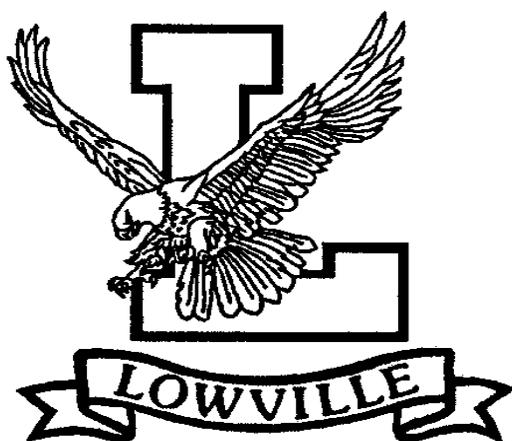


Lowville Academy and  
Central School

High School Handbook



2019-2020

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## **“Welcome To Lowville Academy Senior High!”**

Dear Students:

Lowville Academy and Central School is entering its 212th year as a public high school. Over those 212 years, our school is known to be rich in tradition and academic excellence. Knowing this, you have an outstanding opportunity to earn the right to walk across the stage with a diploma from one of the best public high schools in the New York State.

To earn your diploma you will be expected to challenge yourself in rigorous classes which will prepare you for a career beyond the doors of Lowville Academy. For you, it may be further studies at a college or university or it may be an immediate career in the military or workforce. Regardless of your choice, we have the best teaching staff to guide you along the road to success.

We wish you the best . . . and remember, “Enter to Learn, Go Forth to Serve”.

Sincerely

Brian E. Finn, Principal  
Senior High School

Brian P. Hanselman, Assistant Principal  
Senior High School

### **ADMINISTRATION**

Superintendent of Schools. . . . . Rebecca Dunckel-King  
High School Principal . . . . . Brian E. Finn  
High School Assistant Principal. . . . . Brian P. Hanselman  
Middle School Principal. . . . . Scott D. Exford  
Elementary School Principal. . . . . Philomena B. Goss  
Director of Students with Disabilities. . . . . Mary E. Compo  
Curriculum Coordinator . . . . . Marie L. Western

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### **BOARD OF EDUCATION**

Mr. Thomas Schneeberger, President  
Mrs. Rebecca Kelly, Vice President  
Mr. James Farquhar

Mr. Jeffery Hellinger  
Mrs. Stephanie Houser Fouse  
Mr. Michael Judd

Mrs. Amy Marti  
Dr. Steven Lyndaker  
Mr. Michael Young

## SCHOOL STAFF DIRECTORY

### ADMINISTRATION

Mr. Finn - High School Principal  
Mr. Hanselman - Assistant High School Principal

### AGRICULTURE DEPARTMENT

Mr. Phelps

### ART DEPARTMENT

Mr. Zehr

### BUSINESS DEPARTMENT

Mr. Goss  
Mrs. Kozin

### COMPUTER RESOURCES

Mr. Bassette  
Mr. Bingle  
Mr. Roggie

### DRIVER EDUCATION

Mr. David Jones

### ENGLISH DEPARTMENT

Ms. McLaughlin, Chairperson  
Mrs. Bingle (KIDS)  
Ms. Bryant  
Mrs. Clements  
Mrs. Hyde  
Mr. McCormick  
Mrs. McHugh

### FOREIGN LANGUAGE DEPARTMENT

Ms. White, Chairperson  
Mrs. Lincoln  
Ms. Lorentzen  
Mrs. Bennett

### GUIDANCE DEPARTMENT

Mrs. Schlieder  
Mr. Monnat

### HEALTH DEPARTMENT

Mrs. Bush

### HOME & CAREER SKILLS

Mrs. Schwarting

### TECHNOLOGY DEPARTMENT

Mr. Gleason  
Mr. Kozin

### LIBRARIAN

Mr. Hyde

### SPECIAL ED. SERVICES/RESOURCE ROOM

Ms. Brown  
Mrs. Majewski  
Mrs. Moshier  
Mrs. Myers

### MATH DEPARTMENT

Mr. Rivers, Chairperson  
Mr. Capone  
Mr. Hurley  
Mrs. Jock  
Mrs. Zubrzycki

### MUSIC DEPARTMENT

Mr. Boccio  
Miss Furgison  
Mrs. Lyndaker

### PHYSICAL EDUCATION DEPARTMENT

Mr. Goss, Athletic Director  
Mr. Larche  
Mr. Miller  
Mrs. Ortlieb  
Mrs. Rush  
Mr. Shambo  
Mr. Widrick

### SCIENCE DEPARTMENT

Ms. Virga, Chairperson  
Mr. Marks  
Mrs. Mooney  
Mrs. Myers  
Mr. Sammon

### SOCIAL STUDIES DEPARTMENT

Mr. Griffiths, Chairperson  
Mr. Cornell  
Mr. Fayle  
Mrs. Hellinger  
Mr. Komondor

### SCHOOL PSYCHOLOGIST

Miss Young

### STUDENT LEARNING CENTER

Ms. Brown  
Mr. McCormick

**SENIOR HIGH SCHOOL SUPPORT STAFF**

ATTENDANCE OFFICE  
Mrs. Golas

GUIDANCE OFFICE  
Mrs. Brennan

HIGH SCHOOL OFFICE  
Mrs. Kingsley  
Mrs. Monnat

LIBRARY  
Mrs. Dittl

TEACHER AIDE  
Mrs. Emma Birchenough  
Mrs. Sweredoski

TEACHER ASSISTANT  
Mrs. Julie Deveines

**2019-2020 INSTRUCTIONAL CALENDAR**

August  
29 Staff Development Day

September  
2 Labor Day Holiday  
3 Superintendent's Conference Day  
4 First Day for All Students

October  
14 Columbus Day

November  
11 Veteran's Day Observed  
27-29 Thanksgiving Holiday

December  
23-31 Christmas Holiday

January  
1 New Year's Holiday  
20 Martin Luther King, Jr. Day  
21-24 Regents Week

February  
17 President's Day  
18-21 Winter Recess

April  
10 Good Friday  
13-17 Spring Recess

May  
22-25 Memorial Day Holiday

June  
2 Regents Day  
17-25 Regents Days  
26 Rating Day  
26 Superintendent's Conference Day

**Note: If additional days must be used for emergency closings, the first day taken will be May 22, then April 13, April 14, April 15, April 16, April 17. In the event of long term emergency closings, the Board of Education reserves which makeup days will be used from any scheduled recess periods and/or holidays consistent with any language that may exist in district labor agreements.**

## Supervised Study Rooms 2019-2020

Students can determine their Supervised Study room by finding the appropriate grade level and alphabetical listing for their specific grade level. Signs will be posted near all entrances on the first day of school to assist you.

### Grade 9: Class of 2023

Mrs. McHugh.....	3301	Aubel, Isaac .....	Clements, Charles
Mrs. Clements.....	3303	Cole, Dawson.....	Fowler, Gavin
Mrs. Jock.....	3307	Garito, Anthony .....	Lawton, Trevor
Mr. Marks .....	3311	Lee, Jada .....	Ples, Mackenzie
Mr. Rivers.....	2305	Real, Kyra.....	Zehr, Geran

### Grade 10: Class of 2022

Mrs. Hyde .....	3302	Aguilo, Shelby-Grace .....	Dunckel, Christian
Ms. Bryant .....	3304	Edick, Katelyn .....	Houppert, Madison
Mrs. Myers.....	3306	Ielfield, Cadence .....	Myers, Grace
Mr. Sammon .....	3312	Neddo, Virginia .....	Rozanski, Collin
Mr. Hurley .....	2303	Schneider, Emily.....	Zubrzycki, Taylor

### Grade 11: Class of 2021

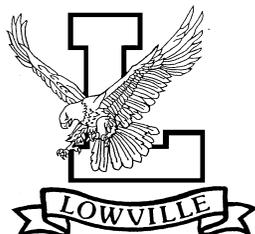
Mr. Cornell .....	2302	Allen, Andrew.....	Dening, Emma
Mr. Komondor .....	2306	Dosztan, Trenten .....	Marra, Aleesha
Mrs. Lincoln .....	2312	Mathieu, Salamon .....	Steria, Mason
Mrs. Bennett .....	2311	Thomas, Natalie .....	Zubrzycki, Alex

### Grade 12: Class of 2020

Mrs. Hellinger.....	2309	Anderson, Mason.....	Coulman, Dylan
Mr. Fayle.....	2308	Delles, Devon .....	Hoffman, Cody
Ms. Lorentzsen .....	2310	Hoppel, Bryanna .....	Mathieu, Rachelle
Mr. McCormick .....	1307	McCollum, John .....	Roes, Micah
Mr. Kozin.....	1202	Runner, Devin.....	Zehr, Erica

### **Other:**

Mrs. Moshier.....	1305	Special Education Classroom
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### **LOWVILLE ACADEMY AND CENTRAL SCHOOL DISTRICT GENERAL INFORMATION**

Our school district has developed important statements that provide guidance and direction for students and staff. The concepts outlined below serve as the foundation of the educational program at Lowville Academy.

#### **MISSION STATEMENT**

The mission of the Lowville Academy and Central School District is to provide a responsible and comprehensive educational program that meets the immediate and long-term affective, cognitive and developmental needs of individual students, resulting in people who are happy and self-confident, who perform consistently to their ability, and who are prepared to be contributing and productive members in tomorrow's society.

#### **STATEMENT OF BELIEFS**

The Board of Education, Faculty and Staff believe our district:

- Operates for all students and strives to meet their mental, physical, emotional and social needs regardless of race, color, weight, national origin, ethnic group, creed or religion, marital status, age, sexual orientation, gender (including gender identity and expression) sex or disability condition.
- Provides the opportunity for each student to develop his talents and to make his maximum contribution to global society.
- Encourages each student to become all that he is capable of becoming.
- Acknowledges the dynamic nature of our society and students and the need for a continually evolving school program..
- Recognizes change - in pupils, in the curriculum and in the methods and materials of teaching.
- Provides an educational environment which encourages pride and enthusiasm in students for learning and scholastic achievement.
- Acknowledges that effective learning requires the active participation of students in the educational process
- Promotes an atmosphere of courtesy and respect between and among all members of the school community.
- Shares with the home, the church and the community, the responsibility of fostering the highest moral, ethical and spiritual values.

#### **GOALS OF THE DISTRICT**

1. To provide a curriculum which gives every child an opportunity to develop his full potential for responsible citizenship and for intellectual and ethical growth.
2. To help the child to grow physically, mentally, emotionally, and socially in the way normal for his individual capabilities.
3. To create a desire for knowledge.
4. To develop self-discipline, self-direction, and independent thinking.
5. To assist students in their vocational, scholastic, and personal development.
6. To develop better intercultural relationships.
7. To develop desirable attitudes and practices with regard to leisure time.
8. To develop an understanding and appreciation of our cultural and political heritage.
9. To develop an appreciation of aesthetic values.

**COMMENCEMENT OUTCOMES**

The graduation standards set forth below were developed by a district citizens committee in 1994. The school committee charged with the responsibility of developing the outcomes involved members of the staff, community and student body in the planning process. Please familiarize yourself with the general meaning of the outcomes.

Lowville Academy graduates will be life-long learners who have completed the required academic standards inherent within the Regents Statement of Goals for Students, and whose total educational experiences have resulted in individuals who are:

**Effective Communicators**

- o Appropriately convey thoughts, knowledge and feelings to others through a variety of methods.
- o Receive and respond appropriately to the expressed thoughts, knowledge and feelings of others.

**Complex, Critical, and Creative Thinkers**

- o Use analysis, evaluation, synthesis, and application skills.
- o Demonstrate originality, insightfulness, and flexibility in making and defending decisions.
- o Identify, evaluate, integrate, and access resources and information.

**Responsible Citizens**

- o Participate responsibly in all communities - global, national, local, family and interpersonal.
- o Demonstrate character traits of respect, responsibility, honesty, dependability, fairness, caring and self-control.
- o Demonstrate an understanding of human commonalities, cultural diversity and global dynamics.
- o Exert a high level of effort and strive for quality work.

**Self-Directed Individuals**

- o Set reasonable goals - develop a plan for their pursuit and completion. Monitor own progress, make appropriate adjustments until each goal is met.
- o Strive for and maintain a positive self-image.
- o Assume responsibility for actions.
- o Accept challenges and cope with change, success and/or failure.
- o Apply a realistic self-appraisal in relation to educational, emotional and physical abilities.

**Interactive Participants**

- o Act ethically and responsibly using effective leadership and interactive skills when working with others.
- o Provide time, effort, and support for the group goal.
- o Work cooperatively with the team respecting all points of view.

**HIGH SCHOOL DAILY SCHEDULE**

8:32.....	1st Bell	11:38 - 12:18 .....	5th period
8:35 - 8:43.....	Supervised Study	12:21 - 1:01 .....	6th period
8:46 - 9:26 .....	1st period	1:04 - 1:44 .....	7th period
9:29 - 10:09.....	2nd period	1:47 - 2:27 .....	8th period
10:12 - 10:52.....	3rd period	2:30 - 3:10 .....	9th period
10:55 - 11:35.....	4th period		

Students have a three minute passing time between each of the nine 40 minute classes.

### **LOCKERS**

All students are assigned a locker in their supervised study room on the first day of school. On occasion, you may be asked to share a locker due to crowded conditions. As a precaution against theft, we strongly recommend that you use the combination lock on your locker at all times and do not jam this mechanism. Also, do not leave anything of value or any money in your locker -- the school is not responsible for this type of loss. Textbooks left in lockers are your responsibility so lock your locker. Please note that PE lockers are the responsibility of the student to keep locked. Valuables should not be kept there and combinations should not be shared.

It is your responsibility to keep your locker clean and free of graffiti. Writing or defacing the outside or inside of the locker is prohibited. Lockers will be periodically inspected during the school year to determine damage, cleanliness, etc.

New York State law states that lockers, desks and other storage are the property of the school district. Given reasonable suspicion, lockers may be searched by school staff. This occurs rarely, but when circumstances warrant, school staff will make the required check of school property. Lockers may be searched for illegal substances to protect the learning environment.

### **HALL PASSES**

All students need to have a pass with time and staff signature in order to be in the halls while classes are in session; otherwise, a student may be reported to the Assistant Principal for review. In order to minimize classroom disruptions and maximize learning, it is important that hall traffic be kept to a minimum. However, if it is necessary for you to be in the hall, a staff member can authorize a pass. During the lunch period, the hall duty person is the one who can grant written permission to be in an area so ask permission.

### **FIRE DRILLS**

Fire drills are required by law and are an important safety precaution. At the sound of the alarm, it is essential to listen to directions and exit the building by the given route quickly and quietly. Emergency exit routes are posted in each room.

Purposely causing a false alarm is a serious offense which the school district may prosecute to the full extent of the law. False alarms are disruptive and dangerous to the safety of all students.

It would take only one tragedy for us all to say, "if only . . .". Let's avoid that forever and do things right during drills.

### **LOST AND FOUND**

If you lose something, check with the high school office. We keep found articles there. Lost textbooks can be claimed in the Assistant Principal's Office. Books are returned to the appropriate teacher if not claimed within 2-3 days.

### **EMERGENCY CLOSINGS**

Notice of emergency closings will be broadcast on WWNY, WBRV, WLLG, YNN, WSTN and News Watch 50 as early as possible. Please wait for such announcements. Do not call the school. Procedures to be followed with students on early dismissal days and on snow days are as follows:

#### **Senior High Level (Grades 9 - 12)**

##### **A. Snow Days**

1. There are to be no games, events or performances unless there are special circumstances involved.
  2. Athletics - There are to be no practices until after 1:00 p.m. and then only with the approval of the Director of Athletics. Practices are non-mandatory, and athletes may not be demoted or penalized for not practicing.
  3. All other student organizations - There are to be no practices, activities or events until after 1:00 p.m. and then only with the approval of the building principal. Student participation is non-mandatory.
- B. Early Dismissal Days**
1. There are to be no games, events or performances unless there are special circumstances involved.
  2. All students who regularly ride the bus must go on the bus. There are to be no exceptions. This must be enforced by all coaches and activity advisors.
  3. Practices, activities or meetings are to be non-mandatory. Students may not be demoted or penalized for not attending.

When weather forces the closing of school, the decision to do so is made with the safety of the students in mind. Coaches and activity advisors are asked to please keep the safety of the students in mind when requesting practices, activities or meetings during emergency weather conditions.

Information regarding scheduled evening activities for snow days, days when early dismissal occurs or weekend activities during stormy weather, will be announced on local radio stations.

#### **STYROFOAM CUPS/PRODUCTS**

Due to the concerns with the environmental hazards posed by the manufacture, use and disposal of Styrofoam products, the Board of Education prohibits the use of these products in the school district. Students and staff are requested not to bring Styrofoam products into the building. For example, Styrofoam containers from fast food stores should not be brought into the building during the lunch hour.

#### **RECYCLING A MUST-PLEASE DO YOUR PART**

The school has developed a program and standards for recycling of paper, cans, glass and other reusable items. Each classroom area is provided with a recycling receptacle for disposal. Papers and recyclable materials need to be discarded in the designated container.

## **SCHOOL POLICIES**

### **DAILY ATTENDANCE**

Students are required by New York State Law to be in regular daily attendance. Lowville Academy and Central School recognizes the importance of daily attendance and its relationship to success in the classroom. A poor attendance record is detrimental to the student and often results in classroom difficulty. Parents are responsible under the compulsory attendance law for their child's regular and punctual attendance. In the policy below both excused and unexcused absences count in determining the total number of classes missed. Do your very best to be here each and every day throughout the school year.

### **ATTENDANCE POLICY**

To promote regular attendance, Lowville Academy and Central School Board of Education has an attendance policy for students in grades 9-12. The purpose of this policy is to reinforce and strengthen learning in the classroom. Both excused and unexcused absences are used to determine the attendance status of each student.

The policy below is written with three basic steps, with each step resulting in a contact with the parent/guardian by the school officials. In an abbreviated form, the steps are:

- STEP I**      **10 absences from class (5 for a semester course) - written notice is mailed to the parent/guardian with information regarding any concerns created by the absences.**
- STEP II**      **20 absences from class (10 for a semester course) - a notice from the Assistant Principal's Office is mailed to parents sharing the attendance situation in classes for which information has been received to date.**
- STEP III**      **26 absences from class (13 for a semester course) - the Principal will review the student's eligibility to obtain course credit. At 26 and 13 respectively the student will have to appeal in writing to the Principal for consideration of a "make up" opportunity. Only the Principal may grant such an opportunity and no decision has influence on another. "Make ups" are given only when legitimate circumstances warrant and are not automatic. The district is not obligated to offer a make up opportunity if many unexcused absences exist. Usually, make up time is significantly longer than missed class time**

The maximum number of absences for a full year course is twenty-six (26) class periods. For semester courses, thirteen (13) is the maximum before credit may be revoked.

The Commissioner of Education has ruled that minimum attendance policies are legal and that attendance, as part of class participation, can also be figured into the grading policies of individual teachers. If a student exhibits a poor attendance record, they may also face progressive disciplinary consequences designed to curb the problem before credit is lost. Any student who exceeds the attendance limits due to unexcused absences runs the risk of being denied credit and therefore may not be offered the opportunity of a make up program.

**EXCUSED ABSENCES - HOW THE STATE DEFINES THEM**

The following reasons are examples of an "excused" absences allowed by the State Education Department as reflected by local Board of Education decision:

1. personal illness verified by a parent
2. serious illness/death within the immediate family
3. medical or dental appointment (parent arranged)
4. authorized religious holidays with advance notice
5. education related absences approved in advance by the administration (college visitations, field trips, etc.)

**UNEXCUSED ABSENCES**

The following are examples of "unexcused" reasons for missing school in accordance with our Board of Education attendance policy:

1. truancy (skipping)
2. working during school hours
3. missing the school bus and staying home
4. shopping during school hours emergency
5. hunting, fishing or other recreational interests
6. non-educational trips (concert, etc.)
7. helping at home
8. baby sitting
9. any absence not related to illness or a family

The district encourages parents to support the attendance rules and to work cooperatively with district officials in this regard. Please be aware parent support for an unexcused absence does not absolve a student from school consequences according to the education law.

Circumstances that prevent attendance (without consequences being levied) are considered on an individual basis only if parent notification is given in a timely manner.

#### **VERIFICATION OF DAILY ABSENCES**

Lowville Academy is required to support and enforce the state compulsory attendance laws. We routinely call parents, check with employers, verify excuses, ask questions, etc. to check on the daily attendance of students. We request the cooperation of students and parents in this process. Parents are encouraged to call the Attendance Office to notify the district of their child's absence.

#### **RETURNING TO SCHOOL AFTER AN ABSENCE**

1. For each absence, the student is to have a parent or guardian write an excuse stating the student's name, date, days of absence, and reason for absence. As required by Law, each excuse becomes a part of the school records.
2. Directly following an absence, present the excuse to the Attendance Office.
3. Make plans to make up work missed during your absence. Grades may reflect incomplete work.

#### **TARDY TO SCHOOL AND SUPERVISED STUDY**

Supervised Study time serves as the place for students to begin preparing for the school day. This includes completing assignments, reviewing for an exam and working directly with a content area teacher. The warning bell for supervised study rings daily at 8:32. All students are to be in their assigned supervised study room by 8:35. **Lowville Academy Board of Education policy requires you to be on time for school.** Tardiness to Supervised Study creates problems for the student and the school relative to record keeping. Make sure you are on time for school each day. **Students who are late must sign in at the attendance office where a record for each student is kept.** Tardiness will be recorded as excused or unexcused. **Disciplinary consequences are assigned for a persistent problem whereby a student is arriving late to school intentionally or missing the supervised study time though present (not signing in).** A student is allowed only six lates to school before consequence will be considered. Upon the sixth, a conference with the Assistant Principal will occur and contact with parents made. After that, consequences for late arrival will be assigned according to the following: 6 allowed for year, 7-10 lunch detention per occurrence plus parent contact and after 10 an after-school detention and parent contact per occurrence.

#### **TARDY TO CLASS**

In order to obtain the optimum time of instruction, it is important for students to arrive to class on time. If a teacher detains a student between classes, it is necessary for the student to request a pass from that teacher. If a student is late for any other reason, then the student will report directly to their assigned class. The teacher will record the student as being tardy in School Tool. On a daily basis, the Attendance Office will tally the number of lates to class and will notify the student during the supervised study time of the consequences as follows:

<b><u>Number</u></b>	<b><u>Consequences</u></b>
A. 6 lates to class	- Warning - Request to change behavior
B. 7 - 20 lates to class	- Lunch detention for each occurrence (30 minutes)
C. 21 lates or more	- Should the problem continue, the student is referred to Assistant Principal, who will assign after school detention time or other consequences as warranted

Keep in mind that excessive tardiness to a specific class may, by law, result in deductions from your course grade due to lack of timely participation.

If excessively late (10 minutes) students are required to serve an after school detention or equal amount of time. Failure to attend to disciplinary consequences can become the basis for more serious disciplinary actions. Extreme cases will be treated individually as the situation warrants. This policy is intended to prevent poor habits and foster academic achievement.

### **TRUANCY**

On the first occasion, truant students may be assigned four after school detentions (until 4:30 p.m.) and **may lose full lunch and/or extra-curricular privileges for the offense.** Also, zeros for missed academic work may be assigned. A record of any truancy will be kept and repeat violations will become grounds for progressive disciplinary consequences including in-school suspension, privilege loss, referral to Lewis County Family Court using a PINS (Person in Need of Supervision) petition and possible withdrawal from a specific class or from school in severe cases. A behavior contract will be written to discourage that behavior.

### **SPECIAL EXCUSE (MEDICAL APPOINTMENTS) - EARLY RELEASE**

All medical appointments (doctor/dentist) must be reviewed by the Attendance Office **PRIOR** to leaving school. Take your requests to the Attendance Office prior to homeroom for approval and verification as necessary. Students are to adhere to the following guidelines:



For each medical appointment, the student is to have a parent/guardian write an excuse stating the student's name, date and time of the appointment, and who is to pick up the student. The early medical release will be approved by the Attendance Office.

**NOTE:** Forgery is unacceptable - progressive suspension will result if a student forges a pass and uses it for an absence.

### **SPECIAL EXCUSE (EARLY RELEASE FROM SCHOOL)**

Students who wish to be excused early for an excused reason (see excused absence) during the school day must strictly adhere to the following procedure:

A parent/guardian must write an excuse, date, time to be excused, and to whom the student is to be released. Please include a parent/guardian phone number at home or work so that the early release request can be verified. We routinely call home/work to verify absences for a number of requests on a given day. Students may not be released to other students or to any other person not in the family without the prior approval of the Principal.

Unless an emergency arises, we prefer not to make arrangements to excuse a student after the school day has started. Our experience tells us that this practice may be used inappropriately by students. In the event of a problem, please feel free to call the administration to arrange for the release of your child. Students who leave or attempt to leave the building without authorization, will be subject to disciplinary review.

**For their own safety, students are not permitted to leave campus unannounced at any time for any reason. A nurse is employed to oversee all cases of illness and must be utilized to avoid problems. When illness strikes unexpectedly, contact with the nurse is still required. The nurse will contact parents should that be necessary.**

**PERFECT ATTENDANCE**

Certificates of Award are given to students who've achieved perfect attendance during the school year. To qualify, you must meet certain requirements.

**PERFECT ATTENDANCE QUALIFICATIONS**

1. Attend a minimum of 4 class periods.
2. May not exceed allowed tardy/late to school or to class standards in a given year.
3. No unexcused absences or early dismissals.
4. Excused absences for approved field trips, college visits and bereavement Leave are special circumstances that are considered excused absences. Parent notification is required but a student still maintains perfect attendance status for these absences.

**PHYSICAL EDUCATION ATTENDANCE**

Physical education is required by New York State law. Regular attendance and participation is a must. Students are expected to be appropriately dressed, promptly report to class, and to actively participate during every physical education class. It should be noted that students who do not meet all New York State and LACS physical education requirements may not graduate. Improperly dressed/failure to participate consequences are as follows:

1. Lunch detention and warning for first offense.
2. After-school detention for second offense.
3. After-school detention two nights plus parent conference for third offense.
4. Students who miss an excessive amount of class time will make up all PE classes.
5. Starting in the 2000-2001 school year, physical education will receive a numerical grade.
6. All pool classes shall be made up in order to be eligible for course credit.

**DRESS CODE**

You are to dress in a manner which is proper and appropriate for a school environment. Keep in mind dress for the learning environment is more formal than the dress standards for out-of-school activities. The following guidelines need to be followed when getting yourself ready for the school day or when attending school sponsored activities.

The student dress code was developed in collaboration with teachers, administrators and other community members. It reflects our "current community standards on proper decorum and deportment". The dress code is a required part of the district's Code of Conduct, and is reviewed annually by our shared decisions monitoring team and Board of Education. Our goal is for all students to dress in clothing that is in good taste, clean and appropriate for the learning environment. The following are examples of attire not permitted:

- Halter tops, spaghetti strap tops, tank tops must have 1.5 inch width, midriff/fishnet shirts, sheer/see-through tops, shirts/dresses with plunging necklines (front and/or back), tube tops, underwear shirts and pajamas/lounge pants. Shorts, skirts, and dresses must be at least mid-thigh length. Shirts that have arm pits cut out below the natural hem line are not acceptable.
- Outerwear must cover underclothing or midriff at all times. (Boxer shorts must be completely covered by pants or shorts).
- No T-shirts, articles of clothing or buttons which show or promote obscene or vulgar unacceptable messages are permitted. Examples include sexual references, U Suck, alcohol, drugs, confederate flag, or other obscene messages. School administration has authority to do what they reasonably believe is in the best interest of their responsibility to protect students/staff from exposures to vulgar and/or offensive language.
- Safe footwear shall be worn at all times. No wheeled shoes or slippers are allowed.
- Students who wear articles of clothing that do not provide adequate coverage may be requested to change. Any requests for special dress for spirit day or other activities need to be submitted through coaches or advisors to an administrator ahead for consideration.
- Students may not wear hats, bandannas, head coverings, and/or hoods in the building on school days between the hours of 7:00 a.m.—3:30 p.m. However, hats may be worn at school activities such as games, dances and informal social functions.

- Sunglasses are not to be worn except for medical purposes.
- Attire that is potentially dangerous is prohibited for safety reasons (wallet chains, studded or spiked wrist/arm/neck bands, etc.).
- Outdoor clothing such as trench coats and over coats shall be stored in the student's locker. If a student's dress is determined to be inappropriate by administration, the student will be requested to change. Persistent violation of the rule will result in progressive discipline designed to address the situation.

There are special rules concerning clothing to be worn in technology, home economics, ceramics, art classes, physical education and certain science labs. Ask your teacher for more information on these rules. Keep in mind that expressing individuality does not provide excuse to affect the learning environment of others.

### **HOMEWORK POLICY**

Philosophy - Quality homework is a necessary part of the instructional process and is essential to the learning experience. It is a logical extension of students' class work, enabling students to experiment, practice, expand knowledge and prepare for future learning. The Board of Education strongly supports and encourages quality homework which enhances instruction and promotes lifelong learning for all students at Lowville Academy.

Beliefs - The school district policy is based upon the following beliefs:

- QUALITY HOMEWORK is any instructional activity assigned by the teacher that supports the academic program. It may be completed during study hall, in class, at home, etc. Homework can be used for practice and reinforcement, to extend learning, or for preparation purposes.
- QUALITY HOMEWORK can be successfully completed by all students.
- QUALITY HOMEWORK enhances academic achievement when it has a clear purpose, is meaningful for students, and is relevant to classroom instruction.
- QUALITY HOMEWORK is a bridge between school and home that offers parents an opportunity to be informed, actively involved and supportive of their child's education.
- QUALITY HOMEWORK must be assigned with consideration for the developmental age and ability level of the students. Assignments may be individualized when necessary.
- QUALITY HOMEWORK will be assigned and expected from all students on a regular basis.
- QUALITY HOMEWORK will be evaluated and included in the grading process.
- QUALITY HOMEWORK provides meaningful feedback for students and teachers when it is thoughtfully evaluated, returned promptly and incorporated in the instructional process.
- QUALITY HOMEWORK enables students to explore various learning styles and discover how they learn best.
- QUALITY HOMEWORK will be assigned to be completed individually or collaboratively to help develop students' independent or group skills.
- QUALITY HOMEWORK helps to teach self-discipline.

**RESPONSIBILITIES - The role of the student, parent and teacher relative to homework is stated below:**

#### **The Teacher shall:**

- Communicate homework expectations in writing to students, and upon request to parents.
- Prepare meaningful, relevant and purposeful assignments on a regular basis.
- Explain clearly the assignment, model procedures and set standards for quality work.
- Design assignments which encourage independent study skills, promote group learning and address different learning styles.
- Utilize consistent evaluation methods and provide feedback to students and parents in a timely fashion.

**The Student shall:**

- Accept responsibility for doing assigned work.
- Ask for help when it is needed.
- Submit quality work on time.
- Respond appropriately to feedback.
- Be personally accountable for meeting homework expectations.

**The Parent shall:**

- Be aware of the child's work, progress and problems by talking to the child about school, by looking at the child's work and by responding to communications from school.
- Reinforce the importance of homework as part of learning.
- Work in partnership with the teacher and administration to hold the child responsible for fulfilling homework expectations.
- Provide and encourage the use of an environment where homework can be completed
- Provide assistance in completing assignments when necessary.

**STUDENT CODE OF CONDUCT**  
(as approved by the Board of Education)

**INTRODUCTION**

Students share with the administration, faculty and parents a responsibility to develop a school climate conducive to learning. It is the responsibility of each student to respect the rights of all who are involved in the educational process. Mutual respect promotes positive behavior and a high quality school environment. The following major rules serve as a guideline for school-wide behavior. Due to the Schools Against Violence Educational Act, Lowville Academy is required to have a Code of Conduct in place as are all districts in New York State.

**GENERAL SCHOOL WIDE RULES**

Students at Lowville are expected to follow several major common sense rules designed to protect everyone's opportunity for a safe and productive education.

- A. Be respectful at all times - even when you have a difference of opinion.
- B. Comply with all requests from staff in a cooperative manner. Anger should never be used to express opinions towards staff members or other students.
- C. Avoid vulgar or abusive language while on school property or at school events. Be considerate of others in how you address them.
- D. Avoid physical confrontation or unsafe behavior of any type.
- E. Do not possess or use dangerous objects or products while at school or any school related activity - some examples are drugs, tobacco products, alcohol or weapons of any kind as defined in school policy. Synthetic drugs are included in the application of this rule.
- F. Be respectful of property belonging to others.
- G. Behave appropriately in all non-instructional areas (halls, cafeteria, lobby, locker room, etc.)
- H. Attend school regularly and make arrangements for making up work when an absence is unavoidable for a legal reason.
- I. Dress for school in an acceptable, safe and healthy manner which is respectful of the learning environment.
- J. Express thoughts and feelings appropriately. Writing, speech, video, computers, art, etc., are all subject to high standards of accuracy, fairness and decency.

#### **ACADEMIC EFFORT AND COURSE CREDIT RESPONSIBILITY**

It is the responsibility of the student, working in cooperation with staff, to put forth reasonable academic effort and behavior which will make earning course credit possible. Intervention designed to get a student on track may include:

- a. personal notices given to student by teacher and/or staff
- b. written "progress reports" sent home to parents/guardians
- c. telephone/personal conferences scheduled
- d. referrals to other "help" agencies as appropriate both in school and out
- e. periods of assigned detention either with teacher, independently or in supervised area
- f. assignment of actual grades earned in second semester
- g. removal from the course by the Principal once passing is unattainable

Again, it must be clearly understood that course credit is earned. A student can't expect to pass a course by mere attendance. While the good intentions of many may be offered to help a student succeed, the reality is that nothing will work unless the student decides to work hard each and every day. While motivation for learning is a professional aspect of each instructor's lesson, common sense suggests that it alone cannot overcome the lack of a personal motivation to learn. Only with the combined effort of all can success be attained.

Lastly, summer course registration is not intended as an alternative to regular, year long academic effort. Therefore, a guideline that allows a student to take only one course where yearly achievement was below 50% is in place. The Principal has authority to modify this on a case by case basis.

#### **ACADEMIC STANDARDS UPDATE**

New York State now requires all students in a regular education program to earn 22 credits and pass 5 Regents exams at a minimum score of 65% to earn a diploma. The State also has an appeal process in place which allows a student a maximum of two appeals in exam areas to earn a diploma.

To qualify for an appeal, a student must:

1. Be passing the course first (four quarterly averages must average 65% or better).
2. Have tried the Regents exam at least two times.
3. Have a 95% attendance rate (does not include excused absences).
4. Score between 62% - 64% on a Regents attempt.

\*Using two appeals will limit a student to a local diploma.

#### **EARLY IDENTIFICATION AND RESOLUTION SYSTEM**

The following are examples of methods that will be used to identify and help resolve discipline problems early in a child's career and / or during a given school year:

- ◆ Screening of student records as students move from grade to grade.
- ◆ Teacher meetings to discuss potential problems and determine ways to resolve them.
- ◆ Meetings with parents to discuss developmental ranges and behavior issues of students exhibiting conduct problems.
- ◆ Close follow up on transfer students to obtain records from the previous school.
- ◆ Accurate record keeping to enable early identification of discipline problems.
- ◆ Close contact with the school psychologist and child study team or CSE to obtain recommendations for dealing with types of problems.
- ◆ Immediate notification of parents when discipline problems arise to enlist support and gain helpful back ground information on students.
- ◆ Referral to the Committee on Special Education if such action is determined to be necessary.

- ◆ An assertive school-wide discipline policy that deals with and does not overlook discipline problems
- ◆ Provide intensive support and counseling services for students who are repeat offenders

The above noted systems emphasize early prevention and a proactive method for addressing inappropriate behavior patterns. Behavior that requires specific consequences will be addressed through the range of penalties outlined below.

### **CLASSROOM DISCIPLINE CODE**

The general school rules have been established to protect the learning environment and make it safe and productive for each individual. The rules are reasonable expectations that help establish a positive climate for all. Violations of the rules will be handled by the staff and administration in a fair, systematic and consistent manner. All students must maintain academic effort at all times.

### **CLASSROOM TEACHER RESPONSIBILITIES**

- A. Phase One - The teacher represents the first line of authority in the school's disciplinary program. The classroom teacher has the responsibility to develop a discipline plan to deal with inappropriate student behavior and to maintain a proper atmosphere for learning. Also, the teacher has a right and responsibility to contact parents to:
1. Make the parent/guardian aware of an imminent/ongoing problem.
  2. Explain what expectations are not being met.
  3. Solicit assistance and support from the parent/guardian in dealing with a problem.
  4. Outline consequences for inappropriate behavior should it persist.
  5. Review the facts of problem situation.
- B. Phase Two - If a student's behavior is **severe or persistent enough** to warrant referral to the administration, a student discipline record will be established and consequences determined. Some consequences may include any of the following based upon the seriousness of the misconduct:
- |                                |  |                                  |
|--------------------------------|--|----------------------------------|
| ● Superintendent's Hearing     | ● Removal of Privileges<br>(including transportation,<br>athletic events, extra-<br>curricular activities, etc.) | ● Detention                      |
| ● Out-of-School Suspension     |  | ● Warnings (verbal &<br>written) |
| ● In-School Suspension         |  | ● Reprimands                     |
| ● Out of Class Process         |  | ● Conferences                    |
| ● Referral to Outside Agencies |  |                                  |

### **CLASSROOM TEACHER REMOVAL AUTHORITY**

1. Phase One - The teacher represents the first line of authority in the school's disciplinary program. The classroom teacher has the responsibility to develop a discipline plan based upon the school wide rules of Lowville Academy. These guidelines describe the learning climate and the teachers plan to deal with inappropriate conduct. Also, the teacher has the responsibility to contact parents when disciplinary problems occur. Each teacher is responsible for the following:
  - a. Seek to address behavior issues and resolve them at the lowest level.
  - b. Make the parent/guardian aware of an imminent/ongoing problem.
  - c. Explain what expectations are not being met.
  - d. Solicit assistance and support from the parent/guardian in dealing with a problem.
  - e. Outline consequences for inappropriate behavior should it persist.
  - f. Review the facts of a problem situation.
2. Phase Two - If a student's behavior is severe or persistent enough to warrant referral to the administration, a student discipline record will be established and consequences determined. A substantial disruption of the educational process or substantial interference with a teacher's authority occurs when a student demonstrates an unwillingness to comply with the teacher's instructions or repeatedly violates the teacher's classroom behavior rules and all teacher management strategies have not worked.

Any time a student is removed, continued educational information is offered to a student. Exceptions to this are severe cases requiring permanent removal from the class following a due process conference with parents.

Disruptive behaviors, which result in a student being removed from a class by the teacher to the administration, can become the basis for progressive disciplinary consequences including suspension from school if warranted or from a particular class if needed. The following process is followed in cases where a student is asked to leave a class for inappropriate behaviors that detract from the learning environment and the teacher's direction to desist has been ignored:

- A. The first time a student is referred to the administration, after school detention time to make up the class is generally assigned. Also, the parent will be contacted via letter or phone call about the removal. A parent may request an informal conference about the behavior. Severe problems may result in removal or suspension.
- B. A second referral from the specific class may require a conference between parents, student, teacher and the administration prior to the student re-entering the class. An in-school suspension or after school detention may be assigned at the discretion of the administration. Students may be removed for up to two class days following the incident. Severe offenses may warrant significant consequences.
- C. A third incident will result in the student being removed from the class for a period of time not to exceed five days. The parent will be notified that a persistent problem exists and may request a conference with the Principal or his/her designee and the teacher.
- D. Subsequent incidents can result in suspension as warranted for a student who is "repeatedly or substantially disruptive". There is NOT a set number of removals that prompts permanent removal. A student removed at this level may be ineligible to return to the class for the remainder of the school year. All offered parties will be notified in a timely manner.

The administration reserves the right to invoke additional consequences regardless of the step in the process as circumstances warrant. The identified removal process is a general guide that informs the student that persistent misbehavior is not acceptable.

Whenever a student's inappropriate behavior causes him/her to be removed from a class, procedure requires that the student be given notice of the reason for removal within twenty-four hours, the parent contacted and the parent afforded an opportunity to discuss the behavior within forty-eight hours. The aforementioned time frames can be changed by mutual agreement and are subject to change due to circumstances beyond reasonable control of the district. Please note that time-honored classroom management techniques do not constitute "disciplinary removals" (for example: "time out," sending a student to a hallway briefly, sending a student to the office for a minimum period only or use of counseling staff).

In extreme cases a student can be removed from a specific class for chronic misbehavior and may lose credit. An opportunity to be placed in an alternative setting is the decision of the administration. As a general rule, students who fail to complete a course for disciplinary reasons must retake it the following year.

In no instance, will poor behavior choice and removal from a course be manipulated for an advantage. Also, summer school enrollment is reserved for students who have demonstrated effort during the regular school year and not intended as an option to avoid effort during the regular school year. The Principal has final authority to void any summer enrollment, which potentially challenges the integrity of earned course credit.

**IMMEDIATE REPORTING OF VIOLENT STUDENTS**

*A “violent student” in any circumstance endangering themselves or others should be referred immediately to the administration. The administration will respond and address the situation and apply appropriate interventions. This may include removal and suspension of five days, and a Superintendent’s Hearing may follow. This minimum period of suspension will be evaluated on a case-by-case basis and be enacted consistent with all state and federal laws.*

**AFTER SCHOOL DETENTION SYSTEM (3:20 p.m. - 4:30 p.m.)**

Teachers and administrators may keep a student after school. After school detention runs from 3:20 to 4:30 p.m. Students are expected to attend; otherwise, additional consequences will be assigned. Normally, a student is afforded an opportunity to make his or her parents aware of the assignment. Sometimes, employers are contacted and work in cooperation with the school to promote student accountability for behavior. Any parent who objects to an after school detention assignment needs to contact an administrator directly. Also, an administrator has the authority to change a detention assignment to another form of discipline as warranted in consideration of circumstances.

**LOSS OF PRIVILEGES**

Lowville Academy has a system of student privileges based on the ability of a student to manage their behavior in an appropriate manner. As a result of a disciplinary infraction, a student may lose any/all privileges. Social probation may be assigned for behavior problems, poor academic work, attendance problems and related issues at the discretion of the administration. Such privileges may include extra-curricular activities, transportation, full lunch and off campus privileges. Student athletes may also lose eligibility for activities and sports if they fail to maintain adequate academic standing.

**IN-SCHOOL SUSPENSION SYSTEM (served until 4:30 p.m. unless changed by administration)**

In order to retain privileges in school, a student must follow the basic rules of safety and order. Detention and in school suspension are two consequences for students who have been referred to the administration for disciplinary reasons. In-school suspension is assigned when the student’s conduct warrants removal from the regular academic program. By removing them from their regular schedule and classmates and limiting their choices on in-school suspension, we provide them with an opportunity to reflect on their mistakes. At the same time, by continuing to work on school assignments during detention and/or suspension they have the opportunity to continue their education. In-school suspension may range from a full day to five (5) days, in serious cases. In most cases, in-school suspension is assigned for one to two days and is a preferred alternative to out of school suspension.

#### **OUT-OF-SCHOOL SUSPENSION SYSTEM**

Out-of-school suspension is reserved for serious disciplinary offenses. Generally, out-of-school suspension will be assigned for a one to five day period. It is the recommendations of the district that any student who misses classes due to a suspension should make up the work. Any student who is suspended out of school may not be on school property or at school events during the suspension time without administrative approval, but arrangements can be made for parents to pick up work.

#### **SUPERINTENDENT'S HEARING PROCESS**

Our progressive disciplinary system's highest level is the Superintendent's Hearing. This hearing is conducted when an alternative setting is being considered for a student who has a chronic record of misbehavior or commits a singular serious offense that warrants such action. Removal from the regular school program is a real possibility at this level. Superintendent's Hearings are conducted following a principal's five (5) day out of school suspension.

#### **POSSESSION OF WEAPONS ABSOLUTELY PROHIBITED**

No student, employee, or visitor to the Lowville Academy and Central School District (exception for police) shall have in his or her possession on school property or other property controlled by the school district for school activities, any rifle, shotgun, pistol, or other firearm, knives, dangerous chemicals, noxious sprays, explosives, or any object which is not necessary for school activities and which could be used as a weapon. A weapon is defined as any instrument capable of firing a projectile, the frame or receiver of any such weapon, a firearm muffler or silencer, any explosive device, or any other instrument capable of inflicting bodily harm. Knives of all kinds are included in this ban. In addition to the above prohibition, no student, employee, or visitor to the Lowville Academy and Central School District shall have in his or her possession upon school property or other property under the control of the district for school activities any look-a-like firearm or weapon.

In accordance with the Gun-free Schools Act of 1994, a student found guilty of bringing a firearm, as defined in federal law, onto school property or other property under the control of the district for school activities, will be subject to at least a one-year suspension from school after a hearing has been provided pursuant to section 3214 of New York State Education Law.

A student found guilty of bringing any other weapon or look-a-like weapon onto school property or other property under the control of the district for school activities shall be disciplined in an appropriate fashion and in accordance with district procedures and applicable Education Law.

#### **VIOLENT THREATS**

Students may not under any circumstances threaten the safety of other students, staff or property. All violent threats will be treated as serious and potentially harmful. Following an immediate suspension from school and notice to the police, a Superintendent's Hearing will be held to determine the need for long-term suspension. Threats will not be excused after the fact by "joking" or by admitting to falsely reporting an incident. Legal action will be taken in all cases when student/staff safety is jeopardized. Violent threats made off campus against school property/students/staff via the Internet or other means can lead to legal consequences as well as school disciplinary consequences.

In addition to the weapons ban covered in the prior section, please be aware at no time and under no circumstances will a violent threat toward any student, staff member or school property be tolerated. Long term suspension can result in cases of significant threats toward safety of others.

**FALSELY REPORTING AN INCIDENT**

Bomb threats or other forms of violent threats against staff or students is also strictly prohibited, both by school policy, and New York State and federal law. Penal law section 240.60 has been amended to upgrade a false bomb threat to a first-degree felony charge when the act is committed upon school grounds at a time when people are present thereon. *This is a class E felony.* The term "grounds" includes buses, buildings and all school property.

In addition, penal law section 240.61, dealing with placing a false bomb, has been replaced by a new and stronger law. A new penal law section 240.62 has been added, entitled "placing a false bomb in the first degree." The first degree is to be charged when a person places a false bomb upon school grounds. Anyone knowingly placing anything purposely resembling a bomb or related device on school grounds will be charged at the highest level permitted by the law. Additionally, significant restitution for the cost of disruption of the school environment created by such reporting will be sought as well as arrest and immediate long-term removal.

**SEARCH AND SEIZURE**

The student's right to privacy is respected at Lowville Academy and Central School; however, where there is reasonable suspicion to believe that stolen items, illegal drugs, alcoholic beverages, or other items specifically prohibited by law or school regulations may be in the possession of a student, a student may be searched by the administration. School officials may require a student to reveal the contents of his/her book bag, handbag, briefcase and/or items carried on his/her person when there are reasonable grounds to believe that the student has items prohibited by law and/or school policy. When there is reasonable suspicion that a student or students have possession of illegal or stolen property, the student or students may be questioned and a search may be conducted by school officials. Schools have a unique mission that affords them authority to do this work.

Any student failing to cooperate with a school official during an intended search will be subject to discipline under the Code of Conduct. Examples of failing to cooperate include but not limited to non-compliance or fleeing school grounds when a search is imminent. Along with discipline under the Code of Conduct, students may also lose other privileges to include extra-curricular activities, transportation, full lunch and off campus lunch may be suspended indefinitely. **Student athletes risk being removed from the team for the remainder of the season for failing to cooperate in such a circumstance.**

**ALCOHOL/DRUGS PROHIBITED AT ALL TIMES**

The use and/or possession of drugs/alcoholic substances by students is prohibited by law. Board policy strictly forbids bringing, possessing, using, distributing, being under the influence or consuming substances prior to or during school time or at any school event. Being under the influence or possessing any of these substances on school grounds calls for a major suspension for five days and a possible Superintendent's Hearing which may result in a longer suspension. In addition a student will forego, for an indefinite period of time, all participation in school activities.

A student in possession of illegal or "look alike" products (including any drug paraphernalia) at school will have them confiscated and be subject to a major suspension. Also, possession of drugs or alcohol while on school grounds or at any student activity will result in legal action. Participation in a substance abuse program may also be recommended. Programs are offered in conjunction with Mountain View Prevention Services and/or Lewis County Mental Health. Association with others who are using alcohol and/or drugs can result in disciplinary problems - especially for student-athletes - please avoid this at all times. Any form of drug dealing or unlawfully dealing with a minor may result in a one-year suspension from all classes and school activities.

**ASSAULTS/FIGHTING**

- **Resolving Conflict:** Lowville Academy expects students to handle their personal problems in a mature manner without resorting to any form of unacceptable harassment or physical retaliation. Unsafe physical behavior directed at others or their property is a serious offense.

- Unprovoked Physical Assaults Resulting in Injury - Minimum - 5 day suspension with Superintendent's Hearing to determine need for home tutoring and removal from school for an indefinite time period.
- Physical Confrontation - 1-5 day in-school or out of school suspension for the first offense if a fight take place in or on school grounds or during school time or activities.
- Repeat Offenses - Superintendent's Hearing and long-term suspension which results in the student's removal from school for being a risk to the safety and health of others.
- Threats to Physically Harm Another - may be treated as a suspension and will be investigated as well as documented.
- Harassment - Verbal harassment will be investigated and the proper consequences administered in any case where reasonable cause for the complaint is determined.

In all matters related to the above noted offenses restitution for damages, consideration of legal charges and parent involvement will be considered. In some cases, mediation of conflicts may reduce the consequences if mutual sincerity and effort to resolve the problem is apparent. Whether mediation is offered is at the discretion of the administration. The determination of whether a student acts in self defense rests upon the facts gathered by the administrator who investigates the incident. Each incident is investigated and decisions regarding consequences made with consideration of all factors.

### **INSUBORDINATION**

Respectful behavior forms the foundation of a quality school environment. Respectful behavior towards all students and staff is required of all students at Lowville Academy. Insubordinate behavior is defined as the refusal to cooperate with the authority of a staff member who has given a reasonable direction to you. If this behavior is coupled with inappropriate anger/communication, consequences may be serious. The range of consequences for insubordination type behavior are:

<u>Behavior Example</u>	<u>Consequence Guideline</u>
1. Intentional disruption of the learning environment.	- time out, <b>sent out of class</b> or detention assignment after school.
2. Persistently disruptive of the learning environment (4 or more per semester).	- pattern of disruption to the learning of others maybe grounds for <b>removal from the class</b> for periods of time determined by administration.
3. Refusal to cooperate with staff with non-directed, inappropriate language section.	- after school detention if sent out of class and/or for <b>in school suspension</b> 1-3 days depending on circumstances.
4. Refusal to cooperate with staff and directed, inappropriate language or hostility toward staff.	- 1-5 days <b>out of school suspension</b> and possible Superintendent's Hearing at discretion of administration.
5. Refusal to cooperate with threat of physical aggression toward staff.	- 5 days out of school suspension and a possible Superintendent's Hearing to consider <b>removal of the student</b> for extended time period.
6. Act of physical aggression toward staff.	- Physical violence against a teacher or their property is a serious <b>crime in New York State</b> . Superintendent's Hearing and a long term suspension as a result.

**The above is a guideline only.** Each situation is reviewed with the final decision for consequences resting with administration. If a student has a concern/question, it needs to be expressed at an appropriate time in an appropriate manner so as to not negatively affect the learning environment for others.

### **FIREWORKS, CHEMICALS AND DANGEROUS OBJECTS**

Possession and/or use of any type of fireworks, smoke bombs, blasting cappers, sparklers, chemical sprays and all dangerous objects in school or on school property is unlawful in New York State. Student possession and/or use in or on school property may be subject to suspension and legal action. Any violation may be punishable by 15 days in jail, a \$200 fine or both. In addition students should not bring matches or lighters on school grounds at any time.

### **INAPPROPRIATE LANGUAGE**

Students are expected to use appropriate language on school property and at school events at all times. Inappropriate language use can be verbal, written or communicated by gesture and such use can be the basis for disciplinary action. Directed vulgarity towards staff can result in suspension. Casual use of vulgarity in hallways or instructional areas is not acceptable. Consequences for inappropriate language are dependent upon the specific language used and the circumstances.

### **TOBACCO/E-CIGARETTES PROHIBITED AT ALL TIMES**

Federal and State law, as well as Lowville Board of Education policy, forbids the possession or use of tobacco/e-cigarette products on school property and at school sponsored events at all times. Using and/or possessing these products in the school building or at school sponsored events is seen as a serious violation and safety issue. Any student caught using these products face a minimum two day out-of-school suspension and loss of privileges for an extended period of time. Any student caught possessing these products face a minimum one day in-school suspension and loss of privileges for an extended period of time. Any additional occurrences may result in a longer suspension. Tobacco/e-cigarette products are confiscated if in the possession of the student on school property. Repeat possession will result in progressive disciplinary consequences. Students may not leave school grounds during the school day to use tobacco/e-cigarette products. Students need to understand that if they are reported for using tobacco/e-cigarette products by staff during the school day, they are subject to the above disciplinary action. Administration will support staff observations in this matter. The Board of Education supports a tobacco/e-cigarette free environment and supports New York State law in this area.

### **CHEATING AND PLAGIARISM**

Each teacher will explain what constitutes cheating or plagiarism in his/her class, but in all cases, it is based upon the concept of using someone else's work as your own. The definitions of cheating and plagiarism and the consequences for this behavior follow below:

**CHEATING** - giving or receiving assistance on tests, quizzes, assignments without permission from the classroom teacher. Copying someone's homework in the cafeteria prior to class is an example.

**PLAGIARISM** - the presentation of someone else's words or ideas as your own and/or copying directly from reference material; i.e., computer generated program, books, magazines, encyclopedias, microfilm, microfiche, etc., without making notation as to the identity of the source or author. Students who are found to be cheating or guilty of plagiarism will be subject to the following penalties:

1. For the first offense, within a given class, the student will redo the assignment and will receive a zero (0)/no credit for the assignment and have their parents notified by the classroom teacher.

This also will be recorded in the Assistant Principal's Office so a record exists and progressive consequences can be given for repeat offences.

2. For repeated offenses, within a given class, the student will redo the assignment and will receive a zero (0)/no credit for the assignment and be referred to the office for further action. Such action will include notification of parents and may include referral to guidance counseling and suspension for up to five school days. A cumulative record of plagiarism will be kept and progressive consequences assigned accordingly.
3. Any cheating or plagiarism during testing situations: students will receive a "0" and possible loss of course credit. Such actions will include suspension up to five days.

#### **COMPUTER ETHICS AND COPYING OF OTHERS WORK**

Student behavior involving the manipulation of someone else's data files for the purpose of presenting it as their own original work, illegally copying school-owned software and pilfering or destroying computer software programs and/or data not owned by the student are violations of the school's Acceptable Use Policy. In addition, students may not use school computers to charge or order materials, access illegal Web sites or for any purpose other than classroom knowledge. Consequences for violation of the LACS Acceptable Use Policy are included in the District Technology Plan.

**\*Special Note:** Students who use the computer to threaten the school, its staff and its students will be suspended and face legal action relative to the violent threat regulations detailed earlier in this document.

#### **COMPUTER LIBEL**

All people utilizing district computers or who use a computer off campus should recognize that any libel (false, maliciously written or printed material) that leads to the defamation of another's character could lead to significant school and legal consequences. Students may only use computers for teacher approved academic purposes.

#### **COMPUTER AND INTERNET USE VIOLATIONS**

The first line of defense in assuring appropriate use of technology is the monitoring and supervision provided by instructional personnel. There are consequences for the inappropriate use of technology and procedures to be used in dealing with violations of the L.A.C.S. Acceptable Use Policy. These consequences are to be considered in light of the age of the offender and the severity of the infraction. All students should be aware that they have no expectation of privacy in data stored on school computers or on school provided cloud storage. If an action warrants, student files may be examined.

The following conduct is prohibited on computers at Lowville Academy and Central School. Access privileges may be revoked and disciplinary action and/or other appropriate legal action may be taken for violations that include:

- ◆ Reading, deleting, copying or modifying files of other system users
- ◆ Using another person's password with or without permission
- ◆ Playing online games without authorization
- ◆ Copyright infringement, plagiarism, alteration or theft of another user's files
- ◆ Inappropriate use of the Internet or e-mail functions
- ◆ Producing, sharing or viewing any inappropriate graphics or written material
- ◆ Intentional damage, theft or destruction of District equipment or materials, including hardware or software

- ◆ Hacking into the Server. The intentional attempt to harm or destroy District data or system files and applications. This includes knowingly uploading, downloading or creating computer viruses.

In addition to the range of consequences stated below, students who violate the policy on more than one occasion automatically become subject to a higher-level consequence. The range of consequences includes:

- ◆ Verbal warning, written notification home.
- ◆ Restriction to class use only (2-20 weeks).
- ◆ Complete restriction from computer use (5 weeks-1 year).
- ◆ Failing grade in project.
- ◆ Project done over with grade of zero assigned.
- ◆ Course failure.
- ◆ 1-5 days suspension from school.
- ◆ Superintendent's Hearing.
- ◆ Arrest and criminal prosecution.

#### **CHROMEBOOKS**

Every student in Grades 9-12 will be assigned their own Chromebook. Lowville Academy is able to provide students the privilege of having a Chromebook as one of their key learning tools. This will allow teachers the opportunity to deliver their curriculum in a new, efficient and engaging manner to help students develop the skills that are critical for success in careers. Students are responsible for their assigned Chromebook. Loss or damage beyond normal wear will be the responsibility of the student.

#### **INTERNET USE POLICY**

Internet access is a privilege for senior high school students and teachers at Lowville Academy. We are pleased to bring this access to our school and believe that the Internet offers vast, diverse and unique resources to both students and teachers. Our goal in providing this service is to promote educational excellence in the school by facilitating resource sharing, innovation and communication.

Because Internet access is considered part of a school activity, all students will be taught the basics of Internet use and how to select information which is appropriate.

At the High School level, our goals will be critical evaluation of sites and information from the Internet, as well as the development of productive, increasingly independent search techniques. Students will learn to:

- search for specific information with a degree of efficiency/logic
- use search engines and indexes to narrow searches
- evaluate sites and "expert sources" on the Internet
- cite Internet resources in standard bibliographic form

Students will be asked to adhere to the district's Internet Use Policy before using Internet resources independently. The use of the Internet is a privilege, not a right. Disciplinary consequences for breaking school policies for acceptable use are outlined later in this section.

At the high school level, our goal will be student independence with Internet search techniques. Students will:

- conduct online searches for information
- compare and evaluate multiple sources of information before citing them as part of a research project
- use e-mail appropriately
- research college and career information
- complete a portfolio project using available technology

As in the past, every precaution will be taken by the school to protect students from less responsible users. At no time will student addresses or phone numbers be used in the transmission of information. However, since increased independence is the goal for older students, they must understand the importance of taking personal responsibility for the way that this resource is used.

#### **INTERNET SITE USE**

Students involved in the extra-curricular athletic programs or NHS are expected to represent themselves upholding the training rules or principles of the organization. Therefore, behavior/images/text that raises questions about a student's allegiance to standards can result in a review of the circumstances and possible progressive disciplinary consequences.

For safety reasons, all students need to be cautioned about using Internet sites that prompt release of personal information.

#### **HAZING**

Hazing means committing an act against a student, or coercing a student into committing an act, that creates a risk of emotional, physical or psychological harm to a person, in order for the student to be initiated into or affiliated with a student organization, or for any other purpose. The term hazing includes, but is not limited to:

- Humiliating, degrading or dangerous activities demanded of a student to join a group, regardless of the student's willingness to participate (conduct has the potential to endanger the mental or physical health or safety of a student).
- Hurtful, aggressive, destructive or disruptive behaviors such as striking, restraint or confinement, or other activity that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.
- Use or abuse of tobacco, alcohol or illegal drugs as part of an initiation.
- Activities that adversely affects the health or dignity of the students or discourages the student from remaining in school.
- Activities that causes or requires a student to perform a task or act that involves violation of state or federal law or of school district policies or regulations.

All forms of hazing are prohibited on school grounds, school buses and at all school-sponsored activities, programs and events including those that take place at locations outside the district.

It is essential that all victims of hazing, and persons with knowledge of Hazing report the incident immediately. An administrator will fill out and file an "Expressed Concern of Hazing Form" when a complaint of hazing has been received from a complainant expressed. The district will promptly investigate all expressed concerns of hazing. To the extent possible, all complaints will be treated in a confidential manner. Limited disclosure may be necessary to complete a thorough investigation.

Any person who violates the hazing policy will be subject to appropriate disciplinary action. Disciplinary consequences may be imposed consistent with the student handbook and Code of Conduct and/or the Athletic Training Rules.

#### **INAPPROPRIATE ITEMS**

Any item which is counterproductive to the educational process and for which no prior permission exists or appropriate educational function is clear may not be possessed in school. If it is, the item may be confiscated and no expectation of return should be expected. This includes but is not limited to squirt guns, lighters, silly string, fireworks, sprays, air horns and noisemakers of any type, etc. Further, refusal to turn over such items to staff when asked may constitute insubordinate behavior. Items considered illegal are subject to confiscation and review by legal authorities.

**LOITERING AFTER SCHOOL**

Students are welcome to participate in activities both before and after school hours, and when school is not in session, as long as they are under the direction of staff members. Students who present a **persistent** problem by entering or loitering in the building on off hours without supervision will be subject to the following:

- A. **First Offense - Warning and name recorded.**
- B. **Second Offense - Loss of building access privileges for a period of time.**
- C. **Subsequent Offense - Referral to Principal for permanent loss of building access privileges. Other consequences may also be considered at each step as necessary.**

**MEDICATION - OVER THE COUNTER OR PRESCRIPTION DRUGS**

A student must be given written permission by their medical provider (which must be on file in the Nurse's Office) and parent/guardian to carry medications/supplies in order to manage certain medical conditions including diabetes, asthma (inhalers) and various allergies that require an emergency action plan (EpiPen, Benadryl). Any medication brought to school must be cleared through the nurse. Parents should work cooperatively with the nurse's office so arrangements can be made. Students who distribute medication to others will be subject to disciplinary action.

**OFF CAMPUS BEHAVIOR - ALL SCHOOL REGULATIONS APPLY**

During the entire school day, (arrival to dismissal) a student is under the auspices of school authorities and rules. For example, if a student leaves the property during the open lunch hour, it is with the understanding that rules for acceptable behavior still apply. Violation of acceptable conduct and behavior will necessitate consequences even if the activity is unrelated to school! Students are expected to follow all rules on or off campus during the school day.

**DRIVING REGULATIONS (SENIORS ONLY)**

\*Special Note: Seniors who drive to school may only use their vehicles during the lunch period within the village limits. Parents must give prior permission for the student to drive by filing a permission slip in the High School Office. All moving and safety violations on campus will be ticketed. Safety first!

**Expectations**

1. Students in grades 12 wishing to use their personal vehicle during lunch will need to file a form for such use with the High School Office.
2. Student drivers who have written permission on file may only transport other seniors who have permission granted by parents to ride. Recently, a new motor vehicle law passed that precludes a junior operator (16-17 year old) from transporting more than two teenagers in a vehicle.
3. Any driver who violates the expectation will be subject to progressive disciplinary action (including revocation of the privilege to leave campus during the lunch hour).
4. Students in grades 9, 10 and 11 are not allowed in vehicles during their lunch period.

**Consequences**

- 1st Incident: Verbal review of expectations and written letter sent home.
- 2nd Incident: Week restricted to campus during lunch period(s).
- 3rd Incident: Revocation of full lunch privilege to go off campus and assignment to study hall for two weeks.
- Beyond 3rd: Loss of other privileges including extra-curricular. Failure to comply with assigned consequences can result in additional disciplinary measures.

NOTE: Lowville Academy does not allow students to park on campus. Therefore, any senior who goes off property as a privilege during their lunch period and uses their vehicle does so under specific permission as granted above by the parent/guardian and school. Students in grades 9, 10 and 11 are not allowed to ride as passengers in the vehicle of senior students. Only seniors with

written permission are allowed to ride with other seniors during their scheduled lunch period. Observed driver violations by school staff will result in progressive disciplinary action (including revocation of the off campus lunch privilege). **Again, students in grades 9 , 10 and 11 are not allowed in vehicles during the lunch period unless driven by a parent.**

#### **PARKING REGULATIONS AND DRIVER-PEDESTRIAN SAFETY**

1. No student is to park in the North State Street, Bostwick Street, Davenport Place or Trinity Avenue parking lots during the school day.
2. Parking is only allowed after 3:30 p.m. each day.
3. Absolutely no reckless driving (tire spinning, etc.) at any time. Safety violations will be prosecuted.

Reminder - School Districts have legal authority to govern traffic on their campus - violators of rules face legal action for unsafe driving!

Should students fail to follow the parking restrictions the following steps will be taken:

1. First offense - Warning/student moves vehicle - Lunch restriction.
2. Second offense - After-school detention - Lunch restriction.
3. Subsequent offenses *can* result in the student being ticketed by the Village Police for illegal parking, the car being towed away at the owner's expense, or other disciplinary consequences. Anyone parking in designated "Fire Lanes" will be ticketed immediately.

#### **CELL PHONES**

##### **CELL PHONE USE POLICY**

Students may possess a cell phone in school, but student use is restricted to the following three environments: non-instructional time outside the building, during class with approval from the teacher, or during a student's lunch period while following the general cell phone rules listed below. Students may request to use their cell phone in the counseling office for emergencies (approval must be given by administration). Also, students are encouraged to use their locker for storage. Phones left in unlocked lockers are not the responsibility of the district. With administrative approval, teachers have the autonomy to create cell phone rules in the classroom (ex: some teachers will allow the use of cell phones for instructional purposes and some teachers will require students to turn the phone off and store in a designated area during class). Progressive disciplinary action may be given for non-compliance, inappropriate cell phone use, and refusal to turn in your phone when requested. Below are general cell phone rules that must be followed at all times.

##### **General Cell Phone Rules:**

- Cell phones must remain out of sight during the school hours (8:35-3:10) This includes passing time while in the hallway between bells.
- Students who choose to use their cell phone during lunch may listen to music with headphones on, take pictures or videos when given approval from administration, play games, and watch videos.
- All cell phone use must be **school appropriate**.
- Headphones should be used for any cell phone use that creates noise.

##### **Progressive disciplinary action may include, but is not limited to:**

- Student warning.
- Students may be required to hand over their phone to teachers, staff or school administrators.
- Parents/guardians may be notified and required to pick up a cell phone for repeated violations.
- Lunch or after school detention assigned.
- Students may lose the privilege to possess a cell phone on school grounds for a period of time as designated by school administration.
- Cell phones used to bully, harass, or threaten another student may result in a suspension from school and potential Superintendent Hearing.

### **Enforcement/Consequences for Misuse:**

Since our K-12 disciplinary code is progressive in nature, misuse of cell phones will follow a the disciplinary progression as well:

1. Student cell phones that are visible or used outside of non-instructional time will be treated with progressive disciplinary action. On the first occasion of misuse, the phone will be returned to the student by the assistant principal or designee at the end of the school day. A teacher or administrator who asks for the phone will notify the student that it will be returned to him/he at the end of the day. Parents will get notification of the violation and the policy. The student's name will be recorded so a record is established.
2. A second occurrence by the same student will result in a parent contact to pick up the phone at school at a mutually convenient time.
3. Subsequent violations will result in assignment of detention time along with removal of the privilege to possess a phone at school for a determined time frame. Failure to comply with this action will lead to progressive disciplinary measures and revocation of other privileges as deemed appropriate.

Note: Failure to cooperate with school staff who ask for a phone that has been inappropriately used will lead to disciplinary action as well. We expect cooperation in exchange for the privilege to possess this item.

### **Inappropriate Use of Cell Phone—Technology Clause:**

Cell phone use which creates serious disruption, harasses or bullies others (especially without their knowledge) may lead to significant disciplinary action and possible criminal action. This includes taking a picture of staff without their permission and using it inappropriately. It includes taking inappropriate pictures of students. Each severe case will be looked at individually, and a decision rendered as to consequence based on the circumstances.

### **PUBLIC DISPLAY OF AFFECTION**

School is not the setting for affectionate or intimate behavior. Examples of unacceptable behavior are kissing, and direct intimate contact. Students will be asked individually to refrain from this behavior. Failure to comply with a request to stop or repeated occurrence may become grounds for progressive disciplinary action.

### **I-PODS, CD PLAYERS AND THE LIKE** (electronic music technology)

These devices can be used only during a student's non-instructional time (lunch time). If used, such an item may not disrupt others. Other use for educational reasons by a supervising teacher in a classroom setting under their control may be allowed with their authority. General use in a common study hall is prohibited. Additionally, no unsupervised Internet access is allowed on personal lap top computers in a study hall setting.

### **THEFT**

Students may be subject to police action if guilty of stealing the property of another - in the least, restitution and significant school penalties can be expected. The amount or item is secondary to the violation of the principle that you don't take from others. To prevent theft, students should keep their lockers secured at all times. Additionally, possession of stolen property, taken by another known to the student or in a student's company may be grounds for administrative involvement.

### **VANDALISM**

Students will refrain from the destruction of property belonging to other students, staff or the school. Any student involved in an act of vandalism is required to make restitution for damage. Depending upon the seriousness of the incident, legal action or other disciplinary action may take place. Parents are notified in all cases of vandalism and legally share in the responsibility for the actions of their children up to \$2,500 by law. Our school board may offer rewards for information leading to the arrest and conviction of persons who commit felonies or misdemeanor acts of vandalism.

*Note on prohibited behavior. . . It is impossible to detail every possible rule and type of behavior violation. While we rely upon student integrity and self-discipline to make Lowville Academy a successful school, we also know that discipline problems do arise which may not be specifically detailed in school policy. If that does happen, staff and administration will consider the situation and take action necessary to address the problem.*

### **TRANSPORTATION REGULATIONS**

Lowville Academy provides bus transportation for district students. This privilege is extended to students who maintain acceptable behavior while boarding, riding, and exiting district transportation. There are specific rules for you to follow while riding on a bus:

1. Be on time (your bus has a schedule to keep).
2. Never stand on the highway while waiting.
3. Always keep your hands and head inside the bus.
4. Please dispose of trash properly (NEVER throw objects within or out of the bus!).
5. Always remain seated while the bus is moving.
6. No use of tobacco or any other illegal substances.
7. No eating or drinking.
8. Do not shout or carry on excessively loud conversations. No swearing.
9. Unless you have permission from your parent and a school administrator, you may travel only on your bus.
10. Do not walk home if you miss your bus. Contact a school official.
11. When getting on and off the bus, make certain you look carefully in both directions before crossing the road.
12. Cooperate and follow all instructions given by your driver.
13. Wear proper clothing at all times—jackets or additional covering beyond a shirt is expected from November 1 to April vacation. Students must be appropriately dressed for any cold weather emergency. Failure to comply with the rules above can result in your suspension from the bus.

The referral system outlined below provides a quick look at how disciplinary problems will be handled. The referral system is designed to eliminate the conduct problem at the lowest level possible. Being familiar with the process should help you avoid a problem with bus behavior.

**Step 1:** The first referral for a 9-12 student for violation of bus conduct rules will result in a conference with the Assistant Principal. The Assistant Principal will review the incident and expectations for behavior as well as determine consequences for this behavior and future behaviors should inappropriate behavior persist. Parents will be contacted by phone if necessary and will receive written notification of all violations.

If the referred behavior is serious, the student may be suspended from transportation immediately. Some examples of serious first time violations may include: vulgar language directed at staff, fighting, use of illegal substances, vandalism or destruction of property and severe insubordination (failure to comply with staff direction). Minor infractions may result in detention time or loss of other privileges at school.

**Step 2:** The second referral for conduct generally results in loss of bus privileges. A second review of expectations is covered. Again, immediate suspension from transportation for any severe violation will occur. Parents may be called and written notification of violation sent for their information.

**Step 3:** The third referral for inappropriate bus behavior may result in a progressive, multiple day suspension from the use of transportation (generally 2-5 school days). During this time, alternative transportation is expected to be the responsibility of the parent.

**Attendance during the bus suspension is expected. This "time out" is designed to underscore the importance of proper behavior and its potential impact on the safety of all.**

**Beyond Step 3: Referrals beyond the third may result in a long term suspension of bus privileges or permanent suspension may be considered.**

No out of district student may ride district transportation for convenience or personal reasons unrelated to an approved academic program. Any out of district student who has a legitimate academic reason to utilize a Lowville Academy bus must seek approval for use through contact with their home school administration first. In such a case, home school administration will contact Lowville Academy administration to discuss the request. Similarly, a request for a Lowville Academy student to ride the transportation of another district must be approved by the administration of both districts affected. Again, use must be for an approved academic reason.

Continuing in the Fall, Lowville District buses will be outfitted with several video devices to help deter inappropriate behaviors and monitor the bus environment. The video tapes will be used by the district staff on an as needed basis in individual cases. Visual information relating to conduct referrals may be shared with the student and parent at the discretion of the Administration only.

Remember, any serious violation may result in your immediate suspension of bus privileges - We strongly urge you to consider your choice of behavior and want to impress upon you the fact that proper behavior, for the safety of all, is expected at all times. Your cooperation and common sense should help to guide you in your decision making!

Lowville Academy and its staff hope all students will maintain their riding privileges during the entire school year! Respect and courtesy will go a long way toward making that a reality for all!

#### **LATE BUS TRANSPORTATION**

Late bus transportation is provided only for those students who are engaged in either athletics or approved extra-curricular activities. Students are requested to ask their coach/advisor to outline the procedure for gaining permission to ride the 5:30 p.m. bus which runs Monday through Thursday. Passes are required for all students other than athletes remaining after school who wish to utilize the late bus. Please note, only in emergencies will students without prior approval be given a pass by the administration.

#### **BOCES BUS RUNS**

Special conduct expectations and a disciplinary process exist for students utilizing the BOCES bus. Failure to follow guidelines of behavior will result in the eventual loss of this privilege and need for alternative transportation by parent/guardian. These guidelines are covered with students in detail.

Students are prohibited from driving to the BOCES center except under extenuating circumstances with prior approval of administration. Failure to comply with this expectation will result in progressive disciplinary consequences.

#### **BEHAVIOR EXPECTED AT DANCES, GAMES, AND ACTIVITIES**

Extra-curricular Activities - Behavioral expectations at these activities are the same as those required during regular school hours. (All faculty members and chaperones have the authority to enforce all rules at extra-curricular activities.)

1. We encourage you to participate in and attend all special events and activities during your years at Lowville Academy.
2. Enjoy yourself at home sporting events within these guidelines:
  - A. All rules and regulations regarding student conduct are in effect and any teacher, administrator or chaperone has the right to see that they are followed.
  - B. Please do not take refreshments into the gym.
  - C. As a courtesy, please remain in your seats except during intermission.
  - D. Please stay on the rubber mats provided. Do not walk on the gymnasium floor.
  - E. Please do not "stomp your feet." This action weakens the wall supports which hold up the bleachers.
  - F. Once you leave an event, you will not be permitted to return unless you have prior permission from the person in charge.
  - G. If you display bad sportsmanship, you may be asked to leave.
3. Enjoy yourself at dances within the following regulations:
  - A. Once you leave a dance, you will not be readmitted
  - B. All outside doors will be locked one hour after the dance begins. Unless you have a pre-signed pass (obtained from the principal or assistant principal prior to the day of the dance), you may not be allowed to enter the dance after the doors are locked.
  - C. Persons over 19 years of age may be admitted only upon invitation and by the presentation of a signed permission slip (obtainable from the high school office).
  - D. No graduates of other high schools, regardless of age, will be admitted without a signed permission slip (see "C" above).
  - E. Students will be allowed to sponsor guests at dances as long as prior permission is obtained from the high school office. The student who wishes to sponsor a guest at a dance will be responsible for the behavior of their guest.
  - F. The group sponsoring the dance and/or concession is responsible for the set up and proper clean up immediately following the event.
  - G. Food and beverages are not permitted in the gym.
  - H. No 6th, 7th or 8th grader may attend a high school dance, nor may students in grades 9 through 12 attend a middle school dance.
  - I. Students are not to use the faculty rooms during a dance.
  - J. If the group sponsoring the dance cannot arrange proper and adequate chaperones two days prior to the dance, the dance will not be held (check with your advisor for details).
  - K. Anyone acting in an unruly fashion or using improper language will be suspended from the dance and may be subject to further disciplinary action.
  - L. All rules and regulations regarding student conduct are in effect and any teacher, administrator or chaperone has the right to see that they are followed.

Remember that attending extracurricular activities is a privilege. If you misbehave in school, then you run the risk of having this privilege revoked. In addition, inappropriate or unacceptable behavior by a student while attending an extracurricular activity may also result in the loss of other privileges such as sports team participation, etc. Anyone caught under the influence of illegal substances at any school event may face possible arrest and severe disciplinary consequences.

**BUILDING SECURITY**

In order to ensure a safe and secure environment, all students shall abide by the following rules:

1. Students should not be in the building prior to 7:45 a.m. The only access point from 7:45 - 8:00 a.m. is through the Trinity Avenue entrance. From there, you will be directed to the Cafeteria where students will be supervised until dismissal to the High School section of the building at 8:00 a.m.
2. Students may not be on school premises after dismissal (3:20 pm) unless they are involved in a school sanctioned activity. Activities include sports, clubs, library study program, after school detention, etc. A "sanctioned" activity is one that implies direct sponsorship by school staff. Late transportation is provided only for those who have legitimate reasons authorized by a teacher.
3. During special events, students may only be in the area of the building where the activity is taking place. Movement throughout the building is strictly prohibited. In addition, students should not be in the building any sooner than 15 minutes prior to an event.
4. Students may not enter the building on weekends unless they are involved in a school activity. Students may only enter the building when the coach, teacher or activity sponsor is on the premises. Sunday activities are not permitted.
5. Students may not enter the building at night unless they are part of a school activity. Students who enter the building for no purpose will face disciplinary consequences.
6. Students are not permitted in the locker rooms unless under the supervision of a teacher or coach.
7. Students are strictly prohibited from illegal/unacceptable entry. Forcible entry will be prosecuted for trespassing to the full extent applicable if circumstances warrant.

**CAFETERIA / LUNCH PERIOD REGULATIONS**

The school cafeteria provides an economical and well-balanced meal for breakfast and lunch. Student meals are cooked daily by the cafeteria staff under Lunch Director, Mr. Steven Fuller. **We're working to provide nutritional choices for students; therefore, some food item restrictions will be in place.** Food should be consumed in the cafeteria - no food or drinks, regardless of origin, will be allowed to be consumed in the halls during the school day. Also, out of courtesy to the cafeteria staff, we request that outside food purchased downtown be eaten downtown and not consistently brought back to school.



Every student is scheduled for a lunch during the 4th, 5th, or 6th period. High school students (9-12) may eat in the school cafeteria or leave school for lunch provided their parents do not wish that they be restricted to campus. Students must keep in mind, however, that even if their parents do give them permission to eat elsewhere, they **MAY BE RESTRICTED TO THE SCHOOL BUILDING/ CAFETERIA FOR DISCIPLINARY REASONS AS NECESSARY**. Only those students that follow school rules, both in school and off campus, will be allowed to leave during lunch.

Please remember....Failure to return from lunch in a timely manner is considered truancy and disciplinary consequences will result.

Leaving the school during lunch is a privilege and not a right. All students are reminded that during their lunch period they are not to be disrupting classes. Students should remain in the cafeteria or in the hallway adjacent to the Art Room. Students **SHOULD NOT** be on the second and third floors or in the front part of the building on the first floor.

Specific rules for the cafeteria are listed below:

1. Follow directions of staff
2. Place trash in proper receptacles
3. Return trays/utensils to the dish washing
4. Consume food in the cafeteria; not in the halls
5. No throwing food or objects
6. Keep hands, feet and objects to yourself

**BREAKFAST**

Students may report to the cafeteria for breakfast from 8:00 to 8:30 a.m. It is important to remember that all students must report to their assigned homeroom by 8:35 a.m. During periods 1-2-3, high school students in good standing assigned to the cafeteria study hall also may purchase breakfast items. The breakfast program is a privilege that requires appropriate behavior at all times.



**JUICE / SODA / FOOD**

Soda, juice, energy drinks and food should be consumed in the High School Cafeteria. Only bottled, unflavored water is allowed to be consumed in the classroom with the approval of the assigned teacher. Unopened/capped bottled water, soda, juices, and energy drinks may be stored in lockers for use after the school day. Purchased soda, juice and energy drinks may be consumed during a student’s lunch period in the cafeteria or outside the building. After school, soda, juice, energy drinks, etc. may be consumed in appropriate places. Consumption also requires the responsible care of refuse. Be aware that open containers may be checked by staff any time they are on campus especially if a problem is suspected. Habitual consumption between classes at lockers or in the hallway is discouraged during the school day.

**COUNSELING OFFICE INFORMATION**

Your guidance counselor will play an important role in helping you and your parents make decisions concerning your course of study while at Lowville Academy. Your counselor can also help you with your plans for a career or continued education after high school.

The counselors for grades 9-12 are

Mrs. Jackie Schlieder (A-L)  
and  
Mr. Gil Monnat (M-Z).

**SCHEDULE CHANGES**

Class schedule changes are the responsibility of the Counseling Office. Students who request a schedule change should pick up a "request for schedule change" form either from your supervised study teacher or the counseling office. After you complete the form, your guidance counselor will either change your schedule or schedule an appointment to speak with you.

Your guidance counselor can approve changes during the first two weeks at the beginning of each semester (September and January). Any schedule change after these dates may require a conference with the student, counselor, administrator and parent. The high school principal will make the final decision.

Once a schedule change is made, you must be sure that all materials have been returned. It is your responsibility to see that this is done. It is generally the policy of the school not to allow a student to drop a course after the announced cut-off dates. Special circumstances may warrant consideration. Please see your guidance counselor for further details should you need more information.

**MINIMUM COURSE REQUIREMENTS - 5.5 CREDITS YEARLY**

All Lowville Academy Senior High School students must carry no less than five courses one semester and six courses in the remaining semester. Though all students will be encouraged to take six courses, it is understood that the minimum load for the year will average 5 ½ courses. In addition, students will take physical education for an overall course load of 6.0 units of study.

Students will complete no less than 22 academic units of study, including two units of study in physical education during a four year high school career. For more specific information, see your Guidance Counselor.

**GRADUATION REQUIREMENTS - Credit Requirements**

Subject	Local Diploma (c)	Regents Diploma	Advanced Regents Diploma
English	4	4	4
Social Studies	4	4	4
Math	3	3	3
Science	3	3	3
Foreign Language	1	1	3 (a)
Health	0.5	0.5	0.5
Art/Music	1	1	1
Electives	3.5	3.5	1.5
Physical Education	2	2	2
<b>Total Credits</b>	<b>22</b>	<b>22</b>	<b>22</b>

**EXAM REQUIREMENTS**

	Local Diploma	Regents Diploma	Advanced Regents Diploma
Comprehensive English	Yes	Yes	Yes

	Local Diploma	Regents Diploma	Advanced Regents Diploma
Algebra	Yes	Yes	Yes
Geometry	No	No	Yes
Algebra II	No	No	Yes
Science	Yes	Yes	Yes
2nd Science	No	No	Yes (b)
Global Studies	Yes	Yes	Yes
U.S. History	Yes	Yes	Yes
Foreign Language(s)	No	No	Yes (a)

- (a) Students working towards Advanced Regents diploma may replace 3rd credit of foreign language with a 5 unit vocational or agricultural sequence.
- (b) Students working towards Advanced Regents diploma must pass one physical science regents exam and one living environment regents exam.
- (c) Multiple Pathways-students having difficulty passing certain exams may be eligible to substitute other exams. See your counselor for details.

**SAFETY NET / LOW PASS APPEALS PROCESS**

Transfer students might be eligible to be exempted from certain exams. See your counselor for details. There are some exceptions to the above requirements for transfer students and/or students under the Committee on Special Education). Please contact your guidance counselor for further details. Additionally, new regulations approved in 2014-2015 may help all eligible students with meeting certain assessment standards. Please see your counselor on available options.

**REGENTS OR ADVANCED REGENTS DIPLOMA WITH HONORS**

Students may earn honors distinction by having an average of 90.0 or higher on the required regents exams for that diploma (Regents-5/Advanced Regents-8). Students may retake exams if desired to try and earn a higher score.

**GRADE POINT AVERAGE**

Students unweighted cumulative grade point average are calculated in the Fall of the senior year. All academic classes with the exception of PE and Driver Education are included in this calculation. Classes taken in summer school (with the exception of PE) will be included. Students will receive their GPA during individual senior exit interview meetings with their counselor.

**TRANSFERRING TO ANOTHER SCHOOL**

If you are moving to another school district, please report to the counseling office and inform them of your intent to withdraw. They will provide you with the necessary papers. Please do this well in advance of your last day.

**B.O.C.E.S.**

All students are eligible to enroll in a vocational program at the Howard G. Sackett center in Glenfield during the Junior and Senior year. Juniors typically attend in the afternoon while Seniors typically attend in the morning. Contact the guidance office for available programs of study.

Sophomores are required to hear a presentation about the available programs in December. Sophomores who have expressed an interest in studying a program will be taken to visit the Sackett Center in January.

Transportation to BOCES is provided daily. No student is to transport themselves or others without prior administrative approval.

**HONOR ROLL**

Lowville Academy has three separate honor rolls. Each category recognizes the academic achievement of students in grades 9-12:

High Honor Roll	94.5 and above
Honor Roll	89.5 - 94.4
Merit Roll	84.5 - 89.4

Students who successfully earn High Honor status for the first three marking periods will be honored at the spring scholarship banquet. This is a special celebration for students and their families.

**DRIVER EDUCATION**

At Lowville Academy all students who are 16 by September 15 are eligible to take driver education during the first semester and those who are 16 by the start of the spring semester are eligible to enroll. However, not all students who want to take driver education in a specific semester will be able to because of the large number of students who request this course. All students generally have the opportunity to take driver education at some point during their high school career.

In determining priority for selection of driver education students, the following criteria will be used:

- First Choice - Seniors
- Second Choice - Juniors, from oldest to youngest
- Third Choice - Sophomores - only on a space available basis - oldest to youngest

Please note that because of scheduling problems, it may happen that a student younger than you will be allowed to take driver education ahead of you. We will do our best to see that you take driver education when you want. Some students may have to wait a semester or more to schedule this.

Driver education is also offered in summer school. Usually all students requesting to take driver education in summer school are able to be placed in a class. We strongly encourage B.O.C.E.S. students take driver education during the summer. Your guidance counselor will be able to answer any questions you have concerning driver education beyond what has been explained here.

**YOUTH ADVOCACY PROGRAM AND STUDENT ASSISTANCE PROGRAM**

These programs were established by an interested group of people in Lewis County who felt our community needed individuals who could provide help, support and counseling for young people. The Student Assistance Counselor and Youth Advocate Counselor work through Lowville Academy in collaboration with Mountain View Prevention Services. These supportive services may be contacted during the school day through the High School and Middle School Offices.

## STUDENT ACTIVITIES

Being a part of a club, an activity, or a sports team can benefit you in many ways. It will give you a chance to learn more about yourself and an opportunity to meet others who share common interests. Such participation helps to grow socially and adds an interesting dimension to your life. Make sure you participate in the many activities available to you.

### ELECTION OF SCHOOL OFFICERS

High school student government and all high school class elections will be selected in the fall when students return for the school year. Under the student government constitution, an election commission composed of executive board members of the student council are appointed by the president of the student government. **The commission establishes guidelines for the nominations, campaign and elections.** If you wish to run for an office, be sure you listen for announcements and communicate with members of student government.

#### STUDENT GOVERNMENT - CLASS OFFICERS - 2019-2020

##### Senior High School Student Council

President ..... Samantha Kennedy  
 Vice President ..... Abigail Bener  
 Secretary ..... Meredith Lovenduski  
 Treasurer ..... Romeyn Noftsier  
 Advisor..... Mr. Cornell

##### Class of 2020

President ..... Jared Beyer  
 Vice President ..... Bryanna Hoppel  
 Secretary ..... Briona Mahoney  
 Treasurer ..... Kirstin Moshier  
 Advisor..... Mr. Hyde

##### Class of 2022

President ..... Hayden Beyer  
 Vice President ..... Robert Farney  
 Secretary ..... Kim Zehr  
 Treasurer ..... Kennedy Duncan  
 Advisor..... Mrs. Hyde

##### Class of 2021

President ..... Alexis Dekin  
 Vice President ..... Mae Muncy  
 Secretary ..... Kady Miller  
 Treasurer ..... Anna Western  
 Advisor..... Mrs. Jock

##### Class of 2023

President ..... Keegan Crenshaw  
 Vice President ..... Kaylee Bice  
 Secretary ..... Noah Comet  
 Treasurer ..... Rebekah Kuhl  
 Advisor..... Mrs. Majewski

### CLUBS AND ACTIVITIES

Some examples of clubs and activities offered at L.A.C.S. include: Athletic Leadership, Art Club, Backpack, Band, Chorus, Business Club, Catalyst, Drama Club, Earth Club, FCCLA, FFA, Fit4Fun, French Club, Friends of Rachel, FTA, HS Media & Production, HS Musical, Library Club, Lowacadian, Here Comes Treble, NHS, Peer Tutor, Poetry, Ski Club, Spanish Club, Student Council, Trap Shooting, Whiz Quiz and Youth Advisory Council.

### **NATIONAL HONOR SOCIETY**

The National Honor Society recognizes students for outstanding scholastic achievement. A high academic average is not in itself, however, a guarantee of selection because more than scholarship is considered. Students must also demonstrate sound character, prove their leadership ability and offer service to the school or community. A National Honor Society member, then, must have shown their commitment to the four cardinal principles of the society: scholarship, character, leadership and service.

A faculty committee is responsible for selecting members of the society. The national organization suggests selection procedures, but the local chapter is responsible for designing the selection process.

The selection process at LACS involves four steps:

1. The process begins with scholarship. At the end of their junior year, students who have achieved an academic average of no less than 90% are considered for membership. All candidates must have taken a three-year sequence in Regents English and Social Studies. Grades in physical education and driver education are included when the average is computed.
2. Candidates are then rated on the basis of character by the teaching staff. The character rating includes a review of the following: honesty, responsibility, fairness, courtesy, tolerance and cooperation.
3. This next step involves rating students for their leadership and service during their freshman, sophomore, and junior years. Advisors of clubs or organizations, coaches, teachers and employers are asked to rate the students. The criteria for leadership are: performs duties of an officer (appointed or elected); assumes responsibilities for the group (and follows through on them); contributes useful and/or innovative ideas; directs a group in a cooperative manner; and demonstrates courage (social, of conviction). The criteria for service are: attends regularly, participates actively; volunteers for extra work or duties; acts with courtesy and cooperation; accepts responsibility. Students are rated 0 to 10. To qualify, students must meet the minimum point total established by the committee.
4. A special review of all disciplinary/conduct/attendance information is done on each potential candidate. Students who have suspensions and/or serious attendance problems may not be considered for membership. The period of time covered for each candidate under this category is grades 9, 10 and 11.
5. Finally, the NHS Faculty Committee votes on those students who have qualified in the four areas. The NHS Committee vote is a confidential one that takes into account all aspects of a student's record.

Students will be inducted into the National Honor Society in the spring of their junior year. A formal NHS induction ceremony is usually held the second or third week of May. Students must maintain their academic standing to remain an NHS member starting in the 4th quarter of the junior year.

## **STUDY HALL**

### **GUIDELINES**

Study halls are provided to give you a place and a time to think and complete school work in a quiet, structured atmosphere. Your study hall assignment also allows you time to make use of the library, to meet with one of your teachers or your guidance counselor.

All students must report to study hall at the beginning of their assigned study hall periods. After attendance has been taken, you may request permission to sign out to the library. If you have a signed pass to meet with a teacher, you may ask to leave after attendance has been taken.

Following each marking period, a student who fails a course will lose his/her privileges and be restricted to the study hall for a minimum of five weeks. After five weeks, a student who is passing all courses may be released from his restriction by an administrator. Use of electronic music devices in an educational setting requires the permission of the supervising teacher. Internet surfing on personal lap tops, I-Pods and cell phones are not allowed in common study hall.

#### **ACADEMIC RESTRICTION POLICY - GRADES 9-11**

Normally, students who fail a course during a quarter are restricted to their scheduled study halls a minimum of five weeks. When their grade improves to passing, they can be released after the minimum deadline.

Students in physical education classes who have incompletes due to not meeting swim requirements can be released from this restriction as soon as they make up required pool time.

#### **LIBRARY**

You may use the school library to do research, read, get a book or browse through magazines during your lunch period, study halls or when your teacher brings your class. Please remember that the library is a quiet area. If you create a disturbance, you will be asked to leave and will face further disciplinary action.

To obtain a pass for the library, ask your teacher and tell him/her when you have a study hall. If you're in study hall, ask your study hall teacher for permission to go.



### **SENIOR PRIVILEGES**

#### **SENIOR PRIVILEGES**

At Lowville Academy, seniors have certain privileges that underclassmen do not have. These privileges are not rights guaranteed to seniors; rather, they are privileges for those 12th grade individuals who are deserving of them. These privileges consist of:

1. Signing out of study hall during the early fall and late spring and sitting on the front lawn (immediately in front of the school and well to the right of the county court house).
2. Qualified seniors can be assigned to a senior study hall periods 1-3 and 7-9. Seniors report to a designated room before signing out to any place in the building.
3. Additional lunch periods should the schedule provide them.
4. With written permission seniors are allowed to drive and/or ride in a vehicle during their scheduled lunch period. Note: Permission is granted for ONLY in town driving and/or riding.

#### **SPECIAL SENIOR RESTRICTION POLICY FOR REQUIRED GRADUATION ASSESSMENT AREAS**

Seniors must pass both English 12 and Participation in Government and Economics (½ year courses) in order to retain their senior privileges. These courses are required for graduation and focus is important to maintain.

**Seniors who fail one of these courses with a grade of 50% or below will be restricted for the entire quarter so focus on academic work needed to meet graduation requirements is done as needed.**

Seniors can lose their special privileges if they experience academic or social problems. During a suspension, for example, no senior privileges would be allowed. Also, any senior who fails a course in any quarter will be restricted to study hall with loss of the privileges listed above. Once restricted, a senior must have written approval from the principal or assistant principal to regain his/her senior privileges. A senior may be restricted to study hall by the administration until his/her conduct and/or academic achievement improves at any time but usually a five week minimum exists.

Some seniors are granted work releases for home or other employment. Seniors, only, may apply for this after the first week of school. To be allowed work release, a senior must have written permission from a parent, written permission by the senior guidance counselor, written permission from the principal or assistant principal and a copy of the hours to be worked at the place of employment. Please note that these privileges can be revoked for disciplinary and/or academic reasons. Only the principal has authority to allow extenuating circumstance work release to underclassmen.

## **SPORTS PROGRAM**

Lowville offers a comprehensive sports program for both junior and senior high school students. Available sports include baseball, basketball, football, golf, soccer, softball, swimming, volleyball, cheerleading, tennis, and wrestling. Interested students are encouraged to participate in the athletic program. A physical is required of all potential athletes. For more information, see your physical education teacher, a coach, or the athletic director. If you decide to participate, some important information follows:

### SPORTS PROGRAM PHILOSOPHY AND GOALS

The philosophy statement and goals that follow below serve as guidelines in the administration and day to day operation of the District's Interscholastic Athletic Program.

#### PHILOSOPHY

As an extension of Lowville Academy's educational program the Interscholastic Athletic Program shall be conducted in accordance with the district's stated mission, beliefs, goals and commencement outcomes. The program shall provide all student-athletes with opportunities to positively:

- ... experience environments which emphasize, support and promote the importance of achievement and success in their academic school work;
- ... develop, practice and demonstrate self-discipline, accountability and a commitment to achieving realistic individual and team goals;
- ... participate in competitive experiences in a supportive environment;
- ... benefit from the encouragement of the school and community;
- ... develop a lifelong desire and appreciation for the benefits of physical fitness;
- ... promote teamwork, develop, practice and demonstrate the skills, strategies, techniques and enjoyment of particular sports;
- ... channel energy, time and effort in a healthy and productive direction which promotes self-esteem;

- ... meet and compete with students from other schools;
- ... develop, practice and demonstrate responsibility for being a public representative of the school and community;
- ... participate in competitive experiences appropriate for the age, grade, and developmental levels of student-athletes, and which are conducted within the standards and regulations of all governing authorities.

#### INTERSCHOLASTIC ATHLETIC COMPETITION GOALS

- Common goals at the modified, junior varsity and varsity levels are:
- ... to have all participants and spectators demonstrate sportsmanship;
  - ... to win honorably and to lose graciously while competing to the best of one's ability within the spirit and intent of the rules;
  - ... to recognize that the combination of an individual athlete's work ethic, desire, attitude and skill level guide decisions regarding playing time in interscholastic contests;
  - ... to understand that success is measured by the extent to which goals are met within the context of the overall philosophy of the interscholastic athletic program.

Specific goals for each level include:

- MODIFIED: The primary focus of this level shall be the introduction, development and improvement of individual and team skills, fundamentals and physical conditioning. All athletes will be afforded the opportunity to participate in both practice and interscholastic competition.
- JUNIOR VARSITY: The goal of this level shall be the continued development and improvement of individual and team skills, physical conditioning, fundamentals and strategies specific to the sport. Developing the "team" concept (individuals contributing to a common goal) will be emphasized. Such development shall provide the primary focus for all practices and competitions.
- VARSITY: The development of skills, strategies and physical conditioning continue to be a priority. Winning, while important at this level, is not the only measure of success.

Lowville offers a comprehensive sports program for both junior and senior high school students. Available sports include baseball, basketball, football, golf, soccer, softball, swimming, volleyball and wrestling. Interested students are encouraged to participate in the athletic program. A physical is required of all potential athletes. For more information, see your physical education teacher, a coach, or the athletic director. If you decide to participate, some important information follows:

#### SPORTSMANSHIP . . . A "MUST" FOR ATHLETES AND FANS

Sportsmanship is important. Our behavior at school athletic events, whether we play or watch, reflects upon the character and reputation of our school and through that, on us individually. At sporting events we require that you:

1. Show respect for the opponent and official.
2. Know, understand and appreciate the rules of the game.

3. Do not applaud when opponents are penalized. Do not heckle, jeer or distract members of the opposing team.
4. Show respect for an injured player.
5. Recognize and appreciate skill in performance regardless of team.
6. Respect, cooperate with, and respond enthusiastically to cheerleaders.
7. Maintain self-control, avoiding profane language and obnoxious behavior
8. Remind fellow students whose behavior is unbecoming.
9. Noise makers, negative signs, obscenities, the throwing of objects, booing and improper spectator conduct are prohibited at athletic contests.
10. Remember, you are representing the Lowville Red Raiders. Be a credit to yourself, your school and your family. All school rules are in effect at extra-curricular active ties.

Failure to comply with any rule may result in disciplinary action and losing the privilege to attend athletic events.

#### STUDENT ACADEMIC ELIGIBILITY POLICY

All students who are a member of a school sponsored sports team, and selected club organizations must maintain passing grades and acceptable conduct in order to participate. The purpose of the eligibility policy is to emphasize the critical importance of school work, excellent attendance and proper behavior. For a student to remain eligible to participate he/she must:

1. be enrolled in courses that will earn 5.5 credits during the year.
2. maintain passing grades, satisfactory attendance, and good citizenship in each subject.

Student academic eligibility will be monitored on a continuous basis. If you have a problem in class, in attendance, or behavior you may be reviewed. A one-week suspension of eligibility will result if your review indicates "unacceptable effort to improve". If you have not shown progress in correcting your problem, you will be ineligible to participate in practice or games. Coaches will cover the specifics of this policy during their pre-season meetings.

#### ATTENDANCE REQUIREMENTS FOR PRACTICE AND GAME PARTICIPATION

All athletes must attend school on the day of an athletic contest. Attendance is required for no less than periods 4 through 9 in order to participate in a practice or a game. You must arrive and sign in the Attendance office no later than 10:55. Legal excuses, prior special permission or emergencies are the only reasons that will be considered in determining game eligibility. Any student athlete ill for the entire school day may not participate in an athletic contest that day. Absences after games will be noted for team play purposes. Any student-athlete who is truant or late to school without an excused reason, will lose participation time as deemed appropriate by administration and/or coaches.

Driving Policy For Athletes: Students are prohibited from driving to or from an athletic event in which they are participating. Also, students need to present prior written permission to an administrator if they intend to seek school permission to ride home from an event with another parent. Creating incidents of deception in regard to this policy will result in progressive disciplinary **consequence**.

#### DRUGS/ALCOHOL POLICY FOR ATHLETES

Local athletic policy mandates that the illegal purchase, possession or use of drug, alcohol, tobacco and/or their look-a-like will result in a player's suspension from the team. Athletes in violation of the team training rules may be required to participate in the "Back on Track" program prior to participation in the next sports season. In all cases, the loss of team play is for the remainder of the current season and potentially more in the event of serious problems.

#### ATHLETIC AWARD ELIGIBILITY

Athletes are recognized with awards at the end of each year. Any student who violates athletic training rules may also forfeit all consideration for both end of the year and senior year awards, scholarships and similar honors. Additionally, any behavior deemed inappropriate or unbecoming of any student/athlete representing Lowville Academy and its sports programs may also disqualify that student/athlete from such honors. Senior awards will only be given to students who have not violated the training rules policy throughout High School.



Your coach or advisor will provide you with more information on student eligibility if you decide to go out for a sport or join an activity.

#### HEALTH OFFICE REQUIREMENTS

The health office provides a variety of services throughout the year for the student body. In an emergency, basic first aid is provided following procedures approved by the school physicians. Parents are notified immediately in any emergency situation.

New York State requires a variety of screenings to be completed during the school year. The screenings are meant to "catch" children with health problems that may interfere with their learning, or health and well-being.

New York State mandates include annual height, weight and vision screenings on all students. Hearing screening is required for students in grades 7, 10 and new entrants. Physical examinations are required annually for athletes, for students in grades 7 and 10 and new entrants. Scoliosis screening (checking the back for curvature of the spine) is required for students age 8 - 16 and is performed by the physical education staff during the regularly scheduled PE class.

Screenings take time and are performed throughout the school year. Parents are notified of any abnormality found during the screenings so that medical follow-up can take place. A special form is available through the health office for parents who prefer to have physical examinations done by their family doctor. Please contact the health office at any time with questions or concerns.

**FINALLY, PLEASE REMEMBER THAT IT IS IMPOSSIBLE TO DETAIL EVERY POSSIBLE RULE. WHILE WE RELY UPON YOUR INTEGRITY AND SELF-DISCIPLINE TO MAKE LOWVILLE ACADEMY A SUCCESSFUL SCHOOL, WE ALSO KNOW THAT DISCIPLINE PROBLEMS DO ARISE WHICH MAY NOT BE SPECIFICALLY DETAILED IN YOUR HANDBOOK. IF THAT DOES HAPPEN, THE SCHOOL DISTRICT WILL CONSIDER THE SITUATION AND TAKE ACTION NECESSARY TO ADDRESS THE PROBLEM.**

## Policy Awareness

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Lowville Academy and Central School is pleased to report that the district is in compliance with the federal No Child Left Behind Act of 2001, regarding the hiring and retention of high quality teachers, administrators and support staff. All of our teachers possess valid New York State certification for the areas in which they are employed. Parents and guardians have the right to request the following specific information about the professional qualifications of their children's classroom teachers:

- whether the teacher has met New York State qualifications and licensing criteria for the grade levels and subject areas he or she teaches;
- whether the teacher is teaching under emergency or other provisional status through which the State qualification or licensing criteria have been waived;
- the teacher's college major; whether the teacher had any advanced degrees and, if so, the subject of the degrees; and
- whether your child is provided services by any instructional aides or similar paraprofessionals provide services to your child and, if they do, their qualifications.

Requests for information about the qualifications of your child's teacher(s) can be directed to the district office at 376-9000. All requests will be honored in a timely manner. Thank you for your continued support and interest in your child's education.

### **Federal Discrimination and New York State "Dignity For All Students Act 2012"**

The Lowville Academy BOE and staff does not ignore or accept any form of discrimination in the educational environment. Discrimination may take various forms depending on the circumstances. For example, harassment (which can be a form of discrimination) means the creation of a hostile environment by conduct or by verbal threats, intimidation or abuse that has or would have the effect of unreasonably and substantially interfering with a student's educational performance, opportunities or benefits, or mental, emotional or physical well being. Such conduct could include verbal threats, intimidation or abuse that would reasonably be expected to cause a student to fear for his or her physical safety.

Discrimination based on race, color, weight, national origin, ethnic group, creed or religion, marital status, age, sexual orientation, gender (including gender identity and expression) and sex, or disability is prohibited.

Additionally, on July 1, 2012, the New York State Dignity for All Students Act became effective. The goal of the Dignity Act is to provide students a school environment that is safe, supportive and free from discrimination on property of the district and/or at events of the district (that includes transportation.)

Concerns related to discrimination will utilize the following process:

- A. Upon notification, immediate action will be taken by Administration in the form of a "Non Discrimination Form" and follow up investigation.**
- B. The student and parent will be notified by phone or in writing of the behavior which has given rise to the complaint, and notice of the school district's intent to investigate further if necessary.**
- C. Should the discrimination continue, an individual will face progressive disciplinary action designed to stop the problem. Action from outside agencies may be necessary if the problem persists.**
- D. In matters of criminal behavior, a report will be made to the police.**

Concerns related to discrimination will be documented using the district "Non Discrimination Form" available from the following coordinators:

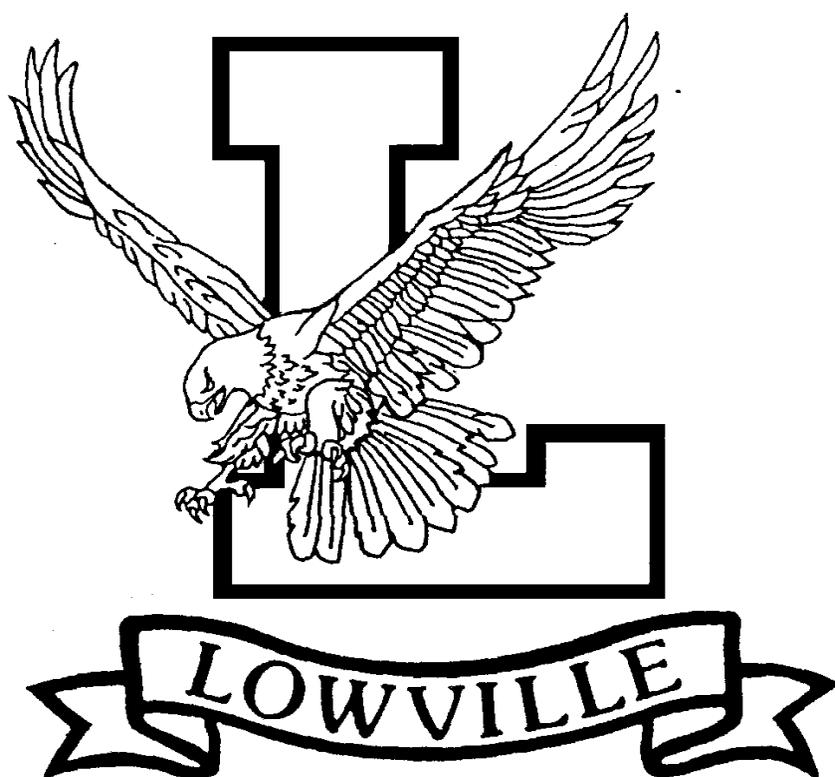
Title IX Coordinator - Mr. Scott Exford, Middle School Principal – 376-9010

Section 504 Coordinator - Mrs. Mary Compo, CSE Chair – 376-9012

Dignity Act Coordinators – Building Principals in all schools – 376-9015 (High School)

### CONCLUDING REMARKS

In conclusion thank you for reading this handbook. We hope it will be helpful, though we know that all of your questions were not answered. If you have further questions or comments, please speak with a teacher, guidance counselor, or administrator. We're all here to help, work with, teach, listen to, and guide to maturity the best group of people in the north country: **LOWVILLE STUDENTS!!**



## **ALMA MATER**

**By Ann Smith**

**Where Black River meets the hill  
In a valley peaceful still  
Stands a school which we all cherish  
To her glory loud we sing.  
Alma Mater, praise we bring  
May our memories ever cling  
To the days and friends of Lowville.  
Alma Mater, here's to you.**

**Lowville Academy and Central School  
Phone Numbers**

**Elementary School**

**Principal's Office..... 376-9005**

**Middle School**

**Principal's Office..... 376-9010**

**High School**

**Principal's Office..... 376-9015**

**Assistant Principal's Office/Attendance Office ..... 376-9117**

**Guidance Office ..... 376-9017**

**Health Office..... 376-9007**

**Cafeteria/Food Service..... 376-9004**

**Committee on Special Education ..... 376-9012**

**Athletic Director ..... 376-9019**

**Bus Garage..... 376-7212**

**District Office**

**Business Office..... 376-9001**

**Superintendent of Schools ..... 376-9000**

Lowville Academy and Central School  
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Lowville, NY 13367

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