



Lackawanna City Schools 2021-2022 School Calendar

www.lackawannaschools.org



District Telephone Directory

McKinley Admin. Building - District Office 821-5610
245 South Shore Blvd., Lackawanna, NY 14218

Superintendent 7767
 Transportation 7768
 Personnel 7744
 Board Clerk 7706
 Business Office 7708
 Purchasing 7761
 Payroll & Benefits 7711
 Registration 7703
 Technology & Information 7792
 Special Education 7728
 Curriculum, Instruction & Staff Development 7745
 Teacher Center 2301
 Parent Resource Center* 4306

*The Parent Resource Center is located in all schools.

Lackawanna High School 821-5610
Grades 9, 10, 11, 12
550 Martin Rd., Lackawanna, NY 14218

Main Office 2000
 Attendance 2922
 Nurse 2940
 Guidance 2900
 Athletic Director 2932
 School Lunch 2913
 Custodian 2939
 Social Worker 2921

Lackawanna Middle School 821-5610
Grades 6, 7, 8
550 Martin Rd., Lackawanna, NY 14218

Main Office 3000
 Attendance 2922
 Nurse 2940
 Guidance 2900
 Athletic Director 2932
 School Lunch 2913
 Custodian 2939
 Social Worker 2921

Martin Road Elementary School 821-5610
Grades 2, 3, 4, 5
135 Martin Rd., Lackawanna, NY 14218

Main Office 4734
 Nurse 4773
 Social Worker 4705
 Cafeteria 4774
 Custodian 4749

Truman Elementary School 821-5610
Pre-K, Kindergarten, Grade 1
15 Inner Dr., Lackawanna, NY 14218

Main Office 5741
 Nurse 5742
 Social Worker 5743
 Cafeteria 5360
 Custodian 5788

Please note the main phone number for all buildings is 821-5610. Specific extensions are listed above.

During the year, please check our website at www.lackawannaschools.org for updates to this calendar.

A Message from the Superintendent



Dear Families,

As we anticipate full five-day-a-week, in-person instruction for all students in September, we want to thank everyone for your support and patience as we navigated the pandemic together.

Our District continues to be a Community Eligible Program District. This program provides breakfast and lunch to all enrolled students at no cost to our families and it has been a huge success. For this program to continue, we need completed forms from each family. Please complete the enclosed form on page 29 of this calendar and return

it to your child's Principal. This form may also be found on our website under Departments and Services / Food Services.

Considering your continued and overwhelming approval of our school budget, we are able to provide the following new initiatives for the 2021-2022 school year:

- Continued 1 to 1 technology for our students and teachers.
- Increase our contractual bus fleet by two (2) buses. This will be five (5) buses added over the last three school years, which allows us to lower the student ratio per bus and provide door-to-door service for our students, Pre-K through fifth grade, unless they reside on a dead-end street where a bus cannot safely turn around.

- Additional teachers in the following areas: English, Social Studies, STEM, Music, Art, Physical Education/Health, Arabic, Libraries, ENL, Psychologist, Speech, and Academic Intervention Services (AIS) for English and Math.
- Increased Nursing staff (each school now has a full-time nurse).
- Custodial and Cleaning Department additions.
- We hired a full-time Director of Physical Education, Health and Athletics. This position will work to develop a strong and viable curriculum and look to expand our extracurricular and athletic offerings.

In closing, I believe we are fortunate to be part of a community that places such a high value on investing in our students and schools. While we continue to work diligently for your child and our community, we ask you to be an active partner with us as we continue to move our District forward.

Steeler Pride!

Sincerely,

Keith E. Lewis

Superintendent of Schools

Office of the Superintendent of Schools

As required by Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973 and as defined by the Americans with Disabilities Act, the Lackawanna Public Schools of the City of Lackawanna hereby affirms that no person shall, on the basis of sex, race, color, natural origin, handicap or age be excluded from participation in, be denied the benefits of or otherwise be subjected to unlawful discrimination under any vocational education program or activity.

Inquiries concerning the operation of Title IX and Section 504 compliance in said school district may be directed to Louis P. Violanti, Esq., school district attorney, c/o Lackawanna City Schools, 245 South Shore Blvd., Lackawanna, NY 14218.

Mr. Violanti can be reached via the board clerk's office at 821-5610 ext. 7706.

Grievance Procedures: Any complaint or violation of this policy by an employee should be made to the immediate supervisor. Complaints by a parent or student should be made to the principal of the school in question.

Any grievance not satisfied at the initial stage may be referred to Mr. Louis P. Violanti, Esq. within ten (10) days of the initial response in writing.

**Please visit our website at www.lackawannaschools.org for the most current event dates.
To receive event date notifications, subscribe to our iCal feed, found on our website under "Calendar."**

How Do I...

How do I register my child for school?

Contact the registration office at 821-5610 ext. 7703 to schedule an appointment. Please visit www.lackawannaschools.org for specific requirements.

How do I schedule a meeting with a teacher or teachers?

Contact your child's teacher by finding the teacher's contact information listed on the school's website, the school office or school counselor.

How do I obtain information concerning high school equivalency?

Contact your child's school counselor:

High School: 821-5610 ext. 2900

Middle School: 821-5610 ext. 2900

How do I change a student's schedule?

There will be no schedule changes except for the following:

1. A student has fewer than six subjects, including English and Social Studies plus Physical Education
2. Scheduling conflicts
3. Errors in scheduling
4. Adding a course

No course will be dropped per the Board of Education.

How do I enroll in summer school?

Contact your child's school counselor:

High School: 821-5610 ext. 2900

Middle School: 821-5610 ext. 2900

How do I inquire about academic standards/requirements?

Contact your child's school counselor:

High School: 821-5610 ext. 2900

Middle School: 821-5610 ext. 2900

How do I get financial aid/scholarship information?

Contact your child's school counselor:

High School: 821-5610 ext. 2900

Middle School: 821-5610 ext. 2900

How do I process a college application?

Contact your child's school counselor:

High School: 821-5610 ext. 2900

Middle School: 821-5610 ext. 2900

How do I obtain working papers?

Contact the Middle School or High School office.

How do I have medication administered during school hours?

1. Submit a request, signed by a parent or guardian, to the school nurse's office.

2. Submit written permission from a physician with exact dosage and directions.
3. Parent must bring medicine in an original, properly labeled container, to the school.

How do I contact parent/teacher support groups?

To contact a Parent Teacher Association (PTA), use the email listed on Page 20 or send a message on Facebook.

How do I qualify to vote in school elections?

1. Citizen of the United States;
2. 18 years old or older;
3. District resident for at least 30 days prior to vote.

How do I inform the Board of Education of an opinion or a problem?

Attend the public meetings of the board. A public hearing is open for comments, questions and concerns. Meeting dates are on the district website and in the district calendar.

How do I resolve bus questions (route or discipline)?

1. Phone WNY Bus Company or call the district transportation office (route)
2. Contact the building principal (discipline)

How do I obtain assignments for prolonged illness of a student?

Contact the building principal, K-5, or school counselors at the secondary level. For short-term illness, students should make arrangements with teachers to get books and assignments by email.

What is the procedure for resolving a problem?

Phone teacher first, then principal, then supervisor or department director, then superintendent, then board of education if the problem has not been resolved. It is important to follow this order in solving problems. Procedures for filing a written complaint or appeal to the district or to the state are available in the superintendent's office and on the district website, www.lackawannaschools.org.

How do I obtain information on special education services?

Contact Mr. Erik Smith, Principal of Special Education, at 821-5610 ext. 7736. Please notify the Special Education office at 821-5610 ext. 7736 if you suspect that your child (pre-K through age 21) has a disability and may need special education services.

How do I reach the Parent Resource Center?

There is a Parent Resource Center at each building. Please call 821-5610 ext. 4306 or your child's specific school, or you can email Judy Faircloth, Center Coordinator, at jfaircloth@lackawannaschools.org. Please leave a message if no one answers.

PROBLEM RESOLUTION PROCEDURES

If you have a problem, have you tried to resolve it through appropriate channels?

Medical Concerns:

- STEP 1 - School Nurse
- STEP 2 - Building Principal
- STEP 3 - Assistant Superintendent
- STEP 4 - Superintendent

Instructional Concerns (Grades, Classroom Behavior, Etc.):

- STEP 1 - Classroom Teacher
- STEP 2 - Building Principal or Guidance Counselor
- STEP 3 - Superintendent

Transportation Concerns (Pick-up, Route Problem):

- STEP 1 - WNY Bus Company
- STEP 2 - Transportation Office
- STEP 3 - Superintendent

Transportation Concern (Behavior on Bus):

- STEP 1 - Bus Driver
- STEP 2 - Building Principal
- STEP 3 - Transportation Office
- STEP 4 - Superintendent

Athletic Concern:

- STEP 1 - Coach
- STEP 2 - Athletic Director
- STEP 3 - Building Principal
- STEP 4 - Superintendent

Extra-Curricular Activity Concern:

- STEP 1 - Club/Extra-Curricular Activity Advisor
- STEP 2 - Building Principal
- STEP 3 - Superintendent



Key:
 HS - High School
 MS - Middle School
 MR - Martin Road Elementary School
 TR - Truman Elementary School

Events are subject to change based on the developing COVID-19 situation.

September 2021

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Aug. 29	Aug. 30 Superintendent Conference Day No School	Aug. 31 Superintendent Conference Day No School	1 TR: Staggered Meet & Greets for Students Marking Period 1 Begins <i>First Day for Students</i>	2 TR: Staggered Meet & Greets for Students	3 Labor Day Weekend No School	4
5	6 Labor Day No School	7 TR: First Full Day of School for All Students	8	9 MR: PTA Meeting	10	11
12	13 BOE Work Session, 6 p.m.	14	15	16 BOE Meeting, 7 p.m.	17	18
19	20	21 HS: Picture Day	22 MS: Open House	23 MR: Open House	24 MR: PTA Walk-a-Thon	25
26	27	28	29	30	AUGUST 2021 S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	
	<i>HS: Fall Spirit Week</i>				OCTOBER 2021 S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	
		TR: Picture Day		HS: Financial Aid Night, 5 p.m. HS: Open House, 6-8 p.m. TR: Open House, 5:30-7 p.m.		

Student Policy

Student Policy for Alcohol, Tobacco, Drugs and Other Substances

The board of education recognizes that the misuse of drugs, alcohol and/or tobacco is a serious problem with legal, physical, emotional and social implications for the entire community. Therefore, the consumption, sharing and/or selling, use and/or possession of alcoholic beverages, tobacco products, illegal drugs, counterfeit and designer drugs, or paraphernalia for the use of such drugs is prohibited at any school-sponsored event or on school property at all times. The inappropriate use of prescription and over-the-counter drugs shall also be disallowed. Persons shall be banned from entering school grounds or school-sponsored events when exhibiting behavioral, personal or physical characteristics indicative of having used or consumed alcohol or other substances.

School property shall mean in or within any building, structure, athletic playing field, playground, parking lot or land contained within the real property boundary line of a public elementary or secondary school; or in or on a school bus as defined in Vehicle and Traffic Law Section 142. A school function shall mean a school-sponsored or school-authorized extracurricular event or activity regardless of where such event or activity takes place, including any event or activity that may take place in another state.



Disciplinary Measures

Disciplinary measures for students consuming, sharing and/or selling, using and/or possessing alcoholic beverages, tobacco products, illegal drugs, counterfeit and designer drugs, or paraphernalia for the use of such drugs shall be outlined in the district's Code of Conduct on School Property.

Dignity for All Students Legislation (DASA)

The Lackawanna City Schools' Board of Education is committed to providing an educational environment that promotes respect, dignity and equality. The board recognizes that acts of discrimination and harassment including bullying, taunting or intimidation are detrimental to student learning and achievement. These behaviors interfere with the mission of the district to educate its students and disrupt the operation of its schools. Such behavior affects not only the students who are its targets, but also those individuals who participate in and witness such acts. To this end, the board condemns and strictly prohibits all forms of discrimination and harassment including bullying, taunting or intimidation against students by students and/or employees on school property, which includes (among other things) school buses and at school functions, which means school-sponsored extra-curricular events or activities.

The Dignity Act prohibits discrimination and/or harassment of students on school property, a school bus and/or at school functions by students and/or employees. However, harassment can include, among other things, the use, both on and off school property, of information technology, including, but not limited to, email, instant messaging, blogs, chat rooms, pagers, cell phones, gaming systems and social media websites, to deliberately harass or threaten others. This type of harassment is generally referred to as cyberbullying.

Although the Dignity Act does not specifically address cyberbullying, it is considered a form of harassment, like bullying.

Effective July 1, 2013, the NYS Legislature passed an amendment to the Dignity for All Students Act to specifically address cyberbullying. The Lackawanna City Schools prohibits any form of electronic communication, including off school property where there is a foreseeable risk of substantial disruption of the school environment.

Electronic reporting and additional information can be obtained by visiting the district website at www.lackawannaschools.org.

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October 2021

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
SEPTEMBER 2021 S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	NOVEMBER 2021 S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30				HS: Fall Spirit Week 1 Emergency Drill 15 Minute Early Release 5-Week Progress Report	2 HS: Homecoming Football Game, 1 p.m. HS: Homecoming Dance, 7-10 p.m.
3	4	5	6	7	8	9
10	11 Columbus Day No School	12	13	14	15	16
		BOE Work Session, 6 p.m.	HS: PSAT	BOE Meeting, 7 p.m.		
17	18	19	20	21	22	23
		Staff Development/ Early Release Pre-K-12 Half Day MS: Student and Staff Photo Day		MR: Fall Fest Family Night	MR: School Picture Day	
24/31	25	26	27	28	29	30
	MR: Red Ribbon Week					
					TR: Trick or Treat Parade	

Student Policy

Harassment

Harassment has been defined in various ways in state and federal law and regulation. The board recognizes that these definitions are important standards and it will develop its policy to comply with them. It is also the board's goal, in developing its policy, to prevent incidents of misbehavior from occurring and/or escalating, to promote a positive school environment and to limit liability. The Dignity Act (Education Law §11[7]) defines harassment as the creation of a hostile environment by conduct or by verbal threats, intimidation or abuse that has or would have the effect of unreasonably and substantially interfering with a student's educational performance, opportunities or benefits, or mental, emotional or physical well-being; or conduct, verbal threats, intimidation or abuse, includes, but is not limited to conduct, verbal threats, intimidation or abuse based on a person's actual or perceived:

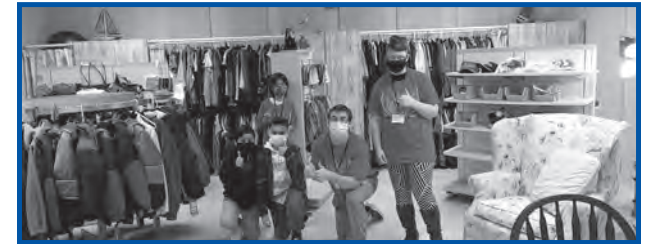
- race
- color
- weight
- national origin
- ethnic group
- religion
- religious practice
- disability
- sex
- sexual orientation
- gender (which includes a person's actual or perceived sex, as well as gender identity and expression)



Bullying

Bullying has been described by the USDE as unwanted, aggressive behavior among school-aged children that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time. Bullying can occur before and after school hours, in a school building or places like a playground or bus, while a child is traveling to or from school or on the Internet. Children who are bullied and those who bully others could have serious, lasting problems. Additionally, according to the USDE, bullying generally involves the following characteristics:

- An Imbalance of Power: Children who bully use their power - such as physical strength, access to embarrassing information or popularity - to control or harm others. Power imbalances can change over time and in different situations, even if they involve the same people.
- The Intent to Cause Harm: The person bullying has a goal of causing harm.
- Repetition: Bullying behaviors generally happen more than once or have the potential to happen more than once. Examples of bullying include, but are not limited to:
 - Verbal: Name-calling, teasing, inappropriate sexual comments, taunting and threatening to cause harm.
 - Social: Spreading rumors about someone, excluding others on purpose, telling other children not to be friends with someone and embarrassing someone in public.
 - Physical: Hitting, punching, shoving, kicking, pinching, spitting, tripping, pushing, taking or breaking someone's things; breaking someone's things; making mean or rude hand gestures.



Hazing

The Penal Law defines hazing as a person intentionally or recklessly engaging in conduct during the course of another person's initiation into or affiliation with any organization, which creates a substantial risk of physical injury to such other person or a third person and thereby causes such injury (Penal Law §120.16).

Discrimination

Discrimination is not specifically defined in the Dignity Act. However, for reference purposes, it should be noted that Education Law §3201 and 3201-a prohibit discrimination in the form of denial of admission into or exclusion from any public school on the basis of race, creed, color, national origin and/or gender.

Report it!

No Bullying - Safe School Zone

To report an instance of harassment or discrimination by an employee or student on school property, at a school function or on a social media site, visit the district website at www.lackawannaschools.org. On the main page, click on the button located in the lower, left corner titled:

NO BULLYING - SAFE SCHOOL ZONE.

Pesticide Notification

Lackawanna City Schools Integrated Pest Management - (IPM Program)

In May 2010, New York State enacted Chapter 85 of the Laws of 2010, a new law containing limitations regarding pesticide use on playing field, playgrounds at schools and day care centers. Schools and day care centers are prohibited from using pesticides on playgrounds (including playground equipment, turf, athletic or playing fields and all school grounds). This rule does not apply to indoor use of pesticides or pesticide applications to buildings or structures (e.g. school buildings, garages). (NYSDEC Summary of Pesticide Prohibition Requirements and Pesticide Alternatives- Dec. 22, 2010). Pesticides may be applied outdoors for emergencies only.

The Lackawanna City Schools practices IPM (Integrated Pest Management), which is an environmentally responsible method of pest control that utilizes education and specific work practices. In the event of potential pesticide use, NYS Education Law - 409-H requires all public, non-public schools and BOCES to provide written notification 48 hours prior to application to all persons in parental relation, faculty and staff. Written notification is required periodically throughout the school year and during the summer. At this time, no pesticide applications are scheduled or expected.

If you desire, we will place your name on a list of individuals who will receive 48-hour prior notification of a pesticide application. Please submit your name to the superintendent's office at 245 South Shore Blvd., Lackawanna, New York 14218 in care of "Neighbor Notification Law." If you have any questions, please contact the buildings and grounds department at 821-5610 ext. 6001.



Asbestos Hazard Emergency Response Act

In compliance with the U.S. Environmental Protection Agency (EPA) and the Asbestos Hazard Emergency Response Act (AHERA), we have completed the required asbestos periodic surveillance of all school buildings. All building materials previously identified as asbestos containing assumed asbestos containing materials were inspected. These materials were found to be in good condition and pose no health hazard to any building occupant.

The asbestos management plans are located in the office of the manager of operations and maintenance and are available for inspection.



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December 2021

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
NOVEMBER 2021 S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	JANUARY 2022 S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31		1	2 Evening Parent/Teacher Conferences Pre-K-12 Half Day	3	4
5	6	7 MR: Picture Retake	8 Afternoon Parent/Teacher Conferences Pre-K-5 Half Day	9	10	11
12	13 BOE Work Session, 6 p.m.	14	15 HS: Winter Concert, 7:30 p.m. MS: Winter Concert, 6:30 p.m.	16 TR: Holiday Family Night/ Merry Moose Shop, 5:30-7 p.m. BOE Meeting, 7 p.m.	17 MR: Winter Extravaganza Family Night TR: Holiday Family Night/ Merry Moose Shop, 5:30-7 p.m. 15-Week Progress Report BOE Meeting, 7 p.m.	18
19	20	21 MR: Winter Music Concert	22 TR: Kindergarten Holiday Concert, 10 a.m. TR: First Grade Holiday Concert, 11 a.m. BOE Meeting, 7 p.m.	23	24 Winter Recess Dec. 24th - Jan. 1st No School	25
26	27	28	29	30	31	
Winter Recess • December 23rd - 31st • No School						

Title I Information

The purpose of this title is to ensure that all children have a fair, equal, and significant opportunity to obtain a high-quality education and reach, at a minimum, proficiency on challenging State academic achievement standards and state academic assessments. This purpose can be accomplished by:

1. Ensuring that high-quality academic assessments, accountability systems, teacher preparation and training, curriculum, and instructional materials are aligned with challenging State academic standards so that students, teachers, parents, and administrators can measure progress against common expectations for student academic achievement;
2. Meeting the educational needs of low-achieving children in our Nation's highest-poverty schools, limited English-proficient children, migratory children, children with disabilities, Indian children, neglected or delinquent children, and young children in need of reading assistance;
3. Closing the achievement gap between high- and low-performing children, especially the achievement gaps between minority and non-minority students, and between disadvantaged children and their more-advantaged peers;
4. Holding schools, local educational agencies, and States accountable for improving the academic achievement of all students, and identifying and turning around low-performing schools that have failed to provide a high-quality education to their students, while providing alternatives to students in such schools to enable the students to receive a high-quality education;
5. Distributing and targeting resources sufficiently to make a difference to local educational agencies and schools where needs are greatest;
6. Improving and strengthening accountability, teaching, and learning by using State assessment systems designed to ensure that students are meeting challenging State academic achievement and content standards and increasing achievement overall, but especially for the disadvantaged;
7. Providing greater decision-making authority and flexibility to schools and teachers in exchange for greater responsibility for student performance;
8. Providing children an enriched and accelerated educational program, including the use of school-wide programs or additional services that increase the amount and quality of instructional time;
9. Promoting school-wide reform and ensuring the access of children to effective, scientifically based instructional strategies and challenging academic content;
10. Significantly elevating the quality of instruction by providing staff in participating schools with substantial opportunities for professional development;
11. Coordinating services under all parts of this title with each other, with other educational services, and, to the extent feasible, with other agencies providing services to youth, children, and families; and
12. Affording parents substantial and meaningful opportunities to participate in the education of their children.

To learn more about Title I and to read the full Title I document, please visit www.lackawannaschools.org.

The McKinney-Vento Homeless Education Act

The federal law known as the McKinney-Vento Act gives students who do not have permanent housing assistance with enrolling, attending and succeeding in school. The law states that schools must make sure that all students have the same opportunity to receive a free and appropriate public education, even when difficult times have caused students and families to lose their permanent home. Districts must enroll student(s) who are in a homeless situation, with or without proper documentation. If you have any questions regarding this information, please contact Lackawanna City Schools Homeless Liaison Meagan Bender at 821-5610 ext. 7726. You can also visit the H.E.A.R.T. Resources page on our website under Our District.

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January 2022

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	
DECEMBER 2021 S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	FEBRUARY 2022 S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28					1	
2	3	4	5	6	7	8	
	School Resumes			MR: PTA Meeting			
9	10	11	12	13	14	15	
	BOE Work Session, 6 p.m.			BOE Meeting, 7 p.m.			
16	17	18	19	20	21	22	
	Martin Luther King Jr. Day No School						
23/30	24/31	25	26	27	28	29	
	Jan. 31 - Marking Period 3 Begins	Regents Exams • January 25th - 28th				Marking Period 2 Ends	

Lackawanna City School District Title I, Part A - School-Parent Compact

The Lackawanna City School District presents our District-Wide School-Parent Compact. This compact outlines how we all will **share responsibility for improving academic achievement and will develop a partnership to help children achieve the state’s high standards.**

The Title I program is designed to meet the needs of all children attending your child’s school. It also is designed to improve the educational opportunities of underachieving children and to help them succeed in the regular program, attain grade level proficiency and improve achievement in state standards.

As part of this program, we must develop a compact with parents that “shares the responsibility for high student academic achievement.” This compact should outline how parents, the entire school staff and students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership to help children achieve the state’s high standards.

Teacher/Principal Responsibilities

- Provide a safe learning environment.
- Provide positive, high-quality and engaging instruction in a supportive environment which makes learning enjoyable.
- Provide opportunities for parents to volunteer and be involved at your child’s school.
- Provide information on individual student progress and recommend what is best for his/her academic needs.
- Share responsibility with the student and parents in striving toward student achievement.
- Focus instruction on academic, social, life and communication skills while teaching conflict resolution, cultural sensitivity and self-responsibility.

Parent/Guardian’s Responsibilities

- Provide a safe, healthy home environment with designated study space.
- Support homework, discipline and attendance policies and help your child attend school regularly and on time.
- Be sure that your child is prepared for school every day.
- Attend activities offered by your child’s school.
- Volunteer to help at your child’s school as time permits.
- Become an active participant in your child’s education.

Student Responsibilities

- Attend school regularly and on time.
- Come to school prepared with necessary supplies.
- Complete and return all assignments, both in school and at home.
- Follow the rules for student conduct.
- Respect others and self.
- Ask for help from teachers, parents, guardians or principals.
- Give parents/guardians all notices and information sent by the school.
- Try to read on a daily basis.

Goal of Title I Parent Involvement:

To support the efforts of parents to work with their children in the home and at school to attain the instructional objectives of the Title I program by working as a team with highly-qualified teachers and administrators to ensure the personal success of each child.

Title I funds provide the following:

- Intervention services.
- Literacy and math resources.
- Professional development for principals, teachers and staff.
- Pre-Kindergarten classes.
- Parent Resource Center.
- Reading Teachers.
- Attendance Teacher.
- Counselors.

Sex Offender Information

How to Obtain Information about Sex Offenders Living in Your Neighborhood

There are ways to obtain information about sex offenders in New York State.

You can call 1-800-262-3257 to determine if someone is on the Sex Offender Registry. You will need the name of the person about whom you are inquiring and one of the following: an exact address, a complete date of birth, a driver’s license number or a social security number.

You can access the subdirectory on the Division of Criminal Justice Services website at www.criminaljustice.ny.gov by clicking on the “Sex Offenders” tab. You can search for level 2 and level 3 offenders by name, county or zip code.

The local law enforcement agency where the offender currently resides, can, if it chooses, release community notification information on sex offenders residing in the community to “entities with vulnerable populations related to the nature of the offense.”

The law enforcement agency can release information on level 1, level 2 and level 3 offenders through this method. Also, while the exact address of level 3 offenders can be provided, the law provides that only an approximate address based on zip code can be provided by a law enforcement agency for level 1 and level 2 offenders.

Your local law enforcement agency has the subdirectory available for the public to view upon request.

The laws regarding the Sex Offender Registry are frequently updated. Therefore, we encourage you to refer to the DCJS website listed below for the most up-to-date information.

To learn more about the New York State Sex Offender Registry please visit: www.criminaljustice.ny.gov

Key:
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February 2022

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
		1	2	3	4	5
		Pre-K and Kindergarten Registration Begins		MR: PTA Meeting		
6	7	8	9	10	11	12
				TR: Spin with Someone Special Dance, 5:30-7 p.m.	25-Week Progress Report	
13	14	15	16	17	18	19
	MR: Kindness Week					
	BOE Work Session, 6 p.m.			BOE Meeting, 7 p.m.		
20	21	22	23	24	25	26
	Mid-Winter Recess • February 15th - 19th • No School					
	Presidents' Day					
27	28					
	School Resumes					

JANUARY 2022

S	M	T	W	T	F	S
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16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

MARCH 2022

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		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Administration of Medication

Under certain circumstances, when it is necessary for a student to take medication (prescription and non-prescription) during school hours, the school's registered professional nurse may administer the medication if the parent or person in parental relation submits a written request accompanied by a written request from a physician indicating the frequency and dosage of prescribed medication. The parent or person in parental relation must assume responsibility to have the medication delivered directly to the health office in a properly labeled original container. Procedures for receipt, storage and disposal of medications as well as procedures for taking medications off school grounds or after school hours while participating in a school-sponsored activity will be in accordance with New York State Education Department Guidelines.

Emergency Medication

The administration of emergency medication (injectable, including "epi-pens," and/or oral) to a student for extreme hypersensitivity may be performed by any school staff member responding to the emergency. Such a response would fall under the Good Samaritan exemption for rendering emergency care during a life-threatening situation.

Physical Requirements

Updated physicals are required for all students in grades Pre-Kindergarten/Kindergarten, 1, 3, 5, 7, 9 and 11, as well as any student new to the district. Also, any student who is interested in participating in sports is required to have an updated physical on file with the school nurse regardless of the grade they currently attend. All completed physical forms should be turned in to the school health office as soon as possible.



Notification of Exclusion Based on Immunization Status

There is no longer a religious exemption to the requirement that children be vaccinated against measles and other disease to attend either:

- Public, private or parochial school (for students in pre-kindergarten through 12th grade), or
- Child day care settings.

Children who are attending child day care or public, private or parochial school, and who had a religious exemption to required immunizations, must now receive the first age appropriate dose to attend or remain in school or child day care.

Parents and guardians of all children who do not have their required immunizations are encouraged to have them and receive the first dose as soon as possible. The deadline for obtaining first dose vaccinations for children attending school in the fall is 14 days from the first day of school. Within 30 days of the first day of school, parents and guardians of such children must show they have made appointments for all required follow-up doses.

If you have any questions regarding this new legislation, please contact your child's building principal for more details.

Bus Rules & Regulations

The Lackawanna City Schools furnishes transportation to those students whose disability or distance from the school makes the service essential. Except as otherwise mandated in a student's Individualized Education Program (IEP), riding these buses is a privilege and may be withdrawn if the student does not comply with the rules and regulations set forth in this district.

Bus drivers shall be held responsible for reasonable and acceptable behavior of students while riding the school bus. Students riding school buses are expected to conform to the rules of conduct in order to permit the bus driver to transport his/her passengers safely.

The board of education, the superintendent and/or his/her designee has the authority to suspend the transportation privileges of children who are disorderly and insubordinate on buses. Generally, parent(s)/guardian(s) will be required to make alternative transportation arrangements for their children who have been suspended from riding the bus.

If a student with a disability who receives transportation as a related service as part of his/her Individualized Education Program is being considered for suspension from transportation, and that suspension would effectively result in a change in placement, the student shall be referred to the Committee on Special Education.

The board directs the administration to establish rules and regulations for student conduct on buses, including applicable due process rights to be afforded students suspended from transportation privileges. These rules and regulations shall be promulgated to all concerned, including the non-public and charter schools to which students are transported.

School Bus Transportation Notice

Bus pick up and drop off times are only an estimate. They can be affected by weather, traffic and conditions outside of our control. It is suggested that your child arrive at the designated bus stop at least ten minutes before their scheduled time. Please be advised that students will only be allowed to ride their assigned bus at their assigned bus stop. Buses will only stop at designated locations. School bus drivers will continue on the route without stopping unless students are waiting at their approved bus stop location.

New York Education Department Law requires that all students be transported to and from a stop near their home address. Requests for a bus stop change or adjustment should be directed to the WNY Bus Company at 473-7077. If the WNY Bus Company is unable to answer your questions, you may contact the district transportation office at 821-5610.



Bus Rider Rules And Regulations

Parents are asked to review the following rules and regulations with their children. These rules and regulations are essential for the safety of your child:

- Absolutely no smoking.
- Absolutely no eating or drinking on the bus.
- Be on time - no fooling around at the bus stop.
- Stay in your seat while bus is moving.
- Keep your head, hands and arms inside the bus.
- Bus driver is authorized to assign seats.
- Follow instructions given by driver.
- Cross in front of bus at bus driver's signal.
- Talk quietly - be kind and courteous to others.
- Treat bus and equipment with care.
- Keep bus clean - do not throw trash on floors.

School bus transportation is a privilege that can be revoked if children fail to follow these rules and regulations. Drivers will turn in discipline reports for misbehaving school bus riders.

Key:
 HS - High School
 MS - Middle School
 MR - Martin Road Elementary School
 TR - Truman Elementary School

Events are subject to change based on the developing COVID-19 situation.

April 2022

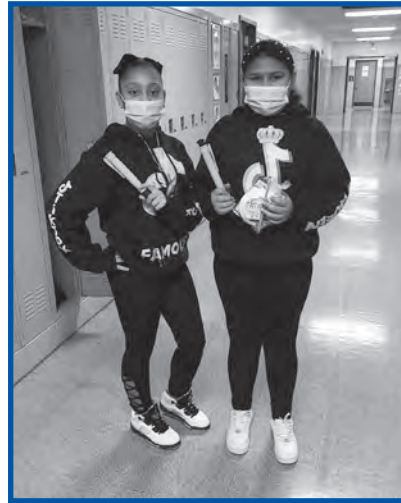
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
MARCH 2022 S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	MAY 2022 S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31				1	2
3	4	5	6	7	8	9
<i>HS: Spring Spirit Week</i>						
	MR: PTA Meeting			TR: Science Night & Art Show, 5:30-7 p.m.	Marking Period 3 Ends	
10	11	12	13	14	15	16
Spring Recess • April 11th - April 18th • No School						
	BOE Work Session, 6 p.m.			BOE Meeting, 7 p.m.		
17	18	19	20	21	22	23
	Spring Recess April 11th - 18th No School	Marking Period 4 Begins <i>School Resumes</i>				
24	25	26	27	28	29	30

Our Mission Statement

The Mission of the TS PTA, MRE PTA and MS/HS PTSA is to aid the students of the Lackawanna City Schools by providing support for their educational and recreational needs and to promote open communication among administration, parents, teachers and students.

Tips and Information for Parents

- It is important for parents to be involved.
- Our groups generally meet about four times a year.
- We encourage all parents to support the efforts of these associations.
- Please attend the meetings.
- Please feel free to contact an officer if you have any questions.
- Meetings and event dates will be posted on Facebook pages and PTA informational notices will be sent home with students.
- YOUR OPINIONS MATTER!



Parent/Family Resource Center - Title I

Parents, Families, Community Working Together

Coordinator: Judy Faircloth
 135 Martin Road
 Lackawanna, NY 14218
 Email: jfaircloth@lackawannaschools.org
 Phone: 821-5610 ext. 4306

What is the Parent/Family Resource Center?

A place to find resources in the community to aid Parents and Families. To help build strong, healthy families by offering educational and supportive services to empower and strengthen our families.

Locations:

Truman Elementary 15 Inner Drive	Martin Road Elementary 135 Martin Road	Lackawanna MS/HS 550 Martin Road
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Our Goals:

- Build relationships with Parents, Staff & Parents and Parents & Parents.
- Enhance our Families' capacity to support learning and serve as leaders in the schools.
- Create a school environment that is consistently welcoming to our Families.

Cooperative efforts among parents, school and community are essential to building strong educational programs for all children.

Parent Engagement is key to the success for our students. As a parent, you have the opportunity to be a part of the decisions made that affect our schools.

District PTA Groups:

Truman Elementary School (TS PTA)
 Martin Road Elementary School (MRE PTA)
 Lackawanna Middle School/High School (MS/HS PTSA)

* All of our PTA groups are always looking for new members to join the teams! If you are interested in being a part of the teams, please contact the school or call the Parent Resource Center at 821-5610 ext. 4306 for more information.

PTA Contact Information:

Facebook: Martin Road Elementary PTA Email: martinroadpta135@gmail.com
 Facebook: Truman School PTA Email: trumanpta15@gmail.com
 Facebook: Lackawanna MS/HS PTSA Email: lackawannamshsptsa@yahoo.com
 "Like" your school association's Facebook page for frequent updates.

Key:
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May 2022

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1	2	3	4	5	6	7
				MR: PTA Meeting	HS: Girls Only Mother/Daughter Dance, 7 p.m. TR: Pre-K Mother's Day Celebration	HS: SAT Exam
8	9	10	11	12	13	14
	BOE Work Session, 6 p.m.		HS: Spring Concert, 7:30 p.m. MS: Spring Concert, 6:30 p.m.	BOE Meeting, 7 p.m.		
15	16	17	18	19	20	21
		Staff Development Day Pre-K-12 Half Day	MR: Science Night/Book Fair		HS: ConnectLife Blood Drive 35-Week Progress Report	
22	23	24	25	26	27	28
					Memorial Day Weekend No School	
			MR: PTA Chicken BBQ			
29	30	31				
	Memorial Day No School					
					APRIL 2022 S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	JUNE 2022 S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 30 31

Code of Conduct

Adopted July 2015. Please visit our website for any updates.

The following information is a summary of the Lackawanna City Schools Code of Conduct. Please visit our website at www.lackawannaschools.org to read the complete document.

Mission Statement

The Lackawanna City Schools is a learning community that develops students' academic knowledge and skills for succeeding in educational and career pursuits; acquiring life-long learning skills and demonstrating social responsibility. A motivated professional staff will utilize a well-defined standards-based curriculum responsive to student needs.

Vision Statement

All students will meet all state standards and become responsible, contributing members of their community.

Belief Statements

The board of education and community of the Lackawanna City Schools believe that:

- 1) Everyone can learn and is entitled to equal opportunity to reach his/her potential.
- 2) Everyone deserves mutual respect.
- 3) Education requires the responsible commitment of students, staff, parents, board of education and the community at large.
- 4) Everyone needs to develop a disciplined life through accepting responsibility for his/her own actions.
- 5) Intellectual achievement is only one aspect of a satisfying life.

The board of education ("board") is committed to providing a safe and orderly school environment where students may receive and district personnel may deliver quality education services without disruption or interference. Responsible behavior by students, teachers, other district personnel, parents and other visitors, including, but not limited to, vendors, contractors and volunteers, is essential to achieving this goal.

The district has a long-standing set of expectations for conduct on school property and at school functions. These expectations are based on the principles of civility, mutual respect, citizenship, character, tolerance, honesty and integrity.

Essential Partners

Expectations for Parents and Guardians

- 1) Ensure your child attends school daily, arrives to school on time and all absences are properly excused. (Lackawanna Comprehensive Student Attendance Policy and Section 3205 - Title IV, Article 65, Part 1).
- 2) Insist that your child is dressed in compliance with school rules regarding sanitation and safety and in a fashion that will not disrupt classroom procedures.
- 3) Be as certain as possible that your child is free of communicable disease and is in good health, enabling him or her to participate in the learning environment.
- 4) Teach your child, by word and example, respect for the law, for the authority of the school and for the rights and property of others.
- 5) Know and understand the rules your child is expected to observe at school. Be aware of the consequences for violations of these rules and accept legal responsibility for your child's actions.
- 6) Help your child understand that appropriate rules are required to maintain a safe, orderly environment and provide effective and appropriate strategies for dealing with peer pressure in accordance with the Lackawanna City Schools Code of Conduct.
- 7) Instill in your child a desire to learn; encourage a respect for honest work and an interest in exploring broader fields of knowledge.
- 8) Become acquainted with your child's school, its staff, curriculum and activities. Attend parent-teacher conferences and school functions.
- 9) Convey to your child a supportive attitude toward education and the district.

Student Rights and Responsibilities

We believe that by accepting and fulfilling appropriate responsibilities, individuals will come to value the privileges that result. It must be understood that with every right comes a responsibility.

It is the Student's Right:	It is the Student's Responsibility:
1) To attend school in the district in which his/her parent or legal guardian resides.	To attend school daily, regularly and on time, perform assignments and strive to do your highest quality work.
2) To expect that school will be a safe, orderly and purposeful place for all students to gain an education and to be treated fairly.	To be aware of all rules and expectations regulating student's behavior and conduct him/herself in accordance with these guidelines.
3) To be respected as an individual.	To respect one another and to treat others in the manner that you would want to be treated.
4) To express his/her opinions verbally or in writing.	To express his/her opinions and ideas in a respectful manner so as not to offend, slander or restrict the rights and privileges of others.
5) To dress in such a way as to express his/her personality.	To dress in accordance with the dress code, so as not to endanger physical health, safety, limit participation in school activities or be unduly distracting.
6) To have an opportunity to present your version of the facts and circumstances in all disciplinary matters.	To be truthful and respectful when responding to authority.
7) To be represented by an active student government selected by free school elections.	To take an active part in student government by running for office or conscientiously voting for the best candidates and making his/her concerns known to the representatives.
8) To be afforded equal and appropriate educational opportunities.	To be aware of available educational programs in order to fully benefit from school.
9) To take part in all school activities on an equal basis regardless of race; sex; religion; age; political affiliation; sexual orientation; military status; veteran status; use of a recognized guide dog, hearing dog or service dog; national origin or disability.	To work to the best of your ability in all academic and extracurricular activities, as well as being fair and supportive of others.
10) To have access to relevant and objective information concerning drug and alcohol abuse, as well as access to individuals or agencies capable of providing direct assistance to students with severe personal problems.	To be aware of the information and services available and to seek assistance in dealing with personal problems, when appropriate.
11) To be protected from discriminatory practices.	To refrain from participating in any discriminatory practices against others.
12) To have choices.	To accept the consequences for these choices within our Code of Conduct.

Key:
 HS - High School
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June 2022

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY																																																																																																	
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	BOE Work Session, 6 p.m.	TR: Flag Day Parade	MR: Field Day	BOE Meeting, 7 p.m.	MR: PTA Walk-a-Thon TR: Pre-K Father's Day Celebration																																																																																																		
19	<p>20</p> <p>Juneteenth Observance No School</p>	<p>June Regents Exams • June 15th - 23rd</p>			24	25																																																																																																	
			TR: Kindergarten Moving Up Celebration, 10 a.m. TR: First Grade Moving Up Celebration, 11 a.m.		HS: Graduation, 6 p.m. Marking Period 4 Ends Rating Day/Early Release Last Day of School																																																																																																		
26	27	28	29	30																																																																																																			

Code of Conduct (Continued)

- 10) Recognize that the education of your child is a joint responsibility of the parents/guardians and the school community.
- 11) Send your child to school ready to participate and learn as required by NYS school law.
- 12) Promote positive behavior in your child by helping him or her to accept the consequences of his or her actions and by becoming involved in the behavior management/disciplinary process; guide your child to develop socially acceptable standards of behavior.
- 13) Inform school officials of changes in the home situation that may affect student conduct or performance.
- 14) Support your child educationally by providing a place for study and ensuring that homework assignments are completed.
- 15) Report any school-related safety concerns to a building administrator for resolution.

Expectations for Teachers

Follow the Code of Conduct; know, abide by and enforce school rules in a fair and consistent manner by:

1. Reflect a personal enthusiasm for teaching and learning and a genuine concern for the individual student.
2. Support the district's and buildings educational and academic goals.
3. Guide learning activities so students learn to think and reason, assume responsibility for their actions and respect the rights of others.
4. Be fair, firm and consistent in enforcing school rules on school property and at all school functions.
5. Give positive reinforcement for acceptable behavior.
6. Encourage students to benefit from the curriculum and co-curricular activities.
7. Inform a counselor and/or administrator concerning any student whose behavior requires special attention.
8. Maintain a climate of mutual respect and dignity to strengthen each student's self-concept and confidence to learn.
9. Communicate regularly with students, parents and other staff.
10. Communicate to students and parents that which is important to the student's emotional, social, behavioral and academic progress, including but not limited to:
 - Course objectives and requirements
 - Marking/grading procedures
 - Assignment deadlines
 - Expectations for students
 - Classroom discipline plan
 - Building-wide discipline plan
 - Student progress
11. Be knowledgeable of and be able to apply effective classroom/building behavior management techniques and the non-violent crisis intervention philosophy and techniques.
12. Maintain confidentiality about all personal information and educational records concerning students and their families.
13. Demonstrate dependability, integrity, self-discipline and respect for law by word and personal example.
14. Report any school-related safety concerns to a building administrator for resolution.

Dress Code

The board of education believes that appropriate dress and grooming contribute to a productive learning environment. All students are expected to give proper attention to personal cleanliness and to dress appropriately for school and school functions. Students and their parents have the primary responsibility for acceptable student dress and appearance in the school setting. Teachers and all other personnel should exemplify and reinforce acceptable student dress and help students develop an understanding of appropriate appearance in the school setting.

1. Be safe, appropriate and not present a health or safety hazard to the student or others in the school.
2. Not create a distraction that interferes with the educational process. Examples will be included in respective building student handbooks.
3. Ensure that undergarments are covered with outer clothing.
4. Include footwear at all times. Footwear that is a safety hazard will not be allowed.
5. Not include headwear in the classroom except for a medical or religious purpose.
6. Not promote death, suicide, torture, Satanism or occult.
7. Not represent membership in a gang that disrupts or threatens to disrupt the educational process.
8. Not include items that are sexually explicit, vulgar, obscene, libelous or which denigrate others on account of race, color, weight, religion or religious practice, sex, sexual orientation, gender, gender identity, national origin, ethnic group, political affiliation, age, marital status, military status or disability.
9. Not promote and/or endorse the use of alcohol, tobacco products, banned products or illegal drugs, counterfeit and designer drugs, or paraphernalia for the use of such drugs and/or encourage other illegal or violent activities.

Each building principal or designee shall be responsible for informing all students and their parents of the student dress code at the beginning of the school year and whenever a revision to the dress code is made during the school year.

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

Appropriate Language

All students are expected to use appropriate and respectful language while on school property and when attending school functions. Language must not be profane, obscene, offensive or vulgar.

Language must not denigrate others on account of race; age; political affiliation; military status; veteran status; sexual orientation; use of a recognized guide dog, hearing dog or service dog; color; religion; creed; national origin; gender or disability and must demonstrate respect for self and others at all times.

Respectful Behavior

Students are expected to behave with dignity and treat their peers, teachers and school staff with respect and courtesy. Individual behavior should not interfere with the rights of others. Obscene gestures will not be tolerated.

Electronic Communication Devices

As noted in the Code of Conduct Manual under Prohibited Student Conduct #14

Unauthorized use of personal electronic devices/equipment (i.e.: cell phones, MP3 devices, cameras and other personal electronic devices deemed inappropriate by the administration). Pre-K to grade 5: the use of electronic devices of any kind are prohibited. Grades 6-12: no cell phone use is permitted in instructional or testing settings unless directed by the teacher. Cell phones must be set in silent mode. Cell phone use is permitted in the:

- Hallway only during passing time (not during instructional time once classes are underway).
- Cafeteria during breakfast and lunch.
- The use of other electronic devices in the classroom is the discretion of the teacher and by individual building procedures. If any cell phone or electronic devices are seen or used without teacher permission, progressive discipline will be enforced.

Prohibited Student Conduct

The board of education expects all students to conduct themselves in an appropriate and civil manner, with proper regard for the rights and welfare of other students, district personnel and other members of the school community as well as school facilities and equipment.

The best discipline is self-imposed, and students must learn to assume and accept responsibility for their own behavior, as well as the consequences of their misbehavior. District personnel who interact with students are expected to use disciplinary action when necessary and to place emphasis on the students' ability to grow in self-discipline.

The board recognizes the need to make its expectations for student conduct while on school property or engaged in a school function specific and clear. The rules of conduct listed below are intended to do such and focus on safety and respect for the rights and property of others. Students who will not accept responsibility for their own behavior and who violate these school rules will be required to accept the penalties for their conduct.



July 2022

Key:

HS - High School
 MS - Middle School
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SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
JUNE 2022 S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	AUGUST 2022 S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31				1	2
3	4 Independence Day	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24/31	25	26	27	28	29	30
July 24 - Parents' Day						

Reporting Violations

All students are expected to promptly report violations of the Code of Conduct to a teacher, school counselor, other district staff members, the building principal/designee or his or her designee. Other means of communicating concerns will be encouraged. Any student observing a student possessing a weapon, alcohol or illegal substance on school property or at a school function shall report this information immediately to a teacher, building principal/designee or the superintendent.

All district staff that are authorized to impose disciplinary sanctions are expected to do so in a prompt, fair and lawful manner. District staff who are not authorized to impose disciplinary sanctions are expected to promptly report violations of the Code of Conduct to their supervisor, who shall in turn impose an appropriate disciplinary sanction, if so authorized, or refer the matter to a staff member who is authorized to impose an appropriate sanction.

Any weapon, alcohol or illegal substance found shall be confiscated immediately, if possible. The parent of the student involved will be notified immediately and appropriate disciplinary sanctions taken which may include permanent suspension and referral for prosecution.

The building principal/designee must notify the appropriate local law enforcement agency of those code violations that constitute a crime and substantially affect the order or security of a school as soon as practical, but in no event later than the close of business the day the principal/designee learns of the violation. The notification may be made by telephone, followed by a letter mailed on same day as the telephone call is made. The notification must identify the student and explain the conduct that violated the Code of Conduct that constituted a crime.

Student Due Process, Progressive Discipline/Procedures and Referrals

Discipline is most effective when it deals directly with the problem at the time and place it occurs, and in a way that students view as fair and impartial. School personnel who interact with students are expected to use disciplinary action only when necessary and to place emphasis on the students' ability to grow in self-discipline.

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

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

As a general rule, discipline will be progressive. This means that a student's first violation will usually merit a lighter penalty than subsequent violations. If the conduct of a student is related to a disability or suspected disability, the student shall be referred to the Committee on Special Education and discipline, if warranted, shall be administered consistent with the separate requirements of this Code of Conduct for disciplining students with a disability or presumed to have a disability. A student identified as having a disability shall not be disciplined for behavior related to his/her disability.

Student Due Process

The amount of due process a student is entitled to receive before a penalty is imposed depends upon the penalty being imposed. In all cases, regardless of the penalty imposed, the school personnel authorized to impose the penalty must inform the student of the alleged misconduct and must investigate, to the extent necessary, the facts surrounding the alleged misconduct. All students will have an opportunity to present their version of the facts to the school personnel imposing the disciplinary penalty in connection with the imposition of the penalty.

Students who are to be given penalties other than an oral warning, written warning or written notification to their parents are entitled to additional rights before the penalty is imposed. These additional rights are explained in the complete document found online at www.lackwannaschools.org.

Progressive Discipline/Procedures

Students who are found to have violated the district's Code of Conduct may be subject to the following penalties, either alone or in combination. The school personnel identified after each penalty are authorized to impose that penalty, consistent with the student's right to due process.

- 1) Oral warning - any member of the district staff.
- 2) Written referrals - bus drivers, hall and lunch monitors, coaches, school counselors, teachers, administrators.
- 3) Written notification to parent - teacher, coaches, school counselors, administrators.
- 4) Detention - teachers, administrators.
- 5) Suspension from transportation - director of transportation, administrators.
- 6) Suspension from athletic participation - coaches, faculty manager, administrators.
- 7) Suspension from social or extracurricular activities - activity director/ advisor/coordinator, administrators.
- 8) Suspension of other privileges - administrators.
- 9) In-school suspension (Alternate School Program) - administrators.
- 10) Removal from classroom by teacher - teachers, principal/designee.
- 11) Short-term (five days or less) suspension from school - principal, superintendent, board of education.
- 12) Long-term (more than five days) suspension from school - superintendent, board of education.
- 13) Permanent suspension from school - superintendent, board of education.

Referrals

1) Counseling

The social workers or school counselors shall handle all referrals of students to counseling.

2) PINS Petitions

The district may file a PINS (person in need of supervision) petition in Family Court for any student under the age of 18 who demonstrates that he or she requires supervision and treatment by exhibiting any of the following behaviors:

- a. Being a habitually truant and not attending school as required by Education Law Article 65, Part 1;
 - b. Engaging in an ongoing or continual course of conduct which makes the student ungovernable or habitually disobedient and beyond the lawful control of the school; or
 - c. Knowingly and unlawfully possessing marijuana in violation of Penal Law Section 221.05.
- 3) **Juvenile Delinquents and Juvenile Offenders**
- The superintendent is required to refer the following students to the County Attorney for a juvenile delinquency proceeding before the Family Court:
- a. Any student under the age of 16 who is found to have brought a weapon to school; or
 - b. Any student 14 or 15 years old who qualifies for juvenile offender status under the Criminal Procedure Law Section 1.20(42).
 - c. The superintendent is required to refer students age 16 and older or any student 14 or 15 years old who qualifies for juvenile offender status to the appropriate law enforcement authorities.

Alternative Instruction

When a student of any age is removed from class by a teacher or when a student of compulsory attendance age is suspended from school pursuant to Education Law Section 3214, the district will take immediate steps to provide alternative means of instruction for the student.

Student Searches and Interrogations

Searches

The board authorizes the superintendent and building administrators to conduct searches of students and their belongings only if the authorized school official has reasonable suspicion to believe that the search will result in evidence that the student violated the law or the district Code of Conduct.

District security officials may conduct searches only with prior authorization from administration.

An authorized school official may conduct a search of a student's belongings that is minimally intrusive, such as touching the outside of a book bag, without reasonable suspicion so long as the school official has a legitimate reason for such a search.

Reliable informants: An authorized school official may search a student or the student's belongings based upon information received from a reliable informant. Individuals, other than the district employees, will be considered reliable informants if they have:

- 1) Previously supplied information that was accurate and verified;
- 2) They make an admission against their own interest;
- 3) They provide the same information that is received independently from other sources; or
- 4) They appear to be credible and the information they are communicating relates to an immediate threat to safety.

District employees will be considered reliable informants unless they are known to have previously supplied information that they knew was not accurate.

Key:
 HS - High School
 MS - Middle School
 MR - Martin Road Elementary School
 TR - Truman Elementary School

August 2022

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	Aviation Day	27
28	29	30	31			

JULY 2022

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

SEPTEMBER 2022

S	M	T	W	T	F	S
					1	2 3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

Code of Conduct (Continued)

Before searching a student or the student's belongings, the authorized school official should attempt to have the student admit that he/she possesses physical evidence that they violated the law or the district Code of Conduct, or have the student to voluntarily consent to the search. Searches will be limited to the extent necessary to locate the evidence sought.

Whenever practicable, searches will be conducted in the privacy of administrative offices and students will be present when their possessions are being searched.

Student Lockers, Desks and Other School Storage Places

Student lockers, desks and other school storage places, including student data files and other electronic storage areas of the district's computerized information resources, are provided by the school for student use and may be subject to search at any time by school officials without prior notice to students and without their consent.

The rules in this Code of Conduct regarding searches of students and their belongings do not apply to these areas and students have no reasonable expectation of privacy with respect to them. A student may have exclusive use of a locker as far as other students are concerned, but he/she does not have such exclusivity over the locker as it relates to school authorities.

Visitors to the Schools

The board encourages parents and other district citizens to visit the district's schools and classrooms to observe the work of students, teachers and other staff. Since schools are a place of work and learning, however, certain limits must be set for such visits. The building principal/designee is responsible for all persons in the building and on the grounds. For these reasons, the following rules apply to visitors to the schools:

- 1) Anyone who is not a regular staff member or student of the school will be considered a visitor.
- 2) All visitors to the school must report to the office of the principal/security desk upon arrival at the school. There they will be required to sign the visitor's register. The visitor must sign out before leaving the building.
- 3) Visitors attending school functions that are open to the public, such as parent-teacher organization meetings or public gatherings, are not required to register.
- 4) Parents or citizens who wish to observe a classroom while school is in session are required to arrange such visits in advance with the classroom teacher(s) and the building principal/designee in accordance with building procedures so that class disruption is kept to a minimum.
- 5) Teachers are expected not to take class time to discuss individual matters with visitors.
- 6) Any unauthorized person on school property shall be reported to the principal/designee and asked to leave. Police may be called if the situation warrants.
- 7) All visitors are expected to abide by the rules for public conduct on school property contained in this Code of Conduct.

Public Conduct On School Property

The district is committed to providing an orderly, respectful environment that is conducive to learning. To create and maintain this kind of an environment, it is necessary to regulate public conduct on school property and at school functions. For purposes of this section of the district Code of Conduct, "public" shall mean all persons when on school property or attending a school function including but not limited to students, teachers, vendors, contractors, volunteers and district personnel.

The restrictions on public conduct on school property and at school functions contained in this Code of Conduct are not intended to limit freedom of speech or peaceful assembly. The district recognizes that free inquiry and free expression are indispensable to the objectives of the school district. The purpose of this section is to outline proper conduct for the maintenance of public order and the prevention of abuse of the rights of others.

All persons on school property or attending a school function shall conduct themselves in a respectful and orderly manner. In addition, all persons on school property or attending a school function are expected to be properly attired for the purpose for which they are present on school property.

Prohibited Conduct

No person, either alone or with others, shall:

- 1) Intentionally injure any person or threaten to do so.
- 2) Make threats of violence, verbal or gestures.
- 3) Intentionally damage or destroy school district property or the personal property of a teacher, administrator, other district employee or any person lawfully on school property, including graffiti or arson.
- 4) Disrupt the orderly conduct of classes, school programs or other school activities.
- 5) Distribute or wear materials on school grounds or at school functions that are obscene, advocate illegal action, appear libelous, obstruct the rights of others or are disruptive to the school program.
- 6) Intimidate, harass or discriminate against any person on the basis of race, color, creed, national origin, religion, age, gender, or disability, race; creed; national origin; religion; age; gender; disability; political affiliation; sex; sexual orientation; marital status; military status; veteran status; or use of a recognized guide dog, hearing dog or service dog.
- 7) Enter any portion of the school premises without authorization or remain in any building or facility after it is normally closed.
- 8) Obstruct the free movement of any person in any place to which this code applies.
- 9) Violate the traffic laws, parking regulations or other restrictions on vehicles.
- 10) Possess, consume, sell, distribute or exchange alcoholic beverages, illegal substances and/or controlled substances, or be under the influence of either on school property or at a school function.
- 11) Possessing and/or using tobacco, tobacco/nicotine products, e-cigarettes and/or associated paraphernalia including, but not limited to, lighters and matches. Tobacco/nicotine/e-cigarette/vapor use shall not be permitted within the school as well as one hundred (100) feet of the entrances, exits or outdoor areas of any of our schools. Possession of such items will result in confiscation from the student and will not be returned.

- 12) Possess or use weapons on school property or at a school function, except in the case of law enforcement officers.
- 13) Loiter on or about school property.
- 14) Gamble on school property or at school functions.
- 15) Refuse to comply with any reasonable order of any school officials performing their duties.
- 16) Willfully incite others to commit any of the acts prohibited by this code.
- 17) Use inappropriate language.
- 18) Violate any federal or state statute, local ordinance or board policy while on school property or while at a school function.

Penalties

Persons who violate this code shall be subject to the following penalties:

- 1) Visitors: They shall be subject to immediate ejection and, as the facts may warrant, suspended from being allowed on the premises of all school buildings and grounds for some period of time. The length of said suspension shall be determined by the severity of the violation and the violator will receive written notice of determination.
- 2) Students: They shall be subject to disciplinary action as the facts may warrant, in accordance with the due process requirements.
- 3) Tenured faculty members: They shall be subject to disciplinary action as the facts may warrant in accordance with Education Law Section 3020-a or any other legal rights that they may have.
- 4) Staff members in the classified service of the Civil Service entitled to the protection of Civil Service Law Section 75. They shall be subject to immediate ejection and to disciplinary action as the facts may warrant in accordance with Civil Service Law Section 75 or any other legal rights that they may have.
- 5) Staff members other than those described in subdivisions 3 and 4. They shall be subject to warning, reprimand, suspension or dismissal as the facts may warrant in accordance with any legal rights they may have.

Enforcement

The building principal/designee shall be responsible for enforcing the conduct required by this Code of Conduct.

When the building principal/designee sees an individual engaged in prohibited conduct which in his/her judgment does not pose any immediate threat of injury to persons or property, the principal/designee shall tell the individual that the conduct is prohibited and attempt to persuade the individual to stop. The principal/designee shall also warn the individual of the consequences for failing to stop. If the person refuses to stop engaging in the prohibited conduct, or if the person's conduct poses an immediate threat of injury to persons or property, the principal/designee shall have the individual removed immediately from school property or the school function. If necessary, local law enforcement authorities will be contacted to assist in removing the person.

The district shall initiate disciplinary action against any student or staff member, as appropriate, within the "Penalties" section above. In addition, the district reserves its right to pursue civil or criminal legal action against any person violating the district Code of Conduct.



**Community Eligibility Provision (CEP)/Provision 2 non-base year
Household Income Eligibility Form 2021 -2022 school year**

Lackawanna City School District (*name/school*) is participating in the Community Eligibility Provision (CEP) or Provision 2 in a non-base year. All children in the school will receive meals/milk at no charge regardless of household income or completion of this form. This form is to determine eligibility for additional State and federal program benefits that your child(ren) may qualify for. Read the instructions on the back, **complete only one form for your household**, sign your name and return it to the school named above. Call 716-821-5610 x7711 (*school phone number*), if you need help.

1. List all children in your household who attend school:

Student Name	School	Grade/Teacher	Foster Child	No Income
			<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>

2. SNAP/TANF/FDPIR Benefits:

If anyone in your household receives either SNAP, TANF or FDPIR benefits, list their name and CASE # here. Skip to Part 5, and sign the application.

Name: _____ CASE # _____

3. Household Gross Income: List all people living in your household, how much and how often they are paid (**weekly, every other week, twice per month, monthly**). **Do not leave income blank.** If no income, check box. If you have listed a foster child above, you must report their personal income.

Name of household member	Earnings from work before deductions <i>Amount / How Often</i>	Child Support, Alimony <i>Amount / How Often</i>	Pensions, Retirement Payments <i>Amount / How Often</i>	Other Income, Social Security <i>Amount / How Often</i>	No Income
	\$ _____ / _____	\$ _____ / _____	\$ _____ / _____	\$ _____ / _____	<input type="checkbox"/>
	\$ _____ / _____	\$ _____ / _____	\$ _____ / _____	\$ _____ / _____	<input type="checkbox"/>
	\$ _____ / _____	\$ _____ / _____	\$ _____ / _____	\$ _____ / _____	<input type="checkbox"/>
	\$ _____ / _____	\$ _____ / _____	\$ _____ / _____	\$ _____ / _____	<input type="checkbox"/>
	\$ _____ / _____	\$ _____ / _____	\$ _____ / _____	\$ _____ / _____	<input type="checkbox"/>
	\$ _____ / _____	\$ _____ / _____	\$ _____ / _____	\$ _____ / _____	<input type="checkbox"/>
	\$ _____ / _____	\$ _____ / _____	\$ _____ / _____	\$ _____ / _____	<input type="checkbox"/>
	\$ _____ / _____	\$ _____ / _____	\$ _____ / _____	\$ _____ / _____	<input type="checkbox"/>

4. Signature: An adult household member must sign this application.

I certify (promise) that all the information on this application is true and that all income is reported. I understand that the information is being given so the school may receive federal funds. The school officials may verify the information and if I purposely give false information, I may be prosecuted under applicable State and federal laws, and my children may lose meal benefits.

Signature:

Date:

Email Address:

Home Phone

Work Phone

Home Address

DO NOT WRITE BELOW THIS LINE – FOR SCHOOL USE ONLY		
Annual Income Conversion (Only convert when multiple income frequencies are reported on application) Weekly X 52; Every Two Weeks (bi-weekly) X 26; Twice Per Month X 24; Monthly X 12		
SNAP/TANF/Foster Income	Total Household Income/How Often:	Household Size:
Free Eligibility	Reduced Eligibility	Denied Eligibility
Signature of Reviewing Official		

CEP/Provision 2 Non-Base Year Household Income Form INSTRUCTIONS

PART 1 ALL HOUSEHOLDS MUST COMPLETE STUDENT INFORMATION. DO NOT FILL OUT MORE THAN ONE FORM FOR YOUR HOUSEHOLD.

- (1) Print the names of the children, including foster children, for whom you are applying on one form.
- (2) List their grade and school.
- (3) Check the box to indicate a foster child living in your household, and check the box for each child with no income.

PART 2 HOUSEHOLDS GETTING SNAP, TANF OR FDPIR SHOULD COMPLETE PART 2 AND SIGN PART 4.

- (1) List a current SNAP (Supplemental Nutrition Assistance Program), TANF (Temporary Assistance for Needy Families) or FDPIR (Food Distribution Program on Indian Reservations) case number of anyone living in your household. Do not use the 16-digit number on your benefit card. The case number is provided on your benefit letter.
- (2) An adult household member must sign the form in PART 4. **SKIP PART 3** - Do not list names of household members or income if you list a SNAP, TANF or FDPIR number.

PARTS 3 & 4 ALL OTHER HOUSEHOLDS MUST COMPLETE ALL OF PARTS 3 AND 4.

- (1) Write the names of everyone in your household, whether or not they get income. Include yourself, the children you are completing the form for, all other children, your spouse, grandparents, and other related and unrelated people living in your household. Use another piece of paper if you need more space.
- (2) Write the amount of current income each household member receives, before taxes or anything else is taken out, and indicate where it came from, such as earnings, welfare, pensions and other income. If the current income was more or less than usual, write that person's usual income. **Specify how often this income amount is received: weekly, every other week (bi-weekly), 2 x per month, monthly. If no income, check the box.** The value of any child care provided or arranged, or any amount received as payment for such child care or reimbursement for costs incurred for such care under the Child Care and Development Block Grant, TANF and At Risk Child Care Programs should **not** be considered as income for this program.



All families within the district MUST complete this form and return it to school in order for the district to maximize state aid.

Legal Notice

Notice is hereby given to all parents and or legal guardians of students attending Lackawanna City Schools pursuant to Title 34 Part 99 Family Educational Rights and Privacy.

Title 34 - Education - Part 99 Family Educational Rights and Privacy

Subpart A General - Sec. 99.7

What must an educational agency or institution include in its annual notice?

- (a) 1. Each educational agency or institution shall annually notify parents of students currently in attendance, or eligible students currently in attendance, of their rights under the act and this part.
2. The notice must inform parents or eligible students that they have the right to -
 - (i) Inspect and review the student's education records;
 - (ii) Seek amendment of the student's education records that the parent or eligible student believes to be inaccurate, misleading or otherwise in violation of the student's privacy rights;
 - (iii) Consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that the act and Sec. 99.31 authorize disclosure without consent; and
 - (iv) File with the department a complaint under Secs. 99.63 and 99.64 concerning alleged failures by the educational agency or institution to comply with the requirements of the act and this part.
3. The notice must include all of the following:
 - (i) The procedure for exercising the

right to inspect and review education records.

- (ii) The procedure for requesting amendment of records under Sec. 99.20.
 - (iii) If the educational agency or institution has a policy of disclosing education records under Sec. 99.31(a)(1), a specification of criteria for determining who constitutes a school official and what constitutes a legitimate educational interest.
- (b) An educational agency or institution may provide this notice by any means that are reasonably likely to inform the parents or eligible students of their rights.
1. An educational agency or institution shall effectively notify parents or eligible students who are disabled.
 2. An agency or institution of elementary or secondary education shall effectively notify parents who have a primary or home language other than English.

(Approved by the office of management and budget under control number 1880-0508).

(Authority: 20 U.S.C. 1232g(e) and (f)). [53 FR 11943, Apr. 11, 1988; 53 FR 19368, May 27, 1988; 61 FR 59295, Nov. 21, 1996.]

SchoolMessenger

Lackawanna City Schools uses SchoolMessenger, an automated system with the ability to deliver general and emergency messages to home and cell phone numbers quickly and accurately. When receiving a call, your caller ID may display a phone number: 821-5610. Please be sure your caller ID system does not block incoming calls from this phone number.

A variety of automated messages may be delivered:

- Absences
- Emergency notifications
- General announcements
- Time sensitive information
- School closings or delayed openings

Please be sure we have your child's correct contact information. Call us at 821-5610 ext. 7703 to provide updated home and cell numbers.



Student Use of Social Media

Purpose and Applicability of Policy

This policy applies to students' use of social media and provides information about how to use social media responsibly, both within and outside the school community.



Definition of Social Media

Social media is defined as any form of online publication or presence that allows interactive communication, including, but not limited to, social networks, blogs, internet websites, internet forums and wikis. Examples of social media include, but are not limited to, Facebook, Twitter, YouTube, Instagram, Snapchat and Flickr.

Academic Use of Social Media

Students using social media for academic purposes (e.g., using a blog established by the teacher for a class for a school assignment) must treat the platform as a digital extension of the classroom. The same rules apply online as they do at school and in the classroom.

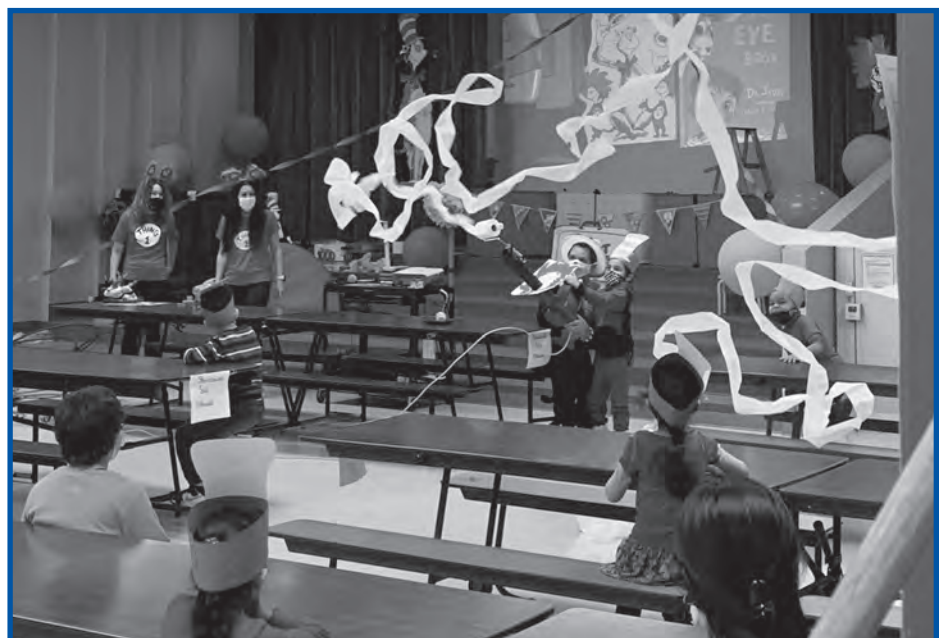
Personal Use of Social Media

Students' personal social media use, including use outside of school, may result in disruption at school. Student misuse of social media, whether on or off school grounds, when it creates a hostile, disruptive or unsafe learning environment, is prohibited. The school district does not tolerate cyberbullying (that is, harassment that occurs through any form of electronic communication). Students should report any instances of cyberbullying to a teacher or principal. Student access or use of personal social media on school district-owned networks or equipment during school hours is prohibited.

Applicability of School District Policies and Other Laws

This Student Use of Social Media policy is intended to supplement, not supersede, existing school district policies, and laws. All existing school district policies regulations and laws that cover student conduct are applicable in the social media environment.

- NOTE: Refer also to policies:
- #3410 -- Code of Conduct on School Property
 - #7310 -- School Conduct and Discipline
 - #7315 -- Student Use of Computerized Information Resources
 - #7316 -- Student Use of Personal Technology



Staff Use of Social Media

Purpose and Applicability of Policy

Social media technology can serve as a powerful tool to enhance education, communication and learning. The school district is committed to ensuring that all school district employees who utilize social media technology for professional purposes described below do so in a safe and responsible manner.

This policy covers professional social media communication between employees, as well as social media communication between employees and students. In recognition of the public and pervasive nature of social media communications, as well as the fact that in this digital era, the lines between professional and personal endeavors are sometimes blurred, this policy also covers use of personal social media by employees. This policy does not address student social media activity, which is covered in a separate school district policy.

Definition of Social Media

Social media is defined as any form of online publication or presence that allows interactive communication, including, but not limited to, social networks, blogs, Internet websites, Internet forums and wikis. Examples of social media include, but are not limited to, Facebook, Twitter, YouTube, Instagram, Snapchat and Flickr.

Professional social media refers to work-related social media activity that is either school-based (e.g., a principal establishing a Facebook page for his/her school or a teacher establishing a blog for his/her class) or non-school-based (e.g., a school district office establishing a Facebook page to facilitate the office's administration).

Personal social media use is a non work-related social media activity (e.g., a school district employee establishing a Facebook page or a Twitter account for his/her own personal use).

Professional Social Media Use

School-based professional social media sites and school district employees' communications with students through such sites must be designed to address reasonable instructional, educational or extra-curricular program matter.

School district employees must treat professional social media space and communication like a classroom and/or a professional workplace. The same standards expected in school district professional settings are expected on professional social media sites. If a particular type of behavior is inappropriate in the classroom or a professional workplace, then that behavior is also inappropriate on the professional social media site.

School district employees who decide to engage in professional social media activities must maintain separate professional and personal e-mail addresses. As such, employees must not use their personal e-mail address for professional social media activities - rather, employees must use a professional e-mail address that is completely separate from any personal social media they maintain.

When establishing professional social media sites, employees should consider the intended audience for the site and consider the level of privacy assigned to the site. It is recommended practice for professional social media sites to be private networks, unless there is a specific educational need for the site to be a public network.

Professional social media sites should include language identifying the sites as professional social media school district sites to differentiate from personal sites. For example, the professional sites can identify the school, department or particular grade that is utilizing the site.

Professional social media communication must be in compliance with existing school district policies and applicable laws, including, but not limited to, prohibitions on the disclosure of confidential information and prohibitions on the use of harassing, obscene, discriminatory, defamatory or threatening language. It is not recommended that employees post photos of other employees or students on professional social media sites.

School district supervisors (e.g., principal, superintendent) reserve the right to remove postings and/or disable a page of professional social media sites that do not adhere to the law or this or school district policy. Employees using professional social media have no expectation of privacy with regard to their use of such media. School district supervisors may regularly monitor professional social media sites to protect the school community.

Personal Social Media Use

Employee misuse of social media, whether on or off school grounds, when it creates a hostile, disruptive or unsafe working environment, is prohibited.

Employee access or use of personal social media on school district-owned networks or equipment or on school district working time is prohibited.

In order to maintain a professional and appropriate relationship with students, school district employees should not communicate with students who are currently enrolled in a district school on personal social media sites.

The posting or disclosure of personally identifiable student information or confidential information via personal social media sites, in violation of school district policy, is prohibited.

School district employees may not make representations that their personal social media sites speak in an official school district capacity.

Applicability of School District Policies and Other Laws

This Staff Use of Social Media policy is intended to supplement, not supersede, existing school district policies, and laws. All existing school district policies, regulations and laws that cover employee conduct are applicable in the social media environment.

NOTE: Refer also to policies:

- Refer also to policies #6122 -- Staff-Student Relations (Fraternization)
- #6123 -- Offensive Workplace Behavior

Board of Education

Meet the 2021-2022 Board of Education

Leonard F. Kowalski - President
Nicholas M. Sobaszek - Vice President
Mona Abdulla
Kimberly Bukaty
Anthony R. Catuzza
Azaldeen "Izzy" Mohamed
Mohamed Munassar
Keith E. Lewis, School Superintendent
Daniel Grant, Assistant Superintendent for Administrative Services
Kiel M. Illg, Ph.D., Assistant Superintendent
Louis P. Violanti, Esq., School Attorney
Carl W. Morgan, Esq., Special Education Attorney
Amber Illg & Kathleen McHugh, Board Clerks

Board of Education Meeting Information

Lackawanna City Schools' Board of Education meetings are generally held at 7 p.m. on the Thursday immediately following the second Monday. Please visit our website for specific meeting dates. Meetings are held in the Superintendent's Conference Room 202 at the McKinley Administrative Building located at 245 South Shore Blvd., Lackawanna. Notice of a regular meeting is published in The Am Pol Eagle and West Seneca Bee newspapers.

Special meetings may be called by the board to discuss and act on matters that cannot wait for a regular meeting date. Prior notice is published for these meetings in The Am Pol Eagle and West Seneca Bee newspapers and on our website.

The board of education may be required to go into executive session (closed door) during any regular or special meeting to discuss matters that involve personnel, labor negotiations, litigation or matters in which details cannot be publicly disclosed. The Sunshine Laws or the Open Meeting Law of New York State define the subject matter which may be discussed in executive session.

Public Participation

The board encourages public input and community involvement in decisions that affect the education of our children. Please visit our website for information



on how you can address the board during the public speaking portion of the agenda.

Work Sessions

The board of education holds a work session at 6 p.m. once a month on the second Monday of each month. Please visit our website for specific meeting dates. This is held in the Superintendent's Conference Room 202 at the McKinley Administrative Building located at 245 South Shore Blvd., Lackawanna. The public is invited to attend and observe, however there is no public speaking at this session.

The board of education welcomes all individuals to attend the monthly meetings to stay in touch and informed of what is happening in our schools. Any questions regarding the board of education meetings or work session may be directed to the board clerk at 821-5610 ext. 7706. For comments or information you would like the board of education to hear, you can email BoardClerk@lackawannaschools.org. All information and comments will be received by all board members. Thank you in advance for your input.

Please visit our website at www.lackawannaschools.org for a list of 2021-22 meeting dates.

Weather Reminder

As a reminder to Lackawanna City School students and their parents/guardians, when weather conditions develop that warrant the closing of Lackawanna City Schools, announcements will be broadcast on area radio and television stations.

The district will also utilize the automated telephone calling system. Parents and students can expect to receive telephone messages on delayed openings or school closings, as long as their telephone contact information is up-to-date in the district's system. Please contact the main office at your child's school to update information.

There will be no interscholastic athletic sports practice or after school programming on snow days. If a parent or guardian feels that weather conditions in their immediate area of the school district warrants keeping small children at home, New York State considers this to be a legal excuse for an absence. Please keep in mind that the school closing decision must be based on overall district-wide conditions.

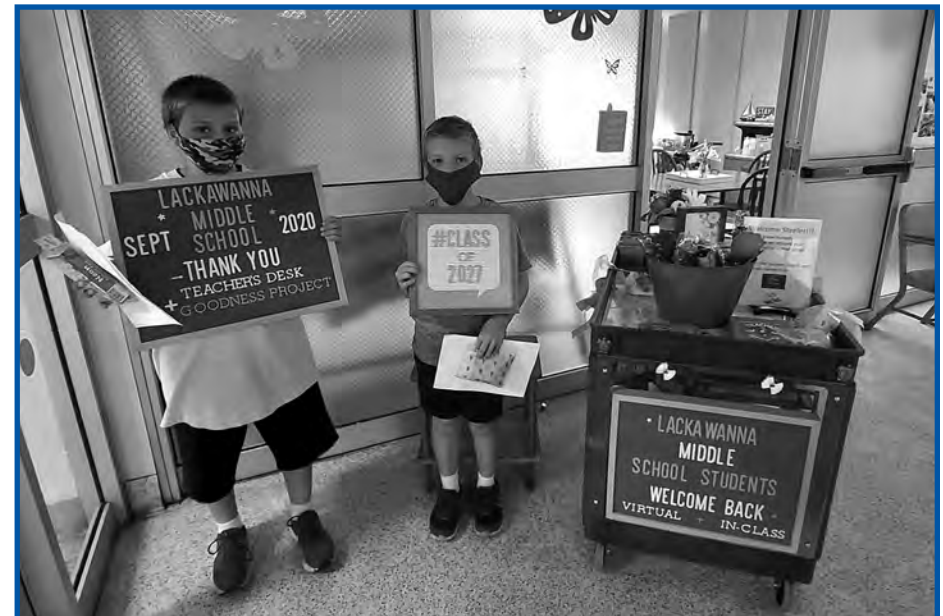
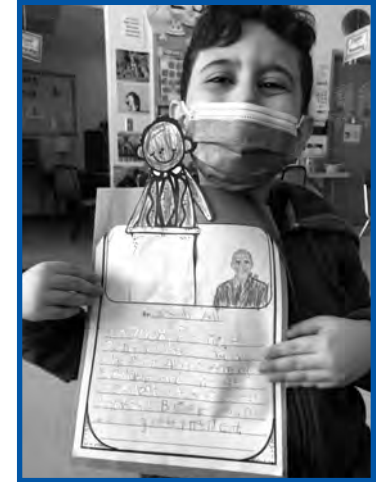
If the circumstances require a delayed opening the following rules will apply:

- There will be bus runs.
- Breakfast will not be served.
- Full-day pre-K classes will operate on the delayed schedule.
- When there is a delayed opening the starting times for school will be:
 - o One-Hour Delay:
 - Elementary Schools 10 a.m.
 - Middle School 8:30 a.m.
 - High School 8:30 a.m.
 - o Two-Hour Delay:
 - Elementary Schools 11 a.m.
 - Middle School 9:30 a.m.
 - High School 9:30 a.m.

Once schools are in session they will usually remain open if adverse weather conditions develop during the day. Each household should develop an emergency plan within their own family for any such circumstance. Parents are advised to make sure school officials have the appropriate emergency contact numbers.

In cases of inclement weather during the school day, after-school and evening activities may be canceled. A decision will be made by 2 p.m. and local television stations will be notified along with utilizing the automated calling system. After-school programs will be prepared to receive children, will contact parents to encourage early pick up and will stay with children until a parent arrives.

Because late bus runs will not occur, parents will need to pick up their children as soon as reasonably possible. All other activities including clubs, sports, alternative education, board meetings, etc. will be canceled for that evening.





245 South Shore Blvd.
Lackawanna, New York 14218

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The information found in this calendar can also be translated into other languages on the district website at www.lackawannaschools.org.