



LANSING STUDENT HANDBOOK
2023-2024

It's a great day to be a

Bobcat

Daily Bell Schedule

Lunch 5 Schedule

Warning Bell 7:46

1 st	7:49 – 8:33	44 min.
2 nd	8:36 – 9:19	43 min.
3 rd	9:22 – 10:05	43 min.
4 th	10:08 – 10:51	43 min.
5L	10:51 – 11:26	35 min.
6/7	11:29 – 12:12	43 min.
8 th	12:15 – 12:58	43 min.
9 th	1:01 – 1:44	43 min.
10 th	1:47 – 2:30	43 min.

Lunch 7 Schedule

Warning Bell 7:46

1 st	7:49 – 8:33	44 min.
2 nd	8:36 – 9:19	43 min.
3 rd	9:22 – 10:05	43 min.
4 th	10:08 – 10:51	43 min.
5/6	10:54 – 11:37	43 min.
7L	11:37 – 12:12	35 min.
8 th	12:15 – 12:58	43 min.
9 th	1:01 – 1:44	43 min.
10 th	1:47 – 2:30	43 min.

MISSION STATEMENT

We will inspire our students to be knowledgeable, responsible, healthy and compassionate citizens.

Knowledgeable

- Each student will be proficient in communication skills: reading, writing, listening and speaking.
- Each student will have a broad integrated base of knowledge in language arts, science, mathematics, social studies, foreign language, music, art, physical education, health and technology.
- Each student will be able to identify, access, integrate and use available information to reason, make decisions and solve complex problems.

Responsible

- Each student will accept responsibility for his or her own actions.
- Each student will demonstrate respect and cooperation within a community of individual and cultural differences.
- Each student will demonstrate social, civic and environmental responsibility.

Healthy

- Each student will use knowledge, beliefs, attitudes, resources and lifestyle practices to foster and safeguard physical and emotional health for oneself and others.

Compassionate

- Each student will show sympathy and concern for others.

BELIEFS

1. Students are our priority
2. High expectations inspire high achievement
3. Our school community is passionate about learning
4. Creative and proactive fiscal planning is essential for success
5. Respect, competence, empathy and integrity are fundamental to building trust
6. Taking risks and learning from our mistakes are the building blocks of personal and academic growth
7. Students have the right to high quality instruction in a physically and emotionally safe environment that celebrates diversity

VISION

It is our vision to create an educational environment where our students, faculty and community members flourish in an atmosphere that encourages independent thought, mastery and individual success. In addition to pursuing high academic achievement for all, we will embrace and enhance each child's unique abilities, helping forge the connection between education and opportunity.

Students are at the center of all we do and we will encourage them to grow in character, empathy and leadership. We will lead by example, fostering a creative, engaging environment based on teamwork, mutual respect and personal responsibility. We will also collaborate with the community at large to establish a learning network beyond the classroom that provides educational opportunities at every level.

The following handbook is designed to outline rules and procedures at Lansing High School. These rules are in effect not only at school, but also at all school functions and on all bus trips. All persons associated with Lansing Schools are working together toward the educational goals and objectives of the school system. All students also have the responsibility to abide by the rules and regulations that are established for the general welfare of students. When anyone's right to an education is violated by disruptive elements, we must all be concerned.

ACADEMIC PROCEDURES

- 1.)** Students can meet with teachers in their classrooms from 2:30pm until the 3:00pm bus. This is an opportunity for students to improve their understanding of the course and improve grades.
- 2.)** Students failing two (2) subjects at each five week report (including the marking period report) will be placed on the academic improvement list. Students failing two classes will attend both teachers' academic study halls at least once a week. The student must continue to show an effort to improve their grades while attending academic study hall throughout the entire five week period. Students not attending after school study halls in the classes they are failing will be ineligible for one week. In order to make this process transparent, students carry a blue "Student Improvement Form" to be signed by teachers indicating that they have stayed after school for extra help. Students must submit their blue card to Ms. Scheffler in the Athletic Office each Friday by 3:15pm. If students do not fulfill their obligation to stay after and submit their form, they will be restricted from extracurricular activities, including sports.
- 3.)** Students failing three (3) or more subjects at each five week report (including the marking period report) will be declared ineligible for two weeks and placed on the restricted list. If at the

end of the two weeks the student(s) are passing a class and have attended academic study hall, [they] will be required to submit a blue “Student Improvement form” to the principal or dean of students. Students will attend academic study hall on a daily basis with each of the teachers for all possible days of the week. Students will be returned to eligibility when they are failing no more than two (2) subjects. Students will then refer to the above procedure for failing 1 or 2 classes for the remainder of the five weeks. Students not attending will be ineligible and remain on the restricted list.

Restricted List:

Students on the restricted list will not be allowed to participate or attend any extra-curricular activities such as, but not limited to, dances, athletic events, plays, clubs, and entering the gymnasium during lunch. **Students will be responsible for checking their eligibility status weekly.**

Graduation Requirements:

Students must acquire 22 credits, as described in the course offerings catalog, and pass all required Regents Exams for graduation. Below are the basic requirements for New York State:

4 credits - Social Studies	2 credits - Physical Education
4 credits - English	1 credit - Art or Music
3 credits - Mathematics	1 credit - World Language
3 credits - Science	.5 credit – Health

The remainder of the credits are accumulated through electives.

Course Attendance Policy (in reference to eligibility for course credit):

- Lansing High School encourages students in grades 9 – 12 to attend eighty-five (85) percent of the scheduled classes of a course of study in order to be eligible for course credit.
- Eighty-five percent of the regularly scheduled class period are defined as being absent, **excused and/or unexcused**, for more than twenty-six (26) absences for a full-year course and no more than thirteen (13) absences for a half-year course.
- Excused school-sponsored events are equivalent to a class: field trips, school-sponsored competitions, music lessons, study center, school-sponsored college visits, home tutoring, etc.

- Upon receiving medical documentation, tutoring will be set up as quickly as possible in the event of extended absences.
- Tardy is defined as the student arriving within the first 20 minutes of the class and attending 20 minutes or more of the class.
- Absent is defined as the student arriving after the first 20 minutes of the class even if they attend the remainder of the class, or not showing up to the class at all.

Honor Roll:

Honor Roll is published on report cards at the end of each marking period. Students with an average of 89.5 or higher are listed on the High Honor Roll. Those with an average between 84.5 and 89.5 are listed on the Honor Roll. **Please note that students must have a minimum of 5.5 credits per marking period to be eligible for Honor Roll/High Honor Roll.**

Attendance and Extracurricular Activities:

Official Attendance will be taken 1st period. Students are expected to be on time for 1st period class and in attendance for a full day of classes. Students will follow the attendance protocol below in order to participate in daily extracurricular activities. If a student is tardy or does not remain in school for the full day 3 times during one marking period, he/she will be given detention on his/her third offense. Any exceptions must be approved by the athletic director or principal.

Safe School Regulations:

All visitors must enter the front door of the building and sign in at the attendance desk located in the front entrance. All other doors will remain locked during school hours. Although school officially starts at 7:50am, students may enter the building at 7:35am.

Early Dismissal / Late Arrival:

Seniors with scheduled study halls 1st period and/or 10th period may be excused early from school or arrive late if he or she can continue to maintain a passing average in all classes. Any senior wishing to apply for early dismissal or late arrival should pick up an application in the principal's office. As seniors arrive and depart from school they must sign in/out in the attendance office. Seniors are limited to either early dismissal **OR** late arrival.

TST BOCES Programs

All 12th grade students attending any BOCES program should meet at the front vestibule at the beginning of the school day to ride the bus to and from BOCES. Seniors will return to LHS for

their lunch and remainder of their classes. All 11th grade students will meet in the front vestibule at 12:05 to board the bus to ride to and from BOCES.

Drop/Add Procedure:

Full year courses will need to be dropped or added within the first 12 weeks of the school year. Half year courses will need to be dropped or added within the first 7 weeks of the course.

Leaving School:

Students may not leave school without being excused by the nurse, athletic director or principal. A student who feels ill should report to the nurse. A student who needs to leave school **must bring a note from a guardian**, stating the time the student is to be excused and the reason for leaving. Only excused absences are permitted. The notification should be given to the attendance clerk. If an emergency arises and students need to leave school, the principal may grant them permission. Students found leaving school without permission will be required to make up the time in detention and may lose driving privileges. For students leaving school a second time without permission, penalties may include in-school suspension, out-of-school suspension and/or further loss of driving privileges.

Tardiness to Class:

If students are late to class without a pass signed by the teacher who detained them, they will be considered tardy and be required to sign into the class. Upon three (3) tardies per semester, the teacher will have the student remain after school from 2:30pm – 3:00pm. Upon the sixth tardy in one semester, a detention will be assigned. The office staff will not give a student a pass unless someone in the office detained the student.

Truancy:

Truancy is being absent from school without a guardian's knowledge and permission. Penalties for students who are truant may include in-school suspension or out-of-school suspension.

STUDENT RESPONSIBILITIES/CODE OF CONDUCT

(As written in the DISTRICT CODE OF CONDUCT)

The district is committed to safeguarding the rights given to all students under state and federal law. In addition, to promote a safe, supportive, healthy, orderly and civil school environment, all district students have the right to:

1. Take part in all district activities on an equal basis regardless of their actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender or sex or other legally protected status.
2. Present their version of the relevant events to school personnel authorized to impose a disciplinary penalty in connection with the imposition of the penalty.
3. Access school rules and, when necessary, receive an explanation of those rules from school personnel.
4. Learn in a physically and emotionally safe, healthy, supportive, orderly and civil learning environment.
5. The following “Student Bill of Rights and Responsibilities” is also presented for further clarification (on next page):

STUDENT BILL OF RIGHTS AND RESPONSIBILITIES

It is the student's right:

- 1) To attend school in the district in which one's caregiver or legal guardian resides.
- 2) To expect that school will be a safe, orderly and purposeful place for all students to gain an education and to be treated fairly.
- 3) To be respected as an individual.
- 4) To express one's opinions verbally or in writing.
- 5) To dress in such a way as to express one's personality.
- 6) To be afforded equal and appropriate educational opportunities.
- 7) To take part in all school activities on an equal basis regardless of actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender/gender identity or sex, or marital status.

It is the student's responsibility:

- To attend school daily, regularly and on time, perform assignments, and strive to do the highest quality work possible and(be granted the opportunity to receive a good education.)
- To be aware of all rules and expectations regulating a student's behavior and conduct oneself in accordance with these guidelines.
- To respect one another, and to treat others in the manner that one would want to be treated.
- To express opinions and ideas in a respectful manner so as not to offend, slander, or restrict the rights and privileges of others.
- To dress appropriately in accordance with the dress code, so as not to endanger physical health, safety, limit participation in school activities or disrupt the educational process.
- To be aware of available educational programs in order to use and develop one's capabilities to their maximum.
- To work to the best of one's ability in all academic and extracurricular activities, as well as being fair and supportive of others.

8) To have access to relevant and objective information concerning drug and alcohol abuse, as well as access to individuals or agencies capable of providing direct assistance to students with serious personal problems.

→To be aware of the information and services available and to seek assistance in dealing with personal problems, when appropriate.

9) To be protected from intimidation, harassment, or discrimination based on actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender/gender identity or sex, or disability, by employees or students on school property or at a school-sponsored event, function or activity.

→To respect one another and treat others fairly in accordance with the District Code of Conduct and the provisions of the Dignity Act. To conduct themselves in a manner that fosters an environment that is free from intimidation, harassment, or discrimination. To report and encourage others, to report any incidents of intimidation, harassment or discrimination.

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. Therefore, in accordance with the Dignity for All Students Act, Education Law, Article 2, the district will strive to create an environment free of discrimination and harassment and will 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 (including gender identity and expression), or sex by school employees, volunteers, visitors, or students on school property and at school-sponsored activities and events that take place at a location 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.

Dignity Act Coordinator:

At least one (1) employee at every school building shall be designated as the Dignity Act Coordinator(s). In the Lansing Central School District, the Dignity Act Coordinator in each school will be that school's principal. The Dignity Act Coordinator(s) will be thoroughly trained to handle human relations in the areas of race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender (identity or expression) and sex. The Board of Education shall appoint the Dignity Act Coordinator(s) and share the name(s) and contact information with all school personnel, students, and parents/persons in parental relation, as well as listing such information in the District's Code of Conduct.

If a Dignity Act Coordinator vacates their position, another school employee shall immediately be designated for an interim appointment as Coordinator, pending approval from the Board of Education, within thirty (30) days of the date the position was vacated. In the event a Coordinator is unable to perform the duties of the position for an extended period of time, another school employee shall immediately be designated for an interim appointment as Coordinator, pending return of the previous Coordinator to the position.

Training:

Training will be provided each school year for **all** district employees in conjunction with existing professional development training to raise staff awareness and sensitivity of harassment and discrimination directed at students that are committed by students or school employees on school property or at a school function. Training will include ways to promote a supportive school environment that is free from discrimination and harassment, emphasize positive relationships, and demonstrate prevention and intervention techniques to assist employees in recognizing and responding to harassment and discrimination, as well as ensuring the safety of the victims.

Instruction in grades kindergarten through 12 shall include a component on civility, citizenship and character education. Such components shall instruct students on the principles of honesty, tolerance, personal responsibility, respect for others, observance of laws and rules, courtesy, dignity and other traits which will enhance the quality of their experiences and contribution to the community. For the purposes of this policy, "tolerance", "respect for others", and "dignity" shall include awareness and sensitivity to discrimination or harassment and civility in the relations of people of different races, weights, national origins, ethnic groups, religions, religious practices, mental or physical abilities, sexual orientations, gender and sexes, socio economic.

Rules against discrimination and harassment will be included in the Code of Conduct, publicized District-wide and disseminated to all staff and guardians. An age-appropriate summary shall be distributed to all students at the school assembly at the beginning of each school year.

Reports and Investigations of Discrimination and Harassment:

The District will investigate all complaints of harassment and discrimination, either formal or informal, and take prompt corrective measures, as necessary. Complaints will be investigated in accordance with applicable policies and regulations. If, after an appropriate investigation, the District finds that this policy has been violated, corrective action will be taken in accordance with District policies and regulation, the Code of Conduct, and all appropriate federal or state laws. DASA forms may be found on the district home page www.lansingschools.org.

The District will annually report material incidents of discrimination and harassment to the State Education Department as part of the Uniform Violent and Disruptive Incident Reporting System (VADIR).

Prohibition of Retaliatory Behavior (commonly known as “Whistle Blower” Protection):

Any person who has reasonable cause to suspect that a student has been subjected to discrimination or harassment by an employee or student, on school grounds or at a school function, who acts reasonably and in good faith and reports such information to school officials or law enforcement authorities, shall have immunity from any civil liability that may arise from making such report. The Board prohibits any retaliatory behavior directed at complainants, victims, witnesses and/or any other individuals who participated in the investigation of a complaint of discrimination or harassment.

(The Dignity Act for All Students was adopted as Board Policy 37555 on 6/11/12. The full policy may be viewed on the Lansing Central School District Website (www.lansingschools.org).

GENERAL RULES AND REGULATIONS

Alcohol and Drug Policy:

A student found consuming, possessing, or distributing any tobacco products, alcoholic beverages, or illegal drugs or under the influence of the same, on school property, on a school bus, or at a school-sponsored activity, will be suspended for a minimum period of five (5) school days and a Superintendent's hearing may be requested to determine if further consequences are warranted. A future offense will result in a five day suspension and a Superintendent's hearing will be conducted.

Electronic Personal Devices/ Cell Phone Protocols:

Appropriate use of electronic personal devices/ cell phones are limited to before school, after school, passing periods, lunch time, and by direct teacher permission. Use of cell phones and/or any electronic devices are strictly prohibited during **ANY** class time ***unless specifically directed by the teacher.***

All electronic devices/ cell phones must be silenced, and stored, **out of sight**, prior to entering the classroom. This includes large group meetings, assemblies and extracurricular periods during normal school operating hours.

Refer to the non-compliance of electronic device/ cell phone matrix (Appendix B) and student/guardian cell phone contract (Appendix C) for further information.

NON-COMPLIANCE OF ELECTRONIC DEVICE/ CELL PHONE EXPECTATIONS

FIRST OFFENSE: Private warning.

SECOND OFFENSE: Electronic device/ cell phone placed in designated area until end of class. Review of device/ cell phone expectations. Family contact by teacher.

THIRD OFFENSE: Electronic device/ cell phone placed in designated area. End of day pick-up by student with administrator. Review of device/ cell phone expectations and family contact by admin. Referral completed by teacher.

FOURTH OFFENSE: Electronic device/ cell phone placed in designated area. End of day pick-up by parent/ guardian with administrator. Review of device/ cell phone expectations and family contact by admin. Referral completed by teacher.

Behavior on the Bus:

The bus driver has the responsibility for the safety of all students on the bus. Because of this, a list of rules and expectations for student behavior on the bus will be handed out and/or verbally explained. Any student found violating these rules will be subject to disciplinary action that may include loss of transportation privileges, as outlined in the transportation department disciplinary actions.

False Reporting:

Any student making a false report of an emergency or potentially dangerous situation, including but not limited to pulling a fire alarm, etc. may be subject to five days of out-of-school suspension and a Superintendent's hearing.

Bomb Threats:

In 1999, legislation was enacted making it a felony for anyone to issue a false bomb threat directed toward a school in New York State. This law also includes the crime of falsely reporting an incident of an explosion, fire, or release of a hazardous substance. Individuals convicted of issuing any such threat face felony criminal prosecution as well as school penalties. School penalties would include an automatic five-day suspension and a Superintendent's hearing to determine further suspension.

Academic Misconduct:

Scholastic misconduct, such as cheating, plagiarism, copying, unauthorized collaboration with another person to prepare student work or altering records, will result in a student receiving a failing grade for the work involved and may also result in further disciplinary action.

Unauthorized collaboration could include such things as copying someone else's homework, giving or receiving questions or answers to a test, or using electronics for information.

Plagiarism includes using words or ideas of another as one's own by presenting as new an idea or product derived from an existing source without crediting the source.

Classroom Behavior:

Please see **Appendix A** Each teacher will describe their expectations for students in that class. These expectations may include materials needed for class each day, the manner in which assignments are to be completed, and general behavior required in the classroom. In many classes (technology, science, physical education) safety rules will be established and must be followed. Should it become necessary, after other disciplinary measures have been tried, a student whose behavior is disruptive will be removed from class. Students who are sent out of

class will report to the office of the Principal or Assistant Principal, where they may be required to write a behavioral contract that will be agreed upon by the teacher, parent and administrator. Other disciplinary action may be assigned. If the student is removed from class a second time, disciplinary consequences will be assigned. If the disruptive behavior continues, the student may be suspended for a period of up to five days and a parent conference will be held.

Dress Code:

1. Be safe and not disrupt or interfere with the educational process;
2. Wear a top, bottom and shoes. Dresses count as both a top and bottom;
3. Not include items that are vulgar, obscene, and libelous or denigrate others on account of race, color, weight, national origin, ethnic group, religion, religious practices, gender/gender identity, sexual orientation, sex, disability or other legally protected status
4. Not promote and/or endorse the use of alcohol, tobacco or illegal drugs and/or encourage other illegal or violent activities;
5. Include footwear at all times; footwear that is a safety hazard will not be allowed.
6. Ensure that all Physical Education clothes must fulfill the dress code requirements.

Nothing in this policy will be construed to limit the ability of students to wear clothing that allows them to express their gender identity, or to discipline students for doing so.

Fighting:

In an effort to make an environment that is safe for all and conducive to learning, students involved in fighting will be suspended. The type and length of suspension will be determined by three factors;

1. Severity of the fight
2. Each student's role in the fight
3. The immediate response to authority when told to stop

In a fight where there is a premeditated, one-sided assault requiring medical attention and/or where the person does not stop when told to do so; the consequences will include a five-day suspension, and superintendent's hearing to determine if further disciplinary action is warranted. Be advised that law enforcement will be involved in incidents of fighting and/or assaults that warrant such action. Students found harassing other people may be suspended either in or out of school. Students who feel they are being harassed should report this to a teacher, staff member, or administrator as soon as possible.

Insubordination:

A student who substantially interferes with a staff member's authority over the classroom will be considered insubordinate. Students determined by the administrator to be insubordinate may be suspended from school. Repeat offenses may result in longer suspensions.

Loitering:

Students should not be hanging around the front entrance or other unsupervised areas. Students found loitering in unsupervised areas may receive appropriate disciplinary action.

Profanity:

Profanity of any kind is not appropriate in school. Students heard using profanity will first be warned, and if it continues, will see further disciplinary action. If the profanity is directed at a staff member, the student may be suspended from school.

Trespass:

All visitors must enter through the front door and sign in with the attendance clerk. No person, either alone or with others, shall enter any portion of the school premises without authorization or remain in any building or facility after it is closed. Such violations will result in school disciplinary action and action by local law enforcement.

Students are not permitted to open side doors to allow entry during the school day. Students may not prop open doors at any time.

Smoking and Tobacco Use:

In compliance with New York State Law, Lansing Schools are a smoke free zone and the use or possession of tobacco/nicotine products are not allowed. Vaping is not permitted in school. Students found using or possessing tobacco/nicotine products will be subject to disciplinary action.

Student Parking and Driving:

Those students who wish to drive must have permission from the principal and must register their car in the main office. Students are to park only in the assigned parking lots. Drivers must

comply with all state and local regulations and may not drive the car during the school day. Parking spots in the front loop are reserved for staff and visitors. Seniors may park in the “senior parking lot.” Juniors may park in the last row of the elementary parking lot or the Verizon parking lot.

Any reckless or irresponsible driving behavior will not be tolerated at any time. Students driving irresponsibly will have driving privileges revoked immediately and authorities may be called.

Students found violating driving and/or parking rules will be warned. If the behavior continues, the student will lose driving privileges for one week (2nd offense), two months (3rd offense), and then the rest of the year (4th offense). Cars that are parked in unauthorized areas may be towed at the students’ expense. The driving of unlicensed motorized vehicles such as a 4 wheeler, dirt bikes, or snowmobiles on school grounds is prohibited. Any motor vehicle should be confined to the driveways and parking lots and should not be driven on the sidewalks, lawns, or athletic fields around the school. Violations may result in in-school or out-of-school suspension.

Since driving to school is a privilege, permission may be revoked at any time. Students who have classes in the middle or elementary schools may not drive to these buildings.

Cars parked on school grounds may be searched at any time for contraband.

Students are not permitted to go to their car during the school day (7:50am-2:24pm) unless they are leaving campus.

Driving to BOCES:

Students should be taking school transportation to and from BOCES. Students may have special circumstances requiring them to drive to and from BOCES. In such cases, students must have written permission from their guardian, the career tech center principal, and the Lansing High School principal in order to drive. Student drivers are not allowed to transport passengers without prior permission from the principal and passengers’ guardian.

Vandalism:

Students found vandalizing school property, including graffiti and arson, will be held responsible. An appropriate amount of service to the school will be completed equal to the cost of replacing or repairing the damaged property. They may also be subject to a minimum of five days suspension. If additional suspension time is warranted, a Superintendent’s hearing will be conducted.

Weapons Policy:

New York State Peace Officers and Police officers are the only people permitted on school property to have a weapon in their possession.

No student shall have in their possession on school premises a rifle, shotgun, pistol, revolver, other firearm, knives, dangerous chemicals, explosives, or any object which is not necessary for school activities and which could be used as a weapon. A weapon is defined as any instrument capable of firing a projectile, the frame or receiver of any such weapon, a firearm muffler or silencer, an explosive device, or any other instrument capable of and intended for inflicting bodily harm.

Any student who is determined to have in their possession or to have brought a gun or firearm to school will be subject to suspension from school for a period of not less than one calendar year, after a hearing pursuant to Education Law 3214. The Superintendent shall have the authority to modify the penalty after consideration of the totality of circumstances surrounding the offense and other established criteria.

Any student, who is determined to have in their possession a weapon other than a gun or firearm, will be subject to suspension from school and a Superintendent's hearing to determine if further disciplinary action is necessary. Criminal charges may also be filed.

Disciplinary Alternatives:

Lansing Central School District has a long-standing set of expectations for conduct on school property and at school functions. These expectations are based on principles of civility, mutual respect, citizenship, character, tolerance, honesty and integrity.

In order to maintain a climate that is conducive to the learning and educational process of all students, each school community member is required to demonstrate respect for other persons and their property. When these expectations are not met, disciplinary procedures may become necessary. Lansing Central School District believes that discipline should be restorative and promote healthy relationships, respect, responsibility, repair and reintegration.

Restorative practices are strategies designed to gain a better understanding of :

- What happened?
- Who has been affected and how?
- What needs to be done to repair the harm?

Restorative practices are VOLUNTARY for all participants and may be used for prevention, intervention or post-vention at the Principal's discretion. They may be used alone or in conjunction with other disciplinary procedures outlined in the district Code of Conduct.

Disciplinary procedures used at Lansing High School range from informal conferences to prolonged suspensions from school. The procedure to be used depends upon the seriousness of the infraction, the specific circumstances of the situation, and the individual's overall pattern of behavior. A series of minor infractions committed by the same student can have a demoralizing effect on the school and consequently will be treated the same as a major infraction. In addition to the usual school procedures, criminal infractions will also be reported by school personnel to the proper authorities.

Restorative Conferencing: Restorative conferencing is a process that can include each person with a stake in the specific offense, the opportunity to collectively identify and address harms, needs and obligations in order to make things right. Students may have the opportunity to conference with an administrator, dean of students, teacher, and peers to reflect on what the inappropriate behavior was, who it impacted and what can be done in the future to change. This process can be facilitated one to one, or in a grouping that is agreeable to all parties.

Detention – Students will be assigned detention for committing minor infractions of school rules. See Detention Expectations on page 30

Suspension – A suspension is a serious matter. A suspension will normally be given only after other disciplinary measures have proved ineffective or after a major infraction has been committed. A student who is suspended from school is ineligible to participate in extracurricular activities during the period of suspension. At Lansing two types of suspension will be employed, in-school and out-of-school suspension. Guardians will be notified of either suspension.

In-School Suspension:

Students placed on in-school suspension will report prior to 1st period, or the period designated by the principal, to the main office with all assignments and necessary books and materials for the day. Students will not be allowed to socialize or eat lunch with other students. Cell phones/electronic devices will be given to an administrator to store during school hours (7:50am-2:24pm).

Out-Of-School Suspension:

The principal will assign out-of-school suspension to students who are insubordinate, disorderly, or whose conduct endangers the safety, morals, health, or welfare of others. Suspended

students are expected to work on classroom assignments at home, supervised by their guardians.

Suspension Appeal Procedures:

The appeal procedures will be as outlined in the New York State Education Law, except where the following is more restrictive. An informal hearing (as requested by the pupil or their guardians) with the suspending officer will take place prior to the initiation of the term of suspension unless the safety of the pupil or others within the school would be otherwise threatened or if an unreasonable delay would occur. Any appeal of a suspension by a principal must be made in writing to the superintendent of schools within five (5) school days following the initiation of the term of suspension. If the ruling of the superintendent is not satisfactory to either party, that ruling may then be appealed in writing to the Board of Education within 10 school days following the ruling. Appeals of the board rulings shall be made to the New York State Education Commissioner.

Other Disciplinary Measures:

Students may also be denied the right to utilize school transportation and/or to participate in school sponsored groups or activities. They may be required to make restitution for damaged property or presented with the alternative of providing a designated number of hours of service to the school. The Code of Conduct may be viewed on the Lansing Central School District website: www.lansingschools.org

STUDENT ACTIVITIES

Lansing High School offers a variety of activities in which a student may choose to become involved. Our school and its students are represented by these activities to the community and to other schools. Therefore, those students who choose to become involved in an activity must understand and accept the additional responsibilities that will come with such involvement. Each student will maintain those standards and behaviors expected of all students and such other rules as may be set by the coach or advisor. Failure to accept these responsibilities may result in a student being restricted or removed from the team or activity.

National Honor Society:

A student may be inducted into the Lansing Chapter of the National Honor Society during their junior or senior year of high school. The selection of the Honor Society is based on scholarship, service, leadership, and character. To qualify academically, a student must maintain a cumulative academic average of 90.00. Those students who qualify academically will be sent a

letter and an information form that is to be filled out and returned to the National Honor Society advisor. A faculty council (composed of 5 teachers) reviews each student on the criteria listed above and makes the final decisions on who will be inducted. After students become members of the National Honor Society, they are reviewed periodically by the society advisor and must maintain the minimum scholastic average and the standards of the society. In the event that they do not maintain the proper scholastic average and/or standards they may be removed from the organization.

Other Student Activities:

Please review the complete listing of student activities, any questions may be directed to advisors, counselors, or the principal.

Art Club	GSA	Model UN	Shakespeare Competitions	
Chess Club	HOBYS	Musical	Show Choir	Trap Shooting Club
Drama Club	Link Crew	Newspaper	Student Council	Sustainability Club
Excel Academics	Math Competitions	Robotics	Yearbook	Yorkers

GENERAL INFORMATION

Title IX/Section 504 complaints and Grievances

Equal Opportunity:

Discrimination on the basis of sex, race, color, national origin, sexual orientation, or disability in any occupational program or activity of this district is not permitted. Any complaints or grievances in this area should be addressed to the building principal.

Student Services:

The counseling department can help you in making decisions concerning your course of study and your activities while at Lansing. Your school counselor can help you with your plans for career or school after high school. Your school counselor is ready to help you with any problems you may encounter. In addition our school psychologist, Ms. Dana Robson, is also available to assist with personal and social needs. When scheduling an appointment with student services please communicate with the counseling secretary first. Ms. Evener is assigned to students with the last names ending in A-L and Mr. Jones is assigned to students with last names ending in M-Z.

College Entrance Exams:

The Scholastic Aptitude test (SAT) and the American College Test (ACT) are broad based exams used by most colleges as part of the criteria for admission. The tests are given several times during the year and are usually taken at the end of the junior year (May or June) and/or beginning of the senior year (October). The decision of which test to take should be based on:

1. The requirements of the college you are planning to attend
2. Your particular academic strengths and weaknesses

There is a fee charged to take the ACT, SAT and SAT Subject Test and deadlines. For information about registration, which exams to take, and how to perform well on the exam, please see your school counselor.

To help students plan for their SAT's and ACT's, the Preliminary Scholastic Aptitude Test (PSAT) is given in October of the junior year. The PSAT results are also used to qualify for the National Merit Scholarship Competition.

2023-24 AP/PSAT/SAT/ACT Exam Information

Advanced Placement (AP):

May 6-10, 2024

May 13-17, 2024

PSAT/NMSQT

October 2023

SAT:

Test Date	Registration Deadline
October 7, 2023	September 8, 2023
November 4, 2023	October 6, 2023
December 2, 2023	November 3, 2023
March 9, 2024	February 23, 2024
May 4, 2024	April 19, 2024
June 1, 2024	May 17, 2024

Students can register for the SAT online at sat.org. For more details, see your school counselor.

ACT:

Test Date	Registration Deadline
September 9, 2023	August 4, 2023
October 28, 2023	September 22, 2023
December 9, 2023	November 3, 2023
February 10, 2024	January 5, 2024
April 13, 2024	March 8, 2024
June 8, 2024	May 3, 2024

Students can register for ACT online at act.org. For more details, see your school counselor.

Health Office:

If students feel ill during school, they should report to the nurse. The nurse will call their guardians if the student needs to be sent home. All medicines are to be kept in the nurse's office. If a student is unable to participate in physical education, a note explaining why must be brought to the nurse. The health office is not a social space and should not be used as such.

Library:

The library is open from 7:55 am-3:15 pm daily. Books may be checked out for four weeks and renewed. Reference material, AV materials, and magazines do not circulate. Students with overdue materials will not be allowed to sign out additional materials.

Student Lockers:

Each student will be assigned a locker. Students should be at their locker only between periods. Lockers are school property and it is expected that they will be kept clean, neat, and free of graffiti. Lockers may be searched and/or inspected at any time.

Working Papers:

Working papers are issued through the health office. Students between the ages of 14 and 18 years of age need working permits in order to obtain a job. New working papers are required once a student turns 16, even if they already have working papers. Students in need of working papers should bring proof of age and physical exam to the health office.

Cafeteria: Breakfast and Lunch

Students wishing to obtain breakfast should do so before school or during the study hall from 7:35 am-8:00 am. For health, safety, and control of litter, all food/snacks are to be consumed in the cafeteria or other designated and supervised area. Students are expected to remain on the first floor during the lunch periods unless they have a pass to see a teacher. No students will be allowed upstairs, nor will they be allowed to loiter in the downstairs corridors during lunch, since classes will be meeting. Students should restrict their activities to the cafeteria and gymnasium.

Corridors:

The corridors are intended for safe passage of students, staff, and visitors to our school. Do not run in the corridors. For reasons of health, safety and courtesy, corridors must not be restricted by furniture, learning materials, debris, or by loitering.

ATHLETIC CODE

The Lansing High School Athletic Department has developed an Athletic Code for students who wish to participate in interscholastic athletics. We believe that this code is important to students in setting standards that are expected of a student-athlete who represents Lansing High School. Before students are allowed to participate on a team, parents will be notified of the code.

Academic/Athletic Eligibility for Lansing Student Athletes:

Students failing two (2) subjects at each five week report (including the marking period report):

- These students will be placed on the student improvement list and will be allowed to attend practice and play in contests as long as the student attends academic study hall with the teacher/teachers he/she is failing with. Students failing two classes will attend both teachers' academic study halls at least once a week. The student must continue to show an effort to improve their grades while attending academic study hall, otherwise they will not be allowed to attend or participate in contests. Teachers would present such concerns to the coach. The students will be obligated to turn in a blue card at the week's end. If the card is not turned into the athletic office, the student will be placed on the restricted list.

Students failing three (3) or more subjects at each five week report (including the marking period report):

- These students will be declared ineligible and placed on the restricted list for two weeks. Students will be allowed to attend practice. Students may not attend or participate in any contest/performance for 2 weeks. After two weeks if the student has lowered the number of failures to 2 or lower, they will be able to return to the team/group and start the 1-2 failure protocol. Students failing 3 or more subjects will attend academic study hall on a daily basis with each of the teachers for all possible days of the week and be expected to turn in a signed blue card. If a student is still at 3 or more after the two week period, they will be restricted for the rest of the 5 week period. The student will be restricted from being present/participating in practice or game/ performance.

The week will run Monday – Monday. If restricted on a Monday, it will carry through the weekend. Students may not drop courses in order to achieve immediate eligibility.

Extracurricular Expectations: (in regards to attendance)

The following daily attendance policy applies to students involved in interscholastic sports:

- Students in the High School are expected to be in school for the start of their first scheduled period (unless student has late arrival privilege) and remain in school for the entire day in order to compete in any contest or activity that day. (Please refer to the Attendance and Extracurricular Activities Section on Page 5 for further explanation)
- Students are expected to participate in PE class in order to participate in sports practice after school.
- Students who sign out may not come back later for practice or a contest without the approval of the principal or athletic director unless they have a note from a doctor.
- Legal excuses will be accepted with approval from the building administrator.
- Tardy is defined as the student arriving within the first 20 minutes of the class and attending 20 minutes or more of that class.
- Absent is defined as a student arriving after the first 20 minutes of the class even if they attend the remainder of the class.

LANSING SCHOOL DISTRICT DRUG AND ALCOHOL REGULATION

Training Rules and Regulations:

Our message to student athletes is loud and clear and should be understood by all stakeholders. A student is considered an athlete as soon as they begin practice with their first interscholastic sports team. **The athlete has the responsibility to observe these rules from that time through graduation. This means that this regulation is in effect all year long including summers.**

There will be “NO USE” of alcohol, marijuana, or any illicit substances.

- The possession or use of alcohol by anyone under the age of 21 years of age is against New York State law.
- Marijuana and all classified street drugs and controlled substances are illegal for all and punishable by criminal arrest and prosecution.
- Prescription drug possession or use of, without a medical authorization, is against the law and punishable by criminal arrest and prosecution.
- Possession and use of tobacco products by student athletes shall be a violation because of the well-known health risks associated with use and detrimental effect on physical performance.

All student athletes should abide by the rules and regulations explained in the Student Handbook and the District Code of Conduct.

- Attend all practice sessions, meetings, and games unless excused by the coach prior to the session.
- Keep all equipment, locker and team areas clean and in good care.
- Follow the instructions of the coach.
- Treat officials with respect and courtesy and accept their decisions as final.
- Ride the bus to all contests. Return home on the bus unless a guardian signs a transportation release form.
- Demonstrate, on and off the field, a commendable attitude.
- Refrain from possessing and/or using alcohol, tobacco products and illegal drugs during their sports career at Lansing.
- When an athlete fails to follow these rules, the athlete will meet with the athletic director, the coach and possibly the principal. Following this meeting the athlete may be restricted from participating on the team. The specific restrictions and the reasons behind the restrictions will be explained in a letter sent to guardians.

CONSEQUENCES

First Offense:

The first student offense in any given year, 7th - 12th grade, for tobacco use, drinking alcoholic beverage, and using drugs or facsimiles (we consider the taking of any foreign substance to enhance performance, cut weight, or add muscle bulk a form of drug use) as well as possession of tobacco, alcohol, and drugs or drug paraphernalia, will result in the student-athlete's dismissal from athletic competition for one-third (1/3) of the regularly scheduled season contests. If the athlete's season runs out or they quit the team before the suspension is complete, the remaining percentage will be served in the athlete's next athletic season. During the athlete's suspension it is expected that the athlete is to be present at all contests with the team (not in uniform). Due to safety and conditioning reasons, suspended athletes are allowed to practice.

Second Offense:

A second offense of the policy will result in a sixty (60) school day suspension from any athletic participation. This violation may occur any time from when the athlete has begun athletic competition through completion of graduation.

Third Offense and beyond:

Any additional violations will result in removal of the individual from athletic participation for the remainder of the student's career. If the violation were to occur on school grounds, the athlete would be responsible to both the athletic policy and the district code of conduct.

Student Athlete Responsibility:

If a student is forthcoming about his/her involvement when in violation of the training rules then consequences may be reduced as much as ½ of the suspension penalty and be rounded up, in addition to a community service project. The coach, guardian, athlete, athletic director and principal must all agree to such an agreement.

Community Service Project:

The community service project may include a research paper, a presentation to a school group or a special project that would directly benefit the school and or athletic department. The student under the supervision of the athletic director and with the involvement of the guardians will complete this project within a reasonable time frame. The athlete will remain suspended until the project is complete. The time spent on this project will be at least 10 hours in length. Outside agencies such as The Alcohol, Drug Treatment and Prevention Center may be used as a resource and can oversee projects such as research papers and/or presentations to a school community group.

Parties/Presence at Parties with Drugs (In the Presence of):

If a student-athlete attends a party/gathering, where alcohol or drugs are being illegally dispensed, the student-athlete must leave the party/gathering immediately (**LEAVING MEANS LEAVING IMMEDIATELY**) and report their attendance to a coach or administrator before the end of the next school day. Because possession and use of alcohol or drugs by youth under age 21 is against NY State Law, it is our intent to prevent any community youth, including athletes, from being in an environment which greatly increases the risk of use, danger, and nearly all youth negative behaviors of concern.

Diversion Program:

In addition to the suspension penalty, any student who violates regulations for drug or alcohol use may be recommended to participate in a Substance Abuse Diversion Program developed by the District after an initial interview by the substance abuse counselor. Such a program could include anything ranging from one or two meetings with the counselor to an intensive program

delivered by an outside agency. Failure to participate may result in continued suspension until this requirement is met.

Ineligibility for Awards:

An athlete who violates training rules may be ineligible for all athletic awards for that sport season. Also, athletes that leave a team before the end of a season may not be eligible for awards. The ineligibility does not apply to an out of season violation, which allows an athlete to complete a season.

COMPUTER GUIDELINES

The computer network allows students to have access to the internet and many networked programs. Access to the internet enables students to explore thousands of libraries, databases, museums, and other sources of information from around the world. Families should be aware that some material accessible via the internet might contain items that are illegal, defamatory, inaccurate, or potentially offensive. While the purpose of the internet is to access resources for constructive education goals, students may find ways to access other materials. We believe the benefits to students from access to the internet in the form of information resources and opportunities for collaboration exceed the disadvantages. However, ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources.

Expectations:

Students are responsible for appropriate behavior on the school's computer network just as they are in a classroom. Communications on the network by nature are public. General school rules for behavior and communications apply. Users must comply with district standards and the specific rules set forth below. The use of the network is a privilege, not a right, and may be revoked if abused. The user is personally responsible for their actions in accessing and utilizing the school's computer resources.

Guidelines:

Privacy – Network storage areas are like school lockers. Network/system administrators may review communications to maintain system integrity and to monitor responsible system use. Students should not share phone numbers, addresses, or other personal information about themselves or others.

Unauthorized copying and downloading – Students must never download, install, remove, or alter any software or freeware onto district computer resources.

Plagiarism – Students should never copy other people’s work and pass it off as their own or intrude on other people’s files. When a student uses someone’s ideas or words without giving that person credit, it’s considered plagiarism.

Inappropriate materials or language – No profane, abusive, harassing, or impolite language will be used. Materials that are obscene, threatening or inappropriate by school standards should not be accessed. A good rule to follow is never view, send, or access materials that you would not want your teachers and guardians to see. Should students encounter such material by accident, they should report it to their teacher. (The school district does subscribe to internet filtering software, Go Guardian, on every computer. For high school students, Go Guardian filters out pornography, MP3, computer hacking, internet radio & TV, illegal activities, etc.)

Rules:

1. Do not use a home or school computer to harm, harass, defame, or impede other people or their work.
2. Do not damage the computer, network hardware, or software in any way or take actions that put the computer system or network at risk.
3. Do not interfere with the operation of the computer or network by installing, removing, or altering software, shareware, or freeware.
4. Do not plagiarize or violate copyright laws.
5. Viewing, sending, or displaying offensive messages or pictures are prohibited.
6. Do not share your password with another person.
7. Do not trespass, or attempt to trespass, in another’s folders, work, or files.
8. Notify a teacher or network/system administrator if you encounter materials that violate the guidelines of appropriate use.
9. Any other use deemed unacceptable by administration will be dealt with on a case-by-case basis.

Consequences:

1. BE PREPARED to be accountable for your actions. There will be a loss of computer privileges if school guidelines or rules are violated.
2. Violation of the guidelines or rules will result in disciplinary action that can range from verbal warning, temporary or permanent loss of access privileges, up to and including suspension from school as determined by the principal. If you are in violation of other school policies, those consequences will be assigned also.
3. Please understand that messaging from any electronic device either in school or on personal time, if deemed disruptive to or threatening to any student or adult within the school system, may be investigated and have school and/or legal ramifications.

STUDY HALL

Purpose and Guidelines

1. Study halls are designed to allow students time to work independently. We want to establish an atmosphere that is conducive to studying. We know that time is valuable to everyone in education, adults and students alike.
2. Students on the restricted list may not go to the library without a pre-signed pass from a content teacher. It is helpful to specify what work needs to be done in the library.
3. If a student is passing a class but is still missing work, or if the student's teachers have concerns about his/her performance, then a student may need to stay in study hall for a limited period of time to get caught up, and not go to the library. This decision should be made by the content teacher (not SH teacher), who should communicate with the student and the study hall teacher about the assignments that need to be done in the study hall.
4. Students who need to leave study hall to see another teacher should have a pass from that teacher. Teachers who are available during a certain period and who agree to allow study hall students to work in their room should communicate that to study hall teachers who then can write students passes to see that teacher.

STUDY HALL EXPECTATIONS

1. Be on time (teachers must take attendance right at the beginning of the period).
2. You are expected to work in this study hall.
3. You may not sign out or leave until the teacher has taken attendance.
4. Students that are found to not be in at the location they signed out to will be restricted to study hall and a referral will be created.
5. Seating may be assigned if necessary.
6. **Cell phones may only be used at the discretion of the teacher. Please ask beforehand. Students that do not ask for permission to use their cell phones will lose the privilege.**
7. Bring homework or other materials with you every day (this is a quiet work period for you and the teacher).
8. Water and other drinks are allowed as well as snacks, but not while using any technology. Please clean up after yourself too.
9. Students must request a pink pass and sign out anytime they leave the room.
10. Write legibly on the sign out sheet.
11. Technology may be used appropriately during study hall. Expect that usage of the chromebooks is being monitored.
12. Please be respectful of yourself, others, and the classroom.

DETENTION EXPECTATIONS

The following are expectations for all students assigned to after school detention.

1. Detention will be served from 2:30 pm to 3:00 pm in the classroom of the assigned teacher.
2. Students should arrive at 2:35 to be considered on time. All students should sign in along with their time of arrival.
3. No use of any kind of electronic devices. i.e. cell phone, music player, headphones, earbuds, computer/chromebook.
4. Cell phones must be turned off and out of sight. If a cell phone is out, it will be placed on the teacher's desk for the entirety of detention.
5. No eating during detention.
6. No talking while serving detention. Students should be spread throughout the room.
7. No sleeping during the detention.
8. Students should bring work to complete. No leaving during detention to collect work. Come prepared.
9. Students should use the restroom prior to detention.

Any student who is disruptive during detention should have a disciplinary referral. Call Mr. Hornbrook (ext. 3100) or Ms. Crandall (ext. 3219) for immediate assistance.

AFTER SCHOOL EXPECTATIONS

1. The academic day ends at 2:30. Students without additional obligations should leave the building at that time.
2. If you need to stay after, you should be in a classroom with a teacher or in the cafeteria in the academic study hall (only for athletes with a 3:15 practice). Please do not gather in locker rooms, courtyards, storage areas, stairwells, the gymnasium, etc.
3. All students should leave the building at 3:30 unless they are in a supervised activity. Students should not loiter in the building unsupervised after school or at the end of rehearsals, clubs or sports practices/games. If you are waiting for a ride, please wait in the front lobby just inside the doors.

Appendix A

LHS STUDENT EXPECTATIONS

ELECTRONIC PERSONAL DEVICES/ CELL PHONE EXPECTATION

Appropriate use of electronic personal devices/ cell phones are limited to before school, after school, passing periods, lunch time, and by direct teacher permission. Use of cell phones and/or any electronic devices are strictly prohibited during **ANY** class time ***unless specifically directed by the teacher.***

All electronic devices/ cell phones must be silenced, and stored, **out of sight**, prior to entering the classroom. This includes large group meetings, assemblies and extracurricular periods during normal school operating hours.

NON-COMPLIANCE OF ELECTRONIC DEVICE/ CELL PHONE EXPECTATION

FIRST OFFENSE: Private warning.

SECOND OFFENSE: Electronic device/ cell phone placed in designated area until end of class. Review of device/ cell phone expectations. Family contact by teacher.

THIRD OFFENSE: Electronic device/ cell phone placed in designated area. End of day pick-up by student with administrator. Review of device/ cell phone expectations and family contact by admin. Referral completed by teacher.

FOURTH OFFENSE: Electronic device/ cell phone placed in designated area. End of day pick-up by parent/ guardian with administrator. Review of device/ cell phone expectations and family contact by admin. Referral completed by teacher.

Refer to the non-compliance of electronic devices/ cell phones matrix for further details Appendix B and Cell Phone Parent/ Guardian/ Student Contract Appendix C.

RESTROOM PASS USAGE EXPECTATION

Students have multiple opportunities to use the restroom throughout the school day.

- **BEFORE SCHOOL:** 7:35-7:48AM, prior to the final bell at 7:49AM
- **LUNCH:** Scheduled lunch period
- **PASSING PERIODS:** 3 Minutes between class periods
- **AFTERSCHOOL:** 2:30PM, prior to buses departing at 2:40PM

Students requesting to use the restroom during class time will be required to complete the sign out/in form and use the designated classroom restroom pass. One student will be allowed to use the designated restroom pass at a time.

STUDENT PINK PASS USAGE EXPECTATION

To increase student engagement in our LHS classrooms, student passes will be by exception/ pre-approval only, the first and last 10 minutes of each class period. This allows for optimal student engagement and learning.

Students who abuse the use of the restroom pass and/ or general student pink pass will be progressively disciplined (warning, family contact, detention) and will potentially lose student pink pass privileges. Student detention may occur with a classroom teacher, and/or administrator.

GENERAL CLASSROOM BEHAVIOR EXPECTATIONS

Students will come to school daily and on time for increased engagement and connection.

- Be mindful of the LHS bell schedule.

Students will come to class prepared with the required classroom materials.

- If you arrive at school without the required materials, speak with the appropriate teacher to make accommodations.

Students will listen and follow directions to provide for optimal learning.

Students will use kind words to promote a positive school climate for all students.

Students will keep hands, feet and objects to themselves to ensure a safe school.

Refer to the District Code of Conduct for information regarding non-compliance of our LHS expectations and our LCSD expectations.

Appendix B

NON-COMPLIANCE OF ELECTRONIC DEVICES/ CELL PHONES MATRIX

NON COMPLIANCE	RESPONSE/ CONSEQUENCE	TO BE COMPLETED BY TEACHER/ AND OR ADMINISTRATOR	ELECTRONIC DEVICE/ CELL PHONE RETRIEVAL
FIRST OFFENSE	WARNING	ELECTRONIC DEVICE/ CELL PHONE EXPECTATIONS REVIEWED	
SECOND OFFENSE	REQUEST STUDENT PLACE ELECTRONIC DEVICE/ CELL PHONE IN DESIGNATED AREA IN CLASSROOM Returned to student at the end of the class period	FAMILY CONTACT BY TEACHER (Make note by email/ phone with time and date)	STUDENT MAY COLLECT ELECTRONIC DEVICE/ CELL PHONE AT THE END OF THE CLASS PERIOD ELECTRONIC DEVICE/ CELL PHONE EXPECTATIONS REVIEWED
THIRD OFFENSE	REQUEST STUDENT PLACE ELECTRONIC DEVICE/ CELL PHONE IN A DESIGNATED AREA IN CLASSROOM Returned to student at the end of the day by administrator	REFERRAL COMPLETED ELECTRONIC DEVICE/ CELL PHONE DELIVERED TO BY TEACHER OR COLLECTED BY A BUILDING ADMINISTRATOR FAMILY CONTACT BY ADMINISTRATOR	STUDENT MAY COLLECT ELECTRONIC DEVICE/ CELL PHONE AT THE END OF THE DAY FROM ADMINISTRATOR ELECTRONIC DEVICE/ CELL PHONE EXPECTATIONS REVIEWED WITH STUDENT
FOURTH OFFENSE	REQUEST STUDENT PLACE ELECTRONIC DEVICE/ CELL PHONE IN A DESIGNATED AREA IN CLASSROOM Returned to parent/guardian at the end of the day by administrator	REFERRAL COMPLETED ELECTRONIC DEVICE/ CELL PHONE DELIVERED TO BY TEACHER OR COLLECTED BY A BUILDING ADMINISTRATOR FAMILY CONTACT BY ADMINISTRATOR	PARENT/ GUARDIAN WILL COLLECT ELECTRONIC DEVICE AT THE END OF THE DAY FROM ADMINISTRATOR ELECTRONIC DEVICE/ CELL PHONE EXPECTATIONS REVIEWED WITH STUDENT AND PARENT/ GUARDIAN

Appendix C

LHS PARENT/ GUARDIAN/ STUDENT CELL PHONE CONTRACT

Electronic Device/ Cell Phone Statement of Understanding

Lansing Central School District and Lansing High School are not responsible for lost, damaged, misplaced or stolen personal electronic devices and/or cell phones.

By signing below, I am stating that I have read and understand the following statements:

- Electronic devices/ cell phones can only be used before school, after school, passing periods, lunch time, and by direct teacher permission.
- Electronic devices/ cell phones must be silenced prior to entering any classrooms.
- Electronic devices/ cell phones will be put away and out of sight prior to entering any classroom (pocket/ backpack/ purse etc)
- Use of electronic devices/ cell phones during school hours is a privilege and may be revoked if the electronic device/ cell phone expectations are not followed.
- Use of electronic devices/ cell phones in bathrooms/ locker rooms are strictly prohibited.

FIRST OFFENSE: Warning, Review of expectations.

SECOND OFFENSE: Request student place device/ cell phone in designated location in classroom and returned at the end of class. Review of expectations by teacher. Family contacted by the teacher.

THIRD OFFENSE: Request student place device/ cell phone in designated location in classroom. Referral completed by teacher. Student may collect device/ cell phone at the end of the day from the administrator. Review of expectations by administrator. Family contacted by administrator.

FOURTH OFFENSE: Request student place device/ cell phone in designated location in classroom. Referral completed by teacher. Parent/ guardian may collect phone at the end of the day from the administrator. Family contacted by administrator. Review of expectations with parent/ guardian and student by administrator.

By signing this form, I am stating that I have read the above statements and accept any consequences that should occur if the electronic device/ cell phone expectations are not followed.

Parent Name	Signature	Date
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Student Name	Signature	Date
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