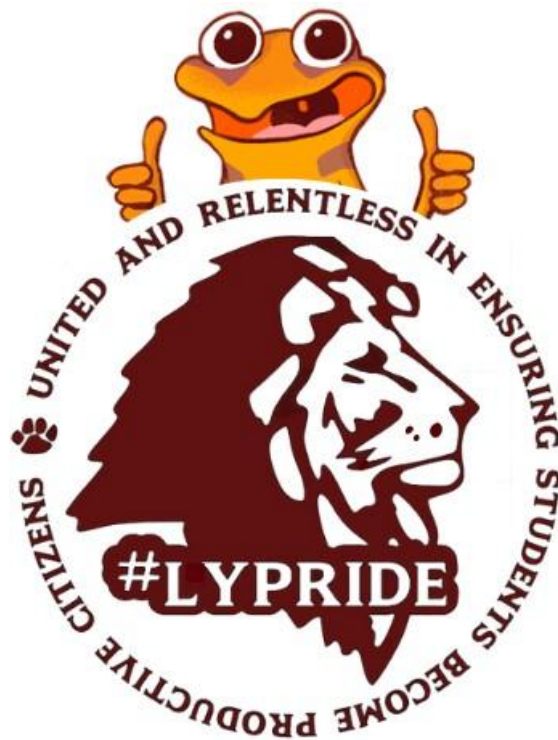


MIDDLE/HIGH SCHOOL STUDENT HANDBOOK

2023-2024



The contents of this document are subject to change. All decisions are subject to administrative discretion.

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LYONS CENTRAL SCHOOL DISTRICT

VISION STATEMENT

#LYPRIDE: United and relentless in ensuring students become productive citizens.

MISSION STATEMENT

Together, Lyons provides ample opportunities for students to thrive by building strong character, a passion for positivity, and a commitment to growth.

LYONS CENTRAL SCHOOL ALMA MATER

Far above all other High Schools
Stands our L.H.S.
We have always won the honors,
We will take no less.

CHORUS

Raise the chorus, speed it onward:
Let our voices ring.
Hail to thee, dear Lyons High School
We shall ever sing.

In athletics and in classes,
Lyons takes first place,
For we have the student body
That can set the pace.

CHORUS

Raise the chorus, speed it onward:
Let our voices ring.
Hail to thee, dear Lyons High School
We shall ever sing.

2023-2024 School Calendar

September 4th, 2023	Labor Day Holiday
September 6th, 2023	School opens for student
October 9th, 2023	Columbus Day
November 10th, 2023	Veteran's Day Holiday
November 22nd-24th, 2023	Thanksgiving Holiday
December 8th, 2023	Early Dismissal
December 11th, 2023	Superintendent Conference Day
December 25th, 2023 - January 2nd 2024	Holiday Recess (return on January 3rd, 2024)
January 15th, 2024	Martin Luther King Jr. Day Holiday
January 23rd -26th 2024	Regents Exams & Competency Tests
February 19th -23rd, 2024	Presidents' Week Recess
March 15th, 2024	Superintendent Conference Day
March 29th - April 8th, 2024	Spring Recess
April 10th - April 12th, 2024	Grades 3-8 ELA Assessment (Paper-Based)
	Grades 3-8 ELA Assessment (Computer-Based)
May 7th - 9th, 2024	Grades 3-8 Math Assessment (Paper-Based)
	Grades 3-8 Math Assessment (Computer-Based)
	Grade 8 Science Written Test
May 24th-27th, 2024	Memorial Day Holiday
June 4th, 2024	Regents Exam
June 19th, 2024	Juneteenth
June 14th-18th & 20th -25th, 2024	Regents Exams
June 26th, 2024	Regents Rating Day
June 28th, 2024	Graduation

Lyons Central School Directory District Administration		
Dr. Barr	Superintendent	946-2200 ext. 2015
Mr. Pangallo	Assistant Superintendent for Business	946-2200 ext. 2017
Mrs. Bailey	Secretary to the Superintendent and District Clerk	946-2200 ext. 2010
Mrs. Underhill	Assistant Superintendent for Instruction	946-2200 ext. 2304
Dr. Henderson	Director of Human Resources and Grant Operations	946-2200 ext. 2203
Mrs. Palmisano	Director of Special Programs	946-2200 ext. 2303
Mrs. Elias	Secretary to the Assistant Superintendent of Instruction and the Director of Special Programs	946-2200 ext. 2017
Mrs. Blask	Director of Educational Services	946-2200 ext. 2019
Ms. Sherry	Secretary to Director of Educational Services	946-2200 ext. 2011
Mr. Watkins	Coordinator of Network & Technology Services	946-2200 ext. 2036
Mr. Miller	Director Of Facilities	946-2200 ext. 2212
Mrs. Tyler	Director of Food Services	946-2200 ext. 2229
Mr. Alexanian	Community Schools Principal	946-2200 ext. 2018

Middle-Senior High School Administration and Personnel		
Mrs. Schott	Principal	946-2200 ext. 2204
Mr. Young	Athletic Director/Assistant Principal	946-2250 ext. 2020
Mrs. Schmitt	Administrative Intern-Assistant Principal	946-2200 ext. 2203
Mrs. Martin	Main Office Secretary	946-2200 ext. 2202
Mr. McNabb	Main Office Secretary	946-2200 ext. 2015
Ms. Milgliore	Student Counselor 7-9	946-2200 ext. 2205
Ms. Riggi	Student Counselor 10-12	946-2200 ext. 2206
Mrs. Kuhn	Student Counselor 7-12	946-2200 ext.
Ms. Hill	Counseling Office Secretary	946-2200 ext. 2206
Mrs. Buisch	School Nurse	946-2200 ext. 2232

Board of Education	
Ms. Bailey	President
Mr. Henry	Vice President
Mrs. Dobbins	Board Member
Mr. Ohmann	Board Member
Mrs. Stone	Board Member
Mrs. Taylor	Board Member
Mr. Wadhams	Board Member

2023 – 2024 FACULTY

Mr. Atkinson - Science
 Ms. Bacon - Spanish
 Mrs. Beckwith -Interventionist
 Mr. Benderski- Science
 Mr. Beveridge – English
 Mrs. Borrelli- TA
 Ms. Bowe – PE
 Ms. E. Brooks- FACS
 Ms. M. Brooks- Art
 Ms. Browne - English
 Mrs. Buisch- Nurse
 Ms. Carey – English
 Mr. Carr - Social Studies
 Mrs. Champlin – Instructional Coach
 Ms. Clancy - Science
 Mrs. Clark – Resource
 Mr. Consadine – Science
 Mr. G. Coons – Computer Tech
 Ms. Corey– Speech
 Mrs. Crandon – Math
 Ms. Dale – Resource

Mr. Dailey- Technology/Ag
 Mr. Daucher – Resource/Credit Recovery
 Ms. Davison – Technology/Art
 Mr. Degro- Resource
 Mrs. DeNeef – Math
 Ms. Drew-Fox - Resource
 Ms. Gansz – Social Studies
 Ms. George – Science
 Mrs. Gibbs - Aide
 Mr. Hartwell - Social Studies
 Ms. Hill-Wright - TA
 Mrs. Hyatt - TA
 Mrs. Kesel - Social Studies
 Mrs. Kier – Tech Services
 Mrs. C. Kuhn - Counselor
 Mr. Kuhn - PE
 Mr. Lawson - Math
 Ms. Lese- TA
 Mrs. Lester – TA
 Mrs. Loson – TA
 Mrs. Marr - Counselor
 Ms. Mercurio – Counselor
 Ms. Meyers- TA

Mrs. Migliore- Counselor
 Mr. Morris- Tech Services
 Mrs. Maddock – Spanish
 Mr. Przepiora - Social Studies
 Mr. Purtell - English
 Ms. Riggi- Counselor
 Ms. Sainsbury – Music
 Ms. Sandroni - Resource
 Mr. Schott - TA
 Mr. D. Scott - Aide
 Mr. R. Scott – TA
 Ms. Shaffer- Music
 Mrs. Shipley – Interventionist
 Mrs. Sholly- TA
 Mr. Strazzabosco – Psych.
 Mr. Brown - Health
 Teacher Vince- Resource
 Ms. Vongprachanh- Math
 Ms. Warrick - Resource
 Mr. Winslow - Resource

LYONS MIDDLE/HIGH SCHOOL

2023-2024
BELL SCHEDULE

STUDENT ARRIVAL FOR 7-9	7:30
HIT PERIOD (7-9)	7:50 – 8:25
STUDENT ARRIVAL FOR 10-12	8:00
PERIOD 1	8:28 – 9:08
PERIOD 2	9:11 – 9:51
PERIOD 3	9:54 – 10:34
PERIOD 4	(7-9) 10:37 – 11:07 (10-12) 10:37 – 11:17
PERIOD 5	(7-9) 11:10 – 11:40 (10-12) 11:20 – 12:00 BOCES PM Lunch 11:20 – 11:40
PERIOD 6	(7-9) 11:43 – 12:23 (10-12) 12:03 – 12:33
PERIOD 7	(7-9) 12:26 – 1:06 (10-12) 12:36 – 1:06
PERIOD 8	1:09 – 1:49
PERIOD 9	1:52 – 2:32
PERIOD 10	2:35 – 3:15

NEW AT A GLANCE GUIDE FOR STUDENTS

IF YOU:

Need to be excused from school
Need textbooks
Need a hall locker
Need a gym locker or lock
Have lost or found articles
Need information about college
Need working papers
Want a class meeting
Transfer to another school
Need to use telephone
Need additional information
Tardy or returning from an appointment
Need to borrow a Chromebook
Need Chromebook accessories

THEN GO TO:

Main Office
Classroom Teacher
Main Office
Physical Education Teacher
Nurse's Office
Counseling Office
Counseling Office
Class Advisor/Principal's Office
Main Office
Counseling Office
Main Office
Main Office
Technology Help Office
Technology Help Office

General Information

A.M. Arrival

The school will open at 7:30 a.m. for students in 7th-9th grade and 8:00 a.m. for students in 10th-12th grade. Students can eat breakfast in the cafeteria and then will proceed to their locker, then homeroom/first period class. Students in 7th-9th grade should be in class by 7:50 a.m. Students in 10th-12th grade should be in first period by 8:28 a.m. Those who arrive after the bell must report to the Main Office for check in.

Assemblies

Assemblies are to serve the educational mission of the school. Conversation will cease as soon as the program starts. Applause is always welcome. Your courtesy is expected.

Automobiles and Parking (Students)

Since parking is limited, students will be granted permission to drive on an as needed basis. Priority will be given to seniors, followed by juniors.

Students who drive a vehicle to school must obey the following rules:

1. All vehicles parked on school grounds must be registered with the Main office and must display the current year's permit. Driving on school property must be at a very slow and safe rate and in accordance with New York State Vehicle and Traffic Laws.
2. Students parking on school grounds without permission will be asked to remove their cars. If the problem persists, student cars may be towed at the owner's expense.
3. Student parking is a privilege that can be revoked at the principal's discretion.
4. Notice of Search of Vehicles – Students are hereby notified that any vehicle parked on school grounds will be subject to search by school officials and/or police when school officials have reason to believe that drugs, weapons or any other item, article, substance, or object prohibited by state law or school policy is present in such vehicle.
5. BOCES students are not allowed to drive to BOCES without prior administrative approval.

SchoolTool

The Lyons Central School District remains committed to improving the way that we communicate information to families. To accomplish this, parents/guardians will be able to access information regarding their child's schedule, grades, attendance, and behavior online via Schooltool

SchoolTool is a confidential and secure website where parents/guardians can get current information about their child's attendance, behavior, and grades. Only parents/guardians with legal rights can access this account. Each parent/guardian will receive their own account. This will allow parents/guardians access to all students in the household.

Attendance and behavior information will be updated daily and grading information will be updated every two weeks. You may check your child's current average in his/her classes at any time but please realize your child's average may change daily as grades are added by his/her child's teacher. Registration is easy. You **MUST** have a current email address on file to access SchoolTool. Please contact the Main office for more registration information.

Student SchoolTool

Students can access the following information online via SchoolTool:

- Your schedule
- Your attendance records
- Your behavior records
- Your assessment record (this includes your scores on state assessments (grades 7 & 8) and Regents exams (grades 9-12))
- Your grades (you can see what your real time average is and be able to access grades on all assignments for every class you take)

SchoolTool is a confidential and secure website. You will be required to access the site by using a specific login and a password. You should never share your login or password with anyone. No one can make any changes on this site. This is a view only site.

Attendance and behavior information will be updated daily, and grading information will be updated every two weeks or sooner as your teacher is able to do so. You may check your current average at any time but please realize your average may change daily as grades are added by your teacher.

For the categories that you can see on the Student Portal, here are the places/people you can see if you have any questions or need assistance:

Category	Place/Person to See
Schedule	Counseling Office
Attendance	Main Office
Behavior	Main Office
Assessments	Counseling Office
Grades	Your teacher

Awards

There are many opportunities for students to gain recognition for their achievements in our school. Awards are varied and cover a multitude of fields that present opportunity for all. They are based on a combination of high standards of scholarship, citizenship, service, character, and leadership. Questions should be directed to the Counseling Office (946-2200 ext. 2206).

Awards for special talents are numerous. Many have been established for years. There are awards for highest average and most improved in all grade level courses. Awards are also given for Student of the Week and Month. The school also recognizes the achievements of students in extracurricular activities. Athletes may receive letters in all varsity sports.

Bus (Afternoon Pick-ups)

Buses leave around 3:15 following the last period of formal instruction.

Hallway Passes

All students must sign out when they leave their classroom or Structured study hall through our E-HALL Pass system through Clever. Students who are excused from a class or structured study hall must have a hallway pass in their possession. No student is permitted to report to any teacher without prior permission from the teacher that the student seeks to visit. Also, students are to report to class first, acquire a pass, and then report to the nurse.

Class Officer Duties

Class President:

- Inform school administration of ideas generated by the student body
- Oversee efforts on student activity events and planning
- Support class budget and assist with future budget planning
- Recognize and report developing issues pertaining to students
- Call meetings
- Create class meeting agendas
- Preside at all meetings
- Delegate duties and act as the representative for the class
- Assume responsibility for all class activities

Class Vice President:

- Fulfill the duties of the President when the President is absent, resigns or is disqualified
- Call attendance at all meetings
- Assist the Class President with his/her duties
- Perform duties assigned by the President

Treasurer:

- Establish budget
- Record of all financial transactions
- Give status report at class meetings
- Authorize expenditures
- Keep inventories of fundraising items
- Collect and deposit fundraising money

Secretary:

- Keep record of attendance at officer meetings
- Take meeting minutes
- Assist the President by announcing meetings
- Maintain correspondence and attendance records
- Keep class activity calendar/webpage

In order to obtain and hold the position of a class officer a student must:

Be a positive role model

Be in good academic standing

Meet the discipline standards of the school

Attend all meetings

Carry out all responsibilities

Work closely with class advisors

The failure of an officer to meet these standards may result in removal from office. The principal and advisors will make this determination.

Student Dress Code

Lyons Central School District takes pride in the appearance of its students. The intent of the Dress Code is to foster an environment that is sanitary, safe, and conducive to teaching and student learning. It is also intended to provide guidance to prepare students for their role in the workplace and society. All students are expected to pay attention to personal grooming and to dress appropriately for school and school functions. Students and their Parents/Caregivers have the primary responsibility for acceptable student dress and appearance. Teachers and all other District personnel should exemplify and reinforce acceptable student dress, thereby helping students develop an understanding of appropriate appearance in the school setting.

A student's dress, grooming and appearance shall:

- a. Be safe, appropriate, and not disrupt or interfere with the educational process, or the health, safety and welfare of self or others.
- b. Ensure that underwear is completely covered with outer clothing.
- c. Not include garments that expose the gluteal area, chest area, or mid-section, and students may not wear clothing through which these areas of the body are visible.
- d. Always include footwear. Footwear that is a safety hazard will not be allowed.
- e. Not include the wearing of head coverings that cover the face. A student's face must be seen unless a medical mask is worn for health reasons or for religious reasons.
- f. Not include items that are vulgar, obscene, slanderous or denigrate others on account of race, color, religion, creed, national origin, gender, sexual orientation, or disability.
- g. Not promote and/or endorse the use of alcohol, tobacco, or illegal drugs and/or encourage other illegal or violent activities.
- h. Not including blankets or capes. Blankets should be kept in students' lockers during the day.

Each building principal or their or their designee shall be responsible for informing all students and their Parents/Caregivers of the Student Dress Code at the beginning of the school year and any revisions to the Dress Code made during the school year.

Students who violate the Student Dress Code shall be required to modify their dress by covering or removing the offending item and if necessary, replacing it with an acceptable item. Students who do not comply with the above expectations shall be subject to:

- a. Student conference
- b. Caregiver conference
- c. Principal discretion/subject to discipline.

Medical Related Face Coverings (When Required)

When required by the Wayne County Department of Health, students and staff will be expected to wear an acceptable face covering any area of the building in which it might not be possible to maintain social distancing. All students and staff members must wear acceptable face coverings:

Whenever they are within 6 feet of someone.

In hallways.

In restrooms; and

In other congregate settings, including buses.

When and as required by the Wayne County Department of Health, the District will require all employees, adult visitors, and students to wear an acceptable face mask whenever social distancing cannot be maintained. Mask breaks will be provided. The district will provide a face covering for any individual who does not have one,

although we encourage students and staff to provide their own. Acceptable face coverings include but are not limited to cloth-based face coverings (e.g., homemade sewn, quick cut, bandana) and surgical masks that cover both the mouth and nose. The district will instruct students, Parents/Caregivers, staff, and any visitors on: The proper way to wear face coverings; Washing hands before putting on and after removing their face covering; Proper way to discard disposable face coverings; The importance of routine cleaning of reusable face coverings; and Face coverings are for individual use only and should not be shared. Students and staff may use alternate PPE (i.e., face coverings that are covered at or around the mouth) for instruction or interventions that require visualization of the movement of the lips and/or mouths (e.g., speech therapy). These alternate coverings may also be used for certain students (e.g., hearing impaired) who benefit from being able to see more of the face of the staff member.

Cloth face coverings should **not** be placed on:

- Students younger than 2 years old
- Anyone who has trouble breathing, or is unconscious, incapacitated, or otherwise unable to remove the cover without help.
- Those suffering from a documented medical or behavioral condition that prevents them from complying.
- When eating
- When 12-foot distance is maintained while playing wind instruments, singing, and engaging in aerobic activity.
- Per the July 2020 NYSDOH Reopening Guidance, p. 2.

Per the Student Dress Code above, face coverings shall not:

- Include items that are vulgar, obscene, slanderous or denigrate others on account of race, color, religion, creed, national origin, gender, sexual orientation, or disability.
- Promote and/or endorse the use of alcohol, tobacco, or illegal drugs and/or encourage other illegal or violent activities.

When required by order of the Wayne County Department of Health, students who violate the face covering expectations shall be required to modify their face covering removing the offending item and replacing it with an acceptable item. Students who do not comply with the above expectations will be subject to:

- **1st offense** – student conference with an administrator
- **2nd offense** – Caregiver conference with student and administrator; implementation of student/principal contract agreement to support compliance with expectations.
- **3rd offense** – Additional consequences will be decided on by administration.

PHYSICAL EDUCATION DEPARTMENT, JEWELRY POLICY K-12

The wearing of jewelry during physical education can create a risk of injury to a student.

For example, jewelry caught on equipment or clothing or another student during movement activities may tear the skin which could result in blood loss and/or infection, permanent scarring, or severance of a body part, such as a finger from a ring. Another example is a direct hit from another person, a ball, racquet, stick or similar equipment on a piece of jewelry like an eyebrow ring, hoop or stud may split the skin and result in blood loss, infection, and/or permanent scarring. In addition, a fall or collision during an activity or game, combined with a loose or defective tongue or lip ornament, could result in the aspiration of the mouth jewelry. Aspiration could result in choking, obstruction, or damage of an airway, and in extreme instances respiratory arrest. In addition, blood loss, infection or permanent scarring may result from jewelry related injuries.

Therefore, the Lyons Central School District Physical Education Department requires the removal of all jewelry deemed unsafe to participate in physical education classes, interscholastic athletic teams, and intramural

activities. There is no medical exemption from physical education for a body piercing. Failure to participate will be considered an illegal absence.

6. **Electronic Devices, Cell Phones, headphones, earbuds, and electronic use are not allowed during instructional time, detention or in the In-School Suspension room. Phone and electronic use at the Middle/High School will be allowed during lunch and in the hallways.**

Consequences for violating the electronic device policy are:

- **1st offense** – Verbal Warning – Teacher reviews their classroom/office electronic policy with the student-
- **2nd offense** – Behavior Referral –The teacher writes a referral for electronic violation (and includes the date of the first offense in the referral).
- **Further offenses:** Additional penalties will be decided by an administrator.

7. Valuables, Book Bags and Backpacks

Students are encouraged to leave large sums of money and valuables at home. Students are not allowed to have lasers and chains in school under any circumstances. Students may store skateboards, motorized scooters, bikes, and e-bikes in the designated area during the school day but are not allowed to ride them on school grounds. Failure to follow these guidelines will result in the item being confiscated.

Oversized bags, Book bags, backpacks and oversized handbags/purses will not be allowed in classrooms or other locations during the school day. They are only to be used to transport school-related materials between home and school. Oversized bags, Book bags, backpacks, and oversize handbags/purses are to be stored in student lockers for the duration of the school day.

Sports equipment and bags should be stored in the locker rooms or designated area.

POSSESSION OF TOBACCO AND TOBACCO PRODUCTS

(Includes but not limited to cigarettes, cigars, pipes, chewing tobacco, snuff, herbal tobacco products, simulated tobacco products that imitate or mimic tobacco products, e-cigarettes, vapes, cloves, bidis and kreteks as well as matches, lighters, and other related paraphernalia)

Consequences will be at the discretion of the administration.

SMOKING/CHEWING TOBACCO ON SCHOOL PROPERTY IS STRICTLY PROHIBITED – DURING OR AFTER SCHOOL HOURS!

Consequences will be at the discretion of the administration.

STRUCTURED STUDY HALL REGULATIONS

1. Report to structured study hall on time with all necessary materials.
2. Students must stay in structured study hall unless they have a pre-signed pass from another staff member.
3. No cell phone use.
4. If food or drinks are being consumed in structured study halls, students and staff must be sure to clean up prior to the end of structured study hall.
5. Remember structured study halls are for academic work and studying.

Important Notes:

- Please make sure to take attendance within the first 5 minutes of class. This is very important.
- Students are not allowed to eat lunch earlier during a structured study hall.
- Students are not allowed to sit in the hallway when in a structured study hall.
- Students may not call you from a teacher's phone to let you know where they are.

Library Procedures

1. When entering the library, students are to place their passes on the main desk.
2. Books circulate for a period of three weeks. Books may be renewed unless they are very popular and others wish to have access to them.
3. Fines will be levied for over-due or misused books.
4. Magazines can be signed out overnight for reference work (except current magazines).
5. Reference books can be signed out overnight. They are due back prior to the first period in the morning.
6. If you have a pre-signed pass, you are to do library specific work only.
7. All books must be signed out at least five minutes prior to the end of the period.
8. All students are required to report to structured study hall before going to the library.
9. Students with overdue books, or fines not paid, may have their library privileges suspended.
10. Failure to display proper conduct in the library will result in the suspension of library privileges as determined by the principal and the librarian.

Early Dismissal from School and School Cancellation

All announcements regarding early school closing will be made over radio stations and television. Information regarding school closing are given by code and will be official. Please listen to the radio in case of inclement weather. The school telephone lines are used for official calls only. **A ParentSquare message will also be sent to all staff.**

Notifications go to the following:

ParentSquare

Facebook

WACK/WNNR (Newark)

Finger Lakes Radio Group (MIX 98.5 and The Wall 101.7, Classic Hits 99.3)

Fingerlakes1

WHAM 13

WHEC 10

Spectrum

Syracuse.com

Extra-curricular Activities

Sports

Football (Boys)
Basketball (Boys & Girls)
Wrestling (Boys)
Volleyball (Girls)
Track and Field (Boys & Girls)
Baseball (Boys)
Softball (Girls)
Soccer (Girls)
Swimming (Boys & Girls)
Golf (Boys & Girls)
Bowling (Boys & Girls)
Tennis (Boys & Girls)
Cross Country (Boys & Girls)
Cheerleading (Boys & Girls)

Clubs

Marching Band
Musical
Jazz Band/Jazz Chorus
Leadership
Yearbook
Art Club
National Honor Society/National Jr. Honor Society
Newspaper
FFA
GSA
Library Club
Ski Club
Masterminds
Varsity Club
Chess Club
Math Club
Science Club
Varsity Club

Field Trips

All field trips are an extension of the school learning process. Permission slips signed by parents and/or teachers must be returned prior to the trip. Students may be expected to pay for some field trips. All field trips must be approved by the Administrator and Transportation Director.

Fire Alarm

The ringing of the fire alarm signals either a fire drill or an actual fire. Fire drill instructions giving specific directions for leaving the building have been posted in each classroom. Teachers are responsible for familiarizing their students with these directions during the first week of school.

When the fire alarm rings, it is the responsibility of the student, for his/her own safety and the safety of others, to follow these instructions:

1. When the fire alarm rings, students should move immediately to exit the building. This is to be done quietly, quickly, and in an orderly fashion. NO RUNNING.
2. There is to be NO TALKING unless necessary. Teachers must be able to be heard:
 - a. when and if special instructions need to be given, and
 - b. to take attendance to be sure that all students have been evacuated from the building.
3. If the fire alarm rings during the passing of classes, continue in the direction you are walking and leave by the nearest exit.
4. If the fire alarm rings during an assembly, be quiet and wait for directions from the person in charge of evacuating the auditorium.

Fundraising

All clubs are limited to one door-to-door fundraiser. The principal must approve any exceptions. All fundraisers must be approved by the principal PRIOR to the beginning of the fundraiser.

Any students with outstanding obligations will not be allowed to participate in fundraising events. The administration reserves the right to exclude students from fundraising events due to history or problems. All advisors are asked to report any outstanding obligations to the main office as soon as possible.

Grading Policy:

A minimum grade of 55 will be given for Marking Period 1 and Marking Period 2.

School Lockers & Gym Lockers

Lockers remain the exclusive property of the school and students should have no expectation of privacy with respect to their lockers. Gym lockers and locks will be given out by the Physical Education teacher. It is the student's responsibility to keep his/her locker locked during gym class. The School District is not responsible for any lost or stolen items.

National Honor and National Jr. Honor Society

The National Honor Society seeks to identify and honor students who combine superior academic performance with significant service to school/community while displaying the highest level of conduct in school and in the community. A more detailed description of the National Honor Society is available upon request.

Psychologists

Psychological testing and personal counseling are conducted by the school psychologist. Students wishing to see a psychologist can make arrangements with their counselor.

GRADING PERIODS 2023-2024

Grading Period	Marking Period Start Date	End Date	Grades Due 9:00AM	Reports made available on School Tool
Progress Period 1 (5 Week Reports)	9/6/2023	10/6/2023	10/11/2023 Wednesday	10/13/2023
Marking Period 1 (10 Week Report Cards)	9/6/2023	11/9/2023	11/15/2023 Wednesday	11/17/2023
Progress Period 2 (15 Week Reports)	11/13/2023	12/15/2023	12/20/2023 Wednesday	12/22/2023
Marking Period 2 (20 Week Report Cards)	11/13/2023	1/26/2024	1/31/2024 Wednesday	2/2/2024
Progress Period 3 (25 Week Reports)	1/29/2024	3/1/2024	3/6/2024 Wednesday	3/8/2024
Marking Period 3 (30 Week Report Cards)	1/29/2024	4/12/2024	4/17/2024 Wednesday	4/19/2024
Progress Period 4 (35 Week Reports)	4/15/2024	5/17/2024	5/22/2024 Wednesday	5/24/2024
Marking Period 4 (40 Week Report Cards)	4/15/2024	6/26/2024	24 Hours after exam or regional scoring	Early July

Counseling Office

The Counseling Department of the Lyons Central School district is concerned with the educational and vocational direction of students as well as their overall adjustment in the school setting. Our counselors are devoted to supporting the development of the whole student to each student's academic, social, and emotional, mental, and developmental growth. Members of the counseling department actively and passionately advocate for everyone's right to equity of opportunity and seek to provide everyone with a safe and respectful environment. The counseling department is student centered in helping students to discover, explore and develop their personal strengths and goals by connecting and collaborating with families, resources, and the community at large. We believe that everyone inherently does the best they can with what they are equipped and will seek to advocate for that.

Ms. T. Migliore, School Counselor

Grades 7-9

Ms. V. Riggi, School Counselor

Grades 10-12

Mrs. C. Kuhn School Counselor

Grades 7-12

Thefts

Written reports are to be filed in the Main Office. During physical education class, teachers will have available a secure area for valuables if you wish to use it. To eliminate the possibility of thefts occurring, students bringing in money from fund raising or other activities are requested to bring in a check made payable to Lyons Central School for the amount collected.

Lost and Found

The loss of any articles should be reported to the office without delay. Also, any articles, which are found by students, should be turned into the Nurse's Office. Articles may be claimed by identification. All items must be claimed prior to the end of the school year. All items left will be disposed of.

Visual Art Display Policy

Since artwork is displayed in areas of the school that are accessible to students, faculty and the community, the artwork must be suitable for this shared environment. The restriction for hanging artwork is such that any artwork that contains or refers to (but is not limited to) violence, nudity, religion, drugs, alcohol, cigarettes, profanity, or weapons will not be hung in these spaces whether the intention of the artist is in support of, or against these issues.

Artwork by its nature of self-expression can move a viewer in a positive and/or negative way. Creation of this artwork in a school setting is subject to questioning by the art teacher and/or principal.

It is the administration's goal to adhere as much as possible to the above regulations. All items must get administrative approval prior to displaying any posters, signs, etc. in the building.

All posters/signs etc. must be dated and approved by an administrator prior to posting. They must be taken down immediately after the event. All sport signs must be taken down following the end of the season.

Visitors (Adult) in the building

1. All visitors must report to the Main Office to sign in and receive proper I.D. prior to going to classrooms or other areas in the building. This includes guest speakers who should be invited only with the approval of the principal. It is the responsibility of the teacher to inform guests of the need to report directly to the reception office upon entering school.
2. Teachers are not to release students to see, or leave with anyone, unless the Principal, Assistant Principal or receptionist authorizes it.
3. Teachers will not leave a class to see a salesperson unless arrangements have been made by the office.
4. Any visitors not wearing proper I. D. should be reported to the reception office.

Upon arrival at the school, the approved visitor must register in the Main Office and obtain a visitor's pass/identification badge. Unauthorized visitors will be asked to leave. Failing to leave may necessitate calling the police. In general students will not be allowed to bring friends or relatives to school. Similarly, young children are not permitted to accompany students during the school day and/or after school. The principal may exclude any individual from any school event on or off school property at his/her discretion.

Raptor System

When visitors, volunteers, contractors, or parents come to enter the school, they must report to the Main office and they will be required to present a valid state issued ID for entering into our Raptor – V-Soft system. The system can provide alerts on people who may jeopardize the safety of our school.

ACADEMIC PROGRAM POLICIES, PROCEDURES and REGULATIONS

Role of Principal

The principal is the instructional leader within the school. It is his/her responsibility to maintain the present academic program according to state regulations and board policy. The principal is also responsible for evaluating the present program and developing strategies to improve students' success and programs to enhance the existing academic program. The principal will use meetings with representatives of student council and class officers to assist in evaluation and development of school programs.

ADMINISTRATIVE RULES AND REGULATIONS

1. 9-12th Grade Promotion: In the senior high school, the pupil's progress will be determined by the number of subjects successfully completed, as well as credits earned in the core areas of English, Social Studies, Math and Science.
 - A. The following credits are required for promotion:
 - 9th to 10th Grade: 5.5 Units, including at least 3 combined units of English or Social Studies, Math and Science. The student/s must take 6 ½ subjects including, English, Social Studies, Math, Science and P.E.
 - 10th to 11th Grade: 11 Units, including at least 7 combined units of English and Social Studies, Math, Science, Health and P.E.
 - 11th to 12th Grade: 16.5 Units, including at least 10 combined units of English and Social Studies, Math and Science. The student/s must take at least 6 ½ units including English, Science, Math, Social Studies and P.E.

- 12th Grade to Graduation: 22 units. The student/s must take 6 ½ subjects, including English, Social Studies and P.E.

Note: In order for regular education students to be eligible for BOCES, the above credits/courses must be completed as outlined.

2. **Schedule Changes:**

All schedule changes must be made through the Student Counseling Office by September 29th, 2023 using the following procedure:

- A. The student attends one full week of the class.
 - B. The student talks to his/her counselor about the changes.
 - C. The counselor then gives the student a “Request to Schedule Change” form. This form requires that the student get signatures of the teacher (s) involved and parental permission.
 - D. Only when all signatures are received and authorized by the counselor is the change considered complete.
3. **Add Course:** while students are free to add course(s) during the year, they should be aware that classes missed prior to adding a course are considered absences; and in some cases, instructor approval may be required. Timeliness of the request will be considered for adding courses that are in progress.
4. **Drop Course:** Students who wish to drop a course must follow the procedures listed in the “Schedule Changes” section above. Students should also be aware that:
- A. To drop a course, the student must follow the procedures outlined in the “Schedule Changes” policy.
 - B. A student may drop a course without penalty up to the first 3 weeks of the first semester for full year and first semester courses. Students may drop a second semester course up to the first 3 weeks of the second semester. Classes will also be re-evaluated at the end of 5 weeks with 5 week reports.
 - C. If at the end of the first 5 weeks it is determined that it is in the best interest of the student to drop a full year course, then rule b may be waived provided she/he maintains minimum course load. Waivers will be allowed only after consultation with the teacher(s) involved.
 - D. Students dropping a course after the first three weeks in the respective semesters will receive a grade of W/F or W/P, based on the average at the time of dropping. This grade will be reported on the transcript.
 - E. Any student removed from a course due to excessive absence, disciplinary reasons, failure to complete labs, etc., will receive a grade under the same provision as d above.
 - F. Students who leave school will receive final grades only for those courses which were completed. Exceptions to the above must be approved by the principal. All other courses will have to be re-taken upon re-registration.
 - G. Students will not be able to drop a course for a structured study hall.

5. **Acceleration in Middle School:** The intent of acceleration is to provide an enriched program. As such, the expectation is to have the student remain in the accelerated program throughout his/her academic career. To be considered for acceleration students must adhere to the following requirements:
- The student must maintain an attendance rate of 85% or higher throughout the school year.
 - The student will maintain an overall average of 85% or above for each marking period.
 - The student's midterm and final exam grades will not be below 85%.
6. **Independent Study:** Students may apply for independent study/online courses in major areas under specific conditions. Conditions include:
- a. The course is not offered in the regular curriculum.
 - b. The student meets with Ms. Riggi in the Counseling Office to go over the plan for taking the class.
 - c. The student arranges the program with a faculty member who will serve as a mentor.
 - d. Approval of the mentor, counselor and principal is needed before the process is completed. Independent Study requires that the student has specific learning objectives, along with the motivation and maturity to work without constant supervision. Students should be aware that approval of an Independent Study application is by no means automatic.
 - e. A pass/fail grade will be used unless in the case of credit recovery.
7. **Doubling Procedure:**
- a. Students will be encouraged to take the failed course in summer school. Doubling will be used only as a last resort.
 - b. Doubling should only occur at the high school level, grades 9-12.
 - c. Students should double in only one subject.
 - d. Students may be required to enroll in a support program (AIS) at the discretion of the review committee. This committee will be composed of the counselors and principal.
 - e. If a doubling student is uncooperative in the support program, he/she will be withdrawn from the support program and the doubling classes. Parents will be notified.
 - f. Each student will be reviewed by their teacher, counselor, and administrator every ten weeks.
 - 1. Based on cumulative average, students failing in any subject at 10 or 20 weeks may no longer be eligible to double. They may be withdrawn from the higher level course and parents will be notified.
 - 2. Students repeating a course and passing the final exam may be eligible to drop it at 20 weeks and receive credit, with the permission of the teacher. A contract with specific criteria will be written for students to be able to exit a class early.

8. Early Completion of a Repeated Course

Students who repeat a failed course(s) are required to repeat the course in its entirety with a passing final average before unit credit will be awarded. Under specific conditions, a student may be permitted to complete a repeated full-year course(s) at the end of the first semester.

The conditions include:

- 1. The teacher agrees to allow the student to submit a Course Repeat Agreement.
- 2. The student submits a completed Course Repeat Agreement with appropriate signatures for the principal's approval.
- 3. The student meets all conditions set forth in the Course Repeat Agreement.

The school is not obligated, nor is the student entitled to early completion of a repeated course(s).

9. Marking System: The numerical marking system is to be used by all instructors. 65% or above is considered passing. 85% through 89% is considered merit roll. 90% through 94% is considered honor roll and 95% through 100% is considered principal's high honor roll.

Final Mark Determination

<i>½ year courses</i> -	10 weeks	-	1/3
	10 weeks	-	1/3
	Final	-	1/3
<i>Full year Courses-</i>	10 weeks	-	1/6
	10 weeks	-	1/6
	Mid term	-	1/9
	10 weeks	-	1/6
	10 weeks	-	1/6
	Final	-	2/9

ABSENTEEISM/TARDINESS

Regular attendance is crucial for a student's academic success. Being on time and good attendance are two qualities necessary for success in later life. While some school or class absences are unavoidable, parents should make every effort to not schedule appointments or vacations during school time. "Take Your Child to Work Day" should be scheduled during vacation time if possible. The official day will only be recognized. Students are suggested to bring a written excuse upon returning to school. If a student is absent it is the student's responsibility to find out what work was missed and to make it up immediately. Failure to do so could result in poor academic achievement or failure. Attendance letters will be mailed home every 5 weeks.

The Board of Education in accordance with the Compulsory Attendance Law requires that each minor from 6 to 16 years of age shall regularly attend school full time, unless he/she has completed a 4 year course of study. A student must complete the school year in which they reach their 16th birthday.

Students that have been absent for 3 consecutive days are requested to provide a note from their Dr stating that they are healthy to return to school.

Chronic illegal absences and tardiness may result in disciplinary consequences including a Superintendent's Hearing. The student may be referred to Family Court for legal action or to New York State Department of Social Services Child Abuse Register under the neglect provision of the Social Services law.

Lateness to Class

Regular attendance and promptness to class are expected of every student. Good attendance correlates very highly with scholastic achievement. Late to class guidelines:

1. Students will make full explanation to the teacher.
2. Individual teachers will then determine the appropriate action.
3. If students are late to class without a pass, they should be kept with the class.

Late to School

Students are expected to report to first period on time. Students who are tardy to class will be marked tardy by the classroom teacher. If a student is late coming to school he/she is expected to bring an excuse signed by a parent/guardian, explaining the reasons for tardiness. If a student arrives after 7:50 a.m. (7th-9th graders) or 8:28 a.m.(10th-12th graders), s/he/they is to report directly to the Main Office. On the 6th unexcused tardy, the student will have a conference with the principal or assistant principal to review expectations and parent notification.

Attendance

Everyone registered in school is to be in school each day unless legal causes prevent attendance.

Statement of Overall Objectives

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

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

Student Attendance/Course Credit

Students are expected to attend all scheduled classes. Consistent with the importance of classroom attendance, unexcused student absences, tardiness, and early departures may affect a student's grade.

Students who are absent from class due to their participation in a school-sponsored activity are to arrange with their teachers to make up any work missed in a timely manner as determined by the student's teacher.

Attendance at school-sponsored events where instruction is substantially equivalent to the instruction which was missed shall be counted as the equivalent of regular attendance in class.

Upon returning to school following an absence, tardiness or early departure, a written excuse will be suggested. It is the responsibility of the student to consult his/her teacher(s) regarding arrangements to make up missed work, assignments and/or tests in accordance with the time schedule specified by the teacher. Notes are suggested to be brought in for each absence. A phone call does not replace a written excuse.

Students that have been absent for 3 consecutive days are requested to provide a note from their Dr stating that they are healthy to return to school.

Disciplinary Consequences

Unexcused absences, tardiness or early departure will result in disciplinary sanctions as described in the District's Code of Conduct. Consequences may include, but are not limited to, in-school suspension, detention, and denial of participation in interscholastic and extracurricular activities. Parents/persons in parental relation will be notified by designated District personnel at periodic intervals to discuss their child's absences, tardiness or early departures and the importance of class attendance and appropriate interventions. Individual buildings/grade levels will address procedures to implement the notification process to the parent/person in parental relation.

BUS DISCIPLINARY RULES AND REGULATIONS

Transportation to and from school is a privilege extended to the students by the school and as such may be removed by the school. Students are reminded that school disciplinary rules apply while on a school bus or a bus used for a school function. It should also be mentioned that the district buses are equipped with video-taping equipment which can be used to monitor student behavior. When being transported to and from school, the bus driver is in charge.

BUS RULES OF BEHAVIOR

1. Follow the instructions of the driver and monitor.
2. All safety rules will be followed.
3. Do not fight, swear, or vandalize.
4. Always stay in your seats while the bus is in motion.
5. Keep body fully in the seat to provide maximum safety.
6. Use inside voices while riding the bus.
7. Pick up after yourself.
8. Don't forget ALL belongings.

Failure to follow the bus driver/school rules will result in disciplinary actions (detention, ISS, extended detention, OSS, loss of bus riding privileges, hearing)

CAFETERIA RULES/PROCEDURES

Breakfast will be served from 7:30-8:30. Lunch will be served during 4th, 5th, 6th, and 7th periods. Students may bring their own lunch from home. Students may have food delivered from outside vendors ONLY during their scheduled lunch period. The cafeteria staff provides a variety of wholesome and well-balanced meals for students and staff at a reasonable cost. Breakfast and lunch is served at no charge. If a student wishes to get double meals or other items that are not included in the free breakfast/lunch program, he/she will need to purchase them. Students are no longer allowed to charge. Parents may still put money on their child's account. Menus are posted each month on the school website.

1. Proceed to the cafeteria in an orderly manner.
2. Enter the serving line and move along the serving counter as quickly as possible. Have your money ready when you get to the cashier. With the computer system students and staff are encouraged to prepay meals. After paying, proceed to a table, sit down, and eat your meal.
3. Exercise good manners while in the cafeteria.
4. When you leave, leave the table clean. People following you have the right to expect a clean table.
5. After you have finished eating, place your trash in the garbage cans and tray in the kitchen window or on the table near the kitchen window.
6. Since there are many students using the cafeteria and their classrooms, all must cooperate in keeping noise and confusion to a minimum.
7. Cafeteria supervisors are to be treated with respect. They are in complete authority.
8. Administration reserves the right to assign seats if needed.

Open campus during Senior High Lunch: Only 12th graders are given the privilege to leave the school premises during lunch. Parents are responsible for students during the lunch period. If a parent has any concerns, please consult the administration. For seniors who leave school during lunch: all seniors are given permission to leave campus during lunch if they follow sign out/in procedures and follow all school expectations. On the 4th unexcused tardy to school, a senior will lose his/her privilege to leave campus during lunch for three weeks. For each unexcused tardy thereafter during a given semester, a student will lose lunch privileges for 3 weeks for each unexcused tardy.

ACADEMIC INELIGIBILITY

The academic eligibility report will be based on the student's academic performance on 5, 10, 15, 20, 25, 30, 35 week grading period reports. A student who is on academic probation or the academic eligibility list will remain on the list until the next grading period. If students are placed on the Academic Warning, Probation or Ineligible list, parents and students will be notified.

Academic Ineligibility Status

Academic Warning

- Students who have a failing average at progress reports or at the end of the marking period and/or have an Incomplete in **ONE (1)** subject shall be placed on Academic Warning.
- Anytime a student is placed on Academic Warning, parents will be notified.

Academic Probation- Failing Two Classes

- Students who have a failing average at progress reports or at the end of the marking period and/or have an Incomplete in **TWO (2)** subject shall be placed on Academic Probation.
- When a student is on Academic Probation, they will be able to participate in extracurricular activities as long as they meet the requirements below.
 - For **EACH** class the student is failing, he or she will be required to stay for academic support one time per week..
 - Example: Failing **TWO (2)** classes- attend academic support twice.
- After 9 or 10 school days, the student's grade will be re-evaluated.
 - If the student is failing **ONE (1)** class or less, they will be moved to Academic Warning.
 - If the student attended academic support and is still failing **TWO (2)** classes, they will be eligible but must attend academic support the rest of that grading period.
 - If they are failing two classes and did not attend the required number of academic support, they will become **INELIGIBLE**.
 - If a student is failing 3 or more classes they will become **Ineligible**.

Academic Ineligibility-Failing Three or More Classes

- Students who have a quarterly or interim failing average and/or have an Incomplete in **THREE (3)** or more subjects shall be Ineligible.
- When a student is **Ineligible**, they may:
 - Practice, but not participate in interscholastic athletic contests
 - Practice, but not participate in any performing art performances.
 - A student **MAY** attend class dances, class trips and all school events if ineligible.
- After 9 or 10 school days, the student's grade will be re-evaluated.
 - If they are failing **ONE (1)** class or less, they will be eligible to participate and are not required to attend academic support.
 - If the student attended academic support and is still failing **TWO (2)** classes, they will be eligible but placed on **Academic Probation**. They must attend academic support for the rest of that grading period to remain on probation.
 - If the student attended academic support and is still failing **THREE (3)** or more classes, they will remain **INELIGIBLE**. A student will remain **INELIGIBLE** until the next grade pull or until they complete a grade challenge.
 - **Grade Challenge**- After the 9 or 10 day period, a student may challenge their grades at any time with Mr. Young on the last day of the school week as long as they continue to attend academic

support THREE (3) times a week. If the students' grades have improved (failing 2 or less classes), they may be moved to Academic Probation or Academic Warning.

Academic Support

To become eligible, a student must complete ONE of the following options:

- Attend academic support during an AM session or PM session based upon the number of classes he/she is failing on a weekly basis.
 - Example-if a student is failing 3 or more classes, they must attend academic support 3 times.
 - **AM session will take place..... 7:30-8:15 in a designated room with assigned staff member**
 - **PM session will take place..... 3:15-4:00 in a designated room with assigned staff member**
 - A student may also stay with a teacher during a planning period, lunch or before or after school. If a student stays with a teacher during a planning period, lunch or before or after school and a teacher electronically signs off on it, it will count as academic support.
 - A student may attend Academic Support in the library during a structured study hall or learning lab as long as they have a presigned pass.

Additional Information

- Non Traditional five day work weeks:
 - If a work week is shortened, the student will stay for the remaining available nights required.
 - Example- Student is failing three classes but no academic study is taking place on a Wednesday due to no school, the student will be required to stay Tuesday and Thursday only.
- No Academic Support will take place on the last afternoon of the school week.
- If a student misses academic support due to an **EXCUSED ABSENCE**, an administrator may reduce the required number of Academic Support for that week.
- Eligibility does not apply to proms and class trips.
- If a student has a COVID related absence, an administrator may reduce the required number of Academic Support for that week and possibly revise eligibility status.
- Students involved in extracurricular activities may practice with their group or team, but cannot participate in any contest, show, or competition when ineligible. Students may dress in their street clothes and sit with their team/group when ineligible or on probation but cannot participate.

At least 2 course grades must be submitted each week. It may be required that [Plan Book Reports](#) for each section are printed and dropped off to Rebecca Hill in the school counseling office by 3:00pm bi-weekly on Fridays. Your assistance is vital and much appreciated.

Bi-weekly Plan Book Report Dates:

Sept 15, 2023 (9/6-9/15)	Sept 29, 2023 (9/18-9/29)	Jan 19, 2024 (1/8-1/19)	Feb 2, 2024 (1/22-2/2)	May 23, 2024 (5/13-5/23)	Jun 7, 2024 (5/28-6/7)
Oct 13, 2023 (10/2-10/13)	Oct 27, 2023 (10/16-10/27)	Feb 16, 2024 (2/5-2/16)	Mar 8, 2024 (2/26-3/8)		
Nov 9, 2023 (10/30-11/9)	Dec 1, 2023 (11/13-12/1)	Mar 22, 2024 (3/11-3/22)	Apr 12, 2024 (3/25-4/12)		
Dec 15, 2023 (12/4-12/15)	Jan 5, 2024 (12/18-1/5)	Apr 26, 2024 (4/15-4/26)	May 10, 2024 (4/29-5/10)		

If a student is failing your course, please communicate with the student and parent(s)/guardian(s) regarding:

1. Why the student is failing
2. What coursework they are missing
3. Behaviors you are seeing in the classroom
4. Actions the student can take to improve their grade in your class

Communication with students and parents is required every 5 weeks when the ineligibility list is shared. Please document your communication on the [Staff Communication Log](#) provided or any other means you may already have in place for logging communication as long as it can be provided to administration upon request.

Disciplinary Ineligibility (Handled by Administration)

- a. In-school suspension/extended detention-ineligibility for participation in any activity for the duration of the suspension/extended detention.
- b. Out-of-school suspension-ineligibility for all school activities until the student has completed their suspension.
- c. Misconduct in or out of school may result in a student losing their eligibility.
- d. The principal may exclude students from school events for misbehavior/misconduct, excessive absenteeism/tardiness, or ineligibility.
- e. Administrators shall conduct appropriate investigations to determine if the eligibility policy has been violated.
- f. Students who are absent from school are not to attend extra-curricular events that day unless approved by the administration.
- g. The principal may exclude any individual from any school event on or off school property at his/her discretion.
- h. Students may receive athletic consequences in addition to regular school discipline.
- i. Students who are ineligible and attempt to attend an extracurricular event will be asked to leave and face possible disciplinary consequences for insubordination.

Note: Science Labs – Students will be reported on eligibility sheets for incomplete/missing labs in science.

EQUIPMENT USE

Students who wish to use equipment for projects, etc. must complete an agreement form that requires student and parent signature.

IN-SCHOOL SUSPENSION REGULATIONS –

It is intended that students will continue their academic responsibilities while serving in-school suspension/detention. Failure to cooperate with the rules and regulations will result in further disciplinary action.

1. ISS staff are to be treated with respect at all times.
2. Students are expected to report to ISS prepared and ready to work. This means that all students must have the appropriate materials with them upon their arrival. (pens, paper, books, Chromebook, etc.)
3. Cell phones are not permitted in the ISS room. Upon arrival, please give your phone to an ISS staff member, place it on the table or keep it in your locker. If a student is unwilling to do so an administrator will be contacted.
4. Students are not allowed to wear headphones, earbuds, etc. unless permitted to do so by an ISS staff member.
5. Students may only leave the ISS room to go to the bathroom or get a drink with a pass. This is at the discretion of ISS staff.
6. Students serving only one period in ISS are required to stay in the room unless permitted to leave by an ISS staff member.
7. The ISS room needs to be a quiet environment. Talking is not permitted. Students will be provided with periodic breaks throughout the school day to engage in quiet conversation. Breaks will be provided at the discretion of the ISS staff member.
8. When using the Chromebook for school related reasons students are not allowed to be on YouTube, games, or inappropriate websites. If found doing so, students will be blocked from the site(s).
9. Students will need permission to see the principal, school counselor or nurse.
10. Other students are not permitted to visit the in- school room for any reason. Periodically, upon an administrator's discretion this may be allowed.
11. Students will be escorted to lunch between high school and middle school lunches.

GRADUATION REQUIREMENTS

Diploma/Credential Requirements

The following charts outline the diploma and credential requirements currently in effect. The chart is intended to provide an overview of the requirements and identify the student populations that have access to each type of diploma and non-diploma high school exiting credential. Websites are provided to offer specific regulatory requirements and more detailed information regarding the requirements for each diploma or credential.

Community Service

There is a 25-hour community service graduation requirement. Each senior is required to serve 25 community service hours. The community service requirements intent is to encourage students to be active and engaged members of their communities and to address important community issues. This is to be done outside of the school day and not in conjunction with any other school or BOCES related curriculums. Students may begin to accumulate community service hours in 9th grade.

Valedictorian and Salutatorian Selection Procedures

Criteria listed below will be used to determine the valedictorian and salutatorian of the senior high school of the Lyons Central School District.

1. An eligible student must attend the Lyons Central schools for a minimum of three full academic years, prior to graduation, from grades 9-12.
2. Students must be enrolled as a full-time student at the time of graduation.
3. Averages of grades in Lyons Central School District through the third marking period of the senior year will be used to select the final candidate.
4. The Valedictorian and Salutatorian will be determined solely by cumulative grade point average after the third marking period of the student's senior year. This honor is meant for students who are graduating with their cohort, but accommodations will be made for those students who are graduating early and whose academic achievement has them eligible to be the valedictorian or salutatorian. If a student is graduating early, and their academic achievement has them ranked in the top two of their class, then a co-valedictorian and/or co-salutatorian will be named.
5. Students selected for Valedictorian and Salutatorian must have earned a Regents Diploma with Advanced Designation. They are expected to give a speech at the commencement ceremony. Student speeches must be approved by the school principal who reserves the right to edit the content.

HEALTH SERVICES

School Health Office Staff

Every school has a school nurse. Jessica Buisch (RN) is our school nurse. The nurse coordinates healthcare in the school setting, answers routine medical questions for parents, staff, and children, gives immediate first aid and provides medical care according to the medical regimen prescribed by the private health provider, performs and coordinates mandated NYS screenings, and advises parents on immunization and mandated physical examination requirements.

Confidentiality

The District adheres to the Family Educational Rights and Privacy Act (FERPA). Private health care providers must follow other laws called Health Insurance Portability and Accountability Act (HIPAA). In instances where the school needs to communicate with private health care providers, the parent will need to complete the required form(s) from their health care provider for school officials to be able to speak with them. Please be advised that certain confidential medical information will be shared with district personnel who need to know. This may include understanding the impact a medical condition may have on a child within the classroom setting or on the bus, and/or how to recognize and potentially manage significant medical concerns until medical help arrives. This disclosure may be in written form, such as documentation in an Emergency Care Plan (ECP), or verbal training on implementing the ECP, or both. If you have any questions about the re-disclosure of information on your child to supervisory staff responsible for their safety, please contact your school nurse

Partnerships Support Social and Emotional Wellness

We want to assure you that we will continue to use a Whole Child approach to meeting students' needs. A Whole Child approach focuses not only on engagement and academic growth, but also on the physical and mental health of each student. We are fortunate to have partnerships with several community-based organizations that will continue to be essential to providing social and emotional support to students and families. Below is a brief description of some of the services provided. Additionally, we will attempt to highlight one of our agencies in each edition of this newsletter.

- **Catholic Charities**
 - Early Childhood Counseling and Intervention Program: is a counseling, family support, and referral program in which counselors from Catholic Charities work with school staff to provide services to children in grades UPK-6 and their families.
- **Family Counseling Services of the Finger Lakes**
 - Community Schools Advocate: an individual embedded within the school to support students and families by linking them to community-based supports to help meet their needs. Advocates are trained in interventions used within schools so they are able to provide direct support to students while also helping address concerns and barriers that impact families.
 - School-based Social Work Services: help students that are struggling socially, emotionally, or academically, and their families. Some services available include:
 - completing mental health assessments
 - meeting with families to identify potential barriers
 - helping students and families understand what has happened to them
 - developing support around the student and their family
 - bridging families to resources within the community

- **Wayne Behavioral Health Network**
 - School-based Satellite Offices: are in each building. Therapists can complete comprehensive intake assessments and provide therapy to students while at school. This minimizes the need for students to miss school for therapy, as the therapist works directly with classroom teachers to identify the best times for students to leave their classrooms.
- **Wayne County Department of Aging and Youth**
 - Families and Community Together (FACT) Program: the primary objective is to provide families' connections to resources through interagency coordination and intensive case management services. Case managers strive to assist the family so that students find success at school, in their home, and in the community.

HEALTH SYMPTOMS AND CONCERNS

If your child has any of the following symptoms, please keep your child home and call your school nurse.

Fever or chills (fever is considered 100.0°F or higher)

1. Dry cough
2. Shortness of breath or difficulty breathing
3. Fatigue
4. Muscle or body aches
5. Headache
6. New loss of taste or smell
7. Sore throat
8. Congestion or runny nose
9. Nausea or vomiting
10. Diarrhea

What should I expect if my son or daughter is found to have signs or symptoms of COVID 19 at school?

- New York State is requiring schools to be extra cautious this year to protect others as much as possible. New York State currently considers any temperature of 100.0°F a fever. Any child with a temperature of 100.0°F or higher will be sent home from school and should remain home until the return to school guidelines have been met.

Return to School

- For a child/staff to return to school they must be fully recovered and meet all the following protocol:
 1. Medical practitioner note clearing child/staff to return to school.
 2. It has been at least 5 days since symptoms began.
 3. It has been at least three days since child/staff has had a fever without taking fever reducing medication (Tylenol, acetaminophen, ibuprofen, Motrin, aspirin, ext.).
 4. It has been at least three days since symptoms have improved (shortness of breath, cough, ext.).

If the child/staff is diagnosed with a medical condition other than COVID-19 the following conditions must be met to return to school:

1. Medical practitioner note clearing student/staff to return to school along with the diagnosis clearing them of COVID-19.
2. Fever free and feeling well for at least 24 hours without taking fever reducing medication (Tylenol, acetaminophen, ibuprofen, Motrin, aspirin, ext.)

If your child is having any of the following symptoms you should call 911 or take them immediately to the emergency room:

- a. Difficulty breathing or shortness of breath.
- b. Persistent pain or pressure in the chest.
- c. New confusion or inability to arouse. Or
- d. Bluish lips or face.

Mandated Physical Examinations

New York State law requires parents or guardians to furnish a certificate of physical examination within 30 days of entrance for all new students, and for students in grades Pre-kindergarten or kindergarten, **1, 3, 5, 7, 9 and 11** and those students participating in sports, requiring special education services, or seeking work permits.

The Board of Education recommends that all examinations be done by your own physician, physician's assistant, or nurse practitioner for optimal continuity of care. If you require but cannot afford health insurance to secure private health care for your child, please contact the school nurse for confidential, free assistance in being connected with an insurance representative. Virtually all children are eligible for health insurance, even if families do not qualify for other forms of assistance.

A physical exam is valid for twelve months through the last day of the month in which the exam was conducted and is valid for an entire school year for new entrants and mandated exams as well as the entire sport season for interscholastic sports even if the exam expires during those time frames. Students wishing to participate in interscholastic sports must have proof of their updated health exam in their school's health office ideally 30 days before the sport begins so the clearance process has time to take place. Your private physician may fax completed health certificates to the school Health Office at 315-946-2221

In the rare event that a certificate of private examination is not provided, a health appraisal may be conducted at school if you or your child schedule an appointment with prior written parental informed consent. These exams are a complete physical screening of all body systems including breasts and genitals when deemed appropriate by our licensed clinical staff. A parent has the right to attend these examinations and/or to review history questions that may be asked of your child. Please make prior arrangements with the school nurse. Please tell your children if you intend to have an examination conducted in school.

Mandated Screenings

The New York State Education Department requires certain screening exams on certain ages or grades of children as listed below. The New York State Department of Health (DOH) also requires that your private health care provider reports and that the school district collects information on your child's Body Mass Index (BMI) and Weight Status Category (WSC). You may fulfill these legal obligations by having your private physician conduct the screening exams privately. You need to notify the school nurse not to do the examinations and present your private certificates prior to the school screening dates. The administration may grant a religious exemption to screening exams for families with a sincerely held religious belief. Please contact the nurse for information about how to apply for a religious exemption. If you have not provided a private certificate or notified the nurse of your plan to have the screenings done privately by the time the nurse conducts the school screenings, the district will follow NYS Education Department mandates and will conduct the screening as scheduled. Please communicate regularly with your school nurse to avoid confusion.

The following screening evaluations are conducted by the school nurse who will advise you of any concerns:

1. Distance visual acuity for all new entrants and for children in **grades Pre – K or Kindergarten, 1, 3, 5, 7 and 11** or at any other time deemed essential.
2. Near visual acuity for all new entrants within six months of entrance and children in **grades Pre-K, Kindergarten, 1,3,5,7, and 11**
 - a. Color perception for all new entrants within six months of entrance.
 - b. Hearing acuity for all new entrants and for those in **grades Pre-K or Kindergarten, 1, 3, 5, 7, 11** and at any other time deemed essential

- c. Scoliosis (curvature of the spine) for **girls in grades 5 and 7 and boys in grade 9.**

Dental Certificates

The Board of Education recognizes the importance of good oral hygiene for all children and recommends that your child has regular periodic complete dental examinations by your private dentist ideally every six months, but at least upon entrance to school and again in grades, **Pre-k, K, 1,3,5,7,9 and 11.** If you wish to provide a certificate of dental examination for inclusion in your child's permanent health record which is saved until your child is 27 years old, please submit or have your dentist submit the completed certificate to your school nurse.

Emergency Care Plans

Any child with a severe or life-threatening medical condition that may require adult intervention and oversight during the school day, such as but not limited to diabetes, seizures, severe respiratory problems, or anaphylaxis secondary to food or insect allergy, will have an Emergency Care Plan created by the school nurse in cooperation with the parent and their private health care provider. These plans are updated annually. The purpose of the plan is to provide concrete and simple training and instructions to non-medical personnel acting in a supervisory role for your child to keep your child as safe as possible until medical assistance arrives. If you believe your child needs an emergency care plan, please be sure to bring the school nurse medical documentation from your physician as soon as possible before the start of school, so she can work with you to develop a safe plan for your child. Please be advised that you are encouraged to attend field trips with your child who has a special medical need for medication or management. Please provide adequate supplies of all life saving medication and testing materials to the school nurse.

Adaptive Physical Education, and Special School Accommodations

Any child with a medical condition that requires special accommodations in physical education, a mandatory class for NYS graduation requirements, must have an annual renewal from your primary care provider. If you have been given written administrative clearance in the past for your child to have any special accommodations based on medical need, including the ability to participate in physical education and sports with only one of a paired organ, you may provide a letter annually to the school nurse without a medical provider note that your child's medical condition has not changed and that the prior year's plan remains current. When your child's medical condition changes, a physician written update is required.

Accommodations for Transportation

Certain medical conditions are eligible for special accommodations for transportation upon parent and physician requests and with prior administrative approval. This is a highly restrictive measure and requires written private physician documentation, and CSE or 504 action. Accommodations within school are individualized according to patient needs and physician documentation. These conditions include, but are not necessarily limited to, asthma, behavioral and/or mental health issues, cognitive delays, orthopedic problems, sensory impairments, and other serious or life-threatening medical conditions. Please contact the department of transportation for more information.

Lead Screening

NYS requires schools to advise parents of preschoolers of the availability of lead screening examinations by blood testing. The district recommends that you discuss whether your child has already been or should be screened for lead toxicity by your private provider. Please alert the nurse to the results of this important test, so it can be documented in your child's permanent health record.

Medications

The Board of Education supports a safe medication delivery system for any child in need of medicines during the school day. Accordingly, all prescription and non-prescription medicines require physician and parent written permission and delivery of the medication by the parent in the original container to the school nurse who will store and oversee the administration of medicine to a child. A photograph of the child is affixed to all prescription medicine bottles for added precautions. The Board also encourages that whenever possible parents discuss with their health care provider alternatives to having medicines administered during the school day when doing so may interfere with instructional time. The school nurse will count controlled substances when you drop them off and will monitor them on a decreasing count. The nurse will notify you of any discrepancies.

The Board of Education requests that all parents work with their children of all ages to ensure they are educated to know the name and appearance of their medicine, the amount they are to get at what times, and the reason they are taking the medicine. The Board also asks parents to make sure their children realize that if they are asked to take a medicine that is not familiar to them or at a dose that is incorrect, that it is important to tell the adult “NO”, to explain to the adult there appears to be a mistake, and to say they need to call their parent to clarify their concern before they accept an unfamiliar medicine from anyone.

Responsible children, with prior approval by the principal, school nurse, and district physician, sometimes may carry and self-administer life-saving medicines upon written parental request and with private provider approval that the child is responsible to do so. All self-carried, life-saving medicines must have a duplicate supply stored in the health office in the event the child’s supply is misplaced, lost, or not readily available in an emergency. Children may not carry or self-administer controlled substances or substances abused for recreational purposes.

In the event of a field trip and the need to administer medication, the district encourages you or your designate to attend the trip with your child so you may safely administer the medication to your child. A staff member who is a friend of your family may serve as your designate in your absence. Non-self-directed students require a nurse or a parent designate present on field trips if medication is required. Please contact the school nurse if you have questions.

RELEASE OF INFORMATION/PARENT RIGHTS

Notice to single, divorced and separated parents: The school will respect the rights of both parents to review, receive and obtain copies of the student's school records, to consult with teachers and other school officials, to give or withhold required parental consent, and to obtain or authorize the release of the student during the school day unless the school has on file a copy of a legally binding separation agreement between the parents or a court order that expressly limits a particular parent's rights.

SCHOOL DISTRICT PUBLICATIONS

If you do not wish your child’s name and or picture to appear in any School District publication, including the School website, please indicate so in writing to the Superintendent’s Office **by September 22nd**. Also, if you do not wish your child’s name, address, and phone number to be given to military recruiters, please complete the form located in the Counseling Office.

2023-2024 School Year New York State Immunization Requirements for School Entrance/Attendance

NOTES: All children must be age-appropriately immunized to attend school in NYS. The number of doses depends on the schedule recommended by the Advisory Committee on Immunization Practices (ACIP). Intervals between doses of vaccine must be in accordance with the “ACIP-Recommended Child and Adolescent Immunization Schedule.” Doses received before the minimum age or intervals are not valid and do not count toward the number of doses listed below. See footnotes for specific information for each vaccine. Children who are enrolling in grade-less classes must meet the immunization requirements of the grades for which they are age equivalent.

Dose requirements MUST be read with the footnotes of this schedule.

Vaccines	Prekindergarten (Day Care, Head Start, Nursery or Pre-k)	Kindergarten and Grades 1, 2, 3, 4 and 5	Grades 6, 7, 8, 9, 10 and 11	Grade 12
Diphtheria and Tetanus toxoid-containing vaccine and Pertussis vaccine (DTaP/DTP/Tdap/Td)2	4 doses	5 doses or 4 doses if the 4th dose was received at 4 years or older or 3 doses if 7 years or older and the series was started at 1 year or older	3 doses	
Tetanus and Diphtheria toxoid-containing vaccine and Pertussis vaccine booster (Tdap)3	Not applicable		1 dose	
Polio vaccine (IPV/OPV)4	3 doses	4 doses or 3 doses if the 3rd dose was received at 4 years or older	4 doses or 3 doses if the 3rd dose was received at 4 years or older	4 doses or 3 doses if the 3rd dose was received at 4 years or older
Measles, Mumps and Rubella vaccine (MMR)5	1 dose	2 doses		

Hepatitis B vaccine ⁶	3 doses	3 doses	3 doses or 2 doses of adult hepatitis B vaccine (Recombivax) for children who received the doses at least 4 months apart between the ages of 11 through 15 years
Varicella (Chickenpox) vaccine ⁷	1 dose	2 doses	
Meningococcal conjugate vaccine (MenACWY) ⁸	Not applicable	Grades 7, 8, 9, 10 and 11: 1 dose	2 doses or 1 dose if the dose was received at 16 years or older
Haemophilus influenzae type b conjugate vaccine (Hib) ⁹	1 to 4 doses	Not applicable	
Pneumococcal Conjugate vaccine (PCV) ¹⁰	1 to 4 doses	Not applicable	

1. Demonstrated serologic evidence of measles, mumps or rubella antibodies or laboratory confirmation of these diseases is acceptable proof of immunity to these diseases. Serologic tests for polio are acceptable proof of immunity only if the test was performed before September 1, 2019 and all three serotypes were positive. A positive blood test for hepatitis B surface antibody is acceptable proof of immunity to hepatitis B. Demonstrated serologic evidence of varicella antibodies, laboratory confirmation of varicella disease or diagnosis by a physician, physician assistant or nurse practitioner that a child has had varicella disease is acceptable proof of immunity to varicella.

2. Diphtheria and tetanus toxoids and acellular pertussis (DTaP) vaccine. (Minimum age: 6 weeks)
- Children starting the series on time should receive a 5-dose series of DTaP vaccine at 2 months, 4 months, 6 months and at 15 through 18 months and at 4 years or older. The fourth dose may be received as early as age 12 months, provided at least 6 months have elapsed since the third dose. However, the fourth dose of DTaP need not be repeated if it was administered at least 4 months after the third dose of DTaP. The final dose in the series must be received on or after the fourth birthday and at least 6 months after the previous dose.
 - If the fourth dose of DTaP was administered at 4 years or older, and at least 6 months after dose 3, the fifth (booster) dose of DTaP vaccine is not required.
 - For children born before 1/1/2005, only immunity to diphtheria is required and doses of DT and Td can meet this requirement.
 - Children 7 years and older who are not fully immunized with the childhood DTaP vaccine series should receive Tdap vaccine as the first dose in the catch-up series; if additional doses are needed, use Td or Tdap vaccine. If the first dose was received before their first birthday, then 4

- doses are required, if the final dose was received at 4 years or older. If the first dose was received on or after the first birthday, then 3 doses are required, if the final dose was received at 4 years or older.
3. Tetanus and diphtheria toxoids and acellular pertussis (Tdap) adolescent booster vaccine. (Minimum age for grade 6: 10 years; minimum age for grades 7 through 12: 7 years)
 - a. Students 11 years or older entering grades 6 through 12 are required to have one dose of Tdap.
 - b. In addition to the grade 6 through 12 requirements, Tdap may also be given as part of the catch-up series for students 7 years of age and older who are not fully immunized with the childhood DTaP series, as described above. In school year 2020-2021, only doses of Tdap given at age 10 years or older will satisfy the Tdap requirement for students in grade 6; however, doses of Tdap given at age 7 years or older will satisfy the requirement for students in grades 7 through 12.
 - c. Students who are 10 years old in grade 6 and who have not yet received a Tdap vaccine comply until they turn 11 years old.
 4. Inactivated polio vaccine (IPV) or oral polio vaccine (OPV). (Minimum age: 6 weeks)
 - a. Children starting the series on time should receive a series of IPV at 2 months, 4 months and at 6 through 18 months, and at 4 years or older. The final dose in the series must be received on or after the fourth birthday and at least 6 months after the previous dose.
 - b. For students who received their fourth dose before age 4 and prior to August 7, 2010, 4 doses separated by at least 4 weeks is sufficient.
 - c. If the third dose of polio vaccine was received at 4 years or older and at least 6 months after the previous dose, the fourth dose of polio vaccine is not required.
 - d. Only trivalent OPV (tOPV) counts toward NYS school polio vaccine requirements. Doses of OPV given before April 1, 2016 should be counted unless specifically noted as monovalent, bivalent or as given during a poliovirus immunization campaign. Doses of OPV given on or after April 1, 2016 should not be counted.
 5. Measles, mumps, and rubella (MMR) vaccine. (Minimum age: 12 months)
 - a. The first dose of MMR vaccine must have been received on or after the first birthday. The second dose must have been received at least 28 days (4 weeks) after the first dose to be considered valid.
 - b. Measles: One dose is required for prekindergarten. Two doses are required for grades kindergarten through 12. New York State Department of Health/Bureau of Immunization health.ny.gov/immunization 5/20
 - c. Mumps: One dose is required for prekindergarten. Two doses are required for grades kindergarten through 12.
 - d. Rubella: At least one dose is required for all grades (prekindergarten through 12).
 6. Hepatitis B vaccine
 - a. Dose 1 may be given at birth or anytime thereafter. Dose 2 must be given at least 4 weeks (28 days) after dose 1. Dose 3 must be at least 8 weeks after dose 2 AND at least 16 weeks after dose 1 AND no earlier than age 24 weeks (when 4 doses are given, substitute “dose 4” for “dose 3” in these calculations).
 - b. Two doses of adult hepatitis B vaccine (Recombivax) received at least 4 months apart at age 11 through 15 years will meet the requirement.

7. Varicella (chickenpox) vaccine. (Minimum age: 12 months)
 - a. The first dose of varicella vaccine must have been received on or after the first birthday. The second dose must have been received at least 28 days (4 weeks) after the first dose to be considered valid.
 - b. For children younger than 13 years, the recommended minimum interval between doses is 3 months (if the second dose was administered at least 4 weeks after the first dose, it can be accepted as valid); for persons 13 years and older, the minimum interval between doses is 4 weeks.
8. Meningococcal conjugate ACWY vaccine (MenACWY). (Minimum age for grade 7: 10 years; minimum age for grades 8 through 12: 6 weeks).
 - a. One dose of meningococcal conjugate vaccine (Menactra or Menveo) is required for students entering grades 7, 8, 9, 10 and 11.
 - b. For students in grade 12, if the first dose of meningococcal conjugate vaccine was received at 16 years or older, the second (booster) dose is not required.
 - c. The second dose must have been received at 16 years or older. The minimum interval between doses is 8 weeks.
9. Haemophilus influenzae type b (Hib) conjugate vaccine. (Minimum age: 6 weeks)
 - a. Children starting the series on time should receive Hib vaccine at 2 months, 4 months, 6 months and at 12 through 15 months. Children older than 15 months must get caught up according to the ACIP catch-up schedule. The final dose must be received on or after 12 months.
 - b. If 2 doses of vaccine were received before age 12 months, only 3 doses are required with dose 3 at 12 through 15 months and at least 8 weeks after dose 2.
 - c. If dose 1 was received at age 12 through 14 months, only 2 doses are required with dose 2 at least 8 weeks after dose 1.
 - d. If dose 1 was received at 15 months or older, only 1 dose is required.
 - e. Hib vaccine is not required for children 5 years or older.
10. Pneumococcal conjugate vaccine (PCV). (Minimum age: 6 weeks)
 - a. Children starting the series on time should receive PCV vaccine at 2 months, 4 months, 6 months and at 12 through 15 months. Children older than 15 months must get caught up according to the ACIP catch-up schedule. The final dose must be received on or after 12 months.
 - b. Unvaccinated children ages 7 through 11 months are required to receive 2 doses, at least 4 weeks apart, followed by a third dose at 12 through 15 months.
 - c. Unvaccinated children ages 12 through 23 months are required to receive 2 doses of vaccine at least 8 weeks apart.
 - d. If one dose of vaccine was received at 24 months or older, no further doses are required.
 - e. PCV is not required for children 5 years or older.
 - f. For further information, refer to the PCV chart available in the School Survey Instruction Booklet at: www.health.ny.gov/prevention/immunization/schools

Influenza (Flu)

New York State Public Health Law Section 613 requires schools to inform families about influenza disease and the benefits of influenza immunizations.

The flu is a contagious respiratory illness caused by influenza viruses. It can cause mild to severe illness, and at times can lead to death. The symptoms of flu might include fever, cough, sore throat, runny or stuffy nose, muscle or body aches, headaches, or fatigue. Some people may have vomiting and diarrhea. Symptoms can last 7 – 10 days and can result in loss school and work. Flu viruses spread mainly by droplets made when people with flu cough, sneeze or talk. These droplets can land in the mouths or noses of people who are nearby. Less often, a person might also get flu by touching a surface or object that has flu virus on it and then touching their own mouth, eyes, or nose.

The Centers for Disease Control and New York State Department of Health recommend a yearly flu vaccine as the first and most important step in protecting against flu viruses for everyone 6 months of age and older as soon as the new seasonal flu vaccine is available each year.

People at high risk of serious flu complications include young children, pregnant women, people with chronic health conditions like asthma, diabetes or heart and lung disease and people 65 years and older. Vaccination of high- risk persons is especially important to decrease their risk of severe flu illness. Vaccination also is important for health care workers, and other people who live with or care for high-risk people to keep from spreading flu to high-risk people. People who care for children younger than six months of age should be vaccinated.

Meanwhile, remember to educate your children to take everyday preventive measures listed below to stop the spread of flu:

- Cover their nose and mouth with a tissue when they cough or sneeze. Throw the tissue in the trash after use.
- Wash hands often with soap and water. If soap and water are not available, use an alcohol-based hand rub.
- Avoid touching eyes, nose, and mouth
- Try to avoid close contact with sick people.
- While sick, limit contact with others as much as possible to keep from infecting them. Stay home for at least 24 hours after fever is gone off fever reducing medicines except to get medical care or for other necessities.

Excellent Resources for further information:

<http://www.cdc.gov/flu>

<http://www.health.ny.gov/diseases/communicable/influenza/seasonal/>

HEAD LICE REMINDER

This is a reminder that head lice are a community problem brought into the schools unintentionally by unsuspecting children. The peak time that children become infested with head lice is in the summer, because of sleep-away camps, slumber parties, and vacationing. However, because head lice are so small, and because symptoms of itching may not develop for weeks or even months after infestation, parents and children alike often do not even know there is a problem unless the parent inspects a child's head closely and often.

This is the time of year in the Fall when we start to see some cases of head lice on children in school. This is a good opportunity to begin looking carefully through your young child's scalp at least once a day if you notice that your child is scratching their scalp more than usual. If you see any stage of the head louse, nits (eggs) attached to the hair shaft that are hard to remove or live lice, your child needs to be treated, and the nits removed before you send your child back to school.

Adequate treatment requires four ounces per six inches of hair of an over-the-counter product you choose and use exactly according to package instructions, which will include repeating the treatment in a week to ten days.

As children participate in physical education and other school activities, close contact can occur, especially in contact activities or sports. There are inherent risks to all close contact activities and sports, including the transmission of various infections or infestations, like impetigo, scabies, ringworm, and lice. We encourage parents to inspect their children on a regular basis and to discuss any medical concerns they notice with their private health care providers. Head lice are a nuisance, but they are treatable and are not life threatening. The district carefully monitors every instance of any potentially contagious condition, and the school nurse works closely with everyone involved to ensure the health, safety, and dignity of every child. Your own physician is an excellent resource for you if you have any questions or if you find that an over-the-counter treatment does not help. Your school nurse can help you with specific issues related to your child's attendance in school.

REMEMBER, THE SINGLE MOST IMPORTANT WAY TO PREVENT A HEAD LICE PROBLEM IN SCHOOL IS SURVEILLANCE BY THE PARENT AT HOME.

WELLNESS POLICY

In June 2006 the Board of Education approved a wellness policy for the Lyons Central School District. In summary, the Lyons Wellness Policy recommends that healthy food choices or non-food choices are available for: fundraising activities, rewards in the classroom, classroom parties, concession stands and school dances or activities that serve or sell food. If there are further questions regarding more specific wording, the full Wellness Policy is available from the District Office.

SEXUAL HARASSMENT POLICY FOR STUDENTS

Generally, sexual harassment is defined as unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when:

1. Submission to such conduct is made, either explicitly or implicitly, a term or condition of student's participation in school or school-related activities.
2. Submission to or rejection of such conduct by a student is used as a basis for educational or school-related decisions affecting such student.
3. Such conduct has the purpose or effect of unreasonably interfering with a student's performance in school or school-related activities, or creating an intimidating, hostile or offensive environment.

A student who believes that he/she has been subjected to sexual harassment is to report such conduct to the principal. Confidentiality of all records of sexual harassment will be maintained.

Informal Complaint

1. Complainant requests meeting with principal to file report.
2. Principal prepares written report of complaint (including witnesses).
3. Complainant student is notified of his/her rights, including the right to file a formal complaint and the right to be separated from the alleged offender.
4. Parents of complainant are notified of the complaint no later than the close of the school day when reported.
5. Principal investigates incident (i.e., talks with alleged offenders, notifies alleged offender of rights, contacts parents, talks with any witnesses).
6. Principal meets with complainant to resolve issue.
7. Principal files report of findings and recommendations and distributes to complainant, offender, complaint officer and School Superintendent.

Formal Complaint

Note: A complaint may be brought directly to this level by the complainant or may reach this level after steps 1-7 above.

1. Complainant files report to complaint officer – Report includes a) name, address, and phone number of complainant b) name of alleged offender c) specific nature of the harassment, including dates d) names of all witnesses.
2. Complainant officer provides copy of report to School Superintendent and Principal.
3. Complaint officer investigates and issues report to complainant.
4. Complaint officer informs Principal and School Superintendent of results of investigation by a written report.

Any further appeal may be made to the School Superintendent or Board of Education if the report from the complaint officer is found to be unsatisfactory to the complainant.

The complaint officer will make follow-up inquiries to ensure no retaliation occurs.

Non-Discrimination Policy

The Lyons Central School District, in accordance with Title IX of the Educational Amendments of 1972, Title VI of The Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Title II of the Americans With Disabilities Act, or the Age Discrimination Act of 1975, does not discriminate on the basis of race, color, creed, religion, national origin, political affiliation, sex, age, marital or veteran status, or disability. The Board of Education recognizes its responsibility to provide an environment free from harassment and intimidation in the educational programs or activities it operates.

We do not permit discrimination by employees, school volunteers, students, and non-employees such as contractors and vendors, as well as any third parties participating in, observing, or otherwise engaged in activities subject to the supervision of the district. This includes recruitment and employment practices, pay and benefits, counseling services for students, access by students to educational programs, courses, and activities. The Board also prohibits harassment based upon an individual's opposition to the discrimination or participation in a related investigation or complaint proceeding under the anti-discrimination statutes.

This policy of non-discrimination and anti-harassment will be enforced on school district premises, in school buildings and at all school sponsored events, programs and activities including those that take place off school premises. Inquiries or complaint should be forwarded to the Superintendent of Schools

Grievance Procedure for Non-Discrimination Policy

The compliance officer for Section 504 and other grievances related to student activities is the Director of Student Supports, Margaret Blask, telephone 315-946-2200 ext. 2019. The compliance officer for all employee related activities is the Director of Human Resources & Grant Operations Katrina Henderson, telephone 315-946-2200 ext. 2013. Margaret Blask can be contacted at the Lyons Elementary Building and Katrina Henderson can be contacted at the Lyons District Office.

The compliance officer, upon request, will provide a copy of the district's grievance procedure to any employee, student, or other covered person. A copy of each of the Acts and Regulations upon which this notice is based will be made available, upon written request to the district compliance officer.

PROCEDURE TO BE FOLLOWED IN CASE OF STUDENT INJURY

1. Injuries must be reported immediately when they happen to the teacher in charge. Every injury should be reported to the nurse regardless of how trivial it may seem at the time.
2. Injured students should report to the nurse's office as soon as possible for first aid and insurance forms. Insurance forms must be completed within 30 days.
3. If the student's parents have any other insurance, they are to give their insurance number to the attending physician.

The School Insurance Will Pay Only If There Is No Other Family Health Insurance.

Dignity For All Students Act

The Board of Education recognizes that learning environments that are safe and supportive can increase student attendance and improve academic achievement. A student's ability to learn and achieve high academic standards, and a school's ability to educate students, is compromised by incidents of discrimination or harassment, including but not limited to bullying, taunting and intimidation. The District continues to focus on creating an environment free of discrimination and harassment and one that foster civility in the schools to prevent and prohibit conduct which is inconsistent with the District's educational mission.

The District condemns and prohibits all forms of discrimination and harassment of students based on actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender or sex by school employees or students on school property and at school-sponsored activities and events that take place at locations off school property. In addition any act of discrimination or harassment outside of school sponsored events, which can reasonably be expected to materially and substantially disrupt the education process may be subject to discipline.

Definitions and clarification of different offences:

Harassment

Harassment is 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; or conduct, verbal threats, intimidation, or abuse that reasonably causes or would reasonably be expected to cause a student to fear for his or her physical safety.

Bullying

Bullying is an unwanted aggressive behavior that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time. In addition, the offender intends to cause harm.

Hazing

Hazing is intentionally or recklessly engaging in conduct during the course of another person's initiation into or affiliation with any organization, which creates a substantial risk of physical injury to such other person or a third person and thereby causes such injury.

Discrimination

Discrimination is a form of denial of admission into or exclusion on the basis of race, disability, color, sex, weight, sexual orientation, national origin, gender (which includes a person's actual or perceived sex, as well as gender identity and expression), ethnic group, religion, religious practice.

Bullying: Peer Abuse in the Schools

The Board of Education is committed to providing a safe and productive learning environment within its schools. Bullying of a student by another student is strictly prohibited on school property, in school buildings, on school buses, and at school sponsored events and/or activities whether occurring on or off campus. The Board of Education shall require the prohibition of bullying – along with the range of possible intervention activities and/or sanctions for such misconduct – to be included in the District Code of Conduct for all grade levels.

For the purposes of this policy, the term “bullying” among children is defined, in general, as: “a variety of negative acts carried out repeatedly over time. It involves a real or perceived imbalance of power, with a more powerful child or group attacking those who are less powerful.” Bullying can take three forms:

- a. Physical including, but not limited to; hitting, kicking, spitting, pushing, taking personal belongings
- b. Verbal including, but not limited to; taunting, malicious teasing, name calling, making threats
- c. Psychological including, but not limited to; spreading rumors: manipulation social relationships; or engaging in social exclusion, extortion, or intimidation.

Bullying may also occur as various forms of harassment and/or hazing of students by other students including “pledging” and/or a student’s initiation into or affiliation with a school or student related organization or team.

The District also prohibits “Internet bullying” (also referred to as “cyber-bullying”) including the use of instant messaging, email, websites, chat rooms, and text messaging when such use interferes with the operation of the school; or infringes upon the general health, safety and welfare of District students or employees.

However, it is important to note that a single negative act as enumerated above may also constitute “bullying” (if not more serious misconduct) based upon the particular circumstances such as the seriousness of the act and/or the intent of the actor.

Any student who believes that he/she is being subjected to bullying behaviors, as well as any other person who has knowledge of or witnesses any possible occurrence of bullying, shall report the bullying to any staff member or the building principal. The staff member/building principal to whom the report is made or the staff member/building principal who witnesses bullying behavior, shall investigate the complaint and take appropriate action to include, as necessary, referral to the next level of supervisory authority and/or other official designated by the District to investigate allegation of bullying. Investigations of allegations of bullying shall follow the procedures utilized for complaints of harassment within the School District. Allegations of bullying shall be promptly investigated and will be treated as confidential and private to the extent possible within legal constraints.

The Board prohibits any retaliatory behavior directed against complainants, victims, witnesses, and/or any other individuals who participate in the investigation of allegations of bullying. Follow-up inquiries and/or appropriate monitoring of the alleged bully and victim shall be made to ensure that bullying behavior has not resumed and that all those involved in the investigation of allegations of bullying have not suffered retaliation.

Personnel at all levels are responsible for taking corrective action to prevent bullying behavior of which they have been made aware at School District sites or activities and/or reporting such behavior to their immediate supervisor.

Prevention and intervention techniques with the District to prevent against bullying behavior and to support and protect victims shall include building-level and classroom level strategies and activities as determined by administration. Individual intervention will be provided by appropriate staff members to bullies, victims and their parents to help ensure that the bullying stops.

Rules against bullying shall be publicized District-wide and shall be disseminated as appropriate to staff, students, and parents.

Use of Surveillance Cameras in the School District

The Board of Education recognizes its responsibility to promote and foster school safety and ensure a safe and effective learning environment. After having carefully considered and balanced the rights of privacy with the District's duty to promote discipline, health, welfare and safety of staff and students, as well as that of the general public who has occasion to use school facilities, the Board supports the use of surveillance cameras when necessary in its schools, its buses and/or on school grounds. District surveillance cameras will only be utilized in public areas where there is no "reasonable expectation of privacy."

To further the Board's objective, the School District's District-wide Safety Team shall meet as appropriate and/or deemed necessary to develop, implement and review District and building level safety practices. The Team shall also make recommendations to the Superintendent regarding the implementation and use of surveillance cameras as authorized by the Board of Education. The Superintendent shall retain final decision-making authority regarding the commendations of the Safety Team; and he/she shall notify the Board as to the procedures to be implemented with regard to the use of surveillance cameras by the School District.

In determining the most appropriate use and implementation of surveillance cameras in the schools, school buses and/or on school grounds, the District-wide Safety Team's recommendation will be guided by, at a minimum, the following considerations;

- a. Demonstrated need for the device at designated locations.
- b. Appropriateness and effectiveness of proposed protocol.
- c. The use of additional, less intrusive, means to further address the issue of school safety (e.g., restricted access to buildings, use of pass cards or identification badges, increased lighting, alarms).
- d. Right to privacy and other legal considerations (which should be referred to the School Attorney for review and compliance with applicable laws and regulations).
- e. Expense involved to install and maintain the use of surveillance cameras at designated locations, including school buses and/or on school grounds.

Any video recording used for surveillance purposes in school buildings, school buses and/or on school property, shall be the sole property of the District; and the Superintendent or his/her designee will be the custodian of such recordings. All video recordings will be stored in their original form and secured to avoid tampering and ensure confidentiality in accordance with applicable laws and regulations.

Requests for viewing a video recording must be made in writing to the Superintendent or his/her designee and, if the request is granted, such viewing must occur in the presence of the

District's designated custodian of the recording. Under no circumstances will the District's video recording be duplicated and/or removed from District premises unless in accordance with a court order and/or subpoena.

Signage/Notification Regarding Use of Surveillance Cameras in School Buildings, School Buses and/or on School Grounds

Appropriate signage will be posted at entrances to the school campus and/or at major entrances into school building notifying students, staff and the general public of the District's use of surveillance cameras.

Students and staff will receive additional notification, as appropriate, regarding the use of surveillance cameras in the schools, school buses and/or on school grounds. Such notification may include, but is not limited to, publication in the District calendar, employee handbook, and student handbook. Such notification does not preclude, as deemed appropriate by administration, the discussion of the use of surveillance camera with staff and students to heighten awareness and help foster a sense of security.

Notification of Rights under FERPA for Secondary Schools

The Family Educational Rights and Privacy ACT (FERPA) afford parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days of the day the school receives a request for access.
 - a. Parents or eligible students should submit to the school principal [or appropriate school official] a written request that identifies the record(s) they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believes is inaccurate.
 - b. Parents or eligible students may ask school to amend a record that they believe is inaccurate. They should write to the school principal [or appropriate school official], clearly identify the part of the record they want changed and specify why it is inaccurate. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent the FERPA authorized disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interest. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school Board; a person or company with whom the school has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her task

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Lyons Central School District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605

Notification of Rights Under the Protection of Pupil Rights Amendment (PPRA)

PPRA affords parents of elementary and secondary students certain rights regarding the conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include, but are not limited to, the right to:

Consent before students are required to submit to a survey that concerns one or more of the following protected areas (“protected information survey”) if the survey is funded in whole or in part by a program of the U.S.

Department of Education (ED)–

1. Political affiliations or beliefs of the student or student’s parent;
2. Mental or psychological problems of the student or student’s family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or student’s parent; or
8. Income, other than as required by law to determine program eligibility.

Receive notice and an opportunity to opt a student out of –

1. Any other protected information survey, regardless of funding;
2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
3. Activities involving collection, disclosure, or use of personal information collected from students for marketing or to sell or otherwise distribute the information to others. (This does not apply to the collection, disclosure, or use of personal information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions.)

Inspect, upon request and before administration or use –

1. Protected information surveys of students and surveys created by a third party;
2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
3. Instructional material used as part of the educational curriculum.

These rights transfer from the parents to a student who is 18 years old or an emancipated minor under State law.

[School District will/has develop[ed] and adopt[ed]] policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. [School District] will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. [School District] will also directly notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. [School District] will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this direct notification requirement:

- Collection, disclosure, or use of personal information collected from students for marketing, sales, or other distribution.
- Administration of any protected information survey not funded in whole or in part by ED.
- Any non-emergency, invasive physical examination or screening as described above.

Parents who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202

APPENDIX 1

SUBJECT: SEXUAL HARASSMENT OF STUDENTS

The Board of Education affirms its commitment to non-discrimination and recognizes its responsibility to provide for all District students and environment that is free of sexual harassment and intimidation. Sexual harassment is a violation of law and stands in direct opposition to District policy. Therefore, the Board prohibits and condemns all forms of sexual harassment by employees, school volunteers, student, and non-employees such as contractors and vendors which occur on school grounds and at all school-sponsored events, programs and activities including those that take place at location off school premises. Generally, sexual harassment is defined as unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct or communication of a sexual nature when:

- a. Submission of or rejection of such sexually harassing conduct and/or communication by a student affects decisions regarding any aspect of the student's education, including participation in school-sponsored activities.
- b. Conditions exist within the school environment that allow or foster obscene pictures, lewd jokes, sexual advances, request for sexual favors or other harassing activities of a sexual nature and;
- c. Such conduct and/or communication has the purpose or effect of substantially or unreasonably interfering with a student's academic performance or participation in an educational or extracurricular activity, or creating an intimidating hostile or offensive learning environment; and/or effectively bars the student's access to an educational opportunity of benefit.

The Board acknowledges that in determining whether sexual harassment had occurred the totality of the circumstances, expectations, and relationships should be evaluated including, but not limited to, the ages of the harasser and the victim, the number of individuals involved, and the type, frequency, and duration of the conduct. The Board recognizes that sexual harassment can originate from a person of either sex against a person of the opposite or same sex, and from a third party such as a school visitor, volunteer, or vendor, or any other individual associated with the School District. Sexual harassment may occur from student-to-student, from staff-to-student, from student-to-staff, as well as staff-to-staff.

In order for the Board to enforce this policy, and to take corrective measures as may be necessary, it is essential that any employee who believes he/she had been a victim of sexual harassment in the work environment, as well as any other person who is aware of and/or who had knowledge of or witnesses any possible occurrence of sexual harassment, immediately report such alleged harassment to the District's designated complaint officer(s) through informal and/or formal complaint procedures as developed by the District. Such complaints are recommended to be in writing, although verbal complaints of alleged sexual harassment will also be promptly investigated in accordance with the terms of this policy. In the event that the complaint officer is the alleged offender the employee should report his/her complaint to the next level of supervisory authority.

Upon the receipt of an informal/formal complaint, the District will conduct a thorough investigation of charges. To the extent possible, within legal constraints, all complaints will be treated as confidentially and privately as possible. However, disclosure may be necessary to complete a thorough investigation of the charges, and any disclosure will be provided on a "need to know" basis.

Based upon the results of the investigation, if the District determines that an employee had violated the terms of this policy and/or accompanying regulations, immediate corrective action will be taken as warranted. Should the offending individual be a student, appropriate disciplinary measures will be applied, up to and including suspension, in accordance with District policy and regulation, the Code of Conduct, and applicable laws and/or regulations? Should the offending individual be a school employee, appropriate disciplinary measures will be applied, up to and including termination of the offender's employment, in accordance with legal guidelines, District policy and regulation, the Code of Conduct and the applicable collective bargaining agreement(s)? Third parties (such as school volunteers, vendors, etc.) who are found to have violated District policy and/or accompanying regulations will be subject to appropriate sanctions as warranted and in compliance with law.

The Board prohibits any retaliatory behavior directed against complainants, victims, witnesses, and/or any other individuals who participated in the investigation of a complaint of sexual harassment. Follow-up inquiries will be made to ensure that harassment has not resumed and that all those involved in the investigation of the sexual harassment complaint have not suffered retaliation.

Regulations will be developed for reporting, investigating and remedying allegations of sexual harassment. An appeal procedure will also be provided to address any unresolved complaints and/or unsatisfactory prior determinations by the applicable complaint officer(s).

Such regulations will be developed in accordance with federal and state law as well as any applicable collective bargaining agreement(s).

The Superintendent/designee(s) will affirmatively discuss the topic of sexual harassment with all employees, express the District's condemnation of such conduct, and explain the sanctions for harassment. Furthermore, special training will be provided for designated supervisors and managerial employees, as may be necessary, for training in the investigation of sexual harassment complaints.

A copy of this policy and its accompanying regulations will be available upon request and may be posted at various locations in each school building. The District's policy and regulations on sexual harassment will be published in appropriate school publications such as teacher/employee handbooks and/or school calendars.

Title IX of the Education Amendments of 1972,
20 United States Code (U.S.C.)
Section 1681 et seq.
34 Code of Federal Regulations (C.F.R.)
Section 100 et seq.

Title VII of the Civil Rights Act of 1964
42 United State Code (U.S.C.)
Section 2001e et seq.
The Civil Rights Act of 1991
42 United State Code (U.S.C.) Section 1681(a)

29 Code of Federal Regulations (CFR)
Section 1604.11(a)
Executive law Sections 296 and 2

Non-Discrimination Policy

The Lyons Central School District, in accordance with Title IX of the Educational Amendments of 1972, Title VI of The Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Title II of the Americans With Disabilities Act, or the Age Discrimination Act of 1975, does not discriminate on the basis of race, color, creed, religion, national origin, political affiliation, sex, age, marital or veteran status, or disability. The Board of Education recognizes its responsibility to provide an environment free from harassment and intimidation in the educational programs or activities it operates.

We do not permit discrimination by employees, school volunteers, students, and non-employees such as contractors and vendors, as well as any third parties participating in, observing, or otherwise engaged in activities subject to the supervision of the district. This includes recruitment and employment practices, pay and

benefits, counseling services for students, access by students to educational programs, courses, and activities. The Board also prohibits harassment based upon an individual's opposition to the discrimination or participation in a related investigation or complaint proceeding under the anti-discrimination statutes.

This policy of non-discrimination and anti-harassment will be enforced on school district premises, in school buildings and at all school sponsored events, programs and activities including those that take place off school premises. Inquiries or complaint should be forwarded to the Superintendent of Schools

Grievance Procedure for Non-Discrimination Policy

The compliance officer for Section 504 and other grievances related to student activities is the Director of Student Supports, Margaret Blask, telephone 315-946-2200 ext. 2019. The compliance officer for all employee related activities is the Director of Human Resources & Grant Operations Katrina Henderson, telephone 315-946-2200 ext. 2013. Margaret Blask can be contacted at the Lyons Elementary Building and Katrina Henderson can be contacted at the Lyons District Office.

The compliance officer, upon request, will provide a copy of the district's grievance procedure to any employee, student, or other covered person.

A copy of each of the Acts and Regulations upon which this notice is based will be made available, upon written request to the district compliance officer.

APPENDIX 2

AGREEMENT FOR STUDENTS ENROLLING ACCELERATED COURSES

Students enrolling in accelerated classes and their parents are required to read and agree to the following conditions:

1. The student and parent understand that the intent of acceleration is to provide an enriched program.
2. Homework will be done completely and submitted on time.
3. The student will maintain an average of at least 85 for each marking period.
4. The student will conduct themselves in a cooperative manner in the classroom.
5. If additional help is needed, the student will seek it from the instructor during structured study hall or a time convenient to both parties.
6. Teachers may recommend a transfer out of accelerated courses into the standard program.
7. Parents/students may request a transfer to the standard program. In either of these situations, parent/student/teacher consultation will occur.
8. Students must maintain attendance of 85 % or higher throughout the school year.

Failure to meet these standards may result in a transfer to the standard program.

I understand and accept the conditions of this agreement.

Student Signature

Parent Signature

Date

Date

Updated 8/10/23

APPENDIX 3

POLICY: CHROMEBOOKS FOR STUDENTS – 1:1 INITIATIVE

Use of Chromebooks

The Lyons Central School District views the use of electronic resources as central to the delivery of its educational program and expects that all students will use electronic resources as an essential part of their learning experiences. It is the policy of the Lyons Central School District to maintain an environment that promotes ethical and responsible conduct in all electronic resource activities.

All users of the Lyons Central School District system and equipment must comply at all times with the Student Use of Computerized Information Policy, Acceptable Use Policy and Parent/Student Agreement form, which you and your parents must sign. Any failure to comply may end your right of possession effective immediately. You may also be subject to disciplinary action.

Receipt of Chromebook

For those students it has been determined a one-to-one device would be appropriate for learning, devices will be distributed according to a timeline outlined by each building principal. Some students may be required to turn in their devices to the school they attend at the end of the each day. Parents, guardians, and students must sign the Chromebook agreement before Chromebooks can be issued to their child. This policy outlines procedures and policies for families to protect the Chromebook investment for the district. Access to the Lyons Central School District technology resources is a privilege and not a right. Students will receive training on proper care and use of technology issued for 1:1 learning. Each employee, student and/or parent will be required to follow the District Acceptable Use Policy

Chromebooks will be collected at the end of each school year. Instructions will be given at a later date. Students leaving the district must return Chromebooks to the technology office. Any Chromebook that is not returned will be considered stolen property, and law enforcement will be notified.

Chromebook Security

Each of the Chromebooks are managed by Lyons Central School District. Two primary forms of security exist:

1. **Desktop Security** – Security is in place on the desktop to prevent and/or track certain activities. These include downloading or installing software on the Chromebooks, removing software, changing system settings, etc.
2. **Filtering/Monitoring Software** – Lyons Central School District maintains an Internet filtering/monitoring solution. This program automatically filters all student access to the Internet and monitors student activities on the computer both in school and at home. Please note, however, that there is no better security tool than an involved adult!

POLICY: CHROMEBOOKS FOR STUDENTS - 1:1 INITIATIVE

Chromebooks Use at School

1. All use of technology must comply with the Acceptable Use Policy.
2. Student in whose name a Chromebook is issued will be responsible at all times for its
 - a. appropriate use.
3. All use of the Internet must comply with district guidelines. Log files are maintained on each Chromebook with a detailed history of all sites accessed. These files may be reviewed periodically.
4. All Chromebooks contain a remote content filter for use outside of school.
5. Teachers are responsible for monitoring student Chromebook use at school, especially Internet access.
6. Students who identify or know about a security problem are expected to convey the details to their teacher without discussing it with other students.

7. Students are expected to notify a staff member immediately if they come across information, images or messages that are inappropriate, dangerous, threatening, or make them feel uncomfortable.
8. All users are expected to comply with existing copyright laws.
9. Students may only log in under their assigned username. Students may not share their password with other students.
10. Students are responsible for charging the Chromebook battery each day.
11. Students are expected to care for the Chromebook. If a Chromebook is deemed to be intentionally damaged by a student, the student may be subject to discipline.
12. Students are expected to report any damage to their Chromebook immediately. Spot inspections of Chromebooks will occur regularly. Students who do not report damage or abuse will be subject to both fines and discipline.
13. Students are expected to keep track of all equipment issued to them. If components are lost, the student/parent will be responsible for the full cost of replacement.
14. Students may not loan Chromebook components to other students for any reason. Students who do so are responsible for any loss of components.
15. Educational Games may be used at the discretion of the teacher.
16. All students have access to their Google drive on which to store data. It is the responsibility of the student to see to it that critical files are backed up regularly to this location.
17. The district will cooperate fully with local, state, or federal officials in any investigation concerning or relating to violations of computer crime laws.

POLICY: CHROMEBOOKS FOR STUDENTS - 1:1 INITIATIVE

Chromebook Use At Home

1. District web filters are active at home, just as they are at school.
2. The Use of Chromebooks at home is encouraged.
3. Chromebooks care at home is just as important as at school.
4. Transport your Chromebook in the provided case.

Chromebook Use and Care

1. Always carry your Chromebook closed and by the handle.
2. Use caution when carrying your Chromebook in a crowded hallway. Carry it by the handle or with two hands never swing the Chromebook around.
3. No food or drink should be near Chromebooks
4. When moving the Chromebook use two hands. Do not pick it up by the monitor.
5. Close the Chromebook lid whenever you are not using or moving it around.
6. Never leave the Chromebook unattended in the hallway or any other public space for any reason.
7. Listening to music or online gaming on your Chromebook is not allowed during school hours without permission from the teachers. Games that are deemed inappropriate may result in disciplinary actions
8. When placing your Chromebook in a locker, never pile items on top of your Chromebook.
9. When placing your Chromebook on a table or desk, gently position it on the surface. Do not slam/swing the Chromebook onto the surface. Center the Chromebook on desks or tables to avoid it being bumped and falling to the floor.
10. Lock your Chromebook when it is not in use.
11. When moving between classes, put your computer on Standby.
12. When leaving for the day, completely shut down your Chromebook.
13. If at all possible, do not leave your Chromebook in the car. If you must leave it, lock it in the trunk or somewhere out of view.
14. Protect your Chromebook from exposure to extreme heat or cold. This includes when leaving it in a vehicle.

Unacceptable Use

1. Students are prohibited from:
2. Putting stickers on the Chromebooks, batteries, or chargers.
3. Defacing Lyons Central School District issued equipment in any way. This includes but is not limited to marking, painting, drawing, or marring any surface of the Chromebooks. If such action occurs, the student will be fined the cost of repair.

POLICY: CHROMEBOOKS FOR STUDENTS - 1:1 INITIATIVE

1. Use of inappropriate language such as swearing, vulgarity, ethnic or racial slurs and any other inflammatory language.
2. Pretending to be someone else when sending/receiving messages.
3. Transmitting obscene messages or pictures.
4. Revealing personal addresses or phone numbers of the user or others.
5. Using the network in such a way that would disrupt the use of the network by other users.
6. Downloading personal photos. Students will have the ability to customize their desktop backgrounds using one of the preloaded themes or images.
7. Using the network for illegal activities, including copyright, license, or contract violations, downloading inappropriate materials, viruses, and/or software, such as but not limited to hacking and host file sharing software.
8. Using the network for financial or commercial gain, advertising, or political lobbying.
9. Accessing or exploring on-line locations or materials that do not support the curriculum and/or are inappropriate for school assignments, such as but not limited to pornographic sites.
10. Vandalizing and/or tampering with equipment, programs, files, software, system performance or other components of the network. Use or possession of hacking software is strictly prohibited.
11. Causing congestion on the network or interfering with the work of others, e.g., chain letters or broadcast messages to lists or individuals.
12. Gaining unauthorized access anywhere on the network.
13. Invading the privacy of other individuals.
14. Using another user's account, password, or allowing another user to access your account or password.
15. Coaching, helping, observing, or joining any unauthorized activity on the network.
16. Forwarding/distributing E-mail messages without permission from the author.
17. Posting anonymous messages or unlawful information on the system.
18. Engaging in sexual harassment or using objectionable language in public or private messages, e.g., racist, terroristic, abusive, sexually explicit, threatening, stalking, demeaning or slanderous.
19. Falsifying permission, authorization, or identification documents.
20. Obtain copies of, or modify files, data or passwords belonging to other users on the network.

POLICY: CHROMEBOOKS FOR STUDENTS - 1:1 INITIATIVE

1. Knowingly placing a computer virus on a computer or network.
2. Attempting to access or accessing sites blocked by the Lyons Central School District filtering system.
3. Downloading music, games, images, videos, or other media without the permission of a teacher.
4. Sending or forwarding social or non-school related emails.

Printing

Ultimately the district would like to go paperless. All printing will be at the discretion of the teacher.

E-Mail

E-mail is to be used as a communication tool for school. One of the most common violations of the Acceptable Use guidelines by students is the sending of social or non-school related e-mail.

1. E-mail should be used for educational purposes only.
2. E-mail transmissions, stored data, transmitted data, or any other use of online services by students, employees or other users is not confidential and may be monitored by staff at any time to ensure appropriate use.
3. All email and all contents are property of the District.
4. Classroom-based compliance checks may be conducted at any time. This means that teachers can check your email.

Student Owned Devices

Student devices are not supported for instructional purposes.

Privacy and Safety Guidelines

1. Students are required to use their lyonscsd.org domain user ID and password to protect their accounts and are required to keep that password confidential.
2. Students are expected to adhere to the Internet Safety Policy, the Acceptable Use Policy, and the Code of Conduct. If applicable, teachers may create discussion groups for communication among students for educational purposes.

POLICY: CHROMEBOOKS FOR STUDENTS - 1:1 INITIATIVE

1. Do not open, use, or change files that do not belong to you unless the document is shared or collaborative.
2. Confidential and identifying information should not be shared. Avoid revealing information such as your full name, phone number, home address, social security number, credit card numbers, password, or passwords of other people.
3. Remember that storage is not private or confidential as all Chromebook and tablets are the property of the Lyons Central School District.
4. Devices can be identified as follows: Record of district asset tag and serial number or Individual user account name and password.
5. Although the District complies with the CIPA, if you inadvertently access a website that contains obscene, pornographic, or otherwise offensive material, exit the site immediately, and notify appropriate school district personnel as soon as possible.
6. Ultimately the device is the property of the school, and the school has the right to determine what is appropriate and to search the computer if necessary, at any time.
7. At school, students will have access to the Internet through the school server. When not at school students can access the Internet if they have Internet access available to them in their home or other locations. The school's security system will also be in place when students access the Internet outside of the school. To the extent the filtering system is operable; sites that are "blocked" at school will also be "blocked" in other locations where students access the Internet.

Repairs, Damaged, Lost or Stolen Equipment

In this section, equipment is referred to as such things as the Chromebook, screens, cases, chargers; anything that is issued to the student by the Lyons Central School District.

Repairs

Occasionally, unexpected problems do occur with the Chromebooks that are not the fault of the user (computer crashes, software errors, etc.). The Technology Department is prepared to assist students in resolving these issues. These issues will be remedied at no cost.

Loaner/Spare Chromebooks

Temporary replacements are also available in the Technology Department so that student learning is not disrupted by the repair process. Students are responsible for the care of the spare while it is issued to them. All of the same rules and regulations apply to spare computers, and students are expected to treat them as if they were their own. Students are required to save to their Google Drive in case they need to be issued a Spare.

POLICY: CHROMEBOOKS FOR STUDENTS - 1:1 INITIATIVE

Accidental Damage vs. Negligence

Accidents do happen. There is a difference, however, between an accident and negligence. The price that the district paid for the Chromebook includes: the Chromebook, and a one year warranty. The Chromebook warranty will cover normal wear and tear along with other damage that might occur during normal use of the Chromebook. After investigation by school administration, if the Chromebook is deemed to be intentionally or negligently damaged by the student, the student may be subject to discipline and the cost of repair or replacement and a swap will not be provided.

Lost or Stolen Equipment

Chromebooks and other equipment are issued as an educational resource. The conditions surrounding this equipment can be equated to those of a textbook or a school issued calculator. Students are expected to keep track of and to care for this equipment for the time period it is issued to them. If any equipment is lost, the student or parent must report it to the school immediately. Students can let a teacher or administrator know, and the staff member will assist him/her. Students/families may be fined for damaged or lost equipment.

Financial Responsibility

The circumstances of each situation involving lost equipment will be investigated individually.

Student Safety

It is always a high priority to ensure the safety of our students while at school and we hope these precautions will help students be safe on the path to and from school. Student safety always comes first. If a student is faced with an unsafe situation, such as theft, the student is advised to let the assailant have the equipment and to immediately contact the police.

Reporting Process

If any equipment is reported as stolen, a police report must be filed within 48 hours and a copy of the report must be provided to the building principal or the Director of Technology by the student or parent. If there is not clear evidence of theft, or the equipment has been lost due to student negligence, the student and parent will be responsible for the full cost of replacing the item(s).

Financial Responsibility

The circumstances of each situation involving stolen equipment will be investigated individually.

POLICY: CHROMEBOOKS FOR STUDENTS - 1:1 INITIATIVE

Damage and Fine List - for reckless or intentional damage or loss

Estimated Item Replacement Cost

- Power Cord \$49.00
- Chromebook \$300.00
- Full Package \$350.00

Estimated Damage Fines

- Cracked Screen \$125.00
- Broken Latch \$25.00
- Broken Chassis \$25.00
- Broken Keyboard \$50.00
- Broken or Missing Keys \$15.00-\$25.00
- Damaged Power Cord \$49.00
- Black Carry Case \$35.00
- Unreported Lost/Stolen Chromebook \$300.00
- Intentional Cosmetic Damage \$25.00-full cost of item
- Full fine will be based on which items are damaged or missing.

Lyons Central School District Student Acceptable Use Policy for Computer Technology

Overview

With Computer Technology comes an electronic network that provides vast, diverse, and unique resources. Our goal is to provide teachers, staff, and students with up-to-date computer technology including access to the Internet. We believe however, that the use of this technology within the Lyons School District is a privilege, not a right, and that certain guidelines must be adhered to.

Guidelines

Educational Purpose

- Internet access has been established for educational purposes only, which includes classroom activities, career development, and educational projects consistent with Lyons Central School District policy.
- Students are expected to follow the rules set forth in the Lyons Jr.-Sr. High School Student Handbook/or Elementary building policies that may apply to the use of computer technology.
- Students may not use the Internet for commercial purposes. Students may not offer, provide, or purchase products or services through the Internet.
- Students may not use the Internet for e-mail purposes unless it is involving an educational project.

Student Access.

All students will have access to the Internet World Wide Web information resources wherever available. Students in grades K-12 using the Internet will be under adult supervision.

- All students will have access to computer technology.

Access to the Internet and to district computer technology is not a right but a privilege and unacceptable usage will result in revoking this privilege.

- Students will have email access only under adult supervision.

If and when individual email accounts become available for students, the students will need additional authorization from their parents or guardians.

Students training in safety and “etiquette” in the use of the Internet will be required before student use is allowed.

Unacceptable Uses

- E-mail and the Internet
 - a. Students will not post personal contact information about themselves or other people. Personal contact includes information regarding home addresses, telephone, school address, work address, etc.
 - b. Students will not agree to meet with somebody they have met on-line.
 - c. Students will promptly disclose to their teacher or other school employee any message they receive that is inappropriate or makes them feel uncomfortable.

- d. Software- Students will not download software from the Internet.

Students will not make illegal copies of District software. When software is purchased it is licensed for a particular computer or group of computers. To use software in a manner that is not in compliance with the software license is an infringement of copyright laws.

Students will not load software from floppies, CD-ROM, or external hard drives.

Illegal Activities

Students will not attempt to gain unauthorized access to any other computer systems through the Internet access or go beyond authorized access. This includes attempting to log in through another person's account or access another person's files. These actions are illegal, even if only for the purposes of "browsing".

Students will not make deliberate attempts to disrupt the computer system or destroy data by spreading computer viruses or by any other means. These actions are illegal.

Students will not use the Internet to engage in any other illegal act, such as arranging for the sale or purchase of illegal drugs that includes alcohol and cigarettes, engaging in criminal gang activity, or threatening the safety of person[s], etc.

System Security

Students are responsible for their individual accounts and should take all reasonable precautions to prevent others from being able to use their password to another person.

Students will immediately notify an administrator or the technology coordinator if they have identified a possible security problem.

If a security problem is detected by a student, that student will not identify this problem to anyone other than those specified above.

Students will avoid the inadvertent spread of computer viruses by following the Lyons School District virus protection procedures.

Any other user identified as a security risk may be denied access.

Inappropriate Language

Students will not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language.

Students will not post information that could cause damage or danger of disruption to the computer network.

Students will not engage in personal attacks, including those that are prejudicial or discriminatory.

Students will not harass another person. Harassment is persistently acting in a manner that distresses or annoys another person. If a student is told by a person to stop sending them messages, the student will do so.

Students will not knowingly or recklessly post or defamatory information about a person or organization.

Respecting Resource Limits

Students will use the system only for educational and career development activities.

Students will not download files to the computer unless approved by a supervising adult.

Time allocation is set for each student by attending supervisor.

An Internet Access Form must accompany each online use activity.

Plagiarism and Copyright Infringement

Students will not plagiarize works on the Internet. Plagiarism is taking the ideas or writings of others and presenting them as if they were theirs.

Students will respect the rights of copyright owners. Copyright infringement occurs when someone inappropriately reproduces a work that is protected by a copyright. If a work contains language that specifies appropriate use of that work, students should follow the expressed requirements. If students are unsure whether or not work can be used, consult with a teacher or librarian.

Access to Inappropriate Material

Students will not use the Internet or any other computer technology to access material that is pornographic or obscene. Students will not access material that advocated illegal acts, violence, or discrimination towards other people.

If a student mistakenly, accesses inappropriate information, that student should immediately tell a teacher, administrator, or technology coordinator. This will be documented and will protect the student against a claim that student has intentionally violated this policy. However, if a student repeatedly accesses inappropriate information, a review will be done to determine if access was truly accidental.

If there is material that a parent feels inappropriate for their child to use, the Lyons School District fully expects that the student will follow their parent's instructions in this matter.

Students' rights

Free speech

Technology communication is considered a limited forum, similar to the school newspaper, and the Lyons School District may restrict students' speech for valid educational reasons.

Search and Seizure

Students should expect only limited privacy in the contents of their personal files on the Lyons School District system. Teachers, administrators, and the technology coordinator will have access to all student files on the Lyons School District's instructional network. This excludes administrators' files pertaining to the student's personal information.

Routine maintenance and monitoring of the Lyons School District's networks may lead to discovery that a student has violated this policy, as stated in the Student Handbook, or the law.

An individual search will be conducted if there is reasonable suspicion that a student has violated; Student Acceptable Use Policy for Use of computer Technology, Student Handbook, or the law.

Parents have the right at any time to request to see the contents of their child's account.

Network storage areas may be treated like school lockers. Network administrators may review files and communications to maintain system integrity and insure that users are using the systems responsibly. Users should not expect that files stored on district servers would always be private.

Due Process

The Lyons School District will cooperate fully with local, state, or federal officials in any investigation related to any illegal activities conducted through the Internet or the Lyons School District Network[s].

In the event there is a claim that a student has violated this policy in the use of computer technology, the student will be provided with the written notice of the suspected violation and an opportunity to be heard in the manner set forth in the Lyons Central School Student Handbook.

Lyons School District administrators will make the final determination as to what constitutes unacceptable use and their decision is final.

If the violation also involves a violation of other provisions of the Lyons Central School Student Handbook, it will be handled in a manner described in the Lyons Central School Handbook. Additional restrictions may be placed on student's use of their Internet account.

Limitation of Liability

The Lyons School District makes no guarantee that the functions or the services provided by or through the Lyons School District system will be error-free or without defect. The Lyons School District will not be responsible for any damage incurred, including but not limited to, loss of data or interruptions of service. The Lyons School District is not responsible for the accuracy or quality of the information obtained through or stored on the system. The Lyons School District will not be responsible for any financial obligations arising through the unauthorized use of the system.

Personal Responsibility

It is the student's responsibility to use computer technology, both inside and outside of school, in a proper, lawful fashion. Failure to use computer technology appropriately may result in any or all of the following depending on the infraction.

- Verbal warning
- Loss of Internet use
- Limited use of computer technology
- Loss of access to computer technology
- Other consequences at administrative discretion

APPENDIX 4

Doubling Procedure – Parent/Student Contract

Students will be encouraged to take the failed course in summer school. Doubling will be used only as a last resort. Reliance on doubling may result in grade level retention and/or failure to graduate with peers. Doubling should only occur at the high school level, grades 9-12. Students should only double in only one subject. If a doubling student is uncooperative, he/she/they may be withdrawn from the doubling program. Parents will be notified.

Each student will be reviewed by their counselor/administrator every ten weeks:
Based on cumulative average, students failing in any subject at 10 or 20 weeks may no longer be eligible to double. They will be withdrawn from the higher-level course and parents will be notified.
Students repeating a course successfully may be eligible to drop it at 20 weeks and receive credit, with the permission of the teacher (pending successful completion of a Course Repeat Agreement).

*All decisions will be subject to administrative discretion.

Classes: _____

I have read and understand the Doubling Procedure. I agree to abide by the conditions.

Parent Signature

Date

Student Signature

Date

8/10/23

APPENDIX 5

Course Repeat Agreement

Student Name _____ Repeated Course _____

Teacher Name _____ School Year _____

The student named above will be awarded credit after 20 weeks for the repeated course noted above under the following conditions:

The student will achieve the following minimum grades: 65%

The student will maintain a 75% attendance rate of instruction in the repeated course during the first two quarters.

The student receives no eligibility referrals in the repeated course during the first two quarters.

The student appropriately follows classroom behavioral expectations.

A grade of U or I for a Lab in the first two quarters will disqualify a student from completing a repeated course at twenty weeks.

I have read the above, understand it, and agree to the conditions.

Student Signature/Date

Parent Signature/Date

Teacher Signature/Date

Principal Signature/Date

Counselor Signature/Date

8/19/21

APPENDIX 6

AGREEMENT FOR USE OF EQUIPMENT

Name: _____

Class or Project: _____

Date: _____

Equipment being borrowed:

Teacher Signature _____

Agreement:

We agree to replace or fix any lost, stolen, or broken equipment borrowed from Lyons Central School.

Student Signature _____

Parent Signature _____

For Office Use

Approved by Principal: _____ Yes _____ No

Signature of Principal _____

APPENDIX 7

Senior Privileges 2023-2024

What are Senior Privileges? Seniors with privileges are allowed to leave the school building during study halls. Students do not need to report to study halls, but must sign out in the Main Office so that we can monitor where students are at all times. Upon returning to school after privileges, seniors must sign back in at the Main Office. Students must do this themselves. They cannot have somebody else sign them in or out.

Seniors who have a first period study hall **MUST** sign out in the Main Office the day before. They do not need to be in school for homeroom. Failure to follow this procedure will result in the loss of privileges.

Seniors may not hang out in the student parking lot while out on privileges. If a senior chooses to stay in the building during their study hall, they must be in their assigned study hall. Students are not allowed to hang out in the building.

2nd Marking Period

To be eligible:

- Grades – must maintain an average of 85% or above in each course at the end of the first marking period.
- They cannot be absent more than 4 times at the start of the 2nd quarter
- Must not have any detentions. This will be monitored weekly.
- Must not have been assigned OSS or ISS

If the student is eligible:

References - To support good behavior and student achievement, the student will need to have four (4) separate and current teachers sign a character reference sheet that will state that each teacher will support that student having senior privileges.

Parent/Student Signature form- Any senior who is eligible to receive senior privileges must have his or her parent's or guardian's approval.

Revocation of Privileges

Privileges will be revoked if the following occurs:

- If a student is truant from school.
- If a student receives a full day or more of ISS or OSS.
- If the student has more than 9 absences (excused and unexcused) before the end of the 2nd marking period.
- On the 3rd late to school after being out on privileges.

Privileges may be revoked if the following occurs:

If a student is placed on the academic eligibility list for any class, the student will be given one eligibility period to be removed from the list (for the mentioned class or any other class). If the student remains on the list, he/she will lose privileges. A student will only receive this opportunity one time. When a teacher who signed the sheet informs the class advisors that he/she has concerns regarding the student's behavior or academic efforts, with rationale, a meeting between the student, class advisors, and principal will be held to determine the status of the student's privileges.

*****It is the sole discretion of the Class Advisors and High School Principal to remove a student's privileges if the student's conduct, either on school grounds, or off school grounds, is not exemplary.

3rd Marking Period

To be eligible:

1. Grades - Any senior applying for privileges must have maintained an average of 75% or above in each course at the end of the 2nd quarter.
2. They cannot be absent more than 9 times at the start of the 3rd quarter
3. They cannot be assigned a full day of In-School Suspension (ISS) or Out-of- School Suspension (OSS).

If the student is eligible:

1. **References** - To support good behavior and student achievement, the student will need to have four (4) separate and current teachers sign a character reference sheet that will state that each teacher will support that student having senior privileges.
2. **Parent/Student Signature form-** Any senior who is eligible to receive senior privileges must have his or her parent's or guardian's approval.

Revocation of Privileges

Privileges will be revoked if the following occurs:

- If a student is truant from school.
- If a student receives a full day or more of ISS or OSS.
- If the student has more than 13 absences (excused and unexcused) before the end of the 3rd marking period.
- On the 3rd late to school after being out on privileges.

Privileges may be revoked if the following occurs:

- If a student is placed on the academic eligibility list for any class, the student will be given one eligibility period to be removed from the list (for the mentioned class or any other class). If the student remains on the list, he/she will lose privileges. A student will only receive this opportunity one time.
- When a teacher who signed the sheet informs the class advisors that he/she has concerns regarding the student's behavior or academic efforts, with rationale, a meeting between the student, class advisors, and principal will be held to determine the status of the student's privileges.

*****It is the sole discretion of the Class Advisors and High School Principal to remove a student's privileges if the student's conduct, either on school grounds, or off school grounds, is not exemplary.

4th Marking Period

To be eligible:

1. Grades - Any senior applying for privileges must have maintained an average of 75% or above in each course at the end of the 3rd quarter.
2. They cannot be absent more than 13 times at the start of the 4th quarter
3. They cannot be assigned a full day of In-School Suspension (ISS) or Out-of- School Suspension (OSS).

If the student is eligible:

1. **References** - To support good behavior and student achievement, the student will need to have four (4) separate and current teachers sign a character reference sheet that will state that each teacher will support that student having senior privileges.
2. **Parent/Student Signature form-** Any senior who is eligible to receive senior privileges must have his or her parent's or guardian's approval.

Revocation of Privileges

Privileges will be revoked if the following occurs:

- If a student is truant from school.
- If a student receives a full day or more of ISS or OSS.
- If the student has more than 18 absences (excused and unexcused) before the end of the 4th marking period.
- On the 3rd late to school after being out on privileges.

Privileges may be revoked if the following occurs:

- If a student is placed on the academic eligibility list for any class, the student will be given one eligibility period to be removed from the list (for the mentioned class or any other class). If the student remains on the list, he/she will lose privileges. A student will only receive this opportunity one time.
- When a teacher who signed the sheet informs the class advisors that he/she has concerns regarding the student's behavior or academic efforts, with rationale, a meeting between the student, class advisors, and principal will be held to determine the status of the student's privileges.

***If a student loses privileges, there is no opportunity to re-apply.

*****It is the sole discretion of the Class Advisors and High School Principal to remove a student's privileges if the student's conduct, either on school grounds, or off school grounds, is not exemplary.

APPENDIX 8

LYONS CENTRAL SCHOOL

High School, 10 Clyde Road, Lyons, New York 14489

Telephone # (315) 946-2200 – Fax # (315) 946-2221

Mrs. Renee Schott, Principal

Dear Parent/Student:

In order to be a part of this fundraiser sale, you and a parent need to sign the following commitment statement.

Please know that you are responsible for the collection of all funds and the delivery of all goods sold.

Student Signature/Date

Parent Signature/Date

APPENDIX 9

MILITARY RECRUITMENT OPT OUT REQUEST

Sample to Parents

Dear Parent of a Junior or Senior in Lyons Central School District:

This is to inform you that a provision of the federal No Child Left Behind Act of 2001 requires the school district to provide student's names, addresses and home phone numbers to military recruiters when requested.

However, the law also states that schools must notify parents and students that they have the right NOT to be included when the information is released if they choose.

To exercise your legal right to have this information kept private, you should use the form below to notify the school office that you do not wish this information to be released. Please note that unless you use this "opt out procedure" the school district cannot refuse the military recruiters' requests and you and your student may be contacted by them at home.

To OPT OUT of the Military Recruitment Provisions of the NCLB Act, please complete this form and return it to the Counseling Office. You may submit this form in person, by mail, by your student or by fax (315) 946-2221.

MILITARY RECRUITMENT OPT OUT REQUEST

Dear Lyons Central School District:

We are exercising our right under the No Child Left Behind act of 2001, and hereby request that the name address and telephone listing of:

Print name of student

who is currently a student at your school, NOT be released to military recruiters without prior written consent. We do however consent to the disclosure of such information to colleges and universities other than military schools.

Print name of parent or legal guardian

Signature of parent or guardian

Signature of student

8/19/21

APPENDIX 10

LYONS MIDDLE/ HIGH SCHOOL

Student Counseling Office

10 Clyde Road

Lyons, New York 14489

(315) 946-2200

Fax: (315) 946-2221

Vanessa Riggi

School Counselor

To Whom it May Concern ,

I hereby authorize _____ to receive information related to:

_____ Counseling services

_____ Psychological evaluation

_____ Other _____

Parent signature

Date

Student Counseling Office
Lyons Middle/High School
Lyons, New York

REQUEST TO CHANGE SCHEDULE

Name _____ Gr _____ Date _____

Instructions: Complete numbers 1-5, and return this sheet to the Student Counseling Office. Your counselor will meet with you to discuss the change. No change is complete until your counselor gives you a revised schedule. Until then follow your printed schedule.

1. I wish to add the following course(s)*:
*CANNOT ADD A STRUCTURED STUDY HALL

2. I wish to drop the following course(s):

3. Reason for add/drop:

4. Are any of the courses you wish to drop:

- | | | | |
|--------------------------------------|--------------|-----|----|
| a. required for a Regents diploma? | (Circle one) | Yes | No |
| b. required for your major sequence? | (Circle one) | Yes | No |

5. Teacher(s) comment(s) (drop only):

6. Counselor comment:

7. Principal Approval: _____

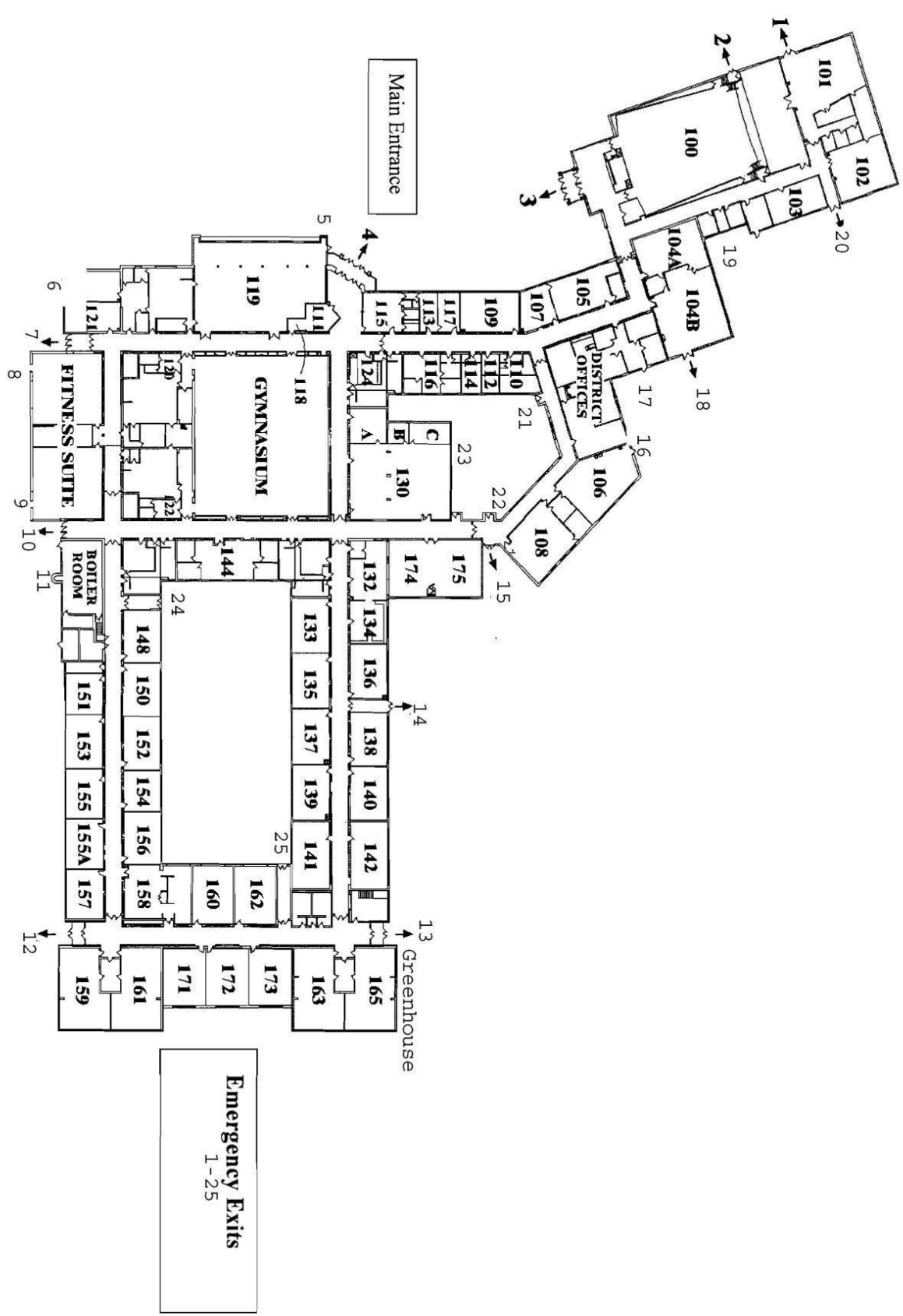
8. Parent Permission:

I give my son/daughter permission to add/drop courses as noted above. I have read and understand the teacher and counselor comments.

8/10/23

Parent Signature

APPENDIX 12



APPENDIX 13

LYONS CENTRAL SCHOOL DISTRICT - Calendar for 2023-2024

July 2023							August 2023							September 2023							October 2023						
S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S
						1			1	2	3	4	5							1	2						
2	3	4	5	6	7	8	6	7	8	9	10	11	12	3	4	5	6	7	8	9	1	2	3	4	5	6	7
9	10	11	12	13	14	15	13	14	15	16	17	18	19	10	11	12	13	14	15	16	8	9	10	11	12	13	14
16	17	18	19	20	21	22	20	21	22	23	24	25	26	17	18	19	20	21	22	23	15	16	17	18	19	20	21
23	24	25	26	27	28	29	27	28	29	30	31			24	25	26	27	28	29	30	22	23	24	25	26	27	28
30	31																				29	30	31				

November 2023							December 2023							January 2024							February 2024						
S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S
			1	2	3	4						1	2											1	2	3	
5	6	7	8	9	10	11	3	4	5	6	7	8	9		1	2	3	4	5	6	4	5	6	7	8	9	10
12	13	14	15	16	17	18	10	11	12	13	14	15	16	7	8	9	10	11	12	13	11	12	13	14	15	16	17
19	20	21	22	23	24	25	17	18	19	20	21	22	23	14	15	16	17	18	19	20	18	19	20	21	22	23	24
26	27	28	29	30			24	25	26	27	28	29	30	21	22	23	24	25	26	27	25	26	27	28	29		
							31							28	29	30	31										

March 2024							April 2024							May 2024							June 2024						
S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S
					1	2											1	2	3	4						1	
3	4	5	6	7	8	9		1	2	3	4	5	6	5	6	7	8	9	10	11	2	3	4	5	6	7	8
10	11	12	13	14	15	16	7	8	9	10	11	12	13	12	13	14	15	16	17	18	9	10	11	12	13	14	15
17	18	19	20	21	22	23	14	15	16	17	18	19	20	19	20	21	22	23	24	25	16	17	18	19	20	21	22
24	25	26	27	28	29	30	21	22	23	24	25	26	27	26	27	28	29	30	31		23	24	25	26	27	28	29
31							28	29	30												30						

	Testing
	Early Dismissal for students

	Conference Days
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	Holiday/Recess
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	Board Meetings
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Amended and Adopted by the Board of Education: July 11, 2023

(continued)

LYONS CENTRAL SCHOOL DISTRICT - Calendar for 2023-2024

Date	Description	K-6	7-12	Teachers
July 4	Independence Day			
August 16 & 17	Summer Regents Exams			
August 30 & 31	Superintendent Conference Day			2
September 4	Labor Day Holiday	18	18	19
September 5	Superintendent Conference Day			
September 6	School Opens for Students			
October 9	Columbus Day/Indigenous Peoples' Day	21	21	21
November 10	Veteran's Day	18	18	18
November 22-24	Thanksgiving Holiday			
December 8	Early Dismissal for students			
December 11	Superintendent Conference Day			
December 25 - January 2	Holiday Recess	16	16	16
January 15	Martin Luther King Jr.	20	20	20
January 23-26	Regents Exams / Competency Tests			
February 19-23	Presidents Week Recess	16	16	16
March 15	Professional Learning Day			
March 29-April 8	Spring Recess	19	19	20
April 10-12	Grades 3-8 ELA Assessments (Paper based)	16	16	16
	Grades 3-8 ELA Assessments (Computer based)			
May 7-9	Grades 3-8 Math Assessments (Paper based)	21	21	21
	Grades 3-8 Math Assessments (Computer based)			
	Grade 8 Science Written Test			
May 24 & 27	Memorial Day			
June 19	Juneteenth	17	17	17
June 14 - 26	Regents Exams			
June 26	Regents Rating Day			
June 28	Graduation			
	TOTAL	182	182	186

Make-Up-Holiday/Recess days may need to be used in the event emergency closings cause excessive closing of school.

Amended and Adopted by the Board of Education: July 11, 2023

APPENDIX 14

Dignity for All Students Act (DASA) Form APPEN Bullying, Harassment, and Discrimination * Required

1. Name of Person Completing this Form *
2. Role of Person Reporting Incident (Check all that apply)
 - ☐ Student Target
 - ☐ Student (witness)
 - ☐ Parent/Guardian
 - ☐ Staff Member
 - ☐ Other:
3. Name of Alleged Victim(s) *
4. Date of Incident
Example: January 7, 2019
5. School Building where incident took place (Check all that apply)
 - ☐ Elementary School
 - ☐ Middle School
 - ☐ High School
6. Name of Offender(s)
7. Presumed Witness(es)
8. What was your involvement in the incident? (Check all that apply)
 - ☐ I was directly involved in the incident
 - ☐ I observed the incident
 - ☐ I heard about the incident
9. Where did this incident happen? (Check all that apply)
 - ☐ On school property
 - ☐ Classroom
 - ☐ Cafeteria
 - ☐ Gymnasium
 - ☐ On school bus
 - ☐ Hallway
 - ☐ Bathroom
 - ☐ At a school function
 - ☐ Locker room
 - ☐ Off school property
 - ☐ Electronic Communication
 - ☐ Social Media
 - ☐ Other:

10. If others are checked, please describe.

11. Type of Incident (Check all that apply)

- ☐ Physical Contact (kicking, punching, spitting, tripping, pushing, taking belongings)
- ☐ Verbal threats (gossip, name calling, inappropriate comments, put-downs, teasing, being mean, taunting, making threats)
- ☐ Psychological (non-verbal actions, spreading rumors, social exclusion, intimidation)
- ☐ Abuse (actions or statements that put an individual in fear of bodily harm)
- ☐ Cyberbullying (misusing technology, social media to harass, tease, threaten, post pictures, sexting)
- ☐ Other:

13. Who got involved? (Check all that apply)

- ☐ Employee
- ☐ Student
- ☐ Parent/Guardian
- ☐ Other:

12. If other is checked, please describe:

13. Who Got involved? (check all that apply)

- ☐ Employee
- ☐ Student
- ☐ Parent/Guardian
- ☐ Other:

14. From your perspective, what happened? Please describe the nature of this incident. What the alleged offender say or do?

15. If an adult was present or involved, what did they do?

16. Any known biases involved? (Check all that apply)

- ☐ Race
- ☐ Color
- ☐ Weight/Size
- ☐ National Origin
- ☐ Ethnic Group
- ☐ Religion
- ☐ Religious Practice
- ☐ Disability
- ☐ Sexual Orientation
- ☐ Gender
- ☐ Sex
- ☐ Socioeconomic status
- ☐ Other:

17. If other is checked, please describe:

18. To the best of your knowledge, were the alleged victim(s) absent from school as a result of the incident?
If so, how many days were they out for?

19. To the best of your knowledge, were the alleged perpetrator(s) absent from school as a result of the incident? If so, how many days were they out for?

20. Please describe how this incident affects the student (target).

21. Has this situation occurred before? (Mark only one checkbox)

- ☐ Yes
- ☐ No

22. Does this situation continue to occur after action(s) have been taken by school staff?
Check all that apply.

- ☐ Yes
- ☐ No
- ☐ I don't know

23. What do you believe should be done about the situation?