Welcome to the 2020-2021 school year in the Lockport City School District!

Although this is not the way we want to begin a new school year, we know we must adjust to a new normal. In doing so, we will be maintaining a focus on academic instruction to enhance student performance and address learning loss associated with COVID-19. As we open with a global pandemic as the backdrop, our efforts will go towards balancing education equity for all students and the health, safety, and well-being for all people.

In July, Lockport City School District posted its School Reopening Plan, which is available for review at www.lockportschools.org/reopening. Students have been assigned to either a BLUE Cohort or a GOLD Cohort for reporting to school for in-person instruction. While students are at home learning through a remote model, we understand that parents/caregivers will be monitoring their children's learning. The District is committed to implementing user-friendly technology platforms to deliver instruction while at home. In the event that a parent/caregiver has questions or needs assistance with the technology, please call 478-4485 or email Dr. LiPuma at rlipuma@lockportschools.net.

The reopening of school is a coordinated process and incorporates recommendations and guidance from the Centers for Disease Control and Prevention (CDC), the New York State Education Department (NYSED), and the New York State Department of Health (NYSDOH). It is very important that everyday precautions are taken to contain the spread of the coronavirus.

- **Parents are expected to perform a health screening prior to a child boarding a school bus or being dropped off at school. If a child has a temperature of 100 degrees or higher, the child should stay home and a health care provider should be contacted.**
- **Students will wear masks while riding a school bus and while in school. Teachers will provide mask breaks throughout the school day, including meal time.**
- **Cleaning and disinfection guidelines will be followed, and include high touch surfaces in classrooms, offices, and restrooms.**
- **The District will cooperate and coordinate its efforts with local health officials if an infected person has been in a school building. These officials will help the District to take appropriate action.**

Our knowledge and understanding of the coronavirus continues to evolve, and our policies and plans will be updated as appropriate as more information becomes available. The reopening and return to school may not please everyone, will involve adjustments throughout the year, and require flexibility and cooperation from all. We are committed to working with parents and students to reopen responsibly, safely, and gradually.

Please take time to review the contents of this Back to School Newsletter. It provides useful and required information, and should be used as a reference throughout the school year. Stay updated on District news by visiting our website and following us on social media, downloading the LCSD mobile app, and checking the eFlyer link regularly.

Together, let's remain LION PROUD and LION STRONG, and work together for a safe and successful school year for all students.
Board of Education
Karen S. Young, President
135 Willow Street...............946-8198

John A. Linderman, Vice President
131 Juniper Street...............433-1882

Edward P. Sandell, Secretary
117 McIntosh Drive...............433-8109

Renee Cheatham
5534 Victoria Lane...............418-0592

Heather Hare
35 Coolidge Avenue..(585) 729-4005

Dr. Martha Kershaw
111 Morrow Avenue...............940-7160

Kyle Lambalzer
623 Locust Street...............201-2169

Kevin W. Pratt
97 Adam Street...............434-6503

Leslie Tobin
41 Allen Street...............807-1223

Administration & Supervision
Michelle T. Bradley
Superintendent of Schools
www.lockportschools.org/Superintendent
Twitter: @LockportSupt

Lisa M. Schrader
Assistant Superintendent for Personnel

Deborah A. Coder
Assistant Superintendent for Finance & Management Services

Marianne Currie-Hall
Executive Director of Educational Services

Stacey Alissos
Director of Special Education

Russell J. Buckley
Director of Alternative Education

Holly Dickinson
Director of Grants & District/Community Programs

Robert LiPuma, Ph.D.
Director of Technology, Data Security & Communications

Sheila Murphy
Director of Student Services

Timothy W. Parker
Director of School Facilities & Operations

Michael Sobieraski
Director of Physical Education

Todd Sukdolak
Director of Health, Wellness & Athletics

District Department Telephone Numbers
(716 Area Code)
Athletic Office ...................... 478-4474
Business Office .................... 478-4828
Educational Services Office .... 478-4836
Grants Office ...................... 478-4849
Personal Office .................... 478-4820
Receptionist ....................... 478-4811
School Facilities Office ........ 478-4601
School Lunch Office .......... 478-4806
Special Education Office ....... 478-4835
Student Services Office ....... 478-4823
Superintendent Office ......... 478-4838
Transportation Office ........... 478-4837

Lockport Board of Education
130 Beattie Avenue, Lockport, NY 14094
Phone: 478-4800/4811
Fax: 478-4823
www.lockportschools.org/BOE

Lockport High School
250 Lincoln Avenue, Lockport, NY 14094
Phone: 478-4450/4501
Fax: 478-4498
Dawn Wyke, Principal
Jason Madden, Assistant Principal
Heather McClain, Assistant Principal
Anthony Molinano, Assistant Principal
www.lockportschools.org/LHS

Lockport High School West
319 West Avenue, Lockport, NY 14094
Phone: 478-4625/4626
Fax: 478-4834
Russell J. Buckley, Director of Alternative Ed
www.lockportschools.org/LHSW

North Park Junior High School
160 Passaic Avenue, Lockport, NY 14094
Phone: 478-4700/4702
Fax: 478-4705
Bernadette Smith, Ed.D., Principal
Elizabeth Smeral, Assistant Principal
Michael Plocharny, Assistant Principal
www.lockportschools.org/NPJHS

Emmet Belknap Intermediate School
491 High Street, Lockport, NY 14094
Phone: 478-4550/4551
Fax: 478-4535
Paul Kowalski, Principal
Shawn Murray, Assistant Principal
Julie Schiavone, Assistant Principal
www.lockportschools.org/EBIS

Roy B. Kelley Elementary School
610E. High Street, Lockport, NY 14094
Phone: 478-4870/4871
Fax: 478-4883
Heather Walton, Principal
www.lockportschools.org/RBES

Anna Merrill Elementary School
359 Green Street, Lockport, NY 14094
Phone: 478-4725/4726
Fax: 478-4730
Patricia McMahen, Principal
www.lockportschools.org/ANES

George Southard Elementary School
635 Locust Street Extension, Lockport, NY 14094
Phone: 478-4770/4771
Fax: 478-4775
Deanna Schmitt, Principal
www.lockportschools.org/GMSES

Charles A. Upson Elementary School
28 Harding Avenue, Lockport, NY 14094
Phone: 478-4400/4402
Fax: 439-6657
Jennifer Gilson, Principal
www.lockportschools.org/CAUES

Lockport Public Library
23 East Avenue, Lockport, NY 14094
Phone: 433-5935
Fax: 430-0198

Follow the Lockport City School District on Social Media

Lockport City School District
www.facebook.com/LockportCitySchoolDistrict
Twitter: @LockportSchools
YouTube channel is coming soon

Superintendent
Twitter: @LockportSupt

Grades 7-12
www.facebook.com/LockportCitySchoolDistrict712
Twitter: @Lockport712

Grades K-6
www.facebook.com/LockportCitySchoolDistrictK6
Twitter: @LockportK6

Visual and Performing Arts Programs
www.facebook.com/LockportCitySchoolDistrictArts
Twitter: @LockportArts

Athletic Department
www.facebook.com/LockportCitySchoolDistrictAthletics
Twitter: @LockportSports

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Main Office Hours of Operation

Board of Education: 8:00 a.m. – 4:30 p.m.
Lockport High School: 7:00 a.m. – 3:30 p.m.
Lockport High School West at Charlotte Cross: 7:00 a.m. – 3:30 p.m.
North Park Junior High School: 7:00 a.m. – 3:30 p.m.
Emmet Belknap Intermediate School: 7:30 a.m. – 4:00 p.m.
Elementary Schools: 8:00 a.m. – 4:30 p.m.

Daily Hours for Students
Lockport High School: 7:40 a.m. – 2:15 p.m.
Lockport High School West at Charlotte Cross: 8:00 a.m. – 2:28 p.m.
North Park Junior High School: 8:06 a.m. – 2:42 p.m.
Emmet Belknap Intermediate School: 8:40 a.m. – 2:55 p.m.
Elementary Schools: 9:20 a.m. – 3:35 p.m.

Transportation

The Lockport City School District contracts with STA/Ridge Road Express for student transportation. Students meeting eligibility legal guidelines will be transported to and from school. If you have any questions, please contact the following offices:

- Bus routes call 433-6777 ext 115, 116 or 126
- Driver complaints call 433-6777 ext 102 or 103
- Special Education (IEP) call 478-4808
- Student eligibility, call 478-4837
- Discipline concerns, call your child’s building principal

Stopfinder Mobile App is available free, allowing parents to monitor the location of their child’s bus. Information can be found on the District’s website www.lockportschools.org/transportation.

Child Find

The Lockport City School District as directed by Education Law Section 200.2 must locate, identify and evaluate all non-public private elementary and secondary students with disabilities, including religious-school children. If your child attends a non-public private school and you suspect he/she is a child with a disability, please contact the Director of Special Education at 478-4825.

Student Dismissal Precautions

No student may be released from school to anyone other than a parent, legal guardian or Child Protective Services personnel and law enforcement officers pursuant to law, unless the name of the individual seeking release of the student appears on a list provided by the parent or legal guardian.

A student may be released to either parent, unless a custodial parent supplies the building principal with a certified copy of a court order or divorce decree to the contrary. Parents are urged to make appointments with physicians, dentists, special tutors, etc., after school hours. If a request for early dismissal is necessary, the parent or guardian must send a note to the school, in advance, listing the date, time and reason for the release. Children will not be allowed to leave school without the note, and will be released only in the care of the parent or legal guardian, unless otherwise noted.

Child Abuse Hotline

Section 407 of New York State Education Law requires every school district in New York State to post the toll-free number operated by the New York State Office of Child and Family Services (OCFS) to receive reports of child abuse or neglect. That number is: 1-800-342-3720.
Dear Parents/Legal Guardians, or Eligible Student:
This is to advise you of your rights with respect to student records pursuant to the Family Educational Rights and Privacy Act (FERPA). FERPA is a federal law designed to protect the privacy of student records. The law gives parents and students over 18 years of age (referred to in the law as “eligible students”) the following rights:

The right to inspect and review the student’s education records (including disciplinary records) within 45 days of the day the District receives a request for access. Parents or eligible students should submit to the Building Principal a written request that identifies the records they wish to inspect. The Principal will make arrangements for access and notify the parent or eligible student of the time and place where records may be inspected.

The right to request the amendment of the student’s education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask the District to amend a record that they believe is inaccurate or misleading by writing the Principal, clearly identifying the part of the record they want changed, and specifying why it is inaccurate or misleading. If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise them of their right to Fl hear regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

The right to consent to disclosures of personally identifiable information contained in the student’s educational records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the District as an administrator, supervisor, instructor or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant or therapist); or a person or student serving in an official committee, such as disciplinary, attendance or grievance committee, or assisting another school official in performing his or her tasks. A school official has legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the District discloses education records without consent to officials of another school district in which a student seeks or intends to enroll or is already enrolled if the disclosure is for the purposes related to the student’s enrollment or transfer.

You have the right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA.

The office that administers FERPA is:

Notification Of Directory Information
In addition to the rights outlined above, FERPA also gives the school District the option of designating certain categories of student information as “directory information”. Directory information includes a student’s name, address, telephone number, date and place of birth, grade level, participation in sports and activities, weight and height (if a member of an athletic team), dates of attendance, honors, degrees, and awards, photograph, and electronic mail address. We are required to release this information to U.S. military recruiters unless a parent writes to the principal requesting that we do not.

You may object to the release of any or all of this “directory information”; however, you must do so in writing within 10 business days of receiving this notice. If we do not receive a written objection, we will be authorized to release this information without your consent. Any objections to the release of directory information must be sent to the building principal.

A. Student Privacy
Parents/legal guardians or students over age 18 have the right to refuse the release of student directory information. The Family Educational Rights and Privacy Act (FERPA) defines student directory information as any of the following – name, address, telephone number, date and place of birth, grade level, participation in sports and activities, weight and height, dates of attendance, honors, degrees and awards, email address and photograph. See policy 7241 and 7241 E1 on the District website.

The Dignity for All Students Act
The Dignity for All Students Act took effect July 1, 2012 and was established with the intent to provide a school environment free of discrimination and harassment. Identified in the legislation are those individuals who are subjected to intimidation or abuse based on actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender or sex or any other classification protected by law.

The District Dignity for All Students Act Coordinator is:
Lisa M. Schrader
The Building Dignity for All Students Act Coordinators are:

- Anna Merritt Elementary School - Erin Craig & Tyler Sieczkarek
- Charles A. Upson Elementary School - Adrienne Adams & Andrew Murphy
- George Southard Elementary School - Deanna Schmitt & Lynn Witt
- Roy B. Kelley Elementary School - Heather Walton & Mark Millace
- Emmet Belknap Intermediate School - Paul Kowalski & Alexa Barrancotta
- North Park Junior High School - Mike Pickreign & Andrea Joyner
- Lockport High School - Jason Madden & Heather McClain
- Lockport High School West at Charlotte Cross - Jen Servey & William Morello

All parents of each student attending a school receiving Title I funds may request information regarding the professional qualifications of their child’s classroom teachers. This information will include:

- Whether the teacher has met state qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
- Whether the teacher is teaching under emergency or other temporary status through which state qualification or licensing criteria has been waived;
- The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree held by the teacher, and the field or discipline of the certification or degree;
- Whether the child is provided services by paraprofessionals and, if so, their qualifications.

Individuals seeking this information should do so by contacting the Personnel Office of the Lockport City School District, 130 Beattie Avenue, 716-478-4826.

B. Disclosure of APPR/Teacher Certification

Upon request, parents or legal guardians have the right to review and receive the final quality ratings and composite effectiveness scores of individual principals and teachers of their children. See policy 6130 and form 6130 E1 on the district website. The District is required to provide to parents, upon request, the specific information about the professional qualifications of their child’s classroom teachers. See policy 6212 on the District website.

Annual Asbestos Notification

According to the Asbestos Hazard Emergency Response Act (AHERA), all schools both public and private in the United States are to inform you of the presence of asbestos in school buildings. Our building(s) have asbestos in various locations and we are managing the asbestos containing materials to insure the health and welfare of the students, staff and visitors/contractors. Be assured that there is no situation which poses a health risk at this time and the District conducts periodic surveillance and maintenance of the material such that the chances of a fiber release are low. Our Asbestos Management Plan, which contains detailed information, is available for your review in the Lockport City School District garage at North Park Annex 400 Corinthia Street, Lockport, NY 14094.

Annual Pesticide Notice

New York State Education Law Section 409-H effective July 1, 2001, requires all public schools to provide written notice to all persons in parental relation, faculty and staff regarding the potential use of pesticides periodically throughout the year. The Lockport City School District is required to maintain a list of persons in parental relations, faculty and staff who wish to receive 48-hour prior notification of pesticide applications. In the event of an emergency application necessary to protect against an imminent threat to human health, a good faith effort will be made to supply written notification to those on the 48-hour prior notification of pesticide applications that are scheduled to occur in your school. Please mail a letter to Timothy Parker, Lockport City School District pesticide representative at 160 State Road, Lockport, NY 14094. It should include your name, address, daytime and evening phone numbers and the building you wish to be notified for.

Idling School Bus Notice

Each driver of a school bus or other vehicle owned, leased or contracted for by the Lockport City School District shall turn off the engine of the bus or vehicle while such vehicle is parked or standing on school grounds or in front of or adjacent to any school.

The idling of a school bus or vehicle engine may be permitted to the extent necessary to achieve the following purposes:

- For mechanical work;
- To maintain an appropriate temperature for passenger comfort;
- In emergency evacuations where necessary to operate wheelchair lifts.

Are You, or is Someone You Know Homeless?

- If you live in any of the following situations:
  - In an emergency or transitional shelter.
  - In a car; park; public place; bus or train station.
  - Doubled up with a relative or friend.

As a migratory child in any of the above conditions, you have rights and protections under the Federal McKinney-Vento Homeless Education Assistant Act. Individuals seeking additional information may contact District Homeless Liaison, Sheila Murphy, at 478-4623 or smurphy@lockportschools.net.
Parents Right To Know

Statement of Non Discrimination
The Lockport City School District does not discriminate against any student, employee or applicant on the basis of race, color, national origin, creed, religion, marital status, gender identity, age or disability, or any other classification protected by law. This policy of nondiscrimination includes: access by students to educational and vocational programs, counseling services, course offerings, and student activities; as well as recruitment and appointment of employees and employment pay, benefits, advancement and/or termination. Concerns regarding possible violation of this policy should be addressed to Russell Buckely, District's Civil Rights Compliance Officer, 319 West Avenue, Lockport, NY 14094. Phone number: 478-4625.

Section 504
The Lockport City School District does not discriminate against students or employees in programs or activities. Individuals protected under Section 504 of the Rehabilitation Act of 1973 are those who: have a physical or mental impairment which substantially limits a major life activity. Examples of “major life activities” include (but are not limited to) caring of one’s self, performing manual tasks, walking, speaking, hearing, breathing, learning or working. The District 504 Compliance Officer is Sheila Murphy (smurphy@lockportschools.net). Feel free to contact the district compliance officer at 478-4623 with general questions regarding identification, evaluation, services, district procedures, and/or complaints of disability discrimination. Individual building principals and school psychologists are also able to respond to general questions. School building staff can efficiently address specific concerns/questions regarding your child as the district compliance officer does not attend or schedule every Section 504 Committee meeting.

Notice of Rights Under the Protection of Pupil Rights Amendments (PPRA)
The Lockport City School District only permits surveys to be administered to our students when they have been carefully reviewed so as not to offend parents or segments of our community. In addition LCSD will conform to all requirements of law. PPRA requires schools to notify parents and obtain consent or allow them to opt their child out of participating in certain school activities. These activities include a student survey, analysis or evaluation that concerns one or more of the following eight areas (“protected information surveys”):
- Political affiliations or beliefs of the student or students’ parents
- Mental or psychological problems of the student or family
- Sex, behavior, or attitudes
- Illegal, anti-social, self-incriminating, or demeaning behavior
- Critical appraisals of others with whom students have close family relationships
- Legally recognized privileged relationships, such as with lawyers, doctors or ministers
- Religious practice, affiliations or beliefs of the student or parents
- Income, other than as required by law to determine program eligibility
This requirement also applies to the collection, disclosure or use of student information for marketing purposes (“marketing surveys”) and certain physical exams and screenings.

Drug Free Workplace
Lockport City School District is a drug-free workplace. Persons found to be in illegal use or possession of such drugs will be subject to appropriate disciplinary action, up to and including dismissal.

Graduation Information
The District allows any student with a disability to participate in the graduation ceremony of his or her high school graduating class and all related graduation activities if the student:
- Has earned a local diploma,
- Met the eligibility criteria for a Skills or Achievement or Career Development and Occupational Studies credential, AND
- Has an Individual Education Plan that prescribes special education, transition planning, transition services or related services beyond the student’s four academic years after entering high school.
The Superintendent will consider any recommendation of the student’s Committee on Special Education as well as the student’s own expressed preference regarding participation; as a student with a disability may decline to participate in any or all graduation-related activities.
Refer to district policy 7220 for additional information.

Wellness
The Lockport City School District is committed to providing a school environment that promotes and protects children's health, well-being, and the ability to learn by fostering healthy eating and physical activity. The District seeks to ensure all of its students obtain the knowledge and skills necessary to make nutritious food selections and enjoy life-long physical activity. Parents are encouraged to send in only healthy, packaged treats for classroom celebrations. The District will provide opportunities for every student to participate in physical education and to be involved in physical activities each week. The District will participate to the maximum extent practicable in available federal school meal programs. The District will engage in relationships with community partners in support of its wellness policy. Refer to policy 5661 on the District website for additional information.
GUIDELINES FOR STUDENT BEHAVIOR

The next two pages contain portions of the Lockport City School District’s “Code of Conduct”. Parents and students should read the information below thoroughly and discuss it together. Complete copies of the Code of Conduct are available in all school district buildings and can be accessed on the District’s web page. All students in grades 7-12 have a student planner andenda that also lists all school expectations and consequences. Parents are expected to review the agendas with their children.

STUDENT DRESS CODE
All students are expected to be well groomed and appropriately dressed based on the event or activity. We take pride in the appearance of our students. Student dress shall in no way be so extreme as to be distracting or disruptive to the educational process of the school. The following will be considered as examples of unacceptable dress for students and may not be all inclusive of unacceptable dress:

- Messages and/or images on clothing, jewelry, and personal belongings that relate to drugs, alcohol, tobacco, sex, violence, or gang related activity, or that reflect adversely upon persons because of their race or ethnic group are not permitted.
- The wearing of low-riding pants will not be permitted. Students should wear belts if pants are baggy. Undergarments should not be exposed.
- Shorts, skirts and dresses are considered too short if they do not adequately cover undergarments and/or personal body parts.
- Midriffs/tops that reveal the midriff are not acceptable. Tops with spaghetti straps, strapless tops, or one-shoulder tops are not acceptable unless worn with another shirt that provides appropriate coverage. Sleeveless blouses that provide appropriate coverage are acceptable.
- No hats, bandannas or headgear of any kind may be worn in the building. If a letter from a student's cleric, medical provider or other appropriately deemed personnel is provided, an exception for headgear may be granted by the building principal.
- Unsafe footwear as determined by building administration and/or the school nurse. Slippers for all students in the district and shoes without straps on the back of the shoe for all grade k-4 students are prohibited.
- Wearing of a scent that has negative impact on others.
- Loose hanging objects that pose a safety hazard or disruptive influence, (i.e.-chains, key holders, etc.).
- Baggy-wear are not considered appropriate school attire.
- Wearing backpacks or similar carry-all container between classes for grades K-6 and LHSW@CC. NPJHS students may carry backpacks.
- Wearing of winter jackets, during the school day unless authorized by building administration.

Students who violate the student dress code shall be required to modify their appearance by covering or removing the offending item, and, if necessary or practical, replacing it with an acceptable item. Any student who refuses to do so shall be subject to discipline, up to and including in-school suspension for the day. Any student who repeatedly fails to comply with the dress code shall be subject to further discipline, up to and including out-of-school suspension.

PROHIBITED STUDENT CONDUCT
District personnel, who interact with students, are expected to use disciplinary action when necessary and regularly reinforce the students' ability to grow in self-discipline. Students who will not accept responsibility for their own behavior and who violate these school rules, will be required to accept the consequences for their conduct. Students may be subject to disciplinary action, up to and including suspension from school, when they:

A. Engage in any on campus or off campus conduct that is disruptive or constitutes, causes, or promotes distraction from or disruption of the learning environment or undermines health and safety.

- Chronic or infrequent disruptive behavior by any student should result in the development of a Functional Behavioral Assessment and/or Behavioral Intervention Plan and may result in a superintendent’s hearing.
- Running in hallways,
- Making unreasonable noise,
- Obstructing vehicular or pedestrian traffic,
- Engaging in any willful act which disrupts the normal operation of school (including falsely reporting incidents or behavior),
- Trespassing. Students are not permitted in any school building, other than the one they regularly attend without the permission from the administrator in charge of the building,
- Failing to comply with the directions of teachers, administrator or other school employees in charge of students, or otherwise demonstrating disruptive behavior,
- Lateness for or leaving school without permission,
- Skipping detention,
- Harassment/Bullying/Cyberbullying which includes a sufficiently severe action or a persistent pervasive pattern of actions or statements directed at a person or group that are intended to be ridiculing or demeaning and/or which includes engaging in actions or statements that put an individual in fear of bodily harm,
- The use of technology to record, document, and/or disseminate information about an individual without their consent, with malicious intent or intent to deceive is prohibited (including falsely reporting incidents or behaviors). The Lockport City School District will, however, continue to use technology to investigate inappropriate use of technology and shall report cyber-crime and cooperate with authorities to support investigations related to improper use of personal and/or District technology,
- Any act that attempts to bypass District security, firewalls, or access protected information through the use of technology or otherwise, or any attempt to introduce any unauthorized computer program to the network such as a computer virus.
- The inappropriate use of District and personal technology (including, but not limited to cellphones, smart phones, tablets/ipads, digital cameras and/or social media accounts), which are disruptive to the learning environment or violates the Acceptable Use Policy. Proper etiquette is expected when using electronic devices. Unauthorized or secretive use of personal electronic devices is prohibited. The use of electronic devices during instruction and the administration of assessments is prohibited except when authorized. The use of personal electronic devices is prohibited in areas where personal privacy is expected (areas such as restrooms and locker rooms).
- Lying to school personnel,
- Stealing the property of other students, school personnel or other persons lawfully on school property.
- Selling, using or possessing obscene material.
- Possessing or smoking a cigarette, e-cigarette, cigar, pipe or using/possessing chewing or smokeless tobacco, liquid nicotine, electronic nicotine; lookalike cigarette, vaporizer, a vaping delivery system, inhalator device or any other device that simulates the usage of a tobacco product.
- Possessing, consuming, Selling, transferring, distributing or exchanging alcohol in any form or illegal substances, or being under the influence of either. Illegal or unauthorized drugs include, but are not limited to: inhalants, marijuana, cocaine, amphetamines, hallucinoids, steroids, any substances commonly referred to as designer or synthetic drugs. Also, drug paraphernalia materials (EX: pipes, bowls, scales, rolling papers, containers, storage devices, or any other items),
Guidelines for Student Behavior

- Unauthorized possession, use, sale, dissemination, exchange, or sharing of prescription and/or over-the-counter drugs without express permission from a school authority. All orders for prescription and/or over-the-counter medication must be administered through the health office by a school official.

- Discrimination, which includes the use of race, color, age, creed, national origin, ethnic group, religious practices, gender identity, religion, gender, sexual orientation from disability, and any other classification protected by law as a basis for treating another in a negative manner.

- Acts of sexual harassment as defined in the District’s sexual harassment policy, including indecent exposure of private body parts.

- Possessing any ammunition or any look alike objects or her physical well-being.

- Engaging in conduct that is violent, as defined in the Dignity for All Students Act.

- Practicing any form of violent conduct which may lead to an investigation of harassment, bullying or discrimination.

- Possessing any firearm, explosive, arrows or other projectile et. al.

- Unsavory or offensive language or gestures, cursing or displaying gang-related insignia.

- Using vulgar or abusive language or gestures, cursing or displaying gang-related insignia.

- Committing an act such as hitting, kicking, punching, spitting, biting, stabbing, and scratching upon any school employee, student or upon other persons lawfully on school property.

- Possessing a weapon as defined by the "code".

- Displaying what appears to be a weapon.

- Threatening to use any weapon.

- Intentionally damaging or destroying the personal property of a district employee or any person on school property.

- Intentionally damaging or destroying school district property.

- Engaging in harassing conduct, verbal threats, intimidation, or abuse that reasonably causes or would reasonably be expected to cause a student to fear for his or her physical well-being.

- Possessing any ammunition or any look alike objects resembling ammunition of any kind, whether used or unused and whether spent or unspent, including but not limited to, bullets, shells, shell casings, rounds, explosives, arrows or other projectile et. al.

- Engaging in conduct that discriminates/harasses or bullies as defined in the Dignity for All Students Act. Such examples include but are NOT limited to:
  - Name calling on the school bus.
  - Telling an inappropriate joke in class.
  - Making ethnic slurs at an afterschool event.

- Engage in misconduct while on a school bus

- It is crucial for students to behave appropriately while riding on District buses, to ensure their safety and that of other passengers and to avoid distracting the bus driver. Students are required to conduct themselves on the bus in a manner consistent with established standards for classroom behavior. Excess noise, pushing, shoving and fighting, harassment, and discrimination will not be tolerated. Students waiting for buses when not on school property are expected to conduct themselves in accordance with the District’s “code”. The District will comply with additional reporting requirements outlined in the DASA regulations.

- Engage in any form of academic misconduct

- Plagiarism, cheating and dishonesty violate academic integrity and defeat the purpose for learning. There is no distinction between parties either offering or accepting improper assistance. This includes homework, in-class assignments, testing, and research papers. This may include, but is NOT limited to:
  - Use of cell phones
  - Text messaging
  - Electronic cut and paste
  - Note cards
  - Sharing answers
  - Use of iPads, MP3 players, and/or other electronic devices
  - Talking during testing
  - Use of stray or smudge marks on tests
  - Nonverbal signals
  - Misuse of calculators and/or other technology
  - Obtaining answers from instructors.

- Any students who plagiarize, cheat, and are dishonest will be subject to the following consequences at the discretion of the teacher and/or administration:
  - 0% on the assignment and notification to parent
  - Verbal notification to parents
  - Written notification to parent
  - Making up the assignment/test at a later date

- Other disciplinary action may occur based on the teacher’s classroom policy and discretion. These actions could include detentions, in-school suspension, out of school suspension or a superintendent’s hearing.

- Any student found cheating risks losing their National Honor Society membership, honor pass, parking permit, early release and late arrival.

Reporting Violations

Any person aware of a violation of the Code of Conduct, Acceptable Use Policy, and any underlying Lockport City School District policies and procedures should notify the appropriate internal personnel immediately as an expectation of the Code of Conduct. Notification of local law enforcement will be determined based on the violations that constitute a crime and substantially affect the order or security of a school. The District will not institute any retaliation against an individual who, in good faith, reports or assists in the investigation of harassment, bullying or discrimination.

A copy of the entire student Code of Conduct and disciplinary procedures is available in each school building or can be accessed on the District’s web page at http://www.lockportschools.org.

Guidelines for Special Education

A student with a disability is expected to follow the rules and procedures set forth in the Code of Conduct. However, the school recognizes that certain disabilities require procedures and action which may be altered from those which are normally followed. Under such circumstances, school personnel will work with parents and the Committee on Special Education to determine whether the student’s behavior is an element of, or related to, the student’s disability.
The New York State Public Health Law and New York State Education Department require immunization compliance and specific health screening in school annually. The purpose of this notice is to summarize these requirements.

Immunizations
New York State Public Health Law 2164 requires certain immunizations for school attendance. A copy of your child’s immunizations is required for attendance in school. Immunizations are available from your physician or free of charge from the Niagara County Health Department by appointment (Phone: 439-7430). Please submit proof of your child’s immunizations to the school nurse. Students are not allowed to attend school after a specific time without acceptable proof of required immunizations. Please contact your child’s school nurse for assistance. Due to New York State Requirements, all students in grades 7-12 must receive the Meningococcal Conjugate Vaccine.

Health Screenings
New York State Education Law requires that a physical examination be completed for every student pre-kindergarten, kindergarten, first, third, fifth, seventh, ninth and eleventh grades, and for every new entrant to a school from out of the District. Each examination shall include a calculation of the student's Body Mass Index (BMI) and weight status category. We encourage that your physician examine your child. If this is not possible, the District will make arrangements to complete a physical, which will be conducted by one of the school physicians, during scheduled school time.

In compliance with New York State guidelines students are screened for vision, hearing, height and weight, BMI, weight status category and scoliosis. Health screening is performed individually with regard to every student's privacy and comfort. The Lockport City School District will participate in a survey dictated by the Commissioner of Health pursuant to Public Health Law in relation to student's BMI and weight status category. New York State Department of Health will utilize the date collected to develop a report of childhood obesity and obesity related diseases. You may refuse to have any portion of the health screening performed. Refusal should be indicated in writing to your child's principal. If the school nurse identifies any problems with the health screening you will receive notification in writing. Should this occur we ask that you have your physician evaluate the problem, complete the notification and return it to the school nurse.

Dental Health Certificates
New York State Education Law requires that a physical examination be completed for every student pre-kindergarten, kindergarten, first, third, fifth, seventh, ninth and eleventh grades, and for every new entrant to a school from out of the District. A duly licensed dentist authorized to practice in New York State shall sign dental health certificates. Each certificate shall describe the dental health condition of the student when examination is made and shall state whether the student is in fit condition of dental health to permit his/her attendance in school. Dental health evaluations may be conducted within 12 months from the start of a school year. If you need assistance with identifying a dentist, a complete listing of local area dentists is available from the Eighth District Dental Society of Western New York. Their website may be found at www.8thdistrictdental.org or telephone (716) 995-6300.

Health Screening Forms
Forms may be obtained from your child's school nurse or on our District website www.lockportschools.org under “District Health Services”.

Head Injuries and Concussion Policy
The Lockport City School District, in compliance with current NYS regulations and guidelines, has developed policy and procedures regarding head injuries and concussion in children.

What is a concussion?
A concussion is a type of traumatic brain injury that is caused by a blow to the head or body, a fall, or another injury that jars or shakes the brain inside the skull. Concussion results in a myriad of physical, cognitive, emotional and/or sleep related symptoms that may or may not involve a loss of consciousness. Duration of symptoms is variable and may last from several minutes to days, weeks, months, or years.

The Lockport City School District has a multidisciplinary concussion management team. Aligned with best practices for students and current regulations, our District has policy, procedures, and return to play protocols pertaining to concussion. Highlights include:
- Any student who is suspected of having a concussion will be immediately removed from any athletic activity (recess, gym class or sports) and remain out of athletic activities until evaluated and cleared to return to activity by a physician following District policy and procedure.
- Physical Education, nursing, and coaching personnel have received training regarding the management of head injuries and concussion, in compliance with current regulations.

Prompt recognition, intervention, removal from activities, and referral of the individual with a concussion are desired outcomes of these regulations.

Health personnel will assist students, families, and staff with monitoring the student's progress and return to school activities.

Information related to concussions may be found on our District website at http://www.lockportschools.org
Student Attendance Policy

Parents and students should be aware of the attendance policy adopted by the Board of Education. The policy reflects the belief that consistent school attendance has an effect on academic success and school completion. Complete copies of the policy are on the District website.

Determination of Absences, Tardiness and Early Departures

Excused absences are due to personal medical/illness, death in the family, religious observance, court appearances, personal or family business, educational/school related activity, and other such reasons as approved by the Board of Education. All others will be considered unexcused. Students will be recorded as "unexcused" until a written note or phone call is received from a legal guardian.

Student Attendance/Course Credit

Upon returning to school, it will be the student's responsibility to consult with the teacher about making up missed work during a time to be determined by the teacher. If an absence is determined to be unexcused, arrangements will be made for missed assignments to be completed in an alternative setting.
Acceptable Use Policy

The Board of Education will provide student access to various electronic information systems through the District's computer system (“DCS” hereafter) consisting of software, hardware, computer networks and electronic communication systems. This may include access to systems such as electronic mail, internet or intranet services. It may include the opportunity for some students to have independent access to the District systems from their home or other remote locations. All use of District systems, including independent use off-campus, must be in support of the District’s requirements, expectations, and students’ obligations when accessing the District systems. This policy does not attempt to articulate all required and/or acceptable uses of the District systems; 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 prescribed behavior. Lockport City School District students shall also adhere to the laws, policies and rules governing electronic systems 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 privileged access to District systems 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. These regulations apply to the student use of technology on campus and off campus if technology is provided by the District for use at home. The District reserves the right to pursue legal action against a student who willfully, maliciously, or unlawfully damages or destroys property (physical and/or intellectual) 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 are considered to be school district property, subject to control and inspection. The Superintendent of Schools or his/ her designee 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 District systems will be private.

Notification/Authorization

The District's Acceptable Use Policy and Regulations is made available to parents and students in order to provide notice of the school’s requirements, expectations, and students' obligations when accessing the District information systems at www.lockportschools.org or by request to the Director of Assessment and Technology. Student access to the District information systems will automatically be provided unless the parent has submitted written notification to the District that such access be limited. Should a parent wish to deny access to or use of the District’s computerized information systems (beyond what is required instructionally) they may do so by completing the appropriate form. This form will be sent home once per year. Procedures define the process by which parents may submit a written request to deny or rescind student use of the District information systems in accordance with law, Commissioner’s Regulations and or District policies and procedures. Regulations have been established as necessary to implement the terms of this policy.

Use of Cameras

Security cameras are being utilized on district property for the safety and protection of the school community. (see policy 5685). The District uses Closed Caption television (CCTV) cameras at all entryways and throughout our buildings. CCTV camera's capture video that is not broadcast anywhere, but rather stored on local servers for up to 60 days for security use. After 60 days all video footage is deleted from our systems unless it is being used or archived for legal or investigative purposes. CCTV cameras are also used by the Aegis security system to alert administration and security personnel when a threat has been detected in our buildings.
**What Is Sexual Harassment?**

Unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature constitute harassment on the basis of sex when:

- Submission of such conduct is made, either explicitly or implicitly, a term of condition of an individual's employment or success in a classroom;
- Submission to or rejection of such conduct by an individual is used as a basis for employment or educational/academic decisions affecting such individuals; or
- Such conduct has the purpose of effect of unreasonably interfering with an individual's work or school performance or creating an intimidating, hostile, or offensive work or school environment.

- Sexual Harassment can happen once or many times.
- School district officials are legally responsible for investigating and taking steps to prevent sexual harassment.
- Some forms of sexual harassment are also crimes.

**Prohibited Conduct**

Sexual harassment can be verbal, non-verbal, or physical. Examples of such conduct may include, but are not limited to, the following:

- Verbal abuse or ridicule, including innuendos, stories, and jokes that are sexual in nature and/or gender-related. This might include inappropriate sex-oriented comments on appearance, including dress or physical features.
- Direct or indirect threats or bribes for unwanted sexual activity.
- Asking or commenting about a person's sexual activities.
- Unwelcome and unwanted physical contact of a sexual nature including, but not limited to, assault, impeding or blocking movement, offensive touching, or any physical interference with normal work or movement.

- Displaying or distributing pornographic or other sexually explicit materials such as magazines, pictures, internet material, cartoons, etc.
- The use of profanity and/or other obscenities that is sexually suggestive or degrading in nature.

- Unwelcome staring, leering, or gesturing, which is sexually suggestive in nature.
- Unwelcome and/or offensive public displays of sexual/physical affection.
- Clothing that reflects sexually obscene and/or sexually explicit messages slogans, or pictures.

- Engaging in sexual conduct with an individual who is unable to consent due to his/her age, use of drugs or alcohol, intellectual disability, or other disability.

- Any other unwelcome and unwanted sexually oriented and/or gender-based behavior, which is sexually demeaning, belittling, intimidating, or perpetuates sexual stereotypes and attitudes.

**Reporting Sexual Harassment**

Any District personnel, student, or volunteer who has been subjected to behavior that may constitute sexual harassment is encouraged to report such behavior to a supervisor, manager, District's Civil Rights Compliance Officer, or a District Title IX Officer (using Exhibit 6121E found on the District website). Anyone who witnesses or becomes aware of potential instances of sexual harassment should report such behavior to a supervisor, manager, the District Civil Rights Compliance Officer or a district Title IX Officer. Reports of sexual harassment may be made verbally or in writing. A form for submission of a written complaint is attached to the policy as an exhibit (6121E), and all District personnel, students, or volunteers who are reporting sexual harassment on behalf of other District personnel, student, or volunteer should use the complaint form and note that it is on another person's behalf.

**Prohibition of Retaliatory Behavior**

The Board prohibits any retaliatory behavior directed against complainants, victims, witnesses, and/or any other individuals who participated in the investigation of a complaint of sexual harassment. Complaints of retaliation may be directed to the Civil Rights Compliance Officer. In the event the Civil Rights Compliance Officer is the alleged offender, the report will be directed to another Civil Rights Compliance Officer or to the Superintendent. Where appropriate, follow-up inquiries will be made to ensure that sexual harassment has not returned and that all involved in the investigation have not suffered retaliation.

**Complaint and Investigation of Sexual Harassment**

All complaints or information about suspected sexual harassment would be investigated by the district Civil Rights Compliance Officer or a District Title IX Officer in consultation with the Superintendent, whether that information was reported in verbal or written form. Investigations will be conducted in a timely manner, and will be confidential to the extent possible. An investigation of any complaint, information or knowledge of suspected sexual harassment will be prompt and thorough, and should be completed within 30 days. All persons involved, including complainants, witnesses, and alleged perpetrators will be accorded due process to protect their rights to a fair and impartial investigation.

Any District personnel, student or volunteer may be required to cooperate as needed in an investigation of suspected sexual harassment. District personnel or students who participate in any investigation will not be retaliated against.

The Lockport City School District has Title IX Officers to investigate serious incidents. If you believe that you are the victim of sexual harassment, report it to the Title IX Officers:

Mrs. Jennifer Gilson 478-4402
28 Harding Ave., Lockport, NY 14094

Mrs. Bernadette L. Smith, Ed.D 478-4702
160 Passaic Avenue, Lockport, NY 14094

Mr. Russell Buckley 478-4626
319 West Avenue, Lockport, NY 14094
The Lockport City School District employs school psychologists and school counselors to work with troubled students. The American Psychological Association and the American Academy of Pediatrics have compiled a list of early warning signs for parents concerned about their child's behavior. Parents should note that all children will exhibit some of these signs from time to time. Parents should seek help if the child exhibits many of these signs on a regular basis for an extended period of time.

**Warning signs in the preschool child:**
- Has many temper tantrums in a single day with several lasting more than 15 minutes and often cannot be calmed by parents, family members or other caregivers.
- Have many aggressive outbursts, often for no reason.
- Is extremely active, impulsive and fearless.
- Consistently refuses to follow directions and listen to adults.
- Does not seem attached to parents; for example, does not touch, look for or return to parents when in unfamiliar places.
- Frequently watches violence on television, engages in play that has violent themes or is cruel towards other children.

**Warning signs in the K-4 child:**
- Has trouble paying attention and concentrating.
- Often disrupts classroom activities.
- Does poorly in school.
- Frequently gets into fights with other children at school.
- Reacts to disappointments, criticism, or teasing with extreme and intense anger, blame, or revenge.
- Watches many violent television shows and movies or plays a lot of violent video games.
- Has few friends and is often rejected by other children because of his or her behavior.
- Makes friends with other children known to be unruly or aggressive.
- Consistently does not listen to adults.
- Is cruel or violent towards pets or other animals.
- Is easily frustrated.

**Warning signs in the preteen and adolescent:**
- Consistently does not listen to authority figures.
- Pays no attention to the feelings or rights of others.
- Mistreats people and seems to rely on physical violence and threats of violence to solve problems.
- Often expresses the feeling that life has treated him or her unfairly.
- Does poorly in school and often skips class.
- Misses school frequently for no identifiable reason.
- Gets suspended from or drops out of school.
- Joins a gang, gets involved in fighting, stealing or destroying property.
- Drinks alcohol and/or uses inhalants or drugs.

**IMPORTANT**

If you observe any of the following warning signs, contact a professional immediately:
- Starting fires in the home or community.
- Threats or action resulting in harm to the child, such as cutting or burning the skin.
The Lockport City School District has once again applied for the Community Eligibility Program designation that will allow every student attending a Lockport City School to receive one free breakfast and one free lunch daily regardless of their family income.

**How to Apply:**
There is no formal application to receive these meals. Breakfast for grades K-6 will be served in your child’s classroom. Students in grades K-6 will receive and eat their lunch in their classroom. Students in grades 7-8 will obtain their breakfast through either a breakfast kiosk located within the building or from the cafeteria or in their classroom. Students in grades 9-12 can obtain their free breakfast from the high school cafeteria or a breakfast kiosk located within the building and then take it to their homeroom or eat in the cafeteria. One free lunch per student will be provided in each school cafeteria. Student’s wishing to purchase a second meal or ala carte items can do so.

All breakfast and lunch meals will meet USDA nutritional guidelines.

**Verification Form:**
Each family will be asked to fill out a one page verification application in September confirming they are a District resident and that their child is enrolled in one of our buildings.

**Established Second Meal Prices:**

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<th>Breakfast</th>
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<tr>
<td>Elementary</td>
<td>$.85 Junior High $1.10</td>
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<tr>
<td>Intermediate</td>
<td>$.85 High School/LHSW $1.10</td>
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**Breakfast/Lunch Menus can be found on our district website. Go to:**
[www.lockportschools.org/menus](http://www.lockportschools.org/menus)

**Community Eligibility Parent Letter**

**Dear Parent or Guardian:**

We are pleased to inform you that Lockport City School District will be implementing a meal certification option available to schools participating in the National School Lunch and School Breakfast Programs for the 2020-2021 school year. See policy on the District website for additional information.

**What does this mean for your child(ren)?**

All students enrolled in Lockport City School District are eligible to receive a healthy breakfast and lunch at school at no charge to your household each day of the 2020-2021 school year. No further action is required of you. Your child(ren) will be able to participate in these meal programs without having to pay a fee or submit another application.

**If you have any further questions, please contact us at (716) 478-4828.**

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, gender identity, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: [http://www.ascr.usda.gov/complaint_filing_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html)

Or at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form.

To request a copy of the complaint form, call (866) 632-9992.

**Submit your completed form or letter to USDA by mail:**

**U.S. Department of Agriculture**
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW Washington, D.C. 20250-9410
fax: (202) 690-7442; or
email: program.intake@usda.gov

This institution is an equal opportunity provider.
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<th>Month</th>
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**Legend:**
- Early Dismissal Days
- No School / Recess
- Superintendent’s Conference Day
- Regents Days/Rating Day
- Regents/Early Dismissal

**Notes:**
- Grades 3 - 8 ELA Test 4/20 - 4/22
- Grades 3 - 8 Math Test 5/4 - 5/6
- Grade 8 Science Test 5/25 - 6/4
- Grade 8 Science Written Test 6/7

**Student Days:** 183
**Staff Days:** 186

*Calendar is subject to change if NYS testing schedule or emergency closings dictate change.*

*Back to School Newsletter 2020*
Mission Statement

We believe: All people can learn. Schools create conditions for success: academically, socially, emotionally, physically and aesthetically. Teaching and learning are the shared responsibilities of home, school and the community. Our mission is to assure comprehensive learning for all so that each person will be a lifelong learner.