CLASS PERIODS

1st Mod…….. 7:45 - 8:31
2nd Mod…….. 8:35 - 9:17
3rd Mod…….. 9:22 - 10:04
4th Mod…….. 10:09 - 10:51
5th Mod…….. 10:56 - 11:38
6th Mod…….. 11:43 - 12:25
7th Mod…….. 12:30 - 1:12
8th Mod…….. 1:17 - 1:59
9th Mod…….. 2:03 - 2:45

GUIDANCE

The Guidance Office is in the A-Wing behind the Main Office. Counselor assignments are made on the basis of the first letter of the student’s last name.

Counselors can be a big help with questions about class schedules, academic and/or personal problems. They also can tell students about special programs that are available. Students should go to the Guidance Office DURING AN UNASSIGNED PERIOD, OR BEFORE SCHOOL OR AFTER SCHOOL and make an appointment through the office staff. Another division of the guidance office is the Career Center in the Library. Students can find information about job openings, career choices, colleges and the Armed Forces. Guidance personnel can also help students learn how to prepare for the SAT’s and other college tests.

ACADEMICS/GRADES

For all courses, a final average of 65 is the minimum passing grade. The final average is a combination of quarterly class averages and the final exam grade. The formula for final marks in all full year courses is 4/5 yearly average, 1/5 final examination. All half-year courses are computed on a 2/3 yearly average and 1/3 final examination.

Students can earn Honor Roll status with a cumulative average of 90 or higher. Students can earn Merit Roll status with a cumulative average of 85 – 89.9. Grades are weighted for different course levels strictly for the purpose of determining class rank.

Course work can sometimes be challenging. When students are experiencing difficulty in the classroom, they should ask their teacher for help. If problems continue, the guidance counselor, assistant principal or the principal should be contacted.

It is expected that all students will perform their academic endeavors with honesty. Giving or receiving unauthorized assistance, including plagiarism, is considered cheating.

Report cards are available in WITS every 10 weeks and interim notices are available in WITS in the middle of each marking period. Students who are failing or whose grades are dropping, will get a notice. Report cards and interim notices can be mailed home as well. If interested, please call the Guidance Office for a hard copy. Many teachers utilize WITS throughout the marking period as a tool for communication about student progress.

SCHEDULE CHANGES

In order to ensure the balance of class size and to provide for equal educational opportunities for all our students, counselors cannot process schedule changes based on a teacher preference.

WITHDRAWAL FROM A COURSE

Students who withdraw from a first semester 1/2 unit course after November 16 or a second semester 1/2 unit course after April 15, or a 1 unit course after January 29 will receive an automatic failure. Their yearly average will be computed with a grade of zero for the final examination given.

CHANGE IN COURSE LEVEL

When a student changes course levels, the student’s grades may follow to the new course based on teacher discretion acting in the best interest of the student’s final grade. It is understood that the student may be required to make up work missed in the new course.

The deadline for change in course levels is the eighth week of the school year.
**INCOMPLETES**

All incompletes should be resolved by three weeks into the next marking period. An extension may be given based on teacher discretion acting in the best interest of the student’s academic record.

**EXTRA HELP**

Teachers are very willing to work individually with students who may need extra help. Students who request or need clinic time can arrange this with his or her teacher. Peer tutoring through National Honor Society or Math Honor Society may also be available.

**HOMEWORK**

Completion of all homework assignments is a student’s responsibility. It is suggested that students have someone in each class whom they can contact/share information with about class activity and homework. In the event of an absence from school, this would be the person to contact to get the assignment. If parents need to clarify assignments, they should contact the teacher as soon as possible or call school and leave a message for the teacher to return the call. In the event of extended absence, parents should contact the Guidance Office (626-8507), for homework assignments. Please allow them 24 hours to collect the necessary information.

**MID-TERM, FINAL & REGENTS EXAMS**

All students are expected to take all mid-term, final and Regents examinations. Permission will NOT be granted for a student to be exempt from an examination UNLESS the student is incapable of taking the exam as certified by a medical professional. Exemptions will only be considered by the building principal in conjunction with documentation from a medical professional. Due to the secure nature of the assessments, make-up exams/dates are not available. Students absent and not excused by a medical professional will receive a ZERO for the exam.

**PARTICIPATION IN GRADUATION CEREMONY**

Per Board of Education policy, all students must meet the requirements for a diploma in order to participate in the annual graduation ceremony held in June.

**VISITORS**

After 8:00 am access to North High School is restricted to one entrance—the Horseshoe entrance on Dodge Road (far right door). This door will be locked, however, is equipped with an intercom and main office lock control. Please use the intercom to state the purpose of your visit to gain admittance to the building. **All other entrances are locked with signs directing visitors to use that door.**

State law and District policy require that all visitors, including former students, parents, sales representatives, guest speakers, etc., must register and secure approval for their visit from the Main Office upon entering the building.

We do not allow "shadowing" of our students from another school. If a student wishes to tour North during school hours, their parents must make arrangements through our guidance office and provide transportation to and from their home school. These visits will be allowed from 8-10 a.m. and must be arranged in advanced through the Main Office.

**DISCIPLINE CODE FOR STUDENT BEHAVIOR**

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

a) **Disorderly conduct** – endangerment or harassment (i.e.: bullying, intimidation) of others or the willful disruption of the orderly conduct of classes, school program and/or school activities. This would include defaming, vandalizing, disrespecting and/or destroying school or contracted property, as well as property off-campus that is visited as a result of a field trip or school-sponsored event.

b) **Insubordination** – failure or refusal to comply with the reasonable requests of an administrator, a teacher or a staff member.

c) **Physical aggression** – fighting in school, on school property, or at school-related events.

d) **Inappropriate expression** – swearing, racial or sexual expressions or innuendoes, abusive language and/or similar behavior at any time, on school premises or at school-sponsored events.

e) **Alcohol/other drugs** – consuming, sharing, transmitting, selling, buying (including “intent” to purchase), possession and/or being under the influence of alcohol, tobacco (to include e-cigarettes & e-juice) or nicotine products (unless the latter are prescribed by a physician as part of a documented smoking cessation treatment plan) and other drugs (including the misuse of prescription medication) at any time on school premises or at school-sponsored events.
f) Unauthorized substances – possession of paraphernalia for consuming (use) of alcohol, tobacco, and other substances (including vapor cigarettes and associated liquid substances; as well as synthetic marijuana, K2/Spice and Bath Salts), as well as the consuming (use), sharing, transmitting, buying and/or selling of substances (including the misuse of prescription medication) on school premises or at school-sponsored events.

g) Hazing – any conduct or method of initiation into any student organization or school team, whether on public or private property, which willfully or recklessly endangers the physical or mental health of any student or another person.

h) Bullying – encompassing an imbalance of power and a variety of negative acts such as, but not limited to: physical (hitting, kicking, spitting, taking personal belongings); verbal (taunting, malicious teasing, name calling); psychological (spreading rumors, manipulating social relationships, extortion, or intimidation) carried out repeatedly over time.

i) Harassment – creating a hostile environment by conduct or verbal threats, intimidation or abuse that has or would have the effect of unreasonably and substantially interfering with a student’s educational performance, opportunities or benefits, or mental, emotional or physical wellbeing.

j) Sexual harassment – inappropriate visual, verbal or physical conduct directed by an adult to an adult, an adult to a student, a student to an adult or a student to a student. Elements of sexual harassment may include:
   1. Sexual in nature or gender based
   2. Unwanted or unwelcome
   3. Severe, persistent or pervasive
   4. Interferes with ability to do work, learn or study

k) Disruptive materials – distribution of or wearing materials on school grounds or at school functions that are obscene, inflammatory, advocate illegal action, appear libelous, obstruct the rights of others, or are disruptive to the school program.

l) Discrimination – intimidates, harasses, or discriminates against any person on the basis of the individual’s perceived or actual race, color, weight, nationality, religion, religious practice, age, sex, sexual orientation or disability by school employees or students on school premises or at school-sponsored events.

m) “Cyber” violations – inappropriate and/or unauthorized use of technology (i.e., personal electronic devices such as MP3 devices or cell phones; computers; cameras; video and/or audio taping equipment; software; etc.) and/or the Internet to engage in behaviors including, but not limited to, bullying, intimidating, threatening, harassing, maligning and/or defaming others, accessing websites for non-academic purposes (e.g., social networking; media downloads, etc), as well as use of unauthorized proxies or “tunneling”. Cyber violations also include violations of the Acceptable Use Policy and/or Electronic Devices with Text Messaging Capabilities Policy.

**WILLIAMSVILLE NORTH DISCIPLINARY PROCEDURES AND CONSEQUENCES**

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

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

**SOCIAL WORK SERVICES**

The school social worker is located in the Guidance wing. The social worker sees students and sometimes their families for a wide variety of counseling reasons. Some examples are: family problems, depression, anxiety, coping skills, boyfriend/girlfriend issues, grief and loss, substance abuse, etc. Students may request an appointment through their school counselor or go directly to the social worker’s office to schedule an appointment during passing time, unassigned times or before/after school. Information shared is considered confidential and is not shared with others except in extreme situations.

**HEALTH SERVICES**

The **Health Office** (Rm C-139) is located near the Physical Education area and is usually open from 7:30 a.m. until 3:00 p.m. If the Health Office is closed, students should report to the Main Office if immediate attention is needed. Otherwise they should return to class and report at a later time.

Students who need to see the nurse must:
- **FIRST** get a pass from their teacher - **then**
- proceed directly to the Health Office

Students who have been at the Health Office during an assigned class, must present their teacher(s) with a written verification showing the time they spent in the office.
The nurse will contact a parent/guardian if a student needs to go home due to illness. **STUDENTS MAY NOT LEAVE WITHOUT PERMISSION.**

By State Law, medication cannot be carried by students at school. Arrangements should be made with the nurse to keep medication that needs to be taken during the school day in the Health Office.

State Law mandates that all 10th grade and new students have a physical exam and a hearing test. It is recommended that the physical exam be performed by the family’s private physician. A form for the physician to complete is available in the health office. Freshmen are screened for scoliosis and sophomores are screened for vision and hearing.

There will be opportunities for a physical exam to be done at school by a nurse practitioner for students without health insurance or who are new to the area and have not obtained a health care provider. These physicals are by appointment only and will not be performed without a signed parental consent form, available in the health office. Physicals performed by the family’s private physician or the school nurse practitioner should also be used to fulfill the requirement for interscholastic sports or working papers.

Injuries or illnesses which prevent a student from participating in Physical Education require a medical excuse. A parent note is good for up to a one week excuse. Beyond that a doctor’s note is required. The note should be brought to the Health Office and an excuse from class will be issued to the student to give to the Physical Education teacher. Make-up classes or written assignments are required to earn Physical Education credit for classes missed due to legal absences.

Accidents/injuries that occur at school MUST be reported to the Health Office immediately. Injuries that occur outside of school should be reported to the nurse as soon as possible.

**ELECTRONIC DEVICES**

Electronic devices **ARE** allowed in the classroom for educational purposes under the direct supervision of the classroom teacher. Electronic devices are also allowed in the hallways and cafeterias. Students must adhere to the rules established by the librarian. Administration cannot be responsible for the theft or loss of these or other expensive items.

Students who violate the electronic device policy will be disciplined as follows:

- **1st Offense** – Electronic device taken away and returned to a parent at the end of the school day and a warning is issued to the student.
- **2nd Offense** – Electronic device taken away and returned to a parent at the end of the school day and two detentions assigned.
- **3rd Offense** – Electronic device taken away and returned to a parent at the end of the school day and three detentions assigned.
- **4th and Subsequent Offenses** - Electronic device taken away and returned to a parent at the end of the school day and one day assignment to the Restriction Room.

**Please note: Failure to turn in an electronic device when asked will result in a one day assignment to the Restriction Room for insubordination.**

In order to promote a proper educational environment, ensure examination security and protect the privacy of individuals, the Board of Education expressly prohibits the use of such devices as follows:

- a) During any test, examination, or in any situation with the potential for plagiarism or cheating; and
- b) In any restroom, locker room or other areas (both private and public) where individuals have an expectation of privacy.
- c) In the restriction room and during detention
- d) During any presentations in the auditorium
- e) In the Main Office
The National Honor Society is a nationwide organization of students who have qualified within the definition of the society and the school as outstanding individuals.

The criteria for membership are:

1. **Scholarship**: earned a cumulative average of at least 90.0 calculated after the first marking period of their junior year (9 quarters) or, if not inducted as a junior, after 12 quarters for consideration as a senior.
2. **Character**: demonstrated a high standard of personal character. The candidate respects self, peers, and staff, has no known instances of cheating or dishonesty, has little or no discipline history.
3. **Service**: involved in service to the community and/or school.
4. **Leadership**: served in a leadership position in the community and/or at school or has demonstrated qualities of leadership.

Students are considered for induction during their junior and/or senior year. Students who meet the initial qualifications concerning scholarship and character will be required to submit a student activities resume listing all activities and volunteer service and indicating positions of leadership. Those students who were considered in their junior year and not selected will be considered during the regular selection process during their senior year in order to give them the opportunity to meet the criteria for character, leadership, and service.

Juniors, as well as seniors who were previously considered, will be reviewed and selected by a faculty committee chaired by the National Honor Society Advisor in February or March, with a formal induction ceremony in early spring.

Members of the National Honor Society must maintain a cumulative average of at least 90.0, participate in all NHS activities, and maintain high standards of personal character in order to maintain membership. Those who do not will be subject to review by the Faculty Committee.

**WILLIAMSVILLE NORTH HIGH SCHOOL ATTENDANCE & TRANSPORTATION POLICY FOR EXTRACURRICULAR ACTIVITIES AND ATHLETICS**

I. **ATTENDANCE IN SCHOOL AND PARTICIPATION IN EXTRACURRICULAR ACTIVITIES AND ATHLETICS**

- If a student is absent from school for any reason and does not come in by 11:00 a.m. **s/he may not participate in a club-related activity, play, rehearsal performance or athletic practice/game that day.**
- A student who has an unexcused absence on a Friday may not participate in a club-related activity, contest or practice until the following Monday. The student must demonstrate by written documentation to the coach or advisor the legality of that Friday absence if he/she wishes to participate. **An excused absence is defined by New York State Education Law to include illness, death in the family, medical appointment, court appearance, impassable roads, religious observance, and pre-approved educational trip.**
- A student **will have a limit of three tardies to school for any reason per athletic season or for extracurricular activities, per attendance period.** There are three attendance periods, which run concurrently with athletic seasons. **September 15-November 15, December 1-March 15, and March 20-June 20.** On the fourth and every subsequent tardy, that student may not practice/play in sports or participate in extracurricular activities that day. An exception will be allowed only **if upon entry to school that morning** the student presents to the attendance office a signed note documenting a medical or dental appointment on official stationary. That documentation will **not** be accepted after that point by the coach, advisor or any other school authority.
- Students at Williamsville North may not practice or play with their athletic teams if they have not fully participated in a scheduled physical education class that day.

II. **ABSENCE FROM MEETINGS OR PRACTICES FOR ACTIVITY OR FROM ATHLETIC PRACTICES WHILE IN ATTENDANCE IN SCHOOL**

A student should not choose to miss a meeting or practice without first obtaining the appropriate permission from their advisor or coach. At the advisor’s/coach’s discretion, that student’s level of participation may be altered or their membership in that activity revoked. A student who chooses not to attend an athletic practice without first obtaining the appropriate permission from a coach is ineligible to participate in the next contest or activity. A student who is prevented from attending due to their being at an assigned detention or because of an absence or tardiness to school is not considered to have chosen to avoid the meeting or practice.

An advisor, coach or an organization by virtue of its constitution may choose to have a more stringent attendance policy or additional rules concerning participation including guidelines for student behavior. Such policy should be stated to students by the advisor as part of introductory sessions or distributed in writing to students and/or parents, or by the coach as part of the individual team expectations distributed as an attachment to this building policy.
III. TRANSPORTATION OF STUDENTS TO ACTIVITY-RELATED PROGRAMS, GAMES AND PRACTICES OFF SCHOOL GROUNDS

- The School District is responsible for and required to provide transportation to any program, athletic or other competitions that students are mandated to attend outside school hours as part of their membership in that club, activity or team.
- Students may, with parent permission, drive themselves to and from activities that are Williamsville school sites only. It is the coach/advisor’s choice as to whether this will be allowed. Written parental/guardian permission must be obtained in advance.
- In accordance with Williamsville Board Policy #5720, a coach may choose to authorize other means of transportation when the parent or legal guardian of a student participating in such event has provided the coach with written notice indicating the parent, legal guardian, or an adult at least 25 years of age designated by the parent or legal guardian, will transport this student.

IV. STUDENT CONDUCT – ATHLETICS

Insubordination toward Coaches or Other Staff While on a Team Related Activity

Insubordination is defined as blatant refusal to follow a reasonable request from the coach or designee in charge of the activity. Consequences are listed below.

First Incident: Alteration of normal participation in the subsequent contest (with letter to parent).
Second Incident: Suspension from participation in the subsequent contest and a parent conference.
Third Incident: Suspension from the program for the balance of that year.

- Misconduct, as in Dangerous, Reckless, or Disruptive Behavior on a Team Related Activity, Including While on a Bus:

Consequences are listed below:
First Incident: Alteration of normal participation in the subsequent contest (with letter to parent).
Second Incident: Suspension from participation in the subsequent contest and a parent conference.
Third Incident: Suspension from the program for the balance of that year.

In the case of insubordination or misconduct, depending on the severity of the incident, the coach and/or administrator reserve the right to move directly to the third stage and order immediate dismissal from the team. Such incidents might include the following:
- Physical violence.
- A loud public display.
- Possession or use of alcohol or other substances (per District Policy).
- Vandalism or theft, including destruction of school facilities or equipment.

STUDENT CONDUCT - EXTRA-CURRICULAR ACTIVITIES

Students may have their participation reduced or be removed from extra-curricular activities at the discretion of the advisor and/or administrator for any infractions listed previously under Athletics. Students found under the influence of or in possession of drugs or alcohol at a school dance will be prohibited from attending any and all dances for the remainder of the school year if such violation occurs during the first semester; and the remainder of the school year as well as the first semester of the following school year if such violation occurs during the second semester of the school year.

Williamsville Central School District is an equal opportunity employer in compliance with all applicable laws including New York State Human Rights Law, Title IX, Title VII of the Civil Rights Act of 1964, the Equal Employment Opportunity Law, and section 504 of the Rehabilitation Act. Williamsville Central School District does not discriminate against any person on the basis of age, race, color, creed, national origin, marital status, religion, sex, sexual orientation, military/veteran status, or disability.

The following person(s) is the Title IX Compliance Officer:
Assistant Superintendent for Human Resources
Telephone: (716)626-8051

The following person is the Section 504 Compliance Officer:
Dr. Anna Cieri, Assistant Superintendent for Exceptional Education and Student Services
Telephone: (716)626-8061