

NORTH PARK JUNIOR HIGH SCHOOL

160 PASSAIC AVENUE
LOCKPORT, NY 14094
(716) 478-4700
(716) 478-4705 (FAX)



James A. Snyder, Principal
Michael W. Pickreign, Assistant Principal
Scott A. Trachte, Assistant Principal

www.lockportschools.org

Parent/Student Handbook and School Staff/Parent/Student Compact 2016-2017

I have read the attached *Parent/Student Handbook* with my child. We understand the daily routines and procedures at North Park Junior High School. We also discussed and understand the Lockport City School District's *Code of Conduct*. Additionally, we reviewed the set expectations on the School Staff/Parent/Student Compact sheet.

Parents: Please sign **and** have your child sign this form **and** the School Staff/Parent/Student Compact and **then** return **BOTH** sheets to his/her Homeroom/1st period teacher by Friday, September 16th. If these forms are not signed and returned by this date, your child will be assigned lunch detention until they are returned.

The remaining document should be kept at home in a safe place for your reference.

Thank you in advance for your support.

Sincerely,

Mr. James A. Snyder
Principal

Mr. Michael W. Pickreign
Assistant Principal

Mr. Scott Trachte
Assistant Principal

Today's Date

Parent/Guardian Signature

Student Signature

Homeroom/1st Period Teacher _____

The North Park Junior High School Learning Community has chosen to focus their "School Staff/Parent/Student Compact" on goals that will support all students in classrooms and at home to achieve high standards. **PLEASE SIGN THE REVERSE SIDE OF THIS PAGE AND RETURN TO SCHOOL.**

Goal 1: All students will achieve at high academic levels.

Goal 2: We will provide a culture in which individuals are respected, continuously learning, and focused on results.

Goals:	School Staff	Parents	Students
Goal 1 - Achieve at High Academic Levels:	Hold high expectations for ALL Students. Provide clear expectations to Students and Parents/Guardians.	Hold high expectations for Your Child at school and at home. Review school and home expectations with Your Child.	Be aware of the high expectations that are being asked of You. Hold Yourself to those same expectations at school and at home.
	Follow the Learning Standards and Common Core curriculum.	Encourage Your Child to engage in challenging work and seek school support if necessary. Promote the value of school.	Do Your best when You face new learning, especially different ways of thinking and doing.
	Prepare Students to be successful on local and New York State assessments.	Support Your Child in preparation for assessments. Gain additional information about the importance of Your Child's progress.	Study regularly and prepare for upcoming assessments.
	Use a variety of teaching methods to better assist ALL learners.	Promote independent reading and learning experiences at home.	Take time each day to complete any assigned homework. Also regularly review material, study, or independently read.
Goal 2A - Build a Culture of Respect & Trust:	Welcome Students, Visitors, and Families into our school. Encourage Students to participate in extra-curricular activities.	Communicate with the school and attend school functions, meetings, and events.	Encourage Your Parents/Guardians to attend school sponsored events.
	Create a school culture that is accepting and supportive.	Encourage My Child to be him/herself and embrace new learning opportunities. Support involvement, including extracurricular activities, at NPJHS that will enhance My Child's learning.	Be Myself and explore the many different learning opportunities and extra-curricular activities provided. Accept responsibility for after school activities that will support Me in growing academically, socially, emotionally, physically, and aesthetically.
	Inform Students of the LCSD "Code of Conduct" and NPJHS routines and procedures through the "Parent/Student Handbook", this Compact, and the annual students' "Right To Know" assembly".	Review, understand, and adhere to the NPJHS "Parent/Student Handbook" and this Compact. Sign and have Your Child return both sheets to school by September 16th.	Review, understand, and adhere to the NPJHS "Parent/Student Handbook" and this Compact. Sign and return both sheets to school by September 18th.
Goal 2B - Safety and Wellness:	Provide a safe, clean, and nurturing environment.	Provide a positive, healthy, and nurturing environment at home. Assist Your Child in getting to school on time and on a consistent basis.	Help to create a positive and healthy environment at home. Come to school on time, prepared, and ready to learn.
	Promote safety and wellness. Report any unsafe or potentially unsafe conduct to Administration.	Promote safety and wellness. Report any unsafe or potentially unsafe conduct to Faculty & Administration.	Promote safety and wellness. Report any unsafe or potentially unsafe conduct to Parents/Guardians, Faculty & Administration.
	Be respectful when working through challenging situations with Students and Parents/Guardians.	Be respectful when working through challenging situations with school Faculty, Administration, and Your Child/Children.	Respect Yourself, Parents/Guardians, Teachers, Students, Others, and ALL Property.
Goal 2C- Strong communication between school and home:	Communicate with families in language/terms that they can easily understand. Give them timely notification about Their Child's progress and behavior, meetings, and events.	Talk to My Child about school. Keep an open communication with the school. Contact My Child's Teacher, Counselor, and/or Administrator when we have questions about school and get the facts.	Ask questions in school when I don't understand something. Talk to My Parents/Guardians about school. Ask for help at home when needed.
	Utilize the Parent Portal as a communication tool, in addition to letters, phone calls, texts, and/or emails.	Enroll and visit Parent Portal to track My Child's assignments, grades, and attendance.	Check Parent Portal and work with My Parents/Guardians to make sure I am doing my very best.
	Provide each Student with a daily agenda. Utilize the agenda as a home and school communication tool.	Review My Child's daily agenda to help monitor My Child's school work, homework, and academic progress.	Incorporate responsible use of the daily agenda provided by the school.

NORTH PARK JUNIOR HIGH SCHOOL

PARENT/STUDENT HANDBOOK 2016-2017

Welcome to North Park Junior High School! We would like to acquaint you with our daily routines and procedures. The six main sections of the student handbook are: (1) **General Information**, (2) **Academic Information**, (3) **Important Dates**, (4) **Bullying Information**, (5) **Discipline Information**, and (6) **Code of Conduct**. Please review this handbook thoroughly so you are well informed. We strongly encourage you to keep it readily available throughout the school year for your reference.

SCHOOL INFORMATION

School Address	North Park Junior High School 160 Passaic Avenue Lockport, NY 14094
District Website	www.lockportschools.org
eSchool Parent Portal	https://eschooldata.wnyric.org
Fax Number	(716) 478-4705
Principal	Mr. James Snyder
Assistant Principal	Mr. Michael Pickreign
Assistant Principal	Mr. Scott Trachte
Secretary to Principal	Mrs. Debra Jarka
Secretary to Assistant Principals	Mrs. Leslie Riddle

IMPORTANT PHONE NUMBERS

Main Office	Mrs. Debra Jarka	478-4701
	Mrs. Leslie Riddle	478-4702
Health Office	Mrs. Barbara Janese	478-4714
	Mrs. Sheryl Szymanski	478-4713
Counseling Center	Mrs. Louise Clark	478-4715
	Mrs. Michelle Brockman (A-F)	478-4718
	Mrs. Carolyn Carter (G-0)	478-4719
	Mrs. Meghan Mambretti (P-Z)	478-4716
	Mrs. Lindsey Hirsch	478-4717

NORTH PARK JUNIOR HIGH SCHOOL ACADEMIC BELL SCHEDULE

Student Arrival:	7:59
Homeroom (breakfast)	8:06 – 8:16
Period 1:	8:16 – 8:56
Period 2:	9:00 – 9:40
Period 3:	9:44 – 10:23
Period 4: (lunch)	10:27 – 11:06
Period 5: (lunch)	11:10 – 11:49
Period 6: (lunch)	11:53 – 12:32
Period 7: (lunch)	12:36 – 1:15
Period 8:	1:19 – 1:58
Period 9:	2:02 – 2:42
Academic Support:	2:45 – 3:45

NORTH PARK JUNIOR HIGH SCHOOL RULES

- **Be Safe.** Treat others as one would want to be treated.
- **Show Respect.** Be respectful toward students, parents, teachers, administrators, monitors, aides, secretaries, bus drivers, custodians, substitutes, and cafeteria workers.
- **Do Your Best.** Make up all work missed due to absence(s) from class or school.

GENERAL INFORMATION

Communication between home and school is essential to every child's success.

The school day begins at 8:06 a.m. Students should not arrive before 7:45 a.m. Students will wait outside the building and enter via the front door entrances. In case of bad weather, only the main entrance will be open at 7:45 a.m. so students can wait in the foyer area. Please note: The school staff is unavailable to provide supervision to students until this time. School doors will remain locked throughout the school day.

ABSENCES

Regular and punctual attendance is important for success in school. The school day officially begins with Homeroom/1ST period at 8:06 a.m. It is the student's responsibility to be in school every day and to be in his/her assigned place at the specified time. New York State Law requires attendance at school. An absence is excused (with signed note from parent/guardian) for the following reasons: personal illness, medical illness, death in the family, religious observance or vacation. All other excuses for an absence such as: leaving late, oversleeping, or missing the bus is unexcused. When students return to school after an absence, they must bring in a signed note to the Main Office from their parent/guardian. The written excuse should include: child's first **and** last name, date(s) of absence, specific reason for absence, and the parent/guardian's signature. Excessive absenteeism may result in exclusion of school-sponsored events.

Parents/Guardians are **expected** to call the Main Office at 478-4701 or 478-4702 to report absences or tardiness. Please leave a message if no one answers. Parents of any student who develops a medical condition that will result in missing at least three (3) school days **must** notify the Health Office at 478-4714. Missed class assignments can be obtained by contacting the Counseling Center at 478-4715 **by** 8:30 a.m. and requesting the assignments. They will collect these assignments for a parent to pick up after 2:45 p.m. that day. Assignments not made up will be reflected in the student's grade. Upon his/her return, it is the student's responsibility to discuss any missed work with the classroom teachers.

TARDINESS TO SCHOOL & EARLY DISMISSAL

A student who is tardy (late) to school **must** bring a signed note from a parent/guardian explaining the reason for the lateness. Students who are frequently late may be assigned lunch detention or after-school detention. All early dismissal notes must be taken to the Main Office **before** Homeroom/1st period begins. The student will then report back to the Main Office to sign out at the dismissal time. When returning to school from an appointment, the student must sign in at the Main Office.

PLEASE NOTE: Student attendance will be monitored regularly. An attendance caller will make an attempt to contact the parents/guardians to confirm a student's absence on a daily basis. It is imperative that we have accurate and updated phone numbers and emergency contacts. Excessive absenteeism and/or tardiness will result in a letter home. Additionally, students who struggle to get to school regularly and on-time may receive consequences which include, but are not limited to: lunch detention, after-school detention, Saturday detention, In-School Suspension (ISS) and/or an alternative Homeroom/1st Period assignment.

SCHOOL CLOSING & OPENING DELAYS

For information on school closings or opening delays, please check the television stations, WBEN radio, or the district's website www.lockportschools.org.

EMERGENCY & FIRE DRILL PROCEDURES

During emergency situations and fire drills, students are to remain silent and follow the instruction of their teachers. During fire drills, students are to proceed quickly and quietly to the proper exit. Students may take nothing with them as they leave the building nor may they stop for a drink or wait for friends. Students may not re-enter the building until a teacher or administrator directs them to do so.

LOCKERS

Each student is assigned a lock and a locker for the storage of books, coats, and school materials. Students can not use their own locks from home. **THE SCHOOL IS NOT RESPONSIBLE FOR LOSS OR THEFT OF ITEMS.** If the lock is lost or stolen, new locks can be purchased for \$5.00 in the Main Office. Students should take the following measures to protect their belongings:

- Never tell anyone their locker combination.
- Never leave the locker unlocked.
- Never share a locker with anyone.
- Students should leave their backpacks, coats, hats, and/or electronic devices in their lockers for the entire day.

LOST & FOUND ARTICLES

All lost and found articles will be located in the main foyer area near the Health Office. We encourage students to frequently check this area. Parents may also check for lost articles when visiting. To avoid unnecessary loss, you are urged to label or mark your child's personal belongings. At the close of each school year, any unclaimed items will be donated or discarded as deemed appropriate.

HEALTH OFFICE & NURSE

The Health Office is located in the main foyer. The main responsibilities of this office are to: address students' **immediate** health needs that originate during school hours; maintain accurate student health records; and promote and maintain a healthy and safe school environment. Additionally, if a student becomes injured, it must be reported to the nurse immediately. If students become ill or injured while at school, they are to get a pass from their teacher and proceed to the Health Office. Students should not call parents requesting to be picked up from school. The nurses will assess the students and contact parents as necessary.

No student will be admitted to the Health Office without a pass, except in an emergency. Injuries that occur at home or off school hours are to be addressed, diagnosed and treated through community resources (i.e., personal physician and/or emergency room). Students are required yearly to provide the Health Office with a completed **Lockport City School District Emergency Health Form**. **Parents/Guardians are asked to update this information throughout the school year.** Students who need to use crutches must present a doctor's order to the Health Office. No student shall be allowed to utilize crutches without the written permission of a doctor. Students who must take prescription or non-prescription **medication** during school hours must comply with the following:

1. Parents must bring the prescription bottle of medication to the Health Office. Do **not** send medication of any kind to school with your child. No medication is allowed in the student's personal possession, with the exception of inhalers. See #2.
2. Inhalers require a physician to write an order for the medication, as well as a request for the student to carry his/her own inhaler. A parent's signature is also required to medicate and carry the inhaler. Epipens require a written doctor's order and parent signature.
3. No medications (including Tylenol) may be given during school hours unless the parent submits a written request from the physician indicating the frequency and dosage of the prescribed medication. A parent's signature is also required.
4. All medication (including Tylenol) must be stored and taken under supervision in the Health Office.
5. Internal and external medication will only be dispensed under the conditions described above.
6. Students are responsible for coming to the Health Office at the proper time to take their medication. 7. The nurses may not prescribe any medication for students.

SCHOOL BUS PROCEDURES

Students who ride school buses are under the jurisdiction of the school from the time they get on the bus in the morning until the time they get off the bus at the end of the school day. While on the bus, students are directly responsible to the bus driver. Students should behave in an appropriate manner and as directed by the bus driver. A bus student who wishes to ride a different bus must first have a note signed by his/her parent and receive approval by one of the administrators. **The signed note must be brought to the Main Office that morning.** This must be authorized on a day-to-day basis. **Walkers are not allowed to ride any bus.** A student who violates the bus rules or displays unsafe or discourteous conduct may:

1. Lose the privilege of riding a different bus other than the one assigned to him/her.
2. Be assigned to a seat on the bus by the driver or an administrator.
3. Receive a written Bus Discipline Referral which is sent to the administration and the student's parents.
4. Be required to pay for damaging the bus.
5. Be suspended from the bus for a period of time.
6. Be suspended from school for a period of time not exceeding 5 school days.

Late buses will be provided for regular bus students involved in an after-school activity on Tuesdays and Thursdays only. The buses will leave school at approximately 3:55 p.m. and will drop students off at selected areas. Please note: if school is scheduled to be closed on Friday (i.e. Good Friday/Memorial Day Observance) there will be no late buses on Thursday.

Students who regularly ride a school bus may ride the late bus if they are at school for extra help, supervised after-school activities or detention. Students are to stay after school only when a teacher directly supervises them. This supervising teacher will give each bus riding student a "bus pass" to board the late bus. Students **cannot** return to school to ride the late bus once they have left the building.

BICYCLES

Students riding to school on bicycles must follow the traffic rules of the road. When bicycles are at school, they must be locked in the bike rack in front of the school. At dismissal, bikers should walk their bikes to the sidewalk so that they do not interfere with buses, cars or other students. Bicycle helmets should be worn at all times while riding a bicycle. **The school is not responsible for lost, stolen or damaged bicycles.** Skateboards, roller blades, heeies and scooters are not permitted due to safety and storage reasons.

ACADEMIC INFORMATION

The North Park staff is dedicated to helping all children become caring, competent and contributing members of our community.

AGENDA/STUDENT PLANNER

Students will receive a 2016-2017 agenda/planner on the first day of school. They are responsible for recording homework assignments, long-term projects, and other important information in this planner. Students must carry this with them throughout the school day. Hallway passes are located in the back of the agenda/planner. Staff members will sign and date each pass. Please note: **students must have an agenda/planner to travel throughout the school building.** If the students' agenda/planner is lost or stolen, students may purchase a new agenda/planner in the Counseling Center for \$2.00.

A/B/C/D DAY CLASSES

Some classes such as Physical Education meet every other day. The first day of school begins as an "A" day. The second day is a "B" day. The next day is a "C" day. The fourth day is a "D" day. This cycle system repeats itself throughout the school year. If the school is closed for any reason such as a holiday or weather problem, the cycle does not change. For example, if school was closed on an "A" day, the first day back would be an "A" day. The morning announcements will indicate the day of the cycle.

PROGRESS REPORTS & REPORT CARDS

Each quarter, a report card is mailed home to students. The 5 week progress reports will be sent home with select students. If no progress report is sent home, it is an indication that your child is doing acceptable work up to that date. Progress reports can be requested by the parents at any given time. All calls should be directed to the Counseling Center at 478-4715. Grades of 65% and above are passing while anything below 65% is failing. The lowest grade on a report card is a 50% with an asterisk (50*). This indicates that the class average is actually below 50%. All courses have numerical grades including Physical Education and count toward the students' overall GPA (Grade Point Average).

COUNSELING CENTER

The school counselors, Mrs. Brockman (A-F), Mrs. Carter (G-0) and Mrs. Mambretti (P-Z), are available to assist students, parents and staff members. Counseling services are offered confidentially on an as-needed basis and are available by appointment or on a walk-in basis. The center practices brief solution-oriented counseling and encourages students who are experiencing conflict to feel comfortable in seeking assistance. Our Counseling Center is also staffed with a School Psychologist, Mrs. Hirsch, who is available for consultation and collaboration regarding student academic and behavior needs. Additionally, carrier permits and working papers are issued through the Counseling Center secretary, Mrs. Clark.

The School Counselors provide the following services:

- Short term counseling
- Crisis counseling
- Conflict resolution
- Bullying intervention
- Referrals to outside sources
- Assist with meetings (RtI, CSE/504, Parent/Teacher)
- Academic counseling
- Academic or behavior reports for parents
- Orientation of new students
- Intervention relating to attendance issues

LIBRARY MEDIA CENTER

Our school system belongs to the Orleans/Niagara School Library System so we have access to thousands of materials belonging to the member libraries. North Park Junior High School's Library Media Center (LMC) also incorporates a computer lab that encourages students' access to a Smartboard, iPads, digital cameras, and laptops. Computers are also available for student use in completing teacher assignments, research, class projects and instruction. Books circulate for a 3 week period. There are no fines for overdue books, but lost or damaged materials must be paid for before other materials are loaned. The library is open when school is in session. Students may obtain a pass to go to the library during study halls and their lunch period. Everyone is encouraged to visit the library to read, do research or use the technology available.

BULLYING INFORMATION

New York State's ***Dignity for All Students Act*** (DASA or The Dignity Act) seeks to provide the State's public elementary and secondary school students with a safe and supportive environment free from discrimination, intimidation, taunting, harassment, and bullying on school property, a school bus and/or at a school function.

Bullying has been described by the U.S. Department of Education as unwanted, aggressive behavior among school-aged children that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time. According to the U.S. Department of Education, bullying generally involves the following characteristics:

- **An Imbalance of Power:** Children who bully use their power, such as physical strength, access to embarrassing information or popularity, to control or harm others. Power imbalances can change over time and in different situations, even if they involve the same people.
- **The Intent to Cause Harm:** The person bullying has a goal to cause harm.
- **Repetition:** Bullying behaviors generally happen more than once or have the potential to happen more than once.

Examples of bullying include, but are not limited to:

- **Verbal:** Name-calling, teasing, inappropriate sexual comments, taunting and threatening to cause harm.
- **Social:** Spreading rumors about someone, excluding others on purpose, telling other children not to be friends with someone, and embarrassing someone in public.
- **Physical:** Hitting, punching, shoving, kicking, pinching, spitting, tripping, pushing, taking or breaking someone's things and making mean or rude hand gestures.

Cyberbullying has been described by the U.S. Department of Education as bullying that occurs through the use of electronic technology, such as cell phones, computers, and tablets. It can also involve the use of communication tools, such social media sites, text messages, chat and websites.

Examples of cyberbullying include, but are not limited to:

- Sending hurtful, rude, or mean text messages or e-mails to others.
- Spreading rumors or lies about others by text message or e-mail or posting on social networking sites.
- Creating or sharing pictures, websites, videos or social media profiles, including fake profiles that embarrass, humiliate, or make fun of others.

Cyberbullying is different from face-to-face bullying because messages, videos, pictures and/or images can, among other things, be:

- Sent 24 hours a day, 7 days a week, 365 days a year.
- Distributed quickly to a very wide audience.
- Sent anonymously.

Resources: <http://www.stopbullying.gov/> or <http://www.p12.nysed.gov/dignityact>

BULLYING REPORTING PROCESS

If there is an issue, please contact one of the North Park Junior High School's *Dignity for All Students Act* Coordinators.

Mr. Scott Trachte, Assistant Principal at 478-4723 at jsnyder@lockportschools.net

Mr. Ronald Cheatham, Peer Mediator at 478-4700 at rcheatham@lockportschools.net

FOR STUDENTS	For students to get assistance with a bullying incident, please take the following steps: <ul style="list-style-type: none">- Talk to a teacher or peer mediator or school counselor.- Talk to an administrator.- Talk to a DASA coordinator.
FOR PARENTS	For parents to get assistance with a bullying incident, please take the following steps: <ul style="list-style-type: none">- Contact your child's teacher or school counselor.- Contact the administration.- Contact a DASA coordinator.

DISCIPLINE INFORMATION

North Park Junior High School is a place where high expectations and high standards are held.

LUNCH DETENTION, AFTER-SCHOOL DETENTION

Students are responsible for making good character education choices, including appropriate school behavior. If a student fails in this responsibility, teachers and administrators may assign a detention. Teachers may assign a lunch detention or an after-school detention where the student is expected to report to the teacher directly to address the issues and serve the consequences. During a teacher assigned lunch detention, the teacher is responsible for making lunch arrangements with the students to ensure they have their lunch. During the teacher assigned after-school detention, students are responsible for reporting directly to the teacher's classroom no later than 2:45 p.m. Students are released from teacher detention at 3:40 p.m. Transportation will be available on Tuesdays and Thursdays for those students who are regular bus riders. Other arrangements must be made ahead of time if the teacher assigned after-school detention is held on any other day.

Administrators may assign a lunch detention or an after-school detention if the students' behavior warrants a consequence. It is documented in the student's permanent file and discipline reports are sent home via mail. Students who are assigned lunch detention by an administrator will report to the assigned location and check in. Students will go to the Dining Hall and get their lunch then report back to the lunch detention room for the remainder of the period. If students are assigned after-school detention by an administrator, they will report to the Main Office at 2:45 p.m. to check-in and will then be directed to the appropriate location. Students are expected to bring work with them to complete during this time and will be released at 3:40 p.m. **It is the responsibility of the student to notify parents that he/she has after-school detention and will arrive home later than usual.** If a student has a legitimate reason why they cannot attend on the assigned day, the student must make arrangements with administration to stay another day. Repeated failure to report will result in a day of In-School Suspension (ISS). Students who are consistently absent and/or tardy to school may also be considered for lunch or after-school detention.

ISS: IN-SCHOOL SUSPENSION

Students assigned to In-School Suspension are required to report directly to the Main Office upon entering the building to check in. They will then go to their locker and get the necessary materials for the day. While in ISS, students will receive all class work, tests/quizzes and homework to complete. Students remain in the In-School Suspension room for the duration of the school day, including lunch, without the opportunity of socialization or

pass time. All completed assignments will be returned to the classroom teacher by the InSchool Suspension supervisor. Students are required to complete a self-reflection sheet while they are in ISS. Supplemental and/or enrichment activities may also be given in ISS once students have completed the course work assigned by the classroom teacher.

OSS: OUT-OF-SCHOOL SUSPENSION

Students who are assigned Out-of-School Suspension are expected to get their work from the Counseling Center 24 hours after they are suspended from school. This work is to be completed by the student and returned to the classroom teacher upon return. While on Out-of-School Suspension, students are **NOT** to be on any district property nor can they attend any school functions. Repeat suspensions will require a parent conference with building administration. Based on the length of OSS, students may be assigned to an alternative learning location.

FORBIDDEN ITEMS

Any item, which is illegal or interferes with education and safety, is **NOT** allowed. Such items will be confiscated and students involved will be subject to appropriate disciplinary actions. Radios, CD players, MP3 players, iPods, iPhones, Blackberry, shuffles, tape recorders, headsets, pagers, cell phones, video games, electronic pets, cameras and/or any other electronic devices should not to be brought to any classes or lunch. Staff members may confiscate these items as they interfere with the safety, well-being and/or educational process. **If items are confiscated, parents will be required to pick items up in the Main Office.** Additionally, glass and/or open beverage containers should **NOT** be brought to school. They will be confiscated as well. Under no circumstances are students allowed to sell any items in school or on school property without the permission of administration. **NORTH PARK JUNIOR HIGH SCHOOL IS NOT RESPONSIBLE FOR LOST, STOLEN OR BROKEN ITEMS.**

HALLWAY TRAVEL REMINDERS

- Walk quietly
- Carry your agenda with signed pass
- Follow adult directions for safety
- Use appropriate language
- Use indoor volume
- Keep hands to yourself
- Respect others
- Move directly to class

DINING HALL EXPECTATIONS

- **Be Safe!**
 - Use school appropriate language and volume.
 - Refrain from throwing anything.
 - Keep seated and follow adult direction for safety
 - Keep aisles clear.
 - Maximum of 6 people per table.
 - Electronic devices are not permitted .
- **Show Respect!**
 - Treat everyone with respect.
 - Pay for all food and eat it in the Dining Hall.
 - Pick up all trash and put it in the garbage cans.
 - Keep all food and drink in the Dining Hall.
 - Ask permission to leave your seat.
 - No food or drink is to be taken outside of the Dining Hall.
 - No food or drinks may be brought into the Dining Hall from The Port.
 - Stay in your seat until being dismissed.
- **Do Your Best!**
 - If you are late, you must have a signed pass in your agenda.
 - Only eat and touch your own food.
 - Keep your table and floor neat and clean.

LOCKPORT CITY SCHOOL DISTRICT CODE OF CONDUCT

*The following information is taken from the Lockport City School District "Code of Conduct" dated **June 2015**. Although this is not all-inclusive of the items explained in the "Code of Conduct", it does highlight essential key points. If you are interested in viewing the "Code of Conduct" in its entirety, please visit the district's website or contact North Park Junior High School or the Lockport City School District Board of Education office.*

STUDENT RIGHTS AND RESPONSIBILITIES

A. STUDENT RIGHTS

The district is committed to safeguarding the rights given to all students under state and federal law, which include:

1. A safe, healthy, orderly and civil school environment;
2. Taking part in all district activities on an equal basis regardless of age, weight, ethnic group, religious practice, race, gender, religion, color, national origin, sex, sexual orientation, political affiliation, use of a recognized guide dog, hearing dog or service dog, disability or any other classification protected by law;
3. Presenting their version of the relevant events to school personnel authorized to impose a disciplinary consequence;
4. Accessing school rules and, when necessary, receiving an explanation of those rules from school personnel.
5. The protection of students from threats and inappropriate content accessible through the District network through the use of internet filters and monitoring.

B. STUDENT RESPONSIBILITIES

All district students have the responsibility of:

1. Contributing to maintaining a safe and orderly school by following the Lockport City School District Code of Conduct;
2. Attending school every day, on time, and prepared to learn;
3. Working to the best of their ability in all academic and extracurricular pursuits;
4. Reacting positively and responsibly to direction given by all school personnel;
5. Working to develop mechanisms that control their anger;
6. Seeking help in solving problems that might lead to disciplinary action;
7. Asking questions when they do not understand;
8. Dressing appropriately, in accordance with Lockport City School District Code of Conduct, for school and school authorized functions;
9. Accepting responsibility for their actions;
10. Conducting themselves as representatives of the district when participating in, or attending school sponsored extracurricular events;
11. Securing their personal belongings (money, jewelry, technology, etc.);
12. Using District technology and other resources for academic and school related activities, respecting and not destroying or altering technology hardware and software.

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:

1. Messages on clothing, jewelry, and personal belongings that relate to drugs, alcohol, tobacco, sex, vulgarity, or gang related activity, or that reflects adversely upon persons because of their race or ethnic group are not permitted.
2. The wearing of low-riding pants will not be permitted. Students should wear belts if pants are baggy. Undergarments should not be exposed.
3. Shorts, skirts and dresses are considered too short if they do not adequately cover undergarments and/or personal body parts.
4. Mid-cut shirts/tops that reveal the midriff are not acceptable. Tank tops, 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.
5. No hats, bandanas 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.
6. Footwear is required at all times and must be safe as determined by building administration and/or the school nurse.
7. Wearing of a scent that has negative impact on others.
8. Loose hanging objects that pose a safety hazard or disruptive influence, (i.e.-chains, key holders, etc.).
9. Pajamas and loungewear are not considered appropriate school attire.
10. Wearing backpacks or similar carry-all containers between classes for grades K-6 and LOP. North Park Junior High School may carry drawstring backpacks only.
11. Wearing of outdoor coats, jackets, etc. during the school day.

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 conduct that is disruptive, insubordinate or disorderly.

Chronic acts of 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.

Examples of this conduct include, but are not limited to:

1. Running in hallways;
2. Making unreasonable noise;
3. Obstructing vehicular or pedestrian traffic;
4. Engaging in any willful act which disrupts the normal operation of school;
5. 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;
6. Failing to comply with the directions of teachers, administrator or other school employees in charge of students, or otherwise demonstrating disrespect;
7. Lateness for or leaving school without permission;
8. Skipping detention; 9. Cyberbullying;
10. Violating the Acceptable Use Policy for Technology (Director of Technology must be contacted);

11. 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 rest rooms and locker rooms). Personal electronic devices includes, but is not limited to, cell phones, picture phones, headphones, cameras, camcorders, pagers, iPods, iPads, etc. Students are not permitted to use any form of information technology, including their own personal electronic devices, to intimidate, harass, discriminate against or threaten others.
12. The use of technology to record, document, and/or disseminate information about an individual without their consent is prohibited. The Lockport City School District will, however, continue to use technology to investigate inappropriate use of technology and shall report cyber-crime and cooperative with authorities to support investigations related to improper use of personal and/or District technology.
13. 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.

B. Engage in conduct that is violent, as defined in the NYS VADIR system. Examples of violent conduct include, but are not limited to:

Repeated acts of physical or verbal aggression by any students should result in the development of a Functional Behavioral Assessment and/or Behavioral Intervention Plan and may lead to a superintendent's hearing.

1. 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.
2. Possessing a weapon as defined by the "code".
3. Displaying what appears to be a weapon.
4. Threatening to use any weapon.
5. Intentionally damaging or destroying the personal property of any district employee or any person on school property.
6. Intentionally damaging or destroying school district property.
7. 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.

C. Engage in conduct that discriminates/harasses or bullies as defined in the Dignity for All Students Act. Such examples include, but are not limited to:

1. Name calling on the school bus.
2. Telling an inappropriate joke in class.
3. Making ethnic slurs at an afterschool event.

D. Engage in any conduct that endangers the safety, morals, health or welfare of any others. Examples of such misconduct include, but are not limited to:

1. Harassment/Bullying.
2. The inappropriate use of district and personal technology (including, but not limited to, cyber-bullying) which is disruptive to the learning environment or violates the Acceptable Use Policy, or applies to any of the following misconducts.
3. Lying to school personnel.
4. Stealing the property of other students, school personnel or other persons lawfully on school property.
5. Selling, using or possessing obscene material.
6. Possessing or smoking a cigarette, e-cigarette, cigar, pipe or using/possessing chewing or smokeless tobacco.

7. Possessing, consuming, selling, distributing or exchanging alcohol in any form or illegal substances, or being under the influence of either. Illegal substances include, but are not limited to: inhalants; marijuana, cocaine, LSD, PCP, amphetamines, heroin, steroids, lookalike drugs, and any substances commonly referred to as designer or synthetic drugs.
8. Possessing, using, or sharing prescription and/or over-the-counter drugs without expressed 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.
9. Defamation, which includes making false statements that harms the reputation of that person/group.
10. Discrimination, which includes the use of race, color, age, creed, national origin, ethnic group, religious practices, sex, gender identity, religion, gender, sexual orientation, disability, and any other classification protected by law as a basis for treating another in a negative manner.
11. Acts of sexual harassment as defined in the district's sexual harassment policy.
12. In accordance with the school district policies, individual and/or gang related bullying, harassment, intimidation, or cyber-bullying, 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.
13. "Hazing" referring to any activity expected of someone joining a group (or to maintain full status in a group) that humiliates, degrades or risks emotional and/or physical harm, regardless of the person's willingness to participate. Examples of hazing are, but not limited to: 1) Subtle Hazing (deception, silence periods, deprivation of privileges, socially isolating, name calling), 2) Harassment Hazing (verbal abuse, threats or implied threats, wearing embarrassing or humiliating attire, performing personal services, to be expected to harass others), or 3) Violent Hazing (forced or coerced alcohol or other drug consumption; beating, paddling, or other forms of assault; branding; forced or coerced ingestion of vile substances or concoctions; burning; water intoxication; expecting abuse or mistreatment of animals; public nudity; illegal activity; bondage; exposure to cold weather or extreme heat without appropriate protection). Definitions are taken from StopHazing.org.
14. Using vulgar or abusive language or gestures, cursing or swearing, or displaying gang related insignia.
15. Indecent exposure of private parts.
16. Initiating a report of fire or other catastrophe without valid cause, misuse of 911, or discharging a fire extinguisher.
17. Gambling and gaming (including, but not limited to, gambling or gaming via the Internet).
18. Signs of physical affection that is inappropriate for school; kissing, handholding.

E. 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. Excessive noise, pushing, shoving and fighting, harassment, cyberbullying and discrimination will not be tolerated, nor will any items 1-18 in section D. 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 all reporting requirements outlined in the DASA regulations.

F. Engage in any form of academic misconduct.

Plagiarism (as defined in Section II, "Definitions"), 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:

1. Use of cell phones
2. Text messaging
3. Electronic cut and paste
4. Crib notes
5. Sharing answers

6. Use of iPods, MP3 players, and/or other electronic devices
7. Talking during testing
8. Use of stray or smudge marks on tests
9. Nonverbal signals
10. Misuse of calculators and/or other technology
11. 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 administrator.

1. 0% on the assignment and notification to parent
2. Verbal notification to parent
3. Written notification to parent
4. Making up the assignment/test at a later date
5. Other disciplinary action may occur based on the teacher's classroom policy and discretion. These actions could include detention, In-School Suspension, Out-of-School Suspension or a Superintendent's Hearing.

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 this 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 tolerate any retaliation against an individual for the purposes of interfering with the implementation of this plan.

DISCIPLINARY PROCEDURES AND CONSEQUENCES

Disciplinary action, when necessary, will be fair and consistent in order to be the most effective in changing student behavior. In determining the appropriate disciplinary action, authorized school personnel will consider the following:

1. The student's age.
2. The nature of the offense and the circumstances which led to the offense.
3. The student's prior disciplinary record.
4. The effectiveness of other forms of discipline.
5. Information from parents, teachers, and others as appropriate.
6. Other extenuating circumstances.

Interventions: Discipline will be progressive. A first violation will usually merit a lighter consequence than subsequent violations. There may be however, extreme circumstances where a first violation may receive a more serious disciplinary action.

CONSEQUENCES

Students, who are found to have violated the "code", shall be subject to the following consequences either alone or in combination with one another. The school personnel identified after each consequence are authorized to impose that consequence, consistent with the student's right to due process. In the case of a student volunteering to participate in a district approved counseling or intervention program, consequences may be modified.

1. Verbal warning-Any member of the district staff
2. Written warning-Bus driver, hall, lunch, study hall monitors, teachers, and administration
3. Written notification to parent-Bus driver, study hall and lunch monitors, teachers and administration
4. Detention-Teachers, Administration

5. Suspension from transportation-Administration
6. Suspension from athletic participation-Administration
7. Suspension from social or extracurricular activities-Administration
8. Suspension of other privileges-Administration
9. In-School Suspension-Administration
10. Removal from classroom-Teachers, Administration
11. Short-term suspension (five days or less)-Administration, Board of Education.
12. Long term suspension (more than five days)-Superintendent, Superintendent's designee, Board of Education
13. Permanent suspension from school-Superintendent, Board of Education

PROCEDURES

All students will have an opportunity to present their version of the facts to the school personnel imposing the disciplinary consequence in connection with the imposition of the consequence.

The Lockport City School District "Code of Conduct" June 2015 is available in its entirety, on the district's website, the North Park Junior High School's Main Office or at the Board of Education building.

