

LYONS
MIDDLE/HIGH SCHOOL



STUDENT
HANDBOOK

2019-2020

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LYONS CENTRAL SCHOOL DISTRICT

VISION STATEMENT

We exist to empower all learners to shape their world.

MISSION STATEMENT

We meet every learner where they are and provide them with engaging and personalized opportunities for growth.

LYONS CENTRAL SCHOOL ALMA MATER

Far above all other High Schools
Stands our L.H.S.;
We have always won the honors,
We will take no less.

CHORUS

Raise the chorus, speed it onward:
Let our voices ring;
Hail to thee, dear Lyons High School
We shall ever sing.

In athletics and in classes,
Lyons takes first place,
For we have the student body
That can set the pace.

CHORUS

Raise the chorus, speed it onward:
Let our voices ring;
Hail to thee, dear Lyons High School
We shall ever sing.

2018-2019 School Calendar

| Date | Description |
|--|--|
| August 28, 29 & Sept. 3, 2019 | Superintendent Conference Days |
| September 2, 2019 | Labor Day Holiday |
| September 4, 2019 | School opens for students |
| September 18, 2019 | Early Release (UPK-12) |
| October 14, 2019 | Columbus Day Holiday |
| October 16, 2019 | Shortened Day (Instructional PD) UPK-12 |
| November 11, 2019 | Veterans' Day Holiday |
| November 25, 2019 | Early Release (UPK-12). Students dismissed at approx. 10:30 |
| November 26, 2019 | Full Day Parent/Teacher UPK-12 |
| November 27 - 29, 2019 | Thanksgiving Holiday |
| December 18, 2019 | Early Release (UPK-12) |
| Dec. 23, 2019 -January 3, 2020 | Holiday Recess (return January 7) |
| January 15, 2020 | Shortened Day (Instructional PD) UPK-12 |
| January 20, 2020 | Martin Luther King, Jr. Day Holiday |
| January 21 - 24, 2020 | Regents Exams & Competency Tests |
| February 12, 2020 | Early Release (UPK-12) |
| February 17 - 21, 2020 | Presidents' Week Recess |
| March 11, 2020 | Early Release (UPK-12) |
| March 13, 2020 | Superintendent Conference Day |
| March 24 - 31, 2020 | Testing |
| April 6 - 13, 2020 | Spring Recess |
| April 20 - 27, 2020 | Testing |
| May 13, 2020 | Shortened Day (Instructional PD) UPK-12 |
| May 22 & 25, 2020 | Memorial Day Holiday |
| June 17 - 25, 2020 | Regents Examinations |

Lyons Central School Directory

District Administration

| | | |
|------------------------|--|--------------------|
| Mr. Donald Putnam | Superintendent | 946-2200 ext. 2015 |
| Mr. Mike Pangallo | Asst. Superintendent for Business | 946-2200 ext. 2017 |
| Mrs. Margaret Blask | Director of Educational Services | 946-2200 ext. 2019 |
| Mr. Alex Watkins | Coordinator of Network & Technology Services | 946-2200 ext. 2236 |
| Mrs. Jennifer DeVinney | Director of Technology and Curriculum | 946-2200 ext. 2109 |

Middle-Senior High School Administration and Personnel

| | | |
|-----------------------|-----------------------------|--------------------|
| Mr. Libarid Alexanian | Principal | 946-2200 ext. 2204 |
| Ms. Katie Jo Passero | Assistant Principal | 946-2200 ext. 2203 |
| Mr. Steve Veeder | Athletic Director | 946-2250 |
| | Sports Hotline | 946-2200 press 6 |
| Ms. Lisa Tyler | Student Counselor Gr. 7-9 | 946-2200 ext. 2205 |
| Ms. Vanessa Riggi | Student Counselor Gr. 10-12 | 946-2200 ext. 2206 |
| Mrs. Jill Harper | School Nurse | 946-2200 ext. 2504 |
| Joe Fantigrossi | RTI Administrator | 946-2200 ext. 2020 |
| Mrs. Alicia Linzy | LEAP | 315-879-4864 |

Board of Education

| | |
|-------------------------|----------------|
| Ms. Martha Bailey | President |
| Mrs. Karissa Blamble | Vice-President |
| Mr. Howard Albrecht Jr. | Member |
| Mrs. Carol DeCook | Member |
| Mrs. Imelda Dobbins | Member |
| Mrs. Lisa Stone | Member |
| Mrs. Rena Reed | Member |

Secretaries

| | |
|------------------|-----------|
| Mrs. J. Bailey | ext. 2202 |
| Mrs. E. Behm | ext. 2215 |
| Mrs. D. Williams | ext. 2207 |

Attendance Clerk

| | |
|----------------|-----------|
| Mrs. K. Sholly | ext. 2114 |
|----------------|-----------|

Director of Facilities

| | |
|--------------|-----------|
| Mr. J. Coons | ext. 2212 |
|--------------|-----------|

2019 - 2020 List of Faculty

| | | |
|-------------------------------|-----------------------------|-----------------------------|
| Ms. Bellinger – English | Ms. Kelley – Speech | Mr. Porpora- Social Studies |
| Mr. Benderski- Science | Mrs. Kesel - Social Studies | Mrs. Riggi- Counselor |
| Mrs. Burgess - Spanish | Mrs. Kier – TA | Ms. Sandroni - Resource |
| Mr. Carmichael – English | Ms. Kroner - College/Career | Mrs. Schmitt - Math |
| Mrs. Casalmir - TA | Mr. Kuhn - PE | Mrs. Schott - TSA |
| Mrs. Champlin – Resource | Mr. Lawson - Social Studies | Mr. Schott - TA |
| Mrs. Clark – Resource | Mr. Leo – Computer Tech | Ms. Schuber – PE |
| Mr. Consadine – Science | Mrs. Lester - TA | Mr. Scott – TA |
| Mrs. Cruz- Math AIS | Ms. Lockwood- Health | Mrs. Shipley – Reading/AIS |
| Ms. Dale - Resource | Mrs. Loson – TA | Mrs. Sholly - TA |
| Mr. Daucher – Resource | Mrs. Maddock – Math | Mr. Stein - Resource |
| Mrs. DeNeef - Math | Ms. Meehan - Math | Ms. Tyler - Counselor |
| Mrs. Emerson - Resource | Mrs. Mrzywka – Spanish | Mr. Strazzabosco – Psych. |
| Mrs. Fitzgerald – TA | Mr. Mueller– Technology | Mr. Watkins – Tech Services |
| Ms. George – Science | Mr. Naschke - Science | Ms. Whyte - FACS |
| Mrs. Gibbs - TA | Mrs. Noble - TA | Ms. Wilfeard - Library |
| Mrs. Gruner- Art | Mrs. Oberdorf – English | Mr. Winslow - Resource |
| Mr. Hartwell - Social Studies | Ms. Paris - Technology | Ms. Woodworth - Counselor |
| Mrs. Howard – Band | Mrs. Phippen - English | Mrs. Zajkowski - Chorus |

Middle/High School Bell Schedule

7th – 8th Grade

| | |
|-----------|-----------------------------|
| Homeroom | 7:45 – 7:50 |
| Period 1 | 7:50 – 8:36 |
| Period 2 | 8:39 – 9:22 |
| Period 3 | 9:25 – 10:08 |
| Period 4 | 10:11 – 10:54 |
| Period 5 | 10:54 – 11:24 Lunch |
| Period 6 | 11:27 – 12:10 |
| Period 7 | 12:13 – 12:56 |
| Period 8 | 12:59 – 1:42 |
| Period 9 | 1:45 – 2:28 |
| Period 10 | 2:35 – 3:15 Activity Period |

9th – 12th Grade

| | |
|-----------|-----------------------------|
| Homeroom | 7:45 – 7:50 |
| Period 1 | 7:53 – 8:36 |
| Period 2 | 8:39 – 9:22 |
| Period 3 | 9:25 – 10:08 |
| Period 4 | 10:11 – 10:54 |
| Period 5 | 10:57 – 11:40 |
| Lunch 6 | 11:40 – 12:10 L |
| Period 6 | 12:13 – 12:56 C |
| Lunch 7 | 12:26 – 12:56 L |
| Period 7 | 11:43 – 12:26 C |
| Period 8 | 12:59 – 1:42 |
| Period 9 | 1:45 – 2:28 |
| Period 10 | 2:35 – 3:15 Activity Period |

GLANCE GUIDE FOR NEW STUDENTS

IF YOU:

Need to be excused from school

Need textbooks

Need a hall locker

Need a gym locker or lock

Have lost or found articles

Need information about college

Need working papers

Want a class meeting

If you have transfer questions

Need to use telephone

Need additional information

Tardy or returning from an appointment

Need to borrow a Chromebook

Need Chromebook accessories

THEN GO TO:

Reception Office

Classroom Teacher

Student Counseling Office

Physical Education Teacher

Nurse's Office

Student Counseling Office

Student Counseling Office

Class Advisor/Principal's Office

Student Counseling Office

Reception Office

Reception Office

Reception Office

Technology Help Office

Technology Help Office

General Information

A.M. Arrival

The school will open at 7:20 a.m. Students will be allowed to go to their lockers from 7:30 – 7:40. At the 7:36 bell, students will proceed to homerooms. Students should be in homeroom by 7:45 a.m. Those who arrive after homeroom must report to the Reception Office for a late pass.

Assemblies

Assemblies are to serve the educational mission of the school. Conversation will cease as soon as the program starts. Applause is always welcome. Your courtesy is expected.

Automobiles and Parking (Students)

Since parking is limited, students will be granted permission to drive on an as needed basis. Priority will be given to seniors, followed by juniors.

Students who drive a vehicle to school must obey the following rules:

1. All vehicles parked on school grounds must be registered with the Reception office and must display the current year's permit. Driving on school property must be at a very slow and safe rate and in accordance with New York State Vehicle and Traffic Laws.
2. Students parking on school grounds without permission will be asked to remove their cars. If the problem persists, student cars may be towed at owner's expense.
3. Student parking is a privilege that can be revoked at the principal's discretion.
4. **Notice of Search of Vehicles – Students are hereby notified that any vehicle parked on school grounds will be subject to search by school officials and/or police when school officials have reason to believe that drugs, weapons or any other item, article, substance or object prohibited by state law or school policy is present in such vehicle.**
5. BOCES students are not allowed to drive to BOCES without administrative approval.

Parent Portal

The Lyons Central School District remains committed to improving the way that we communicate information to families. To accomplish this, parents/guardians will be able to access information regarding their child's schedule, grades, attendance, and behavior online via our "Parent Portal."

The Parent Portal is a confidential and secure website where parents/guardians can get current information about their child's attendance, behavior, and grades. Only parents/guardians with legal rights can access this account. Each household will receive their own account. This will allow parents/guardians access to all students in the household.

Attendance and behavior information will be updated daily and grading information will be updated at the end of each eligibility period. You may check your child's current average in his/her classes at any time but please realize your child's average may change daily as grades are added by his/her child's teacher. Registration is easy. You **MUST** have a current email address on file to access Parent Portal. Please contact the Principal's office for more registration information.

Student Portal

Students are able to access the following information online via our Student Portal:

- Your schedule
- Your attendance record
- Your behavior record
- Your assessment record (this includes your scores on state assessments (grades 7 & 8) and Regents exams (grades 9-12))
- Your grades (you can see what your real time average is and also be able to access grades on all assignments for every class you take)

The Student Portal is a confidential and secure website. You will be required to access the site by using a specific login and a password. You should never share your login or password with anyone. No one is able to make any changes on this site. This is a view only site.

Attendance and behavior information will be updated daily and grading information will be updated at the end of each eligibility period, or sooner as your teacher is able to do so. You may check your current average at any time but please realize your average may change daily as grades are added by your teacher.

For the categories that you can see on the Student Portal, here are the places/people you can see if you have any questions or need assistance:

| Category | Place/Person to See |
|-----------------|---|
| Schedule | Counseling Office |
| Attendance | Reception Office |
| Behavior | Principal or Assistant Principal's Office |
| Assessments | Counseling Office |
| Grades | Your teacher |

Awards

There are many opportunities for students to gain recognition for their achievements in our school. Awards are varied and cover a multitude of fields that present opportunity for all. They are based on a combination of high standards of scholarship, citizenship, service, character and leadership. Questions should be directed to the Student Counseling Office (946-2200 ext. 2207).

Awards for special talents are numerous. Many have been established for years. There are awards for highest average and most improved in all grade level courses. Awards are also given for Student of the Week and Month. The school also recognizes the achievements of students in extracurricular activities. Athletes may receive letters in all varsity sports.

Activity Period

This period is designed for teachers to offer students extra help, provide co-curricular activities, hold meetings and direct other activities involving students. Students are to be under supervision at all times. All students waiting for athletic practices must be supervised by a staff member.

A bell will sound at 2:35 pm.

Bus (Afternoon Pick-ups)

Buses leave at 2:31 following the last period of formal instruction. Later buses, leaving at approximately 3:25 are provided for those students who are required to stay for activity period. Students staying after school are required to obtain a bus pass from the teacher they are staying for and must remain with the teacher during the entire period. A 4:45 bus is also provided for students assigned to extended detentions. The student must notify the detention monitor at the beginning of detention that he/she will need transportation home.

Class Officer Duties

President

1. Shall preside at all class meetings.
2. Shall call meetings of the class and officers when necessary.
3. Shall have the usual authority vested in a presiding officer.

Vice President

1. Shall perform all presidential duties during the absence, resignation or disqualification of the President.
2. Shall call attendance at all meetings.
3. Shall assist the President with his duties.

Treasurer

1. Shall keep records of all business transactions.
2. Shall make financial reports on a regular basis.
3. Shall handle all funds of the class.
4. Shall pay out money on order of the class and advisor.

Secretary

1. Shall record attendance at officer meetings.
2. Shall record and file the minutes of all meetings.
3. Shall assist the President by announcing meetings.
4. Shall be in charge of all correspondence.

In order to obtain and hold the position of a class officer a student must:

- Be a positive role model
- Be in good academic standing
- Meet the discipline standards of the school
- Attend all meetings
- Carry out all responsibilities
- Work closely with class advisors

The failure of an officer to meet these standards may result in removal from office. The principal and advisors will make this determination.

Hallway/ Hallway Passes

Students who are excused from a class or study hall **must** have a hallway pass in their possession. All students must sign out when they leave their classroom or study hall. No student is permitted to report to any teacher without prior permission from the teacher that student seeks to visit. Also, students are to report to class first, acquire a pass, and then report to the nurse.

Middle school students are expected to use their agenda. All students are required to present a hall pass if asked by a staff member.

Student Dress Code

Lyons Central School District takes pride in the appearance of its students. The intent of the Dress Code is to foster an environment that is sanitary, safe and conducive to teaching and student learning. It is also intended to provide guidance to prepare students for their role in the workplace and society. All students are expected to give attention to personal grooming and to dress appropriately for school and school functions. Students and their parents have the primary responsibility for acceptable student dress and appearance. Teachers and all other District personnel should exemplify and reinforce acceptable student dress, thereby helping students develop an understanding of appropriate appearance in the school setting.

A student's dress, grooming and appearance shall:

- a) Be safe, appropriate and not disrupt or interfere with the educational process, or the health, safety and welfare of self or others.**
- b) Ensure that underwear is completely covered with outer clothing.**
- c) Not include garments that expose the gluteal area, chest area or mid-section, and students may not wear clothing through which these areas of the body are visible.**
- d) Include footwear at all times.**
- e) Not include the wearing of hats or hoods, except for medical or religious purpose.**
- f) Not include items that are vulgar, obscene, slanderous or denigrate others on account of race, color, religion, creed, national origin, gender, sexual orientation or disability.**
- g) Not promote and/or endorse the use of alcohol, tobacco or illegal drugs and/or encourage other illegal or violent activities.**
- h) Not include blankets or coats. Blankets/coats should be kept in students lockers during the day.**

Each building principal or his or her designee shall be responsible for informing all students and their parents of the student Dress Code at the beginning of the school year and any revisions to the Dress Code made during the school year.

Students who violate the student Dress Code shall be required to modify their dress by covering or removing the offending item and, if necessary, replacing it with an acceptable item.

Students who do not comply with the above expectations shall be subject to:

- a) Student conference
- b) Parent conference
- c) Principal discretion/subject to discipline.

PHYSICAL EDUCATION DEPARTMENT, JEWELRY POLICY K-12

The wearing of jewelry during physical education can create a risk of injury to a student. For example, jewelry caught on equipment or clothing or another student during movement activities may tear the skin which could result in blood loss and/or infection, permanent

scarring or severance of a body part, such as a finger from a ring. Another example is a direct hit from another person, a ball, racquet, stick or similar equipment on a piece of jewelry like an eyebrow ring, hoop or stud may split the skin and also result in blood loss, infection, and/or permanent scarring. In addition, a fall or collision during an activity or game, combined with a loose or defective tongue or lip ornament, could result in the aspiration of the mouth jewelry. Aspiration could result in choking, obstruction or damage of an airway, and in extreme instances respiratory arrest. In addition, blood loss, infection or permanent scarring may result from jewelry related injuries. Furthermore, the New York State Public High School Athletic Association does not allow the wearing of jewelry during competitions.

Therefore, the Lyons Central School District Physical Education Department requires the removal of all jewelry as the safest manner to participate in physical education classes, interscholastic athletic teams, and intramural activities. There is no medical exemption from physical education for a body piercing. Failure to participate will be considered an illegal absence.

Exceptions to the above are:

- Non-hooped “post” or stud-type jewelry taped flush with the body may be worn during class during the 6 week healing period for new exposed body-piercings.
- Religious jewelry and medical alert jewelry is allowed if it is taped flush with the body.

Electronic Devices, Cell Phones, Valuables, Book bags and Backpacks

Electronic Devices, Cell Phones, Valuables, Book Bags and Backpacks Phones and electronic devices will be allowed during lunch, study hall(s), and hallways during non-instructional times. Classroom teachers will inform their students of their policy regarding phone/electronics while the students are in their classroom. **Cell phone use is not allowed during detention.**

Students are encouraged to leave large sums of money and valuables at home. Students are not allowed to have lasers and chains in school under any circumstances. Students may store skateboards in the Reception Office during the school day but are not allowed to ride them on school grounds. Failure to follow these guidelines will result in the item being confiscated.

Consequences for violating the electronic device policy are:

- 1 st offense – Warning – Student picks up device from the principal's office at the end of the day.
- 2 nd offense – Double detention and parent notification and pick up.
- 3 rd offense – Parent retrieval, full day ISS, turn phone into the principal's office for one week.

Additional penalties will be decided by an administrator and may include suspension. Book bags, Backpacks and oversized handbags/purses will not be allowed in classrooms or other locations during the school day. They are only to be used to transport materials between home and school. Book bags, backpacks and oversized handbags/purses are to be stored in student lockers for the duration of the school day

POSSESSION OF TOBACCO AND TOBACCO PRODUCTS

(Includes but not limited to cigarettes, cigars, pipes, chewing tobacco, snuff, herbal tobacco products, simulated tobacco products that imitate or mimic tobacco products, e-cigarettes, vapes, cloves, bidis and kreteks as well as matches, lighters and other related paraphernalia) Consequences will be at the discretion of the administration.

**SMOKING/CHEWING TOBACCO ON SCHOOL PROPERTY
IS STRICTLY PROHIBITED – DURING OR AFTER SCHOOL HOURS!**

Consequences will be at the discretion of the administration.

STUDY HALL REGULATIONS

1. Report to study hall on time with all necessary materials.
 2. Students must stay in study hall until attendance has been taken.
 3. Pre-signed passes are necessary to visit teachers, classrooms, the computer lab or for certain usage of the library. These passes should be obtained before school when possible and definitely before the study hall.
 4. No food or drinks are allowed in study halls.
 5. Remember study halls are for studying
 6. Any student leaving study hall for any reason must obtain a pass and sign out.
- Important Notes:
 - Please make sure to take attendance within the first 5 minutes of class. This is very important.
 - Students may eat breakfast in the cafeteria during 1st and 2nd period. They must keep the food in the cafeteria.
 - Students are not allowed to eat lunch earlier during a study hall
 - Students are not allowed to sit in the hallway when in the LGI for study hall
 - Students may not call you from a teacher's phone to let you know where they are
 - It is up to the discretion of the study hall teacher whether they will call a teacher for a student as a pre-signed pass

Library Procedures

1. When entering the library, students are to place their passes on the main desk.
2. Books circulate for a period of three weeks. Books may be renewed unless they are very popular and others wish to have access to them.
3. Fines will be levied for over-due or misused books.
4. Magazines can be signed out overnight for reference work (except current magazines).
5. Reference books can be signed out overnight. They are due back prior to the first period in the morning.
6. If you have a pre-signed pass, you are to do library specific work only.
7. All books must be signed out at least five minutes prior to the end of the period.
8. All students are required to report to study hall before going to the library.
9. Students with overdue books, or fines not paid, may have their library privileges suspended.
10. Failure to display proper conduct in the library will result in the suspension of library privileges as determined by the principal and the librarian.
11. If privileges are suspended, students may come to the library before or after school to get books or to do reference work.
12. Use of the computers in the library will be limited to availability.

Early Dismissal from School and School Cancellation

All announcements regarding early school closing will be made over radio stations and television. Information regarding school closings is given by code and will be official. Students are requested NOT to call school officials regarding school closing. Please listen to the radio in case of inclement weather. The school telephone lines are used for official calls only.

Radio Stations that will announce closings

| | | |
|---------------------------------|---|--------------|
| WACK/WNNR | - | Newark |
| WGVA/WNYR/The Wall | - | Geneva |
| WSFW | - | Seneca Falls |
| WCGR | - | Canandaigua |
| WHAM/MIX(WVORFM)/NERVE/KISS107/ | | |
| WARM/WPXY/WCMF/WNZE | - | Rochester |
| WSYR/WHEN/Y94FM | - | Syracuse |

Television stations that will announce closings

| | |
|-----------------------------|----------------------------|
| Channel 5 WTVH (Syracuse) | Channel 3 WSTM (Syracuse) |
| Channel 9 WIXT (Syracuse) | Channel 8 WROC (Rochester) |
| Channel 10 WHEC (Rochester) | Channel 14 YNN (Rochester) |
| Channel 13 WHAM Rochester | |

Connect Ed – A telephone message will be sent to all households to announce school closings.

Extra-curricular Activities

Sports

Football (Boys)
Basketball (Boys & Girls)
Wrestling (Boys)
Volleyball (Girls)
Track and Field (Boys & Girls)
Baseball (Boys)
Softball (Girls)

Soccer (Girls)
Golf (Boys and Girls)
Bowling (Boys/Girls)
Tennis (Boys & Girls)
Cross Country (Boys & Girls)
Cheerleading (Boys & Girls)

Clubs

Marching Band
Color Guard
Musical
Jazz Band
Yearbook
Art Club
National Honor Society
National Jr.Honor Society
Spanish Club
Science Club
Jazz Chorus
Masterminds
Student Council
Varsity Club
Chess Club
Library Club
Math Club

Field Trips

All field trips are an extension of the school learning process. Permission slips signed by both parents and teachers must be returned prior to the trip. **Ineligible students may be allowed to attend field trips with administrator approval .** Students may be expected to pay for some field trips. All field trips must be approved by Administrator and Transportation Director.

Fire Drills

The ringing of the fire alarm signals either a fire drill or an actual fire. Fire drill instructions giving specific directions for leaving the building have been posted in each classroom. Teachers are responsible for familiarizing their students with these directions during the first week of school.

When the fire alarm rings, it is the responsibility of the student, for his/her own safety and the safety of others, to follow these instructions:

1. When the fire alarm rings, students should move immediately to exit the building. This is to be done quietly, quickly, and in an orderly fashion. NO RUNNING.
2. There is to be NO TALKING unless absolutely necessary. Teachers must be able to be heard:
 - a. when and if special instructions need to be given, and
 - b. to take attendance to be sure that all students have been evacuated from the building.
3. If the fire alarm rings during the passing of classes, continue in the direction you are walking and leave by the nearest exit.
4. If the fire alarm rings during an assembly, be quiet and wait for directions from the person in charge of evacuating the auditorium.

Food and Beverages

No food or beverages should be consumed in the halls. No open containers are to be carried in the hall unless with a doctor's permission. The school nurse will inform staff if a student is able to carry a drink

Fundraising

To improve communication between students, parents, and the school an agreement needs to be signed before a student begins any fundraising sale. The administration also reserves the right to exclude students from fundraising events due to past history or problems.

Gym Lockers

Lockers remain the exclusive property of the school and students should have no expectation of privacy with respect to their lockers. Gym lockers and locks will be given out by the Physical Education teacher. **It is the student's responsibility to keep his/her locker locked during gym class. The School District is not responsible for any lost or stolen items.**

National Honor and National Jr. Honor Society

The National Honor Society seeks to identify and honor students who combine superior academic performance with significant service to school/community while displaying the highest level of conduct in school and in the community.

A more detailed description of the National Honor Society is available upon request.

Psychologists

Psychological testing and personal counseling are conducted by the school psychologist. Students wishing to see a psychologist can make arrangements with their counselor or the counseling office secretary.

GRADING PERIODS 2019-2020

ACADEMIC ELIGIBILITY WILL COINCIDE WITH GRADING PERIODS

| Marking Period | Start Date | End Date | Grades Due | Reports Mailed |
|--|-------------------|-----------------|-------------------|-----------------------|
| Progress Period 1 (5 Week Reports) | 9-4-19 | 10-4-19 | 10-9-19 | 10-11-19 |
| Marking Period 1 (10 Week Report Cards) | 9-4-19 | 11-6-19 | 11-8-19 | 11-12-19 |
| Progress Period 2 (15 Week Reports) | 11-7-19 | 12-6-19 | 12-10-19 | 12-12-19 |

| | | | | |
|--|----------------|----------------|--|-------------------|
| Marking Period 2 (20 Week Report Cards) | 11-7-19 | 1-24-20 | 1-28-20 | 1-30-20 |
| Progress Period 3 (25 Week Reports) | 1-27-20 | 2-28-20 | 3-3-20 | 3-5-20 |
| Marking Period 3 (30 Week Report Cards) | 1-27-20 | 4-14-20 | 4-15-20 | 4-17-20 |
| Progress Period 4 (35 Week Reports) | 4-15-20 | 5-15-20 | 5-19-20 | 5-21-20 |
| Marking Period 4 (40 Week Report Cards) | 4-15-20 | 6-26-20 | 24 Hours after exam or regional scoring | Early July |

Selective Classification for Athletic Participation

Exceptional seventh and eighth graders may be permitted to try out for a junior varsity or varsity team under the State Education Department Program called Athletic Placement Process (APP). Criteria that must be met in order to play at an advanced level include a coach's recommendation, parental approval, medical approval, appropriate development rating, passing athletic performance test scores, and the coach's skill evaluation. Additionally, students must display an advanced degree of socio-emotional maturity before team membership is granted.

The middle school student interested in playing up must meet with the varsity coach of that sport he/she intends to participate in three weeks prior to the beginning of that season. The coach will then set up a meeting with the athletic director two weeks prior to the start of that season to discuss the students playing up status. The athletic director will then make his decision and continue the selective classification process to see if that person qualifies to participate at the next level if approved.

Student Counseling Office

This office is primarily concerned with the academic, vocational, personal and interpersonal growth of students. To aid in this process, the counselors provide counseling services and information in the areas of course selection, careers and further educational opportunities. In the spring of each year, the counselors review with each student their academic program. Great care is taken in the process to ensure that the student's program meets his/her academic needs.

This office also maintains an up-to-date file of information about occupations and a library of catalogs from colleges, nursing, technical and other specialized schools. Information on apprentice programs, vocational programs as well as material on the Armed Forces is also available. Computer searches are also available. In addition, the counselors stand ready to assist students in the areas of personal counseling, decision-making and problem solving.

| | |
|-----------------------------------|--------------|
| Ms. L. Tyler, School Counselor | Grades 7-9 |
| Ms. V. Riggi, School Counselor | Grades 10-12 |
| Ms. S. Woodworth, FCSFL Counselor | Grades 7-12 |

Student Empowerment Team (SET)

The Student Empowerment Team is a group of professionals with various areas of expertise designed to help students with emotional, academic, attendance or social problems which affect their ability to learn and behave to the best of their ability. The team is comprised of administrators, counselors, psychologists, and other district employees with relevant expertise. The team reviews and recommends strategies to assist students in their school adjustment. Students or parent(s) may obtain more information about the team from their counselor or principal.

Instructional Support Team (IST)

A meeting will be held for all students whose teachers and administration deem it necessary to discuss possible interventions/supports for their academic success. The meeting will include the student, parents, teachers, counselors, and administrators.

Thefts

Written reports are to be filed in the Principal's Office. During physical education class, teachers will have available a secure area for valuables if you wish to use it. In order to eliminate the possibility of thefts occurring, students bringing in money from fund raising or other activities are requested to bring in a check made payable to Lyons Central School for the amount collected.

Lost and Found

The loss of any articles should be reported to the office without delay. Also, any articles, which are found by students, should be turned into the Nurse's Office. Articles may be claimed by identification. All items must be claimed prior to the end of the school year. All items left will be disposed of.

Visual Art Display Policy

Since artwork is displayed in areas of the school that are accessible to students, faculty and the community, the artwork must be suitable for this shared environment. The restriction for hanging artwork is such that any artwork that contains or refers to (but is not limited to) violence, nudity, religion, drugs, alcohol, cigarettes, profanity, or weapons will not be hung in these spaces whether or not the intention of the artist is in support of, or against these issues.

Artwork by its nature of self-expression can move a viewer in a positive and/or negative way. Creation of this artwork in a school setting is subject to questioning by the art teacher and/or principal.

It is the administration's goal to adhere as much as possible to the above regulations. All items must get administrative approval prior to displaying any posters, signs, etc. in the building.

All posters/signs etc. must be dated and approved by an administrator prior to posting. They must be taken down immediately after the event. All sport signs must be taken down following the end of the season.

Visitors

In order to ensure safety and welfare of our students, student visitors may not enter the building until after 3:15 pm. Upon arrival to the school, the approved visitors must register in the Reception Office with a valid state ID and obtain a visitor's pass/ identification badge. Unauthorized visitors will be asked to leave. Failing to leave may necessitate calling the police. In general, students will not be allowed to bring friends or relatives to school. Similarly young children are not permitted to accompany students during the school day and/or after school. The principal or his designee may exclude any individual from any school event on or off school property at his/her discretion.

Raptor System

When visitors, volunteers, contractors, or parents come to enter the school, they must report to the Reception office and they will be required to present a valid state issued ID for entering into our Raptor – V-Soft system. The system has the ability to provide alerts on people who may jeopardize the safety of our school.

ACADEMIC PROGRAM **POLICIES, PROCEDURES and REGULATIONS**

Role of Principal

The principal is the instructional leader within the school. It is his/her responsibility to maintain the present academic program according to state regulations and board policy. The principal is also responsible for evaluating the present program and developing strategies to improve students' success and programs to enhance the existing academic program. The principal will use meetings with representatives of student council and class officers to assist in evaluation and development of school programs.

ADMINISTRATIVE RULES AND REGULATIONS

1. **9-12th Grade Promotion:** In the senior high school, the pupil's progress will be determined by the number of subjects successfully completed, as well as credits earned in the core areas of English, Social Studies, Math and Science.

- a. The following credits are required for promotion:

9th to 10th Grade: 5.5 Units, including at least 3 combined units of English or Social Studies, Math and Science. The student/s must take 6 ½ subjects including, English, Social Studies, Math, Science and P.E.

10th to 11th Grade: 11 Units, including at least 7 combined units of English and Social Studies, Math, Science, Health and P.E.

11th to 12th Grade: 16.5 Units, including at least 10 combined units of English and Social Studies, Math and Science. The student/s must take at least 6 ½ units including English, EIP, Math, Social Studies and P.E.

12th Grade to Graduation: 22 units. The student/s must take 6 ½ subjects, including English, Social Studies and P.E.

Note: In order for regular education students to be eligible for BOCES, the above credits/courses must be completed as outlined.

2. **Schedule Changes:** All schedule changes must be made through the Student Counseling Office using the following procedure:
 - a. The student talks to his/her counselor about the changes.
 - b. The counselor then gives the student a "Schedule Change" form. This form requires that the student get signatures of the teacher (s) involved and parental permission.

- c. Only when all signatures are received and authorized by the counselor is the change considered complete.
3. **Add Course:** while students are free to add course(s) during the year, they should be aware that classes missed prior to adding a course are considered absences; and in some cases, instructor approval may be required. Timeliness of the request will be considered for adding courses that are in progress
4. **Drop Course:** Students who wish to drop a course must follow the procedures listed in the “Change of Schedule” section above. Students should also be aware that:
 - a. In order to drop a course, the student must follow the procedures outlined in the “Change of Schedule” policy.
 - b. A student may drop a course without penalty up to the first 7 weeks of the first semester for full year and first semester courses. Students may drop a second semester course up to the first 7 weeks of the second semester. Seven weeks will allow for the receipt of five week report.
 - c. If at the end of the first semester it is determined that it is in the best interest of the student to drop a full year course, then rule c may be waived provided she/he maintains minimum course load. Waivers will be allowed only after consultation with the teacher(s) involved.
 - d. Students dropping a course after the first seven weeks in the respective semesters will receive a grade of DF. This grade will be reported on the transcript.
 - e. Any student removed from a course due to excessive absence, disciplinary reasons, failure to complete labs, etc., will receive a grade under the same provision as e above.
 - f. Students who leave school will receive final grades only for those courses which were completed. Exceptions to the above must be approved by the principal. All other courses will have to be re-taken upon re-registration.
5. Requirements for 7th graders to be accelerated into Regents Math and Science courses during their 8th grade year

The intent of acceleration is to provide an enriched program. As such, the expectation is to have the student remain in the accelerated program throughout his/her academic career. In order to be considered for acceleration students must adhere to the following requirements:

1. The student must maintain an attendance rate of 90% or higher throughout the school year.
2. The student will maintain an overall average of 90% or above for each marking period.
3. The student’s midterm and final exam grades will not be below 90%.
4. The student’s final grade for the class will be 93%* or above.

*A student can attain a minimum of 93% final average by obtaining a 95% for each marking period, and a 90% on their midterm and final exams.

6. **Independent Study:** Students may apply for independent study/online courses in major areas under specific conditions. Conditions include:
 - a. The course is not offered in the regular curriculum.
 - b. The student fills out an application for independent study/online courses, i.e., a learning contract, available in the Student Counseling Office.
 - c. The student arranges the program with a faculty member who will serve as a mentor.
 - d. The completed application meets with the approval of the mentor, counselor and principal. Independent Study requires that the student has specific learning objectives, along with the motivation and maturity to work without constant supervision. Students should be aware that approval of an Independent Study application is by no means automatic.
 - e. A pass/fail grade will be used. This must be included in the application.

7. **Doubling Procedure:**
 - a. Students will be encouraged to take the failed course in summer school. Doubling will be used only as a last resort.
 - b. Doubling should only occur at the high school level, grades 9-12.
 - c. Students should double in only one subject.
 - d. Students may be required to enroll in a support program (AIS) at the discretion of the review committee. This committee will be comprised of the counselors and principal.
 - e. If a doubling student is uncooperative in the support program, he/she will be withdrawn from the support program and the doubling classes. Parents will be notified.
 - f. Each student will be reviewed by their teacher, counselor and administrator every ten weeks.
 1. Based on cumulative average, students failing in any subject at 10 or 20 weeks may no longer be eligible to double. They may be withdrawn from the higher level course and parents will be notified.
 2. Students repeating a course and passing the final exam may be eligible to drop it at 20 weeks and receive credit, with the permission of the teacher. A contract with specific criteria will be written for students to be able to exit a class early

8. **Incomplete Grades:** Students who receive a grade of “Incomplete” have ten (10) school days after the end of the marking period in which to make up the grade. A grade of “Incomplete” in the 4th marking period must be made up within 10 business days from the end of the school year. Work/tests, etc. which are not made up within this time will be assigned a grade of “O” and the course average will be calculated accordingly. Under exceptional circumstances, the time limit can be extended by the principal. Incomplete grades should only be issued in extreme circumstances (medical, late entry into a course or circumstances beyond their control.)
9. **Marking System:** The numerical marking system is to be used by all instructors. 65% or above is considered passing. 85% through 89% is considered merit roll. 90% through 94% is considered honor roll and 95% through 100% is considered principal’s high honor roll.

a. Final Mark Determination

| | | | | |
|--------------------|---|----------|---|-----|
| ½ year courses | - | 10 weeks | - | 1/3 |
| | | 10 weeks | - | 1/3 |
| | | Final | - | 1/3 |
| Full year Courses- | | 10 weeks | - | 1/6 |
| | | 10 weeks | - | 1/6 |
| | | Mid term | - | 1/9 |
| | | 10 weeks | - | 1/6 |
| | | 10 weeks | - | 1/6 |
| | | Final | - | 2/9 |

ABSENTEEISM/TARDINESS

Regular attendance is crucial for a student’s academic success. Being on time and good attendance are two qualities necessary for success in later life. While some school or class absences are unavoidable, parents should make every effort to not schedule appointments or vacations during school time (the school day is from 7:45 – 3:15). “Take Your Child to Work Day” should be scheduled during vacation time if possible. The official day will only be recognized. Students are suggested to bring a written excuse upon returning to school. If a student is absent it is the student’s responsibility to find out what work was missed and to make it up immediately. Failure to do so could result in poor academic achievement or failure.

The Board of Education in accordance with the Compulsory Attendance Law requires that each minor from 6 to 16 years of age shall regularly attend school full time, unless he/she has completed a 4 year course of study. A student must complete the school year in which they reach their 16th birthday.

Chronic illegal absences and tardiness may result in disciplinary consequences including a Superintendent’s Hearing. The student may be referred to Family Court for legal action or to New York State Department of Social Services Child Abuse Register under the neglect provision of the Social Services law.

Lateness to Class

Regular attendance and promptness to class are expected of every student. Good attendance correlates very highly with scholastic achievement. Late to class guidelines:

1. Students will make full explanation to the teacher.
2. Individual teachers will then determine the appropriate action.
3. Activity period is the appropriate time to have students' make-up time or class work.
4. If students are late to class without a pass, they should be kept with the class.

Late to School

Students are expected to report to homeroom on time. Students who are tardy to homeroom will be marked tardy by the homeroom teacher. If a student is late coming to school he/she is expected to bring an excuse signed by a parent/guardian, explaining the reasons for tardiness. If a student arrives after 7:45, s/he is to report directly to the Reception Office. If students are illegally tardy or excessively tardy, disciplinary action will be taken.

Attendance

Everyone registered in school is to be in school each day unless legal causes prevent attendance.

Statement of Overall Objectives

School attendance is both a right and a responsibility. The School District is an active partner with students and parents in the task of ensuring that all students meet or exceed the New York State Learning Standards. Because the School District recognizes that consistent school attendance, academic success and school completion have a positive correlation, the School District will develop, review and, if necessary, revise a Comprehensive Student Attendance Policy to meet the following objectives:

- a) To increase school completion for all students.
- b) To raise student achievement and close gaps in student performance.
- c) To identify attendance patterns in order to design attendance improvement efforts.
- d) To know the whereabouts of every student for safety and other reasons.
- e) To verify that individual students are complying with education laws relating to compulsory attendance.
- f) To determine the District's average daily attendance for State aid purposes.

Student Attendance/Course Credit

Students are expected to attend all scheduled classes. Consistent with the importance of classroom attendance, unexcused student absences, tardiness, and early departures may affect a student's grade.

Students who are absent from class due to their participation in a school-sponsored activity are to arrange with their teachers to make up any work missed in a timely manner as determined by the student's teacher. Attendance at school-sponsored events where instruction is substantially equivalent to the instruction which was missed shall be counted as the equivalent of regular attendance in class.

Upon returning to school following an absence, tardiness or early departure, a written excuse will be suggested. It is the responsibility of the student to consult his/her teacher(s) regarding arrangements to make up missed work, assignments and/or tests in accordance with

the time schedule specified by the teacher. Notes are suggested to be brought in for each absence. A phone call does not replace a written excuse.

Disciplinary Consequences

Unexcused absences, tardiness or early departure will result in disciplinary sanctions as described in the District's Code of Conduct. Consequences may include, but are not limited to, in-school suspension, detention and denial of participation in interscholastic and extracurricular activities. Parents/persons in parental relation will be notified by designated District personnel at periodic intervals to discuss their child's absences, tardiness or early departures and the importance of class attendance and appropriate interventions. Individual buildings/grade levels will address procedures to implement the notification process to the parent/person in parental relation.

BUS DISCIPLINARY RULES AND REGULATIONS

Transportation to and from school is a privilege extended to the students by the school and as such may be removed by the school. Students are reminded that school disciplinary rules apply while on a school bus or a bus used for a school function. It should also be mentioned that the district buses are equipped with video-taping equipment which can be used to monitor student behavior.

When being transported to and from school, the bus driver is in charge.

BUS RULES OF BEHAVIOR

1. Follow the instructions of the driver and monitor.
2. All safety rules will be followed.
3. Do not fight, swear, or vandalize.
4. Stay in your seats at all times while the bus is in motion.
5. Keep body fully in the seat to provide maximum safety.
6. Use inside voices while riding the bus.
7. Pick up after yourself.
8. Don't forget ALL belongings.

Failure to follow the bus driver/school rules will result in disciplinary actions (detention, ISS, extended detention, OSS, loss of bus riding privileges, hearing)

CAFETERIA RULES/PROCEDURES

Breakfast will be served from 7:20 – 7:40. Lunch will be served from 10:54 – 11:24, 11:40 – 12:10 and 12:26 – 12:56. Students may bring their own lunch from home. **Students are not allowed to order and have food delivered from outside vendors.** The cafeteria staff provides a variety of wholesome and well balanced meals for students and staff at a reasonable cost. Breakfast and lunch is served at no charge. If a student wishes to get double meals or other items that are not included in the free breakfast/lunch program, he/she will need to purchase them. Students are no longer allowed to charge. Parents may still put money on their child's account. Menus are posted each month on the school website.

1. Proceed to the cafeteria in an orderly manner.
2. Enter the serving line and move along the serving counter as quickly as possible. Have your money ready when you get to the cashier. With the computer system students and staff are encouraged to prepay meals. After paying, proceed to a table, sit down, and eat your meal.
3. **No food and beverages are to be consumed in the hallway. No open containers are allowed.**
4. Exercise good manners while in the cafeteria.

5. When you leave, leave the table clean. People following you have the right to expect a clean table.
6. After you have finished eating, place you milk cartons and papers in the containers provided and trays on the stands provided by each exit.
7. Since there are many students using the cafeteria, all must cooperate in keeping noise and confusion to a minimum.
8. Cafeteria supervisors are to be treated with respect. They are in complete authority.
9. Administration reserves the right to assign seats if needed.

Open campus during Senior High Lunch: Only 12th graders are given the privilege to leave the school premises during lunch. Parents are responsible for students during lunch period. If a parent has any concerns, please consult the administration.

For seniors who leave school during lunch: all seniors are given permission to leave campus during lunch as long as they follow sign out/in procedures and follow all school expectations.

EARLY COMPLETION OF A REPEATED COURSE

Students who repeat a failed course(s) are required to repeat the course in its entirety with a passing final average before unit credit will be awarded.

Under specific conditions, a student may be permitted to complete a repeated full-year course(s) at the end of the first semester.

The conditions include:

1. The teacher agrees to allow the student to submit a Course Repeat Agreement.
2. The student submits a completed Course Repeat Agreement with appropriate signatures for the principal's approval.
3. The student meets all conditions set forth in the Course Repeat Agreement.

The school is not obligated, nor is the student entitled to early completion of a repeated course(s).

V. ACADEMIC ELIGIBILITY POLICY FOR ALL EXTRA-CURRICULAR PARTICIPATION

A. General:

The Primary mission of the school district is the development of academic skills: In supporting this mission, all students are required to demonstrate acceptable levels of academic progress throughout the duration of the Extra-Curricular Activity in which they participate.

The District desires to maximize the educational success and the character development of all students and to prepare them to become contributing, productive citizens. The Extra-Curricular Handbook and the academic eligibility policy in particular, support this

mission. The primary goal of this academic eligibility policy is to identify academic problems as early as possible to encourage students to take advantage of extra help opportunities.

VI. RULES FOR EXTRA-CURRICULAR PARTICIPATION

A. ADHERENCE TO STUDENT CODE OF CONDUCT:

Students must abide by the Student Code of Conduct in order to be eligible to participate in extracurricular activities, including athletics. Any violation of the Student Code of Conduct will be deemed a violation of the Extra-Curricular Handbook as well, for which a penalty may be imposed. Violations brought to the attention of administration will be dealt with according to policy. Violations past 90 days brought to the attention of the administration will be investigated and brought to the attention of the parents/guardians but will not follow consequences of this handbook. However, violations that involve law enforcement will be investigated and will be dealt with according to policy.

B. EXTRA-CURRICULAR CODE OF CONDUCT:

The Lyons Central School District recognizes the importance of student participation in Athletics and the total development of each student. The District supports activities, which provide a unique experience where students can develop: Good Character Self-Discipline Teamwork Goal Setting Social Skills

The District also supports the idea that student participation in Extra-Curricular activities is a privilege, not a right. The privilege is earned by being a good student and a good citizen. It is an honor which carries responsibilities. When a student accepts the privilege, he/she must live up to a code of conduct beyond that of the general student body, both on and off school property, both during the season and off-season. This includes the responsibility to adhere to both the Student Code of Conduct as well as this Extra-Curricular Handbook. Since Extra-Curricular activities are optional, those who choose to participate in them will be held to a higher standard in terms of their behavior. We recognize that in order to be fair and equitable, there must be a certain amount of flexibility involved in the enforcement of rules. Each infraction will be dealt with individually with a minimum penalty. The actual penalties may be more severe based on the individual circumstances and the findings of the District. Except as provided in Section 6., below a suspension from extra-curricular activities may be imposed for up to one calendar year. A calendar year is defined as 365 days from the date of the infraction. However, if a violation has occurred and an evaluation is required the student must complete the program and be drug-free in order to return to play.

1. Good Citizenship

To participate in extra-curricular activities, students are expected to uphold standards of good citizenship in the school and community whether in or out of season, including summer vacation. Serious offenses in or out of school may result in penalties up to and including permanent suspension from extra-curricular activities, including athletics, all school sponsored activities, attendance at games, dances, etc. Examples of serious offenses include, but are not limited to; unsportsmanlike behavior, possession, use or sale of drugs/alcohol or tobacco products, violent behavior, vandalism, theft, illegal use or possession of weapons, destruction of property, assault, sexual offenses, sexual harassment, vehicular crimes, etc.

Any student charged with a misdemeanor or a felony will immediately be removed from the extracurricular activity until the investigation has been completed by school administration and will serve a 20% minimum penalty for the alleged charges. Consequences regarding the charge(s) will be determined at the completion of the investigation by administration. If charges are dropped, which does not include an ACOD, prior to a student being involved in an extra-curricular activity, there will be no consequence.

2. Violation by Association

Students must refrain from being in the company of others who are illegally using alcohol, drugs, or any controlled substances. A student who is knowingly in the presence of the illegal use of alcohol, drugs, or any controlled substances will be expected to take immediate and decisive action to remove themselves from the situation. Student athletes who are in the presence of the activities mentioned above may be subject to extracurricular disciplinary action if the student chooses not to leave. Students shall have the burden of proof that they took immediate and decisive action to remove themselves from the situation. In order for students who are found to be in violation by association to be able to return to practice or competition, the student must:

- Receive a substance abuse evaluation from a licensed provider
- Sign a release form granting permission for the licensed provider to share their findings with a drug and alcohol counselor and Lyons Central School District
- Schedule a meeting with a counselor licensed by the Office of Alcoholism and Substance Abuse Services (OASAS) and follow through with any further counseling recommendations made by that counselor
- Sign a release for OASAS counselor to discuss terms with Lyons Central School District
- Provide the Lyons Central School District with proof of completion of all counseling recommendations

3. Penalties

The Administration imposing a suspension under this policy will take into consideration the individual circumstances of each offense including the student's age and maturity, the severity of the offense, whether or not it is a first or a repeat offense, and the best interest of the student.

4. Due Process

As noted in the Student Code of Conduct, suspension from Extra-Curricular activities, including athletics, may be imposed upon a student without a full hearing pursuant to Education Law Section 3214. However, the student and the student's parent/guardian will be provided with a reasonable opportunity for an informal conference with the individual imposing the Extra-Curricular suspension to discuss the conduct and the penalty involved.

5. Athletic Suspension

An athlete suspended for 10% may be only suspended for 1 contest if the sport they participate in has 12 or fewer contests, whereas if the sport has more than 12 scheduled contests it will be no less than a 2 game suspension. An athlete who is suspended for 15% may be suspended for 2 contests if the sport they participate in has 10 -12 regular scheduled contests, whereas if the sport has more than 12 contest then it will be no less than 3 contests. In a sport where there are less than 10 regular schedule contests, the administration reserves the right to suspend the athlete for a half a game as well.

Students that are suspended for 25% will be suspended for the following # of contests: 7-9 scheduled contests = 2 contests, 10-13 = 3 contests, 14-17 = 4 contests, 18-20 = 5 contests. If a violation occurs and the season ends prior to a student completing a suspension, it will roll over to the next athletic season in which the student participates.

6. Participant Termination

Administration may terminate a student's participation in an extra-curricular activity at any time for serious offenses of any nature. Administration will conduct an investigation prior to taking such action, which will include consultation with the coach/advisor.

7. Self- Reporting

If the student accepts responsibility for their own actions and admits guilt, the penalty may be reduced to 15% for an illegal substances violation and 5% for a tobacco products violation, depending on the severity of the infraction. A student may only use the self-reporting provision one time during his/her academic career. Self-reporting means that a student verbally and in writing admits to violating the rules of this Handbook prior to the commencement of an investigation by administration. Students must report the incident to administration. The student must agree to follow the Extra-Curricular Code of Conduct and receive a substance abuse evaluation.

8. Attendance:

In order for students to compete in extra-curricular activities, it is required that they attend classes for the entire day of school on the day of the activity, unless otherwise excused by administration. Students who are not in school on time may not be given the privilege to participate in activities, practices or games.

Athletics Administrator/Building Administrator will meet with the student to discuss concerns if a student is not on time each and every day. 1st offense – Administrative warning, 2nd offense – Administrative warning and Parent contact, 3rd offense – Administrator has authority to remove student from activities, practices or games. We encourage all students to bring a note on provider’s letterhead for it to be determined an excused absence. We will only allow up to 3 parent notes (unexcused absence) for non-documented appointments or for personal reasons.

Due to the length of the winter season for teams that begin in November, the athlete may receive up to 3 warnings before being removed from practice/game. In addition, a student arriving after 10:00am will not be allowed to participate unless they are absent from school for a legal purpose. In this case a note for being sick is not a legal purpose for not being in school.

9. Student Assigned In-School Suspension

Any student athlete who is assigned a half-day or more of In-School Suspension will be able to attend practice and game on the day of the suspension, but will be unable to practice or compete unless the suspension has been completed.

10. Hazing

Hazing is strictly prohibited. Hazing is a form of harassment among students defined as any humiliating or dangerous activity expected of a student to join a group or be accepted by a formal or informal group, regardless of their willingness to participate. Hazing produces public humiliation, physical or emotional discomfort, bodily injury or public ridicule or creates a situation where public humiliation, physical or emotional discomfort, bodily injury or public ridicule is likely to occur.

Hazing behaviors include, but are not limited to, the following general categories:

- a. Humiliation: socially offensive, isolating or uncooperative behaviors.
- b. Substance abuse: abuse of tobacco, alcohol or illegal/legal drugs.
- c. Dangerous hazing: hurtful, aggressive, destructive, and disruptive behaviors.

Penalties for violations related to hazing will be dealt with on a case by case basis. 11. Harassment & Bullying Harassment and Bullying are strictly prohibited. “Harassment” and “Bullying” shall mean the creation of a hostile environment by conduct or by threats, intimidation or abuse, including cyberbullying, that either (1) has or would have the effect of unreasonably and substantially interfering with a student's educational performance, opportunities or benefits, or mental, emotional and/or physical well-being, including conduct, threats, intimidation or abuse that reasonably causes or would reasonably be expected to cause emotional harm; or (2) reasonably causes or would

reasonably be expected to cause physical injury to a student or to cause a student to fear for his or her physical safety. Such definition includes acts of harassment or bullying that occur: a. on school property; and/or b. at a school function; or c. 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.

Such conduct shall include, but not be limited to, those acts based on a person's actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender, sex or any other legally protected status.

For the purposes of this definition the term "threats, intimidation or abuse" shall include verbal and nonverbal actions. "Emotional harm" that takes place in the context of "harassment or bullying" means harm to a student's emotional well-being through creation of a hostile school environment that is so severe or pervasive as to unreasonably and substantially interfere with a student's education. There are at least three kinds of bullying: verbal, physical and social/relational. • Verbal bullying includes, but is not limited to, name-calling, insulting remarks, verbal teasing, frightening phone calls, violent threats, extortion, taunting, gossip, spreading rumors, racist slurs, threatening electronic communications ("cyberbullying"), anonymous notes, etc. • Physical bullying includes, but is not limited to, poking, slapping, hitting, tripping or causing a fall, choking, kicking, punching, biting, pinching, scratching, spitting, twisting arms or legs, damaging clothes and personal property, or threatening gestures. • Social or relational bullying includes, but is not limited to, excluding someone from a group, isolating, shunning, spreading rumors or gossiping, arranging public humiliation, undermining relationships, teasing about clothing, looks, giving dirty looks, aggressive stares, etc.

Bullying may also involve the following characteristics:

- a. Power imbalance - occurs when a bully uses his/her physical or social power over a target.
- b. Intent to harm - the bully seeks to inflict physical or emotional harm and/or takes pleasure in this activity.
- c. Threat of further aggression - the bully and the target believe the bullying will continue.
- d. Terror - when any bullying increases, it becomes a systematic violence or harassment used to intimidate and maintain dominance.

Bullying may also be based on any characteristic including but not limited to a person's actual or perceived race, color, weight, national origin, ethnic origin, ethnic group, religion, religious practices, disability, sex, sexual orientation, gender (including gender identity and expression), or any other legally protected category. Penalties for violations related to harassment and bullying will be dealt with on a case by case basis.

12. Cyberbullying

Cyberbullying is strictly prohibited. “Cyberbullying” means “harassment” or “bullying” where such harassment or bullying occurs through any form of electronic communication. Cyberbullying includes, but is not limited to, the following misuses of technology: harassing, teasing, intimidating, threatening, or terrorizing another student or staff member by way of any technological tool, such as sending or posting inappropriate or derogatory email messages, instant messages, text messages, digital pictures or images, or website postings (including blogs). Cyberbullying can involve, but is not limited to: sending mean, vulgar, or threatening messages or images; posting sensitive, private information about another person; pretending to be someone else in order to make that person look bad. Cyberbullying involving district students may occur both on campus and off school grounds and may involve student use of the district internet system or student use of personal digital devices including but not limited to: cell phones, digital cameras, personal computers, electronic tools. Cyberbullying or harassment has or could have the effect of:

- Causing physical, social/relational, emotional or mental harm to a student; - Placing a student in reasonable fear of physical, emotional or mental harm; - Placing a student in reasonable fear of damage to or loss of personal property; or
- Interfering with a student’s educational performance and/or denying or limiting a student's ability to participate in or to receive benefits, services or opportunities in the school’s programs.

Penalties for violations related to cyberbullying will be dealt with on a case by case basis.

13. Illegal Substances:

The use, possession, sale, distribution, and consumption of illegal substances is strictly prohibited. “Illegal substances” include, but are not limited to, alcohol, inhalants, marijuana, cocaine, LSD, PCP, amphetamines, barbiturates, ecstasy, heroin, steroids, any substances commonly referred to as designer drugs, and look alikes (including synthetic cannabinoids) and prescription or over-the-counter drugs when possession is unauthorized or such are inappropriately used or shared with others.

Penalties for violations related to illegal substances will be dealt with on a case by case basis, using the following as a guide.

All infractions will be considered cumulative regardless of whether they occurred in season or out of season. (i.e. First infraction is out of season- student receives consequence for first infraction out of season. Student then is involved in an incident during season - student receives the consequence for second infraction in season).

In Season/During the Student’s Participation in an Extra-Curricular Activity:

First Offense - A minimum of 25% suspension of the season. In order to return to practice/competition the student must:

- Receive a substance abuse evaluation from a licensed provider
- Sign a release form granting permission for the licensed provider to share their findings with a drug and alcohol counselor and Lyons Central School District
- Schedule a meeting with a counselor licensed by the Office of Alcoholism and Substance Abuse Services (OASAS) and follow through with any further counseling recommendations made by that counselor
- Sign a release for OASAS counselor to discuss terms with Lyons Central School District
- Provide the Lyons Central School District with proof of completion of all counseling recommendations

Examples of such providers are Wayne County Substance Abuse Services in Lyons, 946-5722, and FLACRA in Newark, 331-3862. If the season/activity they are currently participating in is more than 75% completed, administration will determine penalty for not only the remainder of the current season/activity, but also the next season/activity the student chooses to participate in.

Second Offense - Automatic suspension for the remainder of that particular season. In order to return to the activity, practice/competition the student must:

- Receive a substance abuse evaluation from a licensed provider
- Sign a release form granting permission for the licensed provider to share their findings with a drug and alcohol counselor and Lyons Central School District
- Schedule a meeting with a counselor licensed by the Office of Alcoholism and Substance Abuse Services (OASAS) and follow through with any further counseling recommendations made by that counselor
- Sign a release for OASAS counselor to discuss terms with Lyons Central School District
- Provide the Lyons Central School District with proof of completion of all counseling recommendations

If the season/activity they are currently participating in is more than 50% completed, administration will determine penalty for not only the remainder of the current season/activity, but also the next season/activity the student chooses to participate in.

If a student/parent refuses to have a substance abuse evaluation from a licensed provider they will be suspended for the remainder of the season and will not be able to practice for a minimum of 1 week. If season is more than 25% completed they will serve the remainder of the 75% of the suspension in the next sport they participate in. However, the administration has the authority to mandate a substance abuse evaluation from a licensed provider in order to return to participation.

Third Offense – The student athlete will not be permitted to participate in any extra-curricular activities for a calendar year from the date of the last offense. Following that year, In order to return to the activity, practice/competition the student must:

- Receive a substance abuse evaluation from a licensed provider
- Sign a release form granting permission for the licensed provider to share their findings with a drug and alcohol

counselor and Lyons Central School District • Schedule a meeting with a counselor licensed by the Office of Alcoholism and Substance Abuse Services (OASAS) and follow through with any further counseling recommendations made by that counselor • Sign a release for OASAS counselor to discuss terms with Lyons Central School District • Provide the Lyons Central School District with proof of completion of all counseling recommendations

Out of Season/Not During the Student's Participation in an Extra-Curricular Activity:

First Offense – In order to return to the activity, practice/competition the student must:

- Receive a substance abuse evaluation from a licensed provider
- Sign a release form granting permission for the licensed provider to share their findings with a drug and alcohol counselor and Lyons Central School District
- Schedule a meeting with a counselor licensed by the Office of Alcoholism and Substance Abuse Services (OASAS) and follow through with any further counseling recommendations made by that counselor
- Sign a release for OASAS counselor to discuss terms with Lyons Central School District
- Provide the Lyons Central School District with proof of completion of all counseling recommendations

If a student/parent refuses to have a substance abuse evaluation from a licensed provider they will be suspended for 25% of the next season they participate in. However, the administration has the authority to mandate a substance abuse evaluation from a licensed provider in order for that student to participate.

Second Offense – A minimum of 50% suspension of the next season. In order to return to the activity, practice/competition the student must:

- Receive a substance abuse evaluation from a licensed provider
- Sign a release form granting permission for the licensed provider to share their findings with a drug and alcohol counselor and Lyons Central School District
- Schedule a meeting with a counselor licensed by the Office of Alcoholism and Substance Abuse Services (OASAS) and follow through with any further counseling recommendations made by that counselor
- Sign a release for OASAS counselor to discuss terms with Lyons Central School District
- Provide the Lyons Central School District with proof of completion of all counseling recommendations

If a student/parent refuses to have a substance abuse evaluation from a licensed provider they will be suspended for 50% of the next season they participate in. However, the administration has the authority to mandate a substance abuse evaluation from a licensed provider in order for the student to participate.

Third Offense – The student athlete will not be permitted to participate in any extra-curricular activities for a calendar year from the date of the last offense. Following that

year, In order to return to the activity, practice/competition the student must: ● Receive a substance abuse evaluation from a licensed provider ● Sign a release form granting permission for the licensed provider to share their findings with a drug and alcohol counselor and Lyons Central School District ● Schedule a meeting with a counselor licensed by the Office of Alcoholism and Substance Abuse Services (OASAS) and follow through with any further counseling recommendations made by that counselor ● Sign a release for OASAS counselor to discuss terms with Lyons Central School District ● Provide the Lyons Central School District with proof of completion of all counseling recommendations

Tobacco Products: The use, possession, sale, distribution, and consumption of tobacco products is strictly prohibited. “Tobacco Products” means cigarettes, cigars, pipes, chewing tobacco, snuff, herbal tobacco products, simulated tobacco products that imitate or mine tobacco products, e-cigarettes, vapes, cloves, bidis and kreteks as well as matches and lighters.

Penalties for violations related to tobacco products will be dealt with on a case by case basis, using the following as a guide.

In Season/During the Student’s Participation in an Extra-Curricular Activity:

First Offense – Suspension for 10% of the season/activity. **Second Offense** – Automatic suspension for the remainder of that particular season/activity.

Out of Season/Not During the Student’s Participation in an Extra-Curricular Activity:

First Offense – Warned by staff; staff must also report to building principal or athletic director. Student will receive a referral from administration.

Second Offense – Suspension for 10% of the next season/activity the student participates in.

Third Offense or More – A minimum suspension of 50% of the next season/activity they participate in.

Other Reasonable Rules Set by Coach/Advisor:

Students must also abide by other reasonable rules set by their coach/advisor. These include, but are not limited to curfews set by coach and the wearing of appropriate attire during practices and to and from games. Penalties for violations of reasonable rules set by the coach/advisor will be dealt with on a case by case basis.

ACADEMIC ELIGIBILITY PROCEDURES

The academic eligibility reports will be based on the student's academic performance on 5, 10, 15, 20, 25, 30, 35 week grading period reports. A student who is placed on the academic eligibility list will remain on the list until the next grading period.

Students Failing One, Two or Three Courses – Academic Probation Status

Parents are notified and students are notified via a letter received in homeroom. Students are placed on Academic Probation Status. Students on Academic Probation Status will be required to stay after school for academic study hall with each of the courses for which they are failing. Academic study hall is held from 2:35-3:15 Monday, Tuesday, Wednesday and Thursday. If a student stays after school with the teacher of each class that they are not passing and meets the teacher's expectations, the teacher will sign the eligibility sign off sheet. The student must submit their eligibility sign off sheet to Mrs. Kier by **Thursday at 3:15** p.m. each week of the eligibility period with as many teacher signatures as classes they are not passing. The student will then be allowed to participate in all extra-curricular activities from Monday to Sunday of the following week. Students on Academic Probation will need to obtain signatures in this fashion for each week of the five week eligibility period to earn eligibility week by week.

Students Failing Four or More Courses – Academic Ineligibility Status

Parents are notified via a letter mailed home and students are notified via a letter received in homeroom. Students are placed on Academic Ineligibility Status. Students on Academic Ineligibility Status will be ineligible to participate in any extracurricular activities for the entire eligibility period

Note: Science Labs – Students will be reported on eligibility sheets for incomplete/missing labs in science.

Disciplinary Ineligibility (Handled by Administration)

- a) In-school suspension/extended detention-ineligibility for participation in any activity for the duration of the suspension/extended detention.
- b) Out-of-school suspension-ineligibility for all school activities until the student has completed their suspension.
- c) Misconduct in or out of school may result in a student losing their eligibility.
- d) The principal may exclude students from school events for misbehavior/misconduct, excessive absenteeism/tardiness or ineligibility.
- e) Administrators shall conduct appropriate investigations to determine if the eligibility policy has been violated.
- f) Students who are absent from school are not to attend extra-curricular events that day unless approved by the administration.
- g) The principal may exclude any individual from any school event on or off school property at his/her discretion.
- h) Students may receive athletic consequences in addition to regular school discipline.
- i) Students who are ineligible and attempt to attend an extracurricular event will be asked to leave and face possible disciplinary consequences for insubordination.

EQUIPMENT USE

Students who wish to use equipment for projects, etc. must complete an agreement form that requires student and parent signature.

IN-SCHOOL SUSPENSION REGULATIONS -

It is intended that students will continue their academic responsibilities while serving in-school suspension/detention. Failure to cooperate with the rules and regulations will result in further disciplinary action.

1. ISS staff are to be treated with respect at all times.
2. Students are expected to report to ISS prepared and ready to work. This means that all students must have the appropriate materials with them upon their arrival. (pens, paper, books, Chromebook, etc.)
3. Cell phones are not permitted in the ISS room. Upon arrival, please give your phone to an ISS staff member, place it on the table or keep it in your locker. If a student is unwilling to do so an administrator will be contacted.
4. Students are not allowed to wear ear phones unless permitted to do so by an ISS staff member.
5. Students may only leave the ISS room to go to the bathroom, get a drink or visit their locker. This is at the discretion of ISS staff. All students need to sign-out and take a pass when leaving the ISS room.
6. Students serving only one period in ISS are required to stay in the room unless permitted to leave by an ISS staff member.
7. The ISS room needs to be a quiet environment. Talking is not permitted. Students will be provided with periodic breaks throughout the school day to engage in quiet conversation. Breaks will be provided at the discretion of the ISS staff member.
8. When using the Chromebook for school related reasons students are not allowed to be on YouTube, games, or inappropriate websites. If found doing so, students will be blocked from the site(s).
9. Students will need permission to see the principal, school counselor or nurse.

10. Other students are not permitted to visit the in-school room for any reason. Periodically, upon an administrator's discretion this may be allowed.

11. Students will be escorted to lunch between high school and middle school lunches. They are to use disposable trays and return to ISS with their lunch.

GRADUATION REQUIREMENTS

Diploma/Credential Requirements

Please see your guidance counselor for more detailed information.

Benchmark/Portfolio Requirements

A Benchmark/Portfolio assignment is required for graduation. A Community Service requirement is also a requirement. The EIP/Life Skills Class requires a job shadow visit and report. Neither of these requirements are to be completed during the school day.

Community Service

There is a 20 hour community service graduation requirement. Each senior is required to serve 20 community service hours. The community service requirements intent is to encourage students to be active and engaged members of their communities and to address important community issues. This is to be done outside of the school day and not in conjunction with any other school or BOCES related curriculums. Students may begin to accumulate community service hours in 9th grade.

Valedictorian and Salutatorian Selection Procedures

Criteria listed below will be used to determine the valedictorian and salutatorian of the senior high school of the Lyons Central School District.

1. An eligible student must attend the Lyons Central schools for a minimum of three full academic years, prior to graduation, from grades 9-12.
2. Student must be enrolled as a full-time student at the time of graduation.
3. Averages of grades in Lyons Central School District through the third marking period of the senior year will be used to select the final candidate.
4. A student will be eligible for valedictorian/salutatorian honors for his/her class only, based upon the year of ninth grade enrollment.
5. Students selected for Valedictorian and Salutatorian must have earned a Regents Diploma with Advanced Designation. They are expected to give a speech at the commencement ceremony. *Student speeches must be approved by the school principal who reserves the right to edit the content.*

HEALTH SERVICES

School Health Office Staff

Every school has a school nurse. Jill Harper (RN) is our school nurse. The nurse coordinates healthcare in the school setting, answers routine medical questions for parents, staff, and children, gives immediate first aid and provides medical care according to the medical regimen prescribed by

the private health provider, performs and coordinates mandated NYS screenings, and advises parents on immunization and mandated physical examination requirements.

Confidentiality

The District adheres to the Family Educational Rights and Privacy Act (FERPA). Private health care providers must follow other laws called Health Insurance Portability and Accountability Act (HIPAA). In instances where the school needs to communicate with private health care providers, the parent will need to complete the required form(s) from their health care provider in order for school officials to be able to speak with them. Please be advised that certain confidential medical information will be shared with district personnel who need to know. This may include understanding the impact a medical condition may have on a child within the classroom setting or on the bus, and/or how to recognize and potentially manage significant medical concerns until medical help arrives. This disclosure may be in written form, such as documentation in an Emergency Care Plan (ECP), or verbal training on implementing the ECP, or both. If you have any questions about the re-disclosure of information on your child to supervisory staff responsible for their safety, please contact your school nurse

Mandated Physical Examinations

New York State law requires parents or guardians to furnish a certificate of physical examination within 30 days of entrance for all new students, and for students in grades Pre-kindergarten or kindergarten, **1, 3, 5, 7, 9 and 11** and those students participating in sports, requiring special education services, or seeking work permits.

The Board of Education recommends that all examinations be done by your own physician, physician's assistant, or nurse practitioner for optimal continuity of care. If you require, but cannot afford health insurance to secure private health care for your child, please contact the school nurse for confidential, free assistance in being connected with an insurance representative. Virtually all children are eligible for health insurance, even if families do not qualify for other forms of assistance.

A physical exam is valid for twelve months through the last day of the month in which the exam was conducted and is valid for an entire school year for new entrants and mandated exams as well as the entire sport season for interscholastic sports even if the exam expires during those time frames. Students wishing to participate in interscholastic sports must have proof of their updated health exam in their school's health office ideally 30 days before the sport begins so the clearance process has time to take place. Your private physician may fax completed health certificates to the school Health Office at 315-946-2221

In the rare event that a certificate of private examination is not provided, a health appraisal may be conducted at school if you or your child schedule an appointment with prior written parental

informed consent. These exams are a complete physical screening of all body systems including breasts and genitals when deemed appropriate by our licensed clinical staff. A parent has the right to attend these examinations and/or to review history questions that may be asked of your child. Please make prior arrangements with the school nurse. Please tell your children if you intend to have an examination conducted in school.

Mandated Screenings

The New York State Education Department requires certain screening exams on certain ages or grades of children as listed below. The New York State Department of Health (DOH) also requires that your private health care provider reports and that the school district collects information on your child's Body Mass Index (BMI) and Weight Status Category (WSC). You may fulfill these legal obligations by having your private physician conduct the screening exams privately. You need to notify the school nurse not to do the examinations and present your private certificates prior to the school screening dates. The administration may grant a religious exemption to screening exams for families with a sincerely held religious belief. Please contact the nurse for information about how to apply for a religious exemption. If you have not provided a private certificate or notified the nurse of your plan to have the screenings done privately by the time the nurse conducts the school screenings, the district will follow NYS Education Department mandates and will conduct the screening as scheduled. Please communicate regularly with your school nurse to avoid confusion.

The following screening evaluations are conducted by the school nurse who will advise you of any concerns:

1. Distance visual acuity for all new entrants and for children in grades **Pre – K or Kindergarten, 1, 3, 5, 7 and 11** or at any other time deemed essential.
2. Near visual acuity for all new entrants within six months of entrance **and children in grades Pre-K, Kindergarten, 1,3,5,7,and 11**
 1. 3. Color perception for all new entrants within six months of entrance.
 2. 4. Hearing acuity for all new entrants and for those in grades Pre-K or Kindergarten, 1, 3, 5, 7, **11** and at any other time deemed essential
 1. 5. Scoliosis (curvature of the spine) for **girls in grades 5 and 7 and boys in grade 9.**

Dental Certificates

The Board of Education recognizes the importance of good oral hygiene for all children and recommends that your child has regular periodic complete dental examinations by your private dentist ideally every six months, but at least upon entrance to school and again in grades, **Pre-k, K, 1,3,5,7,9 and 11**. If you wish to provide a certificate of dental examination for inclusion in your child's permanent health record which is saved until your child is 27 years old, please submit or have your dentist submit the completed certificate to your school nurse.

Emergency Care Plans

Any child with a severe or life threatening medical condition that may require adult intervention and oversight during the school day, such as but not limited to diabetes, seizures, severe respiratory problems, or anaphylaxis secondary to food or insect allergy, will have an Emergency Care Plan created by the school nurse in cooperation with the parent and their private health care provider. These plans are updated annually. The purpose of the plan is to provide concrete and simple training and instructions to non-medical personnel acting in a supervisory role for your child to keep your child as safe as possible until medical assistance arrives. If you believe your child needs an emergency care plan, please be sure to bring the school nurse medical documentation from your physician as soon as possible before the start of school, so she can work with you to develop a safe plan for your child. Please be advised that you are encouraged to attend field trips with your child who has a special medical need for medication or management. Please provide adequate supplies of all life saving medication and testing materials to the school nurse.

Adaptive Physical Education, and Special School Accommodations

Any child with a medical condition that requires special accommodations in physical education, a mandatory class for NYS graduation requirements, must have an annual renewal from your primary care provider. If you have been given written administrative clearance in the past for your child to have any special accommodations based on medical need, including the ability to participate in physical education and sports with only one of a paired organ, you may provide a letter annually to the school nurse without a medical provider note that your child's medical condition has not changed and that the prior year's plan remains current. When your child's medical condition changes, a physician written update is required.

Accommodations for Transportation

Certain medical conditions are eligible for special accommodations for transportation upon parent and physician requests and with prior administrative approval. This is a highly restrictive measure and requires written private physician documentation, and CSE or 504 action. Accommodations within school are individualized according to patient needs and physician documentation. These conditions include, but are not necessarily limited to, asthma, behavioral and/or mental health issues, cognitive delays, orthopedic problems, sensory impairments, and other serious or life threatening medical conditions. Please contact the department of transportation for more information.

Lead Screening

NYS requires schools to advise parents of preschoolers of the availability of lead screening examinations by blood testing. The district recommends that you discuss whether your child has already been or should be screened for lead toxicity by your private provider. Please alert the nurse to the results of this important test, so it can be documented in your child's permanent health record.

Medications

The Board of Education supports a safe medication delivery system for any child in need of medicines during the school day. Accordingly, all prescription and non-prescription medicines require physician and parent written permission and delivery of the medication by the parent in the original container to the school nurse who will store and oversee the administration of medicine to a child. A photograph of the child is affixed to all prescription medicine bottles for added precautions. The Board also encourages that whenever possible parents discuss with their health care provider alternatives to having medicines administered during the school day when doing so may interfere with instructional time. The school nurse will count controlled substances when you drop them off and will monitor them on a decreasing count. The nurse will notify you of any discrepancies.

The Board of Education requests that all parents work with their children of all ages to ensure they are educated to know the name and appearance of their medicine, the amount they are to get at what times, and the reason they are taking the medicine. The Board also asks parents to make sure their children realize that if they are asked to take a medicine that is not familiar to them or at a dose that is incorrect, that it is important to tell the adult "NO", to explain to the adult there appears to be a mistake, and to say they need to call their parent to clarify their concern before they accept an unfamiliar medicine from anyone.

Responsible children, with prior approval by the principal, school nurse, and district physician, sometimes may carry and self-administer life-saving medicines upon written parental request and with private provider approval that the child is responsible to do so. All self-carried, life-saving medicines must have a duplicate supply stored in the health office in the event the child's supply is misplaced, lost, or not readily available in an emergency. Children may not carry or self-administer controlled substances or substances abused for recreational purposes.

In the event of a field trip and the need to administer medication, the district encourages you or your designate to attend the trip with your child so you may safely administer the medication to your child. A staff member who is a friend of your family may serve as your designate in your absence. Non-self-directed students require a nurse or a parent designate present on field trips if medication is required. Please contact the school nurse if you have questions.

RELEASE OF INFORMATION/PARENT RIGHTS

Notice to single, divorced and separated parents: The school will respect the rights of both parents to review, receive and obtain copies of the student's school records, to consult with teachers and other school officials, to give or withhold required parental consent, and to obtain or authorize the release of the student during the school day unless the school has on file a copy of a legally binding separation agreement between the parents or a court order that expressly limits a particular parent's rights.

SCHOOL DISTRICT PUBLICATIONS

If you do not wish your child's name and or picture to appear in any School District publication, including the School website, please indicate so in writing to the Superintendent's Office by **September 20th**. Also, if you do not wish your child's name, address and phone number to be given to military recruiters, please complete the form located in the Counseling Office.

2019-20 School Year New York State Immunization Requirements for School Entrance/Attendance

NOTES:

Children in a prekindergarten setting should be age-appropriately immunized. The number of doses depends on the schedule recommended by the Advisory Committee on Immunization Practices (ACIP). For grades pre-k through 11, intervals between doses of vaccine should be in accordance with the ACIP-recommended immunization schedule for persons 0 through 18 years of age. Doses received before the minimum age or intervals are not valid and do not count toward the number of doses listed below. Intervals between doses of vaccine DO NOT need to be reviewed for grade 12 except for interval between measles vaccine doses. See footnotes for specific information for **each** vaccine. Children who are enrolling in grade-less classes should meet the immunization requirements of the grades for which they are age equivalent.

**Dose requirements MUST be read with the
footnotes of this schedule.**

| Vaccines | Prekindergarten (Day Care, Head Start, Nursery or Pre-k) | Kindergarten and Grades 1, 2, 3, 4 and 5 | Grades 6, 7, 8, 9, 10 and 11 | Grade 12 |
|---|--|--|------------------------------------|----------|
| Diphtheria and Tetanus toxoid-containing vaccine and Pertussis vaccine (DTaP/DTP/Tdap/Td)2 | 4 doses | 5 doses or 4 doses if the 4th dose was received at 4 years or older or 3 doses if 7 years or older and the series was started at 1 year or older | 3 doses | |

| | | | | |
|--|----------------|---|--|---|
| Tetanus and Diphtheria toxoid-containing vaccine and Pertussis vaccine booster (Tdap) ³ | Not applicable | | 1 dose | |
| Polio vaccine (IPV/OPV) ⁴ | 3 doses | 4 doses or 3 doses if the 3rd dose was received at 4 years or older | 4 doses or 3 doses if the 3rd dose was received at 4 years or older | 3 doses |
| Measles, Mumps and Rubella vaccine (MMR) ⁵ | 1 dose | 2 doses | | |
| Hepatitis B vaccine ⁶ | 3 doses | 3 doses | 3 doses or 2 doses of adult hepatitis B vaccine (Recombivax) for children who received the doses at least 4 months apart between the ages of 11 through 15 years | |
| Varicella (Chickenpox) vaccine ⁷ | 1 dose | 2 doses | | 1 dose |
| Meningococcal conjugate vaccine (MenACWY) ⁸ | Not applicable | | Grades 7, 8, 9 and 10: 1 dose | 2 doses or 1 dose if the dose was received at 16 years or older |

| | | |
|--|--------------|----------------|
| Haemophilus influenzae type b conjugate vaccine (Hib)9 | 1 to 4 doses | Not applicable |
| Pneumococcal Conjugate vaccine (PCV)10 | 1 to 4 doses | Not applicable |

1. Demonstrated serologic evidence of measles, mumps or rubella antibodies or laboratory confirmation of these diseases is acceptable proof of immunity to these diseases. A positive blood test for hepatitis B surface antibody is acceptable proof of immunity to hepatitis B. Demonstrated serologic evidence of varicella antibodies, laboratory confirmation of varicella disease or diagnosis by a physician, physician assistant or nurse practitioner that a child has had varicella disease is acceptable proof of immunity to varicella.

2. Diphtheria and tetanus toxoids and acellular pertussis (DTaP) vaccine. (Minimum age: 6 weeks)
 - a. Children starting the series on time should receive a 5-dose series of DTaP vaccine at 2 months, 4 months, 6 months and at 15 through 18 months and at 4 years or older. The fourth dose may be received as early as age 12 months, provided at least 6 months have elapsed since the third dose. However, the fourth dose of DTaP need not be repeated if it was administered at least 4 months after the third dose of DTaP. The final dose in the series must be received on or after the fourth birthday.
 - b. If the fourth dose of DTaP was administered at 4 years or older, the fifth (booster) dose of DTaP vaccine is not required.
 - c. For children born before 1/1/2005, only immunity to diphtheria is required and doses of DT and Td can meet this requirement.
 - d. Children 7 years and older who are not fully immunized with the childhood DTaP vaccine series should receive Tdap vaccine as the first dose in the catch-up series; if additional doses are needed, use Td vaccine. If the first dose was received before their first birthday, then 4 doses are required, as long as the final dose was received at 4 years or older. If the first dose was received on or after the first birthday, then 3 doses are required, as long as the final dose was received at 4 years or older. A Tdap vaccine (or incorrectly administered DTaP vaccine) received at 7 years or older will meet the 6th grade Tdap requirement.

3. Tetanus and diphtheria toxoids and acellular pertussis (Tdap) vaccine. (Minimum age: 7 years)

- a. Students 11 years or older entering grades 6 through 12 are required to have one dose of Tdap. A dose received at 7 years or older will meet this requirement.
 - b. Students who are 10 years old in grade 6 and who have not yet received a Tdap vaccine are in compliance until they turn 11 years old.
4. Inactivated polio vaccine (IPV) or oral polio vaccine (OPV). (Minimum age: 6 weeks)
 - a. Children starting the series on time should receive a series of IPV at 2 months, 4 months and at 6 through 18 months, and at 4 years or older. The final dose in the series must be received on or after the fourth birthday and at least 6 months after the previous dose.
 - b. For students who received their fourth dose before age 4 and prior to August 7, 2010, 4 doses separated by at least 4 weeks is sufficient.
 - c. If the third dose of polio vaccine was received at 4 years or older and at least 6 months after the previous dose, the fourth dose of polio vaccine is not required.
 - d. Intervals between doses of polio vaccine do not need to be reviewed for grade 12 in the 2019-20 school year.
 - e. If both OPV and IPV were administered as part of a series, the total number of doses and intervals between doses is the same as that recommended for the U.S. IPV schedule. If only OPV was administered, and all doses were given before age 4 years, 1 dose of IPV should be given at 4 years or older and at least 6 months after the last OPV dose.
5. Measles, mumps, and rubella (MMR) vaccine. (Minimum age: 12 months)
 - a. The first dose of MMR vaccine must have been received on or after the first birthday. The second dose must have been received at least 28 days (4 weeks) after the first dose to be considered valid.
 - b. Measles: One dose is required for prekindergarten. Two doses are required for grades kindergarten through 12.
 - c. Mumps: One dose is required for prekindergarten and grade 12. Two doses are required for grades kindergarten through 11.
 - d. Rubella: At least one dose is required for all grades (prekindergarten through 12).
6. Hepatitis B vaccine
 - a. Dose 1 may be given at birth or anytime thereafter. Dose 2 must be given at least 4 weeks (28 days) after dose 1. Dose 3 must be at least 8 weeks after dose 2 AND at least 16 weeks after dose 1 AND no earlier than age 24 weeks.
 - b. Two doses of adult hepatitis B vaccine (Recombivax) received at least 4 months apart at age 11 through 15 years will meet the requirement.
7. Varicella (chickenpox) vaccine. (Minimum age: 12 months)

- a. The first dose of varicella vaccine must have been received on or after the first birthday. The second dose must have been received at least 28 days (4 weeks) after the first dose to be considered valid.
 - b. For children younger than 13 years, the recommended minimum interval between doses is 3 months (if the second dose was administered at least 4 weeks after the first dose, it can be accepted as valid); for persons 13 years and older, the minimum interval between doses is 4 weeks.
8. Meningococcal conjugate ACWY vaccine. (Minimum age: 6 weeks)
 - a. One dose of meningococcal conjugate vaccine (Menactra or Menveo) is required for students entering grades 7, 8, 9 and 10.
 - b. For students in grade 12, if the first dose of meningococcal conjugate vaccine was received at 16 years or older, the second (booster) dose is not required.
 - c. The second dose must have been received at 16 years or older. The minimum interval between doses is 8 weeks.
9. Haemophilus influenzae type b (Hib) conjugate vaccine. (Minimum age: 6 weeks)
 - a. Children starting the series on time should receive Hib vaccine at 2 months, 4 months, 6 months and at 12 through 15 months. Children older than 15 months must get caught up according to the ACIP catch-up schedule. The final dose must be received on or after 12 months.
 - b. If 2 doses of vaccine were received before age 12 months, only 3 doses are required with dose 3 at 12 through 15 months and at least 8 weeks after dose 2.
 - c. If dose 1 was received at age 12 through 14 months, only 2 doses are required with dose 2 at least 8 weeks after dose 1.
 - d. If dose 1 was received at 15 months or older, only 1 dose is required.
 - e. Hib vaccine is not required for children 5 years or older.
10. Pneumococcal conjugate vaccine (PCV). (Minimum age: 6 weeks)
 - a. Children starting the series on time should receive PCV vaccine at 2 months, 4 months, 6 months and at 12 through 15 months. Children older than 15 months must get caught up according to the ACIP catch-up schedule. The final dose must be received on or after 12 months.
 - b. Unvaccinated children ages 7 through 11 months of age are required to receive 2 doses, at least 4 weeks apart, followed by a third dose at 12 through 15 months.
 - c. Unvaccinated children ages 12 through 23 months are required to receive 2 doses of vaccine at least 8 weeks apart.
 - d. If one dose of vaccine was received at 24 months or older, no further doses are required.
 - e. For further information, refer to the PCV chart available in the School Survey Instruction Booklet at:
www.health.ny.gov/prevention/immunization/schools

Influenza (Flu) fluwel

New York State Public Health Law Section 613 requires schools to inform families about influenza disease and the benefits of influenza immunizations.

The flu is a contagious respiratory illness caused by influenza viruses. It can cause mild to severe illness, and at times can lead to death. The symptoms of flu might include fever, cough, sore throat, runny or stuffy nose, muscle or body aches, headaches, or fatigue. Some people may have vomiting and diarrhea. Symptoms can last 7 – 10 days and can result in loss school and work. Flu viruses spread mainly by droplets made when people with flu cough, sneeze or talk. These droplets can land in the mouths or noses of people who are nearby. Less often, a person might also get flu by touching a surface or object that has flu virus on it and then touching their own mouth, eyes or nose.

The Centers for Disease Control and New York State Department of Health recommend a yearly flu vaccine as the first and most important step in protecting against flu viruses for everyone 6 months of age and older as soon as the new seasonal flu vaccine is available each year.

People at high risk of serious flu complications include young children, pregnant women, people with chronic health conditions like asthma, diabetes or heart and lung disease and people 65 years and older. Vaccination of high- risk persons is especially important to decrease their risk of severe flu illness. Vaccination also is important for health care workers, and other people who live with or care for high-risk people to keep from spreading flu to high-risk people. People who care for children younger than six months of age should be vaccinated.

Meanwhile, remember to educate your children to take everyday preventive measures listed below to stop the spread of flu:

- Cover their nose and mouth with a tissue when they cough or sneeze. Throw the tissue in the trash after use.
- Wash hands often with soap and water. If soap and water are not available, use an alcohol-based hand rub.
- Avoid touching eyes, nose and mouth
- Try to avoid close contact with sick people.
- While sick, limit contact with others as much as possible to keep from infecting them. Stay home for at least 24 hours after fever is gone off fever reducing medicines except to get medical care or for other necessities.

Excellent Resources for further information:

<http://www.cdc.gov/flu>

<http://www.health.ny.gov/diseases/communicable/influenza/seasonal/>

HEAD LICE REMINDER

This is a reminder that head lice are a community problem brought into the schools unintentionally by unsuspecting children. The peak time that children become infested with head lice is in the summer, because of sleep-away camps, slumber parties, and vacationing. However, because head lice are so small, and because symptoms of itching may not develop for weeks or even months after

infestation, parents and children alike often do not even know there is a problem unless the parent inspects a child's head closely and often.

This is the time of year in the Fall when we start to see some cases of head lice on children in school. This is a good opportunity to begin looking carefully through your young child's scalp at least once a day if you notice that your child is scratching their scalp more than usual. If you see any stage of the head louse, nits (eggs) attached to the hair shaft that are hard to remove or live lice, your child needs to be treated, and the nits removed before you send your child back to school.

Adequate treatment requires four ounces per six inches of hair of an over-the-counter product you choose and use exactly according to package instructions, which will include repeating the treatment in a week to ten days.

As children participate in physical education and other school activities, close contact can occur, especially in contact activities or sports. There are inherent risks to all close contact activities and sports, including the transmission of various infections or infestations, like impetigo, scabies, ringworm, and lice. We encourage parents to inspect their children on a regular basis and to discuss any medical concerns they notice with their private health care providers. Head lice are a nuisance, but they are treatable and are not life threatening. The district monitors carefully every instance of any potentially contagious condition, and the school nurse works closely with everyone involved to ensure the health, safety, and dignity of every child. Your own physician is an excellent resource for you if you have any questions or if you find that an over-the-counter treatment does not help. Your school nurse can help you with specific issues related to your child's attendance in school.

REMEMBER, THE SINGLE MOST IMPORTANT WAY TO PREVENT A HEAD LICE PROBLEM IN SCHOOL IS SURVEILLANCE BY THE PARENT AT HOME.

WELLNESS POLICY

In June 2006 the Board of Education approved a wellness policy for the Lyons Central school District. In summary, the Lyons Wellness Policy recommends that healthy food choices or non-food choices are available for: fundraising activities, rewards in the classroom, classroom parties, concession stands and school dances or activities that serve or sell food. If there are further questions regarding more specific wording, the full Wellness Policy is available from the District Office.

RELEASE OF INFORMATION/PARENT RIGHTS

Notice to single, divorced and separated parents: The school will respect the rights of both parents to review, receive and obtain copies of the student's school records, to consult with teachers and other school officials, to give or withhold required parental consent, and to obtain or authorize the release of the student during the school day unless the school has on file a copy of a legally binding separation agreement between the parents or a court order that expressly limits a particular parent's rights.

SEXUAL HARASSMENT POLICY FOR STUDENTS

Generally, sexual harassment is defined as unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when:

1. Submission to such conduct is made, either explicitly or implicitly, a term or condition of student's participation in school or school-related activities.
2. Submission to or rejection of such conduct by a student is used as a basis for educational or school-related decisions affecting such student.
3. Such conduct has the purpose or effect of unreasonably interfering with a student's performance in school or school-related activities, or creating an intimidating, hostile or offensive environment.

A student who believes that he/she has been subjected to sexual harassment is to report such conduct to the principal. Confidentiality of all records of sexual harassment will be maintained.

Informal Complaint

1. Complainant requests meeting with principal to file report.
2. Principal prepares written report of complaint (including witnesses).
3. Complainant student is notified of his/her rights, including the right to file a formal complaint and the right to be separated from the alleged offender.
4. Parents of complainant are notified of the complaint no later than the close of the school day when reported.
5. Principal investigates incident (i.e., talks with alleged offenders, notifies alleged offender of rights, contacts parents, talks with any witnesses).
6. Principal meets with complainant to resolve issue.
7. Principal files report of findings and recommendations and distributes to complainant, offender, complaint officer and School Superintendent.

Formal Complaint

Note: A complaint may be brought directly to this level by the complainant or may reach this level after steps 1-7 above.

1. Complainant files report to complaint officer – Report includes a) name, address and phone number of complainant b) name of alleged offender c) specific nature of the harassment, including dates d) names of any and all witnesses.
2. Complaint officer provides copy of report to School Superintendent and Principal.
3. Complaint officer investigates and issues report to complainant.
4. Complaint officer informs Principal and School Superintendent of results of investigation by a written report.

Any further appeal may be made to the School Superintendent or Board of Education if the report from the complaint officer is found to be unsatisfactory to the complainant.

The complaint officer will make follow-up inquiries to ensure no retaliation occurs.

Non-Discrimination Policy

The Lyons Central School District, in accordance with Title IX of the Educational Amendments of 1972, Title VI of The Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Title II of the Americans With Disabilities Act, or the Age Discrimination Act of 1975, does not discriminate on the basis of race, color, creed, religion, national origin, political affiliation, sex, age, marital or veteran status, or disability. The Board of Education recognizes its responsibility to provide an environment free from harassment and intimidation in the educational programs or activities it operates.

We do not permit discrimination by employees, school volunteers, students and non-employees such as contractors and vendors, as well as any third parties participating in, observing or otherwise engaged

in activities subject to the supervision of the district. This includes recruitment and employment practices, pay and benefits, counseling services for students, access by students to educational programs, courses and activities. The Board also prohibits harassment based upon an individual's opposition to the discrimination or participation in a related investigation or complaint proceeding under the anti-discrimination statutes.

This policy of non-discrimination and anti-harassment will be enforced on school district premises, in school buildings and at all school sponsored events, programs and activities including those that take place off school premises. Inquiries or complaint should be forwarded to the Superintendent of Schools

Grievance Procedure for Non-Discrimination Policy

The compliance officer for Section 504 and other grievances related to student activities is the Director of Educational Services, Margaret Blask, telephone 315-946-2200 ext. 2019. The compliance officer for all employee related activities is the Assistant Superintendent for Business, Michael Pangallo, telephone 315-946-2200 ext. 2018. Both can be contacted at the School District Offices, 10 Clyde Road, Lyons New York 14489.

The compliance officer, upon request, will provide a copy of the district's grievance procedure to any employee, student or other covered person. A copy of each of the Acts and Regulations upon which this notice is based will be made available, upon written request to the district compliance officer.

PROCEDURE TO BE FOLLOWED IN CASE OF STUDENT INJURY

1. Injuries must be reported immediately when they happen to the teacher in charge. Every injury should be reported to the nurse regardless of how trivial it may seem at the time.
2. Injured students should report to the nurse's office as soon as possible for first aid and insurance forms. Insurance forms must be completed within 30 days.
3. If the student's parents have any other insurance, they are to give their insurance number to the attending physician.

The School Insurance Will Pay Only If There Is No Other Family Health Insurance.

Dignity For All Students Act

The Board of Education 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 continues to focus on creating an environment free of discrimination and harassment and one that foster civility in the schools to prevent and prohibit conduct which is inconsistent with the District's educational mission.

The District condemns and prohibits all forms of discrimination and harassment of students based on actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice,

disability, sexual orientation, gender or sex by school employees or students on school property and at school-sponsored activities and events that take place at locations off school property. In addition any act of discrimination or harassment outside of school sponsored events, which can reasonably be expected to materially and substantially disrupt the education process may be subject to discipline.

Definitions and clarification of different offences:

Harassment

Harassment is the creation of a hostile environment by conduct or by 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 well-being; or conduct, verbal threats, intimidation or abuse that reasonably causes or would reasonably be expected to cause a student to fear for his or her physical safety.

Bullying

Bullying is an unwanted aggressive behavior that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time. In addition, the offender intends to cause harm.

Hazing

Hazing is intentionally or recklessly engaging in conduct during the course of another person's initiation into or affiliation with any organization, which creates a substantial risk of physical injury to such other person or a third person and thereby causes such injury.

Discrimination

Discrimination is a form of denial of admission into or exclusion on the basis of race, disability, color, sex, weight, sexual orientation, national origin, gender (which includes a person's actual or perceived sex, as well as gender identity and expression), ethnic group, religion, religious practice.

Bullying: Peer Abuse in the Schools

The Board of Education is committed to providing a safe and productive learning environment within its schools. Bullying of a student by another student is strictly prohibited on school property, in school buildings, on school buses, and at school sponsored events and/or activities whether occurring on or off campus. The Board of Education shall require the prohibition of bullying – along with the range of possible intervention activities and/or sanctions for such misconduct – to be included in the *District Code of Conduct* for all grade levels.

For the purposes of this policy, the term “bullying” among children is defined, in general, as: “a variety of negative acts carried out repeatedly over time. It involves a real or perceived imbalance of power, with a more powerful child or group attacking those who are less powerful.” Bullying can take three forms:

- a) Physical including, but not limited to; hitting, kicking, spitting, pushing, taking personal belongings
- b) Verbal including, but not limited to; taunting, malicious teasing, name calling, making threats
- c) Psychological including, but not limited to; spreading rumors; manipulation social relationships; or engaging in social exclusion, extortion, or intimidation.

Bullying may also occur as various forms of harassment and/or hazing of students by other students including “pledging” and/or a student’s initiation into or affiliation with a school or student related organization or team.

The District also prohibits “Internet bullying” (also referred to as “cyber-bullying”) including the use of instant messaging, email, websites, chat rooms, and text messaging when such use interferes with the operation of the school; or infringes upon the general health, safety and welfare of District students or employees.

However, it is important to note that a single negative act as enumerated above may also constitute “bullying” (if not more serious misconduct) based upon the particular circumstances such as the seriousness of the act and/or the intent of the actor.

Any student who believes that he/she is being subjected to bullying behaviors, as well as any other person who has knowledge of or witnesses any possible occurrence of bullying, shall report the bullying to any staff member or the building principal. The staff member/building principal to whom the report is made or the staff member/building principal who witnesses bullying behavior, shall investigate the complaint and take appropriate action to include, as necessary, referral to the next level of supervisory authority and/or other official designated by the District to investigate allegation of bullying. Investigations of allegations of bullying shall follow the procedures utilized for complaints of harassment within the School District. Allegations of bullying shall be promptly investigated and will be treated as confidential and private to the extent possible within legal constraints.

The Board prohibits any retaliatory behavior directed against complainants, victims, witnesses, and/or any other individuals who participate in the investigation of allegations of bullying. Follow-up inquiries and/or appropriate monitoring of the alleged bully and victim shall be made to ensure that bullying behavior has not resumed and that all those involved in the investigation of allegations of bullying have not suffered retaliation.

Personnel at all levels are responsible for taking corrective action to prevent bullying behavior of which they have been made aware at School District sites or activities and/or reporting such behavior to their immediate supervisor.

Prevention and intervention techniques with the District to prevent against bullying behavior and to support and protect victims shall include building-level and classroom level strategies and activities as determined by administration. Individual intervention will be provided by appropriate staff members to bullies, victims and their parents to help ensure that the bullying stops.

Rules against bullying shall be publicized District-wide and shall be disseminated as appropriate to staff, students and parents.

Use of Surveillance Cameras in the School District

The Board of Education recognizes its responsibility to promote and foster school safety and ensure a safe and effective learning environment. After having carefully considered and balanced the rights of privacy with the District’s duty to promote discipline, health, welfare and safety of staff and students, as well as that of the general public who has occasion to use school facilities, the Board supports the use of surveillance cameras when necessary in its schools, its buses and/or on school grounds. District surveillance camera will only be utilized in public areas where there is no “reasonable expectation of privacy.” Audio recordings shall not be utilized by School District officials’ such

prohibition does not preclude the use of audio recordings by law enforcement officials in accordance with their official duties and/or as otherwise authorized by law.

To further the Board's objective, the School District's District-wide Safety Team shall meet as appropriate and/or deemed necessary to develop, implement and review District and building level safety practices. The Team shall also make recommendations to the Superintendent regarding the implementation and use of surveillance cameras as authorized by the Board of Education. The Superintendent shall retain final decision-making authority regarding the commendations of the Safety Team; and he/she shall notify the Board as to the procedures to be implemented with regard to the use of surveillance cameras by the School District.

In determining the most appropriate use and implementation of surveillance cameras in the schools, school buses and/or on school grounds, the District-wide Safety Team's recommendation will be guided by, at a minimum, the following considerations;

- a) Demonstrated need for the device at designated locations.
- b) Appropriateness and effectiveness of proposed protocol.
- c) The use of additional, less intrusive, means to further address the issue of school safety (e.g., restricted access to buildings, use of pass cards or identification badges, increased lighting, alarms).
- d) Right to privacy and other legal considerations (which should be referred to the School Attorney for review and compliance with applicable laws and regulations.
- e) Expense involved to install and maintain the use of surveillance cameras at designated locations, including school buses and/or on school grounds.

Any video recording used for surveillance purposes in school buildings, school buses and/or on school property, shall be the sole property of the District; and the Superintendent or his/her designee will be the custodian of such recordings. All video recordings will be stored in their original form and secured to avoid tampering and ensure confidentiality in accordance with applicable laws and regulations.

Requests for viewing a video recording must be made in writing to the Superintendent or his/her designee and, if the request is granted, such viewing must occur in the presence of the

District's designated custodian of the recording. Under no circumstances will the District's video recording be duplicated and/or removed from District premises unless in accordance with a court order and/or subpoena.

Signage/Notification Regarding Use of Surveillance Cameras in School Buildings, School Buses and/or on School Grounds

Appropriate signage will be posted at entrances to the school campus and/or at major entrances into school building notifying students, staff and the general public of the District's use of surveillance cameras.

Students and staff will receive additional notification, as appropriate, regarding the use of surveillance cameras in the schools, school buses and/or on school grounds. Such notification may include, but is not limited to, publication in the District calendar, employee handbook, and student handbook. Such notification does not preclude, as deemed appropriate by administration, the discussion of the use of surveillance camera with staff and students to heighten awareness and help foster a sense of security.

Notification of Rights under FERPA for Secondary Schools

The Family Educational Rights and Privacy ACT (FERPA) afford parents and students over 18 years of age (“eligible students”) certain rights with respect to the student’s education records. These rights are:

(1) The right to inspect and review the student’s education records within 45 days of the day the school receives a request for access.

Parents or eligible students should submit to the school principal [or appropriate school official] a written request that identifies the record(s) they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

(2) The right to request the amendment of the student’s education records that the parent or eligible student believes is inaccurate.

Parents or eligible students may ask school to amend a record that they believe is inaccurate. They should write the school principal [or appropriate school official], clearly identify the part of the record they want changed, and specify why it is inaccurate. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified to the right to a hearing.

(3) The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent the FERPA authorized disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interest. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school Board; a person or company with whom the school has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her task

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by Lyons Central School District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605

Notification of Rights Under the Protection of Pupil Rights Amendment (PPRA)

PPRA affords parents of elementary and secondary students certain rights regarding the conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include, but are not limited to, the right to:

· *Consent* before students are required to submit to a survey that concerns one or more of the following protected areas (“protected information survey”) if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED)–

1. Political affiliations or beliefs of the student or student’s parent;
2. Mental or psychological problems of the student or student’s family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or student’s parent; or
8. Income, other than as required by law to determine program eligibility.

· *Receive notice and an opportunity to opt a student out of*–

1. Any other protected information survey, regardless of funding;
2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
3. Activities involving collection, disclosure, or use of personal information collected from students for marketing or to sell or otherwise distribute the information to others. (This does not apply to the collection, disclosure, or use of personal information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions.)

· *Inspect*, upon request and before administration or use –

1. Protected information surveys of students and surveys created by a third party;
2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
3. Instructional material used as part of the educational curriculum.

These rights transfer from the parents to a student who is 18 years old or an emancipated minor under State law.

[School District will/has develop[ed] and adopt[ed]] policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. [School District] will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. [School District] will also directly notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. [School District] will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this direct notification requirement:

- Collection, disclosure, or use of personal information collected from students for marketing, sales, or other distribution.
- Administration of any protected information survey not funded in whole or in part by ED.
- Any non-emergency, invasive physical examination or screening as described above.

Parents who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202

APPENDIX 1

SUBJECT: SEXUAL HARASSMENT OF STUDENTS

The Board of Education affirms its commitment to non-discrimination and recognizes its responsibility to provide for all District students and environment that is free of sexual harassment and intimidation. Sexual harassment is a violation of law and stands in direct opposition to District policy. Therefore, the Board prohibits and condemns all forms of sexual harassment by employees, school volunteers, student, and non-employees such as contractors and vendors which occur on school grounds and at all school-sponsored events, programs and activities including those that take place at location off school premises. Generally, sexual harassment is defined as unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct or communication of a sexual nature when:

- a) Submission of or rejection of such sexually harassing conduct and/or communication by a student affects decisions regarding any aspect of the student's education, including participation in school-sponsored activities.
- b) Conditions exist within the school environment that allow or foster obscene pictures, lewd jokes, sexual advances, request for sexual favors or other harassing activities of a sexual nature and;
- c) Such conduct and/or communication has the purpose or effect of substantially or unreasonably interfering with a student's academic performance or participation in an educational or extracurricular activity, or creating an intimidating hostile or offensive learning environment; and/or effectively bars the student's access to an educational opportunity of benefit.

The Board acknowledges that in determining whether sexual harassment had occurred the totality of the circumstances, expectations, and relationships should be evaluated including, but not limited to, the ages of the harasser and the victim, the number of individuals involved, and the type, frequency and duration of the conduct. The Board recognizes that sexual harassment can originate from a person of either sex against a person of the opposite or same sex, and from a third party such as a school visitor, volunteer, or vendor, or any other individual associated with the School District. Sexual harassment may occur from student-to-student, from staff-to-student, from student-to-staff, as well as staff-to-staff.

In order for the Board to enforce this policy, and to take corrective measures as may be necessary, it is essential that any employee who believes he/she had been a victim of sexual harassment in the work environment, as well as any other person who is aware of and/or who had knowledge of or witnesses any possible occurrence of sexual harassment, immediately report such alleged harassment to the District's designated complaint officer(s) through informal and/or formal complaint procedures as developed by the District. Such complaints are recommended to be in writing, although verbal complaints of alleged sexual harassment will also be promptly investigated in accordance with the terms of this policy. In the event that the complaint officer is the alleged offender the employee should report his/her complaint to the next level of supervisory authority.

Upon the receipt of an informal/formal complaint, the District will conduct a thorough investigation of charges. To the extent possible, within legal constraints, all complaints will be treated as confidentially and privately as possible. However, disclosure may be necessary to complete a thorough investigation of the charges, and any disclosure will be provided on a "need to know" basis.

Based upon the results on the investigation, if the District determines that an employee had violated the terms of this policy and/or accompanying regulations, immediate corrective action will be taken as warranted. Should the offending individual be a student, appropriate disciplinary measures will be applied, up to and including suspension, in accordance with District policy and regulation, the Code of Conduct, and applicable laws and/or regulations? Should the offending individual be a school employee, appropriate disciplinary measures will be applied, up to and including termination of the offender's employment, in accordance with legal guidelines, District policy and regulation, the Code of Conduct and the applicable collective bargaining agreement(s)? Third parties (such as school volunteers, vendors, etc.) who are found to have violated District policy and/or accompanying regulations will be subject to appropriate sanctions as warranted and in compliance with law.

The Board prohibits any retaliatory behavior directed against complainants, victims, witnesses, and/or any other individuals who participated in the investigation of a complaint of sexual harassment. Follow-up inquiries will be made to ensure that harassment has not resumed and that all those involved in the investigation of the sexual harassment complaint have not suffered retaliation.

Regulations will be developed for reporting, investigating and remedying allegations of sexual harassment. An appeal procedure will also be provided to address any unresolved complaints and/or unsatisfactory prior determinations by the applicable complaint officer(s).

Such regulations will be developed in accordance with federal and state law as well as any applicable collective bargaining agreement(s).

The Superintendent/designee(s) will affirmatively discuss the topic of sexual harassment with all employees, express the District's condemnation of such conduct, and explain the sanctions for

harassment. Furthermore, special training will be provided for designated supervisors and managerial employees, as may be necessary, for training in the investigation of sexual harassment complaints.

A copy of this policy and its accompanying regulations will be available upon request and may be posted at various locations in each school building. The District's policy and regulations on sexual harassment will be published in appropriate school publications such as teacher/employee handbooks and/or school calendars.

Title IX of the Education Amendments of 1972,
20 United States Code (U.S.C.)
Section 1681 et seq.
34 Code of Federal Regulations (C.F.R.)
Section 100 et seq.

Title VII of the Civil Rights Act of 1964
42 United State Code (U.S.C.)
Section 2001e et seq.
The Civil Rights Act of 1991
42 United State Code (U.S.C.) Section
1681(a)

29 Code of Federal Regulations (CFR)
Section 1604.11(a)
Executive law Sections 296 and 2

Non-Discrimination Policy

The Lyons Central School District, in accordance with Title IX of the Educational Amendments of 1972, Title VI of The Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Title II of the Americans With Disabilities Act, or the Age Discrimination Act of 1975, does not discriminate on the basis of race, color, creed, religion, national origin, political affiliation, sex, age, marital or veteran status, or disability. The Board of Education recognizes its responsibility to provide an environment free from harassment and intimidation in the educational programs or activities it operates.

We do not permit discrimination by employees, school volunteers, students and non-employees such as contractors and vendors, as well as any third parties participating in, observing or otherwise engaged in activities subject to the supervision of the district. This includes recruitment and employment practices, pay and benefits, counseling services for students, access by students to educational programs, courses and activities. The Board also prohibits harassment based upon an individual's opposition to the discrimination or participation in a related investigation or complaint proceeding under the anti-discrimination statutes.

This policy of non-discrimination and anti-harassment will be enforced on school district premises, in school buildings and at all school sponsored events, programs and activities including those that take place off school premises. Inquiries or complaint should be forwarded to the Superintendent of Schools

Grievance Procedure for Non-Discrimination Policy

The compliance officer for Section 504 and other grievances related to student activities is the Director of Educational Services, Margaret Blask, telephone 315-946-2200 ext. 2019. The compliance officer for all employee related activities is the Assistant Superintendent for Business, Michael Pangallo, telephone 315-946-2200 ext. 2018. Both can be contacted at the School District Offices, 10 Clyde Road, Lyons New York 14489.

The compliance officer, upon request, will provide a copy of the district's grievance procedure to any employee, student or other covered person.

A copy of each of the Acts and Regulations upon which this notice is based will be made available, upon written request to the district compliance officer.

APPENDIX 2

**AGREEMENT FOR STUDENTS ENROLLING
ACCELERATED COURSES**

Students enrolling in accelerated classes and their parents are required to read and agree to the following conditions:

1. The student and parent understand that the intent of acceleration is to provide an enriched program. As such, the student agrees to remain in the accelerated program through his/her senior year.
2. Homework will be done completely and submitted on time.
3. The student will maintain an average of at least 85 for each marking period.
4. The student will conduct himself or herself in a cooperative manner in the classroom.
5. If additional help is needed, the student will seek it from the instructor during study hall, activity period, etc.
6. Teachers may recommend a transfer out of accelerated courses into the standard program. Parents/students may request a transfer to the standard program. In either of these situations, parent/student/teacher consultation will occur.
7. Students must maintain attendance of 90 % or higher throughout the school year.

Failure to meet these standards may result in a transfer to the standard program.

I understand and accept the conditions of this agreement.

Student Signature

Parent Signature

Date

Date

POLICY: CHROMEBOOKS FOR STUDENTS – 1:1 INITIATIVE

Use of Chromebooks

The Lyons Central School District views the use of electronic resources as central to the delivery of its educational program and expects that all students will use electronic resources as an essential part of their learning experiences. It is the policy of the Lyons Central School District to maintain an environment that promotes ethical and responsible conduct in all electronic resource activities.

All users of the Lyons Central School District system and equipment must comply at all times with the Student Use of Computerized Information Policy, Acceptable Use Policy and Parent/Student Agreement form, which you and your parents must sign. Any failure to comply may end your right of possession effective immediately. You may also be subject to disciplinary action.

Receipt of Chromebook

For those students it has been determined a one-to-one device would be appropriate for learning, devices will be distributed according to a timeline outlined by each building principal. Some students may be required to turn in their devices to the school they attend at the end of the each day. Parents, guardians, and students must sign the Chromebook agreement before Chromebooks can be issued to their child. This policy outlines procedures and policies for families to protect the Chromebook investment for the district. Access to the Lyons Central School District technology resources is a privilege and not a right. Students will receive training on proper care and use of technology issued for 1:1 learning. Each employee, student and/or parent will be required to follow the District Acceptable Use Policy

Chromebooks will be collected at the end of each school year. Instructions will be given at a later date. Students leaving the district must return Chromebooks to the technology office. Any chromebook that is not returned will be considered stolen property, and law enforcement will be notified.

Chromebook Security

Each of the Chromebooks are managed by Lyons Central School District. Two primary forms of security exist:

1. **Desktop Security** – Security is in place on the desktop to prevent and/or track certain activities. These include downloading or installing software on the Chromebooks, removing software, changing system settings, etc.
2. **Filtering/Monitoring Software** – Lyons Central School District maintains an Internet filtering/monitoring solution. This program automatically filters all student access to the

Internet and monitors student activities on the computer both in school and at home. Please note, however, that there is no better security tool than an involved adult!

POLICY: CHROMEBOOKS FOR STUDENTS - 1:1 INITIATIVE

Chromebooks Use at School

1. All use of technology must comply with the Acceptable Use Policy.
2. Student in whose name a Chromebook is issued will be responsible at all times for its appropriate use.
3. All use of the Internet must comply with district guidelines. Log files are maintained on each Chromebook with a detailed history of all sites accessed. These files may be reviewed periodically.
4. All Chromebooks contain a remote content filter for use outside of school.
 5. Teachers are responsible for monitoring student Chromebook use at school, especially Internet access.
 6. Students who identify or know about a security problem are expected to convey the details to their teacher without discussing it with other students.
 7. Students are expected to notify a staff member immediately if they come across information, images or messages that are inappropriate, dangerous, threatening, or make them feel uncomfortable.
 8. All users are expected to comply with existing copyright laws.
 9. Students may only log in under their assigned user name. Students may not share their password with other students.
 10. Students are responsible for charging the Chromebook battery each day.
 11. Students are expected to care for the Chromebook. If a Chromebook is deemed to be intentionally damaged by a student, the student may be subject to discipline.
 12. Students are expected to report any damage to their chromebook immediately. Spot inspections of Chromebooks will occur regularly. Students who do not report damage or abuse will be subject to both fines and discipline.
 13. Students are expected to keep track of all equipment issued to them. If components are lost, the student/parent will be responsible for the full cost of replacement.
 14. Students may not loan Chromebook components to other students for any reason. Students who do so are responsible for any loss of components.
 15. Educational Games may be used at the discretion of the teacher.
 16. All students have access to their Google drive on which to store data. It is the responsibility of the student to see to it that critical files are backed up regularly to this location.
 17. The district will cooperate fully with local, state, or federal officials in any investigation concerning or relating to violations of computer crime laws.

POLICY: CHROMEBOOKS FOR STUDENTS - 1:1 INITIATIVE

Chromebook Use At Home

1. District web filters are active at home, just as they are at school.
2. The Use of Chromebooks at home is encouraged.
3. Chromebooks care at home is just as important as at school.
4. Transport your Chromebook in the provided case.

Chromebook Use and Care

1. Always carry your Chromebook closed and by the handle.
2. Use caution when carrying your Chromebook in a crowded hallway. Carry it by the handle or with two hands never swing the Chromebook around.
3. No food or drink should be near Chromebooks
4. When moving the Chromebook use two hands. Do not pick it up by the monitor.
5. Close the Chromebook lid whenever you are not using or moving it around.
6. Never leave the Chromebook unattended in the hallway or any other public space for any reason.
7. Listening to music or online gaming on your Chromebook is not allowed during school hours without permission from the teachers. Games that are deemed inappropriate may result in disciplinary actions
8. When placing your Chromebook in a locker, never pile items on top of your Chromebook.
9. When placing your Chromebook on a table or desk, gently position it on the surface. Do not slam/swing the Chromebook onto the surface. Center the Chromebook on desks or tables to avoid it being bumped and falling to the floor.
10. Lock your Chromebook when it is not in use.
11. When moving between classes, put your computer on Standby.
12. When leaving for the day, completely shut down your Chromebook.
13. If at all possible, do not leave your Chromebook in the car. If you must leave it, lock it in the trunk or somewhere out of view.
14. Protect your Chromebook from exposure to extreme heat or cold. This includes when leaving it in a vehicle.

Unacceptable Use

Students are prohibited from:

- Putting stickers on the Chromebooks, batteries, or chargers.
- Defacing Lyons Central School District issued equipment in any way. This includes but is not limited to marking, painting, drawing or marring any surface of the Chromebooks. If such action occurs, the student will be fined the cost of repair.

POLICY: CHROMEBOOKS FOR STUDENTS - 1:1 INITIATIVE

- Use of inappropriate language such as swearing, vulgarity, ethnic or racial slurs and any other inflammatory language.
- Pretending to be someone else when sending/receiving messages.
- Transmitting obscene messages or pictures.
- Revealing personal addresses or phone numbers of the user or others.
- Using the network in such a way that would disrupt the use of the network by other users.

- Downloading personal photos. Students will have the ability to customize their desktop backgrounds using one of the preloaded themes or images.
- Using the network for illegal activities, including copyright, license or contract violations, downloading inappropriate materials, viruses, and/or software, such as but not limited to hacking and host file sharing software.
- Using the network for financial or commercial gain, advertising, or political lobbying.
- Accessing or exploring on-line locations or materials that do not support the curriculum and/or are inappropriate for school assignments, such as but not limited to pornographic sites.
- Vandalizing and/or tampering with equipment, programs, files, software, system performance or other components of the network. Use or possession of hacking software is strictly prohibited.
- Causing congestion on the network or interfering with the work of others, e.g., chain letters or broadcast messages to lists or individuals.
- Gaining unauthorized access anywhere on the network.
- Invading the privacy of other individuals.
- Using another user's account, password, or allowing another user to access your account or password.
- Coaching, helping, observing or joining any unauthorized activity on the network.
- Forwarding/distributing E-mail messages without permission from the author.
- Posting anonymous messages or unlawful information on the system.
- Engaging in sexual harassment or using objectionable language in public or private messages, e.g., racist, terroristic, abusive, sexually explicit, threatening, stalking, demeaning or slanderous.
- Falsifying permission, authorization or identification documents.
- Obtain copies of, or modify files, data or passwords belonging to other users on the network.

POLICY: CHROMEBOOKS FOR STUDENTS - 1:1 INITIATIVE

- Knowingly placing a computer virus on a computer or network.
- Attempting to access or accessing sites blocked by the Lyons Central School District filtering system.
- Downloading music, games, images, videos, or other media without the permission of a teacher.
- Sending or forwarding social or non-school related emails.

Printing

Ultimately the district would like be to go paperless. All printing will be at the discretion of the teacher.

E-Mail

E-mail is to be used as a communication tool for school. One of the most common violations of the Acceptable Use guidelines by students is the sending of social or non-school related e-mail.

- E-mail should be used for educational purposes only.
- E-mail transmissions, stored data, transmitted data, or any other use of online services by students, employees or other users is not confidential and may be monitored by staff at any time to ensure appropriate use.
- All email and all contents are property of the District.
- Classroom-based compliance checks may be conducted at any time. This means that teachers can check your email.

Student Owned Devices

Student devices are not supported for instructional purposes.

Privacy and Safety Guidelines

- Students are required to use their lyonscssd.org domain user ID and password to protect their accounts and are required to keep that password confidential.
- Students are expected to adhere to the Internet Safety Policy, the Acceptable Use Policy, and the Code of Conduct. If applicable, teachers may create discussion groups for communication among students for educational purposes.

POLICY: CHROMEBOOKS FOR STUDENTS - 1:1 INITIATIVE

- Do not open, use, or change files that do not belong to you unless the document is shared or collaborative.
- Confidential and identifying information should not be shared. Avoid revealing information such as your full name, phone number, home address, social security number, credit card numbers, password or passwords of other people.
- Remember that storage is not private or confidential as all Chromebook and tablets are the property of the Lyons Central School District.
- Devices can be identified as follows: Record of district asset tag and serial number or Individual user account name and password.
- Although the District complies with the CIPA, if you inadvertently access a website that contains obscene, pornographic or otherwise offensive material, exit the site immediately, and notify appropriate school district personnel as soon as possible.
- Ultimately the device is the property of the school, and the school has the right to determine what is appropriate and to search the computer if necessary at any time.
- At school, students will have access to the Internet through the school server. When not at school students can access the Internet if they have Internet access available to them in their home or other locations. The school's security system will also be in place when students access the Internet outside of the school. To the extent the filtering system is operable; sites that are "blocked" at school will also be "blocked" in other locations where students access the Internet.

Repairs, Damaged, Lost or Stolen Equipment

In this section, equipment is referred to as such things as the Chromebook, screens, cases, chargers; anything that is issued to the student by the Lyons Central School District.

- **Repairs**

Occasionally, unexpected problems do occur with the Chromebooks that are not the fault of the user (computer crashes, software errors, etc.). The Technology Department is prepared to assist students in resolving these issues. These issues will be remedied at no cost.

- **Loaner/Spare Chromebooks**

Temporary replacements are also available in the Technology Department so that student learning is not disrupted by the repair process. Students are responsible for the care of the spare while it is issued to them. All of the same rules and regulations apply to spare computers, and students are expected to treat them as if they were their own. Students are required to save to their Google Drive in case they need to be issued a Spare.

POLICY: CHROMEBOOKS FOR STUDENTS - 1:1 INITIATIVE

- **Accidental Damage vs. Negligence**

Accidents do happen. There is a difference, however, between an accident and negligence. The price that the district paid for the Chromebook includes: the Chromebook, and a one year warranty. The Chromebook warranty will cover normal wear and tear along with other damage that might occur during normal use of the Chromebook. After investigation by school administration, if the Chromebook is deemed to be intentionally or negligently damaged by the student, the student may be subject to discipline and the cost of repair or replacement and a swap will not be provided.

- **Lost or Stolen Equipment**

Chromebooks and other equipment are issued as an educational resource. The conditions surrounding this equipment can be equated to those of a textbook or a school issued calculator. Students are expected to keep track of and to care for this equipment for the time period it is issued to them. If any equipment is lost, the student or parent must report it to the school immediately. Students can let a teacher or administrator know, and the staff member will assist him/her. Students/families may be fined for damaged or lost equipment.

- **Financial Responsibility**

The circumstances of each situation involving lost equipment will be investigated individually.

- **Student Safety**

It is always a high priority to ensure the safety of our students while at school and we hope these precautions will help students be safe on the path to and from school. Student safety always comes first. If a student is faced with an unsafe situation, such as theft, the student is advised to let the assailant have the equipment and to immediately contact the police.

Reporting Process

If any equipment is reported as stolen, a police report must be filed within 48 hours and a copy of the report must be provided to the building principal or the Director of Technology by the student or parent. If there is not clear evidence of theft, or the equipment has been lost due to student negligence, the student and parent will be responsible for the full cost of replacing the item(s).

Financial Responsibility

The circumstances of each situation involving stolen equipment will be investigated individually.

POLICY: CHROMEBOOKS FOR STUDENTS - 1:1 INITIATIVE

Damage and Fine List - for reckless or intentional damage or loss

Estimated Item Replacement Cost

- Power Cord \$30.00
- Chromebook \$219.00
- Full Package \$250.00

Estimated Damage Fines

- Cracked Screen \$75.00
- Broken Latch \$25.00
- Broken Chassis \$25.00

- Broken Keyboard \$25.00
- Broken or Missing Keys \$15.00-\$25.00
- Damaged Power Cord \$30.00
- Unreported Lost/Stolen Chromebook \$219.00
- Intentional Cosmetic Damage \$15.00-full cost of item
- Full fine will be based on which items are damaged or missing.

Lyons Central School District Student Acceptable Use Policy for Computer Technology

Overview

With Computer Technology comes an electronic network that provides vast, diverse and unique resources. Our goal is to provide teachers, staff, and students with up-to-date computer technology including access to the Internet. We believe however, that the use of this technology within the Lyons School District is a privilege, not a right, and that certain guidelines must be adhered to.

Guidelines

A. Educational Purpose

1. Internet access has been established for educational purposes only, which includes classroom activities, career development, and educational projects consistent with Lyons Central School District policy.
2. Students are expected to follow the rules set forth in the Lyons Jr.-Sr. High School Student Handbook/or Elementary building policies that may apply to the use of computer technology.
3. Students may not use the Internet for commercial purposes. Students may not offer, provide, or purchase products or services through the Internet.
4. Students may not use the Internet for e-mail purposes unless it is involving an educational project.

B. Student Access.

1. All students will have access to the Internet World Wide Web information resources wherever available. Students in grades K-12 using the Internet will be under adult supervision.
2. All students will have access to computer technology.

Access to the Internet and to district computer technology is not a right but a privilege and unacceptable usage will result in revoking this privilege.

4. Students will have email access only under adult supervision.
5. If and when individual email accounts become available for students, the students will need additional authorization from their parents or guardians.
6. Students training in safety and “etiquette “in the use of the Internet will be required before student use is allowed.

C. Unacceptable Uses

1. E-mail and the Internet

a. Students will not post personal contact information about themselves or other people. Personal contact includes information regarding home addresses, telephone, school address, work address, etc.

b. Students will not agree to meet with somebody they have met on-line.

c. Students will promptly disclose to their teacher or other school employee any message they receive that is inappropriate or makes them feel uncomfortable.

2. Software

a. Students will not download software from the Internet.

b. Students will not make illegal copies of District software. When software is purchased it is licensed for a particular computer or group of computers. To use software in a manner that is not in compliance with the software license is an infringement of copyright laws.

c. Students will not load software from floppies, CD-ROM, or external hard drives.

3. Illegal Activities

a. Students will not attempt to gain unauthorized access to any other computer systems through the Internet access, or go beyond authorized access. This includes attempting to log in through another person's account or access another person's files. These actions are illegal, even if only for the purposes of "browsing".

b. Students will not make deliberate attempts to disrupt the computer system or destroy data by spreading computer viruses or by any other means. These actions are illegal.

c. Students will not use the Internet to engage in any other illegal act, such as arranging for the sale or purchase of illegal drugs that includes alcohol and cigarettes, engaging in criminal gang activity, or threatening the safety of person[s], etc.

4. System Security

a. Students are responsible for their individual accounts and should take all reasonable precautions to prevent others from being able to use their password to another person.

b. Students will immediately notify an administrator or the technology coordinator if they have identified a possible security problem.

c. If a security problem is detected by a student, that student will not identify this problem to anyone other than those specified above.

d. Students will avoid the inadvertent spread of computer viruses by following the Lyons School District virus protection procedures.

e. Any other user identified as a security risk may be denied access.

5. Inappropriate Language

Students will not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language.

Students will not post information that could cause damage or danger of disruption to the computer network.

c. Students will not engage in personal attacks, including those that are prejudicial or discriminatory.

d. Students will not harass another person. Harassment is persistently acting in a manner that distresses or annoys another person. If a student is told by a person to stop sending them messages, the student will do so.

e. Students will not knowingly or recklessly post or defamatory information about a person or organization.

6. Respecting Resource Limits

a. Students will use the system only for educational and career development activities.

Students will not download files to the computer unless approved by a supervising adult.

c. Time allocation is set for each student by attending supervisor.

d. An Internet Access Form must accompany each online use activity.

7. Plagiarism and Copyright Infringement

a. Students will not plagiarize works on the Internet. Plagiarism is taking the ideas or writings of others and presenting them as if they were theirs.

b. Students will respect the rights of copyright owners. Copyright infringement occurs when someone inappropriately reproduces a work that is protected by a copyright. If a work contains language that specifies appropriate use of that work, students should follow the expressed requirements. If students are unsure whether or not work can be used, consult with a teacher or librarian.

8. Access to Inappropriate Material

a. Students will not use the Internet or any other computer technology to access material that is pornographic or obscene. Students will not access material that advocated illegal acts, violence or discrimination towards other people.

b. If a student mistakenly, accesses inappropriate information, that student should immediately tell a teacher, administrator or technology coordinator. This will be documented and will protect the student against a claim that student has intentionally violated this policy. However, if a student repeatedly accesses inappropriate information, a review will be done to determine if access was truly accidental.

c. If there is material that a parent feels inappropriate for their child to use, the Lyons School District fully expects that the student will follow their parent's instructions in this matter.

D. Students rights

1. Free speech

Technology communication is considered a limited forum, similar to the school newspaper, and the Lyons School District may restrict students' speech for valid educational reasons.

2. Search and Seizure

a. Students should expect only limited privacy in the contents of their personal files on the Lyons School District system. Teachers, administrators and the technology coordinator will have access to all student files on the Lyons School District's instructional network. This excludes administrators' files pertaining to the student's personal information.

b. Routine maintenance and monitoring of the Lyons School District's networks may lead to discovery that a student has violated this policy, as stated in the Student Handbook, or the law.

c. An individual search will be conducted if there is reasonable suspicion that a student has violated; Student Acceptable Use Policy for Use of computer Technology, Student Handbook, or the law.

d. Parents have the right at any time to request to see the contents of their child's account.

e. Network storage areas may be treated like school lockers. Network administrators may review files and communications to maintain system integrity and insure that users are using the systems responsibly. Users should not expect that files stored on district servers would always be private.

Due Process

a. The Lyons School District will cooperate fully with local, state, or federal officials in any investigation related to any illegal activities conducted through the Internet or the Lyons School District Network[s].

b. In the event there is a claim that a student has violated this policy in the use of computer technology, the student will be provided with the written notice of the suspected violation and an opportunity to be heard in the manner set forth in the Lyons Central School Student Handbook.

c. Lyons School District administrators will make the final determination as to what constitutes unacceptable use and their decision is final.

d. If the violation also involves a violation of other provisions of the Lyons Central School Student Handbook, it will be handled in a manner described in the Lyons Central School Handbook. Additional restrictions may be placed on student's use of their Internet account.

Limitation of Liability

The Lyons School District makes no guarantee that the functions or the services provided by or through the Lyons School District system will be error-free or without defect. The Lyons School District will not be responsible for any damage incurred, including but not limited to, loss of data or interruptions of service. The Lyons School District is not responsible for the accuracy or quality of the information obtained through or stored on the system. The Lyons School District will not be responsible for any financial obligations arising through the unauthorized use of the system.

Personal Responsibility

It is the student's responsibility to use computer technology, both inside and outside of school, in a proper, lawful fashion. Failure to use computer technology appropriately may result in any or all of the following depending on the infraction.

Verbal warning

Loss of Internet use

Limited use of computer technology

Loss of access to computer technology

Other consequences at administrative discretion

Doubling Procedure – Parent/Student Contract

1. Students will be encouraged to take the failed course in summer school. Doubling will be used only as a last resort. Reliance on doubling may result in grade level retention and/or failure to graduate with peers.
2. Doubling should only occur at the high school level, grades 9-12.
3. Students should only double in only one subject.
4. If a doubling student is uncooperative, he/she may be withdrawn from the doubling program. Parents will be notified.

Each student will be reviewed by their counselor/administrator every ten weeks:

- a. Based on cumulative average, students failing in any subject at 10 or 20 weeks may no longer be eligible to double. They will be withdrawn from the higher-level course and parents will be notified.
- b. Students repeating a course successfully may be eligible to drop it at 20 weeks and receive credit, with the permission of the teacher (pending successful completion of a course repeat agreement).

*All decisions will be subject to administrative discretion.

Classes: _____

I have read and understand the Doubling Procedure. I agree to abide by the conditions.

Parent Signature

Date

Student Signature

Date

AGREEMENT FOR USE OF EQUIPMENT

Name: _____

Class or Project: _____

Date: _____

Equipment being borrowed:

Teacher Signature _____

Agreement:

We agree to replace or fix any lost, stolen, or broken equipment borrowed from Lyons Central School.

Student Signature _____

Parent Signature _____

For Office Use

Approved by Principal: _____ Yes _____ No

Signature of Principal _____

What are Senior Privileges? Seniors with privileges are allowed to leave the school building during study halls. Students do not need to report to study halls, but must sign out in the Reception Office so that we can monitor where students are at all times. Upon returning to school after privileges, seniors must sign back in at the Reception Office. Students must do this themselves. They cannot have somebody else sign them in or out.

Seniors who have a first period study hall **MUST** sign out in the Reception Office the day before. They do not need to be in school for homeroom. Failure to follow this procedure will result in the loss of privileges.

Seniors may not hang out in the student parking lot while out on privileges. If a senior chooses to stay in the building during their study hall, they must be in their assigned study hall. **Students are not allowed to hang out in the building.**

2nd Marking Period

To be eligible:

1. Grades – must maintain an average of 85% or above in each course at the end of the first marking period.
2. They cannot be absent and/or tardy more than 4 times at the start of the 2nd quarter
3. Must not have any detentions. This will be monitored weekly.
4. Must not have been assigned OSS or ISS

If the student is eligible:

1. **References** - To support good behavior and student achievement, the student will need to have four (4) separate and current teachers sign a character reference sheet that will state that each teacher will support that student having senior privileges.
2. **Parent/Student Signature form-** Any senior who is eligible to receive senior privileges must have his or her parent's or guardian's approval.

Revocation of Privileges

Privileges will be revoked if the following occurs:

- If a student is truant from school.
- If a student receives a full day or more of ISS or OSS.
- If the student has more than 9 tardies or absences (excused and unexcused) before the end of the 2nd marking period.
- On the 3rd late to school after being out on privileges.

Privileges may be revoked if the following occurs:

- If a student is placed on academic eligibility list for any class, the student will be given one eligibility period to be removed from the list (for the mentioned class or any other class). If the

student remains on the list, he/she will lose privileges. A student will only receive this opportunity one time.

- When a teacher who signed the sheet informs the class advisors that he/she has concerns regarding the student's behavior or academic efforts, with rationale, a meeting between the student, class advisors, and principal will be held to determine the status of the student's privileges.

*** If a student loses privileges, there is no opportunity to re-apply.

*****It is the sole discretion of the Class Advisors and High School Principal to remove a student's privileges if the student's conduct, either on school grounds, or off school grounds, is not exemplary.

Course Repeat Agreement

Student Name _____ Repeated Course _____

Teacher Name _____ School Year _____

The student named above will be awarded credit after 20 weeks for the repeated course noted above under the following conditions:

1. The student will achieve the following minimum grades: 75%
2. The student will maintain a 75% attendance rate of instruction in the repeated course during the first two quarters.
3. The student receives no eligibility referrals in the repeated course during the first two quarters.
4. The student appropriately follows classroom behavioral expectations.
5. A grade of U or I for a Lab in the first two quarters will disqualify a student from completing a repeated course at twenty weeks.

I have read the above, understand it, and agree to the conditions.

Student Signature/Date

Parent Signature/Date

 Teacher Signature/Date

 Principal Signature/Date

 Counselor Signature/Date

LYONS CENTRAL SCHOOL
High School, 10 Clyde Road, Lyons, New York 14489
Telephone # (315) 946-2200 – Fax # (315) 946-2221
Mr. Libarid Alexanian, Principal

Dear Parent/Student:

In order to be a part of this fundraiser sale, you and a parent need to sign the following commitment statement.

Please know that you are responsible for the collection of all funds and the delivery of all goods sold.

Student Signature/Date

Parent Signature/Date

Agreement for College Level Courses**1. Criteria to be considered for enrollment:**

- a. A cumulative average of 80 or higher in the subject area they wish to pursue.
- b. A grade of 80 or higher on the previous Regents Exam(s) in the subject area they wish to pursue.
- c. A cumulative high school average of 80 or higher.

2. Students whose conduct/behavior is disruptive to learning will be dropped from the program. Refunds will be made in accordance with the college refund policy.

3. Students must pay the tuition charge at the time of college registration (usually the second week of the semester). Refunds will be made in accordance with the college refund policy. In case of severe financial need, contact Ms. Riggi by September 5.

4. Students and parents must return a signed agreement by August 15.

5. Any exceptions to the above criteria must be approved by the high school principal and the department chair.

I have read the above, understand it, and agree to abide by the conditions.

Parent Signature/Date

Student Signature/Date

MILITARY RECRUITMENT OPT OUT REQUEST

Sample to Parents

Dear Parent of a Junior or Senior in Lyons Central School District:

This is to inform you that a provision of the federal No Child Left Behind Act of 2001 requires the school district to provide student's names, addresses and home phone numbers to military recruiters when requested.

However, the law also states that schools must notify parents and students that they have the right NOT to be included when the information is released if they choose.

To exercise your legal right to have this information kept private, you should use the form below to notify the school office that you do not wish this information to be released. Please note that unless you use this "opt out procedure" the school district cannot refuse the military recruiters' requests and you and your student may be contacted by them at home.

To OPT OUT of the Military Recruitment Provisions of the NCLB Act, please complete this form and return it to the Counseling Office. You may submit this form in person, by mail, by your student or by fax (315) 946-2221.

MILITARY RECRUITMENT OPT OUT REQUEST

Dear Lyons Central School District:

We are exercising our right under the No Child Left Behind act of 2001, and hereby request that the name address and telephone listing of:

Print name of student

who is currently a student at your school, NOT be released to military recruiters without prior written consent. We do however consent to the disclosure of such information to colleges and universities other than military schools.

Print name of parent or legal guardian

Signature of parent or guardian

Signature of student

**LYONS MIDDLE-SENIOR HIGH SCHOOL
Student Counseling Office
10 Clyde Road
Lyons, New York 14489
(315) 946-2200
Fax: (315) 946-2221**

**Lisa Tyler
Vanessa Riggi
School Counselors**

To Whom it May Concern ,

I hereby authorize _____ to receive
information related to:

_____ Counseling services

_____ Psychological evaluation

_____ Other _____

Parent signature

Date

Student Counseling Office
Lyons Middle/High School
Lyons, New York

REQUEST TO ADD/DROP COURSES

Name _____ Gr _____ Date _____

Instructions: Complete numbers 1-5, and return this sheet to the Student Counseling Office. Your counselor will meet with you to discuss the change. No change is complete until your counselor gives you a revised schedule. Until then follow your printed schedule.

1. I wish to add the following course(s):

2. I wish to drop the following course(s):

3. Reason for add/drop:

4. Are any of the courses you wish to drop:

| | | | |
|--------------------------------------|--------------|-----|----|
| a. required for a Regents diploma? | (Circle one) | Yes | No |
| b. required for your major sequence? | (Circle one) | Yes | No |

5. Teacher(s) comment(s) (drop only):

6. Counselor comment:

7. Parent Permission:

I give my son/daughter permission to add/drop courses as noted above. I have read and understand the teacher and counselor comments.

Parent Signature

Revised schedule issued: _____

APPENDIX 13

| | | | | | |
|-----|--------------------------|------|---------------------------------|---------|-----------------------------|
| 100 | Auditorium | 121 | In-School | 150 | Carmichael – English |
| 101 | Band - Howard/ | 122 | Girls PE | 151 | Daucher – Resource |
| 102 | Chorus - Zajkowski | 124 | Mail Room | 152 | Phippen – English |
| 103 | Grant Office | 130 | Library | 153 | Bellinger – English |
| 104 | Drawing/Prod Lab - Paris | 130A | Computer Tech | 154 | Dale – Resource |
| 105 | MST Lab - Mueller | 130B | Kelley- Speech | 155 | Shiplee – Reading |
| 106 | Art | 130C | Hill – LEAP | 155A | Sandroni – Resource |
| 107 | GEO Tech | 132 | Whyte – FACS | 156 | Mrzywka – Spanish |
| 108 | Computer Lab | 133 | DeNeef – Math | 157 | Kroner - College Ready |
| 109 | Data Central | 134 | Whyte – FACS | 158 | Loson/Fitzgerald -Test mods |
| 110 | Nurse | 135 | Champlin – Resource | 159 | Benderski - Science |
| 111 | Alexanian - Principal | 136 | Staff Lounge | 160 | Lawson – Social Studies |
| 113 | Bailey - Principal Secl | 137 | Maddock T – Math | 161 | Naschke – Science |
| 114 | Grants Office | 138 | Cruz – Math & Lockwood - Health | 162 | Porpora– Social Studies |
| 115 | Reception Office | 139 | Meehan – Math | 163 | Consadine – Science |
| 116 | Passero / Behm - AP | 140 | Schmitt – Math | 165 | George – Science |
| 117 | Technology Station | 141 | Emmerson/Stein– Resource | 171 | Kesel – Social Studies |
| 119 | Cafeteria | 142 | Winslow- Resource | 172 | Hartwell – Social Studies |
| 120 | Boys PE | 144 | Counseling Office | 173 | Clark – Special Ed |
| | | 148 | Oberdorf - English | 174/175 | LGI – Conference Room |

