



Lake Shore Central Senior High School

959 Beach Road
Angola, New York 14006
926-2301

STUDENT HANDBOOK 2014 - 2015

Ms. Julie Hoerner
Principal

Mr. Matthew Fisher
Assistant Principal

Mr. Daryl Besant
Assistant Principal/Athletic Director

Office hours during the school year
7:00 AM – 4:00 PM

THIS SCHOOL AGENDA BELONGS TO:

NAME _____

ADDRESS _____

CITY/TOWN _____ ZIP _____

PHONE _____ STUDENT NO. _____

Lake Shore Central High School 2014 – 2015

*I have read the Lake Shore Central High School student handbook.
I understand and agree to the guidelines/rules outlined in:*

- Bill of Students Rights and Responsibilities*
- Code of Conduct*
- General Student Information*
- Extra Curricular Activities and Interscholastic Athletics*

Student Name (print)

Student Signature

Parent Name (print)

Parent Signature

****This form is to be turned into the High School Main Office***

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Daily Schedules 2014-2015

Lake Shore Central Senior High School

PERIOD	TIME
1	7:55 – 8:35
2	8:39 – 9:19
HR/3	9:23 – 10:11
4	10:15 – 10:55
5	10:59 – 11:39
6	11:43 – 12:23
7	12:27 – 1:07
8	1:11 – 1:51
9	1:55 – 2:35
10	2:39 – 3:10 HELP*

* Except Fridays

Each period begins and ends with an electronic tone signal.

Normal dismissal is at 2:35 PM.

*Late Bus departs High School at 3:25 p.m. on Tuesday, Wednesday and Thursday

Help classes are part of the regular school day. If a student is requested to stay for help class, he/she must stay.

LAKE SHORE/ Carrier Center **AM SESSION** **7:55 am - 10:30 am**
PM SESSION **11:50 am - 2:20 pm**

LOGUIDICE CENTER **AM SESSION** **9:00 am - 11:25 am**
PM SESSION **12:00 pm - 2:25 pm**

2014-15 DAILY CALENDAR/ DAY ROTATION

September 2014

Sun	Mon	Tue	Wed	Thurs	Fri	Sat
	1	<u>A</u> 2	<u>B</u> 3	<u>A</u> 4	<u>B</u> 5	6
7	<u>A</u> 8	<u>B</u> 9	<u>A</u> 10	<u>B</u> 11	<u>A</u> 12	13
14	<u>B</u> 15	<u>A</u> 16	<u>B</u> 17	<u>A</u> 18	<u>B</u> 19	20
21	<u>A</u> 22	<u>B</u> 23	<u>A</u> 24	<u>B</u> 25	<u>A</u> 26	27
28	<u>B</u> 29	<u>A</u> 30				

October 2014

Sun	Mon	Tue	Wed	Thurs	Fri	Sat
			<u>B</u> 1	<u>A</u> 2	<u>B</u> 3	4
5	<u>A</u> 6	<u>B</u> 7	<u>A</u> 8	<u>B</u> 9	10	11
12	13	<u>A</u> 14	<u>B</u> 15	<u>A</u> 16	<u>B</u> 17	18
19	<u>A</u> 20	<u>B</u> 21	<u>A</u> 22	<u>B</u> 23	<u>A</u> 24	25
26	<u>B</u> 27	<u>A</u> 28	<u>B</u> 29	<u>A</u> 30	<u>B</u> 31	

November 2014

Sun	Mon	Tue	Wed	Thurs	Fri	Sat
						1
2	<u>A</u> 3	<u>B</u> 4	<u>A</u> 5	<u>B</u> 6	<u>A</u> 7	8
9	10	11	<u>B</u> 12	<u>A</u> 13	<u>B</u> 14	15
16	<u>A</u> 17	<u>B</u> 18	<u>A</u> 19	<u>B</u> 20	<u>A</u> 21	22
23	<u>B</u> 24	<u>A</u> 25	26	27	28	29
30						

December 2014

Sun	Mon	Tue	Wed	Thurs	Fri	Sat
	<u>B</u> 1	<u>A</u> 2	<u>B</u> 3	<u>A</u> 4	<u>B</u> 5	6
7	<u>A</u> 8	<u>B</u> 9	<u>A</u> 10	<u>B</u> 11	<u>A</u> 12	13
14	<u>B</u> 15	<u>A</u> 16	<u>B</u> 17	<u>A</u> 18	<u>B</u> 19	20
21	<u>A</u> 22	<u>B</u> 23	24	25	26	27
28	29	30	31			

January 2015

Sun	Mon	Tue	Wed	Thurs	Fri	Sat
				1	2	3
4	<u>A</u> 5	<u>B</u> 6	<u>A</u> 7	<u>B</u> 8	<u>A</u> 9	10
11	<u>B</u> 12	<u>A</u> 13	<u>B</u> 14	<u>A</u> 15	<u>B</u> 16	17
18	19	<u>A</u> 20	<u>B</u> 21	<u>A</u> 22	<u>B</u> 23	24
25	<u>Regents</u> 26	<u>Regents</u> 27	<u>Regents</u> 28	<u>Regents</u> 29	<u>A</u> 30	31

February 2015

Sun	Mon	Tue	Wed	Thurs	Fri	Sat
1	<u>B</u> 2	<u>A</u> 3	<u>B</u> 4	<u>A</u> 5	<u>B</u> 6	7
8	<u>A</u> 9	<u>B</u> 10	<u>A</u> 11	<u>B</u> 12	<u>A</u> 13	14
15	16	17	18	19	20	21
22	<u>B</u> 23	<u>A</u> 24	<u>B</u> 25	<u>A</u> 26	<u>B</u> 27	28

March 2015

Sun	Mon	Tue	Wed	Thurs	Fri	Sat
1	<u>A</u> ₂	<u>B</u> ₃	<u>A</u> ₄	<u>B</u> ₅	6	7
8	<u>A</u> ₉	<u>B</u> ₁₀	<u>A</u> ₁₁	<u>B</u> ₁₂	<u>A</u> ₁₃	14
15	<u>B</u> ₁₆	<u>A</u> ₁₇	<u>B</u> ₁₈	<u>A</u> ₁₉	<u>B</u> ₂₀	21
22	<u>A</u> ₂₃	<u>B</u> ₂₄	<u>A</u> ₂₅	<u>B</u> ₂₆	<u>A</u> ₂₇	28
29	30	31				

April 2015

Sun	Mon	Tue	Wed	Thurs	Fri	Sat
			1	2	3	4
5	6	<u>B</u> ₇	<u>A</u> ₈	<u>B</u> ₉	<u>A</u> ₁₀	11
12	<u>B</u> ₁₃	<u>A</u> ₁₄	<u>B</u> ₁₅	<u>A</u> ₁₆	<u>B</u> ₁₇	18
19	<u>A</u> ₂₀	<u>B</u> ₂₁	<u>A</u> ₂₂	<u>B</u> ₂₃	<u>A</u> ₂₄	25
26	<u>B</u> ₂₇	<u>A</u> ₂₈	<u>B</u> ₂₉	<u>A</u> ₃₀		

May 2015

Sun	Mon	Tue	Wed	Thurs	Fri	Sat
					<u>B</u> ₁	2
3	<u>A</u> ₄	<u>B</u> ₅	<u>A</u> ₆	<u>B</u> ₇	<u>A</u> ₈	9
10	<u>B</u> ₁₁	<u>A</u> ₁₂	<u>B</u> ₁₃	<u>A</u> ₁₄	<u>B</u> ₁₅	16
17	<u>A</u> ₁₈	<u>B</u> ₁₉	<u>A</u> ₂₀	<u>B</u> ₂₁	22	23
24	25	<u>A</u> ₂₆	<u>B</u> ₂₇	<u>A</u> ₂₈	<u>B</u> ₂₉	30
31						

June 2015

Sun	Mon	Tue	Wed	Thurs	Fri	Sat
	<u>A</u> 1	<u>B</u> 2	<u>A</u> 3	<u>B</u> 4	<u>A</u> 5	6
7	<u>B</u> 8	<u>A</u> 9	<u>B</u> 10	<u>A</u> 11	<u>B</u> 12	13
14	<u>Local</u> 15	<u>Regents</u> 16	<u>Regents</u> 17	<u>Regents</u> 18	<u>Regents</u> 19	20
21	<u>Regents</u> 22	<u>Regents</u> 23	<u>Regents</u> 24	<u>Rating Day</u> 25	26	27
28	29	30				

2014-15 Important Dates to Remember

Sept. 1	Labor Day
Sept. 2	Students Report
Oct. 10	Superintendent's Conf. Day
Oct. 13	Columbus Day
Nov. 7	End of the First Quarter
Nov. 10	Superintendent's Conf. Day
Nov. 11	Veterans Day
Nov. 26 - 28	Thanksgiving Recess
Dec. 24 - 1/2	Winter Recess
Jan. 19	Martin Luther King Day
Jan.26-29	Regents Exams
Jan. 29	End of the Second Quarter
Feb. 16	President's Day
Feb.16 – 20	Mid-Winter Recess
Mar. 6	Superintendent's Conf. Day
Mar.30 – 4/6	Spring Recess
April 17	End of the Third Quarter
May 22-25	Memorial Day
June 2	Regents Geometry Exam
June 12	Last Day of Classes
June 15	Local Exam Day
June 16 - 24	Regents Exams
June 25	Rating Day
June 27	Graduation

BILL OF STUDENT RIGHTS AND RESPONSIBILITIES

Lake Shore students have a right to expect fair treatment and proper application of all regulations and applicable laws. With each right comes a responsibility to exercise that right fairly and to contribute to the betterment of the community and the society.

Students have a right to:

1. A quality education.
2. A safe and clean environment.
3. A classroom environment that is conducive to learning.
4. Due process under the terms of Education Law 3214, including the right to a Superintendent's Hearing when appropriate.
5. To participate in all District activities on an equal basis regardless of race, sex, color, creed, national origin, religion, gender or sexual orientation or disability or any other legally protected class. Concerns regarding these rights may be directed to the Title IX Coordinator at 926-2201 or the Section 504 Coordinator at 926-2231.
6. To address the Board of Education on the same terms as any citizen.
7. To present his or her version of the relevant events to school personnel authorized to impose a disciplinary penalty in connection with the imposition of the penalty.
8. Access school rules and, when necessary, receive an explanation of those rules from school personnel.

Students have a responsibility to:

1. Work to the best of his/her ability in all academic and extracurricular pursuits and to strive toward the highest level of achievement possible.
2. Be in regular attendance in school and in class.
3. Be responsible for positively contributing to an environment that is conducive to learning and to be respectful of other persons' rights and property.
4. Conduct oneself as a representative of the school community and as such adhere to the highest standards of conduct, demeanor and sportsmanship whenever participating in or attending extracurricular events sponsored by the school.
5. Be familiar with and abide by all District policies, rules and regulations pertaining to school conduct.
6. Make constructive contributions to the school program and to report accurately and fairly the circumstances of school related issues.
7. React to direction given by teachers, administrators and other school personnel in a respectful, positive manner.

Essential Partners

Tolerance and respect for others is expected of all essential partners. Essential partners include all members of the school community, such as superintendents, school board members, parents, students, teachers, school counselors, principals, administrators, support staff, coaches, vendors and visitors. The role of all essential partners is to:

1. Maintain a climate of mutual respect and dignity for all students regardless of actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender or sex, which will strengthen students' confidence and promote learning.

2. Confront issues of discrimination and harassment or any situation that threatens the emotional or physical health or safety of any student, school employee or any person who is lawfully on school property or at a school function.
3. Address personal biases that may prevent equal treatment of all students in the school or classroom setting.
4. Report incidents of discrimination and harassment that are witnessed or otherwise brought to a school employee's attention in a timely manner.

Role of Teachers

As professionals in education, the certified staff members have the following responsibilities:

1. Demonstrate an enthusiasm for teaching and learning, and a genuine concern for the individual student.
2. Guide learning activities so that students learn to think and reason, assume responsibility for their actions and respect the rights of others.
3. Participate in the establishment of school rules and regulations regarding student behavior.
4. Explain the "Code of Conduct" to students in their classes.
5. Require that students observe the Code in all areas of the school.
6. Be firm, fair and consistent in enforcing school rules.
7. Give positive reinforcement for proper behavior.
8. Demonstrate desirable standards of behavior by word and personal example.
9. Refer to a counselor any student whose academic progress requires special attention.
10. Develop cooperative relationships with parents for the educational benefit of the student.
11. Inform parents regarding student achievement and behavior and confer with parents when necessary.
12. Distinguish between student misconduct best handled by the teacher, and student misconduct requiring the assistance of an administrator.
13. Avoid punishing the group for the misbehavior of one or two students.
14. Handle individual behavior problems privately.
15. Help students cope with negative peer pressures.
16. Refer to the principal any student who jeopardizes his own safety, the safety of others or of the teacher or who seriously interferes with the instructional program of the classroom.

Role of Student Services Personnel

1. Assist students in coping with peer pressure and emerging personal, social and emotional problems.
2. Initiate teacher/student/counselor conferences, as necessary, as a way to resolve problems.
3. Regularly review with students their educational progress, career plans and post-secondary education planning.
4. Provide information to assist students with career planning.
5. Encourage students to benefit from the curriculum and extracurricular programs.

Role of Parents

It is recognized that parents are a child's first and most important teachers. It is also recognized that a cooperative relationship between the home and school is necessary in order for a student to truly develop and achieve. Therefore, parents are urged to:

1. Send their child to school as required by New York State Law.
2. Insist that their child's attendance is regular and punctual.
3. Demonstrate to their child a positive attitude toward education.
4. Develop a good working relationship between themselves, their child, his teacher, and the school.
5. Guide their child from the earliest years to develop socially acceptable standards of behavior, to exercise self-control and to be accountable for his actions.

6. Teach their child self respect, respect for the law, respect for others and respect for public property.
7. Know and understand the rules their child is expected to observe at school.
8. Be aware of the disciplinary measures that will be taken for any violation of these rules.
9. Recognize that teachers are legally acting in place of a parent and deserve consideration and respect from their child.
10. Listen to views and observations of all parties concerned before reaching a decision on a discipline situation.
11. Expect that their child will bring home all communications from school.
12. Become acquainted with their child's school, staff and curricular activities.
13. Attend parent-teacher conferences and school functions.
14. Work in unison with the school regarding school related problems.
15. Set realistic standards of behavior for their child and be firm, fair and consistent in applying them.
16. Help their child understand peer pressure and how to deal with negative peer pressure.
17. Insist on the completion of homework and other assignments.

Role of Building Administrators

The building administrators set the disciplinary tone of the school. In order to achieve their task they must:

1. Create the best teaching-learning situation possible, exercising all authority assigned by the Superintendent and the Board of Education.
2. Organize scheduled teaching assignments in order to achieve a meaningful education program.
3. Require effective classroom management and instruction.
4. Take leadership in the establishment of reasonable rules and regulations that will reduce student misconduct.
5. Take all necessary measures to insure that students, parents and all school staff understand the Code of Conduct.
6. Enforce the Code of Conduct.
7. Receive teacher or counselor referrals for student discipline.
8. Insure that all referred discipline cases are resolved expeditiously.
9. Inform parents of all disciplinary problems and disciplinary measures taken to modify the misbehavior.
10. Maintain fairness, reasonableness, and consistency.
11. In dealing with students, staff and parents, demonstrate a respect for law and order, self-discipline and a genuine concern for all persons under his authority.
12. Make it possible for students and staff to approach him directly for the redress of grievances.
13. Include students and staff in the formulation of school regulations.
14. Utilize all appropriate support staff and community agencies to help parents and students identify problems and seek solutions.
15. Establish building security.
16. Comply with state laws and/or regulations regarding hearings, suspensions and student rights.
17. Develop behavior guidelines and procedures for the school, which are in harmony with this Code of Conduct.

LAKE SHORE SENIOR HIGH SCHOOL CODE OF CONDUCT

"Act in such a way as to earn respect."

As a responsible person, you must do those things that have integrity and worth, and avoid that which is self-defeating or damaging to the rights of others. That is your responsibility.

DISCIPLINARY STRUCTURE/DIGNITY FOR ALL STUDENTS ACT

The intent of this code is to establish standards for discipline that will enable students, parents, teachers and administrators to know what is acceptable behavior and how deviations from these standards will be handled. The standards have been developed for District-wide use in accordance with the requirements of the "Dignity for All Students Act" (DASA) which was established to provide a school environment free of discrimination and harassment. Unless otherwise indicated, this code applies to all students, school personnel, parents, and other visitors when on school property or attending a school function.

This code organizes misbehaviors into categories from minor to major and relates these misbehaviors or infractions to appropriate disciplinary responses. By proper and timely dissemination of such information all individuals and/or groups involved in the disciplinary process (students, parents, teachers, administrators, Board members and community members) will learn which student behaviors are not acceptable and which responses will be used as consequences. By pairing these misbehaviors with sound disciplinary responses, the District insures that its disciplinary policies and procedures are consistent, reasonable and equitable.

The disciplinary measures listed are applicable in school, on school buses, on district property, during school sponsored field trips, at any school sponsored activity, and from the time of departure for school until arrival at home including school activities on weekends and/or evenings. Student misconduct that occurs outside of school that infringes or disrupts the educational process or learning of others, may be disciplined in accordance with the student code of conduct.

Students whose misbehavior is a result of their handicapping condition must have approval from the Committee on Special Education for a suspension out of school or other serious disciplinary action. A handicapped student may not be disciplined for misbehavior which is a direct result of his or her handicapping condition.

DEFINITIONS

For purposes of this Code, the following definitions apply:

Disruptive Student – a student under the age of 21 who is substantially disruptive of the educational process or who substantially interferes with the teacher's authority over the classroom.

Gender – Actual or perceived sex and includes a person's gender identity or expression.

Parent – parent, guardian or person in parental relation to a student.

Principal – any Principal, Assistant Principal, or Acting Principal.

School Vehicle – Every motor vehicle owned by a public or governmental agency or private school and operated for the transportation of pupils, children of pupils, teachers and other persons acting in a supervisory capacity, to or from school or school activities, or, privately owned and operated for compensation for the transportation of pupils, children of pupils, teachers and other persons acting in a supervisory capacity to or from school or school activities.

School Function – A school-sponsored extra-curricular event or activity, whether or not on school property.

School Property – In or within any building, structure, athletic playing field, playground, parking lot, or land contained within the real property boundary line of a public elementary or secondary school; or in or on a school vehicle.

Tardiness - Arriving late to class or arriving to school after classes have begun for the day.

Unexcused absence - Any absence from class or classes which has not been excused by a parent or legal guardian and /or appropriate school official.

Violent student – A student enrolled regardless of age who:

1. Commits and act of violence upon a school employee or attempts to do so.
2. Commits, while on school property or at a school function, an act of violence upon another student, or any other person lawfully on school property or at the school function, or attempts to do so.
3. Possesses, while on school property or at a school function, a weapon.
4. Displays, while on school property or at a school function, what is or appears to be a weapon.
5. Threatens, while on school property or at a school function, to use a weapon.
6. Knowingly and intentionally damages or destroys the personal property of any school employee or any person lawfully on school property or at a school function, or attempts to do so.
7. Knowingly and intentionally damages or destroys school district property or attempts to do so.

Weapon – a firearm defined in 18 USC § 921 for the purpose of the Gun Free Schools Act. It also means any other gun, dagger, dirk, razor, stiletto, switchblade, knife, gravity knife, brass knuckles, slingshot, metal knuckle knife, box cutter, cane sword, electronic dart gun, Kung Fu star, electronic stun gun, pepper spray, or other noxious spray, explosive or incendiary bomb, or other device, instrument, material or substance that can cause physical injury or death.

PROHIBITED STUDENT CONDUCT

The overwhelming majority of students in the Lake Shore Central School District are responsible and well behaved. The following should be used by all individuals and groups involved in the disciplinary process to understand the consequences of misbehavior.

Students may be subject to disciplinary action, up to and including suspension from school when they engage in the following conduct:

Committing an act of violence (examples include, but are not limited to hitting, kicking, punching, scratching, biting, spitting or pulling hair) upon a teacher, administrator, or other school employee or attempting to do so.

Committing an act of violence (examples include, but are not limited to hitting, kicking, punching, scratching, biting, spitting or pulling hair) upon a student or attempting to do so.

Computer/electronic communications misuse, including any unauthorized use of computers, software, or internet/intranet account; accessing inappropriate websites; or any other violation of the district's acceptable use policy.

Conspiring to harm others or property.

Continuation of unmodified behavior.

Defamation, which includes making false or unprivileged statements or derogatory representations about an individual or identifiable group by demeaning them based on race, sex, creed, color, nationality, sexual orientation or any other protected class.

Discrimination, which includes the use of race, color, creed, national origin, religion, gender, sexual orientation, or disability, as a basis for treating another in a negative manner.

Engaging in any form of academic misconduct, including, but not limited to: plagiarism, cheating, copying, altering records, or assisting another student in any of the listed actions.

Engaging in any willful act which disrupts the normal operation of the school district.

Extortion.

Forgery, including that of notes or excuses.

Gambling.

Harassment/Bullying - The creation of a hostile environment by conduct or threats, intimidation or abuse which (a) has or would have the effect of unreasonably or substantially interfering with a student's educational performance, opportunities or well-being; (b) reasonably causes or would reasonably be expected to cause a student to fear for his or her physical safety; or (c) reasonably causes or would reasonably be expected to cause physical injury or emotional harm to a student; or (d) occurs off school property and creates 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, verbal threats, intimidation or abuse includes but is not limited to conduct, verbal threats, intimidation or abuse based on a person's actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender or sex.

Cyberbullying includes all behaviors described in "Harassment/Bullying" where the harassment or bullying occurs through any form of electronic communication.

Hazing, which includes any intentional or reckless act against another for the purpose of initiation into, affiliating with or maintaining membership in any school sponsored activity, organization, club or team.

Inappropriately possessing, consuming, selling, distributing or exchanging prescription and over-the-counter drugs, or being under the influence of the substance.

Indecent exposure, which includes the exposure of private parts of the body in a lewd or indecent manner.

Initiating a report or warning of fire, the threat of a bomb, or other catastrophe without valid cause, misuse of emergency reporting such as 911, or the discharging of a fire extinguisher.

Insubordination, which is the failure to comply with the reasonable directions of teachers, school administrators, or other school employees in charge of students or otherwise demonstrating disrespect.

Intentionally damaging or destroying school property, including acts of vandalism, graffiti and arson.

Intimidation, which includes actions or statements that put an individual in fear of bodily harm.

Improper use of a hall pass.

Loitering.

Lying to school personnel.

Possessing, consuming, selling, distributing or exchanging alcoholic beverages or illegal substances, or being under the influence of the substance. "Illegal substances" include, but are not limited to, inhalants, marijuana, cocaine, LSD, PCP, amphetamines, heroin, steroids, look-alike drugs, synthetic drugs, and any substances commonly referred to as "designer drugs."

Possessing, consuming, selling, distributing or exchanging smoking or smokeless tobacco, e-cigarettes/vaporizers or related paraphernalia.

Possessing, displaying, or threatening to use a weapon or a weapon "look-alike." Authorized law enforcement officials are the only persons permitted to have a weapon in their possession while on school property or at a school function.

Possessing, using, selling, distributing or exchanging fireworks.

Publicly displaying affection, including kissing, hugging and other close conduct.

Selling, distributing, exchanging, using, or possessing obscene and/or pornographic material.

Skipping detention.

Stealing the property of students, school district, school personnel, or other person lawfully on school property or attending a school function, or being in possession of stolen property.

Tardiness, truancy, or leaving school without permission.

Trespassing. Students are not permitted in restricted areas of the school or in the school building after normal school hours without permission of a teacher, principal or superintendent unless in attendance at an authorized function.

Use of cell phones or electronic devices during instructional time, including, but not limited to, cameras, radios, MP3 players and recording devices.

Use of vulgar, abusive and/or disrespectful language or gestures.

Violation of dress code.

Violation of parking lot rules and procedures.

PUBLIC CONDUCT ON SCHOOL PROPERTY

The district is committed to providing an orderly, respectful environment that is conducive to learning. To create and maintain this kind of an environment, it is necessary to regulate public conduct on school property and at school functions. For purposes of this section of the code, "public" shall include any individual when on school property or attending a school function.

The restrictions on public conduct on school property and at school functions contained in this code are not intended to limit freedom of speech or peaceful assembly. The district recognizes that free inquiry and free expression are indispensable to the objectives of the district. The purpose of this code is to maintain public order and prevent abuse of the rights of others.

All persons on school property or attending a school function shall conduct themselves in a respectful and orderly manner. In addition, all persons on school property or attending a school function are expected to be properly attired for said function.

Prohibited Conduct

No person shall:

- ✓ Intentionally injure any person or threaten to do so
- ✓ Intentionally damage, deface or destroy school district property or the personal property of a teacher, administrator, other district employee, or any person lawfully on school property
- ✓ Disrupt the orderly conduct of classes, school programs, or other school activities
- ✓ Distribute or wear materials on school grounds or at a school function that are obscene, advocate illegal action, appear libelous, obstruct the rights of others, or are disruptive to the school program
- ✓ Intimidate, harass, or discriminate against any person on the basis of race, color, creed, national origin, religion, age, gender, sexual orientation, or disability or any other protected class
- ✓ Enter any portion of the school premises without authorization or remain in the building after it is normally closed
- ✓ Obstruct the free movement of any person in any place to which this code applies
- ✓ Violate the traffic laws, parking regulations or other restrictions on vehicles
- ✓ Possess, consume, sell, distribute or exchange alcoholic beverages, controlled substances, or be under the influence of either on school property or at a school function
- ✓ Possess or use weapons in or on school property or at a school function, except in the case of law enforcement officers or except as specifically authorized by the school district
- ✓ Loiter on or about school property
- ✓ Gamble on school property or at school functions
- ✓ Refuse to comply with any reasonable order of identified school officials on duty
- ✓ Willfully incite others to commit any of the acts prohibited by this code
- ✓ Violate any federal or state statute, local ordinance, or board policy while on school property or while at a school function

Penalties

Visitors who violate this code may have their authorization, if any, to remain on school grounds or at the school function withdrawn and they shall be directed to leave the premises. If they refuse to leave, they shall be subjected to criminal charges.

DISCIPLINARY ACTION

In determining the appropriate disciplinary action, school personnel authorized to impose disciplinary penalties will consider the following:

- The student's age
- The nature and severity of the offense and the circumstances that led to the offense
- The student's prior disciplinary record
- The effectiveness of other forms of discipline
- Information from parents, teachers, and/or others, as appropriate
- Other extenuating circumstances

As a general rule, discipline will be progressive.

Students will be afforded due process in disciplinary actions. For purposes of this Code, due process is the student's right to:

- Have rules and regulations published and distributed at the beginning of each school year.
- Receive verbal or written notification of the reason(s) disciplinary action is being taken.
- State his or her side of the matter.
- Receive reasonable notification of parent conferences, informal hearings, etc.

If the conduct of a student is related to a disability or suspected disability, the student shall be referred to the Committee on Special Education and discipline, if warranted, shall be administered consistent with the separate requirements of this code of conduct for disciplining students with a disability. A student identified as having a disability shall not be disciplined for behavior related to his/her disability.

Disciplinary action may include, but is not limited to, the following:

- Verbal warning
- Written warning
- Parental contact by phone
- Written notification to parent
- Teacher removal from instruction
- Detention/Extended Detention
- Cafeteria suspension
- Withdrawal of privileges, including driving privileges, bus privileges, and participation in athletic and extracurricular activities
- Restricted movement in the school building
- In-school suspension
- Out-of-school suspension (five days or less)
- Out-of-school suspension (more than five days and superintendent's hearing)
- Referral to outside agency, including law enforcement

Detention/Extended Detention

- Detention assigned by the high school office is held in the cafeteria.
- Detention starts promptly at 2:39 p.m. and ends at 3:10 p.m., Tuesday, Wednesday & Thursday
- Extended Detention starts at 2:39 p.m. and ends at 5:30 p.m. Tuesday, Wednesday & Thursday
- Students should sign in when they arrive at detention or extended detention.
- Students will not be allowed to leave detention for any reason without permission from the office.

- Talking during detention/extended detention is prohibited.
- Violations of the regulations may result in additional detention assignments.
- Unauthorized absences from detention will result in additional discipline.
- **Students must complete academic work while serving detention. Failure to comply will result in additional detention.**
- **Detention takes precedence over extracurricular activity meetings, reporting early to athletic practices and student employment.**
- The administration has the right to modify the time that detention is served.

Teacher Removal From Instruction

A student's behavior can affect a teacher's ability to teach and can make it difficult for other students in the classroom to learn. When appropriate, the teacher may remove a student from instruction under the following guidelines:

- A classroom teacher may remove a disruptive student from class for up to two days. The removal from class applies to the class of the removing teacher only.
- If the disruptive student does not pose a danger or ongoing threat of disruption to the academic process, the teacher must provide the student with an explanation for why he or she is being removed and an opportunity to explain his or her version of the relevant events before the student is removed. Only after the informal discussion may a teacher remove a student from class.
- If the student poses a danger or ongoing threat of disruption, the teacher may order the student to be removed immediately. The teacher must, however, explain to the student why he or she was removed from the classroom and give the student a chance to present his or her version of the relevant events within 24 hours.
- The teacher must put in writing the reason for removal and give it to the principal or his designee as soon as possible, but no later than the end of the school day, to explain the circumstances of the removal.
- Within 24 hours after the student's removal, the teacher must notify the parent, by phone, that the student has been removed from class and why. The notice must also inform the parent that he or she has the right, upon request, to meet informally with the principal or the principal's designee to discuss the reasons for the removal.
- The principal may overturn the removal of the student from class if the principal finds any of the following:
 - The charges against the student are not supported by substantial evidence.
 - The student's removal is otherwise in violation of law, including the district's code of conduct.
 - The conduct warrants suspension from school pursuant to Education Law 3214 and a suspension will be imposed.
- Any disruptive student removed from the classroom by the classroom teacher shall be offered continued educational programming and activities until he or she is permitted to return to the classroom.
- Removal of a student with a disability, under certain circumstances, may constitute a change in the student's placement. Accordingly, no teacher may remove a student with a disability from his or her class until he or she has verified with the principal or the chairperson of the Committee on Special Education that the removal will not violate the student's rights under state or federal law or regulation.

Suspension Procedures

A student may be suspended from instruction according to the rules and regulations of the Commissioner of Education of the State of New York. When a student is suspended from instruction, the following procedures will be used:

- The reason(s) for the suspension from instruction will be discussed with the student. The student will be offered an opportunity to respond to the reason(s).
- The student's parent(s) will be provided with written notice that the student may be suspended from school. The notice will be provided by personal delivery, express mail delivery, or some other means that is reasonably calculated to assure receipt of the notice within 24 hours of the decision to propose suspension. The notice will be sent to the last known address of the student's parent(s). When possible, the student's parents will also be contacted by phone.

- The notice provided will include a description of the charges against a student for which suspension is proposed and will inform the parents of the right to request an immediate informal conference with the principal. At the conference, the parents will be permitted to ask questions of complaining witnesses under such procedures as the principal may establish.
- The notice and opportunity for an informal conference shall take place before the student is suspended unless the student's presence in school poses a continuing danger to persons or property or an ongoing threat of disruption to the academic process. If the student's presence does pose such a danger or threat of disruption, the notice and opportunity for an informal conference shall take place as soon after the suspension as is reasonably practicable.
- After the conference, the principal shall advise the parents in writing of the decision. The principal shall advise the parents that if they are not satisfied with the decision, they may file a written appeal to the superintendent within five business days. The superintendent shall issue a written decision on the appeal within ten business days of receiving the appeal. If the parents are still not satisfied with the superintendent's decision, they may appeal to the Board of Education by filing a written appeal with the district clerk within ten business days of the date of the superintendent's decision. Only final decisions of the Board may be appealed to the Commissioner within 30 days of the decision.
- When the superintendent of schools determines that a suspension for more than five days may be warranted, reasonable notice shall be given to the student and the student's parents of their right to a fair hearing. At the hearing, the student shall have the right to be represented by counsel, the right to question witnesses against him or her, and the right to present witnesses and other evidence on his or her behalf.
- The superintendent shall personally hear and determine the proceeding or may, in his or her discretion, designate a hearing officer to conduct the hearing. The hearing officer shall be authorized to administer oaths and to issue subpoenas in conjunction with the proceeding before him or her. A record of the hearing shall be maintained, but no stenographic transcript shall be required. A tape recording shall be deemed a satisfactory record. If appointed, the hearing officer shall make findings of fact and recommendations as to the appropriate measure of discipline to the superintendent. The report shall be advisory only, and the superintendent may accept all or any part thereof.
- If the parents are still not satisfied with the superintendent's decision, they may appeal to the Board of Education by filing a written appeal with the district clerk within ten business days of the date of the superintendent's decision. Only final decisions of the Board may be appealed to the Commissioner within 30 days of the decision.

Serving In-School and Out-of-School Suspensions

- Students placed on in-school suspension will be assigned to the in-school suspension room for the duration of the suspension. The student is not permitted to leave the assigned area without permission. Assignments for the period of suspension will be gathered and the in-school suspension student will be expected to complete the assignments while on suspension.
- Out-of-school suspensions for High School Students will be served at the LoGuidice Educational Center. Students will be transported each morning and must complete all assigned work while at Ormsby. Students will not be allowed to return to school at Lake Shore Senior High School until all out-of-school time has been served. Students will not be permitted on Lake Shore Central School grounds, except with prior administrative permission. The student will be treated as a trespasser if the student appears on school grounds at any other time while on suspension.
- A student who is on in-school or out-of-school suspension is **not permitted** to participate in or attend any school related activities that meet outside the regular school hours during the time of suspension.
- Suspension ends on the school day following the end of the suspension period at 7:55 a.m. (e.g. a Friday suspension ends Monday.)

GENERAL STUDENT INFORMATION

ABSENCES FROM SCHOOL

PROCEDURES TO FOLLOW WHEN A STUDENT RETURNS FROM AN ABSENCE

1. On the **morning of his return**, the student must secure from the Main Office an “Assignment-Make-up Signature Card.” The office secretary will stamp this card with the date of the student’s return. Even if the student has forgotten his excuse, he/she must pick up the “signature card” to bring to **each teacher** of all classes missed during his/her absence.
2. Prior to the end of the next scheduled class the student must see that teacher of the class that was missed.
3. At that meeting with the teacher, the student will inquire about missed work, tests, etc., and make arrangements to make up the work at the teacher’s discretion.
4. The teacher will initial the signature card and **add a due date** for missed work. The teacher is not obligated to accept work beyond the due date.
5. The student must retain the card since the attached signature allows him/her to make up (according to the agreed upon timetable) any work, test, or assignment he/she has missed.
6. A student who does not pick up the “signature card” on the first day of his/her return **forfeits** the right to make up any tests or assignment grades; although he/she may receive missing notes, books, or worksheets. Missed assignments and/or tests will, therefore, be given a grade of “zero”.
7. A student who has been found to be truant from school or from an individual class does not have the right to make up any missed work or activity. The student automatically receives a “zero” for those missed assignments.

NOTE: Students enrolled in a Regents Science course will have a maximum of ten school days to make up a laboratory exercise.

ASSEMBLIES

Assemblies are a regularly scheduled part of the curriculum and as such, are designed to be educational as well as entertaining experiences. They provide one of the few opportunities in school to learn formal audience behavior. Regardless of the type of program, courtesy demands that the student body be respectful and appreciative.

ATTENDANCE

1. Each student's attendance record is very important. College Admissions offices and future employers may carefully evaluate your attendance record.
2. Your written excuse must be turned into the main office on the day you return to school. This excuse must include student's name, grade, day and date of absence, and specific reason for absence(s).

ATTENDANCE POLICY

In order to benefit from the educational program, Lake Shore Senior High School students must report to school and to class on time. Students who miss more than 20 days in a full-year course (or 10 days in a half-year course) **are subject to denial of credit**. Both excused and unexcused absences will be counted against this 20-day maximum.

Notification will be given to parent/guardians through report cards, special reports, and/or parent conferences for any action taken which could result in loss of course credit.

Any student who is absent from a regularly assigned class but attends alternate instruction approved by the District, i.e. music lessons, field trips, in-school or out-of-school suspension, home instruction, will be considered as being in attendance for the purposes of this policy. A student enrolled in such a program will be subject to the same attendance regulations as students attending regular classes in grades 9-12 in the Lake Shore Central School District.

<p>Excused</p> <p><i>Student Illness</i></p> <p><i>Serious Illness or death in family</i></p> <p><i>Medical or dental appointments</i></p> <p><i>Road Test</i></p> <p><i>Approved Educational Trips</i></p> <p><i>Impassable roads/weather conditions</i></p> <p><i>Religious observances</i></p> <p><i>Quarantine</i></p> <p><i>Required court appearances</i></p> <p><i>Pre-approved college visits</i></p> <p><i>Military obligations</i></p> <p><i>Emergency situations as approved by Building Principal.</i></p>	<p>Unexcused</p> <p><i>Visiting</i></p> <p><i>Vacation</i></p> <p><i>Obtain learner's permit</i></p> <p><i>Overslept</i></p> <p><i>Babysitting</i></p> <p><i>Hunting/Fishing</i></p> <p><i>Trips</i></p> <p><i>Employment</i></p> <p>Truancy</p> <p><i>Absence from school without parent permission.</i></p>
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If a student has an excused absence, he/she will be allowed to make up missed work in order to eliminate the absence's effect from his/ her record.

The District will provide notification to a parent/guardian regarding their child's attendance. The Teacher will maintain a record of all contacts to parents/guardians concerning attendance. The schedule of contacts is as follows:

Full-Year Course	
<i>1st Contact:</i>	Teacher will call or e-mail home within two business days after the 6 th absence.
<i>2nd Contact:</i>	Teacher will notify the proper school counselor and assistant principal after the 10 th absence. A meeting will be scheduled with the student and teacher(s).
<i>3rd Contact</i>	Teacher will notify the proper school counselor and assistant principal after the 15 th absence. A Parent meeting will be scheduled within two business days of the notification by the assistant principal and/or the school counselor.
<i>Final Determination:</i>	Teacher /counselor will notify the principal after the 20 th absence. Principal will meet with the student and / or parent/guardian regarding the student's status in class.

Full-Year Science Lab Course	
Same procedures as full-year course except:	
<i>1st Contact:</i>	After the 8 th absence
<i>2nd Contact:</i>	After the 14 th absence
<i>3rd Contact:</i>	After the 17 th absence
	<i>Final Determination:</i> After the 20 nd absence

One-Half Year Course	
Same procedures as the full-year course except:	
<i>1st Contact:</i>	After the 3 rd absence
<i>2nd Contact:</i>	After the 5 th absence
<i>3rd Contact:</i>	After the 7 th absence
	<i>Final Determination:</i> After the 10 th absence

Students who are absent from school will provide the school a written explanation for the absence. The explanation will be signed by a parent/guardian. **In addition to denial of graded work, unexcused absences and truancy may be addressed by disciplinary action.**

In extenuating circumstances at the student's request, the administration will review and assess the student's current attendance record. Upon completion of the review the administration will notify the student's teacher of any adjustments to the attendance record.

TARDINESS TO SCHOOL

All students arriving late to school after the beginning of 1st period class **MUST** report to the main office. If the student arrives to school with a note for an "excusable" reason, they will be given a GREEN admittance slip. If a student arrives to school without a note for an "excusable" reason, they will be given a pink admittance slip. Chronic tardiness may result in disciplinary action.

BULLETINS AND ANNOUNCEMENTS

Guidance/Student services and scholarship information will be posted outside the Counseling Center. The Pledge of Allegiance and announcements will take place at the beginning of period 3 each day. Only critical announcements will be made in the afternoon.

CARE OF OUR SCHOOL

Students should **not** mark school **lockers**, school furniture, walls, ceiling, floor, or equipment with pen, pencil, paint, or any other instrument. Please use the trash containers to dispose of papers and food wrappers. Do not use the floor. **Do not tamper with the fire alarms, fire extinguishers, or any electrical systems. Anyone who willfully destroys school property through vandalism, arson, or larceny, or who creates a hazard to the safety of our students will be referred to the proper law enforcement agency.**

CLASS PLACEMENT

Student Grade placement will be determined by the year in which they enter ninth grade. The student will move a grade level with each corresponding school year. Participation in senior class activities will be limited to those students who will be able to complete commencement requirements in June or August of the year they were originally scheduled to graduate.

COMPUTER AND INTERNET RULES

Students are responsible for good behavior on school computer networks just as they are in classroom or a school hallway. Communications on the network are often public in nature. General school rules for behavior and communications apply.

- ✓ The network is provided for students to conduct research and communicate with others. Independent access to network services is provided to students who agree to act in a considerate and responsible manner. Parent permission is required for all students. Access is a privilege...not a right.
- ✓ **Individual users of the district computer networks are responsible for their behavior and communications over those networks.** It is presumed that users will comply with district standards and will honor the agreements they have signed.
- ✓ Network storage areas may be treated as school lockers. Network administrators may review files and communications to maintain system integrity and insure that the system is being used responsibly.
- ✓ Users should not expect that files stored on district servers and hard drives will always be private.

- ✓ During school, teachers will guide younger students toward appropriate materials. Outside of school, families bear the responsibility for computer guidance as they do with other information sources such as television, telephones, movies, radio and other potentially offensive media.
- ✓ Access to the district computer network will be limited to certain locations and may be used only during times established by school and network administrators.
- ✓ **The following are not permitted:**
 - θ Sending or displaying offensive messages or pictures.
 - θ Using obscene language.
 - θ Harassing, insulting or attacking others.
 - θ Damaging computers, computer systems or computer networks.
 - θ Printing of media for purposes that are other than educationally based.
 - θ Violating copyright laws.
 - θ Using others' passwords.
 - θ Trespassing in others' folders, work or files.
 - θ Intentionally wasting limited resources.
 - θ Employing the network for commercial purposes.

SANCTIONS

- θ Violations may result in a loss of access.
- θ Additional disciplinary action may be determined at the building level in accordance with the District Code of Conduct and discipline policy.
- θ When applicable, law enforcement agencies may be involved.

ALL STUDENTS ARE REQUIRED TO ABIDE BY THE FOLLOWING AGREEMENT:

Approval to Use District Computer Networks

Student Agreement

- ✓ In consideration for the privilege of using the Lake Shore Central School District's Student Network and Internet, I agree that I have been provided with a copy of the district's policy on student use of computerized resources and the regulations established in connection with that policy. I agree to adhere to the policy and regulations and to any changes or additions later adopted by the district.
- ✓ I understand that failure to comply with these policies may result in the loss of my access to the district's computer resources and may, in addition, result in the imposition of discipline under the district's school conduct and discipline policy. I further understand that the district reserves the right to pursue legal action against me if I willfully, maliciously or unlawfully damage or destroy property of the district. Further, the district may bring suit in civil court against my parents or guardians if I willfully, maliciously or unlawfully damage or destroy property pursuant to Education Law 1709(36).

Approval is granted to use district computer networks and/or Internet when a seal is attached below.

Name _____

NETWORK ONLY

(Affix seal here)

NETWORK INCLUDING INTERNET

(Affix seal here)

DRESS CODE

Students may not dress in a manner that is distracting or affects the health or safety of other students or themselves. In addition, students may not wear clothing that includes slogans or terms, which may disrupt the school or interfere with the expressed mission of the school to teach self-respect and respect for each other. Clothing may not be torn or contain inflammatory or obscene sayings. Footwear must be worn at all times.

Students may not wear the following:

- head coverings (hats, bandannas) during school hours and during all school-sponsored activities such as concerts, musicals, awards ceremonies, etc., unless for a medical or religious purpose.
- pajama pants or slippers.
- revealing garments, including, but not limited to: bare midriffs, bare back shirts, halter tops, strapless , spaghetti strap or single strap tops, low cut necklines, excessively tight fitting clothing, shorts and skirts shorter than where the students fingertips reach as they are extended down the side of the leg.
- clothing that promotes alcohol, tobacco, drugs, sex, weapons or bigotry.
- clothing with inappropriate content, language, double meanings or messages.
- jackets during the school day without permission.
- “hazardous jewelry” (spikes, chains, etc.).
- all under garments must be completely covered with outer clothing.

Any violation will require the student to change into a school provided shirt or call home for alternate clothing.

DRUG AND ALCOHOL FORUM

Parents/Guardians are required to attend a school sponsored Drug and Alcohol Forum presentation in order for their children to participate school dances. Parent involvement in this event enables students to attend school dances for four school years. Drug and Alcohol Forums are offered in the fall and spring each school year.

ELECTRONIC EQUIPMENT

Student cellular phones, two-way radios, and portable music players are not to be on or in sight during instructional hours. Laptops and tablets are to be used for educational purposes only. **Any item confiscated will only be returned to a parent/guardian.**

ELECTRONIC RECORDINGS

At no time inside or outside of school, **unless they have permission**, are students permitted to photograph, video, use the image, record the voice or use the recorded voice of a Lake Shore employee for any purpose. At no time inside school or attending a school function, **unless they have permission**, are students permitted to photograph, video, use the image, record the voice or use the recorded voice of another student for any purpose.

EXTRA-CURRICULAR PARTICIPATION

To be eligible to participate in Extra-Curricular activities students must be in attendance for a total of 5 periods. These do not have to be consecutive.

EXTRA HELP

You may always seek extra help from your teachers if you do not understand an assignment, if the work is difficult, or if you have been absent and have missed assignments and class discussions. Arrange a conference with your teacher before or after school. A teacher will sometimes request a student to report during study hall or stay after school if it is apparent that the student is having difficulty with his work. This is not to be thought of as a punishment, but rather as the desire of the teacher to help you make the progress of which you are capable.

FIELD TRIPS

A field trip is not a right, it is a privilege. Permission to participate in a field trip may be denied to any individual student who has poor attendance, poor grades, disciplinary issues, is failing one or more courses, or at the discretion of the student's classroom teacher. Reasons for denying the student the privilege of taking the field trip will be discussed with the teacher in charge of the field trip. Students will be required to have the "Class Absence" form signed by all of his/her teachers prior to the field trip. Each student must submit a "Field Trip Permission Slip" form with pertinent medical information provided, signed by a parent/guardian and turned in to the teacher in charge of the field trip prior to departure. Additional documentation may be required depending on the type of field trip. Students must be in attendance the day before a field trip and the day of the field trip. It is the student's responsibility to make up any school work missed as a result of the field trip.

FIRE DRILLS

Fire drills at regular intervals are required by law and are an important safety precaution. **It is essential that when the first signal is given, everyone obeys orders promptly and clears the building by the prescribed route as quickly and quietly as possible.** The teacher in each classroom will give the students instructions.

LOCKERS

Lockers are provided for the convenience of students. While students may have the exclusive use of an assigned locker, the locker remains the exclusive property of the school. As such, lockers are subject to inspection by school authorities without prior warning or permission. Students are permitted to decorate the inside of lockers tastefully with non-permanent materials. Students will be held responsible to restore lockers to the original condition. Remember, never give out your locker combination or use a locker other than your own.

LUNCH GUIDELINES

Students are not permitted to leave school grounds during lunch! (Except for seniors who have earned the "Tim Horton's" privilege).

- Students are not permitted to have food delivered to the school from outside restaurants.*
- Act like mature young adults.*
- All lunch food must be eaten in the cafeteria.*
- During lunch students are to remain in the cafeteria.*
- Empty all debris from trays into the proper containers.*
- Return all trays, dishes, and silverware.*
- Keep tables, chairs, and floors clean.*
- Talk in a normal voice.*
- Keep the cafeteria lines orderly.*
- Never push or run.*

MEDICATION

Only those medications that are necessary to keep the child in school **will** be given during the school day. The following procedures **MUST** be followed.

1. A written order for both prescription and over the counter (OTC) medications must be provided from your physician.
2. The order must include the student's name, name of medication, frequency, dosage, and administration time as well as the doctor's name and phone number.
3. A written statement from the parent or guardian requesting that the medication be administered in school as ordered by the physician.
4. The medication must be brought to school in its original container from the pharmacy. OTC medications must also be in the original manufacturers packaging. The pharmacy label does NOT constitute a written order and cannot be used in lieu of a physician's order.
5. Medications are to be brought to the school by a responsible adult and not the student. Students are NOT to take any medications on their own; if self-medication is warranted, a specific form from your physician is available in the Health Office.
6. Medication orders must be renewed at the beginning of each school year. ANY questions should be directed to the school nurse.

PASSES

Signed agenda books are required of all students who are in the hallway while classes are in session. Leaving class with a signed agenda book is a shared responsibility between the teacher and the student. Honor Society members may use their official gold seal from the main office affixed to the cover of their agenda book.

PASSPORTS

In order to leave the High School while school is in session, a student must present a written request from his or her parent or guardian stating the reason for being excused from school. This must be done before Period 1. Depending upon the nature of the request, passports are available in the following locations:

Nurse's Office – All medical or dental appointment passports are issued here. The written passport request must include the doctor's name and telephone number.

Main Office – After administrative approval, passport requests for reasons other than medical or dental are issued here. Students should make every effort to take care of this personal business after school hours or during vacations.

*Students who leave school property without an approved passport will be referred to the school administration for disciplinary action.

PROGRESS REPORTS AND REPORT CARDS

Progress reports are issued to all students. Positive or constructive remarks will sent home on a progress report to give parents an indication of their son/daughter's academic or behavioral progress. These reports are sent home five weeks into every quarter. Report cards are issued four times a year at the end of each ten-week marking period.

SEARCH AND SEIZURE

Students may be subject to personal searches and searches of their possessions (bags, lockers, automobiles) by the administration where reasonable suspicion exists.

SEXUAL HARASSMENT

It is the policy of the Lake Shore Central School District to maintain a learning and working environment that is free from sexual harassment. The School District prohibits any form of sexual harassment.

Sexual Harassment may include, but is not limited to:

- verbal harassment or abuse
- subtle pressure for sexual activity
- intentional brushing against another's body
- demanding sexual favors
- any sexually motivated unwelcome touching
- lewd behavior
- sexually explicit or other gestures

Any person who believes that he or she has been the victim of sexual harassment should report the alleged acts to the building Principal.

STUDENT DRIVING

Student driving is a privilege for students. Driving privileges are provided based on a student's prior attendance and tardiness record. Students finding it necessary to drive to school MUST obtain a parking permit and a copy of the Motor Vehicle Use & Parking Regulations issued by the District. Cars must be parked in the correct fashion and in the assigned lot.

Due to limited parking, only seniors and juniors will be eligible to receive a permit.

Once students arrive on school grounds they are to immediately vacate their vehicles and enter the building. Students should not return to their vehicles during the school day without permission. Failure to follow the rules associated with the **Motor Vehicle Use & Parking Regulations** will result in the loss of the driving privilege. Students sharing their parking permits with other students may have their permit revoked. **Continued tardiness to school or leaving school without permission will also result in the loss of the driving privilege.**

The District reserves the right to tow any vehicle not following the driving and parking expectations at the owner's expense.

STUDENT EMPLOYMENT

Chapter 642 of the Laws of New York State, which became effective on September 1, 1991, governs employment of minors in New York State. Acting to be in compliance with this law, the Board of Education on December 17, 1991 adopted a uniform policy for student employment.

The provisions of this policy are: on days preceding school days, 16 and 17 year old students can work past 10 PM only if they provide their employer with written consent from a parent and certificate of satisfactory academic standing from their school.

A Certificate of Satisfactory Academic Standing will be issued each ten-week marking period and will be valid for only that period. The certificate is renewable if a student meets the following qualifications: The student has earned no less than a 65 percent grade in each credit-bearing course. The most recent quarterly report card will be the record of achievement used to meet this requirement. No student who earns a course grade 15 points below the previous quarterly grade in that class will qualify for a Certificate of Satisfactory Academic Standing. The High School principal will issue certificates of satisfactory academic standing.

STUDENT IDENTIFICATION

Students attending extracurricular activities (school dances, sporting events etc.) are required to have valid photo identification (school issued identification, New York State photo identification etc.) for entry to the event.

STUDENT SERVICES/COUNSELING

The purpose of the student services/guidance is to help each student in his/her social, educational, vocational, and personal development. Conferences with students will receive first consideration of the counselor's time and are scheduled whenever necessary.

The counselor may assist the student:

- ✓ In planning his/her schedule and school program.
- ✓ In making realistic curriculum selections and suitable plans for the future.
- ✓ In offering assistance in problems of adjustment, and to listen to the student.
- ✓ Discuss his/her academic and social problems.

VISITORS

The school policy is to accept only those visitors who have legitimate educational reasons. Students wishing to bring a guest to school must obtain prior approval from the administration and secure a pass.

EXTRACURRICULAR ACTIVITIES AND INTERSCHOLASTIC ATHLETICS

The Board of Education considers extracurricular activities to be a valuable part of the program of the school and shall support these activities within the financial means of the District. District Policy #7410 addresses voluntary student-initiated activities unrelated directly to the instructional program, regardless of religious, political or philosophical content. It also contains the following information regarding student eligibility for such activities.

Eligibility for Attendance

1. Students who are suspended from school on a day of an athletic game or practice session, party, school dance, or other school affairs scheduled after regular school hours are not eligible for participation or attendance at such events.
2. In order for students to attend a school-sponsored function, it is necessary that students attend classes for at least one half (1/2) of the school day on the day of the activity, unless otherwise excused by the building administrator. One-half (1/2) of the school day is defined as follows: five full periods, these do not have to be consecutive.

The Board of Education affirms its belief that a student's academic progress is the primary reason for his/her attendance in school. The policy states that no student may participate in extracurricular activities or interscholastic athletics unless the student is demonstrating satisfactory academic progress.

1. At the beginning of each activity or sports season, the advisor or coach shall formally counsel his/her students regarding the expected academic progress required for participation in extracurricular activities and interscholastic athletics.

2. On the dates so designated by the High School principal, ALL faculty in grades 9-12 shall submit to the High School principal the names of all students in their classes who are failing. Students will have their academic performance continually evaluated.
3. Teachers will submit the names of failing students after 5, 10, 15, 25, 35 weeks of school (with interim progress reports) and after 10, 20, 30 weeks of school (with report cards).
4. Students in grades 9-12 who are failing two (2) or more subjects will be placed on an Ineligible List. A student failing two (2) or more courses will be required to attend help classes after school.
5. The School Counselors shall review the names of students failing with the High School principal to determine if there are any extenuating circumstances that should be considered regarding the placement of a student on the Ineligible List.
6. Students who are placed on the Ineligible List may continue to attend and/or participate in extracurricular activities and Interscholastic Athletics (including practices) by meeting **ALL** of the following criteria:
 - Obtaining academic assistance three times a week during a scheduled meeting with teachers and/or designated advisors. (Two of the three sessions should be courses that the student is failing).
 - Completing regularly assigned coursework.
 - Completing a student "Participation Card". Once a participation card is completed, it must be taken to the High School office and approved by the administration.
 - Exhibiting effort to improve academics.
7. Students placed on the Ineligible List for the first time during the school year will receive a one-week "grace" period to continue participation.
8. Students will be notified by Administration when being placed on the Ineligible List.
9. Students on the Ineligible List **MUST** have a valid participation card for all activities they participate in, including weekly club meetings.
10. Students on the Ineligible List **MAY NOT miss** classes to attend club activities or outings.
11. Students **MAY ATTEND** class-related outings or CTE (Career & Technical Education) outings with a valid participation card.
12. Meet attendance requirements by:
 - Completing the school year as a bona fide student in good standing.
 - Dropouts other than injuries or illness will be disqualified.
 - Must be in good standing regarding attendance throughout the entire second semester of the previous year.

Eligibility and Training Regulations for Interscholastic Athletics & Extracurricular Activities

Established regulations are set to provide guidelines and direction for all involved in Lake Shore Central athletics and extra-curricular activities.

Participation in athletics and activities is a privilege, which carries with a responsibility to oneself, the team, the club, the school and the parents. It is expected that the participant will act in a proper manner at all times as a representative of the school.

The following regulations apply to all members of an interscholastic team or school organization. These standards must be maintained to be eligible for participation.

- An athlete must be taking at least 3 regular courses and meet the physical education requirement. (Per NYSPHAA rules.)
- Maintain satisfactory class work and citizenship.
- Maintain daily school attendance. Any student absent for the day or reporting to school after 11:15 a.m. is ineligible for that day and SHALL NOT practice or participate in a contest. If extenuating circumstances exist, the Building Principal or the Athletic Director must grant approval to participate. This rule also applies to cases of "In-School suspension."
- Demonstrate good sportsmanship and fair play towards everyone.
- Attend all scheduled practices and contests. If a participant finds it necessary to be late or absent from team/club activity, he/she must report this, prior to the activity, to the person in charge who will rule on the validity of the excuse.
- Abstain from the use and /or possession of all tobacco products, alcoholic beverages, and illicit drugs.
- Take proper care of and return all school issued property. Failure to comply will result in the withholding of any awards and bar the student from any future participation until the matter is resolved.
- Follow all specific team or organization rules as set up by the coach or advisor. Determination of violation and denial of privileges will be made by the coach/advisor after consultation with the Athletic Director or Building Principal. Any violator will be notified in person.
- All team/organization members must ride the team bus to and from all events unless written request from a parent/guardian is presented to the coach/advisor prior to the trip. Participants may only be released for travel with his/her parents.
- The Athletic Director or Building Principal will administer the following penalties for violations. Students involved will be provided their due process rights before final action.

USE AND/OR POSSESSION OF TOBACCO

1st OFFENSE: The participant will be suspended from interscholastic competition for fourteen (14) calendar days effective immediately. Participants may practice unless suspended from school.

2nd OFFENSE: The participant will be suspended for fifty-six (56) calendar days effective immediately. This will carry over to the next season of participation if the season ends before completion.

USE AND/OR POSSESSION OF DRUGS/ALCOHOL

Drug/Alcohol violations are serious health problems and will be dealt with in an appropriate manner. ALL OFFENSES ARE CUMULATIVE OVER THE SIX YEARS OF POSSIBLE ELIGIBILITY.

There will be two options of dealing drug/alcohol offenses:

OPTION A – 1ST OFFENSE

The participant will be suspended from interscholastic competition for twenty-one (21) calendar days. This suspension is to be effective immediately. During this time, the student may only participate in practices provided that:

- The participant has made an appointment for an interview by the Athletic Advisory Team and/or has an assessment by an approved outside agency. Appointment must be made within seven (7) calendar days from the beginning date of the suspension. Should the student fail to keep the appointment, he/she will be disciplined according to the provisions of Option B.
- The student must comply with any/all recommendations made by the Advisory Team or approved outside agency.

- Failure to comply with any of the above will result in the student being disciplined according to the provision of Option B. Any days already compiled towards the original 21-day suspension will be credited toward the “B” option.

OPTION B – 1ST OFFENSE

The participant will be suspended from interscholastic competition for eight (8) weeks effective immediately. This will carry over to the next season if the full suspension is not completed prior to the last day of the current season.

OPTION A – 2ND OFFENSE

All provisions of Option A – 1st Offense applies with the exception of days of suspension, which would be fifty-six (56) calendar days.

OPTION B – 2ND OFFENSE

All provisions of Option B – 1st Offense applies with the exception of day of suspension, which would be one hundred and twelve (112) calendar days.

OPTION A – 3RD OFFENSE

All provisions of Option A – 1st Offense applies with the exception of days of suspension, which would be one hundred and twelve (112) calendar days.

OPTION B – 3RD OFFENSE

The participant will be suspended from interscholastic competition for one full calendar year (365 days) effective immediately.

*** Any student who attends an underage party where violations of this policy are occurring will be considered in possession and will be held accountable to the Eligibility & Training Regulations for Interscholastic Athletics & Extra-Curricular Activities.**