

*West Seneca
West Senior
High School*



*Student Handbook
2018-2019*

West Seneca West Senior High School

2018-2019

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 August 2018. 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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SCHOOL CALENDAR (refer to the school website) www.wscschools.org

CODE OF CONDUCT (refer to the school website)..... www.wscschools.org

ATTENDANCE POLICY (refer to the school website)..... www.wscschools.org

ACADEMIC ELIGIBILITY POLICY (refer to the school website) www.wscschools.org

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.

John Brinker
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 complement 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. John Brinker

Senior Clerk:

Mrs. Elizabeth Gioia

High School Assistant Principals:

Mrs. Ellen Stoeckert (Students whose last names begin A-K)

Mrs. Dana McManus (Students whose last names begin L-Z)

Main Office Secretaries:

Mrs. Kathleen MacLeod

(677-3351)

Mrs. Sharon Honan

(677-3352)

Mrs. Karen Kapuscinski

(677-3354)

Student Service Center Secretaries:

Mrs. Maura Blonski

(677-3362)

Mrs. Katherine Maguire

(677-3361)

Attendance Secretary:

Mrs. Colleen Rozek

(677-3358)

School Nurses:

Mrs. Sandy Boody

(677-3380)

Mrs. Melissa Brautlacht

(677-3379)

Head Custodian:

Mr. Tom Eastman

(677-3378)

Head Custodian

(677-3398)

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), West Blue (Comprehensive School Improvement Program Committee), or during extracurricular activities. Please contact the building principal about any of these options.

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 Thursday.

1:42 p.m. normal dismissal

NO UNSUPERVISED STUDENTS ALLOWED IN BUILDING PAST THIS TIME

2:40 p.m. for students kept after to complete homework, Success Time

3:40 p.m. regular detention or extended Supervised Study Time

Students will normally be dismissed from fourth block to the 1:42 bus, however, students who need to complete homework assignments due that day must stay after on the same day until 2:35. See the following section for further information on school policy regarding Success Time and homework reinforcers.

Success Time

What Is Success Time?

Success Time 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 Success Time?

Success Time 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 Success Time help to ensure themselves that they will meet course requirements in a timely manner.

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

Where is Success Time Held?

Success Time may be held:

In each teacher's room from 1:50 to 2:35 PM on a daily basis, as long as teachers are not engaged in professional meetings

Who Monitors Success Time?

The subject area teacher monitors Success Time. The maximum effect of pupils working after school occurs when teachers are able to give students individualized attention.

How Do Students Schedule Success Time?

Students may be recommended for Success Time, 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 Success Time with their instructors.

Any student may approach a teacher and ask to schedule a Success Time 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.

Parents may request that students report to Success Time on a regular basis dependent upon mutual agreement with the teacher.

What Reward Does Attendance At Success Time Offer?

Those students who attend Success Time 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 Success Time 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 Success Time 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.

HOMWORK 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
- checking Parent Portal for current grades and progress
- 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)
- communicating with students and parents regarding the status of homework completion via phone calls, progress reports, e-mail and comments on Parent Portal

Success Time

At West Senior we believe all students can succeed. Success Time 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 2:35. Teachers are on duty every day from 1:45 until 2:30 to meet with students needing extra assistance.

Success time and extended learning opportunities are offered for students who need extra help or extra time to get work done. Students are assigned to Success Time if they have not completed assignments. Success time meets in teacher rooms from 1:50 to 2:35. Failure to comply with the request to attend Success Time may result in a referral to the Assistant Principal for further action.

AIS PROGRAM

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

Academic Intervention Services is a state mandated program offered at West Senior to help students prepare for the state standards.

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 DAYS

Thursday, October 18, 2018 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 4:50 p.m. to 7:40 p.m.

Parents may sign up for December Flex Day appointments on line after progress reports. Additional details will be posted on line.

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 <u>AVAILABILITY:</u>
1	September 5	November 2	November 13
2	November 5	January 18	January 28
3	January 28	April 5	April 15
4	April 8	June 17	June 27

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.

OPEN HOUSE (MEET AND GREET)

Our Meet and Greet Open House will be held on Thursday, September 6, 2018. Parents are urged to attend this event between 2:30 to 6:35 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 (55 minutes After School Detention) 1:45 - 2:40 p.m. <ol style="list-style-type: none">a) Detention held Monday through Thursday.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 result in a referral to building administrator for additional disciplinary action. |
| Level 2 | Detention from 1:45 – 3:30 p.m. |
| Level 3 | Tailored Academic Program – 10:19 a.m. to 3:30 p.m. |
| Level 4 | School Suspension 1-4 days <ol style="list-style-type: none">a) Parent(s) may be required to 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 5 | Principal's hearing - up to 5 day suspension <ol style="list-style-type: none">a) Parent(s) called in to readmit student.b) Social worker or school psychologist may be brought in. |
| Level 6 | Referral to the Superintendent at the discretion of the building principal. |

DISCIPLINE 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 1:45-2:35 and 1:45-3:30 in extreme cases.
2. **SMOKING** (includes e-cigarettes) - Progressive discipline will be applied. 1 day suspension.
3. **TRUANCY** (skipping school) - Two to three days of detentions (1:45-3:30).
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** - 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. **FALSE FIRE ALARMS** - 5-day principal suspension. Police notified and possible superintendent hearing. Parents required to re-admit.
8. **ALCOHOL/SUBSTANCE ABUSE** - 5 day suspension, police notified, possible superintendent hearing, parent conference, counseling referral.
9. **CUTTING DETENTION** – Progressive discipline will be TAP, suspension from school with parent conference for re-admittance. Student must serve original detention.
10. **DANGEROUS WEAPONS** - Sanctions are covered later in this handbook.
11. **LEAVING SCHOOL GROUNDS** - Two days detention (1:45-3:30).
12. **REMAINING ON CAMPUS AFTER THE SCHOOL DAY WITHOUT PERMISSION OR WITHOUT LEGITIMATE AFTER-SCHOOL PURPOSE:** Will result in being put in a 3:30 detention that day.
13. **THREATS** (actions, including electronic communications, gestures or words meant to intimidate): Could include suspension, Superintendent's hearing, and police notification.
14. **CELL PHONE VIOLATIONS** - Will result in confiscation and detention being assigned. Progressive discipline will be applied for subsequent violations which may include a suspension from school.

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

1:45 P.M. - 3:30 P.M.

1. WORK WITH A TEACHER/SUCCESS TIME

2. 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.
- 5) The student must maintain passing grades and behavioral standards to keep this privilege.*

*See attendance policy.

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. School policies intend to deny any opportunity for the smoking of tobacco, marijuana or e-cigarettes 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/e-cigarette in his hand or mouth
- b. tossing away or passing a lighted cigarette/e-cigarette
- c. exhaling smoke or vapor
- d. possession of an e-cigarette

District regulations forbid smoking by anyone on school grounds.

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.

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 pointer

SCHOOL BOMB THREATS

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**

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. Kivari Mr. Meslinsky
Mrs. Smith Mrs. Walsh

Your School Nurses

Mrs. Boody and Mrs. Brautlacht

Your School Social Worker

Ms. Kate DiPasquale

Your School Psychologist

Mr. Zakrzewski

Your School Resource Officer: Officer French 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
- electronic communication

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.

DASA: The West Seneca Central School District recognizes that learning environments that are safe and supportive can increase student attendance and improve academic achievement. A student's ability to learn and achieve high academic standards, and a school's ability to educate students, is compromised by incidents of discrimination or harassment, including but not limited to bullying, taunting and intimidation. The District therefore strives to create an environment free of discrimination and harassment and promotes civility in the schools to prevent and prohibit conduct that is inconsistent with the District's educational mission. To this end, the District has a comprehensive policy regarding the Dignity for All Students Act ("DASA"), which prohibits bullying, discrimination and harassment of students in specific circumstances. The policy is available on the District's website and at our District office. Questions regarding DASA can be directed to the District's appointed Dignity Act Coordinators:

- Allendale – Sean Hanley – 677-3670
- Clinton – Tina Schoepflin – 677-3631
- Northwood – B. Fitzpartick – 677-3649
- West Elementary – Elizabeth Caprio – 677-3166
- Winchester – Luke Rejewski – 677-3594
- East Middle – Chris Scozzaro – 677-3530
- West Middle – Aimee Smart – 677-3513
- East Senior – Kristen Syracuse – 677-3300
- West Senior – Kathryn DiPasquale – 677-3368

§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, whether said directly, indirectly or electronically 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 SENECA 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] any one of their protected rights are not permitted.
2. Displaying of undergarments (bras, boxers, underwear, etc.) is not permitted.
3. Headwear (ex. Hats, bandanas, etc.) may not be worn in the building unless for a medical or religious reason.
- 4.. Footwear is required at all times and must be safe.
5. 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.

HEALTH/SAFETY GUIDELINES

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

STUDENT PHOTOS AND IDENTIFICATION

Students who fraudulently identify themselves or misreport identifying information will face disciplinary action (including detentions, suspension, and/or possible criminal charges) and will be held responsible for any monetary damages the District incurs as a result of the student's actions.

Students should carry their school issued identification card with them at all school functions or sponsored activities. Students who alter or possess an altered identification card will be referred to administration for disciplinary action. This includes students who provide fraudulent information while obtaining an ID card.

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. Family and Consumer Science

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.

HALL PASSES

Each classroom will be provided with a laminated Hall Pass to be used by one student at a time. If a student needs to go to the Health Office or Student Services (or any type of emergency situation), the teacher will issue them a separate Corridor Pass. Students wishing to go to the library must have a library pass issued by the librarian or a Corridor Pass issued by a subject teacher.

Students are not allowed to leave the classroom without a pass. They are expected to sign out and sign back in to the classroom when they use a pass. Students found in the halls without a pass will be assigned detention.

It is the student's responsibility to have a pass on them at all times signed by the appropriate teacher as necessary.

LIBRARY MEDIA CENTER

Library Media Specialist: Ms. Lynne Knaze

Secretary: Mrs. Terreri

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, Reference Materials may be signed out 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. Student must be in good academic standing.
3. No-one can leave the building and expect to return to the dance.
4. Students under the influence of alcohol and drugs are not allowed to attend. Police and parents will be notified if any problems exist.
5. No guest over the age of 20 years will be admitted without prior administrative approval.
6. School dances are formal occasions. Tasteful, appropriate dress must be worn to dances. Information sheets specific to the dance is provided with tickets.
7. 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.
8. Photo identification is required to be admitted at the door.
9. A filled out emergency form is required of all non-West Senior students attending the dance.
10. 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.

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.

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. Use of power pass to 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, electronic devices 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

1. All school rules apply.
2. **Report to back of Café AB at the beginning of A lunch and sit at assigned table.** You will be escorted to the TAP room after A lunch by a monitor. You will remain in the TAP room and be escorted to the detention room at 1:40 by the block 4 teacher. Early releases are not permitted.
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 **TAP students eat is during lunch.** Students are escorted to the cafeteria to buy their lunches and return to the TAP room to eat.
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 TAP 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 TAP will result in disciplinary action.

DETENTION ROOM PROCEDURES

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

1. Arrive no later than 1:47 PM. Beyond this time is considered a cut.
2. Students are not allowed to leave the building at dismissal and then re-enter to attend detention.
3. Students are not allowed to communicate with each other.
4. Students are not allowed to make telephone calls or trips to lockers while in detention.
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 a signed pass from the teacher.
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 Success Time and detention on the same day should report to detention with a pass and return to detention with a pass until 3:30.
13. Uncooperative behavior will result in a further disciplinary action.
14. Seating is assigned by the supervisor.

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 health 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 the main office 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. Students are prohibited from using or having on or in an operational mode any paging device, mobile telephone, cellular telephone, laser pointer or pen or any other type of telecommunications or imaging device during instructional time, except as expressly permitted in connection with authorized use in classrooms. While students are permitted to possess such devices during the school day, they are prohibited from using them in any manner which invades the privacy of students, employees, volunteers or visitors. Students are not permitted to use any form of information technology, including their own personal electronic devices, to intimidate, harass or threaten others. This type of harassment is generally referred to as cyberbullying. If a student violates this prohibition, then he/she is subject to discipline under this provision and/or any other provision in the District Code of Conduct that may be applicable to the circumstances involved. Any electronic device that is permitted on school property is encouraged to be kept on the person and in a concealed manner.
All personnel should exemplify and reinforce acceptable student dress and behavior (including possession/use of electronic devices) and help students develop an understanding of appropriate appearance and conduct in the school setting.

2. Expensive equipment, jewelry, or highly valued personal possessions of any kind, not directly needed for instructional purposes, should be left at home.
3. 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.
4. Money should never be left in lockers; (neither the hallway lockers nor physical education lockers), nor should money or valuables be left unattended.
5. 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.
6. 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

Students may carry a bag to class as long as it fits under a student chair and is placed there prior to the beginning of class. Student bags must not disrupt the educational environment in the classroom. Student bags may NOT be placed on the desk, in the aisle or on a student's lap. Failure to follow this procedure will result in disciplinary action.

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 and grades 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. Visitors must present photo ID.

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, have a parent conference and may be referred to building administrator for disciplinary action. Repeat offenders may be referred to the 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.

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 though 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
- Course Selection Process
- Description of the Student Services Center
- GradeReporting
- 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.

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.

OBTAINING HOMEWORK FOR ABSENTEES

In cases of prolonged absence, the parents should contact the teachers by voice mail or e-mail so that the appropriate arrangements can be made for work to be sent home. Please allow one or two days for the assignments to be forwarded to the Attendance Office.

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.wscschools.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 SUPPORT GROUPS/SELF HELP

National Institute of Drug Abuse Alcoholics Anonymous 853-0388

1-800-662-HELP Meetings for people who are alcoholics

Information & Resources Crisis Services Alateen Groups 856-2520

834-3131 Meetings for teenagers living with alcoholic parent

Anonymous Reporting of Drug Sale Narcotics Anonymous 878-2316

1-800-GIVE TIP

Meetings for people who need support related to drug/alcohol problems

Office of Alcohol & Substance

Abuse Services

1-800-522-5353

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 Services 895-7206

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

Chemical Dependency 895-7206

Catholic Charities 675-3785 (West Seneca)

Clinical Dependency (Spectrum Human Services) 662-6638

Child & Family Services 681-5718

Renaissance House 821-0391

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

264 Center Road 677-6255 1076 Union Road 675-1866 3045 S. Western Blvd 677-0051

Med Lab

600 Cayuga Rd 633-8001

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:

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 a 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 Algebra and Geometry Regents Exams, 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

<u>Girls'</u>		<u>Boys'</u>
	Fall	
Volleyball (JV,V,M)		Volleyball (JV,V,M)
Soccer (JV,V,M)		Football (JV,V,M)
Swimming (JV,V)		Cross Country (V,M)
Tennis(V)		Soccer (JV,V,M)
Cheerleading (JV,V)		Golf (V)
Cross Country (V,M)		
Field Hockey (JV,V)		
	Winter	
Basketball (JV,V,M)		Bowling (V)
Bowling(V)		Basketball(JV,V,M)
Swimming (M)		Swimming (V, M)
Indoor Track (V)		Indoor Track (V)
Cheerleading (JV,V)		Wrestling (V,JV,M)
Hockey (V)		Hockey (V)
	Spring	
Softball (JV,V,M)		Baseball (JV,V,M)
Track (JV,V,M)		Outdoor Track (JV,V,M)
Lacrosse (JV,V)		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.

WEST SENECA WEST SENIOR HIGH SCHOOL

CLASS SCHEDULE

Warning Bell 7:25 AM

BLOCK 1 ----- 7:30 – 8:50

HOMEROOM & MORNING ANNOUNCEMENTS 8:50 – 8:55

BLOCK 2 ----- 8:59 – 10:19

BLOCK 3 ----- 10:23 – 12:18

"A" Lunch	"B" Lunch	"C" Lunch
Lunch: 10:19 – 10:49	Class: 10:23 – 11:03	Class: 10:23 – 11:48
Class: 10:53 – 12:18	Lunch: 11:03 – 11:33	Lunch: 11:48 – 12:18
	Class: 11:37 – 12:18	

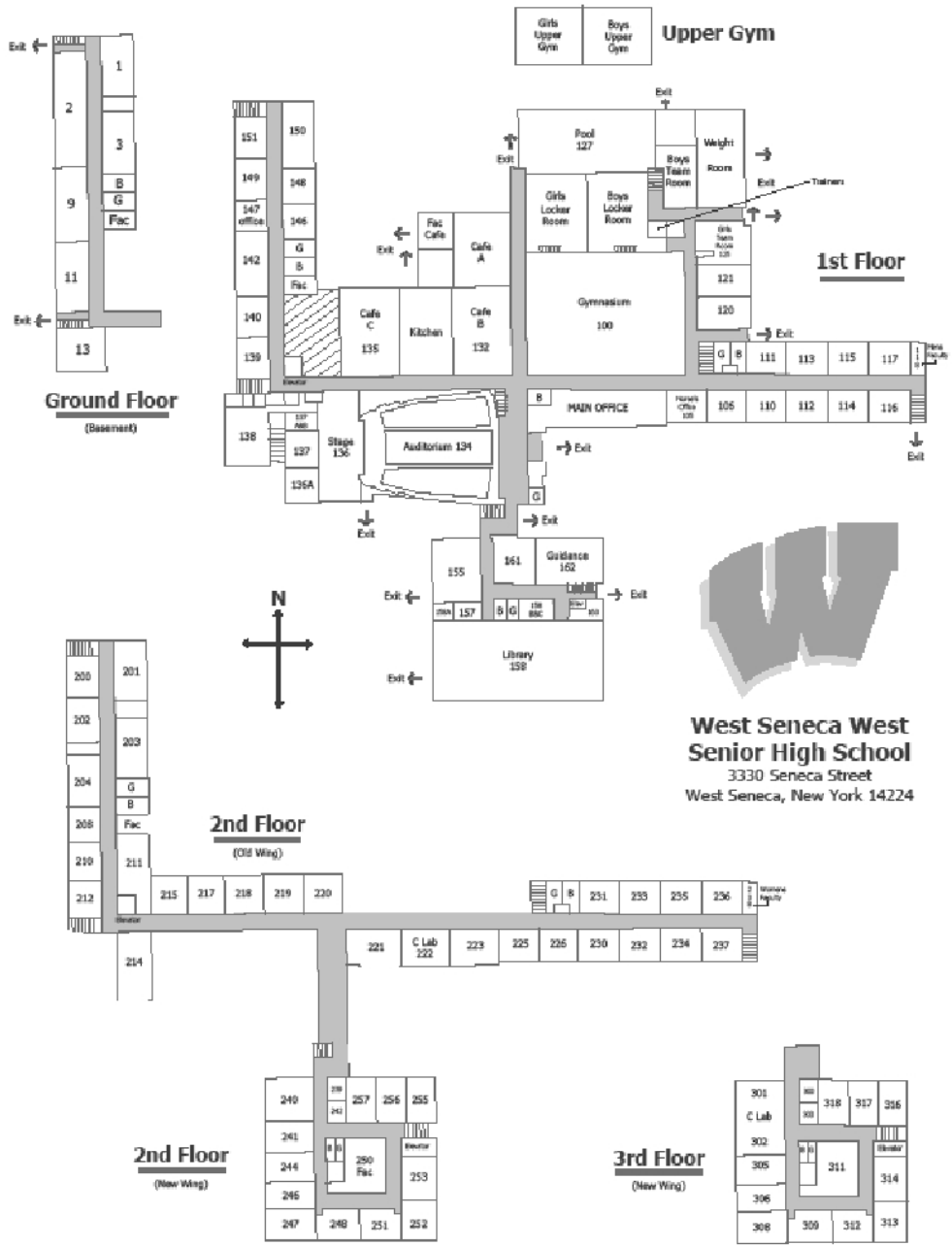
BLOCK 4 ----- 12:22– 1:42

PM ANNOUNCEMENTS 1:40

DISMISSAL FOLLOWING ANNOUNCEMENTS

Note:

- Homeroom is the last 5 minutes of 1st block
- Blocks are 80 minutes (*Block 3 is 112 minutes this includes a 30 minute lunch*)
- 4 minutes passing time



West Seneca West Senior High School
 3330 Seneca Street
 West Seneca, New York 14224

