

Lancaster Central High School

Lancaster High School Mission Statement

Lancaster High School partners with the community to empower students to become creative lifelong learners, strategic decision makers, and responsible citizens who contribute positively to a changing world.

Principal

Mr. Michael Candella
686-3255

Assistant Principals

Mr. Jamie Pernick
686-3297

Mrs. Kimberly Louttit
686-3253

Mrs. Kimberly Muth
686-3296

School Resource Officer (SRO)

Officer Maute
686-3301

This agenda belongs to:

Name _____

Address _____

City _____ Zip Code _____

Phone _____

Student Number _____

Calculator ID Number _____

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DO NOT REMOVE ANY PAGES FROM THIS ACADEMIC PLANNER

Student Handbook Lancaster High School 2023-2024

The primary goal of the Lancaster Central School district is to afford all students the opportunity to grow and develop both socially and intellectually to the best of their ability. The information herein has been designed to assist each student in realizing a rewarding academic experience at Lancaster.

The Lancaster High School Student Handbook is intended to serve as a guide for what is expected of Lancaster High School students. The adherence to school procedures will promote proper student behavior and promote academic excellence in which Lancaster has always taken pride.

The Board of Education recognizes the need for specific policies and clear expectations for student attendance, our academic program and student conduct while on school property or while at a school-related function.

Any policy or procedure contained herein is subject to change at any time.

NO PART OF THIS ACADEMIC PLANNER IS TO BE REMOVED OR TAMPERED WITH. ANY PLANNER WITH PAGES REMOVED OR THE IDENTIFICATION LABEL MISSING OR DEFACED WILL NOT BE VALID FOR HALLWAY PASSBOOKS AND WILL BE CONFISCATED. LOST OR STOLEN PLANNERS MAY ONLY BE REPLACED BY PURCHASING A NEW PLANNER.

ACADEMICS

ACADEMIC ELIGIBILITY

A student must maintain an overall quarterly average of **72.00%** to participate unconditionally in all extracurricular activities at Lancaster High School. There is no probationary period for academic eligibility. If the overall quarterly average is below **72.00%**, a student is ineligible to participate until the grades for the next marking period are published. Please understand that eligibility for the senior privilege of early dismissal and/or late arrival that is placed within a schedule must also meet this criteria. Students who are not academically eligible will not be scheduled for this privilege unless explicit approval from an administrator is provided. Students may only request one option, either early dismissal or late arrival, per semester. Summer school and final overall averages will not be used in determining eligibility. The fourth quarter overall average will be used in determining eligibility for the first marking period of the next school year.

ACADEMIC HONESTY (Plagiarism/Cheating)

Students at Lancaster High School are expected to take responsibility for their conduct in both their social and academic actions. Academic honesty requires that students turn in work that is their own and shows their best effort. Academic dishonesty would include but is not limited to cheating, plagiarism, and/or use of artificial intelligence to create work that is not your own.

Responsibilities

Students: Students will read and uphold this policy when completing all school-related assignments including tests, homework, research and other projects.

Parents/Guardians: Parents/guardians will encourage students to practice academic honesty.

Teachers: Teachers will review academic honesty with students. They will also enforce the procedures. Teachers will instruct students in proper procedures for research papers.

Administrators: Administrators will support academic honesty with students, parents/guardians, teachers and other staff members. Disciplinary action taken with students will follow the adopted procedure.

Cheating Includes

Definition of Plagiarize: To steal and pass off as one's own (the ideas or words of another); use (another's production) without crediting the source; to commit literary theft; present as new and original an idea or product derived from an existing source. (*Webster's Third New International Dictionary, 1986, p. 1728*)

Plagiarism may Include:

- Lack of in-text documentation
- Not using quotation marks for direct quotes
- Paraphrasing and not giving credit
- Direct copying and submitting as the student's own work
- Using artificial intelligence to create work that is not your own

Homework/Projects/Miscellaneous Assignments:

- Submitting work obtained or copied from another student or obtained from a teacher without permission
- Allowing another student to copy or obtain work

Exams, Quizzes, Tests, and other Assessments:

- Looking at another student's test, answers or materials
- Copying another student's answers
- Talking or exchanging materials during the test period

Possible Criminal Offenses:

- Accessing, deleting, modifying, transferring, receiving computerized files without authorization from the teacher. This includes tampering with grades and attendance
- Using cellular phone technology or any mechanism with camera capabilities to photograph and/or quickly email copies of tests, projects or homework assignments without authorization from the teacher

Consequences**Class, School, & Criminal:**

- If applicable, a student will receive a reduction in their grade or the student will receive a zero grade on the assignment, project, quiz or test with no makeup offered
- Teacher will contact student's parents/guardians if the student receives a zero
- Teacher may submit a written referral to administration for disciplinary action
- Student may face suspension from clubs, sports or any other extra-curricular activity
- Student may face criminal charges prosecutable under local, state and federal laws

Referred offenses become part of the student's disciplinary record. A parent/guardian conference may be necessary.

AP COURSES***Notes from Lancaster High School's AP teachers:***

- AP courses require a commitment of time and effort on the part of each student that is significantly greater than what is expected in Regents or Honors courses.
- AP Courses move at a much faster pace than Regents or Honors courses. One, two or possibly three chapters of the textbook may be covered in one week.
- AP course content requirements are much more detailed than Regents or Honors course requirements.
- AP teachers may not cover all material during class time. Students will be expected to learn independently through textbook readings, other supplemental materials, research projects or labs.
- Tests administered at Lancaster High School to AP students during the school year are much more difficult than Regents or Honors tests. On multiple choice tests, there are usually five choices instead of the traditional four. Formal writing skills are a necessity. High-level math and lab skills are also required.
- AP Courses usually have fewer tests during the quarter than Regents or Honors courses, making each test critical to a student's overall average.
- AP courses may require the completion of assignments over the summer.
- In AP courses, a student's quarterly average is given an additional weighting of +.07 to compensate for the significantly more rigorous curriculum.
- For scheduling purposes, AP students may be required to sign a letter of commitment to the course, which will be due June 1st. Once the school year begins,

a student may not drop the course or change to a Regents level in the same subject area until the fifth week of school.

AP Courses Offered at Lancaster High School:

English Literature & Composition	Calculus AB	Biology
English Language & Composition	Music Theory	Chemistry
US History	Macroeconomics	Spanish
American Government	Statistics	French
World History	Psychology	2D Design
Computer Science A	Environmental Science	Drawing
Computer Science Principles	Physics	

AP course offerings are subject to changes or cancellations based on student enrollment.

COURSE LEVEL CHANGES

Students may make course level changes upon teacher recommendation and administrative approval at the conclusion of the first five weeks of school, if space is available and the student's schedule allows for the change. After this time period, all changes must be approved by the administration.

FINAL ASSESSMENTS

Attendance:

In order to earn credit for any course, attendance and/or participation for the final assessment is mandatory.

1. If a final assessment is given over a 2 or 3 day period, a student must be present for all scheduled times of the assessment.
2. The only permissible excuse from a final assessment is a note from a doctor citing an illness or injury.
3. If a student is absent from a final assessment, the student will receive a grade of zero and will not receive course credit.

Course Credit:

A student must achieve a score of **45 or higher** on the final assessment and have a **65 overall average** in the course to earn course credit. If a student achieves a score of 44 or lower, on the final assessment, the student will NOT earn credit for the course

Regents Credit:

A student must achieve a score of 65 or higher on a Regents exam to earn Regents credit.

SCHOOL COUNSELOR ASSIGNMENTS

Student's Last Name	Counselor	Phone Number
A – CR	Mrs. Hewett	686-3229
CS – GO	Mrs. O'Connor	686-3265
GP – KRA	Mrs. Hejaily	686-3264
KRB – NER	Mrs. Coleman	686-3263
NES – PL	Mr. Marchese	686-3853
PM – SPE		686-3261
SPF – Z	Mrs. Len	686-3399

GRADUATION REQUIREMENTS

Classes of 2024, 2025, 2026 & 2027

Please note, it is expected that students sustain 6 academic periods and physical education within their schedules for each semester.

Subject area	Required credits & specific courses	NYS Exam requirements for Regents diploma	NYS Exam requirements for Advanced Regents diploma
ENGLISH	4 credits <i>English I (9), II (10), III(11) & IV (12)</i>	Comprehensive English	Comprehensive English
SOCIAL STUDIES	4 credits <i>Global History I (9), Global History II (10), US History & Govt. (11), Participation in Govt. (12), Economics (12)</i>	Global History AND US History	Global History AND US History
MATH	3 credits	Algebra	Algebra AND Geometry AND Algebra 2
SCIENCE	3 credits <i>Living Environment plus two other Science courses</i>	One Regents Science	Living Environment AND one other Regents Science
WORLD (FOREIGN) LANGUAGE	Regents diploma = 1 credit Advanced Regents diploma = 3 credits*	Proficiency Exam	Proficiency Exam AND Comprehensive Exam *
ART or MUSIC	1 credit		
HEALTH	1/2 credit		
PHYS ED	2 credits		

22 credits total required to graduate	Minimum passing score on Regents exams is 65 Minimum passing course average is 65
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To earn either a Regents or Advanced Regents diploma with Honors designation, a student must achieve an average of 90% on all Regents exams required for the diploma.

***ALTERNATIVE SEQUENCE** — Students pursuing an Advanced Regents diploma may choose to complete 1 credit of Foreign Language and a 5-credit sequence in one of these areas [Art, Music, Business, Technology, or Career & Technical Education (Harkness)] as an alternative to the Foreign Language requirement of 3 credits of a language and the Comprehensive Exam.

There is also a new 4+1 Pathway to graduation option – students must take and pass four required Regents Exams and a comparably rigorous fifth assessment for graduation. Please see your counselor for more information.

HARKNESS

Harkness Career and Technical Center has its own handbook for all students. This handbook runs parallel to the Lancaster High School handbook. All Harkness students should read both handbooks since these are the rules for which you are responsible. Anytime a student returns to LHS from Harkness, they are required to sign in with the Attendance Clerk. Returning students must remain in the cafeteria or the junior hallway until the end of the class period.

All Harkness students are expected to be in attendance at Harkness on a daily basis. Lancaster students attending Harkness are required to follow the established policy outlined below:

Attendance:

There are three sessions held at the Harkness Center; morning, mid-morning and afternoon. Busing is provided to and from both locations; therefore, students are expected to arrive on time to Harkness and Lancaster.

Morning Harkness:

If a student comes to school on a bus in the AM to get the Harkness bus and the bus from home is going to be late, the student should let the bus driver know so that they can call ahead to hold the Harkness bus.

- Early Dismissals – Must be turned into the Attendance Office upon arrival from Harkness..
- Illness – If a student becomes ill at Harkness it is the same as illness at Lancaster, students must report to the appropriate nurse. Students are not permitted to leave Harkness or Lancaster on their own.
- Absences – Notes must be turned in to Harkness and Lancaster for all absences.
- Harkness Non-Attendance Days – when Harkness is not in session, students are expected to report to the High School for the full day if LHS classes are in session.
- Assemblies – students are not excused from Harkness on days of assemblies at the High School.

LIBRARY MEDIA CENTER

The Library Media Center is designed to provide resources for research. Our staff is here to assist students, faculty and staff in locating and using the many varied resources and services effectively and efficiently. The Library Media Center is a welcoming place to conduct research assignments, to use the computers for educational purposes, read for pleasure or conduct individual silent study. To use the LMC during study hall or lunch, a student must obtain a digital pass by clicking the link on the Library Welcome Page. A limited number of slots will be available each period. The LMC is a *quiet* Learning Zone whereby all students are expected to arrive on time and prepared to work without causing disruption to others. An atmosphere conducive to learning *must* be maintained at all times.

Upon entering the LMC, students are expected to sign in, stating a reason they are using the LMC. Failure to sign in may result in a class cut. Students must ask permission and then sign out, if they need to leave the LMC for any reason. Food is not allowed in the LMC. However, covered drinks

are permissible, *except* near computers. Students are permitted to use LMC printers, computers and copiers for school-related work only.

At certain times, the LMC will need to close to study hall students due to the number of classes scheduled in the library, events, etc. The loss of LMC privileges and/or disciplinary action may result if LMC rules and staff requests are not followed.

All library rules and policies are subject to modification at the discretion of the LCSD school librarians and administrators.

Databases can be accessed remotely by going to LMC Homepage at:

www.lancasterschools.org

Select a School: Lancaster High School - Click on: *Welcome* and *Library/Media Center*

Databases and Websites	User Name	Password
Britannica	---	empirelink (only for remote access)
EBSCO Host/AP Images	lancasterhs1	lancasterhs!1
Facts On File (Infobase Learning)	lancfacts	facts
Grolier Online (@LHS)	lanc	media
Grolier Online (remotely)	lancasterhs	media
Maps 101	eone16	eone
Noodletools (1 st time login or to revalidate)	lancasterhs	lhslib
Noodletools (after 1 st log-in)	Your Novell log-in	Your student #
NOVEL/GALE	---	empirelink
Rosen eBooks (epointplus.com)	lancasterhs	lancasterhs
Rosen Learning Center (rosenlearningcenter.com)	lancasterhigh	lancasterhigh
Salem Press - Health	---	medical08
Salem Press - History	---	decades08
Salem Press - Literature	---	literature08
Salem Press - Science	---	Science08
Soundzabound	lancasterhs	lancasterhs
Infobase Books (Reference eBooks)	lancfacts	facts
Worldbook	lancaster2	highschool
Log in with your google credentials for:		
*Destiny Discover		

THE HUB

The Hub is located in room 120. It is the center for technology support for administration, faculty, staff, students and parents/guardians of Lancaster High School. The Hub has comfortable, flexible seating options as well as devices for student use during the school day. It is also a pick up location for student printing.

The student Techsperts work alongside our Computer Aide and Technology Mentor to provide advice, device management, assistance and training to the school district and community.

STUDENT PRINTING

Students are able to print from any desktop computers, Chromebooks or their personal devices.

To print, select “print”, change the location to “HS Student Pick Up” or “HS Student Walk Up”, select “print” and then log in with your regular credentials.

Student printing **pick up** location: 120 (The Hub)

CHROMEBOOKS

At the start of each school year, students may be issued a device and power supply for use during the school year. There is no cost to receive these items as it is a primary educational tool.

It is the responsibility of the student that has been assigned a device, to provide proper care and protection of the device. Devices should only be used by the student to whom they were assigned. When a device is provided, the school may determine that a protective case is also placed on the device. Those are not to be removed.

As per LCSD Policy #7317, damage and/or loss of the device due to a failure to properly care and maintain the device will result in repair and/or replacement charges being levied to the student. Device malfunctions from normal use will not incur a charge.

STUDY HALL

The purpose of study halls is to provide an atmosphere conducive to study at all times. Students are to arrive on time and prepared with the necessary study materials.

SCIENCE

For science classes that end in a Regents exam, students are required to complete a minimum of 1200 minutes of hands-on laboratory work with satisfactory laboratory reports [100.5(b)(7)(iv)(d)] in addition to the required classroom instruction. The last day to hand in lab reports is **May 23, 2024**.

In many science classrooms, dissections provide students with hands-on experiences that apply the learning of internal systems and organism dynamics while providing students

with laboratory skills concurrently. Laboratory and dissection activities are conducted with consideration/appreciation for the organism. Students will be given reasonable notice of the dissection, and have the right to be excused from performing or witnessing animal dissections on religious or moral grounds. Parents/guardians must submit the written refusal and articulate the religious or moral objections.

ABSENCE FROM SCHOOL

In order for a student absence from school to be recorded as an “Excused Absence”:

1. A handwritten note by the parent/guardian for the absence must be turned into the Attendance Office **within five (5) days**.
2. The note must have the date(s) absent listed, student ID number and state the reason for the absence. Reasons that would allow us to classify an absence as an “Excused Absence” (AE) include:
 - College Visit - a note confirming the visit from college with the students name and date on it will need to be turned in to the Attendance Office
 - Court
 - Death in Family
 - Dentist
 - Doctor
 - Funeral
 - Orthodontist
 - Sick
 - Religious Observance
 - Field Trip (that do not include a pre-approved assessment)

We reserve the right to verify all information related to student absences. If a parent/guardian calls a student absence into the school, **an absence note is still required for the school record**. A student will not be allowed to gain credit for work assigned or collected on the day of an absence unless a valid excuse note is handed in within five days of that student’s return to school.

Students who are absent due to an excused absence will be allowed to make up missed schoolwork. The teacher will determine the time and place of the make up. It is the responsibility of the student to contact the teacher to make arrangements to make up work missed due to an excused absence. It is not the teacher’s responsibility to seek out the student. All makeup work must be completed prior to the beginning of assessments and/or exams in January and June.

DENIAL OF CREDIT

The Lancaster Central School District believes that classroom instruction is an integral part of the learning process. Therefore, to receive credit for courses students must not only fulfill the necessary academic requirements of each course, but also must comply with the following attendance requirements.

In order to be eligible to take tests, submit assignments, or to take the local final assessment required to receive credit for a course, a student must be in attendance a minimum of 85% of the total number of classes that the course is in session. This **85%** requirement means that:

1. In a full-year, one-credit course, a student must not exceed twenty-eight (28) class absences (excused and/or unexcused).

2. In a half-year, one-half credit course, a student must not exceed fourteen (14) class absences (excused and/or unexcused). All Physical Education courses are half-year courses.
3. In courses with scheduled labs, e.g. science classes, a student must not exceed thirty-eight (38) class or lab period absences (excused and/or unexcused).

Students who miss more than twenty (20) minutes of any class will be considered absent for that class, and that absence will count towards the accumulated total.

Any student, who is absent from school to attend field trips or other student activities for which an approved assessment is to be completed by students, administratively approved, school approved competitions, and out of school suspension will not have the absence counted towards the accumulated total for purposes of this attendance policy.

A student who exceeds the minimum attendance requirements specified in items 1, 2, and 3 above will:

- Not take any remaining tests, submit assignments for grades necessary to receive credit for that course, or be permitted to take a local final assessment.
- **Be permitted to take a Regents exam given at the conclusion of the class.**
- Continue to attend the class in accordance with all aspects of the Lancaster Central School District's Code of Conduct.

If a student is denied credit under the LCSD Attendance Policy, their parent (or person in parental relation) may request a building level review of their child's attendance record. A written request must be made to the Principal of the building where their child attends within ten (10) school days of the date of the notice indicating denial of credit. The Principal, or their designee, will examine whether or not the denial of credit is appropriate, but only if (1) less than 50% of the accumulated absences of the student are recorded by the Attendance Clerk as unexcused absences and (2) the student continues to regularly attend the class(es) for which credit has been denied, without violating the District's Code of Conduct in any manner.

EARLY DISMISSAL

If a student is in need of an early dismissal, a handwritten note from a parent/guardian is needed with a verifying phone number. If a parent or guardian cannot be reached, the early dismissal will be denied. All early dismissal requests must be turned in to the attendance office before 8:15 am.

Any student who leaves school without permission may be subject to disciplinary action. This may also apply to any student who calls a parent/guardian and has them pick them up without the parent/guardian signing out the student either through the attendance office or the nurse's office.

Any student failing a class(es), may have their early dismissal discontinued.

LATE TO CLASS

Students who arrive late to class without a pass will be marked accordingly in the teacher's attendance records. Teacher assigned detention or a call to the parent/guardian are among those actions that might be taken. Chronic lateness may be referred to an administrator.

LATE TO SCHOOL

Any student who comes late to school must bring a note from their parent/guardian upon arrival. After the third instance that a student is late to school without a note, detention will be assigned. This will reset each quarter. Students who are chronically late will face more serious consequences. Students must have 5 periods (more than half the day) to get credit for a school day to participate in clubs, activities, or sports.

Excused Tardies Include:

College Visit

Court Date

Death in Family

Medical Appointment

Student Illness

CODE OF CONDUCT

All students are expected to conduct themselves in an appropriate and civil manner, with proper regard for the rights and welfare of other students, school personnel, and for the care of school facilities and equipment. The best discipline is self-imposed, with students accepting responsibility for their own behavior. You can find the Lancaster Central School District's Code of Conduct on our website at the following link :
<https://www.lancasterschools.org/domain/1862>

In accordance with, and in addition to, the Lancaster Central School District's Code of Conduct, students at Lancaster High School may be subject to disciplinary action up to and including suspension from school when they engage in conduct that school officials have deemed to be prohibited conduct. Examples of prohibited conduct include, but are not limited to:

BUS CONDUCT

Students are expected to be on time for their morning pickups. Buses leave promptly. Buses leave school at approximately 2:22 pm. The same proper conduct is expected on a school bus as in a classroom. The bus driver, like the teacher in the classroom, is the one who sets the rules for the bus. No food or drink is to be consumed on buses at any time. Any student whose behavior becomes a problem may lose transportation privileges. This loss does not release the student from the obligation to be in regular attendance.

COMPUTER USE/INTERNET POLICY

Inappropriate use of technology (e.g. cell phones, computers, etc.) and/or the Internet to engage in behaviors including, but not limited to, bullying, intimidating, threatening, harassing, maligning, and/or defaming others is strictly prohibited. Students are required to adhere to Board Policies 7315 and 7316 and their accompanying regulations concerning Student Access to networked Information Resources-Authorized Computer Use and BYOD.

CLASS CUTS

Any student who cuts a class for any reason is subject to disciplinary action. A class cut counts as an unexcused absence and credit will not be given for work assigned or collected on the day of a class cut.

Seniors who cut class may lose privileges such as Early Dismissal, Late Arrival and Parking Passes.

DANGEROUS OR DISRUPTIVE BEHAVIOR

No student may display behavior, or attempts to engage in behavior, that could endanger the health, safety and welfare of themselves, other students, teachers and/or staff.

Dangerous or disruptive behavior includes, but is not limited to:

- setting false fire alarms
- bomb threats
- weapon possession, including toys or replicas
- lying to school personnel
- electronic transmission (e.g. cell phone, e-mail, instant
- threats/harassment of others
- fighting
- vandalism
- activities that are actually, or perceived to be gang activity
- any other behavior that disrupts the normal operation

messaging, text messaging), or possession of material that is inappropriate defamatory, or damaging to others

- of the school in any way
- selling items without the explicit consent of LHS administration
- soliciting, possession or disseminating, nude or semi-nude photographs.

ELECTRONIC DEVICES

Student Use of Electronic Communication Devices (including cell phones): Students are permitted to possess and use cell phones or similar devices during the school day. Classroom use is at the discretion of the teacher and should be used for instructional purposes only. Cell phone use must be appropriate at all times, adhering to the LCSD Code of Conduct and the LHS Student Planner. Students are prohibited from using them in any manner which invades a person's privacy (e.g., all electronic devices and cell phones are strictly prohibited in locker rooms at any time), disrupts the educational environment, or endangers the safety of other students, employees, volunteers or visitors. If a student violates this provision, then he/she is subject to discipline under this and/or any other section of this *Code of Conduct* that may be applicable to the circumstances involved.

Other Devices: Between 7:34 am and 2:15 pm, students should not bring electronic devices to school that are not specifically intended for instructional purposes. This includes, but is not limited to laptops, cameras, MP3 players, laser pointers, or any recording equipment. Use of these devices must be approved by appropriate school personnel. Inappropriate use of cell phones or other electronic devices during the school day will be subject to the following:

- 1st offense: The device will be confiscated and will only be returned to the parent/guardian. Detention will be assigned.*
- 2nd offense: The device will be confiscated and will only be returned to the parent/guardian. Detention(s)/suspension will be assigned.*
- 3rd offense: The device will be confiscated and will only be returned to the parent/guardian. Suspension will be assigned.*

*Inappropriate use of electronic devices may result in differing levels of consequences, for example, taking pictures of others without their permission.

Any student who refuses to turn over a device to any school personnel will be considered insubordinate. Any device that is disabled, or has the battery removed, will be turned over to the School Resource Officer to verify ownership. At any time a student may be prohibited from bringing a cell phone or electronic device on school property.

FORGERY

Forgery is the signing of another person's name with, or without, their knowledge. It is considered forgery even if it is done with the consent of the parent/person in parental relation whose name was forged. No student may at any time write their own notes for early dismissals or for absences.

GAMBLING/SELLING/TRADING OF ITEMS

Students observed participating in, or conducting any activity that may be construed as gambling will be disciplined appropriately. Exchanging of personal property is not conducive to the educational environment and those items may be confiscated and appropriate disciplinary measures will be taken.

HARASSMENT/ DISCRIMINATION/HAZING/BULLYING

All students of the Lancaster school community are to treat each other with dignity and respect. Any student who engages in physical, sexual, verbal, or electronic harassment, discrimination, bullying or hazing will be subject to disciplinary consequences consistent with District policies. Any student who has been discriminated against, harassed, hazed, or bullied (or who has witnessed such conduct) should report the matter to a teacher, administrator, or to a Title IX officer. Bullying or harassment can be confidentially reported to the School Resource Officer at www.lancasterschools.org/HELP. (All students are expected to comply with LCSD Policy #7552 -- Bullying in the Schools, in accordance with the provisions of DASA.) The Dignity Act Coordinator for the High School is Mrs. Hewett, who may also assist with any bullying incident.

INSUBORDINATION

Students may not be insubordinate, vulgar or display disregard of the school rules and disrespect for school personnel, which includes, but is not limited to completing assignments, failing to comply with directions from school personnel, or being unprepared for class.

LEAVING SCHOOL BUILDING/GROUNDS

Students are not permitted to leave the school building or grounds at any time during the school day without a duly authorized pass from the Office. Students who become ill must be sent home through the Nurse's Office but they must not make their own arrangements.

Any student, who leaves the building and/or grounds without following appropriate school policies, may be subject to detention or suspension. Should a student leave the grounds without permission, upon their return they will be searched.

LOITERING/TRESPASSING

All students are to enter the building through the main entrance doors and Attendance Office before 7:10 am and after 7:30 am. Students with late arrivals or early dismissals must enter or leave the building at their designated time unless permission has been given by an administrator or his or her designee.

Students are not permitted in the main academic area of Lancaster High School after 2:25 pm without a pass from a teacher. Additionally, unauthorized persons, including students, are prohibited from being in an unauthorized area.

Students who let people into the building are subject to disciplinary action.

PHYSICAL ALTERCATIONS

Students are prohibited from engaging in physical altercations on school grounds or at a school related event. Examples of physical altercations include, but are not limited to, hitting, pushing, shoving, punching, throwing items, spitting, biting or scratching.

PROFANITY/IMPROPER BEHAVIOR

Students are expected to behave, and to treat all students, teachers, school staff and others, with honesty, tolerance, respect, courtesy and dignity as per the LCSD Policy #7552 -- Bullying in the Schools. Students should respect their peers, teachers, and school staff. Individual behavior should not interfere with the rights of others. Students are expected to use language that is appropriate in demonstrating respect for self and others. The use of language or gestures that are profane, lewd, vulgar, or abusive is prohibited at all times. Additionally, public displays of affection, indecent exposure, possession of, buying, selling or distributing obscene or inappropriate materials, or any other inappropriate behavior are strictly prohibited. Appropriate disciplinary action will be taken.

RESTROOMS

Students should make an effort to use the lavatory between classes; however, in an emergency your classroom or study hall teacher must issue you a pass in your planner. There are bathroom facilities in the nurse's office to handle individual needs. All electronic devices and cell phones are strictly prohibited in the lavatories at all times.

Students are not permitted to loiter in the restrooms. Students are expected to use the bathroom, wash their hands, and leave promptly. Stalls in the restrooms are for private use only; one person per stall. Students are not permitted to bring/eat meals in the restrooms. Students found loitering in bathrooms will be subject to disciplinary action.

Bathroom doors are propped open for the safety of all students. Students are to leave the doors open. Students who unprop the door will be subject to disciplinary action.

SUBSTANCE USE/ABUSE (INCLUDING TOBACCO PRODUCTS)

Possessing, distributing, or smoking a cigarette, e-cigarette or similar device, cigar, pipe or using chewing or smokeless tobacco on district property, at school sponsored or school related activities, and all athletic contests is prohibited. This may include property adjacent to school buildings. Any student in violation will be subject to discipline up to, and including, suspension from school.

E-cigarettes or similar devices that are confiscated will not be returned. They will be discarded by Lancaster Police.

Students are also prohibited from possessing or consuming energy drinks while on District property between 7:34 am and 2:15 pm.

Students are prohibited from possessing, being under the influence of, consuming, using, buying or attempting to buy, selling or attempting to sell, distributing, sharing or

exchanging alcoholic beverages, tobacco (of any kind, see above), and/or other drugs (including the misuse of a prescription or over-the-counter medication or the consumption of medication or drugs for any purpose other than its intended use) on District property, at school-sponsored or school-related activities, and athletic contests.

A drug may include, but is not limited to:

- any illicit drug prohibited by New York State Law
- inhalants
- look-alike drugs
- synthetic drugs
- unprescribed medications
- medications prescribed for another individual
- drug paraphernalia
- over-the-counter medications

Students are prohibited from possessing, being under the influence of, consuming, using, buying or attempting to buy, selling or attempting to sell, distributing, sharing or exchanging paraphernalia used in connection with alcoholic beverages, tobacco (including matches or lighters), illegal substances or drugs (prescription or over-the-counter) on District property, at school-sponsored or school-related activities, and athletic contests.

THEFT

Students are prohibited from taking (including assisting in the taking/theft of), or from being in possession of property that does not belong to them.

VANDALISM

Damaging or destroying school district property, the personal property of a student, teacher, administrator, other district employee or any other person lawfully on school property is prohibited. Students will be assessed for damages or loss of any school property or equipment for which they are responsible.

WEAPONS

Only authorized law enforcement personnel are permitted to possess a weapon on school property or at a school function. Students are prohibited from possessing, or threatening to use, a weapon on school property or at school functions at all times. Students are also prohibited from possessing or displaying anything that appears to be a weapon on school property or at a school function at all times.

DISCIPLINARY POLICIES

DETENTION RULES

- Students must report to detention by 2:20 pm. No late passes will be accepted.
- Any student requiring teacher assistance will report to detention and will be called by the teacher.
- When detention is canceled, students assigned detentions for that night will serve detention on the next night.

All detention procedures and rules are subject to change at any time by the detention supervisors and/or the school administrators.

SUSPENSION RULES

Students who are suspended out of school will report to the off-site suspension facility for a mandatory supervised suspension. Students will be transported from the main entrance of the high school at 7:20 am and will return for dismissal after 2:00 pm. It is expected that students participate in full day attendance. Late arrival to the program is not permitted. All students assigned to the off-site suspension facility must arrive and leave by a school vehicle. Students will be searched upon entry. Driving and walking to the program is not permitted. Students are not allowed on school grounds other than the designated area for students to take school provided transportation to off-site suspension, and if any student leaves the designated area, it may be considered loitering/trespassing. Students who choose not to attend the out of School Suspension program will be considered “Absent Unexcused,” which means that students cannot make up any work that is assigned or collected on that day.

Students serving in-school or out-of- school suspension are prohibited from all school and extracurricular activities for the duration of the suspension and are prohibited from being on any district property (except to serve the in-school suspension or to obtain transportation for off-site suspension). Students suspended from Lancaster High School are also suspended from attending all affiliated programs, such as Harkness. Likewise, a student suspended from any affiliated program will also be suspended from Lancaster High School.

While in the off-site suspension facility, students will require the following:

- Chromebook & power cord
- Any textbooks
- Notebooks, binders, folders, class notes, and workbooks
- Writing utensils, calculators, colored pencils, rulers, protractors
- Lunch (if they don't bring a lunch they may charge one, no money will be accepted)
- Appropriate school dress (staff will provide necessary clothing if deemed necessary)
- Clothes that they can exercise in, such a sneakers (physical education class will take place)

While in the off-site suspension facility, the following items are NOT permitted:

- Medications (prescribed or over the counter)
- Drugs (or look-alikes), alcohol, herbs, bath salts
- Cell phones (will be locked in a cabinet away from the students)
- Lighters, matches, tobacco products, e-cigarettes
- Weapons, chains, illegal materials
- Drug paraphernalia
- Outerwear
- Hats, visors, bandanas
- Clothing that doesn't conform to the LCSD code of conduct
- Chocolate, gum, candy, caffeinated or carbonated beverages
- Open glass or resealable containers (empty plastic resealable containers may be brought in and filled with water in front of a staff member)

Suspension room rules:

- Students are to remain seated at all times
- Students are not to talk without permission
- Students are expected to stay busy at their seat doing their assigned work
- Students will not be allowed to sleep and must keep their head up, off of their desk and off of their hands at all times
- Students are not allowed to leave the room except at designated times or with the permission of the in-school supervisor

FAILURE TO FOLLOW ANY OF THE ABOVE RULES MAY LEAD TO ADDITIONAL SUSPENSION OR ACTION.

SEARCH/SEIZURE BY SCHOOL PERSONNEL

School officials will conduct searches of students and their belongings, as well as of school property, when there are reasonable grounds to believe that students may be in possession of drugs, weapons, alcohol or other materials ("contraband") in violation of School District Policy or State or Local Law. Such searches may also be conducted when there is reason to believe that a student could be a danger to others or to himself. School property shall remain under the control of school officials and shall be subject to search at any time without notice.

Further information pertaining to student searches and interrogations can be found in the District's Code of Conduct.

STUDENT LIFE

AFTER SCHOOL ACTIVITIES

Students who are staying after school and are not with their teacher, coach, or advisor must be in the designated area or leave the building.

ALLERGIES

An Allergen Safe table is designated in the cafeteria. Please contact the school nurse if you would like your child to be seated at the Allergen Safe table during his/her lunch period. An Allergen Safe table will also be available during any off-campus field trips. Parents/guardians should notify the Health Office of any allergy your child may have. We encourage students to be proactive in the care and management of their food allergies and reactions based on developmental level.

ASSEMBLIES

School assembly programs are for the educational benefit of students. Students are to occupy the seats assigned to them. Misconduct may result in dismissal from that program and future programs, as well as suspension from school.

ATHLETICS

Physical Education Requirement:

Athletics is an outgrowth of the Physical Education Program. The wide range of activities in physical education gives the students an excellent background in physical fitness, lifetime sports and team sports. Because of the importance of physical education, all athletes will be required to participate in physical education throughout the year. Athletes who are illegally absent from physical education classes will not be permitted to attend practices or games on the day of the absence. The NYSPHSAA regulations state that a student must be enrolled in physical education to participate in athletics.

Information to Athletes and their Parents/Guardians about Lancaster Athletics:

When your daughter/son chooses to participate in one of our sports programs, we feel that they have committed themselves to certain responsibilities and obligations. This will acquaint you with some specific policies/rules that are necessary for a well organized program of interscholastic athletics. The program is governed by the regulations established by the Commissioner of Education's basic code for extracurricular athletic activities.

Responsibilities of a Lancaster Athlete:

The Lancaster Central School District recognizes that interscholastic athletics are a significant part of the educational process. The combination of academics and athletics enhances the quality of student's lives and expands their options for learning and personal growth. Athletics provide an educational opportunity in which students can learn essential life lessons beyond those that can be learned in an academic classroom.

The Lancaster School District provides the opportunity for all students to take part in

interscholastic athletics. Students who participate in athletics should realize that they have an obligation to themselves, their teammates, their coaches, their school, and their community to strive for excellence. Participation in athletics also demands a commitment, which implies sacrifice and dedication. This is required of not only student athletes, but also of coaches and parents/guardians.

It should be recognized that involvement in interscholastic athletics is a privilege. District students who participate in interscholastic activities are expected to conform to the standards which meet or exceed the requirements of the District's general Code of Conduct. In addition, respect for one's health and physical development must be an integral part of an Athlete's daily life. Adherence to the code is to be on a year-round basis including summers and lapse time between seasons, not just during the seasons of the sport(s) in which a student participates. The Lancaster Central School District Athletic Code of Conduct can be viewed in its entirety on the LCSD website (<http://www.lancasterschools.org/>).

Disciplinary Procedures for Violation of the Code:

The punishment for any offense will be implemented by individual coaches, and where warranted, will be in consultation with the Director of Athletics.

The below demonstrates guidelines the District will refer to in imposing discipline. Depending on the severity, seriousness, type of and combination of violations, the punishment may be more severe than that which is identified below. The Administration, Coaches, Director of Athletics and/or Athletic Review Committee reserve the right to consider extenuating circumstances and evaluate each case on an individual basis.

- Any Athlete who violates criminal law, civil law or the rules and regulations contained in the Lancaster Central School District Code of Conduct may be subject to additional penalties deemed appropriate by individual coaches, the Director of Athletics, and/or the Superintendent.
- Use and/or Possession of Tobacco
 - *First Offense:* Suspension from Athletic Contests/Practices for (10) Calendar days. If there are less than (10) Calendar days remaining in the season, the suspension will be carried to the next school year and/or season of any sport the Athlete participates. The Athlete cannot participate or attend practices/contests with the team.
 - *Second Offense:* Suspension from practice and Athletic Contests for eight (8) weeks. If there is less than (8) weeks remaining in the season, the suspension will be carried to the next school year and/or season of any sport the Athlete participates. The Athlete cannot participate or attend practices/contests with the team.
 - *Any Further Offense:* Suspension from any participation in Lancaster Athletics for a minimum of one calendar year.
- Use and/or Possession of Drugs (including Performance Enhancing Drugs) or Alcohol
 - *First Offense:* Suspension from practice and Athletic Contests for the equivalent of (8) weeks. If there is less than (8) weeks remaining in the season, the suspension will be carried to the next school year and/or season

of any sport the Athlete participates. The Athlete cannot participate or attend practices/contests with the team.

- *Second Offense:* Suspension from any participation in Lancaster Athletics for one calendar year.
- *Any Further Offense:* Permanent suspension from participation in Lancaster Athletics, after review by the Athletic Review Committee.
- An Athlete, who is suspended, will be required to attend an approved program in counseling/rehabilitation as a condition of gaining back eligibility.
- Participation in hazing or initiation events.
 - *First Offense:* Suspension for the entire sports season.
 - *Any Further Offense:* Permanent suspension from any participation in Lancaster Athletics, after review by the Athletic Review Committee.

Academic Standards: All student athletes must realize that their main purpose for attending school is to receive an education (high school diploma). In order to remain eligible for participation in the District's interscholastic athletic program, student athletes must maintain a minimum academic average of 72.00% for the previous marking period. Summer school and final averages will not be used in determining eligibility.

Citizenship: Every athlete must be a good community and school citizen. Athletes who violate criminal or civil law or the rules of conduct for Lancaster High School students will be subject to similar penalties as training rule violations deemed suitable by the Athletic Review Committee.

Appeal Procedure:

- An Athlete may appeal any decision pursuant to these rules and regulations by submitting a letter in writing to the Superintendent of Schools within five (5) school days of the imposed penalty.
- The letter should include a description of the incident, the imposed penalty, the reasons for appeal, and a suggestion for an amended penalty.
- Upon receipt, the Superintendent shall review the letter, and confer with the Athletic Review Committee regarding the matter. The "Athletic Review Committee" is composed of an Administrator, and (2) Non-involved Coaches. This Committee will review the Code violations and request for reduction of suspension.
- The Athletic Review Committee will inform the Superintendent of its recommendation and decision to modify or affirm the suspension. The Superintendent will advise the Athlete by letter of the Athletic Review Committee's decision in writing within five (5) school days of receipt of the letter and that decision will be final.

BOOKS/E-BOOKS/NOOKS/JUMP DRIVES

The care of books reflects the student's attitude toward school property. Expensive and valuable books are entrusted to the students. Students may be deprived of books and will be required to pay for lost, damaged or defaced ones. Transcripts, report cards and school records will be withheld unless books are returned or paid for. In the case of library books the book must be returned or paid for or in addition to the withholding of records, detentions or suspension will follow. Textbooks are to be covered.

CAFETERIA

All students must eat their lunch in the cafeteria whether they bring it from home or buy it, unless specifically granted permission to be exempted from this provision. Students must return their trays and deposit their garbage in the proper receptacles. Food deliveries by parents/guardians from outside eating establishments are not permitted. Students are expected to conduct themselves in an orderly manner in the cafeteria. Any behavior in the cafeteria that violates the provisions in the LCSD Code of Conduct will not be tolerated. Appropriate disciplinary action will follow.

COMPUTER/NETWORK/INTERNET POLICY

The Board of Education will provide access to various computerized information resources through the District's computer system ("DCS" hereafter) consisting of software, hardware, computer networks and electronic communications systems and the Internet. All use of the DCS, including independent use off school premises, shall be subject to this policy and accompanying regulations. Further, all such use must be in support of education and/or research and consistent with the goals and purposes of the School District.

Access to Inappropriate Content/Material and Use of Personal Technology or Electronic Devices

This policy is intended to establish general guidelines for the acceptable student use of the DCS and also to give students and parents/guardians notice that student use of the DCS will provide student access to external computer networks not controlled by the School District. The District cannot screen or review all of the available content or materials on these external computer networks. Thus some of the available content or materials on these external networks may be deemed unsuitable for student use or access by parents/guardians.

Despite the existence of District policy, regulations and guidelines, it is virtually impossible to completely prevent access to content or material that may be considered inappropriate for students. Students may have the ability to access such content or material from their home, other locations off school premises and/or with a student's own personal technology or electronic device on school grounds or at school events. Parents and guardians must be willing to establish boundaries and standards for the appropriate and acceptable use of technology and communicate these boundaries and standards to their children. The appropriate/acceptable use standards outlined in this policy apply to student use of technology via the DCS or any other electronic media or communications, including by means of a student's own personal technology or electronic device on school grounds or at school events.

Standards of Acceptable Use

Generally, the same standards of acceptable student conduct which apply to any school activity shall apply to use of the DCS. This policy does not attempt to articulate all required and/or acceptable uses of the DCS; nor is it the intention of this policy to define all inappropriate usage. Administrative regulations will further define general guidelines of

appropriate student conduct and use as well as prescribed behavior.

District students shall also adhere to the laws, policies and rules governing computers including, but not limited to, copyright laws, rights of software publishers, license agreements, and student rights of privacy created by federal and state law.

Students who engage in unacceptable use may lose access to the DCS in accordance with applicable due process procedures, and may be subject to further discipline under the District's school conduct and discipline policy and the District Code of Conduct. The District reserves the right to pursue legal action against a student who willfully, maliciously or unlawfully damages or destroys property of the District. Further, the District may bring suit in civil court against the parents/guardians of any student who willfully, maliciously or unlawfully damages or destroys District property pursuant to General Obligations Law Section 3-112.

Student data files and other electronic storage areas will be treated like school lockers. This means that such areas shall be considered to be School District property subject to control and inspection. The Computer Coordinator may access all such files and communications without prior notice to ensure system integrity and that users are complying with the requirements of this policy and accompanying regulations. Students should **NOT** expect that information stored on the DCS will be private.

Examples of Unacceptable Use:

- a. Using the DCS to obtain, view, download, send, print, display or otherwise gain access to or to transmit materials that are unlawful, obscene, pornographic or abusive.
- b. Use of obscene or vulgar language.
- c. Harassing, insulting, bullying, threatening or attacking others.
- d. Damaging, disabling or otherwise interfering with the operation of computers, computer systems, software or related equipment through physical action or by electronic means.
- e. Using unauthorized software on the DCS.
- f. Changing, copying, renaming, deleting, reading or otherwise accessing files or software not created by the student without express permission from the Computer Coordinator.
- g. Violating copyright law, including the illegal file sharing of music, videos and software.
- h. Employing the DCS for non-educational, commercial purposes, product advertisement or political lobbying.
- i. Disclosing an individual password to others or using others' passwords.
- j. Transmitting material, information or software in violation of any District policy or regulation, the District Code of Conduct, and/or federal, state and local law or regulation.
- k. Revealing personal information about oneself or of other students including, but not limited to, disclosure of home address and/or telephone number.
- l. Using any LCSD computer of the DCS to pursue that breaking of computer and/or

network security, also referred to as “hacking”.

- m. Using digital devices (such as cell or camera phones), electronic technology and/or media to facilitate cheating, plagiarism, etc.
- n. Using the Lancaster name or logo, unless given expressed authorized permission by the Superintendent.

Students who Violate the Acceptable Use Policy and any Corresponding Regulations may be Subject to the Following Consequences:

- a. Suspension from and/or revocation of student access to the DCS. A student assigned a suspension from the DCS is not entitled to a full hearing pursuant to Education Law section 3214. A student and the student's parent/guardian, however, will be provided with the opportunity for an informal conference with the administrator imposing the suspension to discuss the conduct and the penalty involved.
- b. Suspension from school and District activities, as determined in accordance with appropriate due process procedures.
- c. Additional disciplinary action may be determined at the building level in accordance with existing practices and procedures, as well as federal, state, and local law.
- d. Legal action may be brought if District property, including the DCS, is damaged or destroyed.
- e. When applicable, law enforcement agencies may be involved.

Notification

The District's Acceptable Use Policy and Regulations will be disseminated to parents/guardians and students in order to provide notice of the school's requirements, expectations, and students' obligations when accessing the DCS.

Student access to the DCS will automatically be provided unless the parent/guardian has submitted written notification to the District that such access not be permitted. Procedures will be established to define the process by which parents/guardians may submit a written request to deny or rescind student use of the DCS in accordance with law, Commissioner's Regulations and/or District policies and procedures. Regulations will be established as necessary to implement the terms of this policy.

**STUDENT USE OF PERSONAL ELECTRONIC DEVICES –
BRING YOUR OWN DEVICE (BYOD)**

The Board of Education seeks to maintain a safe and secure environment for students and staff. Advances in technology have made it possible to expand the learning environment beyond traditional classroom boundaries. Lancaster Central School District grants its students the privilege of using personal electronic devices for academic and personal use within the guidelines as outlined in this policy. Using personal electronic devices during instructional time can enable students to explore new concepts, personalize their learning experience and expand their global learning opportunities. Additionally, the use of personal electronic devices is ubiquitous in today's society and standards for student use during non-instructional time should adapt to this change.

This policy is intended to protect the security and integrity of the District's data and technology infrastructure. Limited exceptions to the policy may occur due to variations in devices and platforms.

This policy defines the use of personal electronic devices and reinforces the standard that all use, regardless of its purpose, must follow the guidelines outlined in the Student Acceptable Use Policy (AUP), the Lancaster Central School District Code of Conduct, and the Dignity for All Students Act.

Personal electronic devices are limited to laptop computers (Microsoft Windows, Apple, and Google Chrome platforms), tablet devices (iOS, Android and Windows platforms), and smartphones (iOS, Android, Blackberry and Windows platforms).

Personal electronic device use by students is permitted during the school day and is expected to be in support of educational activities. The District defines acceptable academic use as activities that directly or indirectly support the instructional practices of our school. Teachers will indicate when and if classroom use is acceptable. Students must act responsibly and thoughtfully when using personal electronic devices. Personal electronic devices must remain in silent mode at all times except when being used for instructional purposes and permission has been granted by the teacher.

District campuses utilize four wireless levels. Each of these levels defined below are under the direct supervision and authority of the responsible teacher or staff member.

- a. Level 1 – All personal electronic device use is strictly prohibited.
- b. Level 2 – Personal electronic device use is available only through direct request of the appropriate supervising teacher or staff member for each instance.
- c. Level 3 – Personal electronic device use is available based on check-in with the area supervisor.
- d. Level 4 – Personal electronic device use is openly available.

Personal electronic devices may not be connected to the network by a network cable plugged into a data outlet. Network access is provided via wireless access only.

Personal electronic devices may not be used to establish a wireless ad-hoc or peer-to-peer network while connected to the District's network. This includes, but is not limited to, using a personal device as a cabled or wireless hotspot.

Personal electronic devices are not to be shared or accessed by other students or users.

Student use of a personal electronic device must not disrupt the learning of others. Sounds must be muted at all times unless explicit permission is granted by a teacher or staff member for each instance.

The Board of Education expressly prohibits use of any personal electronic device in locker rooms, restrooms, health offices, pool areas, and any other areas where a person would

reasonably expect some degree of personal privacy. In these areas, all personal electronic device use is strictly prohibited.

Student use of a personal electronic device's camera and video capabilities are restricted in Level 1 areas within the District's campuses. Requests for use of video capabilities require teacher approval for use and these requests may be made in consultation with the appropriate teacher.

The District shall not be liable for the loss, damage, misuse, or theft of any personal electronic device brought to school or on a school-sponsored trip or activity. Personal electronic devices that are brought to school or on a school-sponsored trip or activity are the students' and parents' own risk. In the event that a personal electronic device is lost, stolen, or damaged, the District is not responsible for any financial or data loss.

The District reserves the right to monitor, inspect, examine and/or confiscate a student's personal electronic device and search its contents if there is reasonable suspicion that school and/or District policies or local, state and/or federal laws have been violated. Searches will be limited to circumstances in which there is reasonable suspicion that the search will produce evidence of the suspected misconduct.

Violations of school or District policies, local, state and/or federal laws while using a personal electronic device on the District's wireless network will result in appropriate disciplinary and/or legal action as specified in the District's Code of Conduct, District policy as well as by local, state and/or federal law.

District staff cannot attempt to repair, correct, troubleshoot, or be responsible for malfunctioning personal electronic devices or software contained on a personal electronic device. Connectivity and technical issues that may arise with the personal electronic device remain the responsibility of the owner of the device.

Prohibition During State Assessments

All students are prohibited from bringing personal electronic devices into a classroom or other location where a New York State assessment is being administered. Test proctors, test monitors and District officials shall have the right to collect prohibited personal electronic devices prior to the start of the test and hold them while the test is being administered, including break periods. Admission to any assessment will be denied to any student who refuses to relinquish a prohibited device.

Students with disabilities may use certain devices if the device is specified in that student's IEP or 504 plan or a student has provided medical documentation that they require the device during testing.

Permission

Students will not be permitted to use personal electronic devices in school or at school functions until they have reviewed the Student Acceptable Use Policy (AUP) and the applicable sections of the District's Code of Conduct. The District reserves the right to

restrict student use of District-owned technologies and personal electronic devices on school property or at school-sponsored trips or activities, at the discretion of the administration.

Students must follow the guidelines for use set out in the District's Code of Conduct and the AUP at all times. Consequences for misuse will follow guidelines in the District's Code of Conduct. The District will develop regulations for the implementation of this policy that shall include, but are not limited to, instructional use, non-instructional use, liability, bullying and cyberbullying, and privacy issues.

DRESS

The Board of Education believes that appropriate dress and grooming contribute to a productive learning environment. All students are expected to give proper attention to personal cleanliness and to dress appropriately for school and school functions. Students and their parents/guardians have the primary responsibility for acceptable student dress and appearance in the school setting.

A student's dress and appearance shall:

1. Be safe, appropriate, and not present a health or safety hazard to the student or others in the school.
2. Not interfere with the educational process.
3. Ensure that underwear is appropriately worn and completely covered with outer clothing.
4. Include footwear at all times. Footwear that is a safety hazard will not be allowed.
5. Not include headwear in the school building except for religious, cultural, or medical purposes.
6. Not promote death suicide, torture, Satanism or the occult.
7. Not represent membership in a gang that disrupts or threatens to disrupt the educational process.
8. Not include items, including personal protective equipment (e.g., masks), that are sexually explicit, vulgar, obscene, libelous, or which denigrate others on account of race, color, weight, religion, or religious practice, sex, sexual orientation, gender, gender identity, national origin, ethnic group, political affiliation, age, marital status, military status, or disability.
9. Not promote and/or endorse the use of alcohol, tobacco products, banned products, or illegal drugs, counterfeit and designer drugs, or paraphernalia for the use of such drugs and/or encourage other illegal or violent activities.

Examples of inappropriate clothing include but are not limited to, strapless clothing, bathing suits, slippers, and other articles of clothing which expose to view what is being used as underclothes. Additionally, non apparel items such as blankets, flags, stuffed animals, capes, etc. are not allowed. All outerwear-type jackets and headgear (including but not limited to hats of any kind, bandanas and sunglasses) are to be left in the student's locker at the beginning of the day and are not to be worn. It is expected that all students must be able to store their backpacks under their desk, table, or chair. Students who are considered to be improperly dressed according to this policy may be subject to discipline up to, and including, suspension from school.

FIELD TRIPS

It is the responsibility of any student who misses class due to a field trip to make up the work. Field trip forms must be in before the day of the field trip. Under the Board of Education's revised field trip policy both parent/guardian permit slips and teacher permit slips must be turned in to the initiating teacher by the time specified.

Students may be denied the opportunity to attend a field trip, even one that is being considered a Student Assessment Period, by a teacher if the student has a failing grade in the class. Failing is defined as having a class average below 65% at the time of the request for approval.

The complete Board of Education Policy is available in the main office of LHS.

HALLWAY PASSBOOKS

Each student will find pages of passes in the back of their planner. Students must fill in their names at the top of each of these pages. These passes are to be used to go to the lavatory, locker, or nurse or to see a teacher. A student must have a pre-signed passbook to see another teacher. Abuse of these passes may result in loss of this privilege. Students found in the hall during class without a planner or with a planner that has pages removed from it will be subject to disciplinary action.

Appropriate hallway behavior is expected. Running, shoving or any other inappropriate behaviors not conducive to a proper and safe school environment are prohibited.

Students found in possession of or in the hallway using another student's planner will be subject to disciplinary action and the planner will be confiscated.

HEALTH/NURSE'S OFFICE

The nurse's office is open from 7:00am-2:30pm. If you need to see the nurse, you must have your passbook signed by your teacher from the class that you are in. Parent/guardian pick-ups due to illness must be made through the nurse's office. When picking up their child due to an illness, parents/guardians must follow appropriate protocol and report to the Nurse's office and sign out their child to leave.

All medical problems or injuries must be reported to the nurse's office as soon as possible. All Physical Education excuses must be turned in to the nurse's office. Students may not take and/or carry medications, either prescription or over-the-counter, while in school unless proper forms signed by both parent/guardian and doctor are submitted to the nurse's office.

Working paper application and processing is done through the nurse's office. Physicals for sports, working papers, or that are mandated may be done by your own physician. If necessary, the school offers physicals that are free of charge. Only physicals with current dates can be used. Please contact the Nurse's Office for more information regarding physicals.

HEALTH/NURSE'S OFFICE POLICIES

Passbooks: Passbooks signed by the teacher of the current school period are required for entrance to the Health Office.

Cell Phones: Due to safety and confidentiality concerns, use of cell phones will not be permitted in the Health Office.

Physical Education Notes: All notes to be excused from Physical Education are taken to the Health Office. The Health Office maintains documentation and communicates with the Physical Education Department regarding physician and parent/guardian notes that take students out of physical education class. Physician orders are followed strictly (students may have a modified curriculum if the physician has taken the students out of PE class). The Physical Education teacher receives information on a communication tracker from the Health Office. When a note is open-ended (until further notice), the Health Office requires that an updated note from the physician follow within 4-6 weeks. This is to assure that the physician is aware that the student remains out of physical education. With the NYS requirement for 2 credits in PE to graduate, the importance of maintaining accurate medical physical education documentation is a necessity. Each student is also allowed 3 parent/guardian notes taking the student out of physical education for one day each. Any excuses after the 3 require a physician note. Consequences for not following the above Physical Education/Health Office procedures are handled through the Physical Education Department.

Physical Education Excuses and Sports: Any student out of physical education classes for any length of time is automatically out of sports for the same length of time. When a student is released back to physical education, the note must also state he/she is released back to the sport. No partial releases back to physical education are acceptable for sports, including working out in the weight room. All injuries require a release from your primary doctor to return to physical education and any sport. To return to any sport this release must state "completely clear with no restrictions."

LOCKERS

School lockers are school property and remain, at all times, under the control of the school. Students are, however, expected to assume full responsibility for the security of their lockers. Students are required to purchase a lock provided by the high school. Students should not expect privacy regarding items placed in school property because the school property is subject to search at any time without notice. Students are strongly encouraged to lock their personal belongings in the physical education lockers.

PEER MEDIATION

Peer Mediation is a program designed to help students settle conflicts in a non-confrontational way with the help of student mediators. Please complete a Peer Mediation Request Form (available in the Main Office, the Media Center or the Counseling Center) and return it to the Peer Mediation mailbox to set up an appointment for peer mediation. Each request will be kept confidential.

PLEDGE OF ALLEGIANCE

According to the Commissioner of Education's ruling and the Supreme Court ruling, no student may be required to stand or recite the Pledge. All students are to remain silent during the Pledge and if walking in the halls, students are to stop and remain silent. This is not considered a sign of acceptance of the Pledge but is in respect for the rights of others.

STUDENT DRIVING/PARKING

Driving to school is a privilege, not a right. Students are to arrive on time for school and attend all scheduled classes, with the exception of early dismissals. Students who abuse this privilege will not be allowed to park on school property. Students must obey the posted speed limit and drive in a prudent, responsible manner. The school retains authority to conduct routine patrols of student parking lots and inspections of the exteriors and interiors of student automobiles while on school property. Suspension of driving privileges will be at the discretion of the school administrator. ATV's, snowmobiles, dirt bikes, and other motorized bicycles/scooters etc. are not allowed on school grounds at any time.

Students must visibly display an appropriate, non-transferable parking permit at all times while on school property. The Town Police will ticket unauthorized and/or improperly parked vehicles. Repeat offenders will have their vehicle towed at their own expense.

*A newsletter will be sent home at the end of August giving instructions to students on how to apply for a parking pass. Students that have a driver's license may apply for a parking permit beginning in mid-August and throughout the school year. To obtain a parking pass, please go to the school website, high school page, and click on the link for parking pass. Fill out the electronic form and stop into room #102 to pay for the parking pass (check or cash only) and then receive your parking hang tag.

STUDENT IDENTIFICATION CARDS (ID CARDS)

All students will be required to have an accurate and current Lancaster High School picture ID card in their possession at school sponsored functions. Refusal to produce the ID card when requested by faculty or staff members may be subject to disciplinary action.

STUDENT PARTICIPATION IN STUDENT ORGANIZATIONS

Lancaster High School provides the privilege for all students to participate in student organizations. Students who participate in these organizations should recognize that they have an obligation to themselves, fellow students, advisors, school and their community to strive for excellence. They should also recognize that they must always act as a good community and school citizen. Since they participate in a school organization, their behavior should meet standards above what is expected by civil law and school policy.

The following procedures will apply to all participants of Lancaster High School student organizations:

- In order to remain eligible for participation in high school student organizations students must maintain a minimum 72.00% average as stated in the Academic Eligibility Policy. In addition, student participants in certain organizations must

also meet higher academic standards as determined by each individual advisor, as these standings may vary within each organization and society.

- Any student participant of a school organization who violates civil law, the school rules as described in the student handbook, the rules of their organization, the regulations of off-site venues, or exhibits behavior that is determined to be detrimental to the organization will be subject to consequences deemed suitable by the advisor(s) of that specific student organization.
- Student participants, who feel that the decision of the advisor is unjust, may appeal to the Activity Review Committee within (10) school days of imposed consequences. This appeal must be in writing and must be submitted to the Coordinator of Student Affairs.
- The Activity Review Committee will review the consequences imposed by the advisor and present a final decision. The final decision cannot supersede any written, formally adopted rules, regulations or constitution of that organization.
- This committee will be composed of a high school administrator, a non-advisor faculty member, Coordinator of Student Affairs, and two faculty members who are advisors.

SCHOOL RESOURCE OFFICER (SRO)

The primary mission of the School Resource Officer is three-fold: Formal instruction and presentation, informal consultation pertaining to law enforcement and safety issues, and law enforcement.

The SRO is not intended to serve as a “security officer” in the school, nor is she there to enforce disciplinary policies. The ultimate responsibility is to carry out her duties as a police officer, while keeping the school a safe place.

Duties of the School Resource Officer:

1. To ensure the safety of the students, faculty and staff at Lancaster High School.
2. To counsel students in special situations, such as students suspected of engaging in criminal misconduct, when requested by the principal or parents/guardians of the student.
3. To enforce criminal laws on the Local, State and Federal levels, and to assist school officials with the enforcement of Policies and Regulations regarding student conduct.
4. To investigate criminal activity on or around school property.
5. To answer questions that students may have concerning criminal and juvenile law.
6. To assist other officers with outside investigations concerning students.
7. To provide security at special school events or functions.

VISITORS

Student visitors are welcome under certain conditions. The necessary paperwork must be completed well in advance of a visitation. There will be no visitations allowed during the week prior to Regents exams or on the day before a school holiday or school vacation. No visitors will be allowed when the visitor's home school is in session.

STUDENT'S RIGHTS AND RESPONSIBILITIES

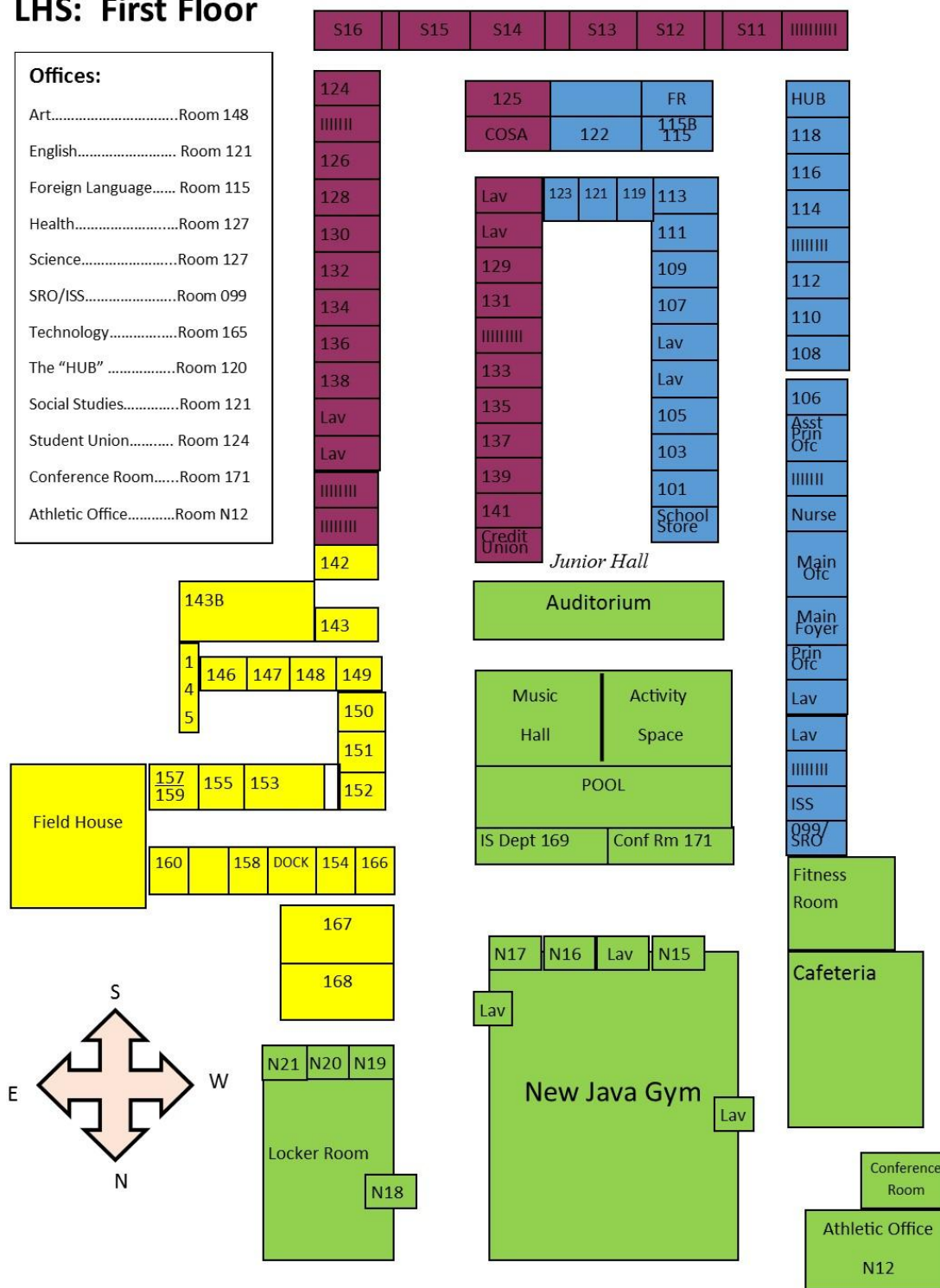
With every right comes a responsibility:

RIGHTS	RESPONSIBILITIES
Students have the right to a free public education in the least restrictive environment.	With this right comes the students' responsibility to attend school every day unless they are legally excused and be in class, on time, and prepared to learn.
Students have the right to a classroom atmosphere that is conducive to learning.	With this right comes the students' responsibility to conduct themselves in a manner that contributes to the ability of the class to learn
Students have the right to be treated with respect by all members of the school community.	With this right comes the students' responsibility to treat themselves, others, property with respect and dress appropriately for school and school functions.
Students have the right to competent instruction that deals with the individual needs of the learner.	With this right comes the students' responsibility to meet the goals and objectives of the curriculum and ask questions when they do not understand.
Students have the right to feel secure in their personal safety and integrity.	With this right comes the students' responsibility to respect the rules, regulations and procedures of the district, and to seek help in solving problems that might lead to disciplinary action. To report observations of possible code violations.
Students have the right to experience professional, ethical relationships with all staff.	With this right comes the students' responsibility to conduct themselves in an appropriate manner toward staff and contribute to a respectful school environment.
Students have the right to express themselves in a socially acceptable manner.	With this right comes the students' responsibility to react to direction given by teachers, administrators and other school personnel in a respectful, positive manner, and work to develop mechanisms to control their anger.
Students have the right to a program that will improve their physical well-being in the least restrictive environment.	With this right comes the students' responsibility to attend the classes and participate in the programs to the fullest level of their ability.
Students have the right to a co-curricular and extra-curricular program that is based on student interest.	With this right comes the students' responsibility to be involved to the fullest level of their interest and ability, to seek help in solving problems that might lead to disciplinary action, 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.

Students have the right to know the school rules and their consequences.	With this right comes the students' responsibility to familiarize themselves and abide by school rules, regulations and procedures, and all district policies, rules and regulations dealing with student conduct.
Students have the right to a clean, well-maintained educational facility.	With this right comes the students' responsibility to contribute to maintaining a safe and orderly school environment that is conducive to learning and to show respect toward other persons and property.
Students have the right to experience the democratic process.	With this right comes the students' responsibility to abide by the decisions made in the democratic process.
Students have the right to be able to report violations to the Code without fear of retaliation.	With this right comes the students' responsibility to respect the rights of others and act in an honest and civil manner.
Students have the right to be in an environment free of harassment and discrimination.	With this right comes the students' responsibility to demonstrate conduct that fosters civility, kindness, and acceptance and is void of harassment and/or discrimination.

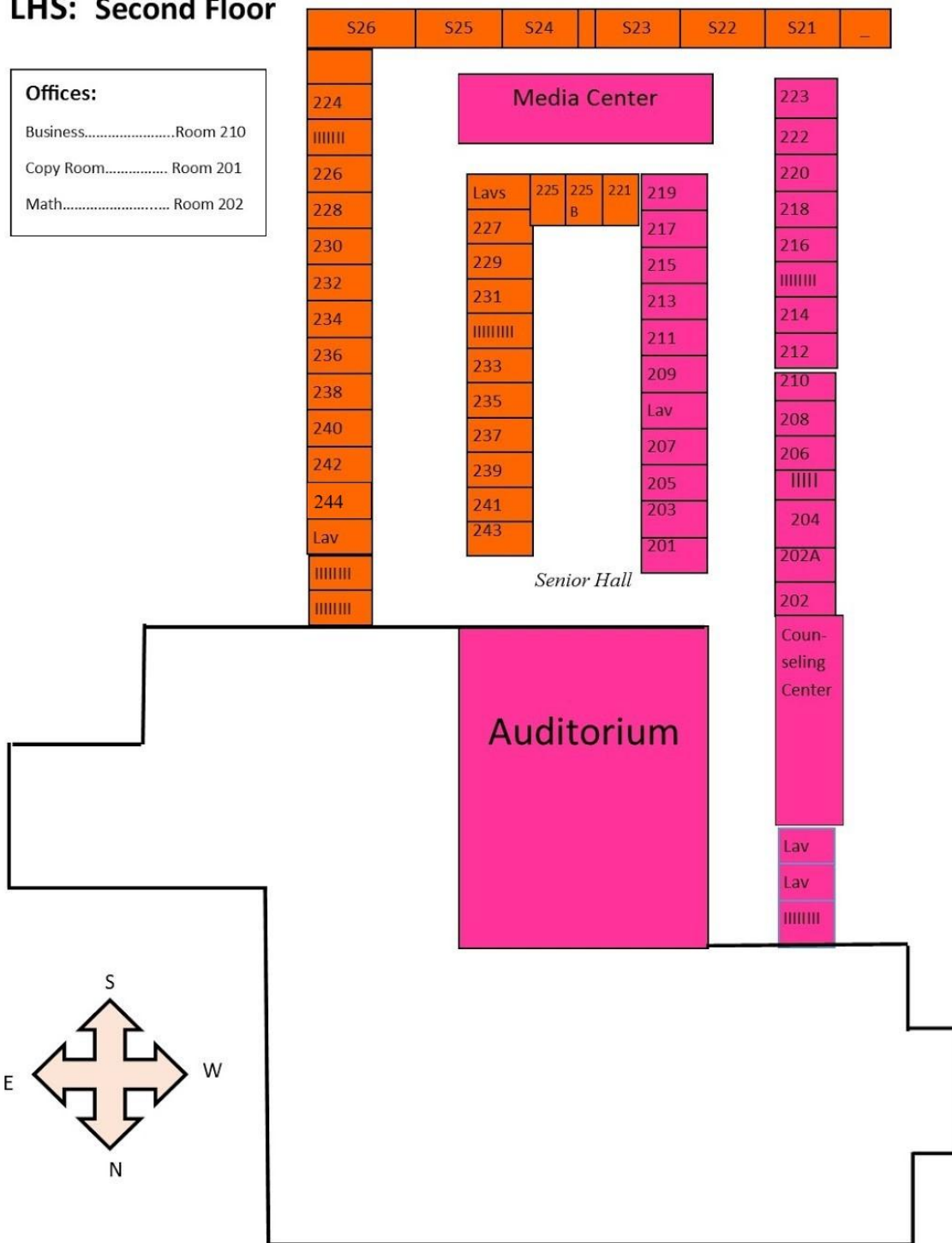
LHS: First Floor

Offices:	
Art.....	Room 148
English.....	Room 121
Foreign Language.....	Room 115
Health.....	Room 127
Science.....	Room 127
SRO/ISS.....	Room 099
Technology.....	Room 165
The "HUB"	Room 120
Social Studies.....	Room 121
Student Union.....	Room 124
Conference Room.....	Room 171
Athletic Office.....	Room N12



LHS: Second Floor

Offices:	
Business.....	Room 210
Copy Room.....	Room 201
Math.....	Room 202



CLASS SCHEDULE

1st Semester

Period	Course	Teacher	Room #
1			
2			
3			
4			
5			
6			
7			
8			
9			

2nd Semester

Period	Course	Teacher	Room #
1			
2			
3			
4			
5			
6			
7			
8			
9			

Bell Schedule

Period 1	7:34 am	-	8:15 am
Period 2	8:20 am	-	9:00 am
Period 3	9:05 am	-	9:45 am
Period 4	9:50 am	-	10:30 am
Period 5	10:35 am	-	11:15 am
Period 6	11:20 am	-	12:00 pm
Period 7	12:05 pm	-	12:45 pm
Period 8	12:50 pm	-	1:30 pm
Period 9	1:34 pm	-	2:15 pm

INCIDENT REPORT

(If completed, tear out of the planner and submit anonymously in the mail slot on the door of the Room 099/SRO Office)

FALSE REPORTING OF AN INCIDENT WILL RESULT IN DISCIPLINARY ACTION

My Name is (optional) _____

Grade _____

☐ I was bullied:

☐ I was witness to

Date: ____/____/____

Time: _____

Period: _____

Where did the incident take place? _____

What happened?

The people involved were

Names of other victims or witnesses

Does an adult in the building know about this incident?

☐

No

☐

Yes

Who? _____



Lancaster High School



Today's Date: _____

Student Name: _____

Student ID#: _____

Subject: (check applicable)

☐ **ABSENT** from school on the following date(s): _____
Due to: _____

☐ **EARLY** Dismissal:
Time of Pick up: _____ AM/PM
For the Following Reason: _____

☐ **TARDY** to School today for the following reason: _____

☐ Has my Permission to ride bus # _____ home with _____
(name of student)

Parent/Guardian Signature: _____



Lancaster High School



Today's Date: _____

Student Name: _____

Student ID#: _____

Subject: (check applicable)

☐ **ABSENT** from school on the following date(s): _____
Due to: _____

☐ **EARLY** Dismissal:
Time of Pick up: _____ AM/PM
For the Following Reason: _____

☐ **TARDY** to School today for the following reason: _____

☐ Has my Permission to ride bus # _____ home with _____
(name of student)

Parent/Guardian Signature: _____