

**Lakeland Central School District**  
**High School Student Handbook**  
**2025-2026**



**LAKELAND  
HIGH SCHOOL**

Christopher Cummings  
Principal

Alfonse Davino  
Assistant Principal

Samantha Stein  
Assistant Principal

**WALTER PANAS  
HIGH SCHOOL**

Samantha Sherwood  
Principal

Christian Clarke  
Assistant Principal

Joseph Sayegh  
Assistant Principal



LAKELAND CENTRAL  
SCHOOL DISTRICT  
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2025-2026

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Dr. Karen Gagliardi  
Superintendent of Schools



## MISSION

The Lakeland Central School District accepts the challenge of preparing students for a rapidly changing world. We provide the opportunity for all students to learn and succeed by promoting critical thinking and high academic standards in a safe and secure environment. Our practices and policies are shaped by: respect, kindness, responsibility, accountability, and honest and ethical behavior.

## CORE BELIEFS

The Lakeland Central School District believes that all members of the school community should:

- Treat each other with respect and kindness.
- Assume responsibility and accept accountability for their actions.
- Engage in and promote critical thinking to achieve high academic standards.
- Demonstrate honest and ethical behavior.

## VISION

The Lakeland Central School District will work collaboratively with all members of the community to promote cooperation, collegiality, and a love of learning so all can achieve to their fullest potential. We will focus on the whole person academically, socially, and emotionally. We also work to ensure safety and security and inspire all to communicate honestly to achieve our goals.



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(Dangerous Weapons, Bias Harassment of Students, Sexual Harassment and Grievance Procedures for Students, Equal Opportunity/Non-Discrimination, Use of Electronics, Dignity for All Students, Comprehensive Attendance Policy, Zero Tolerance for Violence)

[Code of Conduct](#)

**\*Please Note: The [Code of Conduct](#) has the following information and more:**

- Rights of Students
- D.A.S.A (Dignity for All Students Act)
- Responsibilities of Students
- Electronic Communication Devices (ECD)
- Student Conduct
- Gambling
- Comprehensive Attendance Policy
- Tardiness
- Truancy
- Student Illness
- Disciplinary Measures
- Infractions with Penalty References
- Defacing School Property
- Insubordination
- Dress and Grooming
- Student Lockers
- Procedures for Resolving Parent and Community Complaints

## **Belief Statement**

The Lakeland School District is committed to the complete education of its students by providing the highest quality educational environment and expecting the highest standards of scholarship, conduct, citizenship and character from all members of the school community.

In addition to the intellectual, social, and physical development of our students, we believe that their ethical development is of equal importance and it promotes a safe and nurturing learning community for everyone. Success in achieving these goals requires the commitment of students, parents, staff, and others in the school community.

We believe that people of good character are respectful and compassionate, tolerant, just, and fair. In addition, people of good character are responsible, loyal, trustworthy and honest, and demonstrate integrity in their daily conduct. It is these qualities that are the benchmarks of good character in the Lakeland school community and the foundation for a character education program in the Lakeland schools. ([Back to TOC](#))

## **Equal Opportunity**

The Lakeland Central School District does not discriminate on the basis of gender, race, creed, national origin, age, disability, marital status, or sexual orientation in its employment, admissions practices, vocational education opportunities, or access to – and treatment in – programs and activities, in accordance with the Title IX and Section 504 of The Rehabilitation Act of 1973, ([Back to TOC](#))

## **The School Day**

The instructional school day begins at 7:20 a.m. and continues until 2:02 p.m. Students are required to enter and exit the building through the main entrance during school hours. NOTE: Prior to 7:20 a.m., entrance at WPHS is permitted through the East Bus Entrance, and student drivers are also permitted to exit through the East Bus Entrance.

Once on school property students are not allowed to leave until after the end of the school day unless permission is received. The school day is divided into eight (8) periods of 44 minutes. Students have four minutes to pass between classes. Those students required to remain in school for a 9th period class or for an extracurricular activity are to report to their classroom, the cafeteria, or the library.

Students are not permitted in the hallways without a pass while classes are in session. Those students found unsupervised or in unauthorized areas will be subject to disciplinary action. Under no circumstances may a student leave the school or the school grounds without authorization from a building administrator. If a student is found to be in violation of this rule, appropriate disciplinary action will result.

Students who are not required to stay after school must leave the building after their last scheduled period. In most cases, this is 2:02 p.m. The regularly scheduled school buses leave at approximately 2:07 p.m.

Late buses are also available for students staying after-school; however, students may not leave campus and then return to take Lakeland transportation home. Passes are required to board a late bus. Students who plan to ride a late bus must get a pass from the teacher/advisor/coach requiring them to stay after school. ([Back to TOC](#))

## **School Counseling Department (formerly Guidance)**

The School Counseling Department serves as a primary point of contact for the majority of student and parental questions and concerns within our school. Students are assigned to a school counselor alphabetically by last name at the start of ninth grade. In order to provide

students and counselors with the greatest opportunity to establish strong relationships, students will remain with their assigned counselor for all four years of high school. The counseling objective is to develop positive, constructive relationships with students and parents through extensive individual and group contact. Through this relationship, counselors will support the academic, emotional, and social well-being of each student so that he or she may have the best opportunity to actualize their inherent abilities to be a positive and contributing member of our school community. Counselors will assist with bridging connections with teachers, provide assistance with course selection and scheduling, help students develop balanced academic and extra-curricular programs, facilitate parent conferences, and advocate on behalf of each student towards his or her individually defined goals. Post-high school planning is also a significant aspect of the school counseling program. Evening college admissions and career programs for students and parents, a financial aid planning night, school visits from college representatives, multiple individual and group informational meetings with counselors, web access to the Scoir college and career platform, an in-depth district college and career guidance web-page, and individual assistance with the college application process are all aspects of the high school counseling program. Students wishing to meet with their counselor can stop in to the School Counseling Office during free time to see if their counselor is available, or schedule an appointment with a secretary. Parents wishing to meet with their child's counselor are asked to please phone in advance to make an appointment at a mutually agreeable time. ([Back to TOC](#))

### **Student Support Staff**

Other support staff are available to work with students to get the most out of their education while in the Lakeland Central School District. Together, these staff members will work with students, guidance counselors and teachers so students can learn to overcome those academic, personal and social obstacles that might prevent individual success.

- The **school nurse** can offer advice about health issues.
- The **school psychologist** can help sort through personal and academic challenges.
- The **school social worker** can assist with home and family issues.
- The **school resource officer** can offer personal, legal and protective assistance.
- The **student assistance counselor**, a position supported through Westchester County, provides drug and alcohol counseling and education to students with alcohol or drug related problems. The Student Assistance Counselor works confidentially and is available to talk with students if there is a concern about drug or alcohol use by the student, a friend, or a family member.

Students understandably feel the need for privacy when discussing personal issues. Our counselors, psychologists, and social workers recognize the need for students to have such an outlet to address concerns at their onset with an adult in the school setting. They will respect each student's right to privacy unless the issues presented are perceived as a threat to a student's safety or welfare. If a parent or guardian feels this counseling approach is not appropriate, a request to discontinue counseling services must be submitted in writing.

Additionally, Lakeland Central School District has partnered with **Northwell Health** to expand access to youth mental health services through the Mount Kisco Behavioral Health Center. Students can receive same-day crisis services, timely appointments, evaluations, short-term care, and help connecting to long-term care, both in-person and virtually. Services are available to all students regardless of insurance status, and financial assistance is available for families in need. To make an appointment, families can call 914-864-0312. ([Back to TOC](#))

## **Academic Intervention and Special Education Services**

Our school offers a range of academic support services to meet students' diverse needs. These supports include Multi-Tiered Systems of Support (MTSS) at Tiers 1, 2, and 3, as well as special education services. Academic Intervention Services (AIS) are coordinated through the school's MTSS Team. If a student requires additional help, support is provided based on their Individualized Education Plan (IEP) or Section 504 Accommodation Plan.

Certified professionals, such as special education teachers, speech and language therapists, occupational and physical therapists, school psychologists, social workers, and other specialists, deliver these services. Students may receive support in their regular classrooms through co-teaching or integrated services, in a resource room with a special educator, or, for more intensive needs, in a special class program with targeted instruction in specific subjects. ([Back to TOC](#))

### **Class Schedules and Changes**

In recognition of the fact that, from time to time, students may wish to drop or add courses to their schedules for valid reasons, while understanding the need for administrative efficiency and ensuring that students complete all requirements, the Board of Education adopts the following policy for dropping and adding courses:

#### **Full-Year Course**

- The last day to add a full year course is by the 10th day in which students are in attendance.
- The last day to drop a full year course without a drop notation on the transcript is the day before Thanksgiving Recess.
- Transcripts will be marked with a drop notation after Thanksgiving Recess and until the final drop date, which is the day before Winter Recess. There will be no drops after this date.
- The last day for a down level course change is the last day of student attendance before Thanksgiving Recess.
- Grades from the previous higher level course will follow the student beginning at the 6th full week of student attendance.

#### **First Semester Course**

- The last day to add a first semester course is by the 10th day of the first semester in which students are in attendance.
- The last day to drop a first semester course without a drop notation on the transcript is October 1.
- Transcripts will be marked with a drop notation after October 1 and up until the final drop date, which is October 31. There will be no drops after this date.

#### **Second Semester Course**

- The last day to drop a second semester course is by the 10th school day of the second semester in which students are in attendance.
- The last day to add a second semester course without a drop notation on the transcript is March 1.
- Transcripts will be marked with drop notation after March 1 and up to the final drop date, which is March 31. There will be no drops after this date.

Information regarding the deadlines for dropping and adding courses will be shared with parents annually. Exceptions will be made to this policy only in extraordinary circumstances, as approved by the building principal. Building-level decisions may be appealed to the Superintendent or their designee. ([Back to TOC](#))

### **Study Hall Policies, Procedures**

Students in grade 9 must report to assigned study hall rooms. Students are to bring work to keep them busy for the entire period. The study hall will run as a class and students are expected to maintain classroom standards of behavior.

The library is open during school hours and is available for student use throughout the school day. Students can report to the library for quiet study during their free period. Students who wish to use the library for study hall must first get a pass from an academic teacher.

Students in grades 10, 11 and 12 will have the option to report to the cafeteria or an area designated for quiet study during their study hall/free period assignment.

Students in grades 11 and 12 with Period 1 study hall/free period must apply for a late arrival pass if they do not intend to start school at the beginning of Period 1. Students must complete an application for late arrival approval. Students in grades 11 and 12 may also apply for an early dismissal pass if their scheduled school day ends before Period 8. If approved, the student must be prepared to present his/her pass to school personnel (hall monitor, attendance monitor, administration) prior to leaving the building. ([Back to TOC](#))

### **National Honor Society**

The National Honor Society is a prestigious organization to which Lakeland High School and Walter Panas High School students will receive an invitation packet for the application during the summer before their senior year. The organization stresses the qualities of scholarship, character, service and leadership, which each applicant must demonstrate. Grade point averages are not rounded when determining honor society eligibility. The requirements are:

- Students must have at least an 88 unweighted average.
- Students must have no discipline/behavior concerns either in or out of school.
- Students must have completed 80 hours service hours before they apply.
- During the course of their senior year, students must continue service and must complete an additional 20 hours within their high school.
- Students must submit proof of service and have 3 letters attesting to their character and/or service.
- Students must hand in the invitational packet and letters when due to be considered.
- Students who are denied admittance will have recourse to appeal their denial through the channels outlined in the national handbook.
- Students are expected to maintain good standing through senior year in order to remain in the honor society.

The induction for both high schools will take place in the fall for seniors who have been admitted. ([Back to TOC](#))

### **GRADUATION REQUIREMENTS**

New York State requires that every student complete a minimum of 22 units of credit to earn a diploma. In order to be best prepared for academic life beyond high school, we urge our students, whenever possible, to complete four years of each of the five major academic subject areas, (English, Math, Science, Social Studies and a Language other than English.) New York State also

requires students to pass a Regents Comprehensive Examination in several areas. The minimum courses required for graduation, are listed as follows:

## **COURSES**

- English, 4 credits
- Social Studies, 4 credits
- Math, 3 credits
- Science, 3 credits \*
- Language other than English, 1 credit\*\*
- Art/Music/Drama, 1 credit
- Physical Education, 2 credits
- Health, .5 credits
- Electives as required to total 22 credits ([Back to TOC](#))

\* At least one must be in a commencement-level (lab) life sciences course and at least one must be in a commencement-level (lab) physical sciences course.

\*\* A total of three credits must be completed to earn an Advanced Regents diploma. It should be noted that New York State's general regents graduation requirement in a Language other than English (one year), is lower than most college or university minimum entrance requirements.

## **REGENTS EXAM REQUIREMENTS**

In order to graduate and earn a Regents diploma, students must score 65 or above on 5 required Regents exams. In order to graduate and earn a Regents diploma, students must score a 65 or above on 5 required Regents exams or, under New York State's Multiple Pathways Regulation, 4 required Regents exams + 1 additional exam. ([Back to TOC](#))

## **REGENTS DIPLOMA**

- One (1) Math Regents Exam
- Global Studies Regents Exam, 10th grade
- English Regents Exam, 11th grade
- U.S. History Regents Exam, 11th grade
- One (1) Science Regents Exam (Life Science or Physical Science)

Any student who is interested or eligible in the 4 + 1 option should speak with his/her counselor. Note: Students earning an average of 90% or better on all regents' exams for their respective diploma will earn an Honors designation. ([Back to TOC](#))

## **ADVANCED DIPLOMA**

Students must pass all the above Regents exams required for a Regents Diploma, plus:

- Two additional Math Regents exams
- One additional Science Regents Exam. (One must be a Life Science and one a Physical Science)
- Language Other than English Comprehensive School-based Exam (Level III)\*

Note: The low-pass option of scoring between 55 and 64 on the required Regents exams to earn a local diploma will continue to be available for students with disabilities.

\*A five-unit sequence in Career and Technical Education or the Arts may be substituted for the

Language Other Than English requirement to earn the Advanced Regents diploma. ([Back to TOC](#))

### **Revised Special Education Graduation Requirements**

This revision applies to students who entered 9th grade in September, 2005 and thereafter. Special education students may earn a local diploma by achieving a minimum passing score of 55 on the five required Regents Exams.

As of October 31, 2012, in addition to the above safety net, special education students may graduate with a minimum passing score of 45-54 on the Global History, US History or Science Regents Exams with the following conditions:

- The student must have passed the course in which the 45-54 is being used.
- The student has earned at least a 65 on another Regents examination. ([Back to TOC](#))
- One score of 65 can only be used to balance one score of 45-54.
- This option cannot be utilized if the student is using any RCT exam to graduate.
- The 45-54 low pass score cannot be used for English or Math exams.

### **Grading Policy (Board of Education Policy #5123, revised 10/18/12)**

The Board of Education recognizes that a grading system that evaluates a student's achievement and development in each class or subject area helps the students, teachers and parents to assess the student's progress towards personal educational goals. The Board further recognizes that the classroom teacher has the primary responsibility to evaluate students and determine student grades.

The District will establish a uniform grading system that classroom teachers will utilize to evaluate students and assign grades. As part of the grading process, the teacher shall recognize each student's ability, unique characteristics, as well as accepted standards of performance in the educational setting.

All students are expected to complete assigned classwork and homework, as directed. Class participation shall be factored into the student's grade. Students are expected to participate meaningfully in class discussions and activities in order to receive course credit. If work is missed due to excused absence, the student and/or student's parent(s)/guardian(s) should discuss making up the missed work with the student's teacher(s).

The following guidelines will be observed:

1. Parents shall be informed of their child's progress at regular intervals;
2. The use of grading marks and symbols will be explained;
3. For a full year course, the minimum quarterly grade shall be 50 for first three marking periods. Grades for the fourth marking period will reflect the students' actual average. For a semester course, the minimum quarterly grade shall be 50 for the first marking period. The second marking period will reflect the students' actual average.
4. Academic misconduct, such as plagiarism or cheating, will result in an academic sanction which may include a grade of "zero" for the assignment or test.
5. Grading will be based, in part, upon student achievement, improvement and participation in classroom discussions and activities.

Once a grade is assigned to a student by a classroom teacher, the grade may only be changed by the Building Principal after the teacher is notified of the reason for such change. The professional judgment of the teacher will be accorded due respect. If there is a dispute between the Building Principal and teacher regarding changing a student's grade, the Superintendent of Schools shall evaluate the situation and make the final grade determination. The parent/guardian may appeal the Superintendent's determination to the Board of Education, whose decision will be final.

## **Plagiarism/Cheating**

Plagiarism is defined as using another person's ideas or expressions in your writing without acknowledging the source. This constitutes intellectual theft. A writer must document any borrowed material the reader might otherwise mistake as the author's own. If in doubt, cite. The following are examples of information to be cited: direct quotations, paraphrases, information, ideas, arguments, and statistics. Paraphrasing is not as simple as changing a few words in a sentence. When you use a thesaurus to substitute different words the syntax, or structure of the sentence remains the same. This is still plagiarism. When taking notes it is imperative that you put the author's ideas into your own words. When taking notes and writing your research paper, students should be careful not to plagiarize. ([Back to TOC](#))

Each student is responsible for his/her own work. Academic misconduct, such as plagiarism or cheating, will result in an academic sanction which may include a grade of "zero" for the assignment or test. The parent (s) or guardian (s) will be notified of the offense.

Additional offenses may result in loss of course credit(s). Students could receive negative recommendations for the National Honor Society if they are involved in cheating or plagiarism. ([Back to TOC](#))

## **Honor Roll- Credit Roll**

A student must have a minimum of five (5) courses to be eligible for high honor, honor, and credit roll.

- Membership on the high honor roll for any marking period requires an average of 95%.
  - Membership on the honor roll for any marking period requires an average of 90%.
  - Membership on the credit roll for any marking period requires an average of 85%
- ([Back to TOC](#))

## **Promotion of Students (Board Policy #5124)**

It is essential that students experience both challenge and success from school programs and activities. Grade placements should enhance the possibility that students will be provided with appropriate experiences at their particular stages of physical, emotional, and academic growth.

The Board of Education believes that promotion from one grade in school to the next must indicate that students have passed a series of academically challenging courses in the core subject disciplines of English, Mathematics, Science and Social Studies, as well as other areas that contribute to a student's physical, cultural and academic knowledge. Students must attend school regularly and demonstrate academic achievement and a commitment to learning in order to progress to the next grade. Local testing and assessments will be factors considered in making promotion decisions.

The Superintendent of Schools shall develop regulations to implement this policy for the elementary, middle and high schools that includes the criteria to be considered in making determinations regarding promotion or retention of students, including considerations of academic achievement, standardized test scores, the chronological and emotional age of the student, homework/work habits and attendance. ([Back to TOC](#))

## **Homework Guidelines**

The Lakeland Central School District has developed homework guidelines to provide a form of consistency in assignments among grade levels and schools. These guidelines are based on best practices and current research with regard to the value of homework and teachers' surveys

across grade levels. The following is a summary of the guidelines that were developed to guide our practices with regard to homework. For a complete copy of the Homework Guidelines document, go to the district web page at [www.lakelandschools.org](http://www.lakelandschools.org) or contact Dr. Tracy Norman, Assistant Superintendent for Instruction, at the District Office (914)245-1700.

Professionals in the Lakeland Central School District recognize that the effectiveness of homework in improving student performance increases with the age of the child. The quantity and type of homework assigned must be grade level and ability appropriate. In support and recognition of the varied learning styles of our students, teachers will, when appropriate, offer some student choice in assignments to meet the individual styles, interests, abilities and needs of students. ([Back to TOC](#))

### **Grading and Homework Completion**

It is expected that anything important enough to be assigned, will then be checked to provide feedback for students and guide instruction for teachers.

**Grades 9-12:** Homework is assigned nightly (70-120 minutes plus independent reading and completion of long-term assignments) and counts for 10-20% of a student's overall grade for the course as indicated in the course outline. At the secondary level the importance, encouragement, and support of substantial amounts of time set aside for required as well as independent reading and writing cannot be understated.

**Advanced Placement (AP) and Honors courses** naturally require much more emphasis on homework and outside reading as part of the requirements. In AP and Honors courses, as decided by departments, the percentages may exceed the 20% level for homework completion as outside reading and task completion are imperative to the fast pace at which these courses move. AP Students who do not demonstrate responsibility in the completion of homework as they move through their school years will not meet with success in AP or honors classes in our district. In executing these guidelines, Students will:

- Record assignments daily.
- Select a good place to do their homework according to their learning style (if grades are going up, they have chosen appropriately – if not, they should redesign their space).
- Remember to budget time for longer assignments and projects. Spend more time on the subjects they find difficult.
- Tell a teacher if homework is getting too hard – arrange to stay for extra help.

Parents will:

- Assist students in designing their homework space.
- Be a positive role model about the homework their child receives – support teachers' efforts. Be a monitor and mentor in your child's learning at home.
- Communicate immediately when homework problems/ concerns arise. ([Back to TOC](#))

### **e-School, Home Access Center Student Academic Progress Online**

The Lakeland Central School District uses e-School, an integrated package that includes real-time information on attendance and grades, as well as scheduling, demographics, reports cards and more. Teachers use the grade book component to report and track assignments and grades. This data is then uploaded to a secure website to which parents have access.

All parents of students in grades 4 – 12 have an activation code that can be picked up at the start of the school year, if they have not already done so. Parents will need to show identification when picking up the code in their child's school to insure security and confidentiality. High school

students may also apply for their own access code.

We are confident that e-School will provide a comprehensive view of student data, by providing information on grades, real-time attendance, and assignments.

Please see the district's web page ([www.lakelandschools.org](http://www.lakelandschools.org)) for more information regarding e-School. ([Back to TOC](#))

### **Textbooks**

Textbooks will not be issued to students if they have not returned books from previously taken courses. Students will be allowed to use textbooks in class or in the library until any outstanding books are returned or paid for. ([Back to TOC](#))

### **Assassination Game**

Participation in the Assassination game is not permitted on high school grounds. Any involvement (e.g., collecting of money, distributing rules for the game) will be met with disciplinary action. All water pistols will be confiscated and not returned. ([Back to TOC](#))

### **Overnight Trips**

The following apply to student overnight trips:

- School rules remain in effect during the trip.
- Products with alcohol may not be taken on a trip.
- All bags may be searched prior to departure.
- Individual advisor contracts must be adhered to.
- Students found with contraband items will not be permitted on the trip and will be subject to disciplinary action.
- Medication of any kind (prescription & over the counter) is prohibited without adhering to LCSD medication policy.
- There is no guarantee that students will receive reimbursement for the trip should they not be able to attend. ([Back to TOC](#))

### **Drills**

In our continuing efforts to ensure the safety of our students and staff, and to comply with governmental regulations, we will be conducting both announced and unannounced drills periodically, which will include, but not be limited to, evacuation drills, early dismissal drills, fire drills, and lockdown drills, as well as periodic checks that will include visits by drug-sniffing dogs and local authorities.

Misconduct, false reporting, or inciting of disorder is not permitted. Severe school and legal consequences may be applied. ([Back to TOC](#))

### **Leaving School Grounds**

Under no circumstances may a student leave the school or the school grounds without authorization from a building administrator. If a student is found to be in violation of this rule, appropriate disciplinary action will result. (see [Board Policy #5130 Closed Campus at HS](#)) ([Back to TOC](#))

## **Early Dismissal from School**

Students may leave the grounds after they have arrived at school only with proper authorization.

In order to leave early for any reason, it is necessary to bring in a written request from a parent or guardian. The note must be given to the attendance office and should contain a phone number where the parent/guardian can be reached to verify the request. Students dismissed early must sign out at the attendance desk before leaving the building.

The school nurse may excuse a student early for illness after contacting the parent and being assured that the parent or guardian is at home or is assuming responsibility for the student.

Any student in grades 11 or 12 whose scheduled classes are completed before period 8 and wishes to be excused from school on a daily basis must complete the application for an early dismissal pass. This pass must be presented to the attendance office prior to leaving the building.

The following are legal excuses for early dismissal:

- Personal Illness
- Death in the immediate family
- Religious observance
- Required attendance in court
- Approved school-sponsored activities
- Emergency dental and medical appointments
- Approved cooperative/work study program
- College visitation (only for juniors and seniors)
- When the student's classes are completed earlier than the regular dismissal time and an early dismissal form is on file

Any dismissal not provided for on the excused list is an unexcused absence. Unexcused absences will result in a grade of zero for any test or quiz given that day. ([Back to TOC](#))

## **Medication Policy**

Medication of any kind cannot legally be dispensed to any student without a physician's order and parental consent. Medications that can be taken at home before or after school should be arranged in this manner. If it is absolutely necessary to take medication during school hours, follow this procedure:

The parent or guardian must obtain a form from the Health Office or download the form from the LCSD website for the physician to fill out and sign. The parent/guardian must bring in the bottle from the pharmacy with the label attached. Students are not to bring in medication. If a student brings the medication into school, it will be taken from him/her and not given until the parent comes to school with necessary forms. Any student found with medication by school personnel will have the medication confiscated and disciplinary consequences may occur. This includes both over-the-counter and prescription medication.

Lakeland Central School District policy requires that a parent or guardian must pick up all medication on or before the last day of school. Any remaining medication will be disposed of at the close of the last day. If a student needs to carry their own medication, a parent or guardian must contact the school nurse for further information. This includes both over-the-counter and prescription medication. ([Back to TOC](#))

## **Physical Education Grading Policy**

Every student must receive two credits in physical education in order to graduate as required by the NYSED. A physical education teacher must give the grade and every student must be placed on an official class roster.

No student can be given a waiver or exemption from physical education. Alternative assignments are outlined below and will be assigned after reviewing the student's circumstances on an individual basis. A physician must document medical conditions. ([Back to TOC](#))

### Grading Policy

The basic criteria for grading in Physical Education is participation in each class as well as attendance and being prepared by wearing the proper attire. All students will receive up to five (5) points for each class in which they attend, dress and participate fully. Quarterly grades will be numeric and based on twenty (20) classes per quarter.

Students are expected to: Attend + Be Punctual + Be Prepared + Participate ([Back to TOC](#))

### Attendance

Attendance is mandatory and is the basis of the Physical Education grading policy. Students, who do not attend class, cannot earn the five (5) points for the class. ([Back to TOC](#))

### Punctuality

Students must be seated in their assigned area when the whistle blows signaling the beginning of class. Those who are not seated in their assigned areas are subject to a two (2)-point grade penalty for lateness. ([Back to TOC](#))

### Preparation (Proper Attire)

To be considered prepared for class, students should be wearing the proper attire. The proper attire consists of:

- Sneakers only (rubber soled shoes or boots and platform sneakers are not acceptable)
- Shorts, sweat pants or wind warm-ups only (full length pants, i.e. jeans, under sweat/wind warm-ups are not acceptable)
- Change of shirt (preferably T-shirt or sweatshirt)

Note: Those students not wearing the above proper attire will not receive the five (5) points for the class. Excessive unpreparedness may result in disciplinary action. ([Back to TOC](#))

### Participation

Each student is expected to perform the tasks outlined in the Physical Education curriculum to the best of his/her ability. Any student showing no effort may not receive the entire five (5) points for the class. For example, students who refuse to do warm-up activities at the beginning of class will not receive the entire five (5) points. ([Back to TOC](#))

### Missed Class

A missed class is a class a student may miss due to absence, unpreparedness, lack of participation or removal from class. Missed classes that may be made up: legal absence, unprepared, medical excuse. Missed classes that may not be made up: illegal absence (cut), refusal to participate, removal from class. ([Back to TOC](#))

### Extra Help Physical Education

Students who accumulate missed physical education classes will have the opportunity to attend extra help Physical Education sessions.

By attending, being prepared and participating in one (1) extra help Physical Education session a student will receive credit for one (1) regular Physical Education class.

Students can only attend extra help classes if their schedules can accommodate the sessions. A student cannot cut another class to attend an extra physical fitness class. Extra help sessions must be arraigned in advance with a Physical Education teacher. ([Back to TOC](#))

### Medical

Medical excuses for Physical Education are separated into two (2) categories:

- Excuse via a parent note - short term-maximum two (2) weeks
- Excuse via a note from a doctor – long term ([Back to TOC](#))

### Parental Note

A student may be excused from participation in Physical Education class if a parental note (indicating illness or injury) is presented to the school nurse before class. The student must report to the Physical Education class with the authorized excuse. The Physical Education teacher will determine where the student will spend the remainder of the period. Students will be required to complete a written assignment each class period for which there is a medical excuse. ([Back to TOC](#))

### Doctor's Note

A long-term medical difficulty preventing a student from attending Physical Education classes will be handled on an individual basis.

An alternative assignment will be given. ([Back to TOC](#))

### Alternative Assignment and Procedures

Physically challenged students who may not be able to participate in some/all physical education activities may be given one of the following assignments for credit. Some units of instruction may provide the opportunity for full or adapted participation within the regular class setting:

1. An alternative activity may be assigned in PE class (i.e., walking). The amount of time, duration, and degree of difficulty of the activity completed will be determined by the student's individual ability. Those students with a 1:1 aide should check in with the PE teacher for attendance purposes, then complete their activity.
2. One research paper per semester (2 per year) may be assigned on a topic to be determined by the physical education teacher and student. When utilizing this option, the student must check in with the PE teacher before each class for attendance purposes then report to the library or study hall. Meetings between the student and PE teacher should be held periodically to assess the progress and provide guidance.
3. Written or oral exams may be given to students based on research topics given as alternatives to participation.
4. Assigned adaptive physical education.

Students unable to take part in regular physical education class due to a medical condition, but are able to attend school, will complete one of the following assignment for credit:

1. Students with a short-term medical condition (up to two weeks) will complete a written

assignment for the physical education classes missed during the two-week period. The topic will be determined by the PE teacher and completed in the library or study hall.

2. Students with a long-term medical condition (more than two weeks) will complete one of the assignments as outlined in the section for physically challenged students. ([Back to TOC](#))

### Failing Physical Education

Students who fail physical education may utilize one of the following options:

1. Double up their physical education class during the subsequent semester.
2. Take physical education classes off campus at an accredited school or college. Prior approval from the principal is required. **Note:** Being a member of a fitness club is NOT acceptable.
3. If a student is in need of physical education credit, he/she may petition the physical education department in writing for an alternative assignment. In order for this option to be used, the Guidance Department, under the direction of the principal, will work with the physical education department to outline the parameters of the alternative assignment.

([Back to TOC](#))

### Home Instruction

Students on home instruction due to suspension, a medical condition, or CSE placement may utilize one of the following options:

1. Double up their physical education class during the subsequent semester(s) following their return to school.
2. Take a physical education class off campus at an accredited school or college. Prior approval from the principal is required. **Note:** being a member of a fitness club is NOT acceptable.
3. If a student is in need of physical education credit, he/she may write a research paper for each semester of absence. In order for this option to be used, the guidance counselor, under the direction of the principal, will work with the physical education department to outline the parameters of the paper. ([Back to TOC](#))

### **Physical Education Alternative Program**

As an alternative to our regular physical education required program, students in the 10th, 11th or 12th grade classes who have successfully completed previous requirements may participate in any Lakeland sport provided the following criteria are met:

1. Only students in 10, 11th or 12th grade who participate and compete in a varsity sport may obtain credit for this 10-week marking period in physical education.  
EXAMPLE: Fall Sports - First quarter exemption from Physical Education only.  
Winter Sports - 3rd quarter only  
Spring Sports - 4th quarter only
2. Approval for programs must be granted by the Physical Education Department and coach and by the student's parents/guardians.
3. Students must fulfill the following conditions to be eligible for the alternative program:
  - a. Must have passed Physical Education in the previous year.
  - b. Must have successfully completed all alternative programs.
  - c. Must be in good standing each quarter preceding enrollment in the alternative program.
4. Alternative programs cannot be used as make-ups for regular classes missed nor can

regular classes be used as make up for alternative programs.

5. Alternative program contract form must be completed, signed by your Report Card PE teacher within the required period of time, personally delivered to and signed by the supervising teacher.

The alternative program is only granted for one quarter of the year.

Tenth graders in the Physical Education Alternative Program, who are assigned to a study hall, must report to the study hall. Failure to do so may result in a student's removal from the Physical Education Alternative Program. ([Back to TOC](#))

### Procedure

1. Obtain alternate program forms from the supervising physical education teacher.
2. Fill out the form located in the appendix. Your parents, the coach and your report card teacher must sign it.

The completed forms must be personally returned to, approved by and signed by the supervising teacher of the alternative program at school, within the required time. (Two (2) weeks prior to the start of each quarter. The exception is the first quarter, which is one week.) ([Back to TOC](#))

### Withdrawal from team

- If voluntary or involuntary withdrawal from the team is necessary, the student must contact the supervising teacher at school within one week to get reinstated into physical education classes.
- Failure to immediately report to the supervising teacher of the alternative program may impact the student's grade. ([Back to TOC](#))

### Contract

Any irregularities in the fulfillment of the program will result in an automatic removal from the alternative program and a failing grade for the quarter. ([Back to TOC](#))

## **Academic Probation & Eligibility for Sports and Co-Curricular Activities**

Dear Parents and Student Athletes,

Congratulations on making the decision to participate in the Lakeland Central School District Interscholastic Athletic Program. Your involvement in our sports program will give you the opportunity to meet and work with our diverse, talented student body and our outstanding, dedicated coaching staff.

Our coaching staff cares about our athletes. They encourage academic achievement and character development. They believe that a truly educated individual is intellectually knowledgeable as well as physically educated. Our fine coaches serve as excellent, positive role models for our students, and we are very proud of them and their achievements. I look forward to working with coaches, athletes, and parents during the next school year and hope the experiences for students are meaningful and memorable.

When your child chooses to participate in one of our sports programs, we feel they will have made a commitment to certain responsibilities and obligations. This handbook will acquaint you with some specific policies that are necessary for a well-organized program of interscholastic athletics. The program is governed by the regulations established by the Commissioner of Education's basic code for extra-class athletic activities.

Lakeland High School and Walter Panas High School are members of the New York State Public High School Athletic Association (NYSPHSAA) and Section 1 BOCES Athletics. If you have questions regarding Interscholastic Athletics please contact the athletic department:

Lakeland High School (914) 528-0600 x4 (Rebecca DiSisto-Leslie, Director of PE, HE & Athletic)

Walter Panas High School (914) 739-2823 x4 (Rebecca DiSisto-Leslie), Director of PE, HE & Athletics)

Lakeland Copper Beech Middle School (914) 245-1885 (Tim Hourahan, Athletic Coordinator)

Sincerely,

Mrs. Rebecca DiSisto-Leslie  
Director of PE, Health, & Athletics

**Please click [here](#) for the Interscholastic Athletic Handbook, inclusive of the Code of Conduct for Athletes.**

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## **Drug Policy**

Students who are found to be in possession of or under the influence of a drug (including alcohol) or who are demonstrating other questionable symptomatic behavior at any school function (or on school grounds) at any time will be escorted immediately to an administrator or to the nurse's office. Students found in or returning from unauthorized outside and off campus areas will be subject to a search. ([Back to TOC](#))

### Responsibilities of the Administration and School Nurse

If there is a possibility of an overdose involving alcohol or drugs, the school will call the hospital or ambulance immediately. If a student is judged under the influence of drugs and/or alcohol, the following actions will be taken:

The student and the student's locker will be searched by the administration. Parents will be notified by the administration and requested to come to school immediately.

It may be necessary to have concurrent opinions as to whether a student is under the influence of a drug. Appropriate disciplinary action will be taken by the administration.

### Search by School Personnel

When school officials have a reasonable suspicion that contraband is concealed in a student's locker or on his or her person, they may act upon that suspicion and search the locker or student without the student's consent.

Since driving to school and parking on school grounds is a privilege, not a right, school officials have the right to search a student's vehicle while it is parked on campus if there is reasonable suspicion that it may contain anything that may endanger the health, safety or welfare of students and/or school personnel. (See Policy on Searches and Interrogations on Page 56 of this booklet for details.)

The resulting evidence may be used in connection with the student's disciplinary hearing (Matter of Chipman, 10 Ed., Dept. Rep., Decision No. 8286, dated June 7, 1971). It is recommended that the student be present if her or his locker is searched.

A school administrator, not acting in concert with the police, is a private person to whom the fourth amendment prohibition against unreasonable searches and seizures do not apply. (People v. Steward, 63 misc. 2d601). United States Supreme Court decisions regarding the right to counsel, the privilege against self-incrimination, and the constitutional warning prior to the admissibility of a confession are inapplicable to administrative searches. (People v. Steward, 63 misc. 2d601)

The student's primary responsibility in regard to searches and seizures is to be familiar with and abide by the school's standards of conduct. Please refer to N.Y. State Education Law Sect. 912. ([Back to TOC](#))

### Narcotics, Illegal Drugs, Alcohol

The health and general welfare of students on school property are the legal and moral responsibility of the Board of Education. The fulfillment of this responsibility mandates the prohibition of the sale, possession or use of any substance classed as narcotics, illegal drugs, or alcohol on property owned by the Lakeland School District.

The Board of Education in executing this prohibition instructs the Superintendent of Schools to establish uniform rules and regulations for all school property covering narcotics, illegal drugs and alcohol. These rules and regulations will include among other matters:

- Procedures for identification and processing of individuals who are found to be in

possession

- of or under the influence of a narcotic, illegal drugs, or alcohol.
- Procedures for removing such individuals from contact with other students until a professional medical opinion on the state of their health can be obtained.
- Procedures establishing the conditions and duration of required suspension for such individuals.
- Procedures also shall require enforcement of applicable New York State Laws, copies of which shall be provided to all administrators of the District.

Students in violation of this policy shall have recorded upon their permanent records the cause and duration of any suspension resulting from such violation.

Rules and regulations established by the Superintendent, or subsequent revisions, shall be reviewed by the Board of Education. ([Back to TOC](#))

### **Zero Tolerance for Violence**

It is the policy of the Board of Education that violence in any form will not be tolerated anywhere in the School District. This includes all school buildings, grounds and facilities, on school buses, and at all school activities and events, whether on campus or off campus.

For purposes of this policy, "Violent Act" shall mean any intentional act by a student involving force or the threatened use of force, or an intentional act by a student that supports or assists the use or the threatened use of force:

- against any other person or group of persons with the intent to injure, intimidate, harass, physically intimidate, or otherwise harm when the act occurs on school premises, during school hours, on a school vehicle or at any school sponsored program, activity or event; or
- to prevent, inhibit, or otherwise interfere with the conduct or operation of any educational or other school sponsored program, activity or event.

If an incident involving a violent act occurs, the Building Principal may use his/her discretion to assign penalties, such as detention, in-school suspension, out-of-school suspension for up to five days, parent notification and/or conferences, warning letters. The Principal may recommend counseling and/or may refer the student for a Superintendent's disciplinary hearing. Repeated incidences of violent acts will result in referral for a Superintendent's disciplinary hearing.

If a violent act occurs in which there is serious injury inflicted or force used, or if a student refuses to take redirection from supervisors, the student will be suspended for five days and referred for a Superintendent's disciplinary hearing.

Any single occurrence of a violent act arising from gang conflict, use of weapons, mental condition as a result of drug or alcohol use, third party participation, or physical assault will result in a five-day suspension and referral for a Superintendent's disciplinary hearing. It may also result in notification to the police. ([Back to TOC](#))

### **Drug-Sniffing Dogs**

The Board of Education has authorized the use of drug-sniffing dogs to detect the presence of illegal drugs in lockers, classrooms, common areas, other facilities, and on the District's transportation vehicles. Students should be aware that such searches by dogs may be occurring at times to be determined by the building administrator and Superintendent of Schools. Students should also expect that dogs will not be allowed to sniff their persons. ([Back to TOC](#))

### **Dangerous Weapons Policy (Board Policy #5144.3)**

The possession of a weapon in school buildings, in school vehicles, upon school grounds (including in personal vehicles) or at School sponsored events and activities, whether on or off school premises, is strictly prohibited, except by authorized law enforcement personnel (e.g., New York State Peace Officers and Police Officers). Any other individual in possession of a weapon will be asked to leave the premises and the proper police authorities will be immediately notified. If such individual is an employee of the School District, s/he will be subject to discipline pursuant to the provisions of law and any applicable provision in a collectively negotiated agreement. Any student violating this policy shall be subject to suspension in accordance with the New York State Education Law, the Gun-Free Schools Act of 1994, if applicable, and the District Code of Conduct, as well as referral to the proper police authorities.

For general purposes of this policy, a weapon is defined pursuant to the provisions of Section 265.01 of the New York State Penal Law and includes, but is not limited to: any firearm (including water guns, imitations and look-alikes), BB gun, pellet gun, pistol, revolver, shotgun, rifle, machine gun, disguised gun, electronic dart gun, dagger, dirk, knife, sword, billy blackjack, bludgeon, metal knuckles, razor, stiletto, brass knuckles, sling shot, , box cutter, Kung Fu star, electronic stun gun, laser pointing device, pepper spray or other noxious spray, explosive or incendiary bomb, or other device, instrument, material or substance that can cause physical injury or death when used to cause physical injury or death, or any other dangerous weapon or deadly instrument or object which is not necessary for school purposes (e.g., bow and arrows for an archery class; rifle for a riflery class) and which could be used as a weapon (e.g., explosives, dangerous chemicals, ice pick, pellet gun, etc.) ([Back to TOC](#))

### **Gun-Free School Act Of 1994**

Any student who comes onto school property (or a school event whether on or off school property) with a firearm, as defined under this Act (see definition of "weapon" on page 31) will receive a minimum one-year suspension from school, subject to the discretion of the Superintendent of Schools to modify the penalty for a student if the Superintendent believes that the one year or longer suspension penalty is excessive. The Superintendent shall make the decision on a case-by-case basis, based upon criteria, including but not limited to:

- The age of the student;
- The student's grades in school;
- The student's prior disciplinary record;
- The Superintendent's belief that other forms of discipline may be more effective;
- Other relevant information from the parent(s), guardian(s), teacher(s) and/or others;
- Other extenuating circumstances. ([Back to TOC](#))

### **Bus Safety Rules**

The Lakeland Student Code of Conduct and Discipline Policies apply to conduct on buses. The Lakeland Central School District requires that all students, as bus riders whose behavior can significantly affect the safety of fellow passengers, must observe the following:

1. Respect the personal rights of others and their property while riding the bus. Students should not participate in any unsafe or damaging activity.
2. Board the bus in an orderly fashion without pushing or shoving other students.
3. Remain seated and facing forward at all times, keeping aisles clear.
4. Zero Tolerance on Violence; physical contact, harassment and intimidation are unacceptable.
5. Inappropriate language, loud talking, or loud singing is unacceptable.

6. Keep head, hands, feet and all objects inside the bus.
7. Eating, drinking, smoking, and the transporting of large and/or sharp objects or pets are forbidden.
8. Destruction or defacing of the bus is punishable and restitution will be required.
9. A school issued bus pass is required to ride a different bus or get off at a different bus stop.
10. Because of overcrowding, passes will be supplied in emergency situations and for long term childcare.
11. Students must be at the bus stop five minutes before scheduled pick-up and go directly home when leaving the bus on the return trip.

The Lakeland Central School District's Code of Conduct includes conduct on buses, field trips, participation in extra and co-curricular activities, and all other school-related activities. Certain behaviors can result in the suspension of transportation privileges and/or suspension from school. In the event of a bus suspension, the parent/guardian must arrange transportation. Students suspended from their bus may not ride the late bus during this period. ([Back to TOC](#))

### **Suspension from Transportation Service**

Students may be suspended from transportation services for an infraction or infractions listed herein upon the conducting of an informal hearing by the Superintendent of Schools or his/her designee, at which time the student's parent/guardian or other representative shall be allowed to confront the witnesses relied upon by the District in determining the appropriateness of such suspension of service. If such informal hearing is conducted before the Superintendent's designee, the designee shall make a recommendation to the Superintendent as to the action to be taken.

- Bus Riding is a Privilege.
- The bus driver has the authority to assign seats. ([Back to TOC](#))

### **Suspension from Extra-Curricular, Co-Curricular Activities, & School Functions**

Extra-curricular and co-curricular activities, as well as, school functions (including dances, prom, and graduation) are privileges, not rights. A student may be suspended from participating in extra-curricular or co-curricular activities (including a sports team) for an infraction of any of the provisions herein, for violating a code of conduct issued to participants in the activity by the activity supervisor, or for fighting at games. Upon the request of the student's parent/guardian, the Building Principal shall allow the parent/ guardian or other representative of the student the right to appear before him/her informally, to discuss the conduct which led to suspension from the activity. ([Back to TOC](#))

If a student is suspended from school pursuant to §3214 of the Education Law, s/he shall not be permitted to participate in any extra-curricular or co-curricular activities, as well as, any other school events or activities (including but not limited to dances, the prom, graduation) which take place on the days of suspension (including intervening weekends). In addition, a student's disciplinary record may have an impact on the student's participation in graduation ceremonies and other school-sponsored activities such as the senior trip and the prom. ([Back to TOC](#))

## **Corporal Punishment**

The Board of Education prohibits the use of corporal punishment. Corporal punishment means any act of physical force for the purpose of punishing a student. Corporal punishment shall not mean the use of reasonable physical force for any of the following purposes:

- To protect oneself from physical injury;
- To protect another pupil or teacher or any other person from physical injury;
- To restrain or remove a pupil whose behavior is interfering with the orderly exercise and performance of school district functions, powers or duties, if that pupil has refused to comply with a request to refrain from further disruptive acts; provided that alternative procedures and methods not involving the use of physical force cannot reasonably be employed to achieve the purpose set forth above. ([Back to TOC](#))

## **Group Involvement**

Any student involved in group behavior that results in a violation of school rules would be held responsible for the behavior even if the student did not actually commit the offense. Students are expected to separate themselves from groups that are violating school rules. ([Back to TOC](#))

## **Behavior at School Functions**

The following guidelines apply for school functions held at the school or at other locations:

- No smoking is permitted anywhere on the grounds.
- Once a student enters the event, he/she will not be allowed to leave and return.
- If a student leaves the event, he/she must leave the grounds. No loitering on the grounds will be permitted. If necessary, actions will be taken to remove persons who are loitering.
- Students must make prior arrangements for transportation home at the conclusion of the event.
- There are no alcoholic beverages and/or controlled substances permitted on the grounds at any time. Students who have used such substances prior to the event will be denied admission. Parents/guardians will be called and will be expected to pick up their students. If parents/guardians are not available, local law enforcement representatives will be called upon to assist.
- Students who have been drinking, fighting, or taking drugs at the event will be suspended from all future events and subject to school disciplinary action including suspension. All students who are in denial of privileges from school at the time of the event are prohibited from attending the event.
- Students who have been removed from an event because of inappropriate behavior will be subject to disciplinary action and suspension from future events at the discretion of the administration.
- Only those students with tickets to the event will be allowed to enter and/or park in the lot.
- No student will be permitted to loiter in an automobile. Students are expected to enter the lot, park their cars, and enter the event within a reasonable period of time. ([Back to TOC](#))

## **Prom and Dances**

- Proms/dances are school functions; all school rules remain in effect. Prom attendance is for members of the class hosting it and their guests.
- Guests from other schools must be signed up in the Assistant Principal's office prior to the event. The student bringing the guest is responsible for his/her behavior and must arrive

- with the guest in order to enter the prom/dance. Inappropriate dancing will not be permitted.
- The Junior Prom is an informal prom and can only be held within the school district area. Limousines are not permitted. The Senior Prom is to be held within a reasonable distance from the school and cannot be held in New York City.
  - Attending your prom is a privilege, not a right. ([Back to TOC](#))

### **Lunch Periods - Cafeteria**

The following are cafeteria guidelines:

- It is the obligation of all students to keep the cafeteria clean during each lunch period. Each student is responsible for their own refuse. It is also the responsibility of each student to encourage fellow students to care for the cafeteria's appearance and cleanliness. The lunch/faculty monitors will be asking all students to clean their tables.
- Throwing food, trash, or roughhousing is not permitted. This type of behavior will result in the appropriate disciplinary treatment, including denial of access to cafeteria services for a designated period of time.
- There is to be no loitering in the cafeteria.
- Travel throughout the building during a lunch period without a pass is not permitted.
- Students without a lunch period are required to fill out the appropriate lunch pass form in the Assistant Principal's office and will then receive a laminated lunch pass.
- Use of the courtyard and/or front yard is a privilege. Abuse of this privilege will result in the courtyard and/or front yard being closed
- Students cannot arrange for food from an outside vendor to be delivered to them during the school day. ([Back to TOC](#))

### **Traffic Regulations on School Grounds**

The Board of Education, pursuant to the provisions of Section 1670 of the Vehicle and Traffic Law of New York, has adopted the following orders, rules and regulations:

- No person shall operate a vehicle on school grounds at a rate of speed in excess of 15 miles per hour.
- No person shall fail, neglect, or refuse to comply with any instructions, directions or regulations displayed upon any post, standard, or traffic sign officially installed or placed on grounds for the regulation of traffic.
- Penalties for violations shall be in accordance with local law, ordinance, order, rules, regulations, as well as, applicable provisions of the New York Vehicle and Traffic Law. The School Board has the right to arrange for the removal and storage of vehicles when found:
- Parked in the parking fields or driveways during snow storms, floods, fires, or public emergencies;
- Unattended in the parking fields or driveways where they constitute an obstruction to traffic;
- Abandoned in the parking fields or driveways. ([Back to TOC](#))

### **Parking Permit Regulations and Procedures**

Students must be in possession of a valid driver's license and have regular access to a vehicle in order to apply for a parking spot on campus. In addition, students must adhere to the following regulations:

- Passengers are not permitted in any car without written parental consent authorizing the passenger to occupy the car is filed in the office. Written authorization from parent(s)/guardian(s) for both the driver and passenger(s) must be on file.
- Observance of all standard driving laws and regulations for safety and courtesy must be

maintained; failure to observe may result in discipline action and may result in suspension of parking permit.

- Comply with a 15-mile per hour speed limit in all parts of the lot and on school grounds.
- Display permit so it is readable through the front windshield.
- Park in designated student parking spaces only. Any students parking in staff spaces could face loss and/or suspension of their parking privileges for the year.
- Arrive to school on time. Lateness to school may result in suspension and/or loss of parking privileges on school grounds. Students' attendance records will be reviewed regularly in order to maintain parking privileges.
- A student may not have access to his/her car prior to dismissal without permission from building administration.
- Parking will be periodically reviewed and remain available according to the same protocol as the Academic Eligibility Policy.

Building-specific student parking applications/regulations do vary and are available in each high school. ([Back to TOC](#))

### Student Driving to BOCES Tech or Internship Program Locations

Driving to school and parking on school grounds is a privilege, not a right. If a student does not behave responsibly while driving on and/or parking on school grounds, the privilege may be suspended or revoked.

It is the policy of the district that a student who drives to school must still use district provided transportation to and from any school program, athletic competition or organized activity (except athletic practices).

Notwithstanding this provision, a parent/guardian may submit a notarized letter to the building principal, or designated assistant principal, requesting that permission be granted for his/her child to drive between high schools or to and from a BOCES program. The letter must specify a valid reason for the student to drive between the schools or BOCES and provide explicit permission for the student to do so.

The building principal will review the circumstances surrounding the request and determine if permission will be granted. If permission is granted, the parent/guardian and student must also sign a statement acknowledging that the student will not allow passengers in his/her car when driving between the schools or BOCES. If the student does not comply with this requirement, the privilege of driving between the schools or BOCES may be suspended or revoked. ([Back to TOC](#))

### **Code of Conduct and Discipline**



**[District Code of Conduct and Discipline Policies](#)**

## **LCSD Policies**

To view District Policies, please click on any of the links below or scan each code with the camera of your smartphone.



**Dangerous Weapons Policy**



**Use of Electronics**



**Bias Harassment of Students**



**Comprehensive Student Attendance Policy**



**Sexual Harassment and Grievance Procedures for Students**



**Zero Tolerance for Violence**



**Equal Opportunity**



**District Code of Conduct and Discipline Policies**