

2021-2022
STUDENT HANDBOOK
GRADES 9-12

**LETCHWORTH IS OUR ALMA MATER
THY NAME WE WILL PRAISE
ALL THY LOYAL SONS AND DAUGHTERS
LOUD THEIR SONGS SHALL RAISE**



**HAIL ONCE MORE OUR ALMA MATER
AS THE YEARS PASS BY
WHILE THE RED AND WHITE KEEP FIGHTING
FOR OLD LETCHWORTH HIGH**

**LETCHWORTH CENTRAL
SR. HIGH SCHOOL**

www.letchworth.k12.ny.us



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1-585-493-2571

2021- 2022 POINTS OF EMPHASIS

CELL PHONES: Cell phones, pagers and personal audio equipment are not to be used in the instructional setting (Classrooms/Library/Study Hall) unless expressly requested by a teacher for educational purposes. If necessary to be brought to school, these items should not be used nor visible except during non-instructional periods during the day (Hallways/Cafeteria) upon entering the building until 3:20 PM. Use of cell phones is strictly prohibited in the bathrooms, locker rooms, and auditorium at all times. This equipment is prohibited while serving after school detention. **The school district is not responsible for lost or stolen items.**

PERSONAL AUDIO EQUIPMENT: Items which are disruptive to the educational process such as: any personal audio equipment, walkman, headsets, iPods, MP3's, hand held video games, cell phones, etc. should not be in use or if applicable worn in an instructional setting (Classrooms/Library/Study Hall) unless expressly requested by a teacher for educational purposes. Personal audio equipment with headphones may be used on the bus and in the hallways but **for safety reasons earbuds worn in the hallways must be worn with one earbud in and one earbud out.**

OPEN BEVERAGE CONTAINERS: Open, non-resealable containers or any glass containers are not permissible during the instructional day. Resealable plastic containers are acceptable in the classrooms with teacher permission only. The juice machine in the vending area is available for student use after 3:20 p.m. Under no circumstances are students to use the beverage machines in the teachers' lounge. **Energy drinks are prohibited throughout the school day.**

STUDENT DRESS CODE

We take pride in the appearance of our students. Your dress reflects respect for yourself and your school. School clothing should be appropriate as to time, place and weather.

- Half shirts, see-through or revealing tops should not be worn in school and undergarments should not be visible.
- Hats may be worn throughout the school day. It is up to a teacher's discretion on the wearing of hats in their individual classroom. Hoods may not be worn in the school building from the start of the school day (first bell) to 3:20 pm.
- Shorts, skorts and skirts should be a minimum of fingertip length when the arms are down at the side. Spandex shorts are not permitted.
- Undergarment should not be visible at any time.

DANCES

School dances are open only to Letchworth students (Eligibility Policy applies) and their guests. Students wishing to bring a guest must complete a guest authorization release form and return it to the building principal at least 2 days prior to the dance. A guest must be presently enrolled in a high school or the guest can be an LCS graduate under 21 years old. All regular school rules are in effect at dances. Once a student leaves the dance he/she will not be readmitted.

DIPLOMA / CREDENTIAL REQUIREMENTS: To keep pace with the changing diploma/credential requirements, a link has been provided to the NYS Department of Education website that reflects the current requirements for all students. [NYS Diploma Requirements](#)

PERSONAL PROPERTY: For safety and for student property protection bookbags, bags or any personal belongings may not be left unattended in the hallways. If found by staff, items will be picked up and brought to the main office. It is recommended for these items to be locked in each student assigned school locker, however, it will be teacher discretion to allow a student to have their bookbag, bag, or any personal belongings in a classroom. **The school district is not responsible for lost or stolen items.**

MISSION STATEMENT

THE MISSION OF LETCHWORTH CENTRAL SCHOOL IS TO PREPARE EACH STUDENT FOR THE CHALLENGES OF HIS OR HER OWN DISTINCT FUTURE IN A DEMOCRATIC, PLURALISTIC SOCIETY. EACH PUPIL WILL ACQUIRE THE LIFE SKILLS, MORAL VALUES AND INFORMATION PROCESSING CAPABILITIES TO BECOME SUCCESSFUL, FULFILLED ADULTS. THE SCHOOL COMMUNITY WILL DEVELOP AND MAINTAIN HIGH STAFF AND STUDENT MORALE AND ENCOURAGE THE LOVE FOR LEARNING AS A LIFELONG PROCESS. THIS IS BEST ACHIEVED BY BRINGING THE WORLD TO OUR STUDENTS THROUGH THE COOPERATIVE EFFORT AND COMMON GOALS OF STAFF, STUDENTS AND COMMUNITY.

PHILOSOPHY STATEMENT

IN ORDER TO ACHIEVE OUR MISSION, A FAIR AND CONSISTENT DISCIPLINE CODE IS A NECESSITY. WE MUST PROTECT THE RIGHTS OF ALL OUR CHILDREN TO OBTAIN A QUALITY EDUCATION. NO CHILD HAS THE RIGHT TO JEOPARDIZE OR INTERRUPT THE LEARNING PROCESS OF ANOTHER STUDENT.

A MESSAGE FROM THE PRINCIPAL

August 2021

Dear Students and Parents,

Welcome! Once again the excitement of beginning a new school year is upon us. Isn't it great how all the possibilities that lie before us inspire us? Our staff looks forward to working with you as we endeavor to make the 2021-2022 school year a successful, rewarding one for all of our students.

We especially want you, our students, to know that we fully expect that you will continue to grow in learning, in your ability and willingness to assume responsibility, in becoming true friends with your classmates. Your teachers, staff and administrators are here to help you. Obviously, we look to your parents/guardians for their support in our efforts. Together we can achieve our goals!

Please take a moment to read through this handbook to become familiar with school procedures and other pertinent information. Also, please note that this handbook is available on our school website for your reference.

Please contact me if you have any questions or concerns. I look forward to working with all of you!

Sincerely,

Paul Rogers

High School Principal

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HIGH SCHOOL STAFF

PERSONNEL	SUBJECT/GRADE(S)	ROOM #
Marcia Austen	Spec. Ed.	122
Taylor Robb	Home Ec.	111
Joshua Bailey	P.E./Health	110
Carrie Bartholomew	Spanish	226
Jon Becker	Soc. St.	141
Suzanne Blackburn	Science	150
Kara Bonn	English	231
Chad DeRock	Soc. St.	214
David Dunbar	Spec. Ed.	108
Addie Edwards	Phys. Ed.	Gym
Mary Ernest	Soc. St.	208
Erin Fontaine	Spanish	221
Adam Giardino	Technology	406
Marcy Holderer	Spec. Ed	210
Michael Grasso	Soc. St.	228
Brian Harvey	Math	207
Forrest Hess	Technology	144
Adam Higgins	Phys. Ed.	Gym
Jeff Hopkins	Math	224
Lauren Hurlburt	French	222
Isabella DiGuardi	Art	307
Chris Kirwan	Math	139
John Mertsock	English	232
Laura Metzler	Soc. St.	137
Marsha Mistretta	Science	138
Matthew Newsome	Psychologist	107
Jamie Osborne	Biology	215
Chelsea Owens	English	209
Donald Ptak	Media Specialist	121
Megan Putnam	Science	218
Meggan Quartz	Math	151
Jeffrey Radzysinski	Science	225
Barbara Raymond	Music	311
Sarah Roberts	French/Spanish	223
Tammy Romesser	Home Ec.	135

HIGH SCHOOL STAFF (cont.)		
PERSONNEL	SUBJECT/GRADE(S)	ROOM #
Tom Rycroft	Science	227
Ellen Skora	English	203
Andrew Speed	Alt. Ed. Coord.	230
Sarah Staskiewicz	Reading	304
Heidi Stroud	School Psychologist	107
Kayla Vossler-Lewis	School Counselor	116
Daniel Wartinger	Music	315
Kelly Wilcox	Science/Ag.	142
Pamela Wilkie	Psychologist	5
Chad Wittenrich	Phys. Ed.	Gym
Theresa Wood	Math	211

ACADEMIC:

ACADEMIC INTERVENTION SERVICES

As a result of the Higher Standards initiative, the New York State Education Department has mandated school districts to provide Academic Intervention Services in order for all students to meet and exceed higher academic expectations. Therefore, the following intervention services will be in place for the school year.

- A. Extensive Writing Labs: Thirty-nine minutes duration
Curriculum developed by grades 9-12 staff
Students scheduled via state test results and teacher recommendation.
- B. Extensive Mathematics Labs: Thirty-nine minutes duration
Curriculum developed by grades 9-12 staff
Students scheduled via state test results and teacher recommendation
- C. Academic Intervention Service in the Learning Center
Professional staff members (teacher and teacher assistants) will be scheduled as tutors in the Learning Center.
Students scheduled via state test results and teacher recommendation.

*Students may exit the program by demonstrating an achievement level of 80% or above on report cards or State Examinations.

CALCULATION OF GRADES

In calculating final averages for all courses, four-fifths of the final average will be derived from quarter grades, and one-fifth of the final average derived from the local final exam. Regents exams will not impact credit for the course but contributes to the state graduation

requirement. Local credit will not be granted unless the average is passing. In calculating a final grade for a repeated subject, the highest grade from each quarter will be averaged with the highest final exam score. If the course does not have a local final exam, the final average will be derived from the four quarter grades.

Unweighted grades will not exceed 100.

CLASSIFICATION OF HIGH SCHOOL PUPILS

Freshman	Completion of 8th grade
Sophomore	Completion of a total of 4 units
Junior	Completion of a total of 9 units
Senior	Completion of a minimum of 13 1/2 units and/or whose program includes the necessary units and courses for graduation, and who has passed appropriate Regents and or RCT examinations.

DIPLOMA / CREDENTIAL REQUIREMENTS

New York State offers several different diploma/credential types currently for general education students and students with disabilities with an Individualized Education Program (IEP) or a Section 504 Accommodation Plan.

The chart provided on [NYS Diploma Requirements](#) is intended to show an overview of the requirements and identify the student population that have access to each type of diploma and non-diploma exiting credential.

Additional information can be obtained by contacting the Letchworth Guidance Department at 493-3530.

DOUBLING OF COURSES

- **Acceleration**

In order to maintain the academic integrity of Letchworth Central School, the administration and staff are not in favor of doubling courses for the purpose of acceleration except under extraordinary and unusual circumstances.

Any student permitted to double in an accelerated situation will come under the following stipulations:

1. The administration is committed to allowing “doubling” in one academic area only (in most cases). Students will not be permitted to “double” in both social studies and English. (Senior students with a chance to graduate may request an exception to this procedure by contacting the building principal.) A student must pass both the 1st and 2nd quarters of each course to continue in the “double” set-up. Students may be dropped to the lower level course if they do not pass the 1st and 2nd quarters of both courses. If the student maintains a passing average in the course (after 20 weeks) they will remain in the “double” set up.

2. In the event of a student who has met all the academic criteria to date and wishes to challenge courses for early graduation, the district will provide a comprehensive project

option that, if passed with mastery, would allow the student to take the Regents exam a year early. This option is only valid for English 11 and U.S. History & Government. In order to receive credit for the courses being challenged, the student must earn an 85% or better on both the comprehensive project and the corresponding Regents exam.

3. Early graduates shall be eligible for class rank without displacing the current class members standing. (For example, there may be two valedictorians, two salutatorians or two of any other class rankings).

- **Repeat Basis**

1. Students are strongly urged and expected to attend summer school when failing a class at Letchworth C.S.
2. The administration is committed to allowing “doubling” in one academic area only (in most cases). Students will not be permitted to “double” in both social studies and English. (Senior students with a chance to graduate may request an exception to this procedure by contacting the building principal.)
3. Students repeating a subject may try a final examination in that subject after one semester of work if they have previously passed two or more quarters of the course. In order to maintain academic integrity, an attempt will be made to schedule the student into the appropriate semester (based on semester failed).
4. A student must obtain a passing average in the 1st and 2nd quarters of each course to continue in the “double” set-up. If the student maintains a passing average in the course (after 20 weeks) they will remain in the “double” set up.
5. If a student has a failing average in the repeated subject, the higher level course must be dropped immediately.
6. If a student has a failing average in the higher level course, that course must be dropped immediately.
7. In calculating a final grade for a repeated subject, the highest grade from each quarter will be averaged with the highest final exam score.

DRIVER EDUCATION

Driver Education is offered as a BOCES program during the school year and as a summer school course.

When a course is oversubscribed, the following procedure will be utilized to select students:

- Students who sign up for a driver education will be selected by class (seniors followed by juniors) and date of birth within the class.

DROPPING A COURSE

The schedules have been set up to accommodate class size and block period restrictions in order to meet the guidelines to maintain for “In Person” learning. At this time, no schedule changes will be processed unless there is a program change or a senior needs additional credit to graduate. Changes will be made at the discretion of the Principal.

Established policy at Letchworth Central School dictates that students may not drop a course (or change to a lower level). To maintain the integrity of our academic programs, students must attend and complete the course(s) for which they were originally scheduled and/or to which they have been assigned.

Students and parent(s)/guardian(s) are advised that they should carefully consider these issues at course selection time and that selection of courses at the time represents a firm commitment to scheduling decisions.

Counselors are independently authorized only to make changes involving errors, voids or additions to a student's schedule. Other questions regarding this policy should be addressed in the following manner:

1. The student informs his/her parent(s)/guardian(s) that they may call the student's counselor.
2. The counselor sets up an appointment with parent(s)/guardian(s), student, counselor and teacher to review the request. Prior to the conference, the counselor is expected to reinforce Letchworth Central School's policy regarding high expectations for all students with all those concerned.
3. If it is apparent that a change is called for, the counselor is to review the matter with the High School Principal. If the change is approved, the counselor will notify the parent(s)/guardian(s) and student. If no change is recommended, the counselor will notify the parent(s)/guardian(s) and inform them that they may call the High School Principal to schedule a conference with the counselor, teacher, administrator and student if they wish to pursue the matter.

FINAL EXAMINATIONS

All students completing course requirements are expected to be in attendance during final exams. In the event of a medical emergency (i.e. hospitalization, severe sickness, etc.) a doctor's verification of sickness will be required in order for the final exam to be administered at a later date. Students who have been denied credit under the LCS Attendance Policy are still allowed to sit for Regents examinations but will not receive credit for the course. Regents exams are only administered on the date set by New York State (there are no make-up dates).

GRADE WEIGHTING

Grade weighting for college level/AP courses taught by Letchworth Central School staff will be as follows:

- Semester courses carrying 3 or 4 credits will be weighted at 1.08.
- Full year courses carrying 3 or 4 credits will be weighted at 1.04.

College level courses taught by other than Letchworth Central School staff (BOCES Academies, online courses, etc.) will not be weighted.

- Regents level courses in chemistry, physics, and algebra/trigonometry, when taken as a third or fourth credit in the content area will be weighted at 1.06.

Grade weighting will be reflected in the student's high school transcript.

HOME TUTORING

1. A student becomes eligible for home tutoring on the date the school principal receives notification from a medical doctor of the need for home tutoring. The notification must be completed on a doctor's letterhead or medical/prescription pad. The notification should include a beginning and ending date of service and must be updated on a monthly basis.
2. It is the responsibility of the principal, in cooperation with the teachers of the pupil, to determine what level of home tutoring is required for the student. The school recognizes that some pupils will need more than the state mandated minimum of 2 hours of tutoring per day.
3. Every effort should be made to hire tutors that are certified in the subject area to be taught.
4. It is the responsibility of the tutor to insure that all tasks assigned by the regular teacher are completed. A zero will be awarded for all incomplete tutor supervised assignments.
5. All tasks required that cannot be completed at home (science lab, fine arts projects, physical education activities, etc) must be completed upon return to school within a time period determined to be appropriate by the regular teachers.
6. All exams must be taken in the presence of the regular teacher in order to demonstrate content proficiency. The student may come to school for those examinations while being home tutored or take all of the tests on return to school. The school principal may make exceptions to the above (in extraordinary circumstances).
7. A final exam will be given at the end of the course. The difficulty level of the final will be equivalent to that of the most recent final administered in the course.
8. It is the responsibility of the regular teacher to assign grades for the tutoring period and to determine whether the student will be awarded credit for the course.
*Students being tutored are not eligible to participate in extracurricular activities (athletics, clubs, dances, trips, etc.).

HONOR ROLL

Credit bearing courses will be averaged to determine honor roll status as follows:

Honor	84.5 - 89.499
High Honor	89.5 - 94.499
Highest Honor	94.5 - 100

Names of honor roll students will be displayed every ten weeks on the bulletin board near the high school office.

MEDIA CENTER

Students may come to the Media Center with a pass from study hall for the entire period. All students are expected to bring enough work or study materials to last at least three quarters of the period. Students may come and do research, homework, check out materials or just relax and read. Those students failing two or more classes may be asked for a pre-signed pass from a classroom teacher to work on a specific assignment from that teacher. The number of students that can come from any study hall may be limited if there are multiple study halls or a class is using the Media Center during any given period.

Media Center Website

The Media Center's web page is designed to provide easy access to the school's eBooks, audio eBooks, databases, Page Turner information, titles recommended by the American Library Association, citation assistance and other resources. Our website is a great way to see what is new in the Media Center. Go to... <http://www.letchworth.k12.ny.us/> , mouse over the "Departments" tab and then click on "Media Centers" link.

Interlibrary Loan

The Media Center can request materials from other local school libraries for student use. Allow a few weeks when requesting materials through interlibrary loan. Please visit the library to arrange an Interlibrary Loan transaction. All students are financially responsible for any Interlibrary Loan books checked out under their name that are not returned.

Checking Out Books

5th and 6th grade students may check out 4 print books for a period of 2 weeks
7th – 12th grade students have no limit to how many books they may check out for a period of 2 weeks, and 5th-12th grade students may check out 4 eBooks for a loan period of 2 weeks

Books may be renewed up to 2 additional times if more time is needed. Please return your books on time as there are others waiting for them. Students with books that are more than a month overdue may at the discretion of the library staff may be limited to one book for a specific class assignment or may have their library books held until they return the late books or pay for replacement of the material. All students are financially responsible for any unreturned library books checked out under their name.

NATIONAL HONOR SOCIETY SELECTION PROCEDURES

_____ Membership is based upon scholarship, character, service, leadership, and citizenship. All students (10-12) with a cumulative average of 90% or better, who are enrolled in a New York State Regents curriculum or the equivalent standard of excellence may be considered for membership by the Faculty Council. The Faculty Council reserves the right to award honorary membership to students. The Letchworth Senior National Honor Society does not discriminate in its selection of members on the basis of race, color, national origin, sex, disability, or age. Induction of new members will take place in the spring of each school year.

1. At the 20 week mark of a school year, membership in National Honor Society shall be open to members of the sophomore and junior classes who have earned a cumulative weighted grade point average of 90.0 or better. Members of NHS must also excel in the areas of leadership, character, and service.

2. At the 20 week mark, a list of all sophomores and juniors maintaining at least a 90.0 weighted cumulative grade point average will be compiled. These students will be notified that they are eligible for consideration for membership in National Honor Society by letter.
3. In order to receive further consideration, a student must complete and return a letter of intent signed by student and parent, a student activities form, and 2 letters of recommendation in the areas of service and leadership to the NHS faculty advisor by the deadline set by the adviser. These letters of recommendation may not be completed by a member of the candidate's family.
4. The faculty will be asked to rate students in regard to leadership and character. This rating will be returned to the adviser and shared with the Faculty Council when they make their selection of candidates.
5. Candidates receiving a majority vote of the Faculty Council shall be notified with a letter, invited to a welcome meeting, and inducted into the chapter.
6. Candidates who do not receive a majority vote shall be notified by letter.

*The principal will select the Faculty Council annually. This five-member council will be comprised of representatives from different academic areas. The principal will strive to appoint council members who teach a range of student groups, who are full-time teachers and who have been in the system for at least three years. Membership of the Faculty Council is confidential. It is the charge of the Faculty Council to speak for the faculty as a unified body and not simple to reflect personal bias about candidates. Teacher input is provided to the Faculty Council to acquaint them with the students' strengths and weaknesses.

PHYSICAL EDUCATION

1. Students must wear appropriate physical education attire and footwear.
3. Medical Excuses:
By law, a student may be excused from physical education for no more than one day by a parental excuse. The school nurse may extend the parent's one day excuse if she feels it is appropriate.
If a student is to be excused from physical education for more than one day, a written excuse (with release date) is required from a physician.
4. Students with medical excuses are not exempted from physical education class. These students will be given alternative study related to physical education.
5. Adaptive Physical Education: The physical education instructor will assign the student's activities based upon the physician's recommendation.
6. Physical education grades will be calculated into the student's overall grade point average (GPA).

RANK IN CLASS

The Senior Class "Top Ten" ranking (including the Valedictorian and Salutatorian) shall be determined by ranking all members of the class eligible for a Local, Regents or Advanced Regents Diploma. Early graduates shall be eligible for class rank in the same manner as described above and may share in the graduating class rank without displacing the current class members' standings. (For example, there may be two Valedictorians, two Salutatorians or two of any other class rankings). During the senior year, the valedictorian and salutatorian will be

chosen by computing averages at the end of the thirty-week period. All ranked students must be in attendance at L.C.S. for 4 quarters of the junior year and 3 quarters of the senior year.

REPORT CARDS / INTERIM REPORTS

Ten week report cards and five week interim reports will be sent home with the students on the following dates unless otherwise noted:

5 Week	Fri., October. 15, 2021
10 Week	Fri., November. 19, 2021
15 Week	Fri., January 7, 2022
20 Week	Fri., February 4, 2022
25 Week	Thurs., March 10, 2022
30 Week	Fri., April 22, 2022
35 Week	Fri., May 27, 2022
40 Week	Reports will be mailed home

SENIOR RESEARCH PAPER

The completion of an acceptable research paper is a requirement for all seniors.

SUMMER SCHOOL

Students are encouraged to attend Summer School to complete courses not passed. Guidelines for entry into Summer School include:

1. Students must achieve a minimum of 50% average in the course to enroll in Summer School.
2. Students must complete the course during the regular school year.
3. If #1 and #2 in the procedure are not met, a teacher, student or parent may request the building principal to review a possible extraordinary circumstance in order for entrance into the summer school program.
4. In calculating a final grade the following will be in effect:
 - 2 best quarters from the regular school year will be averaged along with the final average from Summer School twice. Also, the best final exam (school year or summer school) will be calculated as 1/5 of the final grade. Example

61 School year
62 School year
73 Summer school
73 Summer school
<u>70</u> Final Exam
68 Final Grade

 - If a student has a grade of 65 or above in summer school, but obtains less than a 65 average as calculated above, the student will obtain a recorded final grade of 65 and obtain course credit.

SUMMER TUTORING PROGRAM

Students at Letchworth Central School are encouraged and expected to attend summer school when failing academic classes. However, summer tutoring may be approved by the high school principal on a case by case basis and subject to the following guidelines:

1. The tutor must be a certified teacher approved by the high school principal.
At the high school level, the teacher is to be certified in the subject area in which the student is tutored.
2. The student must receive equivalent hours of instruction as provided in summer school (generally 45 hours of instruction).
3. A final exam must be given at the end of each course. The final exam will be equivalent to the most recent final in this subject area. The curriculum coordinator for this subject will review and approve the exam.
4. Tutor's record of attendance, lesson plans, grade book and final exams must be handed in to the Guidance Office.
5. The tutorial program of study must be provided in writing and be approved by the building principal prior to the beginning of the tutoring program.

UNITS OF WORK

Every effort will be made to schedule grade 9-12 students into 6 classes plus physical education as a minimum class load. The building principal will determine any exceptions to this policy. All half-day BOCES students must enroll in a minimum of two classes plus physical education.

WITHDRAWAL AND TRANSFER

The procedure for withdrawal or transferring is:

1. Secure authorization for withdrawal or transfer from your parent or guardian.
2. Obtain the appropriate forms from the Guidance Office.
3. Have the forms completed by your teachers, return all school/library books and property, and pay all fees or charges.
4. Return the completed forms to the Guidance Office for final clearance, complete the exit survey, and receive your transfer card.

WORK RELEASE

The administration feels strongly that students should be in attendance at Letchworth Central School for full time instruction. However, seniors who are in good academic standing may be permitted work release under the following conditions:

1. Senior students who need to be released for work must be enrolled in a minimum of five classes plus physical education.
2. A passing average must be maintained in all classes.
3. Written verification of employment (by employer) must be presented at the beginning of each ten week marking period.
4. Written parental permission for work release as well as written approval of the high

- school principal must be obtained.
5. Each work release situation will be individually evaluated with extenuating circumstances taken into consideration.
 6. The high school principal has the ultimate authority in deciding the work release status of all seniors.
 7. Students participating in interscholastic sports are not eligible for early release.

BOCES:

BOCES PROGRAM REQUIREMENTS

- **Vocational Programs**
 - Requirement for attending BOCES at Mount Morris:
 - Classified as a junior (9 units).
 - Successful completion of 9th and 10th grade English, social studies and 2 units of science.
 - Satisfactory attendance record.
 - Under special conditions school officials may authorize attendance at the vocational school without compliance to all of the above requirements.
 - Students are expected to wear appropriate attire to the Vocational School.
- **Academy Programs**
 - Students must have a minimum 85 overall average for their high school career at the time of application.
 - Students have passed all Regents exams attempted with a minimum score of 75.
 - Students must display excellent school attendance (i.e. 90% minimum attendance rate).
 - For all prerequisite courses (i.e. chemistry - Health Careers Academy) all participants must earn an 85 average.

BOCES STUDENT ATTENDANCE POLICY

Letchworth Central School believes that excellent attendance in school correlates to high academic achievement. Therefore, vocational education students are expected to attend classes on a regular basis as follows:

- Students are expected to maintain a minimum of 87% attendance.
- Attendance will be reviewed at the conclusion of each month.
- Students falling below the 87% attendance requirement, the following will be in order:
 - A. The high school guidance counselor will meet with the student to review our attendance expectations. Parents will be called by the counselor. A written notice of the meeting will be kept on file and mailed to the parents.
 - B. On the second notice of attendance concern the principal will meet with the student

to review our attendance expectations. Parents will be called by the counselor. A written notice of the meeting will be kept on file and mailed to parents.

- C. On the third notice of attendance concerns, the student will be dropped from the vocational program and re-enrolled in the regular education program at Letchworth Central School.
- D. In the event of a pattern of student absence at anytime from BOCES, the principal may waive the second and third notice, which may result in the student being immediately dropped from the BOCES program.
- E. In the event Letchworth School is closed (such as conference days for teachers) and BOCES being open, BOCES students are expected to attend their vocational program.

DRIVING TO BOCES

Per Board of Education policy, Letchworth students are not allowed to drive to the BOCES Center. In the event of any unusual circumstance (i.e. repairing a private vehicle, transporting a large object to BOCES, etc.), students may drive under the following conditions:

1. A note from the parent/guardian requesting the student drive to BOCES with reason specified.
2. Obtain a "Driving Permit Request Form" from the principal.
3. No other passengers should ride with the student driver.
4. Inform your bus driver.
5. Report to the BOCES Center Office with the form.

EMERGENCY DRILLS:

CARBON MONOXIDE PROCEDURE:

For the safety of students and staff, carbon monoxide detectors have been installed in areas of the school where carbon monoxide may be present. Safety is the number one priority when dealing with carbon monoxide incidents. If a carbon monoxide alarm sounds in a classroom, the administration, teacher or adults in charge will lead the evacuation of the room, area or building as per the carbon monoxide rubric procedure. If an alarm sounds in any area where no adult is present (i.e hallway) students are directed to immediately evacuate the area of the alarm and notify an adult.

FIRE ALARM:

When the fire alarm sounds, follow the directions of the teacher in charge and the directional signs placed in each room. You should take each emergency drill seriously and:

1. Walk quietly and quickly to the exit designated for your room.
2. Move at least 100 feet away from the building to the far side of the driveway.
3. Remain quiet so special announcements may be heard.
4. Return promptly to class when signaled by a school official which indicates the conclusion of the drill.
5. Remain with your teacher in order for attendance to be taken (as teachers are responsible for your whereabouts).

In case of fire:

1. Call the office on the telephone (493-2571 or ext 6115).
2. Set off the hall alarm box.
3. Exit the building as above.

EXTRACURRICULAR:

ACADEMIC ELIGIBILITY

Letchworth High School recognizes the importance of extracurricular activities in developing a well-rounded student. However, at Letchworth Central School, academic success is our first priority. Therefore, the following procedures will be in effect for all 9-12 students:

1. Extracurricular activities include (but are not limited to) interscholastic athletics, school clubs and organizations, school social events such as dances, proms, senior trips and concerts.
2. The performance of all students will be monitored by the administration, guidance counselors, faculty, coaches, and activity/club advisors. This group effort is to help the student having academic difficulties.
3. Faculty, coaches, and activity/club advisors will communicate with each other on a routine basis regarding student performance and academic progress.
4. Students failing or struggling in any subjects will be expected to receive academic support in one of the following way:
 - Receive Academic Intervention Services during the school day.
5. If a faculty member, coach, or activity/club advisor believes that the student is not meeting his/her obligations or making adequate academic progress, this should be brought to the attention of the building principal for appropriate action, up to and including suspension from extracurricular activities.

ATHLETIC TRAINING REGULATIONS

Athletes are expected to demonstrate appropriate behavior that reflects positively on their school and community, in or out of school as well as in or out of sports seasons. Misconduct may result in disciplinary action or suspension from the athletic program.

Any athlete using or in possession of cigarettes, electronic cigarettes, tobacco, alcohol, drugs, cbd products, or other illegal chemicals using or possessing a lighted or unlighted cigarette, cigar, pipe, electronic cigarette (“e-cigarette” or “e-cig”) or similar devices including but not limited to e-hookahs, hookah pens and vape pens; or using chewing or smokeless tobacco, including dip, chew, and/or snuff, in any form, and all other tobacco, alcohol, drugs, or other illegal chemicals use in all school buildings, on school grounds, and in any vehicle used to transport children or personnel in accordance with the Letchworth Central School Code of Conduct is subject to consequences under the following procedure:

A) First Offense: (Within one calendar year of the date of offense.)

1. Athlete will be permitted to resume practice with the team, under the following conditions:

- The athlete will agree to screening and counseling (if indicated to be appropriate) by either the family physician or an alternative agency acceptable to the appropriate building principal. Letchworth Central School will not be responsible for any fees associated with screening or counseling.
- Athlete will not be permitted to return to practice before screening is **scheduled**.
- Once the substance abuse screening is scheduled, the following will be imposed:
 - For sports with 10 or fewer regular season scheduled contests, the athlete will serve a 2 contest suspension.
 - For sports with 11-14 regular season scheduled contests, the athlete will serve a 3 contest suspension.
 - For sports with 15 or more regular season scheduled contests, the athlete will serve a 4 contest suspension.

B) Second Offense (within one calendar year of the date of the 1st offense):

1. Athlete will be permitted to resume practice with the team under the following conditions:
 - The athlete will agree to screening and participation in counseling (if indicated to be appropriate) by either the family physician or an alternative agency acceptable to the appropriate building principal. Letchworth Central School will not be responsible for any fees associated with screening or counseling.
 - Athlete will not be permitted to return to practice before screening is **scheduled**.
 - Once the substance abuse screening is scheduled, the following will be imposed: For sports with 10 regular season scheduled contests or less, the athlete will serve a 4 contest suspension. For sports with 11-14 regular season scheduled contests, the athlete will serve a 6 contest suspension. For sports with 15 or more regular season scheduled contests, the athlete will serve an 8 contest suspension.
 - a. Athletes with a first or second offense who do not agree to screening and participation in counseling (if indicated to be appropriate) will be subject to a one calendar year suspension from the date of the offense.
 - b. Contest suspensions will carry over to the next sport in which the athlete participates within one calendar year.
 - c. An athlete who is reinstated into the athletic program, then fails to complete counseling will be recommended to the Review Committee for Athletics for gross misconduct.

C) Third Offense (within one calendar year of the date of the 1st offense):

1. Exclusion from interscholastic participation for one calendar year.
2. The athlete will agree to screening and counseling (if indicated to be appropriate) by either the family physician or an alternative agency acceptable to the appropriate building principal (before reinstatement into the extracurricular athletic program). Letchworth Central School will not be responsible for any fees associated with screening or counseling.

EXTRACURRICULAR ACCOUNTS (INDIVIDUAL ACCOUNTS)

All proceeds of student fundraising are the property of the student organization and may not be refunded to individual students for any reason. The student organization may elect that certain fundraisers be applied to a student's individual account within the organization for a specific purpose (such as a trip) but these proceeds still belong to the student organization and may not be refunded or reimbursed to the student for any reason, per New York State law. Direct payments from students or families for individual student purposes, such as a trip, may be refunded to the student or family if the activity is cancelled and the funds are reimbursed to the student organization from the vendor.

Students will not be permitted to transfer money from one school extracurricular account to another. When students graduate or leave Letchworth Central School, any remaining money in an individual account will remain in the general fund of the extracurricular organization.

PARTICIPATION IN EXTRACURRICULAR ACTIVITIES

Letchworth Central School considers extra-curricular activities to be those activities carried on outside the curriculum or regular course of study in school. In order to participate in an extracurricular activity the student must be in attendance prior to 8:45 a.m. and remain for the entire day.

To practice or participate in an activity on a weekend, the student must be in attendance prior to 8:45 a.m. on Friday and remain for the entire day. **Absences for part of the day for legal appointments are acceptable. Students will be required to provide a note from their physician when out of school for a medical appointment.** The building principal will have the final decision relative to possible emergency situations.

Students may not participate in any extracurricular activities or practices during the term of an in-school suspension or out-of-school suspension.

REVIEW COMMITTEE FOR EXTRACURRICULAR ACTIVITIES

The Review Committee for Extracurricular Activities is designed to review cases of gross misconduct brought before it by the principal.

- A. The Review Committee consists of the following members:
 - o The Director of Athletics and/or other appropriate extracurricular representative
 - o Building Principal
 - o Superintendent or designee
 - o Board of Education member
- B. The student involved in gross misconduct should request to appear with his/her parents or guardian.
- C. Copies of the decision reached by the review committee will be on file with the Building Principal. A copy will also be sent to the student and his/her parents or guardians.

STUDENT/ATHLETE TRANSPORTATION PROCEDURE

All athletes are expected to follow the general school policy pertaining to bus transportation to and from away athletic activities. Please note the following regulations pertaining to transportation of students to and from away athletic events.

1. Students must ride the bus to and from the away athletic events unless arrangements have been made in advance to do otherwise. Students may ride home from an away event with the parent upon request from the parent, or may ride with an immediate member of the family 18 years of age or older. Parent/guardian or family member over 18 must sign and date the player/parent sign out sheet in the presence of the coach before leaving the event.
2. Students wishing to ride with a parent/guardian of a teammate, must obtain written permission from both the parent/guardian and the adult driver. The written note must be cleared through the building principal in advance. The adult driver must sign and date the player/parent sign out sheet in the presence of the Letchworth Central School coach before leaving the event.
3. Students should get off the bus in their home community or at the high school when the bus is scheduled to return to the school. If a student wishes to get off the bus at a stop other than the home community or the school, arrangements must be made in advance by way of written request from the parent to the principal.

GENERAL INFORMATION:

CAFETERIA

It is the District's goal to provide students with access to nutritious meals each school day. Students are urged to facilitate serving time by paying for lunches in advance. This may be done through payment by check made out to, "Letchworth Central School" or online with a credit card or checking account through www.myschoolbucks.com website.

Free meal benefit eligible students will be allowed to receive a free breakfast and lunch meal of their choice each day. A la carte items or other similar items must be paid/prepaid.

Reduced meal benefit eligible students will be allowed to receive a breakfast of their choice for free and lunch of their choice for free each day. The charge meals offered to students will be reimbursable meals available to all students, unless the student's parent or guardian has specifically provided written permission to the District to withhold a meal. A la carte items or other similar items must be paid/prepaid.

Full pay students will pay for meals at the District's published paid meal rate each day. The charge meals offered to students will be reimbursable meals available to all students, unless the student's parent or guardian has specifically provided written permission to the District to withhold a meal. A la carte items or other similar items must be paid/prepaid.

Parents/guardians will be notified that a student's meal card or account balance is exhausted and has accrued unpaid meal charges within 2 days of the charge and then 1 week thereafter.

Lunch shifts are designated as follows:

- Lunch 1 (5-8) 11:36 AM -12:00 PM
- Lunch 2 (9-12) 12:06 PM - 12:30 PM

All students are to remain in their 2nd period classroom during their assigned lunch hour. To ensure a pleasant atmosphere students should talk in a low tone and promptly clean up any mess that one may have made.

CELL PHONES

Cell phones, pagers and personal audio equipment are not to be used in the instructional setting (Classrooms/Library/Study Hall) unless expressly requested by a teacher for educational purposes. If necessary to be brought to school, these items should not be used nor visible except during non-instructional periods during the day (Hallways/Cafeteria) upon entering the building until 3:20 PM. Use of cell phones is strictly prohibited in the bathrooms, locker rooms, and auditorium at all times. This equipment is prohibited while serving after school detention. **The school district is not responsible for lost or stolen items.**

DANCES

School dances are open only to Letchworth students (Eligibility Policy applies) and their guests. Students wishing to bring a guest must complete a guest authorization release form and return it to the building principal at least 2 days prior to the dance. A guest must be presently enrolled in a high school or the guest can be an LCS graduate under 21 years old. All regular school rules are in effect at dances. Once a student leaves the dance he/she will not be readmitted.

DRESS

- We take pride in the appearance of our students. Your dress reflects respect for yourself and your school. School clothing should be appropriate as to time, place and weather.
- Clothing with inappropriate messages (includes messages related to drugs/alcohol/tobacco or sexual content) are unacceptable and should not be worn to school.

- *Half shirts, see-through or revealing tops, strapless tops or dresses, should not be worn in school and undergarments should not be visible.*
- Bracelets, necklaces and belts with protruding spikes and chains should not be worn.
- Hats may be worn throughout the school day. It is up to a teacher's discretion on the wearing of hats in their individual classroom. Hoods may not be worn in the school building from the start of the school day (first bell) to 3:20 pm.
- Shorts, skorts and skirts should be of modest length (i.e. fingertip length) and not be distracting to the educational environment. Spandex shorts are not permitted.
- Sun glasses (unless prescribed by a physician) cannot be worn in school.
- Appropriate footwear must be worn at all times. Footwear that is a safety hazard will not be allowed, including slippers.

DRUG FREE SCHOOL ZONE

The campus of Letchworth Central School has been officially declared a “Drug Free School Zone.” **This includes drugs, alcohol, tobacco (as defined in Letchworth Central School Code of Conduct) and applies to anyone on school grounds and extends 1,000 feet beyond the school's boundary lines.** The legal implications of this declaration may include increased penalties in a court of law for drug related offenses.

EMPLOYMENT CERTIFICATES

Generally all children under 18 years of age must have working papers. You should check with the secretary in the high school office for more details and to obtain an application. The office is open all school days (8 a.m.-4:00 p.m.) and weekdays during summer vacation (8:00 a.m.-3:00 p.m.). Parental permission, proof of age, certificate of physical fitness are required.

ILLNESS

Students who become ill during the day should report to the school nurse.

1. If you become ill while in class, request permission and obtain a corridor pass from your teacher to go to the health office.
2. If you become ill between classes, report to your next class, request permission and obtain a corridor pass to go to the health office.
3. If the nurse is not in, you should immediately report to the high school office. Under no circumstances should you wait in the health office without permission of the nurse or the high school office.
4. The nurse will make the determination if a student should be sent home.

INJURY

An injury sustained on school property must be reported immediately to the teacher in charge, the health office or the high school office. For coverage under the student accident

policy immediate reporting is essential. Exposure to blood or other bodily fluid should be reported to school officials immediately. Any faculty member or student exposed to blood should be evaluated by a medical professional.

LAVATORIES

For lavatory privileges you should obtain a pass from the study hall or class teacher and follow sign-out/sign-in procedures. Students should use lavatories closest to their classroom at the time.

Students in the cafeteria study halls and lunch are to use only the lavatories adjacent to the cafeteria.

LEAVING SCHOOL DURING THE DAY

If you must leave school for a scheduled appointment, take your parental permission to the health office before school to be included on the irregular absence list. You will be called from class when your parent arrives at the office. **You must sign out before leaving and have parental permission and office approval.**

Reminder: Students must enter and exit from the MS/HS main entrance during the school day (8:45 am - 3:20 pm).

No student may leave the school building during the school day unless accompanied by a teacher or by permission from the high school office. Signing out without permission is considered truancy.

LOCKERS

(At this time, lockers will be assigned. Locker usage may change during the school-year due to Covid-19 state guidance).

Each student will be issued a corridor locker and/or an athletic locker. **It is your responsibility to maintain the security of your locker by withholding the combination from others.** Students must assume responsibility for their own personal property and their textbooks. The school is **not** responsible for lost or stolen articles. Lockers should be kept clean and orderly. Any decorations should be in good taste and not deface school property. Avoid leaving food in your locker overnight.

OPEN CONTAINERS

Open, non-resealable containers or any glass containers are not permissible during the instructional day. Resealable plastic containers are acceptable in the classrooms with teacher permission only. The juice machine in the vending area is available for student use after 3:20 p.m. Under no circumstances are students to use the beverage machines in the teachers' lounge. Energy drinks are prohibited throughout the school day.

PASSES

Except for the allotted passing time between classes all students are required to have a pass when in the corridors. Obtain the pass from your teacher, complete the sign out sheet, and carry the pass to your destination. As you are to go to each class or study hall prepared for work, locker passes will be issued only in exceptional instances. You may be outside the school building or in the parking lots during school hours **only** with permission of the administration. There will be no permanent passes from study hall to another location.

PERSONAL PROPERTY, AUDIO EQUIPMENT, HAND HELD VIDEO GAMES

The use of tablets, iPods, MP3 players and other personal audio equipment are not to be used in the instructional setting (Classrooms/Library/Study Hall) unless expressly requested by a teacher for educational purposes. If necessary to be brought to school, these items should not be used nor visible except during non-instructional periods during the day (Hallways/Cafeteria) upon entering the building until 3:20 PM. For safety reasons, headphones are to be worn with one earbud in and one earbud out in the hallway at any time.

For safety and for student property protection bookbags, bags or any personal belongings may not be left unattended in the hallways. If found by staff, items will be picked up and brought to the main office. It is recommended for these items to be locked in each student assigned school locker, however, it will be teacher discretion to allow a student to have their bookbag, bag, or any personal belongings in a classroom.

The school district is not responsible for lost or stolen items.

PLAYING CARDS AND TRADING CARDS

- Playing cards and trading cards are prohibited during the instructional setting (Classrooms/Library/Study Hall) unless permitted by the teacher for educational purposes. If necessary to be brought to school, these items should not be used nor visible except during non-instructional periods during the day (Hall/Cafeteria) upon entering the building until 3:20 P.M. Students using these cards during an instructional setting without permission will have them confiscated.

SCHOOL RESOURCE OFFICER

A Wyoming County Sheriff's Deputy will be present at our school on a daily basis working closely with school administration, teachers, staff, and students to maintain a safe school environment. This person will be a member of our faculty as a visible law enforcement figure and serve as a student and community resource.

SENIOR LOUNGE

(At this time, the Senior Lounge is closed and will not be assigned. This may change during the school-year)

 Seniors are expected to demonstrate appropriate behavior that reflects positively on their school and community, at the senior lounge. Misconduct may result in disciplinary action or suspension from this area.

STUDY HALL

To provide an atmosphere in which all students may work productively, the following rules should be adhered to:

1. Be on time and sit in your assigned seat.
2. Come prepared with materials for the entire period. The purpose of study hall is to study, work on homework or read a book.
3. Work quietly, obtaining the teacher's permission to talk.
4. Obtain teacher's permission to leave and complete the appropriate pass and sign out procedure when doing so. No permanent passes will be issued.
5. Students must have pre-signed passes in order to go to a teacher's room (as study hall teachers are not allowed to write passes for this purpose).
6. Students on the failing list will not be granted study hall privileges. These students may, however, receive extra academic help or utilize the library by obtaining a pass from another teacher. This is to be done well in advance of the study hall.

VISITORS

- No parents and/or visitors will be allowed to enter the building unless they have a scheduled appointment.
- Staff and approved visitors will complete a health questionnaire daily.
- Temperature checks will be performed prior to staff, students and approved visitors entering District facilities or District transportation to the greatest extent practicable.
- Staff, students and approved visitors are strongly encouraged to complete temperature screenings at home.

HEALTH SERVICES:

BMI (BODY MASS INDEX)

In 2007, the New York State Legislature amended current law requiring schools to include an assessment of each child's Body Mass Index (BMI) and a determination of weight status category. This year each student's health examination, conducted at school entry, Pre-Kindergarten, Kindergarten and in grades 2, 4, 7 and 10, is required to include BMI measurement and a determination of weight status. A student is weighed and his/her height is measured. These numbers are used to figure out the student's body mass index of 'BMI'. The BMI helps the doctor or nurse know if the student's weight is in a healthy range or is too high or too low. New York State Education Law requires that BMI and weight status group be included

as part of the student’s school health examination. A sample of school districts will be selected to take part in a survey by the New York State Department of Health information about our students’ weight status groups. Only summary information is sent. No names and no information about individual students are sent. However, you may choose to have your child’s information excluded from this survey report. If you wish for your child’s weight status information to be excluded from the district’s report, please provide written notification to the school nurses.

If you have any questions regarding the school health program, feel free to contact the Letchworth Central School Health Office at 493-3520.

IMMUNIZATION REQUIREMENTS

FOR STUDENTS IN GRADES 9 - 12 (2021-22)

New York State Law Section 2164 requires certain immunizations (shots) to enter and attend school. Please check with your healthcare provider as soon as possible to make sure that your child has all the needed immunizations. They are listed below or may be viewed at <http://www.health.ny.gov/publications/2370.pdf>.

Required Immunizations for Students in Grades 9, 10, 11, & 12

Immunization	Number of Doses
DTaP/DTP	3 doses
Tdap	1 dose
Polio	4 Doses or 3 doses if 3rd dose was received at 4 years or older
MMR	2 doses
Hepatitis B	3 doses or 2 doses of adult hepatitis B Vaccine (Recombivax) for children who received the doses at least 4 months apart between the ages of 11 through 15 years
Varicella (chickenpox)	2 doses
Meningococcal conjugate (MenACWY)	1 Dose (Grade 9, 10, 11) Grade 12: 2 doses or 1 dose if the dose was received at age 16 or older

If you have questions or concerns about immunizations, please contact the school health staff.

MEDICATION

All medication consumed in the school setting (including prescription as well as non-prescription medication) must be maintained and administered by our school nurse.

If your child's schedule varies due to a field trip or out of school activity, you will be requested to fill out a form giving permission for the teacher to administer a doctor prescribed medication during that time.

Prescription medication to be administered at school must be delivered to the health office by an adult. Students **may not** transport medication to and from school. Medication must be accompanied with complete instructions for administration (written and signed by the prescribing provider). In addition, parent/guardian must also provide written permission.

Written permission from a doctor is also required for the nurse to provide non-prescription medication (Tylenol, Advil, Tums, Cough Drops, or topical medications like Neosporin, etc.). These items must be provided to the health office by the parent in the original unopened container. Forms for the administration of medication at school may be obtained in the health office.

PHYSICALS

All students in grades Pre-K or K, 1, 3, 5, 7, 9, 11, new entrants and all sports participants are required by the New York State Education Department to have a school conducted physical. If you do not want your child to receive a physical at school, you must notify the LCS Health Office in writing by September 17, 2021.

. It is then the parent's responsibility to see that the physical is completed. Please fax the completed form to 585-493-2536. If the child's forms are not returned, the physical will be completed at school as scheduled.

Annual medical examinations are also given to each student prior to participating in extracurricular sports. Scoliosis screening is required for males in grade 9 and females in grades 5 and 7. This is done semi-annually by the physical education staff with referrals to the school Health Office and Wyoming County Community Hospital as necessary.

Hearing and vision tests are also conducted annually per required grade level deemed by New York State.

A school-conducted physical is a generalized assessment of your child. It includes an assessment of general appearance, hair and scalp, skin, lymph glands, head, eyes, ears, nose, mouth, neck, cardiovascular, chest lungs, abdomen, genitalia (boys), musculoskeletal, and neurological.

Student health appraisals serve multiple purposes. Among the purposes served are to:

- ✓ Make an appropriate appraisal of the child's current health status.
- ✓ Provide information of value to the child, the parents, and school personnel, which will determine the child's fitness to participate in the school program.
- ✓ Discover any health problems, which require further investigation and treatment, if such is indicated.
- ✓ Provide an opportunity to counsel the child and the parents concerning any health problems or conditions detected.
- ✓ Provide a valuable and positive health experience for the child

If you have any questions regarding the school health program, feel free to contact the Letchworth Central School Health Office at 493-3520.

STUDENT ACCIDENT INSURANCE

The school is not required to offer student accident insurance however, as assistance to families, the Board of Education does purchase a “scheduled insurance” which provides **MINIMAL** coverage. Families are responsible for paying bills resulting from student accidents.

If the family insurance plan does not completely cover the medical bills, the school’s insurance will help as “scheduled” for each type of accident.

If you have questions about student accident insurance coverage, please call our insurance agent, Harts Insurance, in Perry at 237-2126 or the School Health Office at 493-3520.

SEIZURES - POOL SAFETY

Any student suffering from seizures must have their physician and parents complete the “Recommendation for Swimming Instruction Participation for Students with Seizure Disorders” form (available at Health Office) no sooner than five weeks and no later than two weeks prior to the scheduled swimming block. To best insure our students’ safety, students should be seizure free for a 9-12 month timeframe before requesting permission to participate in water/swimming activities.

STATE REQUIRED HEALTH SCREENINGS

* Please note the grade levels at which required screenings need to be completed. *

	New Entrants	Gr. 5	Gr. 6	Gr. 7	Gr. 8	Gr. 9	Gr. 10	Gr. 11	Gr. 12
Scoliosis Screening		x(girls)		x(girls)		x(boys)			
Vision Screening	x								
Color Perception	x								
Near Vision	x	x		x				x	
Hyperopia	x								
Distance Acuity	x	x		x				x	
Hearing Screening	x	x		x				x	
Health Appraisals	x	x		x		x		x	

STUDENT ATTENDANCE

Letchworth Central School believes that excellent attendance in school correlates to high academic achievement. Therefore, we are committed to expecting students to attend classes on a regular basis as follows.

A student must be in attendance 87% of the assigned class periods in order to earn academic credit for a course. New York State School Attendance Policies must distinguish between excused and unexcused absences for the purpose of accurate attendance record keeping. Examples of excused absences include (but are not limited to):

- personal illness and/or illness or death in the family
- impassable roads due to inclement weather
- religious observances
- quarantine
- required court appearances
- doctors' appointments
- approved college visits
- approved cooperative work programs or volunteer activities
- interscholastic competitions
- road tests or military obligations
- school supervised projects
- elective field trips

Students who are absent from class due to their participation in a school sponsored activity are to arrange with their teachers to make up any work missed in a timely manner as determined by the student's teacher. Attendance at school sponsored events where instruction is substantially equivalent to the instruction which was missed shall be counted as the equivalent of regular attendance in class.

Examples of unexcused absences include (but are not limited to): an absence, tardiness or early departure is considered unexcused if the reason for the lack of attendance does not fall into the above categories (e.g., family vacation, hunting, babysitting, hair cut, obtaining learner's permit, oversleeping, take your child to work day, and shopping).

Regardless of excused or unexcused absences, students must meet the 87% attendance requirement to obtain course credit. If a student misses more than twenty minutes of a class, they will lose attendance for the class. Students who are denied credit in a class for exceeding the attendance policy will not be eligible to take the final exam in that class.

In a full year (one credit course) a student will be denied credit if they are absent more than 24 days. Notifications will be sent at the 12th, 18th and 21st absence. On the 25th absence a hearing with the Superintendent may be initiated upon student request.

In a half year (half credit course) a student will be denied credit if they are absent more than 12 days. Notification will be sent at the 5th, 7th and 9th absence. On the 13th absence a hearing with the Superintendent may be initiated upon student request.

In a quarter year course a student will be denied credit if they are absent more than 6 days. Notification will be sent at the 3rd, 5th and 6th absence. On the 7th absence a hearing with the Superintendent may be initiated upon student request.

Note: The following attendance policy will apply to full block scheduled courses during the 2021-2022 school-year.

	1st Notice Letter	2nd Notice Letter	3rd Notice Letter	Denied Credit
Full Year Course (1 Credit Course)	6th absence	9th absence	11th absence	13th absence
Half Year Course (½ Credit Course)	2nd absence	3rd absence	5th absence	7th absence

For any student under a doctor’s care for 5 or more consecutive days (or a student who misses school periodically for a chronic medical situation) the following will apply.

- A. The student may not lose attendance credit per the 87% requirement.
- B. Students meeting the above criteria will be allowed to make-up back work for the time under doctor’s care. (Written confirmation by a doctor required.)
- C. Students requesting tutoring must do so in writing within a reasonable time period, but no later than 3 days upon returning to school. Make-up work must be completed in a timely manner.
- D. The days under a doctor’s care will not calculate into the student’s attendance record. (Students will be required to meet the 87% attendance requirement for all school days excluding the days under doctor’s care.)
- E. The school principal will be responsible for making decisions relative to each attendance situation. Each case will be separately and independently determined. The principal will consider relevant information including the student requesting and attending tutoring sessions, attendance 9th period and work being made up in a timely manner.

ABSENCES - IN SCHOOL

You are expected to be in your assigned classroom each period and should notify your teacher if you will be detained elsewhere.

ABSENCES - OUT OF SCHOOL

Students are expected to make every effort to be in regular attendance. To make the most of your educational experience, it is essential that students be in attendance daily.

If your parents consent to your absence for other than legal reasons, it is unlawful detention. If your parents believe you are in school but you do not attend, it is truancy.

Upon returning to school following an absence, you must take your parental/guardian excuse, giving the date and reason for the absence, to the health office. There your attendance record will be marked as to the reason for your absence. Forgotten excuses should be taken to the health office the following school day. Students who do not return an excuse within 3 school days may be assigned detention by the building principal.

LEAVING SCHOOL DURING THE DAY

If you must leave school for a scheduled appointment, take your parental permission to the health office before school to be included on the irregular absence list. You will be called from class when your parent arrives at the office. **You must sign out before leaving and have parental permission and office approval.**

Reminder: Students must enter and exit from the MS/HS main entrance during the school day (8:45 am - 3:20 pm).

No student may leave the school building during the school day unless accompanied by a teacher or by permission from the high school office. Signing out without permission is considered truancy.

TARDINESS

If you arrive at school after 8:50 a.m., you should bring a parental note, report to the appropriate school office, sign in and obtain a pass to report to class. Chronic tardiness will result in disciplinary action.

STUDENT TRANSPORTATION

BUS RULES / DISCIPLINE

Parents are reminded that the bus driver's major responsibility is to safely transport students to and from school. It should be strongly impressed upon the students that they have a major responsibility to conduct themselves in an orderly fashion while in transport and while waiting for or leaving the buses.

Our bus drivers are noted for their driving skill, kindness, empathy and reliability. They routinely attend in-service training sessions to upgrade their driving and student management techniques.

A high priority will be established again this year to deal with school bus safety/discipline. The Board's policy is developed with the concept that riding the school bus is a privilege and a student who is a discipline problem on the bus is endangering other students' lives while in transit.

For your safe transport to and from school the following rules are established:

- **For the 21-22 school year a mask must be worn at all times on the bus and students must maintain appropriate social distance.**

1. Respect and obey your bus drivers. Please do not distract them.
2. Be on time for your bus. Try to arrive no earlier than 5 to 10 minutes before the designated pick up time.
3. Wait for the driver's signal before crossing the road.
4. Cross in front of the bus when entering and leaving.
5. Remain in your seat when the bus is in motion, talk in a low tone, and sit in a mannerly fashion.
6. Sit in the specific seat assigned by your driver.
7. No food or drink allowed on the regular school bus runs.
8. Know where safety equipment is located.
9. Keep your hands and arms and all objects inside the bus.
10. Nothing is to be thrown in or from the bus.
11. To improve efficiency and safety, students will only be allowed to ride their assigned bus.
12. Only small personal audio equipment with headphones will be permitted on the bus
13. Smoking is not allowed on any bus.
14. Any articles brought on the bus by passengers must be small enough to be held on the passenger's lap. No glass or other containers holding live animals will be allowed on the bus.
15. Knives and other dangerous items are prohibited.

Order and proper conduct are essential and improper conduct will result in disciplinary action. Discipline referrals will be strictly dealt with by the building principal in accordance with established school discipline policy.

School will start at 8:45 a.m. for all grades 9-12. Buses will arrive between 8:35 and 8:45 a.m. All students should report to their classroom teachers as assigned. Students should be ready 10 minutes before their approximate scheduled pickup.

If you have any questions please feel free to call:

Mr. Paul Rogers, 9-12 Principal	493-2571	(9-12 issues)
Mrs. Amy Leone, 5-8 Principal	493-2592	(5-8 issues)
Mr. William Bean, DK-4 Principal	493-2581	(DK-4 issues)

BUS PICK-UP & DROP OFF PROCEDURES

Our school district regularly transports a vast majority of our 1,000 students. The transportation service has expanded over the years in an attempt to accommodate the many requests for rides to and from locations other than the home. These increased requests have caused a number of problems and concerns for the districts and our students including the following: safety and liability issues, over-loading problems, changes in bus route schedules, confusion over which bus certain children are assigned, serious difficulty for substitute drivers and a large amount of personnel time handling the ever increasing number of requests for changes. In addition, we have consolidated several routes in order to be as efficient and cost effective as possible.

By bringing greater uniformity and continuity to our transportation procedures, we will have a better chance of keeping our students safe, while at the same time, addressing several concerns. Parents and guardians will provide only one pickup and only one drop off address. These may both be the same or may be two different addresses. For example, a student may be picked up at home and dropped off at a childcare provider. Both addresses must be within the boundaries of the school district. We will not pick up or bus students to any other addresses but the two provided us. (The district will not transport students to social functions such as parties, overnights, or youth group activities, i.e. Cub, Boy, or Girl Scouts, etc.)

Should you wish a permanent change in either of the two addresses, we will make those changes upon written notification to the appropriate office. The request must be received two days prior to the requested change. Phone calls requesting changes will not be accepted; requests for changes must be made in writing.

Bus drivers are not authorized to allow students who are not regular riders onto their buses without a bus pass signed by office personnel.

STUDENT/ATHLETE TRANSPORTATION PROCEDURE

All athletes are expected to follow the general school policy pertaining to bus transportation to and from away athletic activities. Please note the following regulations pertaining to transportation of students to and from away athletic events.

1. Students must ride the bus to and from the away athletic events unless arrangements have been made in advance to do otherwise. Students may ride home from an away event with the parent upon request from the parent, or may ride with an immediate member of the family 18 years of age or older. Parent/guardian or family member over 18 must sign and date the player/parent sign out sheet in the presence of the coach before leaving the event.
2. Students wishing to ride with a parent/guardian of a teammate, must obtain written permission from both the parent/guardian and the adult driver. The written note must be cleared through the building principal in advance. The adult driver must sign and date the player/parent sign out sheet in the presence of the Letchworth Central School coach before leaving the event.
3. Students should get off the bus in their home community or at the high school when the bus is scheduled to return to the school. If a student wishes to get off

the bus at a stop other than the home community or the school, arrangements must be made in advance by way of written request from the parent to the principal.

TECHNOLOGY USE AGREEMENT

INTRODUCTION

The Letchworth Central School District has established this 1:1 Tablet Program to supplement our educational curriculum and to prepare our students for their own use of technology in the future. We believe this program will enhance the educational opportunities available to our students and also prepare our students for their future. Technology will, undoubtedly, be a part of our students' lives – whether in further academic pursuits after high school, workplace, or both! Learning results from the continuous dynamic interaction among students, educators, parents and the extended community. However, technology use does not diminish the vital role of our teachers. To the contrary, it provides the teacher with additional “tools” to stimulate learning and student growth. The tablet program integrates technology into the curriculum anytime, anyplace. The policies, procedures and information within this document apply to all tablets used at the District, including any other device considered by the Administration to come under this procedure. Teachers may set additional requirements for tablet use in their classroom.

Use of the District's technology resources is a privilege, not a right. The privilege of using the technology resources provided by the District is not transferable or extendable by students and to people or groups outside the District and terminates when a student is no longer enrolled in the District.

Tablet Distribution and Collection

A. District Distribution of Tablets to Students

Parents and students must sign and return the Technology Use Agreement before a tablet will be issued to their child for use out of school. In addition, the student must attend a District-sponsored training session, which will be scheduled during school hours.

B. Returning District Tablets

Tablets will be returned during a tablet check-in day, which will be established by the District. If a student transfers out of the District during the school year, the tablet must be returned at the time of transfer. If your tablet, any accessories, and/or AC power adaptor has been damaged or defaced, you will be fined respectively for the damage at the end of the year during student tablet check-in or when transferring to another district.

If a student tablet is not returned during year-end check-in or upon transferring out of District, the administration will be in charge of recovering the District's property. If the administration is not successful, this matter will be turned over to local law enforcement and the student's grade reports/transcripts will be withheld.

Taking Care of the District's tablet

Students are responsible for the general care of the tablet they have been issued by the District. Tablets that are broken or fail to work properly must be taken to the building level office.

A. General Tablet Precautions

- No food or drink is allowed next to a District tablet. Cords, cables, and removable storage devices must be inserted carefully into the tablet.
- Students should never carry their tablets while the screen is open, unless directed to do so by a teacher.
- Tablets should be shut down before moving them to conserve battery life.
- Tablets must remain free of any writing, drawing, stickers, or labels that are not the property of the District.
- Tablets must never be left in an unlocked car or any unsupervised area.
- Students are responsible for keeping the tablet's battery charged for school each day.
- Students may use "skins" on the monitor cover to "personalize" their tablets.

B. Taking Care of the Tablet Screen

The tablet screens can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen.

- Clean the screen with a soft, dry cloth or anti-static cloth.

Using the Tablet at School

Tablets are intended for use at school each day. In addition to teacher expectations for tablet use, school messages, announcements, calendars and schedules may be accessed using the tablet computer. Students are responsible for bringing their tablet to all classes, unless specifically instructed not to do so by their teacher.

A. Tablet Malfunctioning

If the 1:1 tablet is not functioning properly, students should take the tablet to the building level office. Loaner tablets may be issued to students when they leave their tablets for repair at the office.

B. Sound, Music, Games, or Programs

- Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.
- Internet Games are not allowed on the tablets during school hours. NO Apps may be installed on the tablets, unless installed by the District.
- Data storage space will be available on the tablet – BUT it will not be backed up in case of re-imaging.

C. Accessing the Internet Off Campus

Students are allowed to access the Internet when off-campus for educationally-related activities. When accessing the Internet – whether on-campus or off-campus – the tablet's internet access will continue to be filtered through the District's internet filter. Students are prohibited from altering this in any way.

Software

A. Originally Installed Software

The software originally installed by the District must remain on the tablet in usable condition and be easily accessible at all times. From time to time the District may add software

applications for use in a particular course. The licenses for this software may require that the software be deleted from tablets at the completion of the course. Periodic checks of tablets will be made to ensure that students have deleted software that is no longer required in class and that the District has not exceeded its licenses.

B. Inspection

Students may be selected at random to provide their tablet for inspection. Students may also be selected upon reasonable suspicion by an administrator of a violation of this tablet handbook and required to provide the tablet for inspection.

C. Re-loading Software

If technical difficulties occur or illegal software is discovered, the tablet will then be re-formatted or re-imaged by a technician. Authorized software will be installed and the data files reinstated. The District does not accept responsibility for the loss of any software/student work deleted due to a reformat and reimage.

D. Software Upgrades

Upgrade versions of licensed software are available from time to time. Students may be required to check in their tablets for periodic updates.

Protecting and Storing Your Tablet Computer

A. Tablet Identification

Student tablets will be labeled in the manner specified by the District. Tablets can be identified in the following ways: Record of serial number, Tablet Name, and Student's Name

B. Loss or Theft

Report Lost or potentially stolen tablets immediately to the building level office.

Insurance, Warranty and Replacement Cost

A. Warranty

The short-term warranty protects the tablets from defects in materials and workmanship only. The warranty does not warrant against damage caused by misuse, abuse, accidents or computer viruses. Please report all tablet problems/damage to the building level office.

B. School District Insurance

School District Insurance will not cover damage, loss, or theft of tablets, carrying cases, or power cords.

C. Damage and Replacement Costs

Students must report all tablet problems/damage to each school's main office. Students will be responsible for ALL damage resulting from abuse including, but not limited to, broken screens, hinges, etc. that is not covered by warranty. **Students will be charged a fee equal to the cost of damaged parts in instances of tablet damage that is determined by the District to be the cause of intentional damage or being negligent with the use and care of the tablet. Lost items such as carrying cases, cords and batteries will be charged the actual replacement cost.**

D. Personal Insurance Protection

Students or parents may wish to carry their own personal insurance to protect the tablet in cases of theft, loss, or accidental damage by fire. Please consult with your own personal insurance agent for details about your personal coverage of the tablet computer.

Technical Support

The building offices will coordinate the repair work for tablets. Services provided include the following:

- Hardware maintenance and repairs
- Password identification
- User account support
- Operating system or software configuration support
- Application information
- Re-imaging hard drives
- Updates and software installations
- Coordination of warranty repairs
- Distribution of loaner tablets

Student use of District Technology

A. Computer Tablet Violations:

Computer Tablets and their appropriate use are covered in the District's Computer Use Agreement and Code of Conduct.

Acceptable Use of 1:1 Devices

The District is pleased to be able to offer access to District tablets (which provide the necessary programs required by classes) and the District network (which provides access to electronic mail, the student data storage, and the Internet). To gain access to these District resources, students and parents must sign and return the Tablet Use Agreement form included in this handbook. Many responsibilities and rules are involved with the use of District tablets, Internet access, and access to District technology. Review, monitor, and restrict information stored on or transmitted via the District owned equipment and to investigate inappropriate use of resources.

TECHNOLOGY USERS CODE OF ETHICS

The use of technology at Letchworth Central is very much encouraged. Anyone who wishes to use technology has the responsibility of doing so in an ethical and legal manner. As a condition for the use of computers, tablets, and other technologies at Letchworth Central, users (defined as any student, teacher, administrator, staff member or community member utilizing a district computer) are expected to:

A. Respect the privacy of others.

- Users will not share their passwords with other users.
- Users will not try to learn passwords of other users or network administrators.
- Users will not attempt to gain unauthorized access to networked or stand-alone systems.
- Users will not modify or read files of other individuals.

B. Respect the integrity of the Letchworth Central Schools network.

- Users will not intentionally develop or use programs to harass others or damage the system/network.
- Users will not intentionally send inappropriate messages/mail to others.
- Users will not copy or modify server or network system files.
- Users will not abuse computer/network hardware (i.e. mice, keyboards, etc.)

C. Respect the copyright of all software developers.

- Users will not make copies of licensed programs as it is in violation of U.S. Copyright laws.

Violation of this code of ethics may result in the loss of computer privileges in all classes, as well as school disciplinary action and/or legal proceedings.

Student/Parent Agreement:

- I will bring my issued device to school EVERY day that I am in attendance.
- I will not use the issued device for non-academic purposes (games, downloads, chat rooms, instant messaging, viewing websites not related to the assignment, etc.) during the school day (9:05am-3:15pm).
 - I will charge the issued tablet's battery whenever necessary so that it will be fully charged for school use and will NOT loan out the tablet, power adapter, or cords, to other individuals, and know that I will be issued the same tablet each year.
 - I will keep the issued tablet off the floor where it could be stepped on or tripped over. I will keep food and beverages away from the tablet since they may cause damage to the tablet.
 - I will not disassemble any part of my issued tablet or attempt any repairs.
 - I will not deface the issued tablet or the tablet bag in any way. This includes, but is not limited to, attaching stickers, marking painting, drawing or marring any surface of the tablet or bag.
 - I understand that obscene language and/or materials, including music, screensavers, backdrops, and/or pictures are prohibited.
 - I understand that my tablet is subject to inspection at any time without notice and remains the property of the district.
 - When students are not using their tablets, they should be stored in their lockers. Students are responsible for ensuring their lockers are locked when the student is not at his/her locker. Students should not provide locker combination numbers to any other student(s) or leave a locker unlocked.
 - When stored in the locker nothing should be placed on top of the tablet. Students are encouraged to take their tablets home unless instructed otherwise by the teacher. Tablets should not be stored in a student's vehicle.
 - I will follow the expectations outlined in the Technology Use Agreement and the District's Code of Conduct. As such, the student is subject to all discipline measures for violation of same.

(SCROLL DOWN)

PLEASE RETURN TO PERIOD 1 TEACHER BY WEDNESDAY, SEPT. 15th.

STUDENT & PARENT SIGN OFF SHEET

I have read and reviewed the contents of the LCS handbook and the code of conduct which can be found on the school district website..

Parent signature: _____ Date: _____

Student signature: _____ Date: _____

LETCHWORTH CENTRAL SCHOOL DISTRICT TECHNOLOGY USE AGREEMENT

I have read, understand and will abide by the above terms of the Technology Use Agreement. I further understand that any violation of the regulations above is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges will be revoked and school disciplinary action, and/or appropriate legal action will be taken.

User Name: (Please print student's name) _____ Date: _____

_____ User Signature: (Please have student sign) _____ Date" _____

PARENT OR GUARDIAN

I acknowledge that my student and I are to follow the expectations in the Technology Use Agreement, and LCS Student Network/Internet User Agreement, and the District's Code of Conduct. I will be responsible for monitoring my student's use of the Internet when he/she is not at school. I acknowledge that false reporting of theft will be turned over to the police and insurance company to prosecute. I agree to immediately return the tablet and peripherals in good working condition upon request. I agree that the use of the tablet by my student is in accordance with this agreement, policies, and District's Code of Conduct and that my student is subject to discipline for violation of the expectations outlined in these documents.

Parent or Guardian Name (please print): _____

Parent or Guardian Signature: _____ Date: _____

- I approve of my child's participation in educational surveys.
- I approve of my child's photo to be used in media coverage of extracurricular/academic activities.
- I approve of my child appearing in classroom videos for teacher certification/mentoring programs.

Parent Signature: _____ Date: _____
