

## LAKE SHORE CENTRAL MIDDLE SCHOOL MISSION STATEMENT

*The Lake Shore Central Middle School community will foster a caring approach to middle level education that emphasizes life-long learning, and provides for a successful transition from the elementary setting to the high school and beyond. We will realize this shared vision, marked by high expectations for all, in an environment of learning, respect, and cooperation among students, home, school, and community.*

Welcome to a brand new year here at the Middle School! This promises to be a very exciting year as we welcome a host of new students and teachers in our grades 6, 7 & 8. Please take the time to review the following pages. This handbook will answer many of your questions and as a result, help to make your middle-level experience successful.

### **BILL OF STUDENT RIGHTS AND RESPONSIBILITIES**

#### *Each Student Has the Right To:*

- A quality education
- A safe and clean environment
- A classroom environment which is conducive to learning
- Due process under the terms of Education Law 3214, including the right to a Superintendent's Hearing
- Participate in all Lake Shore Central activities on an equal basis regardless of race, color, creed, national origin, gender, sexual orientation, disability or any other basis protected by applicable law, categories unless properly suspended from participation under terms of Education Law 3214 and the District's discipline policy
- Address the Board of Education on the same terms as any citizen

#### *Each Student Has the Responsibility To:*

- Work to the best of his/her ability in all academic and extra-curricular pursuits and to strive towards the highest level of achievement possible
- Be in regular attendance

- Be responsible for positively contributing to an environment which is conducive to learning and be respectful of other person's rights and property
- Conduct oneself as a representative of the school and adhere to the highest standards of conduct, demeanor and sportsmanship whenever participating in or attending extra-curricular events sponsored by the school
- Abide by District policies and rules
- Make constructive classroom contributions to the school program and report accurately and fairly the circumstances of school related issues
- 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. Make the Code of Conduct known to students, parents and all school staff.
6. Take all necessary measures to insure that students, parents and all school staff understand the Code of Conduct.
7. Enforce the Code of Conduct.
8. Receive teacher or counselor referrals for student discipline.
9. Insure that all referred discipline cases are resolved expeditiously.
10. Inform parents of all disciplinary problems and disciplinary measures taken to modify the misbehavior.
11. Maintain fairness, reasonableness, and consistency.
12. 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.
13. Make it possible for students and staff to approach him directly for the redress of grievances.
14. Include students and staff in the formulation of school regulations.
15. Utilize all appropriate support staff and community agencies to help parents and students identify problems and seek solutions.
16. Establish building security.
17. Comply with state laws and/or regulations regarding hearings, suspensions and student rights.
18. Develop behavior guidelines and procedures for the school, which are in harmony with this Code of Conduct.

## **LAKE SHORE MIDDLE 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.

## **INTRODUCTION**

The intent of this code is to establish standards for discipline that will enable students, parents, teachers and administrators to know what acceptable behavior is 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 result in discipline in accordance with the student code of conduct.

## **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 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 7:41 a.m.

**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.

## 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:

- 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 by verbal threats, intimidation or abuse that 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; or conduct, verbal threats, intimidation or abuse that reasonably causes or would reasonably be expected to cause a student to fear for his or her physical safety; 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. Harassment may include, among other things, the use, both on and off school property, of information technology, including, but not limited to, e-mail, instant messaging, blogs, chat rooms, pagers, cell phones, gaming systems, and social media websites, to deliberately harass or threaten others. That type of harassment is generally referred to as cyber bullying.

- 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, or prescription medication.
- 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 the school day, for non-educational purposes, 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.

## **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
- Written notification to parent
- Teacher removal from instruction
- 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)
- Referral to outside an outside agency, including law enforcement

#### **Detention**

- Detention assigned by the Middle School Office is held in the Media Center.
- Detention starts promptly at 2:26 p.m. and ends at 3:05 p.m. on Tuesday, Wednesday, and Thursday.

- Students must sign in when they arrive at detention.
- Students must be prepared to work with books, papers, and pen or pencil.
- Students will not be allowed to leave detention for any reason without permission from the office.
- Talking during detention is prohibited.
- Violations of the regulations may result in additional detention assignments.
- Unauthorized absences from detention will result in additional discipline.
- 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 and 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.
- Students will not be allowed to return to 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. (e.g. a Friday suspension ends Monday.)

## 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 the 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.

## GENERAL STUDENT INFORMATION

### Absences from School

Procedures to follow when a student returns from an absence:

1. During the first day of his/her return, the student **must see each teacher** for any class not attended.
2. At each meeting with a teacher, the student will inquire about missed notes, work, tests, etc. and make arrangements to make up the work at the teacher's discretion.
3. The teacher will assign a due date. If the due date is missed, the teacher is not obligated to accept the work. Missed assignments and/or tests will, therefore, be given a grade of "zero".

### 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. Students should refrain from talking, whistling, or disrupting the program in any way.

### Attendance

Each student's attendance record is very important. College admissions offices and future employers will carefully evaluate your attendance record. The Compulsory Education Law requires the regular attendance of all children between six (6) and sixteen (16) years of age. According to the law and Lake Shore's Board of Education, students from sixteen (16) to seventeen (17) who are not employed must remain in school until the end of the school year in which he/she reaches the age of seventeen.

Attendance is taken in first period each morning. Any student not in his/her seat when the tone sounds is considered absent or tardy unless special permission has been granted.

If the student is absent from school, we ask that parents notify the school that morning to verify the absence. Otherwise, a courtesy call from the school to home will be made. Written excuses are required for all students that are absent or tardy.

Your written excuse must be turned into your homeroom teacher or the main office on the day you return to school. The excuse must include the student's name, grade, day and date of absence, and specific reason for absence(s). Excused absences are sickness or death in the family, bad roads or weather, religious observance, court, health clinics, college visits, and military obligations.

**Excessive absences may result in a referral to Building Administration, District Administration, or Outside Agencies.**

### **Bulletins and Announcements**

The Pledge of Allegiance and announcements will be made at 7:40 a.m. each day. Announcements will also be made at the end of the day.

### **Care of Our School**

Students should **not** mark school lockers, school furniture, walls, ceilings, floor, or equipment with pen, pencil, paint, or any other instrument. Please use the trash containers to dispose of waste and other garbage. Do not use the floor, keep your school clean.

**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.**

### **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, or any other basis protected by law. Grievance procedures are available to interested persons by contacting the person(s) listed below.

1. Title IX Coordinators:  
Dan Pacos - Assistant Superintendent for Adm. & Finance 926-2221  
Paula Eastman—Principal J.T Waugh Elementary 926- 2371
2. Section 504 Coordinator:  
TBA - Director of Pupil Personnel Services 926-2230

### **Computer and Internet Rules**

Students are responsible for good behavior on school computer networks just as they are in the 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, other electronic devices 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:**

- Sending or displaying offensive messages or pictures.
- Using obscene language.
- Harassing, insulting or attacking others.
- Damaging computers, computer systems or computer networks.
- Printing of media for purposes that are other than educationally based.
- Violating copyright laws.
- Using others' passwords
- Trespassing in others' folders, works or files.
- Intentionally wasting limited resources.
- Employing the network for commercial purposes.

### **Sanctions**

- Violations may result in a loss of access.
- Additional disciplinary action may be determined at the building level in line, with the District Code of Conduct and discipline policy.
- 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.

### **Computer and Internet rules**

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 the district standards and will honor the agreements they have signed.

### **Parental/Guardian Consent**

Parental/Guardian consent is required for student use on district computers. Parents should be aware that, unlike most traditional instructional or library media materials some of the materials available through external computer networks may be inappropriate and objectionable however, I acknowledge that it is impossible for the district to screen or review all of the available materials.

I accept responsibility to set and convey standards for appropriate and acceptable use to my son/daughter when using electronic media or communications.

I have read the policy and regulations of this Agreement concerning use of the district's computer resources.

I agree to release the Lake Shore Central School District, the Board of Education, its agents and employees from any and all claims of any nature arising from my son/daughter's use of the district's computer resources in any manner whatsoever.

I agree that my son/daughter may have access to the district's student computer network and Internet, and agree that this may include remote access from our home. In the Fall, a form regarding the above information requesting your permission/signature will be sent home.

### **Electronic Devices**

Use of cell phones or electronic devices during the school day, for non-educational purposes, including, but not limited to, cameras, radios, MP3 players and recording devices is prohibited. Those items may be confiscated and may not be returned to students if they are being used during school hours. The District is not responsible for any of those items which become lost, stolen or damaged.

### **Electronic Recording**

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.

### **Elevator**

Students who are physically disabled are issued elevator passes on a daily basis for as long as they need to use the elevator. Students should ask the school nurse for a pass. The school secretary issues the elevator keys. **No other students** may ride the elevator.

### **Extra-Curricular Participation**

Students must enter and remain in school by 10:30a.m. in order to participate in the day's activities. A student who is sent home from school for illness is ineligible to participate on that day. Pre-planned, excused absences must be approved by the Middle School Principal or Assistant Principal.

### **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, which 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. Public health law requires that footwear be worn at all times. Unacceptable dress may include, but is not limited to:

- any/all head coverings (hats, bandanas) during school hours and during all school-sponsored activities such as concerts, musicals, award ceremonies, etc. unless for a medical or religious purpose.
- pajama pants or slippers.
- bare midriffs, bare back shirts, halter tops, strapless or single strap tops and excessively tight fitting clothing, sleeveless shirts for boys.
- Low-cut/plunging necklines (NO CLEAVAGE SHOWING).
- spaghetti strap tank tops or camisoles.
- clothing that promotes alcohol, tobacco, drugs, sex or bigotry.
- clothing with an inappropriate content/language, double meaning or vulgar messages.
- jackets during the school day without permission.
- shorts and skirts should be no shorter than where one's fingertips reach as they are extended down the side of the leg.
- "hazardous jewelry" (spikes, chains on wallets).
- undergarments need to be completely covered by outer clothing.
- book bags and backpacks unless transporting items at the beginning or end of the school day or to and from physical education class.

**Any violation will require the student to change. Administrator will call home for alternate clothing.**

## Equal Opportunity

Each student is encouraged to develop and achieve individual goals. The District will provide every student with equal educational opportunities regardless of race, color, creed, sex, national origin, religion, age, economic status, marital status, disability, or any other basis protected by applicable law. No student will be excluded on such basis from participating in or having access to any course offerings, student athletics, counseling services, employment assistance, extra-curricular activities or other school resources. You are entitled to full compliance with these nondiscrimination requirements under Title IX of the Education Amendments of 1972 and Section 504 of the Rehabilitation Act of 1973. Notify the Middle School Principal of any alleged violation of these rights.

## 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 or during home-base. A teacher will sometimes request a student to report during home-base or stay after school if it is apparent that the student is having difficulty with the work. This is not to be thought of as punishment, but rather as the desire of the teacher to help students make the progress of which they are capable.

## 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.

## Food and/or Beverages

Food and/or beverages are not permitted outside the cafeteria of the Middle School. Energy drinks are not permitted in the Middle School.

## Hall Passes

Each student will find an allotment of passes in their agenda. These passes must be used whenever a student leaves the classroom to go to areas such as the lavatory, locker, or to see a teacher. Abuse of this privilege may result in a loss of passes. Only school personnel may sign an agenda.

- Upon receiving your agenda, students must write their name at the top of each page of the hall pass section.
- You may not use other students hall passes.
- Students must request permission to use these passes. Once all have been used for the term, the student may no longer request permission to leave class until the next marking period starts.
- Teachers have the right to deny the use of these passes if they feel it is not appropriate for the student to leave class.

- These passes do not transfer to the next marking period if they are not used.
- Students need not use their passes to go on an errand for a teacher, go to the office when called, or to see a teacher or guidance counselor at the teacher's or guidance counselor's request. Special passes designated for this purpose will be used. Procedures for going to the Media Center will remain as in the past.
- If a student loses his/her agenda, a new one must be purchased at the Main Office for \$6.00. Students are entitled to purchase only one additional book if the original is lost. Supplies are limited.

## Health Office

If a student feels ill and wishes to go to the health office, the student must obtain a pass from the teacher. If this occurs between classes, you must report to the next class and request a pass from that teacher. **You must sign in when you go to the health office and sign out when you leave.**

## Homework Policy

The faculty and staff of the Middle School believe homework is important because it is a valuable aid in helping students make the most of his/her experience in school.

Homework is assigned because it is a useful tool in reinforcing what has been learned in class, preparing students for upcoming lessons, extending and generalizing concepts, teaching responsibility and helping students develop positive study habits. Middle School students are expected to learn the homework policy of each of their teachers.

Teachers in each subject give different types of assignments. Some are long-term assignments; others are short-term or nightly assignments. On any given night, a student might have anywhere from one half to two and one-half hours of homework.

Homework can be weighed up to **15%** by each teacher, when final averages are calculated. It is essential that students and parents become familiar with the homework expectations and policies of their teachers, as there is no uniform school wide policy for all subject areas.

We believe that parent and teachers working as a team is the key to making homework a positive and rewarding experience. It is important that homework and its completion become a top priority at home.

Providing the necessary supplies and an area in the home that is conducive to purposeful studying will go a long way helping us accomplish our goal. By working together, we can insure that your child will have a successful and rewarding school year.

## Library/Media Center

The Library/Media Center is located on the second floor. The library is an extension of the classroom with the same expectations of good conduct. Only two books may be taken out at one time.

You are allowed to keep books for a two-week period. If they are not returned after the third notice, a day's detention is assigned

each day until the books are returned. Should a book become lost or damaged, you will be expected to pay for it or replace it.

### **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**

In order to keep the cafeteria clean and attractive, the following rules must be observed:

- All lunch food must be eaten in the cafeteria.
- During lunch, all students are to remain in the cafeteria.
- Empty all debris from trays into the proper trash containers.
- Return all trays, dishes, and silverware.
- Keep tables, chairs, and floors clean.
- Talk in a normal tone.
- Keep the cafeteria lines orderly.
- Never push or run.
- Students are not permitted to have food delivered to the school from outside restaurants.
- Students are not permitted to leave school grounds during lunch.
- Once seated with their lunch, students are expected to remain in their seat except to dispose of trash or return their trays.

### **Medication**

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

### **Passports**

In order for a student to be allowed to leave the Middle School while school is in session, the student must present a written request from his/her parent or guardian stating the reason for being excused from school. Requests to leave school early must be presented to the Main Office before first period where a passport will be issued to the student.

Students leaving are to sign out in the Middle School Main Office after they are called down to the office. Students returning to school the same day the passport was issued must report to the office before going to class.

Permission to be excused for a doctor or dentist appointment will be given for only part of the school day. The Doctor's name and telephone number must be included in the note from home.

Appointments should be made for early in the morning or late in the afternoon to enable students to attend school on the day of their appointment.

### **Physical Education**

All students are assigned a locker for their physical education equipment. Special combination padlocks must be purchased from the school for use on these lockers. We suggest these padlocks be used at all times.

The school is not responsible for equipment missing from your locker. All physical education equipment should have your name on it so that it can be easily identified.

### **Report Cards /Progress Reports**

Report Cards will be issued four times a year at the end of each ten-week marking period. Progress reports, that contain positive or constructive remarks, may be issued by teachers to give parents an indication of their child's academic or behavioral progress.

### **Search and Seizure**

Students may be subject to personal searches (e.g. pockets, shoes, and coats, etc.) and searches of their possessions (e.g. bags) 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.
- inappropriate patting or touching.
- 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 and/or Title IX Officer.**

### **Student Employment**

In accordance with Board of Education Policy 7480, a minor's work hours shall be in accordance with all applicable federal and state laws and regulations as well as requirements established by the District.

### **Student Services/Counseling Center**

The purpose of student services/counseling center is to help each student in his/her social, educational, vocational and personal development.

Conferences with students will receive priority and are scheduled whenever necessary. The counselor may assist the student:

- in recommending materials that the student may use to improve his/her study habits.
- in making realistic curriculum selections and suitable plans for the future.
- in offering aid in problems of adjustment – to listen to the student.
- discuss his/her academic and social concerns/problems.

### **Tardiness to School**

All students arriving late to school **MUST** report to the main office and sign in. Students will be given a *Green* admittance slip that they must show to their teachers at the start of every class for that day. If the student arrives to homeroom without a *Green* admittance slip and attendance was already taken, the student must either be sent down to the office or the teacher must contact the office for attendance purposes.

### **Textbooks**

It is the student's responsibility to see that the books are given the best possible care. Upon receipt of the books, inform your teacher of any marks, rips, missing pages or damaged covers. If you lose or damage a book during the year, the student must pay for its replacement or repair before another book will be issued. Library books, calculators and other materials that may be misplaced or lost are your responsibility. Take good care of your books!

### **Transportation**

Students remaining until 3:05 p.m. will be issued a bus pass from their teacher. You cannot ride a late bus without a bus pass.

If a student wants to take a different bus to friend's or relative's house or any other transportation arrangement, he/she must bring a note from his/her parents giving him/her permission for the change. The note should be given to the main office in the morning, before first period and a special, one day only, bus pass will be issued to that student. **STUDENTS ARE NOT PERMITTED TO WALK TO OR FROM ANY OTHER SCHOOL IN THE MORNING OR AT DISMISSAL.**

**Riding the bus is a part of the regular school day. Courtesies that you extend in school also are necessary on the bus. All school rules begin when you get on the bus and continue until you get off the bus.**

**Remember – riding the bus to and from school is a privilege. It is important to give the driver your complete cooperation to insure the safety of everyone on the bus.**

### **Visitors**

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

**Student visitors and shadowing will not be permitted after May 1, 2018.**

**It is expected that by the time students reach the Middle School, they know how to be courteous and respectful. Rules and regulations are necessary to protect each individual.**

**We know that students of middle-school age have a sense of responsibility, but they must at times practice self-control. By following these guidelines, a student can be sure he/she is behaving properly. The rules are explicit to make sure a student is not penalized for something he/she honestly did not understand.**