



# Wilson Central School

374 LAKE STREET  
P.O. BOX 648  
WILSON, NY 14172-0648  
PHONE: 716-751-9341 FAX: 716-751-6556  
WWW.WILSONCSD.ORG

## WILSON CENTRAL SCHOOL DISTRICT WILSON, NEW YORK

### District Shared Decision Making Team

June 18, 2025

### Agenda

1. Welcome/Introductions/Sign-In
2. Review of Minutes of 5/21/25
3. Educational Study Council Grants-Update
4. New Club Proposals-Middle School Book Club
5. District Goals-Update
  - a. Building Level SDMT Update
  - b. 2024-2025 Goals
  - c. CDEP Action Plans
6. Review and Comment on Policy 5685- Maximum Temperature for School Buildings and Indoor Facilities
7. Review and Comment on Policy 7316- Use of Internet Enabled Devices During the School Day
8. Review and Update- 2025-2026 District Code of Conduct
9. Old Business-
  - a. The Lakemen Leaders
10. Curriculum Committee Report-
11. Round Table-

## Shared Decision Making Team

### Meeting Minutes

May 21, 2025

**Attendance:** T. Carter, K. Peck, J. Wilkie (Virtual), M. Shank, A. Townsend, B. Hart, J. Hardy (Virtual), S. Harvey, S. Benton, B. Simpson (Virtual), J. Woolson, J. Andrews (Virtual), P. Glagovich, C. McCarthy, J. Wilkie (Virtual)

Mr. Carter brought the meeting to order at 3:34 pm in person and Google Meet.

April Minutes Review - Accepted - Approved

## New Business

### Educational Study Grant

- Jackie Hardy - \$323.23 - Lego kits for hands on learning and STEM activities
- \$1773.65 - used this year, \$4072.24 left and will roll over next year

### New Club Proposal

- None

### District Goals -

- CDEP Action Plans -
- 2024-2025 Goals -
- Building Level SDMT -
  - a. WES - Working on ideas for next year.
  - b. HS - Fine tuning language
  - c. MS - We're in good shape
- We will need to create a Bell to Bell Policy by June of next year.

### Policies - None

**2025-2026 District Code of Conduct** - Was looked at by our district attorney. They looked at it very closely and made suggested changes. They simplified language, added AI, removed things that were unnecessary and added things that were not there. These changes are marked in red, green, or blue. Went through and discussed each change that was made. One area that was discussed further is the dress code. It is difficult for a male to address a female. Can be discussed further at Building SDM as how to address inappropriate dress. Tim will ask Lindsay how we can address this and include verbiage from other Code of Conducts. Tim will present The Code of Conduct to the BOE. After approval every parent/guardian must receive a copy.

**Dates for 2025-2026 DSDMT Dates** - Dates are attached to today's email. The July and August meetings will only be held if needed.

**Meeting adjourned @ 4:32 pm**

**Next Meeting:** June 18, 2025 @ 3:30

Submitted by,

Kate Peck

JUN 12 2025

Wilson Central  
School District

## EXTRA-CURRICULAR CLUB PROPOSAL FORM

Congratulations on your decision to propose a student club! By taking an active role in the Wilson Middle/High School community, you are helping to improve students' educational experiences. Below you will find the necessary information needed for consideration of a club proposal. Please be sure to fill in all the required information along with any additional pertinent documentation for consideration and return the form to your Building Principal. Once your proposal has been received by the Building Principal it will be sent to the Superintendent. If approved by the Superintendent, the Board of Education makes final approval of new clubs. New club advisors will receive a letter of approval.

Applicants are advised that new clubs will operate the first year at a compensation of 2% as referenced in 20.4.2 of this Collective Bargaining Agreement. Upon successful completion of one year and review of the club by the District Level Shared Decision Making Team, recommendations for any adjustments to the stipend will be put forth to the Superintendent.

Name of Proposed Club: Middle School Book Club

Name of Faculty Member Proposing Club: Chaylee St. Onge

Faculty Member's Signature: Chaylee St. Onge

Contact for Club Officer (Email and Phone):  
cstonge@wilsoncsd.org

Club Mission/Brief Description of Proposed Club:

The mission of the middle school book club is to bring together students in grades 6-8 through a shared love of reading. The club will foster a sense of community via book discussions and relevant topics.

Number of Anticipated Club Participants

10-20



Anticipated number of meetings/sessions/events (per school year):

≈ 10 meetings per school year (including an initial interest meeting in

Frequency of club meetings: monthly, September - June September

Number of Advisor(s) expected: 1

Please provide an overview of your experience/proficiency/background pertaining to proposed club:

• 1 year of running club advisor

• Master of Science in Literacy Instruction (K-12) with experience and knowledge of best-practices

Meeting Location: Middle School in room 12

Events/Trips Planned: N/A as of now. We may take walking field

trips to the community library or Martin Park (behind the town hall) once per year as a change of scenery for meetings. In these cases, permission slips would go home.  
Are there any anticipated additional considerations related to this club? (i.e., ahead of time, travel/bus, special equipment, etc.):

One additional consideration is a possible collaboration with the high school book club, advised by Lindsey Gallagher. This may be in the form of a meeting of the MS and HS book clubs once a year.

Will there be any funding requirements/fundraising associated with this club? If yes, please provide an explanation.

Yes, once the club is up and running we will likely have 2-3 small fundraisers per year to raise funds for books, snacks for meetings, etc.

Scott Canton

Principal

Superintendent

Board of Education Approval

Board Action: Approved \_\_\_\_\_ Denied \_\_\_\_\_ Date \_\_\_\_\_

**SUBJECT: MAXIMUM TEMPERATURE FOR SCHOOL BUILDINGS AND INDOOR FACILITIES**

The District is responsible for addressing the health, safety, and comfort of students and staff on extreme heat conditions days.

For purposes of this policy, the following definitions apply:

- a) Extreme heat condition days means days when occupiable educational and support services spaces are 82 degrees Fahrenheit or higher.
- b) Room temperature means the temperature **measured by our Building Management System. If unavailable measurement will be taken** at a shaded location, three feet above the floor near the center of the room.
- c) Support services spaces do not include kitchen areas used in the preparation of food for consumption by students.

Implementation Plan When the Temperature Reaches Eighty-Two Degrees Fahrenheit

The District is required to take action to relieve heat-related discomfort when the occupiable educational and support services spaces temperatures reach 82 degrees Fahrenheit. These actions may include, but are not limited to:

- a) Turning off the overhead lights;
- b) Pulling down shades or blinds;
- c) Turning on fans;
- d) Opening classroom doors and windows to increase circulation, if permitted;
- e) Turning off unused electronics that produce heat; and
- f) Providing water breaks.

Air conditioners, where available, may also be used to keep room temperatures from reaching 82 degrees Fahrenheit. The District may take the actions above earlier in the day or before school starts in an effort to keep the room temperature below 82 degrees Fahrenheit. This does not prohibit using air conditioning in response to a student's Individualized Education Plan, Section 504 Plan, or in response to a documented student medical need.

(Continued)



**SUBJECT: MAXIMUM TEMPERATURE FOR SCHOOL BUILDINGS AND INDOOR FACILITIES (Cont'd.)**Implementation Plan When the Temperature Reaches Eighty-Eight Degrees Fahrenheit

The District will remove students and staff from educational and support services spaces when the room temperature reaches 88 degrees Fahrenheit. The Superintendent or designee will direct building principals to evacuate the space by:

- a) Moving students and staff to cooler spaces within the school building(s); or
- b) Closing school early and sending students and staff home according to the District's emergency school closing policy and/or procedure which include communicating with parents and persons in parental relation.

The Board will consider the anticipated number of extreme heat condition days when adopting or adjusting the District's school calendar. The District will also be mindful of collective bargaining agreements.

Education Law Section 409-n

NOTE: Refer also to Policy #3510 -- Emergency School Closings

Adoption Date

## Students

**SUBJECT: USE OF INTERNET-ENABLED DEVICES DURING THE SCHOOL DAY**

The District consulted with local stakeholders including employee organizations representing each bargaining unit, parents, and students to develop this policy to prohibit the use of Internet-enabled devices by students during the school day on school grounds. This policy aims to ensure that students remain focused on their academic responsibilities throughout the school day, which includes all instructional and non-instructional periods such as homeroom, lunch, recess, study halls, and passing time. These devices can create significant distraction to the school environment, negatively impact student mental health, contribute to disciplinary infractions, and reduce student engagement. Additionally, in an emergency, the use of personal electronic devices can distract students from following the directions of staff or emergency responders, contribute to the spread of misinformation, create congestion in the emergency response system, and interfere with the district's emergency response protocols

For purposes of this policy, the following definitions apply:

- a) "Internet-enabled devices" means and includes any smartphone, tablet, smartwatch, or other device capable of connecting to the Internet and enabling the user to access content on the Internet, including social media applications;  
  
"Internet-enabled devices" does not include:
  - 1. Non-Internet-enabled devices such as cellular phones or other communication devices not capable of connecting to the Internet or enabling the user to access content on the Internet; or
  - 2. Internet-enabled devices supplied by the District, charter school, or Board of Cooperative Educational Services (BOCES) that are used for an educational purpose.
- b) "School day" means the entirety of every instructional day as required by subdivision 7 of the Education Law Section 3604 during all instructional time and non-instructional time, including but not limited to homeroom periods, lunch, recess, study halls, and passing time.
- c) "School grounds" means in or on or within any building, structure, athletic playing field, playground, or land contained within the real property boundary line of a district elementary, intermediate, junior high, vocational, or high school, a charter school, or a BOCES facility.

As required by Education Law §2803, this policy prohibits student use of internet-enabled devices during the school day (including all classes, homeroom periods, lunch, recess, study halls, and passing time) on school grounds (any building, structure, athletic playing field, playground, or land contained within the boundary of a school or district or BOCES facility), unless under an exception.

- 1. At the elementary school level, students are discouraged from bringing devices to school. Any device that is brought to school must be turned off and kept in their locker or backpack.
- 2. At the middle school level, student devices must be turned off and stored in student lockers.



**Students**

**SUBJECT: USE OF INTERNET-ENABLED DEVICES DURING THE SCHOOL DAY  
(Cont'd.)**

3. At the high school level, student devices must be turned off and stored in student lockers.

Students are generally prohibited from bringing other personal electronic devices to school. If students do bring such devices to school, they must be stored for the entire school day in their lockers or backpacks and they must be turned off and not used during the school day unless permission is granted by the school.

Administrators and staff may also restrict use of electronic devices during school events and activities held outside of the school day and/or off school grounds.

However, students may be authorized to use an Internet-enabled device during the school day on school grounds:

- a) If authorized by a teacher with permission of the building administrator and for a specific educational purpose;
- b) Where necessary for the management of a student's health care with a doctor's note;
- d) For translation services;
- e) On a case-by-case basis, upon review by a school psychologist, school social worker, or school counselor and determination by an administrator for a student caregiver who is routinely responsible for the care and well-being of a family member; or
- f) Where required by law.

Students must be permitted to use an Internet-enabled device where the use is included in the student's:

- a) Individualized Education Program (IEP); or
- b) Section 504 Plan.

**On-Site Storage of Internet-Enabled Devices Including Cell Phones**

Students must turn off and store their Internet-enabled devices in designated on-site storage areas during the school day. On-site storage areas may include, but are not limited to, student lockers, backpacks, or secure storage areas in the school's main office. The designated on-site storage areas must be easily accessible to students and provide adequate security to ensure the safekeeping of the student's devices. The District will communicate the procedures for storing and retrieving devices, ensuring that students understand their responsibilities in using the on-site storage facilities provided.



**Students****SUBJECT: USE OF INTERNET-ENABLED DEVICES DURING THE SCHOOL DAY  
(Cont'd.)****Methods for Parents to Contact Students During the School Day**

To accommodate necessary communication, parents or persons in parental relation may use the following methods to contact their student during school hours while adhering to this policy:

- a) **School Office Phone:** Parents or persons in parental relation may call the school's main office, and the office staff can relay messages to the student or call the student to the office to speak with their parent or person in parental relation.
- b) **Designated Contact Email:** Schools may provide a designated email address for parents and persons in parental relation to send messages. These emails may be monitored by school staff who can then pass the messages on to the students.
- c) **Classroom Intercom System:** In case of an emergency, the school's main office can use the classroom intercom system to notify students directly or ask them to come to the office.
- d) **Written Notes:** Parents or persons in parental relation can drop off written notes at the school's main office, which can then be delivered to the student by school staff.

Parents and persons in parental relation will be notified in writing of the methods that are available for contacting their student during school hours upon enrollment and at the beginning of each school year.

**Student Discipline for Accessing Internet-Enabled Devices During the School Day**

Enforcement of this policy is chiefly the responsibility of building administrative staff; however, all designated employees are expected to assist in enforcement. Students will be reminded of this policy regularly and consistently, especially at the start of the school year and after returning from breaks.

For students out of compliance with this policy, the device will be held in the school office until the end of the school day. The parent may be asked to retrieve the device. Further instances will result in the device being held in the school office daily for longer periods of time. The district will exercise reasonable care to maintain the security of devices that are held by the district, but cannot guarantee the devices will be secure. For students with exceptions under this policy, the district will examine alternative ways to achieve the purpose of the exception, including different storage or access provisions.

Administrators will also discuss the aims of this policy with students and their parents, the benefits of a distraction-free environment, the reasons the student had difficulty following this policy, and how the district can help the student contribute to a distraction-free environment.



**Students****SUBJECT: USE OF INTERNET-ENABLED DEVICES DURING THE SCHOOL DAY  
(Cont'd.)**

The district may not impose suspension from school if the sole grounds for the suspension is that the student accessed an internet-enabled device as prohibited by this policy. Failure to comply with this policy or hand a device to an administrator does constitute insubordination. The district may utilize consequences under the district's Code of Conduct, including detention, in-school suspension, and exclusion from extracurricular activities. The district may also utilize assignments on the detrimental impact of social media on mental health, smartphones in school, or other relevant topics.

Some uses of personal electronic devices may constitute a violation of the school district Code of Conduct or other district policies, and in some instances, the law. The district will cooperate with law enforcement officials as appropriate.

**Electronic Devices and Testing**

To ensure the integrity of testing, in accordance with state guidelines, students may not bring cell phones or other electronic devices into classrooms or other exam locations during all testing

Test proctors, monitors and school officials have the right to collect cell phones and other prohibited electronic devices prior to the start of the test and to hold them for the duration of the test taking time. Admission to the test will be prohibited to any student who has a cell phone or other electronic device in their possession and does not relinquish it.

Students with documentation from medical practitioners specifically requiring use of electronic devices may do so as specified.

**Posting and Translation of Policy**

The District will post this policy in a clearly visible and accessible location on its website. Translations of the policy into the 12 most common non-English languages spoken by limited-English proficient individuals in the state will be provided upon request by a student or other persons in parental relation to a student.

**Reporting and Mitigation Action Plan**

Beginning September 1, 2026 and annually thereafter, the District will publish an annual report on its website detailing enforcement of this policy within the District in the prior school year. This report will include non-identifiable demographic data of students who have faced disciplinary action for non-compliance and analysis of any demographic disparities in enforcement of this policy. If a statistically significant disparate enforcement impact is identified, the report will include a mitigation action plan.

Education Law Section 2803

Adoption Date