

Student Handbook

2019-2020



Webster Schroeder High School
875 Ridge Road, Webster NY 14580
Phone # 670-5000 Fax # 671-8681
TTY # 671-2728

Webster Thomas High School
800 Five Mile Line Road, Webster NY 14580
Phone # 670-8000 Fax # 671-1884

Open House

Thomas H.S. September 12, 2019 6:30 p.m.
Schroeder H.S. September 25, 2019 5:30 p.m.

**Webster Thomas High School
Daily Schedule 2019-2020**

School Offices Open 7:30 a.m.
Classrooms Open 8:35 a.m.
Pass to Homeroom 8:40 a.m.

Block 1	8:45	-	9:39
<i>3 minutes allocated for Morning Show at the beginning of the period</i>			

Block 2	9:44	-	10:35
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Block 3	10:40	-	11:31
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Lunch is served 3A (PM EMCC) 10:40 to 11:03
Lunch is served 3B (AM EMCC) 11:08 to 11:31

Block 4	11:36	-	12:27
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Lunch is served 4A 11:36 to 11:59
Lunch is served 4B 12:04 to 12:27

Block 5	12:32	-	1:23
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Lunch is served 5A 12:32 to 12:55
Lunch is served 5B 1:00 to 1:23

Block 6	1:28	-	2:19
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Block 7	2:24	-	3:15
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Clubs Start	3:15
Buses Depart	3:25
Late Buses	4:05 (M, T & TH only)
School Offices Close	4:00

BOCES Transportation Schedule

Session I (**Seniors**) Depart Thomas HS at 7:40 a.m.

Return to Thomas by 11:00 a.m.

Session II (**Juniors**) Depart Thomas HS at 11:15 a.m.

Return to Thomas by 2:10 p.m.

Statement of Philosophy

The professional staff for secondary education of the Webster Thomas and Webster Schroeder High Schools endorses the following declarations from the Webster Central School District's Statement of Purpose.

1. Each person is important.
2. A positive self-image and self-confidence are essential to an individual's development.
3. The individual develops best when basic human liberties are emphasized and encouraged.
4. Students should be encouraged to accept social responsibility and to be willing to help others.

2019-2020 School Calendar

September 3 & 4.... Superintendent Conference
September 5 ... School Opens: Full day for All Students
October 11 Superintendent Conference (no school K-12)
October 14Columbus Day - No School
November 11 ... Veterans' Day - No school for students
November 27-29 Thanksgiving Recess - No School
December 23 – January 3. Winter Recess - No School
January 6 School Resumes
January 20 ... Dr. Martin Luther King, Jr. Day - No School
January 21-24 Regents Exams Grades 9-12
January 24 Superintendent Conference Day – No School
February 17-21..... February Recess - No School
February 24..... School Resumes
April 6 -April 10 ... Spring Recess starts - No School
April 13 School Resumes
May 25 Memorial Day – No School
June 16 Last day of classes
June 17-26..... Local and Regents Exams (9-12)
June 28 Commencement

Test Dates

January Exams	January 21-24, 2020
AP Exams	May 4 – 15, 2020
June Regents	June 17 – 26, 2020
SAT	10/5/2019, 11/2/2019, 12/7/2019, 3/14/2020, 5/2/2020, 6/6/2020
ACT	9/14/2019, 10/26/2019, 12/14/2019, 2/8/2020, 4/4/2020, 6/13/2020
PSAT	10/19/2020
ASVAB	3/28/2020

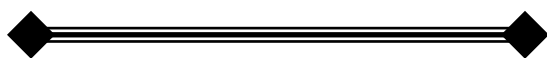
Most of these tests are taken during junior and senior year. However, all students may be eligible and should speak with their school counselor if interested.

For more detailed calendar information, go to www.websterschools.org, keyword search *calendar*

We Believe That:

1. Each individual is unique and we recognize that public education should challenge all students to utilize their full mental and physical abilities.
2. Students can experience success in a learning environment that correlates with their learning styles, needs, and expectations.
3. Students learn best when the purpose of the learning activities is clearly understood by theand frequent evaluation procedures are related to learning activities.
4. The acquisition of knowledge and skills will enable individuals to understand themselves and others, and will help them become self-directing decision-makers.

5. The exercise of Constitutional freedoms must be accompanied by the acceptance of responsibility, which promotes the development of respect for self and for the unique qualities and rights of others. In an environment where freedom and responsibility are stressed, self-discipline must be the ultimate goal.
6. Students must be encouraged to accept increasing responsibility for their own education and for the development of a value system consistent with our society's democratic traditions and principles.
7. We share responsibility with the family and community for the development of youth. The extent of our responsibility is defined in the Statement of Objectives. To fulfill this responsibility, instructional programs and activities are provided that are based upon an understanding of student needs as reflected by technological and sociological changes in our society.
8. Persons should be involved in decisions that affect them. Therefore, the school community of teachers, students, parents, and administrators should have input in determining the design of the instructional program and the appropriateness of student activities. To accomplish this, the school and the community must communicate effectively.
9. As an institution, we should have a commitment to self-renewal through innovation, experimentation, research, and evaluation.
10. As an institution, we should have a commitment to surpass, whenever possible, minimum standards established for educational programs.



Academics

Report Cards

All report cards are available at the end of the marking period on the Parent Portal; parents are encouraged to contact the school if they have any questions or seek a conference.

Quarter	End of 10 Weeks
First	November 8
Second	January 24
Third	April 3
Fourth	June 16

To obtain a login code (parents and students), send an email to ic_portal@websterschools.org and an access code will be mailed to you within 48 hours. Parents who have login information from last year should use the same login and password for this school year.

Accidents in School

Accidents that occur in school should be reported immediately to the school nurse. The nurse will complete a "Statement of Claim" and mail to the family. Medical bills should be sent to the parents' insurance provider for processing. Families without medical insurance may qualify for free or low cost health insurance through Child Health Plus. Information is available at the following Web site: www.nyhealth.gov/nysdoh/chplus

Webster Central School District provides an educational environment where students can feel safe as they learn. The District is enrolled in the Safe School HelpLine, a toll-free number students, staff, or anyone can call to anonymously report health and safety concerns. The number, 1-800-4-1-VOICE, ext. 359 will be manned 24 hours a day, seven days a week.

Safe School Helpline – 1-800-418-6423, Ext. 359 or www.safeschoolhelpline.com

Announcements/Morning

Announcement forms are available in the library at Webster Thomas and in the AV-TV office at Webster Schroeder. They should be signed by a staff member and returned by 3 p.m. the day before the announcement is to be made.

Announcements/Afternoon

These announcements are read prior to dismissal at 3:15 p.m. and should be turned into the main office at Webster Schroeder or the main office at Webster Thomas before 2:30 p.m.

Classes

Class Load

All full-time students must carry at **least five academic courses** plus physical education. For a description of classes, go to www.websterschools.org, keyword search course description book.

Course Changes

Students may enroll in a new course during the first five days of a semester course and during the first ten days of a full year course.

Schedule changes due to extenuating circumstances are carefully reviewed once the school year has begun. Because schedule changes are disruptive to the learning process they are discouraged.

Course change requests based on preference for one teacher over another or for a particular period will not be granted. Student requests that have been scheduled for the same teacher as in previous years will be considered. **Changes in course level will require a conference with the Assistant Principal.** No course changes will be approved without the prior, written permission of the student's parent or guardian. Students who receive permission to change courses must return all books and materials before receiving a new schedule. All requests to change courses must be made within 2 weeks of the beginning of that course.

Students who drop a 20-week course after ten weeks will receive a zero for the remaining quarter and the final exam. Students who drop a 40-week course after twenty weeks will receive a zero for the remaining quarters and a zero on the final. Final averages will become part of the student's GPA.

Cheating

Students found to be cheating on assignments or tests can expect to receive a grade of zero for the activity in question. Plagiarism is considered by the school as a form of cheating.

Honor Roll

Criteria for membership on the quarterly honor roll include:

Student is enrolled in at least 3 classes
All course grades above 70 including physical education

No negative citizenship comments.

Honor Roll (85.0 – 89.4), cumulative average

High Honor Roll (89.5 0 94.4) cumulative average

High Honor Roll with Distinction (94.5 and above)
in all subjects

Lost Textbooks

If you lose a textbook, you must pay for it in the business office before a new one will be issued to you.

Attendance Policy and Procedures

Attendance Requirements

There is a direct and positive relationship between the amount of time spent in a class and the quality of the learning experience in that course. To that end, regular daily attendance is expected in all courses. Students who are illegally absent from class are subject to discipline and jeopardize the class participation portion of their grade. On the rare occasion that a family issue impacts student attendance, parents should contact their student's assistant principal.

Attendance and Course Credit

In order to receive course credit students must attend 85% of the classes. Excessive absences will result in a student being withdrawn from class and a loss of credit.

Legal Excuses for Absences

Absences for the following reasons will be considered legal absences. All other absences will be considered illegal.

- Illness (extensive illnesses will require a doctor's note)
- Doctor/Dental Appointments
- Music lessons
- Field Trip/College Visit (up to 4 per year)
- Religious holidays
- Death in immediate family
- In-school suspension
- Out-of-school suspension

Note: If a student is tardy to class three times, it will count as an absence. **Student attendance will be reported on quarterly report cards.** (Family vacations; sports camps and other nonacademic activities are not considered excused absences).

School Work Make Up Guidelines

Students will have five days to make up work upon returning to school following an absence.

Attendance Procedures

A parent/guardian must report **all student absences**. For Schroeder students, parents/guardians should call the attendance line at 670-5022. For Thomas students, parents/guardians should call 670-8074.

Illness/Request for Assignments

Request for assignments missed due to illness should be made through the students' grade level office (see phone listing). Please call the before 8:30 a.m. so those teachers can be notified as soon as possible. **One school day is required to adequately prepare the assignment packet. It is the responsibility of the parent and/or guardian to pick up packets.**

Returning After Absence

State and local regulations require that parents/guardians provide a WRITTEN excuse for each absence. Excuses must be signed by the parent/guardian and state the reason for the absence. Students should bring the excuse to the appropriate alpha level office before reporting to their first period class. Excuses are due the day the student returns to school.

Permission to Leave During the School Day

Students, who request to leave during the school day, must bring written request, signed by their parent / guardian, to the alpha office on the morning of the day you desire to leave early. The excuse should state the reason for leaving early.

Tardiness to School

Sign-in Procedures for Tardiness

1. Students arriving after 7:25 a.m. are to report to their alpha office to sign in.
2. Legal excuses for tardiness are the same as those listed for absences. Missed bus, overslept, traffic, etc. are not considered legal excuses. A written excuse, signed by a parent/guardian is required for each legal tardy. Consequences for chronic tardiness (more than 3 per quarter) may include detention, loss of privileges or other disciplinary consequences. Students who drive to school will have their parking privileges revoked if they are chronically late to school. Students may also suffer academic consequences as a result of missing instructional time.

Class Cuts

Students are expected to attend all scheduled classes, study hall(s), and lunch. Failure to do so will result in disciplinary action. Students who miss tests, quizzes or assignments due to cuts will not be permitted to make up the work. Repeated failure to attend classes will be considered a serious disciplinary and academic issue and may result in suspension from school.

Clubs

A club activity guide is available from each Alpha Level Office or Main Office. To propose a new club, a student must complete the club proposal form located in the club activity guide. The advisor and the building principal must approve the proposal form.

Code of Conduct

Statement of Philosophy

The Webster School District is committed to providing a safe and orderly school environment where students may receive and staff may deliver quality educational services without disruption or interference. Student safety, respectful conduct, appropriate dress and personal responsibility are important expectations within our school community. In addition to the overview provided below, details can be found at www.websterschools.org , keyword search *code of conduct*.

Dignity For All Students Act

School is a place where everyone has a right to feel safe in an environment of teaching and learning and a responsibility for their actions. Each member of the school community has equal worth and an opportunity to be heard by others. It is the duty of all members of the school community to support an environment that consistently upholds these rights and responsibilities.

The intent of the Dignity for All Students Act (Dignity Act) is to provide all public school students with an environment free from discrimination and harassment, as well as to foster civility in public schools. It focuses on prevention of harassment and discriminatory behaviors through the promotion of educational measures meant to positively impact school culture and climate. The Dignity Act states that no student shall be subjected to harassment, discrimination, bullying or cyberbullying by employees or students based on their actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sex, sexual orientation, or gender/gender identity by school employees or students on school property, at a school function, or off school property where such acts create or would foreseeably create a risk of substantial disruption within the school, environment, where it is foreseeable that the conduct, threats, intimidation or abuse might reach school property. For further information regarding the Dignity for All Students Act, please refer to www.websterschools.org key word Dignity for All.

The Webster School Community expects that its students will demonstrate the principles of

C.A.R.E:

C Cooperation

A Accountability

R Respect

E Excellence

Student Behaviors

Examples of student behaviors that jeopardize the district's focus on student safety and respect for the rights and property of others are provided below. When students do not meet school expectations, appropriate consequences will be applied. When students are referred regarding a disciplinary concern, administrators will first work with parents and students to identify the behavior which interferes or is interfering with meeting school expectations. The district's Code of Conduct includes possible administrative responses.

Examples of such behavior could include (but are not limited to):

- **Insubordination.** Failing to comply with the reasonable request of any staff member.
- **Committing an act of violence (or threatening to do so) against a student, school employee, or any person lawfully on school property or at a school function.**
- **Threatening use of, displaying and/or possessing** a weapon while on school property or at a school function.
- **Stealing other people's property (money, clothing, food, books, etc.)**
- **Knowingly and intentionally damaging** or destroying district property and/or personal property of any school employee or any person lawfully on school grounds or at a school function.
- **Engaging in public displays of** unambiguous excessive affection.

Note: It is recommended that verbal abuse will result in a minimum of a three-day suspension and physical violence will result in a minimum of a five-day suspension.

Bomb Threats

Falsely reported bomb threats carry a felony charge and will be prosecuted. In addition to local authority involvement, a superintendent's hearing will be administered to determine further consequences.

Controlled Substances

The Webster School District prohibits the use, possession, selling, manufacture, or sharing of drugs, alcohol, or other illicit substances or associated paraphernalia (including, but not limited to lighters, matches, rolling papers, pipes, etc.) on school grounds, in school vehicles or at school functions. Students violating this policy will be suspended from school for 5 days. Whenever a student is found to be in possession of a controlled substance or associated paraphernalia, the police will also be called.

Pursuant to the Board of Education Policy 5179, firm disciplinary consequences will apply to any student who is at school or a school-sponsored activity under the influence of drugs, alcohol, or other illicit substances or in possession of them or of paraphernalia for their use. Elevated consequences will apply to any student who sells or distributes such substances at school or school-sponsored activities. The term "drugs, alcohol or other illicit substances" in this policy refers to substances including, but not limited to, alcohol, tobacco (including smokeless tobacco), inhalants, marijuana, cocaine, LSD, PCP, amphetamines, heroin, steroids, look-alikes, any substances referred to as "designer drugs", prescription and non-prescription medication.

District policies and programs are aimed at prevention, intervention, and support.

Weapons Policy

New York State law requires the immediate removal of any student bringing a gun or any weapon (including knives of any kind) onto school grounds and is subject to a full year suspension following a Superintendent's hearing. Additional actions include:

- Immediate parent contact
- Involvement of Webster Police
- Automatic out-of-school suspension

Administration of Prescription/Non-Prescription Medications in the School Setting:

A written order from a duly licensed prescriber and written parental permission to administer medication is required. All medications, including nonprescription drugs, given in school shall be prescribed by a licensed prescriber on an individual basis as determined by the student's health status. All medications must be stored in and administered through the nurse's office. If school nursing personnel receive a request from a parent and

licensed prescriber to permit a student to carry and self-administer her/his own prescribed medication, such decisions will be made on an individual basis.

Buses

School rules are in effect when you board the bus for school. Students who ride the bus to school, are expected to ride it home unless the school receives written permission from your parent/guardian for alternate transportation. Students with after-school commitments that require they be dropped off someplace other than their assigned stop must bring a written request for this privilege to the main office (Schroeder) or Alpha level office (Thomas) and a pass will be issued.

Dress Code

Student Dress – Student attire should reflect an atmosphere of mutual respect and not be a distraction to the learning environment. Clothing and accessories should not promote alcohol, tobacco, drug usage, or display weapons or violence. Messages that are vulgar, obscene, libelous, sexually explicit, potentially disruptive, or that denigrate others because of race, religion, creed, national origin, gender, sexual orientation, or disability are prohibited. Items that could be considered weapons such as heavy chains or studs are not allowed. A guide to student dress is distributed at the beginning of each school year; it is also available on the district Web site. **The building administration retains the right to ask any student to change their clothing if it is deemed inappropriate.** For more details, go to www.websterschools.org, key word search *dress for success*.

Acceptable

- All underwear that is completely covered by the outermost garment at all times. This includes bra straps and boxer shorts.
- Shirts and tops that have straps that are at least 2 inches wide.
- Necklines that cover cleavage, and do not expose any undergarments.
- Dresses, skirts, and shorts that extend to at least the mid-thigh or the tips of a student's fingers when arms are extended at the sides.

Not acceptable

- Clothing that promotes displays, endorses, and/or encourages the use of alcohol, tobacco, drugs, and/or illegal or violent activities.

- Clothing that contains messages that are vulgar, obscene, libelous, sexually explicit, potentially disruptive, or that denigrate others because of race, religion, creed, national origin, gender, sexual orientation, disability.
- The wearing of hats will be left up to the discretion of building administrators. Hat will be allowed for religious requirements and/or for medical conditions with proper documentation.
- Athletic uniforms that are not consistent with the school dress code should not be worn during the school day.
- Clothing that is see-through or leaves a student's mid-section exposed.

Early Release/Late Arrival

Early release is a senior earned privilege only. **Schedules will not be re-arranged to accommodate early release.**

Emergency School Closings

Announcement of emergency school closing will be made over these radio stations: WHAM, WBEE, WCMF, WDKX, WMIX, WNVE, WNYR, WPXY, WRMM, WVOR, and WZNE.

Fire Drills

Directions are posted in each room. Remain outside the building until given the proper signal to re-enter the building. **Students are to remain with their teachers during this time.**

Fundraising Activities

All fundraising activities are subject to prior approval by the building principal and, if over \$5000.00, the Board of Education must render prior approval.

Graduation Obligations

Candidates for graduation must meet all academic requirements and satisfy all obligations (including return of equipment, library and textbooks; payment of laboratory and shop fees). **Only students who have met or are within one credit of meeting graduation requirements by August 31 of the year in which their class graduates may participate in commencement ceremonies.**

Identification Cards

Each student receives an identification card shortly after the beginning of the school year. Since it is necessary to use your I.D. card to obtain materials from the library and for identification at school functions, you are asked to carry your card at all times. **Students must also present their ID card or driver's license to gain entrance into PSAT, SAT, ACT and AP exams.**

Health and Safety Regulations:

Eye Safety Devices - Article XXV 193 (Commissioner of Education) Eye safety devices must be worn in shops or laboratories whenever such persons are in dangerous proximity to a potential eye hazard. In shop or laboratory situations where the activity is such that hazards may develop without warning, safety devices must be worn by all persons in the area.

Footwear - Footwear is expected at all times.

Certain classes require a particular type of shoe – for example sneakers for PE and closed-toed shoes for labs, Art, Tech. etc. Bedroom shoes are not appropriate school attire.

Glass Containers – glass containers pose a potential safety risk and are prohibited in the school.

Immunization Policy - Students must meet state immunization requirements. Exemptions are allowed for religious or certified (verified) medical reasons only. This requirement may be satisfied through one of the following conditions:

- Written verification from the parent/guardian providing either dates immunizations were administered or dates of illness.
- Immunization record completed by a physician confirming that immunizations are complete; dates should be provided where possible.
- Written statement from a physician that student cannot have one or more of the required immunizations due to medical reasons.
- Written statement from parents verifying that immunizations are not permitted due to religious reasons.

Students who do not meet these requirements will not be permitted in school.

Medications - Please inform the Health Office of all medications taken by students out of school. **In**

School medications, either prescription or over-the-counter items such as Tylenol or ibuprofen can be given to students by the school nurse only with written authorization from the doctor and parent. **If a student is carrying medication (not a controlled substance) for personal use, written permission from parent and physician needs to be filed with the school nurse.**

Physical Examination - All tenth grade students and all students new to Webster are required to have a physical examination recorded on Webster School District physical examination form (or physician office equivalent) and signed by the physician. The form must be turned in to the high school health office. Additionally, students desiring to participate in sports must have a current physical (that is no older than one (1) calendar year) on file in the health office. The student's own physician is the ideal person to provide this service.

Internet/computer access

Use of school computers and Internet for any purpose requires strict adherence to all district guidelines. Using computers for such activities as instant messaging, chat lines, personal E-mails, sexually suggestive sites, racial/hate groups, etc. is **strictly prohibited**. Inappropriate use may result in privileges being revoked, suspended, or modified. Additional disciplinary (and legal) consequences may also result.

Library

The Thomas library will be closed the 2019-20 school year due to construction.

Lockers

Lockers and desks are assigned to students for their convenience in storing materials related to school attendance and activities. **Lockers remain the property of the school district at all times and are not under exclusive control of the student.** Lockers and desks may be checked by authorized school personnel. On occasion the school district will conduct searches in cooperation with the Webster Police Department using specially trained dogs to search for drugs.

Students are reminded to keep lockers securely locked and not to share combinations. 9th grade to 10th grade and 11th grade to 12th grade keep the same lockers. Incoming 9th graders & 11th grade students get reassigned new lockers. Faulty locks or

missing valuables should be reported to the appropriate grade level office immediately. **NOTE: Students should not bring valuables or large amounts of cash to school. The school district is not responsible for items lost or stolen from lockers. Valuables may be kept in a secured locker located in the gym office.**

Lost and Found Items

Lost and found items should be reported or taken to the business office at Schroeder and the Security Office at Thomas.

Lunches

The price of a student lunch (7-12) for the 2019-2020 school year will be announced in the annual Back to School newsletter distributed to all homes in August. The district's Food Service Department uses a pre-paid, electronic debit system called "NutriKids." Prepayments, cash or check, should be sent in directly with your child and can be handed in at the cash register during lunch time. If siblings attend different schools a separate check must be written for each student. Checks are to be made payable to Webster Food Service. We will continue to accept cash at the registers.

Pagers/Cell phones/I Pods/CD/Tape Players

Use of pagers, cell phones, and other electronic devices (including CD, tape and MP3 players) is permitted only in specific areas of the building during the instructional day (8:45 a.m. to 3:15 p.m.). These areas include the cafeteria, study halls upon teacher permission, and hallways during passing time between classes. Students who do not comply will be asked to surrender their electronic device(s) and a parent will be notified.

(SEE NEXT PAGE: FOR USE OF PERSONAL ELECTRONIC DEVICES)

Passes

Students arriving late to class should have a pass signed by the staff member responsible for detaining you; the receiving teacher will handle all other tardies. Students in the halls during class or study hall must also have a signed pass.

Public Display of Affection

Affection between two people is considered a private relationship. School is neither the time nor the place for excessive displays of affection.

Student Parking

Student parking is available to all seniors and juniors in good standing at Webster Schroeder and seniors (Juniors based on available space) at Webster Thomas high schools who attended the districts "Safe Driving Seminar"

Campus security will review all applications for parking permits and will work closely with district and law enforcement agencies in order to ensure a safe environment within school grounds. No vehicles will be permitted to park on school grounds unless they have been properly registered and an appropriate tag is clearly displayed.

Permanent parking permits will be issued in accordance with the following guidelines:

- All seniors in good standing
- Limited number of juniors who can demonstrate compelling reasons for driving, such as medical needs or co-op requirements. (Based upon space at Thomas H.S.)
- No sophomores will be issued a parking permit.

Temporary parking permits are issued by the head of security and may be granted to seniors or juniors based on need and for a one-time / limited basis.

The school retains the right to limit student parking. All posted parking ordinances will be enforced by the proper authorities. The school is not responsible for any tickets or towing charges resulting from illegal parking.

WEBSTER CENTRAL SCHOOL DISTRICT

Use of Personal Electronic Devices

Demonstrating appropriate use of technology is an important skill that every student should master. The Webster Central School District provides each student with a computer to support student learning. Many students also bring personal electronic devices to school. These guidelines are designed to teach students the appropriate use of technology while giving them uninterrupted learning opportunities and time to interact with staff, students and content.

What is a personal electronic device?

As defined in District Regulation 5222, electronic devices include, but are not limited to: cell phones, computers, tablets, smart watches, laser pointers, cameras, and music/media players.

What happens if a student refuses to follow the guidelines:

Personal electronic devices must be placed in the classroom cell phone holder during instructional periods

Personal electronic devices can be used:

- Before and after school
- During passing time
- Scheduled lunch period
- Assigned study halls

Electronic devices can never be used in the bathrooms and locker rooms as recording devices or cameras

FIRST OFFENSE:

Student is asked to place device in holder during class time. If they refuse, device is given to teacher and returned to student at the end of the instructional period.

SECOND OFFENSE:

Student is asked to place device in holder during class time. If they refuse, device is given to teacher and returned to student at the end of the instructional period. The parent is notified and a detention is assigned.

THIRD OFFENSE/FOURTH OFFENSE:

Student is asked to place device in holder during class time. If they refuse, device is given to teacher and secured in the house office. A referral for insubordination is issued. Parent is required to pick device up from school.

If a student refuses to turn off a device or turn it over to a staff member, he or she will be sent to the office. An administrator will take the device for the duration of the school day. If the student refuses to turn the device over to the administrator, he or she will be subject to appropriate consequences including being sent home for the day.



The district is not liable for the loss, damage, misuse, or theft of any personal electronic device as defined in the Code of Conduct.

Student Records

The Family Educational Right and Privacy Act of 1974 (FERPA) guarantees parents/guardians access to their students' education records. The Webster School District publishes complete information regarding FERPA in its annual *Back to School Newsletter*, published each August. These rights transfer to students at the age of 18. Requests should be made to the school counselor assigned.

Students in Good Standing

Students at Webster High School are afforded many opportunities to demonstrate their ability and willingness to behave as responsible school citizens.

A **student in good standing** is one who is expected to:

- Accept responsibility for his/her actions.
- Respect the rights of others, including his/her right to secure an education in an environment that is orderly and disciplined.
- Attend school on a regular basis, be punctual at all times, and complete class assignments and other school responsibilities by established deadlines.
- Demonstrate evidence of appropriate progress toward meeting course and/or diploma requirements.
- Respect school property and help to keep it free from damage.
- Obey school regulations and rules made by school authorities and by the student governing body.

- Recognize that the teachers assume the role of a surrogate parent in matters of behavior and discipline when at school, as well as during any school-sponsored activities.
- Contribute toward establishing and maintaining an atmosphere that generates mutual respect and dignity for all.

Students in good standing are eligible to participate in all school activities for which they qualify. Eligibility for students not in good standing will be reviewed and their ability to participate in interscholastic athletics, (extracurricular activities) out-of-school performing groups, clubs, dances and inter-school competitions will be determined on a case by case basis.

Telephones

Students may use the telephone in the main office or house office with the permission of the administrator.

Transfer/Withdrawal from School

Forms and related information is available from school counselors.

Visitors

Student visitors to school **are not permitted** during the school day. Parents and alumni visitors with an appointment must sign in at the main security desk.

Work Permits

Information and application forms are available in the Health office at Thomas and the Main office at Schroeder.



Legal Notices

Title IX

The Webster Central School District, 119 South Avenue, Webster, New York, does not discriminate in programs or activities which it operates. It is required by Title IX of the Educational Amendment of 1972 not to discriminate in such a matter. This policy of non-discrimination includes the following areas: recruitment and appointment of employees, employment pay and benefits, counseling services for students, access by students to educational programs, course offerings, and student activities.

Section 504

Rehabilitation Act (1973), Section 504, states: "No otherwise qualified handicapped individual in the United States... shall, solely by reason of...handicap, be excluded from the participation in, be denied the benefit of, or be subjected to discrimination under any program or activity receiving Federal financial assistance."

Complaint Procedure: Title IX and Section 504

A parent, student, or employee who wishes to complain of violation of rights under Title IX or Section 504 may do so by written complaint

mailed or delivered to the official designated (called Coordinator Title IX or Section 504 Coordinator) to coordinate compliance with Title IX or Section 504.

- The complainant should sign a statement after Completing it (form furnished by Coordinator).
- The Coordinator shall interview the complainant within 5 working days after the receipt of the complaint. The complainant may produce witnesses and be accompanied by a representative.
- The Coordinator may have the person against whom Complaint is directed appear at the first interview or at an adjournment thereof.
- The person or organization charged may appear with representation and may cross-examine complainant and witnesses and call witnesses in explanation or defense. Complainant may cross-examine and rebut.
- The Coordinator shall determine the facts and decide the issue as to violation, and make recommendation to eliminate the violation if one is found. All decisions of the Coordinator are subject to review by the Superintendent of Schools within 10 working days of receipt of Coordinator's decision. The Superintendent may exercise discretion to have more evidence and witnesses and hear further argument by the persons concerned in the complaint.
- The Superintendent may reverse, amend, or affirm the Coordinator's decision, and the Superintendent's decision shall be final.
- If Complainant fails to appear at time of hearing, the complaint may be dismissed. The coordinator may excuse default in appearance on good cause shown.
- Ultimately, an appeal can be made to the Commissioner of Education through the Occupational Civil Rights Coordination Unit, State Education Department, Albany, New York 12230.

Title IX Coordinator

Section 504 Coordinator

Colleen Armstrong
Executive Director of Pupil Services
Webster Central School District
119 South Avenue
Webster, NY 14580
Phone # 216-0035