Dear Lockport CSD Community,

With great Lion Pride, I write to share information about the upcoming school year. Throughout the summer our support staff have been working closely with administrators to prepare all of our schools for their fall reopening.

While doing so we’ve been: hiring staff, organizing school schedules and class lists, renovating schools - per the district’s capital construction project and so much more. Our goal in completing these tasks is to ensure that our district is well-prepared and ready to welcome all of our Lions this September.

As we prepare for the upcoming school year please be advised of the following information:

**Two Administrative New Hires** – Recently the district hired two new administrators, Mrs. Amanda Schaus and Dr. Jocelyn Harrington. Mrs. Schaus is no stranger to our district. She previously worked for the district as Committee on Special Education Chairperson for multiple years and was later hired to be the Director of Special Education for Wilson Central School District. The district is excited to welcome Mrs. Schaus back as the new Assistant Principal for Lockport High School.

Dr. Harrington was recently hired to be the new principal for Charles Upson Elementary School. As of recent Dr. Harrington has worked for Dekalb Public Schools as an administrator (as a Principal and Assistant Principal) for eleven years. During interviews Dr. Harrington demonstrated that she is highly experienced and ready to meet the needs of our students and community. Accordingly, we welcome Dr. Harrington to the district.

**Protocol for Resolving Concerns** – In an effort to assist our community with being able to resolve concerns in a more efficient manner, the district will soon be publishing and posting to our website its new protocol for resolving concerns. This protocol will provide a “clear chain of command” for our entire community. Our goal in launching this protocol is to ensure that concerns are resolved much more proficiently.

**Anti- Bullying Programming** – Throughout the 2023 – 2024 school year the district will be enacting several anti-bullying programs, Rachel’s Challenge and the Olweus Anti-Bullying program. Both of these programs are intended to prevent bullying, self-harm and school violence while enabling our school to create a positive school culture that leads to safer schools and emotionally resilient students.

**Diversity Equity and Inclusivity Programming** – Throughout this upcoming school year the district will work diligently to ensure Diversity, Equity and Inclusivity (DEI) programming for our students and staff. This programming will be aligned to the NY State Department of Education’s Culturally Responsive Sustaining Framework. This framework ensures that schools have:
- Welcoming and affirming environments for all students
- High expectations and rigorous instruction for all students
- Inclusive curriculum and assessments; and
- Ongoing professional learning and support for staff.

**Strategic Planning** – Throughout the fall semester of this upcoming school year the district will be working on developing and putting into place a new strategic plan. This plan, which will be developed collaboratively with district stakeholders, will serve as the district “roadmap” and will guide the district’s strategic efforts moving forward. Community volunteers who are interested in being a part of this work will be invited to do so in the early fall. Please stay tuned for more information.

As you can tell... the district has a very busy agenda for this upcoming school year. Accordingly, we look forward to seeing everyone in September wherein we will move forward with all of the efforts listed above and several others.

Please enjoy the rest of your summer... we’ll see you all back soon.

With Lion Pride,
Mathis Calvin III, Ed.D.
Superintendent of Schools
BOARD OF EDUCATION

Leslie R. Tobin, President
6990 Northview Drive ..........................(716) 807-1223

John A. Linderman, Vice President
13 Juniper Street ..........................(716) 433-882

Michael P. Ferraro, Secretary
5840 Bowmiller Road ..........................(716) 266-5549

Tracy Caruso
5495 Hallmark Lane ..........................(716) 946-4734

Thomas Gray
14 Haines Street ..........................(716) 531-6647

Alex Lamont
17 Wilson Parkway ..........................(716) 622-7578

Sterling Pierce, Jr.
173 Vine Street ..........................(716) 423-4778

Joseph Runfola II
5015 Collins Drive ..........................(716) 629-6213

Kristina M. Schutt
237 Chapel Street ..........................(716) 864-5756

ADMINISTRATION & SUPERVISION

Dr. Mathis Calvin, III
Superintendent of Schools

Lisa M. Schrader
Assistant Superintendent for Human Resources

Deborah A. Ceder
Assistant Superintendent for Finance and Management Services

Marianne Currie-Hall
Assistant Superintendent for Curriculum and Instruction

Erik Vohwinkel
Director of Special Education

Russell J. Buckley
Director on Special Assignment

Holly Dickinson
Grants and District/Community Programs

Heather McClain
Director of Diversity, Equity & Inclusivity

Dr. Robert Lipuma
Director of Technology, Data Security, and Communications

Amanda Bennett
Director of Student Services

Timothy W. Parker
Director of School Facilities and Operations

Michael Sobieraski
Director of Physical Education and Athletics

DISTRICT DIRECTORY

District Department Telephone Numbers
(T10 Area Code)

Athletic Office ........................................(716) 478-4474

Business Office .....................................(716) 478-4828

Educational Services Office .........................(716) 478-4838

Grants Office ........................................(716) 478-4849

Human Resources Office ..........................(716) 478-4820

Receptionist ..........................................(716) 478-4811

School Facilities Office ..............................(716) 478-4801

School Lunch Office ..................................(716) 478-4805

Special Education Office ............................(716) 478-4825

Student Services Office ..............................(716) 478-4823

Superintendent Office ..............................(716) 478-4838

Transportation Office ..............................(716) 478-4837

Lockport Board of Education
130 Beestie Avenue, Lockport, NY 14094
Phone: ...............................................(716) 478-4800/4811
Fax: ..................................................(716) 478-4823
www.lockportschools.org/BOE

Lockport High School
250 Lincoln Avenue, Lockport, NY 14094
Phone: ...............................................(716) 478-4450/4501
Fax: ..................................................(716) 478-4498

Lockport High School West at Charlotte Cross
319 West Avenue, Lockport, NY 14094
Phone: ...............................................(716) 478-4625/4626
Fax: ..................................................(716) 478-4634/4517

Dr. Bernadette Smith, Principal on Special Assignment
www.lockportschools.org/LHSW

Aaron Mossell Junior High School
180 Passac Avenue, Lockport, NY 14094
Phone: ...............................................(716) 478-4700/4702
Fax: ..................................................(716) 478-4705

Mr. Thomas Lyons, Interim Principal
Jason Maddon, Assistant Principal
Julie Schiavone, Assistant Principal
www.lockportschools.org/AMJHS
Katie Haseley & Amber Wing, PTA Co-Presidents
PTA: ebamptsa@gmail.com

Emmet Belknap Intermediate School
491 High Street, Lockport, NY 14094
Phone: ...............................................(716) 478-4650/4651
Fax: ..................................................(716) 478-4535

Jennifer Gilson, Principal
Shawn Murray, Assistant Principal
Elizabeth Smorol, Assistant Principal
www.lockportschools.org/EBIS
Katie Haseley & Amber Wing, PTA Co-Presidents
PTA: ebamptsa@gmail.com

Roy B. Kelley Elementary School
610 E. High Street, Lockport, NY 14094
Phone: ...............................................(716) 478-4670/4671
Fax: ..................................................(716) 478-4685

www.lockportschools.org/RBSES
Colleen Mahoney & Melissa Ray, PTA Co-Presidents
PTA: roykelleypta@gmail.com

Anna Merritt Elementary School
389 Green Street, Lockport, NY 14094
Phone: ...............................................(716) 478-4725/4726
Fax: ..................................................(716) 478-4730

Patricia McMahon, Principal
www.lockportschools.org/AMES
Kat Moore, PTA President
PTA: annamerrittpta@gmail.com

SOCIAL MEDIA

Lockport City School District
Facebook: facebook.com/LockportCitySchoolDistrict
Twitter: twitter.com/lockportschools
YouTube: youtube.com/LockportCitySchoolDistrict

Visual and Performing Arts Programs
Facebook: facebook.com/LockportCitySchoolDistrictArts
Twitter: twitter.com/LockportArts

Athletic Department
Facebook: facebook.com/LockportCitySchoolDistrictAthletics
Twitter: twitter.com/lockportsports

Download the Lockport City School District mobile app. Available in iTunes or Google Play.

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.
Aaron Mossell 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: 7:40 a.m. – 2:06 p.m.
Aaron Mossell 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.

Back to School Newsletter 2023
**TRANSPORTATION**

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

- **Bus route questions?**
  - Call Jeanne at (716) 246-4434 for students attending Lockport High School, Emmet Belknap or a SWD Agency.
  - Call Jim at (716) 608-9617 for students attending Lockport High School West, Aaron Mossell, Anna Merritt, Roy B Kelley, George Southard, and Charles Upson, a non-public or charter school.
- **Driver complaints call (716) 246-4265**
- **Special Education (IEP) call (716) 478-4825**
- **Student eligibility, call (716) 478-4837**
- **Discipline concerns, call your child's building principal**

Stopfinder Mobile App is available for 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.

**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 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 they are a child with a disability, please contact the Director of Special Education at 478-4809.

**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.

---

**WE ARE ALL LIONS.**
**WE ARE INCLUSIVE.**
**WE ARE DIVERSE.**
**WE ARE ACCEPTING.**
**WE ARE WELCOMING.**
**WE ARE A SAFE SPACE.**
**WE ALL BELONG.**

---

**WE ALL BELONG: EMBRACING DIVERSITY, EQUITY, AND INCLUSION**

As we begin a new academic year, we stand united in our commitment to fostering a school environment where each and every individual feels a sense of belonging. Welcome back to a journey of growth, understanding, and unity as we proudly launch our empowering campaign, "We All Belong: Embracing Diversity, Equity, and Inclusion." With open hearts and open minds, we come together to celebrate the richness of our differences and cultivate a community where everyone's voice is heard.

In our quest for a brighter future, we acknowledge that the strength of our school lies in the diversity of its people. Each student, staff member, and parent brings a unique story, background, and perspective to our shared tapestry. "We All Belong" embodies the belief that only through embracing our differences can we build an inclusive and compassionate community.

Throughout this transformative campaign, we strive to create an environment that champions equality, empathy, and understanding. Together, we will challenge biases, break down barriers, and foster an atmosphere of respect and kindness that knows no bounds. "We All Belong" stands as a symbol of unity, a place where everyone's journey is celebrated, and no one feels left behind.

Let us be the change we wish to see in the world, starting right here within our school walls. "We All Belong" reminds us that no matter our background, beliefs, or dreams, we are united by our shared humanity. Together, we will stand tall, hand in hand, as we embrace diversity, cherish equality, and practice inclusion.

As we embark on this journey of growth and unity, let us remember that in our diversity, we find our strength, and in our inclusion, we find our true belonging.

Because together, as one, “We All Belong.”
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/legal guardians 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/Legal guardians 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 parents/legal guardians 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 parents/legal guardians or eligible student believes are inaccurate or misleading. Parents/Legal guardians 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 parents/legal guardians or eligible student, the District will notify the parents/legal guardians or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parents/legal guardians or eligible student when notified of the right to a hearing.

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/legal guardian 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.

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 policies 7241 and 7241 E1 on the District website.

The Dignity for All Students Act

The Dignity for All Students Act took effect on 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: Mr. Russell Buckley
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
  - Vanessa Patterson Bancroft & Mark Millace
- Emmet Belknap Intermediate School
  - Shawn Murray & Alexa Barrancotta
- Aaron Mossell Junior High School
  - Jason Madden and Julie Schiavone
- Lockport High School
  - Anthony Molinaro, Michael Pickreign, & Amanda Schaus
- Lockport High School West at Charlotte Cross
  - Jen Servey & William Morello Jr.

All parents/legal guardians 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 Human Resources Office of the Lockport City School District, 130 Beattie Avenue, 716-478-4826.

Disclosure of APPR/Teacher Certification

Upon request, parents/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/legal guardians, upon request, 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 that 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 notification of certain 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 within 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 400 Corinthia Street, 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; or
- To maintain an appropriate temperature for passenger comfort; or
- 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 motel, hotel, trailer park, campground, abandoned in a hospital, or awaiting foster care.
- In a car, park, public place, bus or train station, or in an abandoned building.
- 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 Amanda Bennett at 478-4623.
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 Buckley, District Civil Rights Compliance Officer, 250 Lincoln Lockport, NY 14094. Phone Number: 716-478-4862.

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 that 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 Amanda Bennett at abennett@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/legal guardians or segments of our community. In addition, LCSD will conform to all requirements of law. PPRA requires schools to notify parents/legal guardians 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 student's parents/legal guardians
- 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/legal guardians
- 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/Legal guardians 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 possible 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.
The next three pages contain portions of the Lockport City School District’s “Code of Conduct”. Parents/Legal guardians 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/agenda that also lists all school expectations and consequences. Parents/Legal guardians 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 and or unsafe 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, face coverings, 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.
- Wearing of blankets or sunglasses indoors (unless prescription glasses with transition lenses)
- Clothing that is considered too short or too loose-fitting if it does not fully cover undergarments or private body parts. See-through garments are prohibited.
- Head coverings for religious, medical, or disability related reasons and head scarves, beads, and other hair accessories that do not cover ears or hide headphones or earbuds are authorized as long as the student’s face is visible, and it does not interfere with instruction or student safety. Hair adornments may be worn provided that they are secured and do not present a safety hazard to the student or others around the student. To promote safety and to allow for student identification, hoods are not permitted. Hats and do-rags may be worn during extracurricular activities outside of the regular instructional day.
- 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 an adverse impact on others.
- Military or trap jacket vests (vests with numerous pockets on both the front and/or the back of the clothing).
- Facemasks that cover more than the nose and mouth area and prevent the individual from being easily identified. Masks designed to be worn for medical reasons are acceptable.
- Loose hanging objects that pose a safety hazard or disruptive influence, (i.e.-chains, key holders, etc.).
- Wearing backpacks or similar carryall containers between classes for grades K-8.

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. Refusal to comply with a request to cover up or to remove the offensive item 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 restorative and/or discipline action up to and including out-of-school suspension. Exceptions to the dress code will be made for religious or medical reasons with proper documentation. These requests will be reviewed by a case-by-case basis by the Principal for determination.

**PROHIBITED STUDENT CONDUCT**

District personnel, who interact with students, are expected to use restorative action prior to or in conjunction with disciplinary action when necessary and regularly reinforce the student's 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 of their conduct. Students may be subject to restorative and/or disciplinary action, up to and including suspension from school, as determined by an administrator on a case-by-case basis when they:

A. Engage in any on campus or off campus conduct that is disruptive/negatively impacts or constitutes, causes, or interferes with or promotes distraction from or disruption of the school environment/educational process or undermines health or safety. This includes actions that violate classroom management plans and building-level expectations for maintaining a safe and secure learning environment.

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

* Chronic acts of disruptive behavior by any student (including those suspected of a disability) may result in the development of a Functional Behavioral Assessment and/or Behavioral Intervention Plan and may result in a superintendent’s hearing.*

- Unsafe behavior;
- Making disruptive noise;
- Obstructing vehicular or pedestrian traffic;
- Engaging in any willful act with malicious intent or intent to deceive or instigating, which disrupts the normal operation of school (including falsely reporting incidents or behaviors);
- 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. Students who have been suspended from school are not permitted in any school building or at any school sponsored event without the permission from their assigned administrator(s).
- Failing to comply with the directions of teachers, administrators or other school employees in charge of students, or otherwise demonstrating disrespect;
- Lateness for or leaving school without permission;
- Truancy to class;
- Truancy to any form of detention;
- Harassment/Bullying/Cyberbullying 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 and videotaping or audiotaping incidents of misbehavior in a school building or at a school sponsored event). 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. (See district policies 7316, 8271)
• Using any electronic, communication, or recording device (including but not limited to cameras, video cameras, tape recorders, cell phones, iPod, iPad, smart wearables, smartphones, web-enabled devices of any kind, or other mobile computing devices to capture, record, and/or transmit words or sounds and/or images of any student, staff member, or other person, unless expressly approved by a school administrator or other authorized school official).

• Using an electronic communication device to capture, record, and/or transmit audio and/or pictures/video of an individual is prohibited, unless expressly approved by a school administrator or other authorized school official.

• Regardless of authorization, it is never permissible to use such devices in lavatories, locker rooms, shower facilitates, changing areas, or any other area where there is a reasonable expectation of privacy.

• Authorized possession of an electronic or communication device at school or during the course of any school-related activity is a privilege that may be forfeited, relinquished, or rescinded if the student fails to comply with the provisions of this Code of Conduct.

• Computer/electronic communication misuse, including any unauthorized use of computers, electronic devices, communication devices, software, or internet/intranet account; accessing inappropriate websites; or any other violation of the Acceptable Use Policy. Authorized possession of an electronic or communications device at school or during the course of any school-related activity is a privilege that may be forfeited, relinquished, or rescinded if the student fails to comply with the provisions of the Code of Conduct.

• Using an electronic communication device (or threatening to do so) in a way that might reasonably cause a person to feel threatened, humiliated, harassed, embarrassed, and intimidated. Authorized possession of an electronic or other communications device at school or during the course of any school-related activity is a privilege that may be forfeited, relinquished, or rescinded if the student fails to comply with the provisions of the Code of Conduct.

• 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.

• Unauthorized display, use, or carrying of personal electronic or communication devices, including but not limited to cell phones, iPod, smartphones, iPad, headphones, AirPods, earphones, smart wearables, other mobile computing devices, digital or other cameras, telephone paging devices, web-enabled devices of any kind, tablets, and/or electronic readers. Any display, use, or carrying of an electronic communication device is prohibited unless expressly authorized by policy or expressly approved by a school administrator or other authorized school official. Authorized possession of an electronic or communications device at school or during the course of any school-related activity is a privilege that may be forfeited, relinquished, or rescinded if the student fails to comply with the provisions of this Code of Conduct.

• 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 vapor delivery system, inhalator device, dabpen or any other device that enables usage of an electronic cigarette. (See district policy 5640)

• Possessing, consuming, selling, transferring, distributing, or exchanging alcohol in any form, or illegal or unauthorized substances (Ex. marijuana), or being under the influence of either. Illegal or unauthorized drugs include, but are not limited to inhalants, cocaine, LSD, PCP, amphetamines, opioids, heroin, steroids, lookalike drugs, and 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).

• Unauthorized possession, use, sale, dissemination, exchange, or sharing of 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.

• Defamation, which includes making false statements that harm the reputation of that person/group.

• 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.

• Acts of sexual harassment as defined in the district's sexual harassment policy, including indecent exposure of private body parts (see district policy 6121 & 7551).

• In accordance with school district policies, individual and/or gang-related bullying, harassment, intimidation, or cyberbullying. “Hazing”, refers 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 are not limited to 1) Subtle Hazing (deception, silence periods, deprivation of privileges, social isolating, and name-calling); 2) Harassment Hazing (verbal abuse, threats or implied threats, wearing embarrassing or humiliating attire, or performing personal services to be expected to harass others); or 3) Violent Hazing (forces 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).

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

• Initiating a report of a fire, bomb threat, or other catastrophe without valid cause, misuse of 911, or discharging a fire extinguisher.

• Gambling and gaming (including, but not limited to: gambling or gaming via the internet).

• Signs of excessive physical affection that are inappropriate for school.

• Subjecting any other student(s), school personnel, or any other person to danger by engaging in conduct that creates a risk of injury or harm.

• Attempting to sabotage or intentionally circumvent security measures.
• Wearing or spraying of any strong scents.
• Inappropriate use of the District/Legal Law Enforcement Tip Line.
• Team or club group chats, regardless of who initiated them, that include behavior or language that would violate the District or Athletic Code of Conduct.

B. Engage in conduct that is violent, as defined in the NYS SSEC system. Examples of violent conduct include; but are not limited to:
* (Repeated acts of physical or verbal aggression by any students (including those suspected of a disability) and may result in the development of a Functional Behavioral Assessment and/or Behavioral Intervention Plan and may lead to a superintendent’s hearing.)
• 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 any 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 their 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.

C. Engage in conduct that discriminates/harasses or bullies as defined in the Dignity for All Students Act on any school property or during school sponsored functions, including transportation to and from school and school events. Such examples include but are NOT limited to:
• Name calling.
• Telling an inappropriate joke.
• Making ethnic slurs.

D. 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, 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.

E. 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
• Crib notes, Spark Notes, or other websites where a student can share or retrieve plagiarized answers for their work
• Sharing answers
• Use of iPods, MP3 players, earbuds, 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 administrator:
• 0% on the assignment and notification to parents/legal guardians
• Verbal notification to parents/legal guardians
• Written notification to parents/legal guardians
• 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 detention, 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 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 tolerate 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/legal guardians 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: 716-439-7430). 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 in 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 your physician to 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 students’ BMI and weight status category. New York State Department of Health will utilize the data collected to develop a report on 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 requests that a dental 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. The 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 concussions. 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 concussions, 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.
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 school premises, shall be subject to this policy and accompanying regulations. Further, all such use must be in support of education and/or research and consistent with the goals and purposes of the Lockport City School District. One purpose of this policy is to provide notice to students and parents/guardians that, unlike most traditional instructional or library media materials, the District information systems will allow students access to external computer systems not controlled by the School District where it is impossible for the District to screen or review all of the available materials. Some of the available materials may be deemed unsuitable by parents/guardians for student use or access. This policy is intended to establish general guidelines for acceptable student use. Parents/guardians of students must be willing to share the responsibility to set and convey standards for appropriate and acceptable use of the District’s systems to their children.

Standards of Acceptable Use
Generally, the same standards of acceptable student conduct which apply to any school activity shall apply to the use of 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 equipment and 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 as 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 Technology, Data Security and Communications. 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 must do so in writing and may contact the building directly. The process by which parents may submit a written request to deny or rescind student use of the District information systems is in accordance with the law, Commissioner’s Regulations and or District policies and procedures. Regulations have been established as necessary to implement the terms of policy.

Use of Cameras
Security cameras are being utilized on district property for the safety and protection of the school community. The District uses Closed Caption television (CCTV) cameras at all entryways and throughout our buildings. CCTV cameras 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.
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,
- 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, physical acts such as 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 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 perpetrates 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 afforded 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 a Title IX Officer to investigate serious incidents. If you believe that you are the victim of sexual harassment, report it to the Title IX Officer:

Mr. Russell Buckley 478-4862
250 Lincoln Avenue, Lockport, NY 14094
rbuckley@lockportschools.net
The Lockport City School District employs school psychologists, social workers, and school counselors to work with all our students. According to Mental Health First Aid USA, there are helpful tips for taking care of mental health for youth when getting ready for back to school.

**Use these tips from the Youth Mental Health First Aid Curriculum to help young people take care of their mental health when going back to school.**

1. **Ask how they’re doing.** Youth may hesitate to initiate a conversation about their worries and concerns. Check-in with them and encourage them to share how they feel. When having this conversation, it’s important to listen non-judgmentally so the young person understands they can talk freely about their problems and feelings.

2. **Give reassurance.** Provide emotional support and understanding. Empathize with how the young person feels and voice hope. Remind them that you and those around you are taking steps to be prepared and safe.

3. **Provide practical help.** Helping with daily tasks can help a young person feel more prepared and secure. This can include helping to pack their bag the night before school, preparing lunches together, and talking through the next day’s schedule.

4. **Develop a routine.** Try to establish a school-day routine to help your child adjust to waking up early and going to bed on time. If you’re teaching, help your students establish a daily routine as well so they know what to expect.

5. **Be a role model.** If, despite the many unknowns, you appear calm and confident about the upcoming school year, your kids will too. Use self-care strategies to take care of your own mental health so you can be the best role model for the youth around you.

**Tips for students to manage mental health for back to school:**

1. **Address your basic needs.** Taking care of your basic needs can make a difference. Eat healthy snacks, stay hydrated, and rest if you need to.

2. **Make time for your hobbies.** It’s important to make time for your hobbies. Take breaks from your schoolwork and do some things you personally enjoy, like play a sport or spending time with friends and family.

3. **Practice relaxation exercises.** If you’re feeling stressed, try a relaxation exercise to calm your mind. A few examples include listening to music, reading a book, going on a walk and doing yoga.

4. **Volunteer for others.** Research has found that giving back to others can increase a sense of life satisfaction and overall happiness. Volunteer your time with a local organization or your school.

5. **Ask for help.** Don’t be afraid to ask for help. If you are struggling to handle the pressure of school or work, or just need someone to talk to, reach out to an adult or friend that you trust.

**GUIDELINES FOR STUDENT ATTENDANCE**

**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.
The Lockport City School District has once again been approved 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/Receive Meals
There is no formal application to receive these meals. Breakfast for grades 2-6 will be served in your child's classroom. Students in grades K-1 will receive and eat their breakfast in the cafeteria. 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. This is needed to receive grant funds.

Established Second Meal Prices
Breakfast
Elementary $.85 Intermediate $.85
Junior High $1.10 High School/LHSW $1.10

Lunch
Elementary $1.20 Intermediate $1.20
Junior High $1.45 High School/LHSW $1.45

Breakfast/Lunch Menus can be found on our district website. Go to 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 2023-2024 school year.

What does this mean for your child(ren) attending the school(s) identified above?
All students enrolled at 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 2023-2024 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 an application.

If you have any further questions, please contact us at (716) 478-4840.

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted by

Submit your completed form or letter to USDA by mail:

(1) mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW Washington, D.C. 20250-9410

(2) fax: (833) 256-1665 or (202) 690-7441 or

(3) email: program.intake@usda.gov.

This institution is an equal opportunity provider.
Lockport City School District

2023-24 Calendar

September 2023

October 2023

November 2023

December 2023

January 2024

February 2024

March 2024

April 2024

May 2024

June 2024

LEGEND

- Early Dismissal Days K-6
- No School / Recess
- Superintendent’s Conference Day
- Regents Days/Rating Day
- Regents/Early Dismissal

New York State Testing Schedule

- Grades 3-8 ELA Test 4/10-4/12
- Grades 3-8 Math Test 5/7-5/9
- Grade 8 Science Test 4/8-5/17

Student Days 185
Staff Days 187

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