

Lyme Central School



**Student Handbook
2023-2024**

VISION

The Lyme Central School District, in partnership with parents and community, will establish a foundation for life-long learning, individual well-being, responsible behavior, and the pursuit of excellence to meet the challenges of the future.

MISSION STATEMENT

Preparing Today's Students to be Tomorrow's Citizens

GENERAL CONTACT INFORMATION

School	315-649-2417
Fax	315-649-2663
Bus Garage	315-649-2723
Website	www.lymecsd.org
Superintendent	Ms. Patricia Gibbons
Principal/Athletic Director	Mr. Chris Marshall
Curriculum & Data Coordinator	Mrs. Deborah Wilkinson
District Treasurer	Mrs. Ariana Morrison
School Counselor	Miss Tiffany LaVancha
Typist/Tax Collector	Ms. Heather Archuleta
School Psychologist	Mrs. Stacey Linkroum

GRADE REPORTING DATES

	<u>Period Ends:</u>
5 Week Progress	October 6, 2023
10 Week Quarter	November 9, 2023
15 Week Progress	December 15, 2023
20 Week Quarter	January 26, 2024
25 Week Progress	March 8, 2024
30 Week Quarter	April 5, 2024
35 Week Progress	May 17, 2024
40 Week Quarter	June 26, 2024

SAT

Test Date	Deadline to Register	(Late Fee Required)
August 26, 2023	July 28, 2023	August 15, 2023 (online or phone)
October 7, 2023	September 7, 2023	September 26, 2023 (online or phone)
November 4, 2023	October 5, 2023	October 24, 2023 (online or phone)
December 2, 2023	November 2, 2023	November 21, 2023 (online or phone)
March 9, 2024 (Digital)	February 23, 2024	TBD
May 4, 2024 (Digital)	April 19, 2024	TBD
June 1, 2024 (Digital)	May 17, 2024	TBD

ACT

Test Date	Deadline to Register	(Late Fee Required)
September 9, 2023	August 4, 2023	August 18, 2023
October 28, 2023	September 22, 2023	October 6, 2023
December 9, 2023	November 3, 2023	November 17, 2023
February 10, 2024	January 5, 2024	January 19, 2024
April 13, 2024	March 8, 2024	March 22, 2024
June 8, 2024	May 3, 2024	June 21, 2024

STUDY HALL EXPECTATIONS

- During study hall, students are expected to work on school-related projects, homework, or constructive reading.
- Students should come prepared. They should bring necessary materials and not plan to be excused to go to their lockers during study hall.
- Students are to follow the teacher's expectations for study hall behavior.

TEXTBOOKS/CHROMEBOOKS

Textbooks and Chromebooks represent a large financial investment by the district. Textbooks and Chromebooks are furnished by the school and are issued at the beginning of the year. Students who misplace or damage a book or Chromebook while it is issued to them will be charged the value of the item.

LEAVING SCHOOL

Lyme Central is a closed campus. Students may leave and return only with written parental permission and for a specific reason such as an appointment or family emergency.

“HOME ALONE” PROCEDURE: PRE-K – 6TH GRADE

We want to make sure students in grades Pre-K-6 arrive home to a safe environment. Our district's procedure directs all school bus drivers to ensure an adult is at home before a student gets off the bus. An adult must be visible to the driver in order for students in Pre-K-6 to be released from the bus. If there is no one at home the student will be brought back to the Main Office at school and will need to be picked up by the parent or designee.

TRANSPORTATION CALLS

Once established, Lyme Central School does not accept changes to existing transportation arrangements. However, emergencies do arise and if emergency changes need to be made, please follow the process below:

- Before 7:00 am, call the Lyme CSD Bus Garage at 315-649-2723 and leave a message.
- During the school day, contact Mrs. McIntosh in the Welcome Center at 315-649-2417

DRIVING TO BOCES

Students are not permitted to drive to/from BOCES unless given prior administration permission. Requests should be made with at least one school day's notice. No student is allowed to ride with another student to/from BOCES.

Students wishing to drive from home to LCS and/or LCS to home must apply for a Student Parking Permit available from the Main Office. Written parental permission is required to obtain a parking permit or BOCES temporary driving pass.

SCHOOL CLOSINGS/DELAYS

Please listen to these radio and TV Stations for school closings. We will also use Parent Square to inform all students and families.

WTNY 790 AM

WNER 1410 AM

WBDI/WBDB The Border 106.7 FM

THE FOX 100.7 FM

WWNY—Channel 7 news Fox 28

Spectrum News

WCIZ 93.5 FM

WTOJ MAJIC 103.1 FM

The Wolf 95.3

NCPR 91.7 FM

WQTK 92.7

WFRY 97.5 FM

WOTT 94 Rock 94.1 FM

WWTI—Channel 50

Watertown 104.1

www.lymecsd.org

CODE OF CONDUCT

The maintenance of good behavior at Lyme Central School is essential for students to receive the best possible education. Consistent procedures have been developed for dealing with those students who need help being good citizens. Students are reminded that it is a privilege to receive an education and the rights of others must be respected. This discipline code will provide for varying degrees and types of consequences appropriate for various offenses.

This policy is adopted pursuant to the requirements of Subdivision 2 of Section 2801 of the Education Law, a part of New York State's Safe Schools Against Violence in Education Act of 2000, also known as the "Project Save" Law. Under that law every Board of Education in New York State is required to adopt a Code of Conduct for the maintenance of order among individuals who come on to school property, or travel in school buses operated by the District, or who attend school functions at off-campus locations. This policy governs conduct at all locations, unless otherwise specified.

CONDUCT DEEMED APPROPRIATE AND ACCEPTABLE

Students' conduct shall be considered appropriate if it is in compliance with all provisions of the Lyme Central School Code of Conduct. Students should treat teachers, school administrators, other school personnel, fellow students, and visitors on school property, school buses and at school functions in a civil and respectful manner at all times. The following conduct shall be deemed **inappropriate** and **unacceptable** on school grounds, school buses, and at school functions:

- A. Fighting (use of physical force)
- B. Bomb threats and other threats
- C. Stealing
- D. Trespassing
- E. Public displays of affection (PDA)
- F. Possessing obscene material
- G. Running in the hallways
- H. Making excessive noise
- I. Gambling
- J. Vandalism
- K. Bullying, including cyberbullying
- L. Attendance Issues Pertaining to the District's Attendance Policy
Including but not limited to:
 - 1. Truancy
 - 2. Skipping school for the day
 - 3. Tardiness
 - 4. Cutting class
 - 5. Leaving class/school without permission
 - 6. Skipping detention
 - 7. Missing school functions
- M. School bus misbehavior
 - 1. Not staying seated
 - 2. Throwing things
 - 3. Distracting the driver
 - 4. Leaving without permission
 - 5. Using a loud voice, shouting
 - 6. Swearing
 - 7. Bullying others
- N. Classroom misbehavior
 - 1. Talking out of turn
 - 2. Being late for class
 - 3. Being unprepared for class
 - 4. Cheating
 - 5. Plagiarism
 - 6. Failing to do homework or assigned tasks
 - 7. Failing to do assignments
 - 8. Being disrespectful
 - 9. Disrupting class
 - 10. Leaving class without permission
 - 11. Bullying others
 - 12. Insubordination
- O. Violating the District's Drug and Alcohol Policy
- P. Violating the Digital Citizenship Guidelines and Acceptable Use Policy

- Q. Other insubordinate or disorderly behavior
- R. Any intentional act that disrupts the educational community
- S. Verbal or Physical Intimidation (see Dignity for All Students Act)

RANGE OF DISCIPLINARY MEASURES

The penalties available to **administrators** to remedy violations of the Lyme Central School Code of Conduct include but are not limited to the following, depending on the severity and/or frequency of the violation: conference with students; verbal and/or written warnings; verbal and/or written parental notification; time out or in-class separation; detention; lunch detention; removal from the classroom; referral for the following penalties, which may only be imposed by an Administrator or the Superintendent; in-school suspension; social probation; suspension from transportation; suspension from extracurricular or other privileges; out-of-school suspensions; referral to law enforcement.

The penalties available to **teachers** to remedy violations of the Lyme Central School Code of Conduct include but are not limited to the following, depending on the severity and/or frequency of the violation: conference with students; verbal and/or written warnings; in-person, verbal and/or written parental notification; time-out or in-class separation; removal from the classroom; referral for the following penalties; which may only be imposed by an Administrator or the Superintendent: in-school suspension; social probation; suspension from transportation; suspension from extracurricular or other privileges; out-of-school suspension; referral to law enforcement.

STUDENT DRESS CODE

Students shall wear appropriate clothing and jewelry that comply with all provisions of this Code of Conduct governing dress. Students are expected to be dressed (including footwear) and groomed in a manner appropriate to the particular educational setting at all times. A student's dress shall:

- Be appropriate for school attire.
- Not include clothing and jewelry that presents a safety hazard to one's self or others or that is inappropriate for or disruptive to the educational process (i.e. spiked jewelry, heavy chains, spiked clothing, or sharp objects).
- Not include outdoor clothing, if worn indoors.
- Not include gang-related attire and jewelry, including chains.
- Ensure that underwear is completely covered with outer clothing, pajamas/slippers only on Spirit Day.
- Not include items that are vulgar, obscene, and libelous, or which denigrate others on account of race, color, religion, creed, national origin, gender, sexual orientation, or disability.
- Not promote and/or endorse the use of alcohol, tobacco, or illegal drugs and/or encourage other illegal or violent activities.
- Not include the wearing of hats, hoods or any other head coverings in the building except for a medical or religious purpose or designated school activities during the academic day.

Backpacks

Backpacks are **NOT** to be worn or carried around the building throughout the school day. Students in grades 7-12 will be given a locker to store their belongings in. Their locker is to be locked at all times and will be kept in a neat and orderly fashion.

Lockers

Students in Grades 7-12 will be assigned a locker which is expected to be locked. All personal items and books, when not in use, are to be kept in lockers. Students are not to share lockers. ***Lyme Central School is not responsible for any articles or equipment that is lost or stolen.*** Lockers must be maintained and organized to ensure articles are not falling out of the locker or making it impossible to fully close the locker. Food and drinks should not be left in lockers unless they are for lunch that day. Students may be required to pay restitution if textbooks, school property, or the locker are damaged. Book bags/backpacks/tote bags are to be kept in lockers. Lockers are the property of Lyme Central School and are subject to search at any time. This includes searches conducted by the K-9 unit **under the auspices of the NY State Police.**

WEAPONS IN SCHOOL AND THE GUN-FREE SCHOOLS ACT

Weapons in School

The possession of a weapon on school property, in District vehicles, in school buildings, or at school sponsored activities or settings under the control and supervision of the District regardless of location, is strictly prohibited, except by law enforcement personnel. Any person possessing a weapon for educational purposes in any school building must have written authorization of the Superintendent of Schools or his/her designee. The Penal Code of the State of New York shall be used to determine what is considered a weapon.

Possession or Use of Weapons

The following acts shall be prohibited possession, while on school property, of a firearm or gun, knife, explosive or incendiary bomb, or other dangerous instrument capable of causing physical injury or death; while on school property, or what appears to be a firearm or gun, knife, explosive or incendiary bomb or other dangerous instrument capable of causing death or physical injury.

Specific Penalties Imposed by the Gun-Free Schools Act

No student shall bring or possess any "firearm" as defined in federal law on school premises (including school buildings and grounds, District vehicles, school settings and/or school sponsored activities under the control and supervision of the District regardless of location). For purposes of this policy, the term "firearm" includes any

weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; the frame or receiver of such weapon; any firearm muffler or silencer; or any “destructive device” (e.g., any explosive, incendiary, or poison gas, including bomb, grenades, rockets or other similar devices). The term does not include a rifle which the owner intends to use solely for sporting, recreational or cultural purposes; antique firearms; or Class C common fireworks.

In accordance with the Gun-Free Schools Act and Education Law Section 3214(3)(d), any student who brings or possesses a dangerous weapon or firearm, as defined in federal law, on school property, will be referred by the Superintendent to the appropriate agency or authority for a juvenile delinquency proceeding in accordance with Family Court Act Article 3 when the student is under the age of sixteen (16) except for a student fourteen (14) or fifteen (15) years of age who qualifies for juvenile offender status under the Criminal Procedure Law, and will be referred by the Superintendent to the appropriate law enforcement officials when the student is sixteen (16) years of age or older or when the student is fourteen (14) or fifteen (15) years of age and qualifies for juvenile offender status under the Criminal Procedure Law. For purposes of this policy, the term “dangerous weapon” means a weapon, device, instrument, material, or substance, animate or inanimate, that is used for, or is readily capable of, causing death or serious bodily injury, except that such term does not include a pocket knife with a blade of less than two and a-half inches (2 ½”) in length. In addition, any student attending a District school who has been found guilty of bringing a firearm to or possessing a firearm on school property, after a hearing has been provided pursuant to Education Law Section 3214, shall be suspended for a period of not less than one (1) calendar year and any student attending a non-District school who participates in a program operated by the School District using funds from the Elementary and Secondary Education Act of 1965 who is determined to have brought a firearm to or possessed a firearm at a District school or on other premises used by the School District to provide such programs shall be suspended for a period of not less than one (1) calendar year from participation in such program. The procedures of Education Law Section 3214(3) shall apply to such a suspension of a student attending a non-District school. Further, after the imposition of the one (1) year penalty has been determined, the Superintendent of Schools has the authority to modify this suspension requirement for each student on a case-by-case basis. In reviewing the student’s one (1) year suspension penalty, the Superintendent may modify the penalty based on factors as set forth in Regulations of the Commissioner of Education Section 100.2 and in Commissioner’s Decisions. The determination of the Superintendent shall be subject to review by the Board of Education in accordance with Education Law Section 3214(3) (c) and by the Commissioner of Education in accordance with Education Law Section 310.

Student with a Disability

Pursuant to Commissioner Regulations, a student with a disability who is determined to have brought a weapon (including a firearm) to school or possessed a weapon (including a firearm) at school may be placed in an interim alternative educational setting, in accordance with federal and state law, for not more than forty-five (45) calendar days. If the parent or guardian requests an impartial hearing, the student must remain in the interim alternative placement until the completion of all proceedings, unless the parent or guardian and District can agree on a different placement. For more

information regarding Interim Alternative Educational Settings (IAES), refer to Policy #7313 – Suspension of Students.

However, a student with a disability may be given a long term suspension pursuant to the Gun-Free Schools Act only if a group of persons knowledgeable about the student, as defined in federal regulations implementing the Individuals with Disabilities Education Act (IDEA), determines that the bringing of a firearm to school or possessing a firearm at school was not a manifestation of the student’s disability, subject to applicable procedural safeguards.

If it is determined that the student’s bringing of a firearm to school or possessing a firearm at school was a manifestation of the student’s disability, the Superintendent must exercise his/her authority under the Gun-Free Schools Act to modify the long term suspension requirement, and determine that the student may not be given a long term suspension for the behavior. The Committee on Special Education may review the student’s current educational placement and initiate change in placement proceedings, if appropriate, subject to applicable procedural safeguards.

The District may offer home instruction as an interim alternative educational setting during the pendency of review proceedings only if the student’s placement in a less restrictive alternative educational setting is substantially likely to result in injury either to the student or to others.

The District may also seek a court order to immediately remove a student with a disability from school if the District believes that maintaining the student in the current educational placement is substantially likely to result in injury to the student or to others.

Students with disabilities continue to be entitled to all rights enumerated in the Individuals with Disabilities Act and Education Law Article 89; and this policy shall not be deemed to authorize suspension of students with disabilities in violation of these laws.

This policy does not prohibit the District from utilizing other disciplinary measures including, but not limited to, out-of-school suspensions for a period of five (5) days or less, or in-school suspensions, in responding to other types of student misconduct which infringe upon the established rules of the school. Additionally, this policy does not diminish the authority of the Board of Education to offer courses in instruction in the safe use of firearms pursuant to Education Law Section 809-a.

The District will continue to provide the suspended student who is of compulsory attendance age with appropriate alternative instruction during the period of the student’s suspension.

ATTENDANCE POLICY

Statement of Overall Objectives

School attendance is both a right and a responsibility. The School District is an active partner with students and parents in the task of ensuring that all students meet or exceed the New York State Learning Standards. Because the School District recognizes that consistent school attendance, academic success, and school completion have a positive correlation, the School District has developed, and, if necessary, will revise a Comprehensive Student Attendance Policy to meet the following objectives:

- To increase school completion for all students
- To raise student achievement and close gaps in student performance
- To identify attendance patterns in order to design attendance improvement efforts
- To know the whereabouts of every student for safety and other reasons
- To verify that individual students are complying with education laws relating to compulsory attendance
- To determine the District's average daily attendance for State aid purposes

Determination of Excused and Unexcused Absences, Tardiness and Early Departures

Based upon our District's education/community needs and values and priorities, the School District has determined that absences, tardiness and early departures will be considered excused or unexcused according to the following standards.

- **Excused:** An absence, tardiness or early departure may be excused if due to personal illness, illness or death in the family, impassable roads due to inclement weather, religious observance, quarantine, required court appearances, attendance at health clinics, approved college visits, approved cooperative work programs, military obligations or other such reasons as may be approved by the Board of Education.
- **Unexcused:** An absence, tardiness or early departure is considered unexcused if the reason for the lack of attendance does not fall into the above categories (e.g., family vacation, hunting, babysitting, haircut, oversleeping).

Student Attendance/Course Credit

The District believes that classroom participation is related to and affects a student's performance and grasp of the subject matter and, as such, is properly reflected in a student's final grade. For purposes of this policy, classroom participation means that a student is in class and engages in classroom instruction.

Students are expected to attend all scheduled classes. Consistent with the importance of classroom participation, unexcused student absences, tardiness, and early

departures will affect a student's grade, including credit for classroom participation for the marking period.

At the middle school/senior high school level, any student who is chronically absent in a course may be in jeopardy of not receiving credit for the course. However, it is District policy that students with properly excused absences, tardiness, and early departures for which the student has performed any assigned make-up work, assignments, and/or tests shall not be counted as an absence for the purpose of determining the student's eligibility for course credit. District procedures will specify how student tardiness and early departures will be calculated and factored into the District's minimum attendance standard.

However, where a student earns a passing grade, credit will not be denied for the course(s).

For summer school and courses meeting 1/2 year or 1/4 year, the same policy will apply and a calculation of the absences will be prorated accordingly.

Transfer students and students re-enrolling after having dropped out will be expected to attend a prorated minimum number of the scheduled class meetings during their time of enrollment.

Students will be considered in attendance if the student is:

- Physically present in the classroom or working under the direction of the classroom teacher during the class scheduled meeting time; or
- Working pursuant to an approved independent study program; or
- Receiving approved alternative instruction.

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

Upon returning to school following a properly excused absence, tardiness or early departure, it shall be the responsibility of the student to consult with his/her teacher(s) regarding arrangements to make up missed work, assignments, and/or tests in accordance with the time schedule specified by the teacher.

Disciplinary Consequences

Unexcused absences, tardiness, and early departures will result in disciplinary sanctions as described in the District's *Code of Conduct*. Consequences may include, but are not limited to, in-school suspension, detention, and denial of participation in interscholastic and extracurricular activities. Parents/guardians in parental relation will be notified by designated District personnel at periodic intervals to discuss their child's absences, tardiness, early departures, and the importance of class attendance and appropriate interventions. Individual buildings/grade levels will address procedures to implement the notification process to the parent/guardian in parental relation.

- Students who arrive after the designated start time of 8:20 will be considered tardy. If the student accrues three unexcused tardies in a semester they will receive a warning. If the student receives a fourth unexcused tardy the student will receive a one hour detention. If the student continues to be tardy without a legal excuse the severity of consequences will increase. The accrual will reset at the start of the second semester (3rd quarter).

EXTRACURRICULAR ACTIVITIES

The Board of Education considers extracurricular activities to be a valuable part of the program of the school and shall support these activities within the financial means of the District.

Regulation: Eligibility for Participation

- Students who are suspended from school on a day of an athletic game or practice session, party, school dance, or other school affair scheduled after regular school hours are **not eligible** for participation or attendance at such events.

Procedure: Extracurricular Eligibility

The Extracurricular Eligibility Policy is to support the following direction and concerns:

- To Motivate Students
- To Promote Accountability
- To Promote the Importance of Academics
- To Reinforce the Term EXTRA Curricular Activities

The Extracurricular Eligibility Policy refers to all participants of non-credit bearing activities. These activities include, but are not limited to: athletic teams, clubs, marching band, and drama productions. Academic progress will be reviewed every **five** weeks to determine participation status.

Status	Criteria	Level of Participation
Regular	No course failures No incompletes	Full Participation
Warning *Students may practice and participate in events/games.	1 course failure or incomplete	Full Participation. A warning letter will be sent to the parent/guardian through ParentSquare. The student will be expected to stay after school for help from the teacher in which class they are failing, or they may attend the after school program twice a week for two weeks. It is the student's responsibility to bring

Status	Criteria	Level of Participation
		this form back to the Athletic Director at the end of the two week period..
<p>Remediation</p> <p>*Students will not participate in games/or events but will practice with the team.</p>	<p>2 course failures or incompletes</p>	<p>Team membership is maintained. A letter will be sent to the parents/guardians through ParentSquare. Students may participate in practices, but not games or productions.</p> <p>The student will be expected to stay after school for help from the teacher in which class they are failing, or they may attend the after school program twice a week for two weeks. It is the student's responsibility to bring this form back to the Athletic Director at the end of the two week period.</p> <p><u>Students will not be allowed to be reinstated before the two week period is up.</u> If at the conclusion of the two week period they are failing less than two courses, they will be allowed to participate in games and productions.</p>
<p>Ineligible</p> <p>*Students will not be eligible to participate or practice. However, students are expected to be in attendance at both practice and games until academic status improves.</p>	<p>3 or more courses failed or received an incomplete</p> <p>Failing 3 or more courses in two consecutive 5 week periods</p>	<p>Students will not be allowed to participate in practices, games, or productions.</p> <p>Removal from all extra curricular activities</p>

An appeals process will be available to students who believe they have a valid reason for their lack of performance.

DIGNITY FOR ALL STUDENTS ACT

The District condemns and prohibits all forms of bullying, discrimination and/or harassment of students based on actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender, or sex by school employees or students on school property and at school-sponsored activities and events that take place at locations off school property. In addition, any act of bullying, discrimination and/or harassment, outside of school sponsored events, which

can reasonably be expected to materially and substantially disrupt the education process may be subject to discipline.

Dignity Act Coordinator

At least one (1) employee at every school shall be designated as the Dignity Act Coordinator(s). The Dignity Act Coordinator(s) will be thoroughly trained to handle human relations in the areas of race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender (identity or expression) and sex. The Board of Education shall appoint the Dignity Act Coordinator(s) and share the name(s) and contact information with all school personnel, students, and parents/persons in parental relation, which shall include, but is not limited to, providing the name, designated school and contact information by:

- Listing such information in the Code of Conduct and updates posted on the Internet website, if available;
- Including such information in the plain language summary of the Code of Conduct provided to all persons in parental relation to students before the beginning of each school year;
- Providing such information to parents and persons of parental relation in at least one district or school mailing or other method of distribution including, but not limited to, sending such information home with each student and, if such information changes, in at least one subsequent district or school mailing or other such method of distribution as soon as practicable thereafter;
- Posting such information in highly visible areas of school buildings;
- Making such information available at the district and school-level administrative offices.

If a Dignity Act Coordinator vacates his/her position, another school employee shall immediately be designated for an interim appointment as Coordinator, pending approval from the Board of Education, within thirty (30) days of the date the position was vacated. In the event a Coordinator is unable to perform the duties of the position for an extended period of time, another school employee shall immediately be designated for an interim appointment as Coordinator, pending return of the previous Coordinator to the position.

Training and Awareness

Each District and Charter School shall establish guidelines for training which shall be approved by the Board of Education. Training will be provided each school year for all District employees in conjunction with existing professional development training to raise staff awareness and sensitivity of bullying, discrimination and/or harassment directed at students that are committed by students or school employees on school property or at a school function. Training will include ways to promote a supportive school environment that is free from bullying, discrimination and/or harassment, emphasize positive relationships, and demonstrate prevention and intervention techniques to assist employees in recognizing and responding to bullying, discrimination and/or harassment, as well as ensuring the safety of the victims.

Instruction in grades Kindergarten through 12 shall include a component on civility, citizenship and character education. Such components shall instruct students on the principles of honesty, tolerance, personal responsibility, respect for others, observance of laws and rules, courtesy, dignity and other traits which will enhance the quality of their experiences in, and contributions to, the community. For the purposes of this policy, "tolerance," "respect for others" and "dignity" shall include awareness and sensitivity to bullying, discrimination and/or harassment and civility in the relations of people of different races, weights, national origins, ethnic groups, religions, religious practices, mental or physical abilities, sexual orientations, genders and sexes.

Rules against bullying, discrimination and/or harassment will be included in the Code of Conduct, publicized District-wide and disseminated to all staff and parents. An age-appropriate summary shall be distributed to all students at a school assembly at the beginning of each school year.

Reports and Investigations of Bullying, Discrimination and/or Harassment

The District will investigate all complaints of bullying, discrimination and/or harassment, either formal or informal, and take prompt corrective measures, as necessary.

Complaints will be investigated in accordance with applicable policies and regulations.

If, after an appropriate

investigation, the District finds that this policy has been violated, corrective action will be taken in accordance with District policies and regulations, the Code of Conduct, and all appropriate federal or state laws.

The District will annually report material incidents of bullying, discrimination and/or harassment which occurred during the school year to the State Education Department. Such a report shall be submitted in a manner prescribed by the Commissioner, on or before the basic educational data system (BEDS) reporting deadline or such other date as determined by the Commissioner.

Prohibition of Retaliatory Behavior (Commonly Known as "Whistle-Blower" Protection)

Any person who has reasonable cause to suspect that a student has been subjected to bullying, discrimination and/or harassment by an employee or student, on school grounds or at a school function, who acts reasonably and in good faith and reports such information to school officials or law enforcement authorities, shall have immunity from any civil liability that may arise from making such report. The Board prohibits any retaliatory behavior directed at complainants, victims, witnesses and/or any other individuals who participated in the investigation of a complaint of bullying, discrimination and/or harassment.

DIGITAL CITIZENSHIP GUIDELINES & ACCEPTABLE USE POLICY

Lyme Central School (LCS) makes a variety of communications and information technologies available to students and staff through computer/network/Internet access.

These technologies, when properly used, promote educational excellence in the District by facilitating resource sharing, innovation, and communication. Illegal, unethical or inappropriate use of these technologies can have dramatic consequences, harming the District, its students and its employees. This Acceptable Use policy is intended to minimize the likelihood of such harm by educating District users and setting standards which will serve to protect the District. The District firmly believes that digital resources, information and interaction available on the computer/network/Internet far outweigh any disadvantages.

Mandatory Review

To learn proper computer/network/Internet use and conduct, students and staff are required to review these guidelines at the beginning of each school year. All District users shall be required to acknowledge receipt and understanding of all guidelines governing use of the system and shall agree to allow monitoring of their use and to comply with such guidelines. The parent or legal guardian of a student user is required to acknowledge receipt and understanding of the District's Acceptable Use policy as part of their review of the *Parent and Student handbook*.

This policy will be reviewed and updated as needed annually by the LCS technology committee and BOE policy committee. It will then be approved by the Board of Education in order to keep this policy current.

STUDENT ELECTRONIC DEVICE PROCEDURE

If a student is seen with a personal electronic device, other than those provided by the District, during the school day it will be brought to the Main Office.

The student will be asked to turn the device over to a staff member upon request and if they choose not to comply, they will be asked to bring the device to the main office.

Grades 7-12

- Grade 7 to 12 students' personal electronic devices including cell phones, iPads, iPods, headphones, AirPods and all other electronic devices, are to be off and not in use during the school day unless they are given permission to do so.
- First electronic device violation will result in the device being brought to the office and it may be picked up by the student at the end of the day.
- Second electronic device violation will result in the device being brought to the office, the student will serve a 1-hour after school detention, and a parent or guardian will be notified that they need to pick up the device from the office.
- Third offense, the device will be brought to the office, the student will serve a one day In-School Suspension (ISS), and a parent or guardian will need to pick up the electronic device in the office.
- Fourth offense, the student will not be allowed to bring any electronic devices to school, the device will be brought to the office, a parent or guardian will need to pick up the electronic device in the office, and a Superintendent's hearing may be scheduled.

Liability:

The District shall not be liable for the loss, damage, misuse, or theft of any personal technology brought to school. The District reserves the right to monitor, inspect, and/or confiscate personal technology when administration has reasonable suspicion to believe that a violation of school policy or criminal law has occurred.

Guidelines

This Acceptable Use Policy outlines the guidelines and behaviors that users are expected to follow when using LCS technologies or when using personal electronic devices at school.

- The network is intended for educational purposes.
- All activity over the network or using district technologies may be monitored and retained.
- Access to online content via the network may be restricted in accordance with LCS policies and federal regulations, such as the Children's Internet Protection Act (CIPA).
- Students and staff are expected to follow the same rules for good behavior and respectful conduct online as offline.
- Misuse of school resources can result in disciplinary action.
- LCS makes a reasonable effort to ensure students' safety and security online, but will not be held accountable for any harm or damages that result from misuse of school technologies.
- Users of the network or other technologies are expected to alert the tech staff immediately of any concerns of safety or security.

Technologies Covered

- LCS may provide Internet access, desktop computers, mobile computers or devices, videoconferencing capabilities, online collaboration capabilities, message boards, email, and more.
- As new technologies emerge, LCS will attempt to provide access to them along with appropriate education as needed. The policies outlined in this document are intended to cover all available technologies, not just those specifically listed.

Usage Policies

All technologies provided by LCS are intended for educational purposes. All users are expected to use good judgment and to follow the specifics of this document as well as the spirit of it: be safe, appropriate, careful and kind; don't try to get around technological protection measures; use good common sense; and ask if you don't know.

Web Access

LCS provides its users with access to the Internet, including web sites, resources, content, and online tools. That access will be restricted in compliance with CIPA regulations and school policies. Web browsing may be monitored and web activity records may be retained indefinitely. Users are expected to respect that the web filter is a safety precaution, and should not try to circumvent it when browsing the Web. If a site is blocked and a user believes it shouldn't be, the user should follow protocol to alert a tech staff member or submit the site for review.

Email

LCS may provide users with email accounts for the purpose of school-related communication. Availability and use may be restricted based on school policies. If users are provided with email accounts, they should be used with care. Users should not send personal information; should not attempt to open files or follow links from unknown or untrusted origin; should use appropriate language; and should only communicate with other people as allowed by the district policy or the teacher. Users are expected to communicate with the same appropriate, safe, mindful, courteous conduct online as offline. Email usage may be monitored and archived. There should be no expectations of privacy. District management has the right to review.

Social / Web 2.0 / Collaborative Content

Recognizing that collaboration is essential to education, LCS may provide users with access to websites or tools that allow communication, collaboration, sharing, and messaging among users. Users are expected to communicate with the same appropriate, safe, mindful, courteous conduct online as offline. Posts, chats, sharing, and messaging may be monitored. Users should be careful not to share personally-identifying information online.

Mobile Devices Policy

LCS may provide users with mobile computers or other devices to promote learning both inside and outside of the classroom. Users should abide by the same acceptable use policies when using school devices off the school network as on the school network. Users are expected to treat these devices with extreme care and caution; these are expensive devices that the school is entrusting to your care. Users should report any loss, damage, or malfunction to tech staff immediately. Users may be financially accountable for any damage resulting from negligence or misuse. Use of school-issued mobile devices, including use of the school network, may be monitored.

Personal Electronic Devices (PED)

- The LCS expressly prohibits use of PED headphones, earbuds, or any listening devices in locker rooms, restrooms, nurses' offices and main office.
- Students are not permitted to use any electronic device to record audio or video media or take pictures of any student or staff member without their permission or to violate the personal privacy of any individual. The distribution of any unauthorized media may result in discipline including but not limited to suspension, criminal charges, and/or expulsion.
- Personally owned devices used in school are not permitted to connect to the Internet through a 3G, 4G, or other content service provider (also known as phone hotspot). Personally owned devices must access the internet via the District's content filtered wireless network.
- Any misuse of personally-owned devices may result in disciplinary action. Therefore, proper netiquette (internet etiquette) and adherence to the Digital Citizenship should always be used.
- Users are expected to communicate with the same appropriate, safe, mindful, courteous conduct online as offline.

Security

Users are expected to take reasonable safeguards against the transmission of security threats over the school network. This includes not opening or distributing infected files or programs and not opening files or programs of unknown or untrusted origin. If you believe a computer or mobile device you are using might be infected with a virus, please alert the tech staff. Do not attempt to remove the virus yourself or download any programs to help remove the virus.

Create strong passwords and change passwords regularly.

Guidelines for Publishing Student Work, Images, and Names

The district has an obligation to protect student safety and to balance this with the need for open communications when using the Internet.

- No personal information about students or their parents/guardians (beyond first names or nicknames), including phone numbers, home addresses or e-mail addresses shall be published on the District web page.
- Students are routinely video recorded and photographed during school concerts, assemblies, awards, classroom activities, etc. These images may be displayed or shown on the LCS website. When student images are posted, only first names or nicknames will be referenced.
- Comments on student work will be moderated by the teacher to ensure only appropriate information is shared and received.
- Online safety and appropriate behavior will be emphasized whenever sharing student work online.
- It is clear that there are significant risks, as well as significant advantages, involved with allowing students to be identified on the Internet. Therefore, students should not be easily identifiable from materials they or the school system might publish on the Internet. No directory information will be posted on the Web for students whose parents have indicated, in writing, that such information not be released.

Staff who publish and manage a classroom web page for instructional use are solely responsible for the content of that particular site. The use of District web pages for the purpose of publishing is a privilege, not a right, and misuse will result in the restriction or cancellation of the account. No student will be given or have access to publish on District webpages.

Downloads

Users should not download or attempt to download or run .exe programs over the school network or onto school resources without express permission from the tech staff. You may be able to download other file types, such as images or videos. For the security of the LCS network, download such files only from reputable sites, and only for educational purposes.

Netiquette (*Internet Étiquette*)

- Users should always use the Internet, network resources, and online sites in a courteous and respectful manner.

- Users should also recognize that among the valuable content online that there is also unverified, incorrect, or inappropriate content. Users should use trusted sources when conducting research via the Internet.
- Users should also remember not to post anything online that they wouldn't want parents, teachers, or future colleges or employers to see. Once something is online, it's out there—and can sometimes be shared and spread in ways you never intended.

Plagiarism

- Users should not plagiarize (or use as their own, without citing the original creator) content, including words or images, from the Internet.
- Users should not take credit for things they didn't create themselves, or misrepresent themselves as an author or creator of something found online. Research conducted via the Internet should be appropriately cited, giving credit to the original author.

Personal Safety

If you see a message, comment, image, or anything else online that makes you concerned for your personal safety, bring it to the attention of an adult (teacher or staff if you're at school; parent if you're using the device at home) immediately.

- Users should never share personal information, including phone number, address, social security number, birthday, or financial information, over the Internet without adult permission.
- Users should recognize that communicating over the Internet decreases anonymity and increases associated risks. Users should carefully safeguard the personal information of themselves and others.
- Users should never agree to meet someone they meet online in real life without parental permission.
- Users should create strong passwords and change passwords regularly.
- Users will not share their password(s) with anyone.
- Users will not use another users account(s) or password(s).

Cyberbullying

Cyber bullying will not be tolerated. Harassing, dissing, flaming, denigrating, impersonating, outing, tricking, excluding, and cyberstalking are all examples of cyberbullying. Don't be mean. Don't send emails or post comments with the intent of scaring, hurting, or intimidating someone else.

Engaging in these behaviors, or any online activities intended to harm (physically or emotionally) another person, will result in severe disciplinary action and loss of privileges. In more frequent cases, cyberbullying can be a crime. Remember that your activities are monitored and retained.

Examples of Acceptable Use

I will:

- Use school technologies for school-related activities and research.
- Follow the same guidelines for respectful, responsible behavior online that I am expected to follow offline.

- Treat school resources carefully, and alert staff if there is any problem with its operation.
- Encourage positive, constructive discussion if allowed to use communicative or collaborative technologies.
- Alert a teacher or other staff member if I see threatening/bullying, inappropriate, or harmful content (images, messages, posts) online.
- Use school technologies at appropriate times, in approved places, for educational pursuits only.
- Cite sources when using online sites and resources for research; ensure there is no copyright infringement.
- Recognize that use of school technologies is a privilege and treat it as such.
- Be cautious to protect the safety of myself and others.
- Help to protect the security of school resources.

This is not intended to be an exhaustive list. Users should use their own good judgment when using school technologies.

Children Under 13

In order to comply with the Children's Online Privacy Protection Act, the LCS will not knowingly allow a child under the age of 13 to create an account without parental consent.

Examples of Unacceptable Use

I will not:

- Use school technologies in a way that could be personally or physically harmful to me or others...
- Search inappropriate images or content.
- Engage in cyberbullying, harassment, or disrespectful conduct toward other staff or students.
- Try to find ways to circumvent the school's safety measures and filtering tools.
- Use school technologies to send spam or chain mail.
- Plagiarize content I find online.
- Post personally-identifying information, about myself or others.
- Agree to meet someone I meet online in real life.
- Share passwords with anyone.
- Use another user's account or password.
- Use language online that would be unacceptable in the classroom.
- Use school technologies for illegal activities or to pursue information on such activities.
- Attempt to hack or access sites, servers, accounts, or content that isn't intended for my use.

This is not intended to be an exhaustive list. Users should use their own good judgment when using school technologies.

Limitation of Liability

LCS will not be responsible for damage or harm to persons, files, data, or hardware. While LCS employs filtering and other safety and security mechanisms, and attempts to ensure their proper function, it makes no guarantees as to its effectiveness. LCS will not

be responsible, financially or otherwise, for unauthorized transactions conducted over the school network.

Violations of the Acceptable Use Policy

Violations of this policy may have disciplinary repercussions, including:

- Suspension of network, technology, or computer privileges in extreme cases
- Notification to parents in most cases
- Detention or suspension from school and school-related activities
- Legal action and/or prosecution

Please take a moment to read and review the Lyme Central School Handbook that you received. I have reviewed the Student Handbook. Please sign below.

Signed: _____

Print Name: _____