for the same behavior.
 - c. The superintendent may order additional suspensions of not more than 10 consecutive school days in the same school year for separate incidents of misconduct, as long as those removals do not constitute a change of placement.
 - d. The superintendent may order the placement of a student with a disability in an IAES to be determined by the committee on special education (CSE), for the same amount of time that a student without a disability would be subject to discipline, but not more than 45 days, if the student carries or possesses a weapon to school or to a school function, or the student knowingly possesses or used illegal drugs or sells or solicits the sale of a controlled substance while at school or a school function.
3. Subject to specified conditions required by both federal and state law regulations, an impartial hearing officer may order the placement of a student with a disability in the IAES setting for up to 45 days at a time, if maintaining the student in his or her current educational placement poses a risk of harm to the student or others.

B. Change of Placement Rule

1. A disciplinary change in placement means a suspension or removal from a student's current education placement that is either:
 - a. more than 10 consecutive school days; or
 - b. for a period of 10 consecutive school days or less if the student is subjected to a series of suspensions or removals that constitute a pattern because they cumulate to more than 10 school days in a school year and because of such factors as the length of each suspension or removal, the total amount of time the student is removed and the proximity of the suspensions or removals to one another.
2. School personnel may not suspend or remove a student with disabilities if imposition of the suspension or removal would result in a disciplinary change in placement based on a pattern of suspension or removal. However, the district may impose a suspension or removal, which would otherwise result in a disciplinary change in placement, based on a pattern of suspensions or removals if the CSE has determined that the behavior was not a manifestation of the student's disability, or the student is placed in an IAES for behavior involving weapons, illegal drugs or controlled substances.

C. Special Rules Regarding the Suspension or Removal of Students with Disabilities

1. The district's Committee on Special Education shall:
 - a. Conduct functional behavior assessments to determine why a student engages in a particular behavior, and develop or review behavioral intervention plans whenever the district is first suspending or removing a student with a disability for more than 10 school days in a school year or imposing a suspension or removal that constitutes a disciplinary change in placement, including a change in placement to an IAES for misconduct involving weapons, illegal drugs or controlled substances.

If a student with a disability who has a behavioral intervention plan and who has been suspended or removed from his or her current educational placement for more than 10 school days in a school year is subsequently subjected to a suspension or removal that does not constitute a disciplinary change in placement, the members of the CSE shall review the behavioral intervention plan and its implementation to determine if modifications are necessary.

If one or more members of the CSE believe that modifications are needed, the school district shall convene a meeting of the CSE to modify such plan and its implementation, to the extent the committee determines necessary.

- b. Conduct a review of the relationship between the student's disability and the behavior subject to disciplinary action whenever a decision is made to place a student in an IAES either for misconduct involving weapons, illegal drugs or controlled substances or because maintaining the student in his current educational setting poses a risk of harm to the student or others; or a decision is made to impose a suspension that constitutes a disciplinary change in placement.
2. The parent of a student who is facing disciplinary action, but who has not been determined to be eligible for services under IDEA and Article 89 at the time of misconduct, shall have the right to invoke applicable procedural safeguards set forth in federal and state law and regulations if, in accordance with federal and state statutory and regulatory criteria, the school district is deemed to have had knowledge that their child was a student with a disability before the behavior precipitating disciplinary action occurred. If the district is deemed to have had such knowledge, the student will be considered a student presumed to have the disability for discipline purposes.
 - a. The superintendent and building principal imposing a suspension or removal shall be responsible for determining whether the student is a student presumed to have a disability.
 - b. A student will not be considered a student presumed to have a disability for discipline purposes if, upon receipt of information supporting a claim that the district had knowledge the student was a student with a disability, the district either:
 - 1) conducted an individual evaluation and determined that the student is not a student with a disability, or
 - 2) determined that an evaluation was not necessary and provided notice to the parents of such determination, in the manner required by applicable law and regulations.

If there is no basis for knowledge that the student is a student with a disability prior to taking disciplinary measures against the student, the student may be subjected to the same disciplinary measures as any other non-disabled student who engaged in comparable behaviors.

However, if a request for an individual evaluation is made while such non-disabled student is subjected to a disciplinary removal, an expedited evaluation shall be conducted and completed in the manner prescribed by applicable federal and state law and regulations. Until the expedited evaluation is completed, the non-disabled student who is not a student presumed to have a disability by discipline purposes shall remain in the educational placement determined by the district, which can include suspension.

3. The district shall provide parents with notice of disciplinary removal no later than the date on which a decision is made to change the placement of a student with a disability to an IAES for either misconduct involving weapons, illegal drugs or controlled substances or because maintaining the student in his/her current educational setting poses a risk of harm to the student or others; or a decision is made to impose a suspension or removal that constitutes a disciplinary change in placement.
The procedural safeguard notice prescribed by the Commissioner shall accompany the notice of disciplinary removal.
4. The parent of a student with disabilities subject to a suspension of five consecutive school days or less shall be provided with the same opportunity for an informal conference available to parents of non-disabled students under the Education Law.
5. Superintendent hearings on disciplinary charges against students with disabilities subject to a suspension of more than five school days shall be divided into a guilt phase and penalty phase in accordance with the procedures set forth in the Commissioner's regulations incorporated into this "code".
6. The removal of a student with disabilities other than a suspension or placement in an IAES shall be conducted in accordance with the due process procedures applicable to such removals of non-disabled students, except that school personnel may not impose such removal for more than 10 consecutive days or for a period that would result in a disciplinary change in placement, unless the CSE has determined that the behavior is not a manifestation of the student's disability.
7. During any period of suspension or removal, including placement in an IAES, students with disabilities shall be provided services as required by the Commissioner's regulations incorporated into this "code".

D. Expedited Due Process Hearings

1. An expedited due process hearing shall be conducted in the manner specified by the Commissioner's regulations incorporated into this "code" if:
 - a. The district requests such a hearing to obtain an order of an impartial hearing officer placing a student with a disability in an IAES where school personnel maintain that it is dangerous for the student to be in his or her current educational placement, or during the due process hearings where school personnel maintain that it is dangerous for the student to be in his or her current educational placement during such proceedings.

- b. The parent requests such a hearing from a determination that the student's behavior was not a manifestation of the student's disability, or relating to any decision regarding placement, including but not limited to any decision to place the student in an IAES.
 - 1) During the expedited due process hearing or appeal regarding the placement of a student in an IAES for behavior involving weapons, illegal drugs or controlled substances, or on grounds of dangerousness, or regarding a determination that the behavior is not a manifestation of the student's disability for a student who has been placed in an IAES, the student shall remain in the IAES pending the decision of the impartial hearing officer or until expiration of the IAES placement, whichever occurs first, unless the parents and the district agree otherwise.
 - 2) If school personnel proposed to change the student's placement after expiration of an IAES placement, during any proceeding to challenge the proposed change in placement prior to removal to the IAES, except where the student is again placed in an IAES.
2. An expedited process hearing shall be completed within 15 business days of receipt of the request for a hearing. Although the impartial hearing officer may grant specific extensions of such time period, he or she must **mail** a written decision to the district and the parents within **five** business days after the last hearing date, and in no event later than **45 calendar** days after receipt of the request for a hearing, without exceptions or extensions.

E. Referral to law enforcement and judicial authorities

In accordance with the provisions of IDEA and its implementing regulations:

1. The district may report a crime committed by a child with a disability to appropriate authorities, and such action will not constitute a change of the student's placement.
2. The superintendent shall ensure that copies of the special education and disciplinary records of a student with disabilities are transmitted for consideration to the appropriate authorities to which a crime is reported.

XI. CORPORAL PUNISHMENT

Corporal punishment is 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.

In situations where alternative procedures and methods that do not involve the use of physical force cannot reasonably be used, reasonable physical 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.

The district will file all complaints about the use of corporal punishment with the Commissioner of Education in accordance with Commissioner's regulations.

XII. STUDENT SEARCHES AND INTERROGATION

The Board 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 the district "code". 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. However, school officials will tell all students why they are being questioned.

In addition, the Board authorizes the superintendent, and principals to conduct searches of students and their belongings if the authorized school official has reasonable suspicion to believe that the search will result in evidence that the student violated the law or the district "code".

An authorized school official may conduct a search of a student's belongings that is **minimally intrusive**, such as touching the outside of a book bag, without reasonable suspicion, so long as the school official has a legitimate reason for the very limited search.

An authorized school official may search the student's belongings based upon information received from a reliable informant.

Before searching a student or the student's belongings, the authorized school official should attempt to get the student to admit that he/she possesses physical evidence that they violated the law or the district "code", or get the student to voluntarily consent to the search. Searches will be limited to the extent necessary to locate the evidence sought. Whenever practical, searches will be conducted in the privacy of administrative offices and the students present when their possessions are being searched.

A. Student Lockers, Desks and other School Storage Places

The rules in this "code" regarding searches of students and their belongings **do not apply to student lockers, desks, and other school storage places**. Students have no reasonable expectation of privacy with respect to these places and school officials retain complete control over them. This means that student lockers, desks, and other school storage places may be subject to search at any time by school officials, without prior notice to students and without their consent.

B. Documentation of Searches

The authorized school official conducting the search shall be responsible for promptly recording all appropriate information about each search.

The building principal/designee shall be responsible for the custody, control and disposition of any illegal or dangerous items taken from the student. The principal/designee shall clearly label each item taken from the student and retain control of the item(s), until the item(s) are turned over to the police. They will also be responsible for personally delivering dangerous or illegal items to police authorities.

C. Police Involvement in Searches and Interrogations of Students

District officials are committed to cooperating with law enforcement authorities to maintain a safe school environment. Police officials, however, have limited authority (as per BOE policy 7320) to interview or search students in school or at school functions.

D. Child Protective Services Investigation

Consistent with the district's commitment to keep students safe from harm and the obligation of school officials to report to child protective services when they have reasonable cause to suspect that a student has been abused or maltreated, the district will cooperate with local child protective services workers who wish to conduct interviews of students on school property relating to allegations of suspected child abuse, or neglect or custody investigations.

All requests by child protective services to interview a student on school property shall be made directly to the building principal/designee. The principal/designee shall set the time and place of the interview. They will decide if it is necessary and appropriate for a school official to be present during the interview. If the nature of the allegations is such that it may be necessary for the student to remove any of his/her clothing in order for the child protective services worker to verify the allegations, the school nurse or other district medical personnel must be present during that portion of the interview. No student may be required to remove his/her clothing in front of a child protective services worker or school district official of the opposite sex.

A child protective services worker may not remove a student from school property without a court order, unless the worker reasonably believes that the student would be subject to danger or abuse if he or she were not removed from school before a court order can reasonably be obtained. If the worker believes the student would be subject to danger of abuse, the worker may remove the student without a court order and without the parent's consent.

XIII. VISITORS TO THE SCHOOLS

The Board encourages parents and other district citizens to visit the district's schools and classrooms to observe the work of students, teachers and other staff. Since schools are a place of work and learning, however, certain limits must be set for such visits. The building principal/designee is responsible for all persons in the building and on the grounds. For these reasons, the following rules apply to visitors to the schools:

1. Anyone who is not a regular staff member or student of the school will be considered a visitor.
2. All visitors to the school must report to the office upon arrival. There they will be issued a visitor's identification badge, which must be worn at all times while in the school or on school grounds. The visitor must return the ID badge to the designated area before leaving the building.
3. Visitors attending school functions that are open to the public, such as parent-teacher organization meetings or public gatherings are not required to register.
4. Parents or citizens who wish to observe a classroom while school is in session are required to arrange such visits in advance with the classroom teacher(s), so that class disruption is kept to a minimum.
5. Teachers are expected not to take class time to discuss individual matters with visitors.
6. Any unauthorized person on school property will be reported to the principal. Unauthorized persons will be asked to leave. The police may be called if the situation warrants.
7. All visitors are expected to abide by the rules for public conduct on school property contained in the "code".

XIV. PUBLIC CONDUCT ON SCHOOL PROPERTY

The district is committed to providing an orderly, respectful environment that is conducive to learning. To create and maintain this kind of environment, it is necessary to regulate public conduct on school property and at school functions. For the purposes of this section of the “code”, **public** shall mean all persons when on school property or attending a school function, including students, teachers, district personnel, and visitors. The purpose of this “code” is to maintain public order and prevent abuse of the rights of others.

All persons on school property or attending a school function shall conduct themselves in a respectful and orderly manner. In addition, all persons are expected to be properly attired for the purpose they are on school property.

A. Prohibited Conduct

No person shall:

1. Intentionally injure any person or threaten to do so.
2. Intentionally damage or destroy district property or the personal property of a district employee or any person lawfully on school property, including graffiti or arson.
3. Disrupt the orderly conduct of classes, school programs or other school activities.
4. Distribute or wear 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.
5. Intimidate, harass or discriminate against any person on the basis of race, color, creed, national origin, religion, age, gender, sexual orientation or disability.
6. Enter any portion of the school premises without authorization or remain in any building or facility after it is normally closed.
7. Obstruct the free movement of any person in any place to which this code applies.
8. Violate the traffic laws, parking regulations or other restrictions on vehicles.
9. Possess, consume, sell, distribute or exchange alcoholic beverages, controlled substances, or be under the influence of either on school property or at a school function.
10. Possess or use weapons in or on school property or at a school function, except in the case of law enforcement officers or except as specifically authorized by the school district.
11. Loiter on or about school property.
12. Gamble on school property or at school functions.
13. Refuse to comply with any reasonable order of identifiable school district officials performing their duties.
14. Willfully incite others to commit any of the acts prohibited by the code.
15. Violate any federal or state statute, local ordinance or board policy while on school property or while at a school function.

B. Penalties

Persons who violate this “code” shall be subject to the following penalties:

1. Visitors. Their authorization, if any, to remain on school grounds or at the function shall be withdrawn and they shall be directed to leave the premises. If they refuse to leave, they shall be subject to ejection.
2. Students. They shall be subject to disciplinary action as the facts may warrant, in accordance with the due process requirements.
3. Tenured faculty members. They shall be subject to disciplinary action as the facts may warrant in accordance with Education Law 3020-a or any other legal rights they may have.

4. Staff members in the classified service of the civil service entitled to the protection of Civil Service Law 75. They shall be subject to immediate ejection and to disciplinary action as the facts may warrant in accordance with Civil Law 75 or any other legal rights that they may have.
5. Staff members other than those described in subdivisions 3 and 4. They shall be subject to a warning, reprimand, suspension or dismissal as the facts may warrant in accordance with any legal rights they may have.

C. Enforcement

The building principal/designee shall be responsible for enforcing the conduct by this “code”.

When the building principal/designee sees an individual engaged in prohibited conduct, which in his or her judgment does not pose any immediate threat of injury to persons or property, the principal shall tell the individual that the conduct is prohibited and attempt to persuade the individual to stop. The principal shall also warn the individual of the consequences for failing to stop. If the person refuses to stop engaging in the prohibited conduct, or if the person’s conduct poses an immediate threat of injury to persons or property, the principal shall have the individual removed immediately from school property or the school function. If necessary, local law enforcement authorities will be contacted to assist in removing the person.

The district shall initiate disciplinary action against any student or staff member, as appropriate, with the “Penalties” section above. In addition, the district reserves the right to pursue a civil or criminal legal action against any person violating the code.

XV. DISSEMINATION AND REVIEW

A. Dissemination of the Code of Conduct

The Board will work to ensure that the community is aware of this “code” by:

1. Providing copies of a summary of the “code” to all students at a general assembly held at the beginning of each school year;
2. Making copies of the “code” available to all parents at the beginning of the school year;
3. Mailing a summary of the “code” written in plain language to all parents of district students before the beginning of the school year and making this summary available later upon request;
4. Providing all current teachers and other staff members with a copy of the “code” and a copy of any amendments to the “code” as soon as practicable after adoption;
5. Providing all new employees with a copy of the current “code” when they are first hired;
6. Making copies of the “code” available for review by students, parents, and other community members.

NOTE: The Board will sponsor an in-service education program for all district staff members to ensure the effective implementation of the “code”. The superintendent may solicit the recommendations of the district staff, particularly teachers and administrators, regarding in-service programs pertaining to the management and discipline of students.

NOTE: The Board will review this “code” every year and update it as necessary. In conducting the review, the Board will consider how effective the “code’s” provisions have been and whether the “code” has been applied fairly and consistently.