



LANCASTER MIDDLE SCHOOL

PRINCIPAL

Mr. Peter F. Kruszynski

ASSISTANT PRINCIPAL

Mr. Scott Bindeman

COUNSELORS

A – He Mrs. Marla Varrone

Hi - Pay Mr. Ryan Arnold

Pe - Z Mrs. Tracy Rabey

IMPORTANT NUMBERS TO REMEMBER

Main Office:	686-3220	School Nurse:	686-3225
Attendance Office:	686-3227	School Resource Officer:	686-3226
Counseling Office:	686-3247	Fax:	686-3223

District Website: www.lancasterschools.org

Student Name and Homeroom #: _____

LANCASTER MIDDLE SCHOOL

SCHEDULE

Your schedule is determined by the period in which you have lunch:

PERIOD				START TIME	END TIME
HOMEROOM				7:45 AM	7:55 AM
1				7:59 AM	8:39 AM
2				8:43 AM	9:23 AM
3				9:27 AM	10:07 AM
4 LUNCH				10:12 AM	10:43 AM
	4-5	4-5	4-5	10:12 AM	10:52 AM
5-6				10:48 AM	11:28 AM
	6 LUNCH			10:57 AM	11:28 AM
		6-7	6-7	10:57 AM	11:37 AM
7-8	7-8			11:33 AM	12:13 PM
		8 LUNCH		11:42 AM	12:13 PM
			8-9	11:42 AM	12:22 PM
9-10	9-10	9-10		12:18 PM	12:58 PM
			10 LUNCH	12:27 PM	12:58 PM
11				1:02 PM	1:42 PM
12				1:46 PM	2:27 PM
				End of Day	Announcements

Lancaster Middle School utilizes a rotating 6 day cycle. The first day of school will be day 1 the second day is day 2, and so on. The cycle rotates only when school is in session. Therefore, weekends and holidays should not be counted.

Most classes meet every day. However, some classes meet every other day, such as physical education and musical organizations.

If we should lose a day due to emergency closure, the next school day will follow the scheduled cycle of days.

LANCASTER MIDDLE SCHOOL

148 Aurora Street
Lancaster, NY 14086



MISSION STATEMENT

The Lancaster Middle School Community is dedicated to providing a child-centered learning environment that will enable all students to become life-long productive members of society through the development of their physical, social and intellectual abilities, while respecting the rights, talents and individual differences of self and others.

Our vision at LMS is to create an environment where students are motivated and encouraged to achieve their personal best. This can only be accomplished by the dedication and hard work of everyone in our school.

Our belief statement: We, as an LMS community, believe that every student has the right to attend a school which allows for individuality, while providing numerous middle level experiences to enhance the academic and social aspects of learning.

We are extremely proud of the programs that we offer to our students, and we encourage you to make the most of your time with us. In addition to the excellent academic foundation, we offer many activities, clubs, and sports to help students become well-rounded, mature young adults. Our “Commitment to Excellence” is our promise to you and our expectation of every student.

We look forward to this school year with great excitement and hope all of our students will have a rewarding and successful year. **Welcome to Lancaster Middle School!**

ACADEMIC ELIGIBILITY

A standard for Academic Eligibility for all extra curricular activities has been established at Lancaster Middle School. The Academic Eligibility Policy is as follows:

1. A student will be deemed eligible for participation in any extra curricular and/or athletic activity if his/her average for the previous marking period is 72% or higher.
2. Eligibility will be effective until the posting of averages of the subsequent marking period.
3. Summer school will not be used in determining eligibility.
4. Sixth graders are automatically eligible for their first 10 weeks of seventh grade.

ACADEMIC HONESTY (Plagiarism/Cheating)

Purpose:

Students at Lancaster Middle School are expected to take responsibility for their conduct in both their social and academic actions. Academic honesty requires that students turn in work that is their own and shows their best effort. Academic dishonesty would include cheating or plagiarism.

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

Plagiarism may include:

- Lack of in-text documentation
- Not using quotation marks for direct quotes
- Paraphrasing and not giving credit
- Direct copying and submitting as the student's own work

Cheating includes:

- All homework/projects/miscellaneous assignments
- Submitting work obtained or copied from another student or obtained from a teacher without permission
- Allowing another student to copy or obtain work
- Inappropriate electronic communication with another student

Exams, Quizzes or Tests:

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

Possible criminal offenses:

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

Consequences:

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

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

AFTER SCHOOL

During this time, clubs will have their meetings and intramural programs will be conducted. You are encouraged to take part in these activities.

The Student Assistance Program is the time of day set aside for your teachers to provide extra help or to conduct review sessions. All teachers are present after school until at least 2:55 PM every day.

Students are encouraged to call home if they are staying after school. A phone is located in the main office for students to use when making calls home.

Students are not permitted in the hallways without a pass after 2:35 PM. No loitering will be tolerated. If students are waiting for the late bus, they should go to the holding room with a pass from the teacher with which they stayed.

ANNOUNCEMENTS

Students should watch the LMS News daily on channel 14 during homeroom for important announcements. Upon conclusion of the morning announcements, updated information pertinent to the student will scroll on channel 14.

Since there is not enough time during homeroom for all announcements, students should watch for the most recent announcements given daily on the message board in the cafeteria or refer to the Lancaster District Website.

ATTENDANCE

Good attendance at school is important if you are to succeed. You are expected to be here on time. Buses dismiss at approximately 7:35 AM and walkers should plan to arrive at approximately the same time. Homeroom commences at 7:45 AM with the Pledge of Allegiance and announcements beginning at 7:50 AM.

Attendance is taken each morning in homeroom and in every class throughout the day. If you are absent from school, for any reason, please have your parent call the Attendance Office at 686-3227. Within 5 days of returning to school, bring a written excuse indicating the dates and reason for absence to the Attendance Office. If excuses are not brought in, the absences are marked unexcused.

When a student's absence has not been confirmed by a parent's call, the school will attempt to contact a parent or guardian with the use of an automated telephone system.

Students arriving after 7:45 AM are considered to be late and must report at the time of their arrival to the Attendance Office where they will receive a pass to admit them to class or homeroom. Upon their late arrival, they should present a parental note explaining their tardiness. Those students who are late an excessive number of times will be referred to the administration.

New York State has divided all student absences into three categories:

1. Unexcused – Unlawful absences, which occur when the parent is aware of the student's whereabouts and the absence is not one of those approved by the State. Vacation trips and babysitting are examples of unexcused absences.
2. Excused – Examples of excused absences include (but are not limited to) sickness or death in the family, medical appointments, etc.
3. Truant – Absence from class or school without the knowledge of the parent/guardian.

Under the Lancaster Central School District Attendance Policy, it is *unexcused* to remove a child from school for a vacation as long as school is in session. It is understood that the child is responsible for getting and making up all schoolwork after the absence. Students are required to make up work after their return.

EARLY ARRIVALS /EARLY DISMISSALS

Students who report to school before 7:30 AM must report to the cafeteria.

The District will not release students to a non-custodial parent without the custodial parent's consent. It is the parent's responsibility to inform the District if and when the child may be released to individuals other than the custodial parent in a form acceptable to the District.

If you are excused from school early, a written note from the custodial parent/guardian must be presented to the Attendance Office when you arrive in the morning. This note should state the time of dismissal, reason for being excused, and the name of the person picking the student up. It should be signed by the custodial parent/guardian. When leaving the building, you must bring your early dismissal slip to the Attendance Office. No student may be dismissed without a written note from a custodial parent/guardian.

BEHAVIORAL EXPECTATIONS

Middle School students are expected to exhibit proper behavior at all times. Improper behavior includes, but is not limited to, running in the hallway, disruptive classroom/cafeteria conduct, excessive yelling or engagement in outward displays of affection.

BREAKFAST OF CHAMPIONS

A "Breakfast of Champions" will be held in the spring for students who have made the Honor Roll for all 3 quarters of the school year. A formal breakfast will be prepared and served by school administrators, teachers and members of the Lancaster Rotary Club.

BULLYING

The Lancaster Central School District takes a strong stance against bullying. Anti-bullying programs have been created and implemented by the school team and by the district team.

Students can confidentially report bullying or harassment in the following ways:

- Directly to Administrators, Teachers, SRO, Counselors, or Staff
- Complete and submit a bully form to the Main Office or to the Counseling Office
- Complete incident reports in main office

- Visit SRO H.E.L.P. link on the school website

Bullying will not be tolerated in any form. Bullying is harassment and may be addressed not only by administration, but also by the school district SRO under the NYS Penal Law Code.

BUSES

Buses will leave the bus area after the close of school. For those students staying, there will be late buses available Tuesday through Thursday.

All students who ride a late bus must have a bus pass. These passes will be issued daily by an after school supervisor. If a student is not under the direct supervision of a staff member during this after school time period or leaves the building, a bus pass will not be provided.

To maintain maximum safety, we ask that bus riders observe the following:

1. Obey the bus driver at all times.
2. Don't engage in "horseplay" around or when the bus is being operated.
3. Stay in your seat when the bus is in motion.
4. Do not put your head or arm out the window; do not throw anything out the window.
5. Use extreme caution when getting on or off the bus.
6. The bus is valuable school property; courtesy and orderliness are necessary for its safe operation. Help keep the bus clean and in good condition. Damages from vandalism will be charged to the students involved.
7. Riding the bus is a privilege. Students who do not follow the rule may lose bus privileges.
8. Any request to ride a different bus must be made in writing by the parent and taken to the office to be approved prior to the start of the school day.

BREAKFAST PROGRAM

Students will have an opportunity to eat breakfast every day during homeroom. They must stop at homeroom first to check in so that they are marked present. Students can also eat breakfast throughout the morning if they have a cafeteria study hall during periods one through three.

CAFETERIA

Since this is really the only time during the day for you to have some free time to be with your friends, we have tried to keep cafeteria rules at a minimum. This means that we expect you to demonstrate good manners. Our cafeteria monitors are there to help make lunchtime operate smoothly but will also reprimand you if you forget your good manners.

There are important rules in the cafeteria that must be observed:

1. You are expected to be on time. This is a scheduled period therefore you must be punctual.
2. You are expected to take a seat and remain in it throughout the lunch period except when you leave it to obtain your food or to dispose of your tray or waste paper. Monitors will determine the number of students at a table. Unnecessary moving about the cafeteria is not desirable.
3. You may talk with your friends at your table but loud talking or shouting will not be permitted. Show proper cafeteria manners and show respect to all students, teachers and monitors.
4. Each student will be expected to clean up the area around their own place—tabletop, floor underneath the table and chair. This is not the job of the monitors!
5. All food and drink is to be consumed in the cafeteria. Students are not allowed to eat in any other part of the building. If you have any food items outside of the cafeteria, you will be asked to dispose of them immediately. All vending machines will be on during lunches and at 2:30 PM.
6. For safety, **glass containers are not allowed.**
7. Pop and candy is not allowed to be sold during school hours.
8. Any food or drink that contradicts district Health and Wellness policy (ex. Energy drinks) will be confiscated and properly disposed.
9. Identification cards are highly recommended.
10. Students can text, listen to music with ear buds, or surf the internet during lunch, however, they are not allowed to take pictures or to make phone calls.

Allergen Safe Table

An Allergen Safe table is designated in the cafeteria. Please contact the school nurse if you would like your child to be seated at the Allergen Safe table during his/her lunch period. An Allergen Safe table will also be available during any off-campus field trips. Parents should notify the Health Office of any allergy your child may have.

We encourage students to be proactive in the care and management of their food allergies and reactions based on developmental level.

CODE OF CONDUCT

The Lancaster Central School District's Code of Conduct is available on our Website at the following link:

<http://www.lancasterschools.org/codeofconduct> - All students will be held accountable to this code.

COMPUTER/NETWORK/INTERNET POLICY

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

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

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

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

Standards of Acceptable Use

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

all inappropriate usage. Administrative regulations will further define general guidelines of appropriate student conduct and use as well as proscribed behavior.

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

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

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

Examples of Unacceptable Use:

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

- l) Using any LCSD computer of the DCS to pursue that breaking of computer and/or network security, also referred to as “hacking”.
- m) Using digital device (such as cell or camera phones), electronic technology and/or media to facilitate cheating, plagiarism, etc.
- n) Using the Lancaster name or logo, unless given expressed authorized permission by the Superintendent.

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

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

Notification

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

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

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

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

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

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

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

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

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

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

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

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

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

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

The Board of Education expressly prohibits use of any personal electronic device in locker rooms, restrooms, health offices, pool areas, and any other areas where a person would reasonably expect some degree of personal privacy. In these areas, all personal electronic device use is strictly prohibited.

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

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

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

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

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

Prohibition During State Assessments

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

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

Permission

Students will not be permitted to use personal electronic devices in school or at school functions until they have reviewed the AUP and the applicable sections of the District's Code of Conduct. The District reserves the right to restrict student use of District-owned technologies and personal electronic devices on school property or at school-sponsored trips or activities, at the discretion of the administration.

Students must follow the guidelines for use set out in the District's Code of Conduct and the AUP at all times. Consequences for misuse will follow guidelines in the District's Code of Conduct. The District will develop regulations for the implementation of this

policy that shall include, but are not limited to, instructional use, non-instructional use, liability, bullying and cyberbullying, and privacy issues.

COUNSELORS

Lancaster Middle School students are assigned to a school counselor alphabetically by last name.

A – He Mrs. Marla Varrone

Hi - Pay Mr. Ryan Arnold

Pe - Z Mrs. Tracy Rabey

Each school counselor has approximately 340 students in his/her caseload. Counselors are available to provide short-term individual counseling to students who are experiencing academic, personal, or social difficulties. Student may be referred to the counselor by teachers, parents, and peers or through self-referral. The counselor may refer students and families to the Family Support Center for long-term counseling needs.

DANCES/ACTIVITY NIGHTS

A number of dances and activity nights are held throughout the school year by various school organizations.

- **Dress code rules are in effect.**
- The time is from 7:00 – 9:30 PM
- Lancaster Middle School students **only**.
- **School ID** must be presented to buy tickets and for admission to the event.
- Students with suspension that day cannot attend.
- Any student absent from school the day of the event cannot attend but will be given a full refund.
- A parent or guardian must escort any student leaving or arriving 15 minutes or more, from the start or ending time of the event.
- Parents will be called to pick up students who have been removed by a chaperone for misconduct. If the parent cannot be reached, the student may be removed from the event. In either case, no refund will be given.
- No Middle School students shall attend High School dances.

DETENTION POLICY

1. If a student is assigned detention, he/she will always be provided the opportunity to make a phone call to his/her parents to inform them prior to the start of detention.

2. Detention starts at 2:35 PM and if a student does arrive late they may receive additional consequences.
3. In order to postpone detention, a student must personally speak to an administrator prior to the detention. Students are required to come to main office to inquire about changing a scheduled detention. A phone call or written excuse from the parent/guardian may be needed as well.
4. If a student does not attend detention, the student will be issued an additional day of detention. If the student does not show to both of those days, the student will be issued one day of in-school suspension and must serve the detention after school that same day.

DRESS

To ensure a positive educational environment in our schools, we remind you that the district disciplinary code prohibits student attire which endangers the physical health, safety of school community members, limits participation in activities or is unduly disruptive to the educational process. Clothing should be clean, safe, and comfortable. Clothing may express the student's individuality, but should not be offensive or unduly disruptive to the business of the school – education. Examples of inappropriate clothing include but are not limited to: short-shorts, shirts/pants with suggestive, lewd statements or profanity on them, depictions of drug/alcohol paraphernalia, clothing revealing the student's underclothing, pajama bottoms, midriff tops, tank tops, spaghetti strap tops, and/or bathing suits. All outerwear-type jackets, headgear (hats of any kind and bandannas), and book bags are to be removed at the beginning of the day and are not to be worn or carried. Footwear is required at all times. Footwear that is a safety hazard will not be allowed (i.e. Flip Flops).

The penalty for infractions against the dress policy may be but are not limited to:

- opportunity to change clothing in school or by calling home for replacement clothing
- a call home by an administrator
- subsequent offenses may result in disciplinary action

ELECTRONIC DEVICES

Student Use of Electronic Communication Devices (including cell phones): **Students are only permitted to possess and use cell phones during lunch and when permitted by a teacher in the classroom. Classroom use is at the discretion of the teacher and should be used for instructional purposes only. Cell phone use must be appropriate at all times, adhering to the LCSD Code of Conduct and the LMS Student Planner. Students are prohibited from using them in any manner which invades a person's privacy (e.g., all electronic devices and cell phones are strictly prohibited in locker rooms at any time), disrupts the educational environment, or endangers the safety of**

other students, employees, volunteers or visitors. If a student violates this provision, then he/she is subject to discipline under this and/or any other section of this *Code of Conduct* that may be applicable to the circumstances involved.

Other Devices: Between 7:45 AM and 2:27 PM, students should not bring electronic devices to school that are not specifically intended for instructional purposes. This includes, but is not limited to laptops, cameras, MP3 players, laser pointers, or any recording equipment. Use of these devices must be approved by appropriate school personnel. Inappropriate use of cell phones or other electronic devices during the school day will be subject to the following:

- 1st offense: Phone to be confiscated until the end of the day and one (1) night of detention.
- 2nd offense: Phone to be confiscated and kept until a parent picks it up and two (2) nights of detention will be issued.
- 3rd and subsequent offenses: Phone to be confiscated and parent must pick it up and one day in school suspension.

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

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

EMERGENCY DRILLS

We are required by state law to have a number of emergency drills each year. In the event of a fire, the instructions on how to leave the building are posted in each classroom. Your teacher will help direct you during an evacuation of the building. The fire drill signal will be a continuous ringing of the special fire alarm. The following rules are very important and should be obeyed by all students during a fire drill.

1. Everyone must leave the building.
2. You may form a double line as you evacuate the building.
3. **DO NOT TALK OR INVOLVE YOURSELF IN HORSEPLAY AS YOU WALK IN THE HALLS AND/OR LEAVE THE BUILDING DURING AN EMERGENCY DRILL.**
4. Walk briskly, but do not run.
5. Wait with your teacher at your designated spot until the all-clear signal is given before returning to the building.

EXTRACURRICULAR ACTIVITIES

We have a number of student activities that provide opportunities for you to get involved in your school. After-school activities begin at 2:40 PM. Students are to report to their assigned team area until their activity begins or wait for bus transportation in the designated area. Students who leave school property are not permitted to return for after-school activities or to ride the late bus home.

EXTRA HELP

If there is an occasion in which you feel you need some extra help, you need only to ask your teacher. **Remember, it is up to you to let your teacher know that you would like some help and set an appointment for after school.** Some teachers have a particular day of the week on which they schedule such extra help sessions. When you stay for this purpose, you may go home on the late bus.

FIELD TRIPS

Field trips provide an opportunity to have a learning experience outside of the regular school setting. We feel that field trips are an important part of the program and students both learn from and enjoy them.

Students attending a field trip should be aware that the rules of conduct that are in operation in school apply equally to field trips. Failure on the part of any student to act in a reasonable manner will result in the same penalties being applied as if the student were in school, with the additional result of the loss of field trip privileges for the remainder of the year.

FINAL EXAMS

An illness requiring a doctor's excuse, a death in the family, or other such emergency situations, to be determined by the principal, are the only excuses accepted for missing a local final examination.

Students should take the Regents examination the next time that it is scheduled.

GRADES AND REPORT CARDS

Report cards are posted every ten weeks and placed on the Parent Portal for parents and students to view. Parents can also view their child's assignments, grades, and attendance.

Each quarter, students at both grade levels are acknowledged for academic achievement. Students with an overall average of 95-100 receive recognition of "Highest Distinction." Those with averages between 90 and 94.9 are on the "Honor Roll" while students with averages between 85-89.9 are on the "Merit Roll." Your final average in a subject is

computed by averaging the 10, 20, 30 and 40-week period grades and final assessment. Depending on course length, some classes are weighted differently in the final and quarterly average. For example, Physical Education meets every other day and is given a weight of 50%. (Language Arts meets every day and is weighted at 100%.)

TEACHER WEBPAGES

The site can be accessed (<http://www.lancasterschools.org>). Click on schools, then navigate to Lancaster Middle School, then Classrooms to access specific Teacher pages.

The Teacher Webpages are designed to provide information about the instructional program, including class projects and/or homework. While every effort will be made by our staff to provide frequent updates to their webpages, students should pay attention in class as assignments do change as a result of unforeseen circumstances. Students are responsible for all work whether or not listed on the site.

INTRAMURALS

We have intramurals for all students throughout the year. You are encouraged to sign up to participate when the announcements are made for these popular activities. The eligibility policy applies to all intramural and extra-curricular activities.

LAVATORIES

You should make an effort to use the lavatory between classes; however, in an emergency your classroom or study hall teacher may issue you a corridor pass in your student planner. There are bathroom facilities in the nurse's office to handle individual needs.

LEAVING THE BUILDING

Students are not allowed to leave the building during the day without permission of the administration or Nurse's Office.

All students are expected to leave the building within several minutes of the close of school unless they have a specific reason for staying such as sports, extra help, club meetings, intramurals or detention.

All students **NOT** involved in a supervised activity are expected to leave the building and school grounds.

LIBRARY/COMPUTER LABS

The Library/Computer Labs are designed to provide resources for research. The Library/Computer Labs may be used for conducting research/assignments, educational use of the computers, pleasure reading (including use of e-readers such as Nooks, Kindles, etc),

and individual silent studies. Students are welcome to use e-books, playaways, and receive assistance with any web 2.0 tools.

In order to use the Library/Computer Labs during study hall or lunch, a student must come directly from their study hall with a pass from his or her study hall teacher prepared with work to do. Research passes may be required. The subject teacher for whom you have an assignment must issue the research pass. Upon entering, all students must sign in on the attendance sheet. Students are expected to work quietly and remain in the Library for the entire class period. Failure to follow Library rules and staff requests may result in loss of Library privileges and disciplinary action. Printing and copy machines are for school work only.

If you wish to use the Library/Computer Labs after school, you must come directly to the library after retrieving your items from your locker. If you are coming from a club or a teacher, you must have a pass from that teacher. Only students who need to use the Library/computer labs for school-related purposes are permitted in the media center after school.

The staff is here to assist students, faculty and staff in locating and using the many varied resources and services efficiently.

Media Center Software, Usernames and Passwords:

NAME	USER NAME	PASSWORD
EBSCO remote access (home)	lancsd <i>lancsd</i>	ams <i>ams</i>
The Eighties in America remote access (home)		lmsmedia <i>lmsmedia</i>
FACTS.com remote access (home)	lancfacts <i>lancfacts</i>	facts <i>facts</i>
GREAT ATHLETES remote access (home)		lmsmedia <i>lmsmedia</i>
GROLIER ONLINE No remote access	nystate1264	novelhome
NOVEL remote access (home)		<i>empirelink</i>
Salem Health remote access (home)		lmsmedia <i>lmsmedia</i>
Salem History remote access (home)		lmsmedia <i>lmsmedia</i>
Soundzabound remote access (home)	lancasterms <i>lancasterms</i>	lancasterms <i>lancasterms</i>
Worldbook remote access (home)	<i>lancworldbk</i>	<i>lancscsd</i>

LOCKERS

Our school is equipped with corridor lockers that have been provided for the safe storage of your books and articles of clothing. Each of you will be provided with one locker. We hope that you will be careful of your own belongings and considerate of those things belonging to others. You are responsible for your locker and the contents of your locker at all times. It is your responsibility to make certain that your locker is properly locked each time you leave it. **You should not give your combination to other students.** If you ignore these directions, your locker will offer you little security for your belongings.

When you received your schedule, you were given your corridor locker assignment. You may not change your locker for any reason. It should be kept neat and clean. Do not apply stickers or gummed labels to either the inside or the outside of your locker.

It is required that you plan your activity so that you need to go to your locker as infrequently as possible. If you plan ahead, you will need to stop at your locker only when you arrive at school in the morning, again at lunch time and finally at dismissal time. You are not to put your own padlock on your corridor locker. Only locks purchased within Lancaster Central schools may be used on your locker. All other locks will be removed. Students needing to get to their lockers after school hours must get permission from the office beforehand.

NATIONAL JUNIOR HONOR SOCIETY

Students invited to apply to this prestigious organization must meet the criteria based on scholarship, citizenship, service, leadership and character. Students must have earned a 95% for continuous quarters and must maintain these high grades. In addition to the five attributes of NJHS, students must write a written response on a given topic. Teachers and staff will rate the students in the areas of leadership, character, and citizenship. Monthly meetings are held after school and NJHS members are expected to be involved in our service opportunities. Required completion of service hours is expected. If these criteria are not upheld, the student may be dismissed from NJHS.

PEER MEDIATION

Peer Mediation is a program designed to help students settle non-bullying conflicts in a non-violent way with the help of student mediators. The use of the Peer Mediation program can be accomplished by filling out a Peer Mediation Request Form. These forms can be obtained from a counselor, the Principal, or from the Peer Mediation advisor. Once the form is filled out, you can return it to the counseling office or to the Peer Mediation Advisor. Each request will be taken seriously and kept confidential.

PHYSICAL EDUCATION POLICIES

Physical Education is a full year course that meets every other day. In order to participate in P.E. class students must be properly attired.

- **SHORTS** – **NO** zippers and **NO** cut off jeans.
- **SHIRTS** – tee and/or sweat shirts and no tank tops. Shirts must have sleeves
- **SNEAKERS/SOCKS** – athletic sneakers only.
- P.E. attire **MUST BE DIFFERENT** from school clothes worn that day.
- **ALL JEWELRY MUST BE REMOVED** for the student’s safety. This includes facial jewelry and piercings.
- **NO AEROSAL SPRAYS are allowed (including perfumes and colognes)**

All valuables are to be stored in your hall locker. We are **NOT** responsible for lost or stolen items. Personal items should be put in the lockers; nothing should be left on the locker room floor. **You should use a lock on the locker for the PE period only.** Locks left after the class period will be removed.

Backpacks and jackets are not allowed in the locker rooms.

Purses and books are not allowed in P.E. instruction areas.

NO FOOD, GUM or BEVERAGES are allowed in the gym, locker rooms or the fitness room (water only).

Protective eye guards are available in the P.E. Office.

The grade for P.E. is numeric and will be part of the student’s overall grade point average.

PROHIBITED SUBSTANCES/TOBACCO

Federal law and Board Policy prohibit any type of substance use/abuse, including the use of tobacco, in any form (including “look-a-likes,” i.e. e-cigarettes) on school property or at school functions.

The use of alcoholic beverages of any kind, as determined by law, is prohibited at all times on school property and at school functions. This includes all school-sponsored functions both on District property and away. Students are prohibited from possessing, consuming, selling, attempting to sell, distributing or exchanging alcoholic beverages or illegal substances or being under the influence of either. Energy drinks are prohibited as well.

PROMOTION POLICY

At Lancaster Middle School, it is expected that all students will successfully meet their requirements for all their courses.

However, in the event of a course failure (course final average below 65%) in Language Arts, Math, Social Studies and/or Science, the following procedures will apply:

1. In the event of **one** course failure in the above-mentioned subjects, a student will be promoted to the next grade with a strong recommendation to successfully complete the summer school remedial course in that subject.
2. In the event of **two** or more failures in the above-mentioned subjects, a student has two options:

3. A student can attend summer school in the subject(s) determined by the LMS administration. If a student successfully completes the summer remedial program in those subjects, he/she will be promoted to the next grade level.
4. If the parent/guardian elects not to have their child attend the summer school program or a student is not successful, that child may be retained.

PUNCTUALITY TO CLASS/CORRIDORS

You are expected to be on time for your classes. A four-minute passing time has been found to be sufficient. If a teacher detains you, ask for a pass to your next class. Students in the corridor without a written pass will be escorted back to the location they came from.

SCHOOL FINES

If you lose or damage a textbook or a library book during the school year, you will be held accountable for the cost to replace that book and a fine will be charged. A letter will be mailed home to report that a book has been lost or damaged, along with an expectation that the student will need to pay for the lost or damaged book. Letters will also be mailed home if there are outstanding debts for other items, including damage to school property. The fines will be collected in the main office.

SCHOOL STORE

The school store is located in the cafeteria for your convenience. Pens, pencils, folders, notebooks, calculators and other supplies are available for purchase at a low cost. The school store is open during lunchtime. School store workers will be selected from students who have applied, are in good academic standing, and receive recommendations from their teachers.

SEARCH/SEIZURE BY SCHOOL PERSONNEL

School officials are empowered to conduct reasonable searches of students and school property when there are reasonable grounds to believe that students may be in possession of drugs, weapons, alcohol, tobacco products or other materials (“contraband”) in violation of District School Policy or State or Local Law. Students who bring contraband onto school grounds may be searched in order to secure the school environment. School property shall remain under the control of school officials and shall be subject to search at any time without notice. Police involvement may be warranted if illegal items are brought to school.

STUDENT COUNCIL

The student government at Lancaster Middle School has a mission to encourage student participation in school activities and service projects in order to create a positive school

environment. Members of the Student Council have certain responsibilities expected of them in order to organize an effective school government. If these responsibilities are not fulfilled, members may be removed from Student Council.

Student Council members are representatives of Lancaster Middle School and are expected to be respectable role models at the middle school level. If a Student Council member shows disrespect to any faculty or staff member or acts in a manner that is unacceptable as a school representative, he/she will be removed. According to the Student Council Constitution, officers must also maintain at least an 80% overall average while in office. If this does not happen, he/she may be placed on academic probation.

STUDY HALLS

Some students will have a study hall as part of your schedule. It is important that you understand the following regulations concerning study halls:

1. You are expected to come to study halls prepared with something worthwhile to do including homework and/or appropriate reading materials on a daily basis.
2. For the benefit of all students, study halls are quiet times.
3. You may be allowed to use the Library or computer lab during study halls if you have signed up before homeroom. You cannot sign-up for the Library during lunch or any scheduled classes.
4. Before leaving study hall to go to a teacher for help, the agenda planner must be presented to the Study Hall supervisor.

STUDY HABITS

School is really a full-time job. You must schedule a specific time and place for your work and do it regularly if you are to gain the most benefit from your school attendance.

The following thoughts might be helpful:

1. Have a definite time and place for your studying.
2. Find a comfortable, well-ventilated place with suitable light.
3. Avoid the presence of electronic devices or any other possible distractions.
4. Have only those items at hand that are necessary to your work.
5. Get enough sleep, exercise and recreation, but keep everything in "balance."
6. Study when you are fresh - not when everything else has made you tired.

7. Review a little each day as well as doing your current work. Don't try to learn everything at once - frequent shorter periods of study will help you retain the information better.
8. It is difficult to suggest a definite time allotment for your studying and your homework. The amount assigned each night differs from one time to another and from one class to another. Make a study plan so that you may allow enough time for all of your work. Make certain that you keep up with all of your work every day. Please, do not put off until tomorrow what you should do today.

SUSPENSION PROCEDURES

Students will be placed in the in-school suspension room within the school for class suspensions and/or full day suspensions for disciplinary reasons on the day of the incident. If there are subsequent days, students may complete the remaining days of their suspension at the Central Avenue alternative site.

Suspended students will adhere to the following rules:

1. When a student is suspended from school, the parent/guardian is notified of the circumstances. A follow-up letter indicating the reasons and duration of the suspension is mailed home.
2. When assigned to suspension, bring all of your books, folders, etc., since you will not be able to go to your locker.
3. If you miss any part of your suspension, you will make up the time missed.
4. You are expected to do school-related work.
5. You are to remain quiet and seated.
6. There are no pass privileges. Bathroom use is limited.
7. All students eat lunch together in the suspension room.
8. Throughout the duration of your suspension, you cannot practice or participate in extracurricular activities, interscholastic sports, and you may not attend any district or after school activities.
9. Suspension during the day may also include detention.
10. During the time that you are suspended, you cannot practice, participate in interscholastic sports, and you may not attend any district or after school activities.

TELEPHONE USE

When an emergency arises, students are permitted to use the phone in the main office. Telephone calls are to be short and are not to be made during class time unless you have a pass. Phone calls from personal cell phones are not allowed from 7:35-2:30.

TEXTBOOKS

The school provides textbooks for your use. These books are expensive and must be used for several years. When you use them, remember that someone will use them after, so be

Careful not to break the bindings, tear pages, or deface the books in any way. You should cover all your books. You can expect your teachers to be checking your textbooks at different times throughout the year. You will be held responsible for willful or unreasonable damage to books that are issued to you, and it will be necessary for you to pay for the repair or replacement of any book that is damaged. The charge for lost textbooks or textbooks damaged beyond repair will be a calculated cost of the book.

THEFT

Students found taking things that do not belong to them will be suspended immediately and a parent conference scheduled. An administrator will determine if police involvement may be warranted.

WEAPONS

Any student who threatens or displays behavior that might endanger the health, safety and welfare of self, other students, teachers, and/or staff, will be suspended immediately and may include a recommendation for a Superintendent's hearing to determine the student's future status. This behavior includes but is not limited to setting false fire alarms; making bomb threats; starting fires; possessing fireworks, weapon(s) or pepper spray; throwing objects; fighting; vandalism; extortion and any other activity that would endanger anyone on school property or at a school function.

VANDALISM

Respect for public property is required of all good citizens. You and your parents will be required to pay for the replacement of the destroyed property. If vandalism occurs, police involvement may be warranted.

VISITORS

All visitors to LMS must be admitted into the Main Office through our secured door. Those with a valid reason for visiting the school will be issued an identification badge that must be worn, and visible, and all times. In order to receive the ID badge, some form of government-issued photo identification must be left at the Main Office. This will be returned upon return of our badge.

There is a state law that governs loitering in school or on school property. Only individuals with an appropriate reason, or with the permission of a school administrator, are allowed to be on school grounds.