

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/guardians, 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/guardians, 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/guardians, 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 ensures 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.

I. 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/Guardian – Parent, guardian or person in parental relation to a student.

Principal – Any Principal, Assistant Principal, or Acting Principal.

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

Sexual Harassment may include, but is not limited to:

1. Verbal harassment or abuse
2. Subtle pressure for sexual activity
3. Intentional brushing against another's body
4. Demanding sexual favors
5. Any sexually motivated unwelcome touching
6. Lewd behavior
7. Sexually explicit or other gestures

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 an 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.

II. 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.

Lake Shore Senior High School

	It is the Student's Right To:	It is the Student's Responsibility To:
1	A quality education	Work to the best of their ability in all academic and extracurricular pursuits and to strive toward the highest level of achievement possible
2	A safe and clean environment	Be in regular attendance in school and in class
3	A classroom environment that is conducive to learning	Positively contribute to an environment that is conducive to learning and to be respectful of other people's rights and property.
4	Due process under the terms of Education Law 3214, including the right to a Superintendent's Hearing when appropriate	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	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/Section 504 Coordinator at 716-926-2370 or 716-926-2221.	Be familiar with and abide by all District policies, rules, and regulations pertaining to school conduct
6	Address the Board of Education on the same terms as any citizen	Make constructive contributions to the school program
7	Present the student's version of the relevant events to school personnel authorized to impose a disciplinary	Report accurately and fairly the circumstances of school related issues

	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	React to direction given by teachers, administrators and other school personnel in a respectful, positive manner

III.ESENTIAL 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/guardians, 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.

A. Parents/Guardians

It is recognized that parents/guardians 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/guardians 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.

B. 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 their own safety, the safety of others or of the teacher or who seriously interferes with the instructional program of the classroom.

C. 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.

D. 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 ensure that students, parents/guardians 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. Ensure 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/guardians, 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 the building administrators 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.

IV: STUDENT DRESS CODE

Students and their parents have the primary responsibility for acceptable student attire and appearance. All students are expected to dress in a safe and modest manner that is not distracting or disruptive to the learning environment. Distracting items may not be limited to the items listed below:

These rules are to ensure appropriate attire throughout the course of daily activities. A student's dress, grooming and appearance, including hair style/color/jewelry, make-up and nails, shall be safe, appropriate and not disrupt or interfere with the educational process.

1. Students must wear appropriate footwear at all times. Specific buildings may prohibit certain footwear for safety reasons. Please refer to their handbooks.
2. Skirts, dresses and shorts must be at an appropriate length.
3. Cleavage should not be showing.
4. Bare torsos, including midriffs are not allowed. No 'sagging' of pants.
5. All underwear must be completely covered.
6. Extremely brief garments, such as tube tops, net tops, halter-tops, spaghetti straps, plunging necklines (front or back) and see-through garments are not appropriate.
7. Hats, hoods, visors, and sunglasses are not to be worn inside the building, except for religious or medical purposes, or with the building principal's permission.
8. A student's dress, grooming and appearance shall not include items that are vulgar, obscene, libelous, or denigrate others on account of race, color, religion, creed, national origin, gender, sexual orientation or disability.
9. A student's dress, grooming and appearance shall not promote and/or endorse the use of alcohol, tobacco or illegal drugs and/or encourage other illegal or violent activities.

The building administration shall notify students who violate the student dress code and students shall be required to modify their appearance by covering or removing the offending item and, if necessary, replace it with an acceptable item. Any student who refuses to do so shall be subject to further discipline, up to and including out of school suspension.

V. STUDENT LANGUAGE CODE

All students are expected to use appropriate, courteous, and respectful language while on school property or attending school functions. They are expected to use language that is consistent with demonstrating respect for themselves and others.

Language must not be profane, obscene, offensive, vulgar, or disrespectful in any way to others. Language and/or gestures must not denigrate others on account of race, color, religion, creed, national origin, gender, or disability. Inappropriate language or gestures will not be tolerated and appropriate disciplinary action may be taken.

VI. PROHIBITED STUDENT CONDUCT

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:

1. Committing an act of violence (examples include, but are not limited to hitting, kicking, punching, scratching, biting, spitting, pulling hair, and throwing personal/school property) upon a teacher, administrator, or other school employee or attempting to do so.
2. Committing an act of violence (examples include, but are not limited to hitting, kicking, punching, scratching, biting, spitting, pulling hair, and throwing personal/school property) upon a student or attempting to do so.
3. 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.
4. Conspiring to harm others or property.
5. Continuation of unmodified negative behavior.
6. 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.
7. 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.
8. 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.
9. Engaging in any willful act, which disrupts the normal operation of the school district.
10. Extortion.
11. Forgery, including that of notes or excuses.
12. Gambling.
13. 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 benefits, or mental, emotional or physical 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.
14. Cyberbullying includes all behaviors described in "Harassment/Bullying" where the harassment or bullying occurs through any form of electronic communication.

15. 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.
16. Sexual Harassment-inappropriate visual, verbal, or physical conduct directed by an adult to an adult, an adult to a student, a student to an adult or a student to a student.
Elements of sexual harassment may include:
 - Sexual in nature or gender based
 - Unwanted or unwelcome
 - Severe, persistent, or pervasive
 - Interferes with ability to do work, learn or study
17. Sexual activity-including inappropriate behavior of a sexual nature, such as indecent exposure, forcible or consensual sexual contact, sexual intercourse, oral sex, or possession of sexually explicit material of any kind on school property, on a school bus, or at a school function.
18. Inappropriately possessing, consuming, selling, distributing or exchanging prescription and over-the-counter drugs, or being under the influence of the substance.
19. Indecent exposure, which includes the exposure of private parts of the body in a lewd or indecent manner.
20. 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.
21. 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.
22. Intentionally damaging or destroying school property, including acts of vandalism, graffiti and arson.
23. Intimidation, which includes actions or statements that put an individual in fear of bodily harm.
24. Improper use of a hall pass.
25. Loitering.
26. Lying to school personnel.
27. 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, cocaine, LSD, PCP, amphetamines, heroin, steroids, look-alike drugs, synthetic drugs, and any substances commonly referred to as "designer drugs."
28. Possessing, consuming, selling, distributing or exchanging smoking or smokeless tobacco, marijuana, e-cigarettes/vaporizers or related paraphernalia.
29. 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.
30. Possessing, using, selling, distributing or exchanging fireworks.
31. Publicly displaying affection, including kissing, hugging and other close conduct.
32. Selling, distributing, exchanging, using, or possessing obscene and/or pornographic material.
33. Skipping detention.

34. 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.
35. Tardiness, truancy, or leaving school without permission.
36. 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.
37. Use of cell phones, electronic devices, or wearable electronic devices during the school day, for non-educational purposes.
38. Use of vulgar, abusive and/or disrespectful language or gestures.
39. Violation of dress code.
40. Violation of parking lot rules and procedures.

VII. DISCIPLINARY ACTIONS

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

1. The student's age
2. The nature and severity of the offense and the circumstances that led to the offense
3. The student's prior disciplinary record
4. The effectiveness of other forms of discipline
5. Information from parents/guardians, teachers, and/or others, as appropriate
6. 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:

1. Have rules and regulations published and distributed at the beginning of each school year.
2. Receive verbal or written notification of the reason(s) disciplinary action is being taken.
3. State his or her side of the matter.
4. 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:

1. Verbal warning
2. Written warning
3. Parental/guardian contact by phone
4. Written notification to parent/guardian
5. Teacher removal from instruction
6. Detention/Extended Detention
7. Cafeteria suspension

8. Withdrawal of privileges, including driving privileges, bus privileges, and participation in athletic and extracurricular activities
9. Restricted movement in the school building
10. In-school suspension
11. Out-of-school suspension (five days or less)
12. Out-of-school suspension (more than five days and superintendent's hearing)
13. Referral to outside agency, including law enforcement
14. Vaping project/assignment
15. Behavior reflection sheet
16. Homework Hall

A. Teacher Removal of a Student 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:

1. 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.
2. 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.
3. 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 they were removed from the classroom and give the student a chance to present their version of the relevant events within 24 hours.
4. The teacher must put in writing the reason for removal and give it to the principal or their designee as soon as possible, but no later than the end of the school day, to explain the circumstances of the removal.
5. Within 24 hours after the student's removal, the teacher must notify the parent/guardian, by phone, that the student has been removed from class and why. The notice must also inform the parent/guardian that they have the right, upon request, to meet informally with the principal or the principal's designee to discuss the reasons for the removal.
6. The principal may overturn the removal of the student from class if the principal finds any of the following:
 - a. The charges against the student are not supported by substantial evidence.
 - b. The student's removal is otherwise in violation of law, including the district's code of conduct.
 - c. The conduct warrants suspension from school pursuant to Education Law 3214 and a suspension will be imposed.
7. Any disruptive student removed from the classroom by the classroom teacher shall be offered continued educational programming and activities until they are permitted to return to the classroom.

8. 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 their class until they have 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.

B. Detention/Extended Detention

1. Detention/extended detention assigned by the high school office is held in the cafeteria.
2. Detention starts promptly at 2:39 p.m. and ends at 3:10 p.m., Tuesday, Wednesday & Thursday
3. Extended Detention starts at 2:39 p.m. and ends at 5:30 p.m. Tuesday, Wednesday & Thursday
4. Students should sign in when they arrive at detention/extended detention.
5. Students will not be allowed to leave detention/extended detention for any reason without permission from the office.
6. Talking during detention/extended detention is prohibited.
7. Violations of the regulations may result in additional detention/extended detention assignments.
8. Unauthorized absences from detention/extended detention will result in additional discipline.
9. Students must complete academic work while serving detention/extended detention. Failure to comply will result in additional detention.
10. Detention/extended detention takes precedence over extracurricular activity meetings, reporting early to athletic practices and student employment.
11. The administration has the right to modify the time that detention is served.

C. 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:

1. 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).
2. The student's parent(s)/guardian(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)/guardian(s). When possible, the student's parents/guardians will also be contacted by phone.
3. The notice provided will include a description of the charges against a student for which suspension is proposed and will inform the parents/guardians of the right to request an immediate informal conference with the principal. At the conference, the parents/guardians will be permitted to ask questions of complaining witnesses under such procedures as the principal may establish.
4. 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.

5. After the conference, the principal shall advise the parents/guardians in writing of the decision. The principal shall advise the parents/guardians 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/guardians 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.
6. 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 them, and the right to present witnesses and other evidence on their behalf.
7. The superintendent shall personally hear and determine the proceeding or may, in their 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.
8. If the parents/guardians 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.

D. Serving In-School and Out-of-School Suspensions

1. 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.
2. 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 LoGuidice. Students will not be allowed to return to school at Lake Shore Senior High School until all out-of-school time has been served.
3. 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.

4. 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.
5. 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.)

VII. DISCIPLINE OF STUDENTS WITH DISABILITIES

While all students are subject to the same Code of Conduct, the Board of Education recognizes that students with disabilities are entitled to additional procedural protections. The Code of Conduct affords students with disabilities subject to disciplinary action no greater or lesser rights than those expressly afforded by applicable federal and state laws and regulations.

VIII. CORPORAL PUNISHMENT

Corporal Punishment is defined as an act of physical force upon a student for the purpose of punishing that student. Corporal punishment is strictly forbidden; however, reasonable force may be used in the limited situations described in the Code of Conduct when alternative procedures and methods cannot reasonably be used.

IX: STUDENT SEARCHES

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

School officials may question a student about an alleged violation of law or the District Code of Conduct. Students are not entitled to a “Miranda” type warning, nor are school officials obligated to contact a student’s parents before questioning. School officials, however, will tell students why they are being questioned. In addition, the Board authorizes certain school officials to conduct searches of students and their belongings if there is reasonable suspicion that such a search will result in evidence that the student violated a law or the District Code of Conduct. Searches will be limited in scope based on the evidence sought and shall not be more intrusive than is warranted based on the nature and severity of the circumstances. The rules regarding searches of students and their belongings do not apply to student lockers, desks, and other school storage places. Students have no reasonable expectation of privacy with respect to areas considered school property. This means that student lockers, desks, and other school storage places may be subject to search at any time by school officials without prior notice to students and without their consent.

X. 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. Valid photo identification is required.

XI. 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.

A. Prohibited Conduct

No person shall:

1. Intentionally injure any person or threaten to do so.
2. 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.
3. Disrupt the orderly conduct of classes, school programs, or other school activities.
4. 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.
5. 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.
6. Enter any portion of the school premises without authorization or remain in the building after it is normally closed.
7. Obstruct the free movement of any person in any place to which this code applies.
8. Violate the traffic laws, parking regulations or other restrictions on vehicles.
9. 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.
10. 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.
11. Loiter on or about school property.
12. Gamble on school property or at school functions.
13. Refuse to comply with any reasonable order of identified school officials on duty.
14. Willfully incite others to commit any of the acts prohibited by this code.
15. Violate any federal or state statute, local ordinance, or board policy while on school property or while at a school function.

B. 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.

CIVIL RIGHTS

The Lake Shore Central School District hereby advises students and parents that it offers educational opportunities, including career and technical education opportunities, without regard to race, color, creed, religion, national origin, political affiliation, sex, sexual orientation, age, marital status, military status, disability or use of a service animal.

Grievance procedures are available to interested persons by contacting the person (s) listed below.

**Title IX/Section 504 Complaint Officer: Christine Starks- WT Hoag
Building Administrator - 716-926-2210**