



LEWISTON-PORTER HIGH SCHOOL

Student Handbook 2023-2024

Alma Mater

To Thee, Lewiston-Porter, Swells A Strain of Honor True.
Hallowed Halls, We Look To Thee,
For a Path To Guide Us Through.
In Our Hearts Will Ever Be Freedom, Wisdom, Honesty.
Home of Our Alma Mater.
Lamps of Knowledge Burn Inside and Glow Brighter
Through The Years,
Day By Day Grows Student Pride For The School We Love So Dear.
We Salute Thee, Green and White, Banners Proud and Ever Bright,
Home of Our Alma Mater.
To Thee, Lewiston-Porter, Our Hearts Will E'er Be True;
Though We May Be Far Away, We Will Pledge Ourselves Anew,
Near Niagara's Flowing Might We'll Uphold Your Honor Bright.
Home of Our Alma Mater.

Mission Statement

One Purpose. Your Pathway. Our Promise
Our purpose is to ensure that when students
leave Lewiston-Porter they will be ready to
face the world with confidence in themselves
and what they can contribute. While students
are here, they will be challenged to grow
along their **pathway** and discover their
personal best because we **promise** to give
them our best.



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Bell Schedule (Regular)

| Period | Time |
|---------------|----------------------|
| 1 (HR) | 7:44 – 8:31 |
| 2 | 8:35 – 9:17 |
| 3 | 9:21 - 10:03 |
| 4 | 10:07 - 10:49 |
| 5 | 10:53 - 11:35 |
| 6 | 11:39 - 12:21 |
| 7 | 12:25 - 1:07 |
| 8 | 1:11 - 1:53 |
| 9 | 1:57 - 2:39 |



Belief Statements

We at Lewiston-Porter High School believe that...

Academic and Personal Excellence

- an education must provide students with the opportunity to grow academically, technologically, physically, personally, socially, and emotionally to succeed at the highest level of their ability.
- students, parents, administrators, teachers, support staff, and the community share the responsibility to provide an education that leads to meaningful, productive lives.
- every member of the LPHS community is responsible for the development of young minds.
- students develop self-discipline and character through fair and consistent student management practices.
- policy and practice promote habits of success.
- all students must develop a strong work ethic and time management skills.
- serving others is an attribute that we must promote.

Diverse, Rigorous Curriculum

- quality education includes a classroom environment that addresses individual needs, differences, interests and learning styles and involves real-world application and skills.
- all educational opportunities allow students to answer the questions: "What am I learning, why am I learning it, and how can I use it?"
- our school must provide opportunities for the students to achieve goals involving a broad spectrum of academic competencies, social interactions, and personal skills.
- our school must individualize instruction to ensure mastery of increasingly high standards.

Innovative Teaching

- we must provide meaningful, professional development opportunities and monitor the effectiveness of the programs to guide continuous improvement of our instruction.
- instructional units and lessons across the departments and curriculums must ask students to think more deeply and authentically and reflect on their learning.



- unit and lesson plans that require students to listen, speak, write, and use technology in order to develop and express ideas teach students the essential real-world skill of communication.
- our school must provide accessibility to all programs through cooperative and individual activities that recognize individual differences, needs, interests, and learning styles to ensure their success.
- progress requires a shared vision and a willingness to be innovative, to take risks, and to commit to change.

Safe, Respectful Environment

- a safe, orderly, inviting school environment is conducive to learning and cultivates respect for other persons and property.
- if we show respect and caring, people will feel valued and affirmed.
- character matters. We follow the “golden rule.”
- open, honest, and respectful communication among all stakeholders is the key to building trust, understanding, and common ground.

Spirited Student Life

- students develop into responsible adults by participating as a member of a group as well as functioning as an individual.
- we must provide maximum opportunities for student involvement in the total school program to foster school spirit and provide an inviting school climate.
- students need avenues to share and express their school spirit.
- high school is a place to create lasting memories.



EQUAL EDUCATION OPPORTUNITY FOR ALL STUDENTS

School Boards are required by state and federal statutes to ensure equal educational opportunity for all students. In addition, all school districts must appoint a compliance officer, whose duty it is to coordinate district compliance with federal statutes ensuring equal opportunities regardless of gender (Title IX) or disability (Section 504 of the Rehabilitation Act).

PUBLIC NOTICE

Each student in the Lewiston-Porter Central School District is encouraged to develop and achieve individual educational 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, or disability. No student will be excluded on such basis from participating in or having access to any course offerings, vocational training, student athletics, counseling services, employment assistance, extracurricular activities, or other school resources.

The Lewiston-Porter Central School District has an established grievance procedure for the prompt and equitable resolution of all complaints alleging discrimination based on sex or disability. For information regarding the District's grievance procedure or questions about the District's policy on equal access to educational program, please contact the Superintendent of Schools.



Student Rights and Responsibilities

Students' Rights

The district is committed to safeguarding the rights given to all students under state and federal law. In addition, to promote a safe, healthy, orderly and civil school environment in which no student is subject to discrimination or harassment, all district students have the right to:

1. Take part in all district activities on an equal basis regardless of a person's actual or perceived race, color, ethnic group, weight, creed, national origin, religion, religious practice, gender/gender identity, sexual orientation or disability.
2. Present their version of the relevant events to school personnel authorized to impose a disciplinary penalty in connection with the imposition of the penalty.
3. Access school rules, and when necessary, receive an explanation of those rules from school personnel.

Students' Responsibilities

All district students have the responsibility to:

1. To respect one another and treat others fairly in accordance with the District Code of Conduct and the provisions of the Dignity Act. To conduct themselves in a manner that fosters an environment that is free from intimidation, harassment or discrimination. To report and encourage others to report any incidents of intimidation, harassment or discrimination.
2. Contribute to maintaining a safe and orderly school environment that is conducive to learning and show respect to other persons and to property.
3. Be familiar with and abide by all district policies, rules, and regulations dealing with student conduct.
4. Attend school every day unless they are legally excused, and be in class on time and ready to learn.
5. Work to the best of their ability in all academic and extracurricular pursuits and strive toward their highest level of achievement possible.
6. React to direction given by teachers, administrators and other school personnel in a respectful, positive manner.
7. Work to develop mechanisms to control their anger.
8. Ask questions when they do not understand.
9. Seek help in solving problems that might lead to disciplinary action.



10. Dress appropriately for school and school functions.
11. Accept responsibility for their actions.
12. Conduct themselves as representatives of the district when participating in or attending school-sponsored extracurricular events and to hold themselves to the highest standards of conduct, demeanor and sportsmanship.

Civil Rights

The Lewiston-Porter Central School District does not discriminate on the basis of an individual's actual or perceived race, color, creed, religion, religious practice, national origin, ethnic group, sex (including sexual harassment and sexual violence), gender identity, sexual orientation (the term "sexual orientation" means heterosexuality, homosexuality, bisexuality, or asexuality), political affiliation, age, marital status, military status, veteran status, disability, weight, domestic violence victim status, arrest or conviction record, genetic information or any other basis prohibited by New York state and/or federal non-discrimination laws in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. Inquiries regarding the District's non-discrimination policies should be directed to:

e-mail: CivilRightsCompliance@lew-port.com

Dr. Heather Lyon, Civil Rights Compliance Officer
Lewiston-Porter Central School District
4061 Creek Road, Youngstown NY 14174

School Counseling Department

The role of the school counselor is to assist students in making their high school years as worthwhile and productive as possible through the development of educational and career goals. Along with helping the students discover their interests, the counselor, on an individual basis, helps the students resolve problems and difficulties that may be encountered during these years.

School counselor assignments are made so that the counselors work with the following students:

A thru G Mrs. DiVincenzo
H thru O Mr. Behm
P thru Z Mrs. Conti



Graduation Requirements

Diploma Type:

Regents with Advanced Designation

Required Regents Exams

| Content Area | Credits |
|---------------------|----------------|
| English | 4 |
| Social Studies | 4 |
| Math | 3 |
| Science | 3 |
| LOTE | 3** |
| Art/Music | 1 |
| Health | 0.5 |
| Physical Education | 2 |
| CFM | 0.5 |
| Word Processing | 0.5 |
| Electives | <u>1.5</u> |
| Total | 23 |

Passing Score of 65+
 English Language Arts
 CC Algebra 1, CC Geometry,
and CC Algebra 2
 Global History/Geography
 US History/Government
 2 Sciences
(1 Life & 1 Physical Science)
 LOTE **

Regents Diploma

Required Regents Exams

| Content Area | Credits |
|---------------------|----------------|
| English | 4 |
| Social Studies | 4 |
| Math | 3 |
| Science | 3 |
| LOTE | 1* |
| Art/Music | 1 |
| Health | 0.5 |
| Physical Education | 2 |
| CFM | 0.5 |
| Word Processing | 0.5 |
| Electives | <u>3.5</u> |
| Total | 23 |

Passing Score of 65+
 English Language Arts
 1 Math Exam-
 (CC Algebra 1,
 CC Geometry, or
 CC Algebra2)
 Global History/Geography
 US History/Government
 1 Science

Local Diploma♦

Required Regents Exams

| Content Area | Credits |
|---------------------|----------------|
| English | 4 |
| Social Studies | 4 |
| Math | 3 |
| Science | 3 |
| LOTE | 1* |
| Art/Music | 1 |
| Health | 0.5 |
| Physical Education | 2 |
| CFM | 0.5 |
| Word Processing | 0.5 |
| Electives | <u>3.5</u> |
| Total | 23 |

Passing Score of 55-64
 English Language Arts
 Global History
 1 Math
 1 Science
 US History

Note: LOTE = second language



Graduation Requirements (notes)

♦**Note:** *A Local Diploma will be available to students with disabilities that meet the conditions for the safety net. The Safety Net for Students with Disabilities allows students the low-pass option of scoring between 55-64 on the required Regents Exams.*

*Students must complete 2 units of study and earn 1 high school credit by the end of 9th grade. Students with a disability may be excused from the requirement of a second language if so indicated on the Individualized Education Program (IEP)

** Students acquiring 5 units in Career and Technical Education (CTE) or the Arts need only 1 credit in a second language and are not required to pass the Regional Exam in a second language. Students with disabilities who are exempt from the second language requirement as indicated on the IEP may earn the advanced designation as long as the required number of credits to graduate is met.

Weighting System

Honors, College Level, and Advanced Placement courses are weighted. The weight factor is 10%.

Academic Honors and Awards (Based on weighted grades)

- High Honor Roll – 95% (or higher) average
- Honor Roll – 90% - 94.99% average
- Merit Roll – 85% - 89.99% average
- The National Honor Society is reserved for those who meet specific criteria which include a certain GPA and references by teachers concerning character, leadership, and service.



Class Rank

Both an un-weighted and weighted average will appear on the high school transcript. They are both computed at the end of the junior year.

Determining Valedictorian and Salutatorian

Valedictorian and Salutatorian will be determined after the 7th semester. For the graduating class, the student with the highest weighted grade point average is the valedictorian. The student with the second highest weighted grade point average is the salutatorian. Should a tie occur, the student with the most credits is valedictorian and the student with the second highest number of credits is salutatorian.

The Advanced Placement (AP) Program

The Advanced Placement Program sponsored by the College Board and administered by Educational Testing Service (ETS), offers secondary school students the opportunity to participate in challenging college-level course work to receive credit, advanced placement, or both in college. AP courses and their corresponding examinations, developed by national development committees of college professors and secondary school teachers in each discipline, are prepared annually.

The AP examinations are administered each May. Each exam consists of a multiple-choice and a free response section, with the exception of Studio in Art, which consists entirely of student-submitted portfolios. Most exams are three hours long and cover two semesters of college-level work; those that test one semester of work are two hours long. Grade reports are sent to the candidates, their schools, and the colleges and universities they designate. AP grades provide these institutions with the opportunity to evaluate and acknowledge candidate achievement by awarding college course credit and/or advanced placement.



The AP exam is required for each AP course. Since the AP program is offered as elective courses, Lewiston-Porter CSD will not be responsible for the cost of the testing or portfolios. Students enrolled in AP courses are responsible for paying the examination fee for each AP course they are enrolled in. Students enrolled in AP art classes may have additional costs.

College Level Courses

Lewiston-Porter offers courses for college credit within the regular high school curriculum. College French and Spanish 203 and 204, Design and Drawing for Production (DDP), Robotics I & II (combined), Creative Writing, Public Speaking, English 101, English 102 and Music Theory are offered through NCCC. Psychology, Government and Politics, Criminal Justice, and Public Speaking are offered through NU. Students will take the class at Lewiston-Porter High School and pay a fraction of the college's regular tuition. This will enable students to earn Lewiston-Porter credit as well as 3 credit hours at the respective college for satisfactory completion of the course. Lewiston-Porter also offers the Academy of International Business and Finance for those sophomores interested in joining. A student will earn 6 NU credits upon completion of the three year program which may be transferable to other colleges and universities.

Grading Policy

All Lewiston-Porter High School grading and reporting practices will support the learning process and encourage student success.

Course grading policy will adhere to the following guidelines:

| Lewiston-Porter High School Grade Level/Course Level Weighting* | |
|--|---|
| Unit and Course/Level Assessments & Performance Tasks Major Assessments OF Learning NO LESS THAN 75% of final grade <ul style="list-style-type: none"> Unit assessments, tests Major performance tasks—(essays, artwork; models; research papers; multimedia; oral presentations; group tasks, District Assessment, CFA's | Learning Practice & Progress Checks Assessment FOR Learning NO MORE THAN 25% of final grade <ul style="list-style-type: none"> Independent practice on daily work (daily assignments and homework) Brief progress checks (short quizzes over multiple lessons; reviews or warm-ups) |



*It is understood that certain electives, and special area courses i.e., Word Processing, Physical Education, Art, Music) will need to modify this weighting based on the educational experience. In all cases, summative understanding should represent the majority of the student's 5-week grade.

Missing/Incomplete Assignments – secondary experience is a learning process. The goal of the four-year secondary experience is to develop maturity and responsibility within students to serve them for life beyond: To that end:

- a. All teachers will provide some form of independent practice homework at regular intervals over the course of grading/reporting period.
- b. Miss or Incomplete Homework – any student missing homework or a daily assignment will be required to complete that assignment with the teacher (tutorial) or in homework hall. Homework hall or teacher tutorial time will be assigned in class for the same day or the next available opportunity as agreed upon.
 - All teachers must assign homework hall or teacher tutorial for all missing or incomplete assignments.
 - Missing or incomplete assignments when completed will be scored at 75% of its total original value.
- c. Missing or Incomplete Major Assignments – students will have up to 5 school days to complete a missing or incomplete major assignment. The teacher will inform the students and student's counselor via e-mail when an assignment is missing or incomplete. (Research paper, project, essay, etc.)
 - Major assignments completed within the five school days will grades up to 75% of their maximum value.
- d. In the case of an extended illness or other extenuating circumstance, the teacher will use their professional judgment to create an appropriate schedule for the completion of late or missing assignments. Communication with the school counselor and administrator will be required in such cases.
- e. For extended field trips or international travel, students will have five school days from their return to complete



assignments. Teachers should use professional judgment in all instances.

- f. For day field trips, students should return any work prior to the field trip if possible, however, no later than the next class day. For work missed on the day of the field trip, students should be allotted the amount of time for completion as developed for the assignment.
- g. For Science labs/late or missing labs – late, missing or incomplete work will be completed based on the following: (5- weeks – for legal absence, 2- weeks – for illegal absence.) Science teachers should use the established NCR form to notify students and parents.
- h. If a student does not complete an assignment based on the aforementioned process, a grade of zero (0) will be assigned.
- i. Communication between teacher, student, counselor and parent is essential for success.

Minimum Passing Average – In all courses the passing average must be at least 65% to receive credit for the course.

Computing Final Averages:

20 week courses

The lowest grade allowed for the first quarter of a 20-week course is 50%. This will be displayed on the report card as *50. A comment explaining the score will also be included on the report card.

Course average = (10 week + 10 week + 20 week + 20 week + final assessment) divided by 5

40 week courses

The lowest grade allowed for the first and second quarter is 50%. This will be displayed on the report card as *50. A comment explaining the score will also be included on the report card.

Course average = (10 week + 20 week + 30 week + 40 week + final assessment) divided by 5.

*50 – teachers will report the actual grade in the comments box.

*50 – for any students that receive a *50 in any grading reporting period, a parent/student meeting will develop including the counselor and administrator. Students may be required to attend ASAP to rectify the identified learning gap.



Progress Reports

Progress reports are available through the parent portal every 5 weeks.

Report Cards/Marking Period Dates

Report cards are available through the parent portal every ten weeks.

Marking periods:

| | |
|--------------------------|----------------------------|
| 1: Sept 5 - Nov 9, 2023 | 3: Jan 29 - March 22, 2024 |
| 2: Nov 13 - Jan 26, 2024 | 4: Apr 9 - June 13, 2024 |

Grade of Incomplete

An incomplete is assigned when a student fails to complete all course requirements. A final mark, passing or failing, will not be assigned to the student until all the work is made up.

Time allowed is determined by agreement between the teacher and the student, not to exceed five weeks following the incomplete. The teacher will inform the student of the deadline for the incomplete. The student will receive a grade based on the work, which has been completed during that period.

For short term absences, make-up tests or quizzes will be scheduled at the convenience of the teacher. No student will be excused from a scheduled class to make up a test or physical education class.

Schedule Changes

Course selection is a carefully arranged series of steps progressing from February through June of each year. Since course changes made after the beginning of the school year could interfere with the educational progress of the student, **CHANGES WILL NOT BE MADE WITHOUT CAREFUL EXAMINATION OF THE DEGREE OF NEED FOR THE CHANGE.**



Guidelines for Dropping a Course

To add or drop a course, the student should meet with the counselor to discuss the proposed change. A form citing the reason for the request, signed by a parent/guardian, is required for all schedule changes. It is imperative that the parent/guardian speak with the teacher as well.

To avoid having a course listed on the transcript with a numeric grade, the course **must** be officially dropped as follows:

- One semester course: on or before the third week of school.
- Full-year course: on or before the sixth week of school.

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| <h3>Lewiston-Porter Academic Eligibility for Extracurricular Activities Policy</h3> |
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The Lewiston-Porter School District believes that extracurricular activities are a valuable part of the entire education of each student. Participation in these programs, however, is considered a privilege and therefore students must adhere to the district's policy regarding academic co-curricular eligibility, attendance, and good citizenship in and out of the classroom. Participation in extracurricular activities should be maintained and supported by academic standards. Each student should maintain high academic standards while pursuing extracurricular activities that contribute to a well-rounded education. Therefore, co-curricular eligibility requirements have been established to monitor and encourage student academic progress. The District must also hold itself accountable as educators, coaches and club advisors to provide the students with opportunities to reach and maintain these appropriate standards and academic progress.

Extracurricular activities are defined as all activities EXCEPT those in which student participation is necessary to receive a grade in a course in which the student is currently enrolled (i.e., school student government offices, class offices, school clubs, and Interscholastic athletics). The Extra-Curricular Policy will affect participation in all extra-curricular programs and activities, including, but not limited to, the following:



Dramatics, Driving Privileges, Free Lancer, International Studies, Key Club, Lancer Council, Book Club, Master Minds, Model U.N., Musicals, Stage Crew, National Honor Society, S.A.D.D., Scholastic Bowl, Science Olympiad, Ski Club, Traditions, Yearbook, etc.

Note: *Students may attend as spectators to those events open to the public (home athletics, contests, etc.)*

Eligibility

1. Students who are failing two or more courses, or have an incomplete in Physical Education at each 5-week marking period will automatically be ineligible to participate or practice in any interscholastic athletics or intramurals or extra curricular activities during the next 5-week period.
2. A student with a disability who has an individualized education program shall not be denied eligibility on the basis of scholarship if the student is making adequate progress, as determined by the committee on special education, towards the goals and objectives on the student's individualized education program.
3. Incomplete grades will be considered failing grades for eligibility purposes.
4. On the day that the report is issued, each activity sponsor, athletic director, or coach will verify student eligibility for extracurricular participation.
5. The following grading period shall be used to determine eligibility and shall be in force by the last issuing date of report cards on the school calendar:
 - a. Five week mark
 - b. Ten week marking period
 - c. Fifteen week mark
 - d. Twenty week marking period(NOTE: The final course grade, for ½ year courses that run for the 1st semester, will determine



eligibility. If the student failed quarter two but passed the course, this will be the determining factor for the course.)

- e. Twenty-five week mark
- f. Thirty week marking period
- g. Thirty-five week mark
- h. Forty week marking period plus final exams
(NOTE: The final course grade will determine eligibility for all fall activities in the following school year. Students may become eligible for all fall activities by successfully completing summer school).
- i. Following submission of summer school grades
- j. Students transferring into the district at any time shall have a clean slate for eligibility purposes

At each of the above times, a list of students failing two or more subjects will be compiled and distributed to faculty, coaches, and advisors. A letter will be mailed to parents/guardians of students whose names appear on the list.

After each five-week marking period, students may become eligible if they are no longer failing two or more subjects, and in the case of interscholastic athletics, Physical Education. A revised ineligibility list will be sent to teachers, advisors, and coaches.

Furthermore, the principal may exclude a student from participation for a period of time if he/she deems necessary based on the severity and/or chronic nature of academic, behavioral or attendance difficulties.

Ineligible Student

An ineligible student will not be permitted to participate in extracurricular activities. Participation includes practicing and traveling to games and scrimmages, or participating in games and scrimmages, dances, musicals, field trips, and all extracurricular activities. An exception might include a field trip that is deemed a necessary part of a course's curriculum.



Probation

Students deemed ineligible may elect to take probation. Probation allows a student to continue to participate in all activities and privileges during that specified five week grading and reporting period. Students may elect to take probation only **once per academic year**. Once notified, the ineligible student must pick up a probation election form in the main office. The student and parent must complete the form and return it within five days of notification to the High School Assistant Principal. The Assistant Principal will review the document, sign off and log the probation. During the probationary period, students will be required to attend the ASAP program two times per week for the remainder of the 5-week student reporting period. The Director of the ASAP Program will sign off on the attendance and ASAP/Probation log sheet. Students that do not fulfill the ASAP attendance requirement will have their probation revoked. The goal of probation is to promote academic success and to have a more academically focused student body.

Lewiston-Porter Comprehensive Student Attendance Policy

Statement of Overall Objectives

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

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



Responsibilities of Stakeholders

Responsibilities of School Personnel

All school personnel will encourage students to be in school every day and staff will maintain accurate attendance records. Attendance office personnel, working with school administration, are responsible for the maintenance of attendance records, notification to parents / persons in parental relation of student absences, and the promotion of good student attendance.

Responsibilities of Parents / Persons in Parental Relation

Parents / persons in parental relation of student are to call the Attendance Office when their child is absent or tardy. A message can be left on the answering machine by calling the child's school.

Responsibilities of Students

Students must attend school each day. A student who is absent is to provide a valid written explanation for the absence from his/her parent / person of parental relation. This is to be given to the appropriate school personnel upon returning. It is the responsibility of the student, working with their teacher, to make up all class work missed. The responsibility lies with the student to contact the teachers to determine what assignments have been missed and when they are due. Failure to make up missed work may negatively impact a student's overall progress or achievement.

Description of Strategies to Meet Objectives

The District will:

a) Create and maintain a positive school building culture by fostering a positive physical and psychological environment where the presence of strong adult role models encourages respectful and nurturing interactions between adults and students. This positive school culture is aimed at encouraging a high level of student bonding to the school, which in turn should lead to increased attendance.

b) Develop a Comprehensive Student Attendance Policy based upon the recommendations of a multifaceted District Policy Development Team that includes representation from the Board of Education, administrators, teachers, students, parents and the community. The District will hold at least one public hearing prior to the adoption of this collaboratively developed Comprehensive Student Attendance Policy.



c) Maintain accurate recordkeeping via a Register of Attendance to record attendance, absence, tardiness or early departure of each student.

d) Utilize data analysis systems for tracking individual student attendance and individual and group trends in student attendance problems.

e) Develop early intervention strategies to improve school attendance for all students.

Determination of Excused and Unexcused Absences, Tardiness and Early Departures

Based upon our District's education and community needs, values and priorities, the District has determined that absences, tardiness and early departures will be considered excused or unexcused according to the following standards.

a) **Excused:** An absence, tardiness or early departure may be excused if due to personal illness, illness or death in the family, impassable roads due to inclement weather, religious observance, quarantine, required court appearances, attendance at health clinics, approved college visits, approved cooperative work programs, military obligations or other such reasons as may be approved by the Board of Education.

b) **Unexcused:** An absence, tardiness or early departure is considered unexcused if the reason for the lack of attendance does not fall into the above categories (e.g., family vacation, hunting, babysitting, haircut, obtaining learner's permit, road test, oversleeping).

Student Attendance Recordkeeping/Data Collection

The record of each student's presence, absence, tardiness and early departure shall be kept in a register of attendance in a manner consistent with Commissioner's Regulations. An absence, tardiness or early departure will be entered as "excused" or "unexcused" along with the District code for the reason.

Attendance shall be taken and recorded in accordance with the following:

a) For students in non-departmentalized kindergarten through grade eight (i.e., self-contained classrooms and supervised group movement to other scheduled school activities such as physical education in the gym, assembly, etc.), such student's presence or absence shall be recorded after the taking of attendance once per school day, provided that students are not dismissed from school grounds during a lunch period. Where students are dismissed for lunch, their presence or absence shall also be recorded after the taking of attendance a second time upon the student's return from lunch.



For purposes of APPR and Teacher-Student Data Linkages (TSDL), classroom attendance for all students K-12 must be recorded on a subject by subject basis for Teacher of Record Determinations.

b) For students in grades 9 through 12 or in departmentalized schools at any grade level (i.e., students pass individually to different classes throughout the day), each student's presence or absence shall be recorded after the taking of attendance in each period of scheduled instruction.

c) Any absence for a school day or portion thereof shall be recorded as excused or unexcused in accordance with the standards articulated in this policy.

d) In the event that a student at any instructional level from grades K through 12 arrives late for or departs early from scheduled instruction, such tardiness or early departure shall be recorded as excused or unexcused in accordance with the standards articulated in this policy.

A record shall be kept of each scheduled day of instruction during which the school is closed for all or part of the day because of extraordinary circumstances including adverse weather conditions, impairment of heating facilities, insufficiency of water supply, shortage of fuel, destruction of or damage to a school building, or such other cause as may be found satisfactory to the Commissioner of Education.

Attendance records shall also indicate the date when a student withdraws from enrollment or is dropped from enrollment in accordance with Education Law Section 3202(1-a).

At the conclusion of each class period or school day, all attendance information shall be compiled and provided to the designated school personnel who are responsible for attendance. The nature of the absence, tardiness or early departure shall be coded on a student's record in accordance with the established District/building procedures. A petition to Family Court, or other prescribed intervention strategies may result if a student under 16 years of age continues a poor attendance pattern.

Student Attendance/Course Credit

The District believes that classroom participation is related to and affects a student's performance and grasp of the subject matter and, as such, is properly reflected in a student's final grade. For purposes of this policy, classroom participation means that a student is in class and prepared to work.

Consequently, for each marking period a certain percentage of a student's final grade will be based on classroom participation as well as the student's



performance on homework, tests, papers, projects, etc. as determined by the building administrator and/or classroom teacher.

Students are expected to attend all scheduled classes. Consistent with the importance of classroom participation, unexcused student absences, tardiness, and early departures will affect a student's grade, including credit for classroom participation, for the marking period.

The Board requires that students attend all scheduled classes every day. For students in grades K – 5, promotion to the next grade may be in jeopardy due to excessive absenteeism. As these students approach 28 days of absence for full year classes, written notification and interventions will be implemented. For students in grades 6 – 12, course credit may be denied if they accumulate 28 absences in a full year course or 14 absences in a half-year course and 10 absences in a 13 week course. Consistent with the importance of classroom participation, unexcused student absences, tardiness, and early departures will affect a student's grade, including credit for classroom participation, for the marking period. However, where a student earns a passing grade, credit will not be denied for the course(s). If a student identified as having a disabling condition by the Committee on Special Education does not meet the attendance requirements, he/she will be referred to the Committee on Special Education (CSE) before any other action is taken.

A student who is absent from school must provide a valid written explanation including date and a specific reason for the absence, signed by a parent / person in parental relation to the Attendance Office when he/she returns. A student who is absent for an appointment is encouraged to be in attendance for as much of the day as possible. ***A student who misses twenty minutes or more of a class period (50% of class time) is considered absent from that class.***

For students in grades 6 – 12, any student with excessive absences in a course may be denied credit for the course. For any absence, it is the responsibility of the student and parent / person in parental relation, working with the classroom teacher, to make up all missed assignments, assessments and class work within a reasonable time. Once a student has reached the maximum days of absence for a class, the teacher will cease to grade any papers from the student. If the teacher continues to collect and grade papers, the student may receive a grade for the course. The teacher should maintain a folder of collected work pending a possible review process. A student who violates the attendance policy must remain in class in order to receive instruction. Once a student in grades 6 – 12 has reached the maximum number of absences, that student must remain in class in order to qualify for admittance to summer school. A student in violation of the attendance policy may be removed for discipline reasons, such as interrupting the learning environment, pursuant to building discipline policy.



For summer school and courses meeting 1/2 year or 1/4 year, the same policy will apply and a calculation of the absences will be prorated accordingly.

Transfer students and students re-enrolling after having dropped out will be expected to attend a prorated minimum number of the scheduled class meetings during their time of enrollment.

Students will be considered in attendance if the student is:

- a) Physically present in the classroom or working under the direction of the classroom teacher during the class scheduled meeting time; or
- b) Working pursuant to an approved independent study program; or
- c) Receiving approved alternative instruction.

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

Upon returning to school following a properly excused absence, tardiness or early departure, it shall be the responsibility of the student to consult with his/her teacher(s) regarding arrangements to make up missed work, assignments and/or tests in accordance with the time schedule specified by the teacher.

Notice of Minimum Attendance Standard/Intervention Strategies Prior to the Denial of Course Credit

In order to ensure that parents/persons in parental relation and students are informed of the District's policy regarding minimum attendance and course credit, and the implementation of specific intervention strategies to be employed **prior to the denial of course credit to the student for insufficient attendance**, the following guidelines shall be followed:

- a) Copies of the District's Comprehensive Student Attendance Policy will be mailed to parents/persons in parental relation and provided to students at the beginning of each school year or at the time of enrollment in the District.
- b) School newsletters and publications will include periodic reminders of the components of the District's Comprehensive Student Attendance Policy.



Copies of the Attendance Policy will also be included in parent/student handbooks.

c) At periodic intervals, a designated staff member(s) will notify, by telephone, the parent/person in parental relation of the student's absence, tardiness, or early departure and explain the relationship of the student's attendance to his/her ability to receive course credit. If the parent/person in parental relation cannot be reached by telephone, a letter shall be sent detailing this information.

d) A designated staff member will review the District's Attendance Policy with students who have excessive and/or unexcused absences, tardiness or early departures. Further, appropriate student support services/personnel within the District, as well as the possible collaboration/referral to community support services and agencies, will be implemented prior to the denial of course credit for insufficient attendance by the student.

Notification Process

Procedures: Parents / persons in parental relation will be notified directly by school administration when a student's attendance has exceeded the following schedule:

Grades K – 5: Written notification will be given at 7, 14 & 21 absences. Written notification of possible retention will occur at 28 absences. With the progression of written notification, meetings will be established between parents / persons in parental relation and school personnel to discuss and implement strategies up to and including denial of grade level promotion.

Grades 6 -12: **For Full-Year courses**, written notification will be given at 7, 14 & 21 absences. Written notification of loss of credit will occur at 28 absences by certified mail. **For Half-Year (Semester) courses**, written notification will be given at 5 & 10 absences. Written notification of loss of credit will occur at 14 absences by certified mail. **For Thirteen Week courses**, written notification will be given at 4 & 7 absences. Written notification of loss of credit will occur at 10 absences by certified mail.

Notice of Students who are Absent, Tardy or Depart Early Without Proper Excuse

A designated staff member shall notify by telephone the parent/person in parental relation to a student who is absent, tardy or departs early without proper excuse. The staff member shall explain the District's Comprehensive Student Attendance Policy, the District's/building level intervention procedures, and, if appropriate, the relationship between student attendance and course credit. If the parent/person in parental relation cannot be reached by telephone, the staff member will provide such notification by mail.



Further, the District's Attendance Policy will be mailed to the parent/person in parental relation to promote awareness and help ensure compliance with the policy.

If deemed necessary by appropriate school officials, or if requested by the parent/person in parental relation, a school conference shall be scheduled between the parent/person in parental relation and appropriate staff members in order to address the student's attendance. The student may also be requested to attend this conference in order to address appropriate intervention strategies that best meet the needs of the student.

Attendance Incentives

In order to encourage student attendance, the District will develop and implement grade-appropriate/building-level strategies and programs including, but not limited to:

- a) Attendance honor rolls to be posted in prominent places in District buildings and included in District newsletters and, with parent/person in parental relation consent, in community publications;
- b) Monthly drawings for prizes at each grade level to reward perfect attendance;
- c) Special events (e.g., assemblies, guest speakers, field days) scheduled on days that historically have high absenteeism (e.g., Mondays, Fridays, day before vacation);
- d) Grade-level rewards at each building for best attendance;
- e) Classroom acknowledgment of the importance of good attendance (e.g., individual certificates,
- f) Annual poster/essay contest on importance of good attendance;
- g) Assemblies collaboratively developed and promoted by student council, administration, PTA/PTO and other community groups to promote good attendance.

Disciplinary Consequences

Unexcused absences, tardiness and early departures will result in disciplinary sanctions as described in the District's Code of Conduct. Consequences may include, but are not limited to, in-school suspension, detention and denial of participation in interscholastic and extracurricular activities. Parents/persons in parental relation will be notified by designated District personnel at periodic intervals to discuss their child's



absences, tardiness or early departures and the importance of class attendance and appropriate interventions. Individual buildings/grade levels will address procedures to implement the notification process to the parent/person in parental relation.

Intervention Strategy Process

In order to effectively intervene when an identified pattern of unexcused absences, tardiness or early departures occur, designated District personnel will pursue the following:

- a) Identify specific element(s) of the pattern (e.g., grade level, building, time frame, type of unexcused absences, tardiness or early departures);
- b) Contact the District staff most closely associated with the element. In specific cases where the pattern involves an individual student, the student and parent/person in parental relation will be contacted;
- c) Discuss strategies to directly intervene with specific element;
- d) Recommend intervention to Superintendent or his/her designee if it relates to change in District policy or procedure;
- e) Implement changes, as approved by appropriate administration;
- f) Utilize appropriate District and/or community resources to address and help remediate student unexcused absences, tardiness or early departures;
- g) Monitor and report short and long term effects of intervention

Appeal Process

A parent/person in parental relation may request a building level review of their child's attendance record.

A parent / person in parental relation of a student who is in jeopardy of grade level promotion or has been denied course credit, may file for a case review with an administrator within 5 days of notification of possible retention or loss of credit. Students in grades 9 – 12, in certain instances, may file an appeal on their own behalf. Parents / persons in parental relation and/or students presenting appeals should be prepared with proper documentation. ***Parents / persons in parental relation and/or students in grades 6 –12 will be allowed to file one appeal per school year.***



Building Review of Attendance Records

The Building Principal will work in conjunction with the building attendance clerk and other designated staff in reviewing attendance records at the end of each term. This review is conducted to identify individual and group attendance patterns and to initiate appropriate action to address the problem of unexcused absences, tardiness and early departures.

Annual Review by the Board of Education

The Board shall annually review the building level student attendance records and if such records show a decline in student attendance, the Board shall make any revisions to the Policy and plan deemed necessary to improve student attendance.

Community Awareness

The Board shall promote necessary community awareness of the District's Comprehensive Student Attendance Policy by:

- a) Providing a plain language summary of the policy to parents or persons in parental relation to students at the beginning of each school year and promoting the understanding of such a policy to students and their parents/persons in parental relation;
- b) Providing each teacher, at the beginning of the school year or upon employment, with a copy of the policy; and
- c) Providing copies of the policy to any other member of the community upon request.

Education Law Sections 3024, 3025, 3202, 3205, 3206, 3210, 3211 and 3213
8 NYCRR Sections 104.1, 109.2 and 175.6

Adoption Date: 06/06/2017
10/15/2013
08/17/2010
08/20/2002



ADDITIONAL NOTES

1. A student who violates the attendance policy must remain in class in order to receive instruction. Once a student in grades 6 – 12 has reached the maximum number of absences, that student must remain in class in order to qualify for admittance to summer school.
2. A student in violation of the attendance policy may be removed for discipline reasons, such as interrupting the learning environment, pursuant to building discipline policy.
3. A petition to Family Court, or other prescribed intervention strategies may result if a student under 16 years of age continues a poor attendance pattern.
4. If a student identified as having a disabling condition by the Committee on Special Education does not meet the attendance requirements, he/she will be referred to the Committee on Special Education (CSE) before any other action is taken.
5. Once a student has reached the maximum days of absence for a class, the teacher will cease to grade any papers from the student. If the teacher continues to collect and grade papers, the student may receive a grade for the course. The teacher should maintain a folder of collected work pending a possible review process.



GENERAL INFORMATION

(IN ALPHABETICAL ORDER ON THE FOLLOWING PAGES)

Acceptable Use Policy for Computers
Accidents
After School
Agenda System
B.O.C.E.S.
Building Procedures
Bus Transportation
Campus-Wide Health & Safety
Career Center
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Class Work During Student Absence
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Dress for Success
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Elevator Pass
Extra-Curricular Activities and Athletics
Fire Drills
Health Services
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Lockers
Lost or Damaged Materials
Lunchroom Behavior
Physical Education
School Closings/Delays
Study Hall
Substance Abuse/E-Cigarettes
Substitute Teachers
Summer School
Textbooks



Acceptable Use Policy (AUP) for Computers

All students must comply with all of the following statements to be allowed continuous use of computers at Lewiston-Porter:

- I will not view, send, or display offensive messages or pictures.
- I will not share my password with another person.
- I will not waste nor take supplies, such as paper, printer ribbons, and diskettes, which are provided by the school.
- I also recognize that the work of all users is valuable; therefore, I will protect the privacy of others' areas by not using their ID's and by not trying to learn their passwords.
- I will not copy, change, read, or use files in another user's area.
- I will not attempt to gain unauthorized access to system programs or computer/equipment.
- I will not use computer systems to disturb or harass other computer users or to send unwanted mail.
- I will not download information onto the hard drives of any school computer.
- I will not violate the property rights and copyrights in data and computer programs.
- I will not use the network to send unsolicited, non-educationally related messages which are inoffensive, but which consume system resources.
- I will not use the network for slanderous, abusive, intimidating, or otherwise offensive messages.

VIOLATIONS OF THE RULES AND CODE ETHICS DESCRIBED ABOVE WILL BE DEALT WITH SERIOUSLY. VIOLATORS WILL LOSE COMPUTER PRIVILEGES.

Accidents

All accidents should be reported immediately to the teacher in the class or to an adult in charge of the area where the injury occurred and to the health office.



After School

It is expected that students will leave the building after their last school commitment. Students are expected to stay after school when requested to do so by a teacher or an administrator. A teacher will not detain students after 2:39 without prior notice. An adult must supervise students. Only the teacher with whom a student is staying will issue bus passes. Students who are dismissed early from a teacher must assemble in the gym foyer while waiting for the late bus. Students loitering after school are subject to disciplinary action.

Agenda System

Students are not to be in the halls at any time while classes are in session without a pass. If you need to see a teacher, go to the Library, School Counseling Office, or the AAC, you must have a pass given to you by your teacher for that class period. These passes are given to each teacher for all classrooms in the building and are on a lanyard. **Students will not be allowed to leave the room without this pass.** Students must show their pass when asked by a staff member. Students are to be in possession of only one pass at a time.

B.O.C.E.S. (Board of Cooperative Educational Services)

Lewiston-Porter is a member of the Orleans-Niagara BOCES. The BOCES vocational program gives our 11th and 12th grade students an opportunity to take a half-day academic program at our school and a half-day vocational training program at B.O.C.E.S. Contact your school guidance counselor if you are interested in future enrollment. It is important to remember that students may not be allowed to drive to BOCES unless they have explicit permission from the home school and BOCES administrator.



Building Procedures

Care of Property

Take pride in Lewiston-Porter and keep our building and equipment as neat and clean as possible. Attempt to leave the building in as good or better condition than you found it. Remember, others will be using the building and equipment for years to come.

Students Must Pay For Damages Done to the School Property.

Posters

All posters or announcements to be displayed anywhere in the building must be approved by an administrator. Posters and announcements should be attached only to surfaces that will not be marred by masking tape.

Corridor Safety and Courtesy

- * Keep corridors open to traffic by walking to the right. Do not block traffic by standing in groups.
- * Pass through corridors quietly. Be considerate of others in the hall and classrooms.
- * Discard trash in containers provided. Keep the school clean by picking up paper from the floors.
- * Students will not be allowed to carry any open beverage containers while passing through the halls.
- * Leave the school building immediately upon dismissal **unless under the supervision of a teacher, coach, or other adult staff member.**
- * Inappropriate displays of affection are not acceptable.

Bus Transportation

School buses will start morning pickup of secondary students at about 7:00 a.m. with arrival at school at 7:40 a.m. Times may vary due to weather conditions.

Buses Unload

7:40 a.m.

Buses Load

2:40 p.m.

Departure time from the high school will be approximately 2:45 p.m. If there is an early dismissal, the secondary students would go home



first. Secondary students who miss the morning bus will not be allowed to ride the elementary bus that passes through their neighborhoods. Each busload is planned to fill the bus to capacity, and space has not been allowed for extra riders.

Students will not be allowed to get off their buses at different stops without a written request from the parent and a bus pass issued by the school office.

Any permanent change in bus assignment is accomplished by obtaining a bus transfer form from the school office. Once a child boards a bus, the Lew-Port School District policy will not allow the bus drivers to release a child until transported home.

On the school bus, the bus driver is the authority and must maintain order at all times. In cases where a student misbehaves consistently or flagrantly on a school bus, the driver may recommend suspension of transportation privileges for the student to school authorities. **According to law, parents are ultimately responsible for their children's safe transport to and from school.** Unless there is a legal reason for absence, children must attend school whether or not school authorities have suspended their bus privilege.

Rules of Conduct

1. The bus driver is in charge.
2. Obey the driver's instructions.
3. Be seated and remain seated.
4. Two (2) students per seat.
5. No seats reserved unless assigned.
6. Keep your hands and feet to yourself.
7. Talk in normal tones.
8. No profane language or gestures permitted.
9. Keep hands off property of others.
10. Do not litter or damage the bus.
11. Do not tamper with emergency devices.
12. Do not extend arms or heads from windows.
13. Ride the bus to which you are assigned.
14. Embark and disembark at your own stop.
15. Keep aisles clear.
16. No eating, drinking, smoking, or chewing gum on the bus.
17. All school rules apply on the bus.

Bus Discipline Consequences

1. Driver's Requests/Reprimand-This is usually the first action the



driver will take.

2. Seat Assignments/Seat Changes-This is used as a temporary immediate action for the day and can be extended for longer periods of time (2-4 weeks). Permanent reassignment can also be made if the driver feels it is necessary.
3. Stopping the Bus-This is used to regain control or to maintain order either before the bus leaves the campus or during the actual bus run.
4. Parent Contacts-If your bus driver feels it is necessary, contact will be made to parents/guardians by phone or in person.
5. Bus Reports-Writing up and submitting reports are done if verbal requests/reprimands, seat assignments and/or parent contacts have not been successful in resolving problems. Bus reports should be turned in promptly (within 24 hours).
6. Suspension of Bus Privileges-If an incident occurs such as a fight or a situation exists which endangers the safety of all, the driver recommends suspension of bus privileges. The report must be turned in to the bus disciplinarian's office that day or the following morning. After reviewing the report, a school administrator will decide if bus privileges will be suspended and will make all necessary contacts.

Campus-Wide Health and Safety

The Lewiston-Porter Central School District will employ a variety of approaches to assure the health and safety of all students on our campus. The approaches used may include random searches on school district property, including lockers, automobiles, back packs, persons, etc. This may include the use of law enforcement personnel and their trained dogs.

Cell Phones

In an effort to promote a positive school culture and to bring our high school protocol and procedures into the 21st century, cell phone use will be permitted at certain times and in certain locations during the school day.

1. Students will be required to sign a new AUP that covers cell phone, iPad and other electronic device use, data access, etc.



2. Students will be required to disable Wi-Fi connection while at school.
3. Students will silence cell phone/electronic device during the school day.
4. Students may use a cell phone/ electronic device during the school day except during an instructional period.
5. Teachers may expressly create classroom policy to promote appropriate storage, use. (i.e. collection requirements, use at end of class, use as PDA) Students must adhere to individual teacher classroom policy.
6. At no time should students text or talk on a cell phone, iPad, electronic device during classroom instruction.
7. Students may not use cell phone/ electronic device to take a photo, video or any image unless directed by a teacher for instructional use.
8. Students will not use a cell phone /electronic device during a fire drill or any emergency drill.
9. Any violation of this policy, the AUP or established high school classroom teacher protocols may result in disciplinary consequence.

Class Work During Student Absence

When a student is absent, the student will make every effort to make up missing work. It is the student's responsibility to check with the teacher to determine what work has to be made up and to make arrangements for extra help, if necessary.

If a student plans to be out of school for a long period of time, he or she must pick up a form in the Main Office before that absence so that teachers (if possible) can prepare material for that student to complete during the absence.

Computer Lab



Any student may use the lab during his/her study hall period, when there are no scheduled classes, by following these procedures:

- Students must have returned a signed Acceptable Use Policy form.
- Students must sign in on the Computer Lab sign-in sheet.

Students who do not follow Computer Lab procedures will be returned to their study halls.

Detention/In-School Suspension

Detention Hours of Operation:

**7:00 - 7:30 am Monday – Friday in the Main Office -
by appointment only.**

2:40 - 3:15 pm Monday – Friday in the Cafeteria

ALE Hours of Operation: 7:44 am – 2:39 pm

Rules of Conduct

- A. Students are required to follow instructions of the person monitoring the ALE room in a respectful manner.
- B. Students must be prepared to study and do classroom work.
- C. Students must bring all books and materials for all classes. No exceptions.
- D. Students must follow rules regarding silence and use of materials of facilities.
- E. Group work will not be allowed. Individual work only.
- F. Visitors are not permitted.
- G. Rest Room time will be limited and students must be escorted by school personnel at all times.
- H. Students must remain in assigned seat/desk.
- I. Students are not permitted to snack in the room. No food, drink or gum is permitted, except water.
- J. Students must do school work. Students not engaged in class work will be assigned appropriate alternate assignments.
- K. Passes will not be issued to students.
- L. Electronic devices are not permitted and must be surrendered immediately upon entering.
- M. Students are not permitted to sleep.
- N. No hats or jackets are to be worn.
- O. Students in ALE are not to be released to any class, test or lab.



- P. Students are required to make up all assignments that are unable to be done in the ALE setting.
- Q. Students who do not attend as scheduled will be subject to further disciplinary action.

Insubordination in After-School Detention or in ALE - Alternate Learning Environment may result in an automatic Out-of-School Suspension with a Superintendent's Hearing.

Dress for Success

The responsibility for the dress and appearance of students shall rest with individual students and parents. They have the right to determine how the student shall dress providing that such attire is not destructive to school property, complies with requirements for health and safety, and does not interfere with the educational process. The administration is authorized to take action in instances where individual dress does not meet these stated requirements.

While the school administration may require students participating in physical education classes to wear certain types of clothing such as sneakers, white socks, shorts, tee shirts, they may not prescribe a specific brand which students must buy.

This policy does not mean that student, faculty, or parent groups may not recommend appropriate dress for school or special occasions. It means that a student shall not be prevented from attending school or a school function, or otherwise be discriminated against, so long as his/her dress and appearance meet the above requirements.

A student's dress, grooming and appearance, including hair style/color, jewelry, make-up and nails, body-piercings and tattoos shall:

- 1: Be safe, appropriate and not disrupt or interfere with the educational process.
2. Recognize that extremely brief and see-through garments are not appropriate.
3. Ensure that underwear is completely covered with outer clothing.



4. Include footwear at all times. Footwear that is a safety hazard will not be allowed.
5. Not include the wearing of hats and headgear (including hoods) in the school except for medical or religious purposes.
6. Not include items that are vulgar, obscene, provocative, libelous or that denigrate others on the account of race, color, religion, creed, national origin, gender, sexual orientation or disability.
7. Not promote and/or endorse the use of alcohol, tobacco or illegal drugs and/or encourage other illegal or violent activities.

Each building principal or his or her designees shall be responsible for informing all students and their parents of the student appearance code at the beginning of the school year and any revisions to the dress code made during the school year. Any staff member who believes any student to be in violation of the dress code should report the student to the building administrator or counselor as soon as possible. The building principal or designated building administrator will be the final authority on dress code.

Students who may in violation of the student dress code will meet with the principal or his/her designee to discuss the modification of their appearance. Any student who repeatedly fails to comply with the dress code may be subject to discipline as outlined in the Code of Conduct.

NOTE: Refer also to Policy #7310—School Conduct and Discipline District Code of Conduct

Adoption Date: 08/01/2017

Driving Privileges

New York lawmakers passed a bill that prohibits all drivers from using portable electronic devices that took effect on November 1, 2009. The law prohibits all drivers from using portable electronic devices to send text messages or e-mail while driving. The Lewiston Porter Central School District adheres to this law and **prohibits** cell phone use while driving on campus. Violators will lose their driving privileges for an amount of time to be determined by the administration up to the full school year.



Parking is a **Senior** privilege. **Juniors** will only be issued parking permits in cases of (a) study at an area college or university and (b) special (emergency) needs, including temporary permits for specific individual days. **Sophomores** and **freshmen will not** be issued parking permits.

Parking is strictly by permit. Parking violations are subject to disciplinary action, parking tickets and towing.

Parking Permits

1. Parking permits are issued as a privilege, not as a right, and therefore may be revoked or suspended for any disciplinary matter, including but not limited to, class cutting, tardiness to school, and leaving campus alone or with others during the school day.
2. When students park on school property, school officials have the legal right to inspect vehicles.
3. A tag fee will be charged.
4. Cars parked on campus without a parking permit or in violation of parking regulations may be ticketed or towed at the driver's expense, and the students may face disciplinary consequences.
5. All permit registrations will be through the High School administration.

Elevator Passes

In cases where a student is physically unable to use the stairs, an elevator pass will be issued. To obtain an elevator pass on a temporary basis, i.e., one or two days, a student must see the school nurse who will issue the pass. **The student must carry this pass with him/her at all times** or as long as validated. The student must show the elevator pass when requested by any staff member. Any student using the elevator without an elevator pass will be disciplined. If a student is required to use the elevator for an extended period of time, a note from the doctor will be required.

Extra-Curricular Activities and Athletics

Extra-curricular activities and organizations are an integral part of a



student's school experience at Lewiston-Porter. They help prepare students for life's challenges. Colleges and employers are always seeking well-rounded individuals. Most organizations have open membership; any student who is interested may join simply by contacting the faculty advisor for that organization. Some high school organizations have special requirements for membership, such as the National Honor Society and Lancer Council. Students who are not in attendance for the school day or have been suspended will not be permitted to attend or participate in any school-sponsored activity scheduled for that date. Students who are absent a school day preceding any day when there is no student attendance (i.e., superintendent's conference, weekend, holiday, etc.) will not be permitted to attend or participate in any school-sponsored activity scheduled for those dates.

Extracurricular activities are defined as all activities EXCEPT those in which student participation is necessary to receive a grade in a course in which the student is currently enrolled (i.e., school student government offices, class offices, school clubs, and Interscholastic athletics).

Extra-curricular activities are subject to change due to availability and interest.

| <u>Fall Sports</u> | <u>Winter Sports</u> | <u>Spring Sports</u> |
|--------------------|----------------------|----------------------|
| Cross Country | Basketball | Baseball |
| Football | Bowling | Lacrosse (B) |
| Golf | Hockey | Lacrosse (G) |
| Soccer | Swimming (B) | Softball |
| Swimming (G) | Wrestling | Tennis (B) |
| Tennis (G) | | Track |
| Volleyball (G) | | |



| NAME | PURPOSE |
|----------------------------|---|
| DECA | Distributive Education Clubs of America |
| Drama Club | Production and performances |
| International Studies Club | To understand and to experience world cultures first hand and to promote the use of world languages. |
| Jazz Ensemble | Performing group |
| Key Club | School and community service organization, affiliated with Kiwanis Club |
| Lancer Council | Student government; comprised of class officers and class representatives |
| Master Minds | Scholastic bowl competition team which travels to, and competes with, area schools |
| Model United Nations | Representation at various meetings to debate world issues |
| Musical Production | The annual school musical |
| National Honor Society | National organization dedicated to scholarship, leadership, and service |
| Newspaper/ Freelancer | Writing a publication of articles concerning school life |
| S.A.D.D. | Students against destructive decisions |
| Scholastic Bowl | Trivia competition on radio against local high schools |
| Scholarship Club | To encourage and assist students in locating and applying for scholarships and completing college application essays. |
| Ski Club | Weekly excursions to Kissing Bridge for recreational skiing |
| Stage Crew | Productions of plays, assemblies, slide shows |
| Students On Life | Publication by, of, about students of Lew-Port using literary and artistic expression |
| Traditions | Maintains the traditions of the school including Homecoming |
| Yearbook | Production of our high school year book |



Fire Drills/Lockdowns

A fire evacuation plan is posted in each room. Students should study the plan and become familiar with it. When there is doubt as to where to go, follow the directions of the nearest responsible adult. When the fire alarm sounds, students should leave the room silently in an orderly fashion. Please be sure to close all windows to the outside and close the door as the last person leaves the room. Do not run – safety is more important than speed. The first students to reach an outside door should hold it open until all have left the building. Since total quiet and cooperation are needed if a real emergency should occur, students may not talk while they are leaving the building, and a quiet atmosphere should persist while waiting to enter the building. No one is to return to the building until the principal or an authorized person gives the signal.

For a lockdown to occur, there is an immediate and imminent threat to the school building population. Leaving your location, classroom or office is a significant risk. When a lockdown is announced, you should follow these guidelines: 1) Immediately gather in your assigned classroom and move away from the windows/doors, 2) All activities will cease, and 3) Maintain silence and a calm environment.

Health Services

If you become ill during the school day, you should report to the school nurse. The Nurse's Office is located through the Attendance Office – Room 115. Unless a real emergency occurs, you must have a pass to see the nurse, and this should be from the teacher whose class you will be missing. You must sign in and out of the school health office to help keep accurate records. If there is a necessity to go home, the nurse will seek permission from your parent/guardian, and you will be released through the Attendance Office. If the procedure is not followed, and the student leaves without properly checking out, the student will be considered truant. Truancy will result in serious disciplinary consequences.

Medication in School

Lewiston-Porter Central School District discourages the administration of medication in school and encourages the physician



to adjust intervals so the medication can be given at home. If that is not possible, according to New York State Regulations, any medication that a student may need to take while in school must be brought to school by a parent/guardian in the original bottle or container in which the medication was purchased or prescribed. A written document from the doctor and a written request from the parent/guardian for permission to administer the medication must be received before any medication will be given. The note should include permission for school personnel to administer the drug along with a statement of the reason, name of the drug, the amount, and time to be given. **This applies to prescription medication as well as over the counter medicine.** Students are not permitted to carry or have medication in their possession. Verbal and/or telephone requests to administer medication cannot be accepted as permission to give any medication. Over-the-counter medications such as aspirin, Tylenol, Maalox, etc. are **not** kept in the Health Office. Requests for administration of medication in school must be renewed each school year. Medication in school forms are on our website.

Physicals

Any student new to the District and/or entering 10th grade must have a current physical, done within the last year, on file in the nurse's office.

If a student plans on participating in an interscholastic sport, a current physical must be on file prior to starting practice. These forms are located on our website.

Emergency Cards

Parents are asked at the beginning of each school year to fill out a Student Safety Information Card for the Attendance Office and Nurse's office. This will be available online through the Parent Portal. Yellow cards will be available upon request. This card lists the names of the parents/guardians and also other persons to be contacted if parents/guardians cannot be reached in case of student injury or sudden illness. **A student cannot go home or get permission to go home from anyone whose name is not listed on the emergency card.** Immediate notification of parents/guardians may be necessary when hospitalization or emergency medical care is required. If phone numbers change during the year, please contact the Guidance Office immediately so we can update emergency cards and records in the computer.

The signed card should be completed online/turned in no later than the first Friday of the school year in September.



Library/Media Center Rules

- Students may come to the library to check out a book, conduct research, use the computers, study, work, or read quietly.
- Students may come to the library from study hall by obtaining an agenda pass from the study hall attendant. Students must have a signed agenda to enter the library.
- Students may come to the library from their lunch by obtaining a pre-signed agenda pass from the librarian or library aide.
- Students must sign in upon arrival.
- Students must have their agendas to leave the library once signed in.
- Food, drink, and computer games are not allowed in the library.
- Students are expected to maintain an academic work environment in the library.
- Violation of the rules will result in a loss of privileges.

Lockers

All students will be required to use a school lock on their issued locker for the 2022-2023 school year. Locks will be distributed and lockers assigned on the first day of school by the students' homeroom teacher. Students will be issued both their locker numbers and combinations when they get their locks. Students are to keep the lockers issued to them throughout the school year. It is extremely important that they do not exchange lockers or give their combination to anyone. Only locks issued by the school will be permitted on lockers. Non-school locks will be removed.

- Do not share lockers
- All students are expected and required to use a school-supplied lock on their hall locker at **all times**. **Student-supplied locks are not acceptable on hall lockers.**
- Please leave money or valuables in a safe place when going to the gym.
- **Students will need to use a student-supplied lock on the gym locker.***
- Do not bring anything of great value or large sums of money to school.



**Valuables are often missing from locker rooms. It is important that students lock their valuables in a secured locker during class.*

Lost and/or Damaged Material

Charges shall be assessed in accordance with the following schedule as per Board of Education Policy:

Textbooks or Other Loaned Materials

| <u>Year of Use</u> | <u>% of Cost Allocated</u> |
|--------------------|----------------------------|
| 1 - 2 | 100% |
| 3 - 5 | 50% |
| 6 & subsequent | 25% |

Lunchroom Behavior

Students are expected to...

- Take responsibility for the general upkeep of the cafeteria – cleaning up after themselves, etc Tables should be cleaned off and disposable items placed in the recycling containers and garbage cans. Students should not leave personal belongings and/or articles of clothing in the cafeteria during the day.
- **Keep all food and beverages in the cafeteria.**
- Maintain a REASONABLE noise level; screaming or yelling across the cafeteria is not considered reasonable.
- Use appropriate language in conversations with peers and adults.
- Be responsive and respectful to the requests and instructions of adults.

Please note: Throwing of any food, drinks, trays, or any other objects will not be tolerated and will result in disciplinary action.

Physical Education

All students are required to participate in physical education as



mandated by the Commissioner of Education of the State of New York. Students may be excused from participating in regular gym activities for medical reasons if written documentation from a doctor is presented to the school nurse. A note from a physical therapist cannot be used as a medical excuse from physical education. A student may be asked to have a limited activity form completed by their physician so there is a better understanding of the activities in which they may participate. The student must meet with a physical education teacher to develop a contract to fulfill his/her obligations. New documentation from a physician must be renewed each school year in September, as a previous condition may have changed.

Restorative Practices

Restorative Practices are processes that proactively build relationships and a sense of community to prevent and address conflict and wrongdoing. Restorative Principles 1) Acknowledge that relationships are central to building community; 2) Build systems that address misbehavior and harm in a way that strengthens relationships; 3) Focuses on the harm done rather than only the rule breaking; 4) Gives voice to the person harmed; 5) Engages in collaborative problem solving; 6) Empowers change and growth; 7) Enhances responsibility

School Closings / Delays

School Closings, delayed openings, and early dismissals due to poor weather conditions will be relayed to all major radio and television stations. ***Please do not call the school.*** Tune your radios, after 6:30 a.m., to any of the following stations for announcements: **WHLD (1270), WBEN (930), WYRK (106.5 FM), WNED (970), WKSE (98.5 FM), and TV Channels 2, 4 and 7. Other radio, TV, and websites may contain school closing updates as well.**

When schools are closed, all other activities, including sports practices, rehearsals, student activities, and continuing education classes are cancelled.

Study Hall

Study Halls are intended to allow students the opportunity to pursue



their studies in a quiet area.

The Following Rules Must Be Observed:

1. Study hall attendance is required.
2. Students must report to study hall on time and sit in assigned seat.
3. Students may only leave study hall if excused by the teacher or if the student already has a written pass to be excused to another supervised area.
4. Eating, drinking beverages, card playing etc. are not allowed.
5. Study halls are not to be used for socialization.
6. Students are to come prepared with study materials and are to use them.
7. Sleeping will not be tolerated.
8. Students must work individually, unless given permission by the study hall teacher.
9. Students are to work **quietly** at their assigned seats.

| |
|--------------------------------------|
| Substance Abuse/ E-Cigarettes |
|--------------------------------------|

Lewiston-Porter High School is committed to the prevention of alcohol and other substance use or abuse. No student may use, possess, sell, or distribute alcohol or other substances; nor may he/she use or possess drugs or drug paraphernalia on school grounds or at school sponsored events. The term “alcohol and/or other substances” refers to the use of all substances including, but not limited to, alcohol, inhalants, marijuana, cocaine, crack, LSD, PCP, amphetamines, heroin, steroids, look-alikes, and any of those substances commonly referred to as “designer drugs.” The inappropriate use of prescription drugs and over-the-counter drugs is also forbidden. Any person who gives any visible and/or physical indication that he/she has used or consumed alcohol and/or other substances will not be permitted to enter school grounds or school-sponsored events.

Use of e-cigarettes or vapor smoking devices will be viewed within the code of conduct as smoking or possession of smoking products on school grounds. Any unauthorized device will be seized immediately. Disciplinary consequences may follow.



Any unauthorized substances shall be seized immediately. The parent or guardian of the student(s) involved will be called and appropriate disciplinary action taken, up to and including permanent suspension. The district may bring legal charges against all of those student(s) involved. In an effort to maintain a drug-, tobacco-, and alcohol- free environment, the district shall cooperate to the fullest extent possible with local, state, and federal enforcement agencies.

In addition, students who are disciplined for any substance use or abuse will be encouraged to participate in drug assessment/intervention services, including counseling and rehabilitation.

Substitute Teachers

A substitute is an important professional whose impressions of our school will be carried into the community. Any disrespect shown toward substitute teachers will result in disciplinary actions.

Summer School

Summer School final averages are computed by using 15% of the final average earned during the preceding academic year. The other 85% will be earned during the summer school course.

Textbooks

The school lends textbooks to you at the expense of taxpayers. You are responsible for excessive wear or loss of your books. Covers are recommended. You will be given an incomplete grade for a course until restitution is made for a damaged or lost textbook.

STUDENT CODE OF CONDUCT



Student Conduct and Disciplinary Procedures

It is the responsibility of the school district to provide a safe environment conducive to learning. With this in mind, the following Discipline Plan has been developed based on mutual respect. It takes into account the students' rights and responsibilities, while expecting students to be accountable for their actions. It also is in keeping with state and federal regulations. Following the school rules should enhance the learning process by minimizing distractions. The basis of this plan is respect for the rights of the individual. Reasonable order and discipline are essential to an effective education. Discipline is a code, which governs the academics and social conduct of individuals. In our school community, all students shall conform to reasonable rules of conduct. They shall respect the responsibility of the administrators, teachers, assistants, nurse, monitors, secretaries, aides, custodians, and bus drivers to enforce the rules of conduct. (Rules of bus conduct are stated in the District school calendar under the topic "Transportation Rules".) Students shall also respect the responsibility of school officials to adopt and enforce rules of conduct at all school functions including field trips, dances, athletic events, etc.

The purpose of this Code of Conduct is to change inappropriate behavior or violations of school rules. School personnel may take one or more of the following actions based on the frequency and/or severity of the infraction:

Definitions Regarding Improper Student Conduct

- A. Teacher/Staff Conference: Any staff member can meet with a student to discuss a problem area and/or issue a warning or reprimand.
- B. Detention with Teacher: Teachers may require a student to remain with them after school.
- C. Detention: Students must report to the ISS room for detention. The referring teacher only may request the student during this time with administrative approval.
- D. Administrative Conference: An administrator will meet with the student to provide what disciplinary action is warranted. Other involved staff members may also be present.
- E. Parent Notification: Appropriate school personnel will contact the parents or guardians by telephone or in writing concerning the problem. Copies of referrals will be sent home.



- F. Parent Conference: Appropriate school personnel will meet with student and his/her parents or guardians to discuss the problem.
- G. Loss of Pass Privileges: Student will be denied use of all non-emergency passes, including to the Library, Computer Lab, Restroom, and other places.
- H. Restitution or School Services: In certain cases such as vandalism, students may be directed to make restitution or perform other services to the school in lieu of restitution. The Superintendent of Schools or a designee may further use school services as a means to promote appropriate behavior in certain cases. Restitution or school services will be imposed only after conferring with the student and his/her parent/guardian. All school services will be performed outside normal school hours and could take the form of custodial work, clerical assistance, or other school related services.
- I. Alternative Learning Environment (ALE): This is an official suspension from classes, but not from school. The term of the suspension depends on the seriousness of the infraction. During suspension, a student is not permitted to take part in extracurricular activities. **Students will not be excused from ALE to attend classes.**
- J. Out-of-School Suspension (OSS): These suspensions from school are short-term suspensions, which may not exceed 5 days. Short-term suspension may be the minimum consequence for some of the offenses outlined in this book. These suspensions are accompanied by a parent conference with the principal or an assistant principal. During suspension, a student is not permitted to take part in extracurricular activities. For out of school suspensions, a student is not permitted on campus.
- K. After School Detention (ASD) or Morning Detention: The student will be allowed to attend his/her regular classes, but must report to the detention room as assigned. The term of the detention depends on the seriousness of the infraction.
- L. After School Assistance Program (ASAP): Students can be directed to attend the ASAP based upon a disciplinary referral by an Administrator. The program meets daily from 2:45 – 3:45 PM. The length of the assignment to ASAP will depend upon the circumstances and severity of the incident and the cumulative disciplinary record of the student. If a student is suspended from school he/she will be expected to be at ASAP from 3:00 – 5:00 PM.



- M. Superintendent's Hearing (SH): A hearing with the superintendent or his/her designee is conducted for serious infractions or recurring infractions. The superintendent or his/her designee can permanently suspend a student from school for major infractions of school rules.
- N. Referral to Legal Authorities: When criminal laws appear to have been violated, the school may refer the problem to the proper authorities.

Infractions and Consequences

For these infractions, you may expect the following consequences as part of the due process given to violators. **All students** should be aware of consequences for improper behavior.

At Any Time, A Student May Be Referred To An Appropriate Agency, Group Or Individual.

At Any Time, Privileges May Be Removed (Passes, Parking Privileges, ETC.).

In Addition To The Range Of Consequences Listed Below, Any Act That Is Criminal In Nature Will Be Referred To The Appropriate Legal Authority.

IT IS A FELONY TO MAKE A BOMB THREAT. On December 1, 1999, a new State law establishing a felony penalty for making a bomb threat against a school took effect (Chapter 561 of the Laws of 1999). These threats are now punishable by up to a three-year prison sentence, a \$5,000 fine, and a mandatory one-year driver's license suspension. In addition, in July of 1999, the False Reporting Act of 1999 (Chapter 207 of the Laws of 1999) took effect which allows the government, schools and emergency services organizations to recover costs incurred when responding to a false report of a bomb. This law holds individuals - or the parents of those under the age of 18 years who make bomb threats - liable for the costs of responding to those threats.

Category A

- A. Cheating, plagiarism



- B. Driving violations
- C. Electronic devices
- D. Gambling
- E. Disrespectful behavior toward adults
- F. Pass violation, including use of someone else's handbook, or violation of other privileges
- G. Failure to sign in or out of school
- H. Any inappropriate behavior observed by staff members
- I. Forgery
- J. Truancy - Class cutting or leaving the building
- K. Insubordination
- L. Abusive Language, profanity or vulgarity in word or action
- M. Petty Theft
- N. Violation of school dress code
- O. Interrupting or interfering with the educational process in class or in any other school or school-related setting
- P. Skipping ASD (automatic in-school suspension)
- Q. Inappropriate display of affection
- R. Inappropriate use of school property
- S. Tardiness to school without a parental note (same day or next school day)
- T. Tardy to class without a pass
- U. Throwing of food or other objects
- V. Possession of lighters, matches
- W. Misuse of computers

Consequences

Ranges of administrative disciplinary actions will depend on severity of incident and cumulative offenses and can include any or all of the following:

Warning
 Administrative Conference with Parent Notification
 ASD (After School Detention)
 ISS (In-School Suspension)
 OSS (Out-of-School Suspension) and possible
 Superintendent Hearing
 ASAP (After School Assistance Program)

Academic dishonesty such as cheating or plagiarism may result in a grade of zero.



Restitution for loss or damage as well as compensatory time spent on service to the school may be required in addition to any of the above consequences. Where appropriate, law enforcement officials will be involved.

Category B

- A. Vandalism
- B. Insubordination in ASD or ISS
- C. Verbal, written harassment
- D. Disorderly conduct
- E. Theft
- F. Hazing
- G. Smoking
- H. Possession or use of tobacco products on school grounds.

Consequences

Ranges of administrative disciplinary actions will depend on severity of incident and cumulative offenses.

- ASD (After School Detention)
- ISS (In School Suspension)
- OSS (Out of School Suspension)
- ASAP (After School Assistance Program)
- OSS & Parent Notification and/or Conference and/or Superintendent Hearing

The names of those who violate health codes may be forwarded to the Department of Health.

Restitution for loss or damage as well as compensatory time spent on service to the school may be required in addition to any of the above consequences. Where appropriate, law enforcement officials will be involved.

Category C



- A. Possession or use of illegal substances or misuse of over-the-counter or prescription drugs or other products or paraphernalia
- B. Fighting
- C. Assault
- D. Physical and sexual harassment

Consequences

Ranges of administrative disciplinary actions will depend on severity of incident and cumulative offenses.

- ASD (After School Detention)
- ISS (In School Suspension)
- OSS (Out of School Suspension)
- ASAP (After School Assistance Program)
- OSS & Parent Notification and/or Conference and/or Superintendent Hearing

Restitution for loss or damage as well as compensatory time spent on service to the school may be required in addition to any of the above consequences. Where appropriate, law enforcement officials will be involved.

Fighting/Assault Statement

1. All students who engage in fighting in the high school building or on school property will be immediately suspended out-of-school or at the alternative suspension site for a period of five days. Formal legal charges may be filed against such students as appropriate.
2. Such students and their parents/guardians will be required to attend a hearing with the principal or designee to determine the conditions of reinstatement.
3. Students who engage in a second incident of fighting will appear before the superintendent of schools for a hearing to determine the conditions of reinstatement.
4. Students who push, strike or otherwise physically threaten members of the staff will be immediately suspended and must appear before the superintendent of schools for consideration of reinstatement. Formal legal charges can be filed against such students by affected staff members.
5. Self-defense is a violation of the code of conduct.

Category D



- A. Possession of weapons on school grounds, including incendiary devices (lighters, matches), explosives, or arson materials violates state law.
- B. Any false alarms to inflict terror on the District (including but not limited to 911, fire, biological, chemical, etc.)

Consequences

Immediate OSS with Superintendent Hearing which allows the Superintendent or his/her designee to suspend the student for 1 year.

Restitution for loss or damage as well as compensatory time spent on service to the school may be required in addition to any of the above consequences. Where appropriate, law enforcement officials will be involved.

Violations of any of these regulations shall make the student subject to disciplinary action by school authorities including: Administrative conference, parent notification, parent conference, restitution or school services, loss of privileges, in-school suspension, out of school suspension, after school detention, referral to legal authorities, or Superintendent's Hearing. In addition, the administration will cooperate fully with police authorities in the prosecution of any criminal act.

A student/parent conference will be held by administrators in cases of repeated or serious student misbehavior.

Permanent suspension can be imposed by the Superintendent or his/her designee in situations which are flagrant enough to warrant such action.

Student Interviews and Searches

The Board of Education recognizes that interviews and searches of students, persons, and/or lockers, desks, or cars may be necessary. The Board, however, respects the civil rights and privacy of each person in our school and will uphold these rights. At the same time, school property must not be regarded as a sanctuary from enforcement of the law.

SCHOOL OFFICIALS HAVE THE LEGAL RIGHT TO INSPECT LOCKERS, ELECTRONIC FILES AND VEHICLES TO SEARCH A STUDENT'S BELONGINGS AND PERSON WHENEVER THERE IS A VALID REASON FOR DOING SO.



SOME THINGS TO KEEP IN MIND

- **Passes are required to leave a class or study hall.**
- **Students are to be in class before the tardy bell rings and are not to leave class until the dismissal bell rings.**
- **Students found copying another student's assignment will receive a "0" for that assignment. Do your own work!**
- **Students are not to use vulgar language.**
- **School is NOT the place for overt displays of affection.**
- **Show respect for your peers, teachers, support staff, and environment.**

AIM HIGHER! STAY FOCUSED! GO, GREEN!!!

