



The Lowell School

High School Student Policies 2024-2025

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The Lowell School Mission:

Our goal is to close the gap between a child's potential and their day-to-day performance. Emphasis is placed on developing self-respect, responsibility, and building character.

- **Potential:** We respect and nurture the unique qualities of each of our students within the context of a challenging academic program. The Lowell School offers each student an environment that encourages and provides opportunities for academic achievement and social growth.
- **Acceptance:** The inherent culture of our school is one of acceptance, tolerance, respect, and giving. Lowell students are involved in doing for others or supporting a cause.
- **Achievement:** Our supportive and structured multi-sensory learning environment provides each student with the needed tools to make academic gains. Each student's progress is closely monitored so that individual needs are addressed, and goals are achieved.

The 2024-2025 Lowell School Theme:

“Surround each other with GREATNESS!”

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The Lowell School Code of Conduct- 2024-2025

The Lowell School is committed to providing a safe and orderly school environment where students may receive, and school personnel may deliver quality educational services without disruption or interference. Responsible behavior by students, teachers, other personnel, parents, and visitors is essential to achieving this goal.

The Lowell School 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.

The school recognizes the need to clearly define these expectations for acceptable conduct on school property, to identify the possible consequences of unacceptable behavior, and to ensure that discipline, when necessary, is administered promptly and fairly. To this end, the school adopts this code of conduct.

Unless otherwise indicated, this code applies to all students, school personnel, parents, and other visitors when on school property or attending a school function.

While there are formal disciplinary procedures in place, it is critical that parents and educators realize the importance of communication and informal relationships in resolving discipline issues. The formal discipline process is often unnecessary when parents, educators, and students have an opportunity to develop cooperative partnerships. Collaborative discussions of this type often lead to creative and student-specific solutions that support appropriate behavior and educational achievement. If parents or school officials believe that a student's placement is not appropriate, they should work together to recommend an appropriate change. Collaborative and cooperative partnerships among parents, educators, and students are more likely to result in a change that will meet the student's needs, ensure improved learning opportunities, and create a safe environment.

The following key points highlight certain principles that research or expert-based experience shows a significant impact on successful prevention and intervention plans for students.

Definitions * For purposes of this code, the following definitions apply:

- **A disruptive student** is an elementary or secondary student, age 21 or under, who is substantially disruptive of the educational process or substantially interferes with the teacher's authority over the classroom.
- **Parent** means parent, guardian, or person in parental relation to a student.
- **School property** means in or within any Lowell School building, structure, athletic playing field, playground, or parking lot.
- **School function** means any Lowell School-sponsored event or activity.
- **Violent student** means a student, age 21 or under, who:
 1. Commits an act of violence upon a school employee or attempts to do so.
 2. Commits, while on school property or at a school function, an act of violence upon another student or any other person lawfully on school property or at a school function or attempts to do so.
 3. Possesses a weapon while on school property or at a school function.
 4. Displays what appears to be a weapon while on school property or at a school function.
 5. Threatens, while on school property or at a school function, to use a weapon.
 6. Knowingly and intentionally damages or destroys the personal property of any school employee or any person lawfully on school property or at a school function.
 7. Knowingly and intentionally damages or destroys school property.
- **Weapon** means a firearm as defined in 18 USC § 921 for purposes of the Gun-Free Schools Act.
 1. It also means any other gun, such as a BB gun, pistol, revolver, shotgun, rifle, machine gun, disguised gun, paintball gun, and includes a dagger, dirk, razor, stiletto, switchblade knife, gravity knife, brass knuckles, slingshot, metal knuckle knife, box cutter, cane sword, electronic dart gun, Kung Fu star, electronic stun gun, 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.

Student Rights and Responsibilities

A. Student Rights

The Lowell School is committed to safeguarding the rights given to all students under state and federal law. In addition, to promote a safe, healthy, orderly, and civil school environment, all students have the right to:

1. Take part in all school activities on an equal basis regardless of race, color, creed, religion, national origin, gender or sexual orientation, or disability.
2. Present their version of the relevant events to school personnel authorized to impose a disciplinary penalty in connection with the imposition of the penalty.
3. Access school rules and, when necessary, receive an explanation of those rules from school personnel.

B. Student Responsibilities

All students attending The Lowell School or Lowell School functions have the responsibility to:

1. Contribute to maintaining a safe and orderly school environment conducive to learning and showing respect to other persons and property.
2. Be familiar with and abide by all school policies, rules, and regulations dealing with student conduct.
3. Attend school every day (unless they are legally excused) and be in class on time and prepared to learn.
4. Work to the best of their abilities in all academic and extracurricular pursuits and strive toward the highest level of achievement possible.
5. React to directions given by teachers, administrators, and other school personnel in a respectful, positive manner.
6. Work to develop mechanisms to control their anger.
7. Ask questions when they do not understand.
8. Seek help in solving problems that might lead to referral for disciplinary action.
9. Dress appropriately for school and school functions.
10. Accept responsibility for their actions.
11. Conduct themselves as representatives of the school when participating in or attending school-sponsored events and to hold themselves to the highest standards of conduct, demeanor, and sportsmanship.
12. Students may find themselves in the unique situation of possessing information that could be potentially dangerous to themselves or others. They should report any and all situations or suspicions about harmful acts to their teachers or other Lowell personnel. All suspicions should be immediately reported.

Anti-Bullying Policy: Respect For All

Making The Lowell School Safe and Supportive for All Students

Each student, faculty, and staff member of The Lowell School brings to our school community the richness of our city's cultural diversity and the desire for respect. The Citywide Standards of Discipline and Intervention Measures prohibit students from bullying other students for any reason. This includes taunting and/or intimidation through the use of epithets or slurs involving race, color, ethnicity, national origin (which includes groups of students of common ancestry, heritage, background, or those from the same country), religion, gender, gender identity, gender expression, sexual orientation or disability. This policy is in effect on school grounds, on school buses, and at all school-sponsored activities, programs, and events.

BULLYING/DISCRIMINATION AND/OR HARASSMENT

The Lowell School prohibits discrimination against or harassment of another student. Students who violate this rule will be subject to appropriate disciplinary action as outlined in The Lowell School Code of Conduct.

Harassment/discriminatory behavior is one or more negative acts committed by one or more students against another student or group of students. Harassment or discrimination can be physical, verbal, or social. Physical harassment involves physical injury or threat of injury. Verbal harassment refers to teasing, taunting, or insulting someone. Social harassment refers to the use of peer rejection or exclusion to humiliate or isolate a person.

EXAMPLES OF BANNED BEHAVIORS

- Threatening or harassing, intimidating, or physically assaulting another student because of her/his race, color, ethnicity, religion, national origin, gender, gender identity, gender expression, sexual orientation, or disability;
- Using derogatory language in reference to another student's race, color, ethnicity, national origin, religion, gender, gender identity, gender expression, sexual orientation, or disability;
- Teasing or taunting another student by making derogatory jokes, name-calling, or slurs directed at others because of their race, color, ethnicity, religion, national origin, gender, gender identity, gender expression, sexual orientation, or disability;
- Written or graphic material, including graffiti, containing comments or stereotypes that are either posted, circulated, or written or printed on clothing or circulated on the Internet (cyber-bullying) that are derogatory of others because of their race, color, ethnicity, religion, national origin, gender, gender identity, gender expression, sexual orientation, or disability;
- Negative stereotypes or hostile acts that are derogatory to others because of their race, color, ethnicity, religion, national origin, gender, gender identity, gender expression, sexual orientation, or disability.

What should I do?

Students who believe they have been the victim of bullying or intimidating behavior by another student, and all students with knowledge of such behavior, should report the incident immediately.

- Complaints of discrimination or harassment can be submitted in writing using The Lowell School's Report of Bullying, or orally to school staff members.
- Complaints should be reported as soon as possible after the incident(s) so they can be effectively investigated and resolved.
- Staff members will report student complaints to the Building Principal.

- Staff members who witness harassment or discriminatory behavior will also report such an incident to the Building Principal. Staff will take appropriate action to intervene to stop such behavior.

AFTER A COMPLAINT IS MADE

1. All reports of bullying, harassment, or intimidating behavior will be investigated. The parents of both the alleged victim(s) and the accused student(s) will be notified of the incident as well as the results of the investigation (subject to applicable confidentiality requirements.)
2. At the conclusion of an investigation, a written determination will be made regarding whether the conduct occurred and whether it constitutes bullying, intimidation, or another violation of the Code of Conduct.
3. If the conduct constitutes a violation of the Code of Conduct, appropriate disciplinary action will be taken.

2024-2025 High School Grading Policy

The Lowell School Grading Policy is uniform- all students are graded in the same manner, regardless of the teacher or instructional environment.

All courses are aligned with NYS standards, and assessments are designed to measure progress in mastering course content and embedded skills.

Students and their families are advised of progress toward mastery of all courses at regular intervals throughout the year:

- Parent-Teacher conferences
- Mid-quarter reports
- Report cards
- PowerSchool- students and parents can access grades online daily
- Student and parent check-ins with counselors, teachers, and related service providers are available throughout the year to discuss academics, grades, progress, and concerns or to prepare for transitions.
- Each Semester, students complete a cumulative midterm or final, which is weighted and contributes to their final grade. Students earning a 55+ are considered “Mastery Passed” and will receive the appropriate credit value.

Student Expectations: *Students must be on time, follow directions, exhibit effort, and produce a quality work product (to the best of their ability).

Daily attendance, participation, effort, and appropriate conduct/behavior in school/classes are essential to daily routine.

In Addition, there are:

- *A minimum of two graded classwork assignments per week
- *A minimum of two graded homework assignments per week
- *A minimum of five assessments per marking period
 - Marking Periods 1 and 3- a minimum of five assessments
 - Marking Periods 2 and 4- a minimum of four assessments + one cumulative midterm/final

HIGH SCHOOL GRADING POLICY:

Report card grades are based on student performance on classwork, homework, assessments, projects, participation, and effort level.

Course grades for Content Area classes are based on 100% and are calculated as follows:

30% Classwork and Participation*

30% Homework*

40% Assessments and Projects*

Attendance is crucial. Excused absences are still considered absences.

All missed classwork and homework must be made up for assignment credit.

Written parent/doctor notes are required for ALL absences.

*Note- CSE requests students' attendance cards for all meetings.

Course grades for Art, Music, Computers, and Physical Education are calculated as follows:

45% class participation, effort, and behavior.

55% project or activity outcome, graded on a scale of 0-100.

The grade will be decreased by 10 points every day it is late.

If not submitted by day five, the student earns a ZERO.

PERCENTAGES

***30% Classwork and Participation:**

If present in class and exhibiting student expectations, working to the best of their ability, students will receive a minimum grade of 55% for classwork. **Rationale- the student is in class and receiving the support they need, including management needs and accommodations as indicated on their IEP.*

- For all class absences or related service pull-outs, a zero will be entered in the gradebook, and the student will be reminded to make up and submit the work missed for credit by the following day. **The student can seek extra help, which is available daily.*
- Late submissions- the work product will be decreased by 10 points for every day it is late. After five days, the zero remains.
- For class removals- the student earns a zero.

***30% Homework**

GRADED ON 0-100 scale. The purpose of homework is to help reinforce what was taught in class, and most often, it is differentiated for students to complete it independently. If the student shows effort yet earns below 65%, they can increase their score for any skill-based assignment by seeking direct teacher/TA support for reinforcement and earn an average of the two grades. *(Sometimes, homework aims to gather extra information beyond what was taught in class (ex., pre-exposure, defining new vocabulary...). Unless the student needs reinforcement in research or dictionary skills, there will not be an opportunity to make corrections for additional credit on this type of assignment.)*

- If homework is not submitted by the due date, there is a deduction of 10 points daily. After five days, the student will earn a zero.
- If a student is absent, the student has five days to submit homework. After five days, the student will earn a zero.

***40% Assessments and Projects**

GRADED ON 0-100 scale. Students will submit projects by due dates. Students are expected to study for assessments/exams.

- For projects not submitted by the due date- the work product should be decreased by 10 points for every day late. If not submitted by day 5, the student earns a ZERO.

ADDITIONAL INFORMATION

Cheating and Plagiarism- The Lowell School emphasizes academic integrity and outlines the consequences for students who engage in cheating and plagiarism. (**Please read the entire policy in the handbook*)

As stated in the student handbook and the code of conduct, when a teacher can provide evidence that a student has cheated or plagiarized any portion of an assignment, the student will receive a zero on the assignment without an opportunity to redo it. The parent will be notified. A repeat offense will result in failing the course for that marking period and may lead to further academic penalties. The teacher will submit a discipline referral, which will be included in the student's permanent conduct records.

Teachers and administration will follow the plagiarism policy in its entirety and without exception.

Chronic absenteeism can have significant consequences for students, schools, and Communities. Here are some key impacts:

Academic Performance: Chronically absent Students often struggle to keep up with their coursework, leading to lower grades and a higher likelihood of failing classes.

Graduation Rates: Chronic absenteeism is a strong predictor of dropping out of school. Students who miss a lot of school are less likely to graduate on time.

Social and Emotional Development: Regular attendance helps students build relationships with peers and teachers, which is crucial for their social and emotional development. Chronic absenteeism can lead to feelings of isolation and disengagement.

Behavioral Issues: Students who are frequently absent are more likely to exhibit behavioral problems and be involved in disciplinary actions.

Long-term Outcomes: The effects of chronic absenteeism can extend into adulthood, impacting future employment opportunities and earning potential

***PowerSchool:** Teachers update student grades in PowerSchool within five school days.

- *Credit recovery occurs with daily opportunities for extra help.
- *There will be no credit recovery at the end of each marking period.
- *Students are encouraged to check their Gradebook account **every week** and advocate/follow up as needed.

**Special circumstances will only be determined by Mrs. Psilakis and Curriculum, after meeting with individual supporting teachers and counselors.*

HS Cell Phone & Personal Electronic Device Policy

Goal: To provide the optimum learning environment for the students and prevent distractions during instruction.

As required by Chancellor's Regulation A-413, The Lowell School has adopted a school-based cell phone and electronic device policy.

During the school day:

- Cell phone use is prohibited and may not be turned on or used.
- Cell phones and other electronic devices MAY NOT be used to photograph, record (neither picture nor sound) any student or staff member at any time during the school day, including on the school bus, lunchtime, after-school sports or clubs, or school-sponsored programs, such as sporting events, field trips, etc.
- Cell phones may be used during the student's lunch period.
- It is acknowledged that The Lowell School has no liability for cell phones or any other electronic devices brought to school in the event that the device is damaged, lost, stolen, or misplaced.

Students using a cell phone or other electronic device in violation of the above are subject to the following:

- **First offense:** Verbal and written warning from any staff member to desist.
- **Second offense:** Confiscation of the device, which will be brought to the Principal's office and may be retrieved at the end of the school day.
- **Third offense:** Confiscation of the device, which will be brought to the Principal's office and may be retrieved at the end of the school day. The parent will be notified that the student must turn in the device to the Principal upon arriving at school daily and return to the Principal's office at the end of the day to retrieve it.

***Parents: If you need to speak with your child for any reason, please call the school directly, where you can leave them a message or request to talk to them personally.**

Internet Policy

Acceptable Use Guidelines and Computer, iPad, and Internet Use Agreement

GUIDELINES

Electronic information systems offer vast, diverse, and unique resources to students. It is the goal of The Lowell School to provide this service to promote educational excellence by facilitating resource sharing, innovation, and communication.

Student use of computing and network resources is intended to be a supervised activity. Staff members will guide and monitor student use of the Internet. If a student has a question about the appropriateness of an action with regard to the Internet, the student should ask the supervising staff member before proceeding. *The Lowell School* staff will not be responsible if a student accidentally or willfully proceeds to an objectionable site.

The benefits to students' educational experiences from access to the Internet can far exceed any disadvantages, given the form of information resources and opportunities for collaboration now available. Ultimately, however, parents and guardians are responsible for setting and conveying the standards their children should follow when using media and information sources. To that end, parents and guardians must read and discuss the following terms and conditions for computer and internet use with their children, sign the agreement, and return the signed agreement to the Principal.

STUDENT/PARENT/GUARDIAN TERMS

Students will use all computer equipment with care and respect and will not type or use any inappropriate or unacceptable words or display inappropriate or offensive images, sounds, or messages. A student may not use the school's computing and network resources in a manner that violates any local, state, or federal laws. Students will print only that information approved by the teacher. If the student observes or becomes aware of any inappropriate material or misuse of equipment, they will immediately report it to the supervising staff member. Viruses are unauthorized computer programs that may destroy or damage computer files on an infected computer. Students should be aware of the possibility that a virus may be in any file or disk obtained from a third party. Students must obtain permission from a staff member before loading a file or disk on a school computer.

Most software *is* protected by both copyright law and contractual restrictions. A student may not use the school's computing and network resources to create, store, transfer, or execute software in a manner that violates the rights of the holder of copyright in the software. Under no circumstances may a student load any software onto one of the school's computers.

STUDENT/PARENT/GUARDIAN TERMS CONTINUED

While using a computer, school-owned or personal, whether in a classroom, lab, office, or other locations in the school, we understand that students will use the Internet only for school-related projects and visit only the sites assigned by the teacher. Students will NOT

'surf the Internet or visit chat rooms.' Students will never log on to the Internet without permission from a teacher or supervising staff member. Students will not give out or post personal information such as photographs, home addresses, telephone numbers, parents' work addresses or telephone numbers, or the name and location of the school.

If a violation of these guidelines *is* observed or reported, the School will conduct an investigation. During such an investigation, the user's privileges may be suspended. If a student is found in violation of this policy, the user's privileges may be permanently revoked, and the administration may take other disciplinary action. The School may assume access rights to a student's computer files, school-owned or personal, when required for the maintenance of the school's computer resources, in emergencies, or in the course of investigating possible wrongdoing.

Students and their parents/guardians may be held responsible for any liability damages and expenses resulting from any use of the school's computer resources in violation of this policy.

The Lowell School Dress Code

- Promotes Safety
- Promotes a sense of unity and equality among students
- Reduces distractions in the classroom
- Encourages students to dress professionally and respectfully

The Lowell School has established a Dress Code to facilitate an appropriate learning environment. Students and their parents have the primary responsibility for acceptable dress and appearance. In addition, The Lowell School staff will exemplify and reinforce acceptable student dress and help students develop an understanding of appropriate appearance in school.

According to The Lowell School Dress Code, students:

- are expected to give proper attention to personal cleanliness and dress appropriately for school and school functions.
- recognize that their manner of dress, choice of accessories, grooming, and appearance must be considered safe and in accordance with health requirements.
- will only wear apparel that follows the guidelines of The Lowell School Code of Conduct and Anti-Bullying Policies. Therefore, the following is prohibited:
- items that are vulgar, obscene, defamatory, or intentionally derogatory to others on account of race, color, religion, ancestry, national origin, gender, sexual orientation, disability, or weight.
- items that promote and endorse the use of alcohol, tobacco, illegal drugs, or weapons and encourage other illegal or violent activities.
- items that may be construed as gang-related paraphernalia.

Unacceptable during the school day:

- flip flops, slides, and slippers (must always wear appropriate footwear regarding safety and health concerns).
- hats, hoods, bandanas, head coverings (except for medical or religious reasons).
- coats/jackets worn in the building.
- revealing garments that do not provide full coverage (ex., tank tops or shirts with bare shoulders, ripped or distressed jeans, short shorts).

***Students who violate the dress code will be required to modify their appearance immediately by covering or removing the offending item and, if necessary or practical, replacing it with an acceptable item.**

***Counselors will notify parents of the infraction.**

***Any student who refuses to modify his/her dress shall be subject to disciplinary consequences as determined by the administration of The Lowell School.**

Student Passes:

- Every student requires a QR pass (both written and logged) to leave a classroom or office.
- After the 2nd-period bell rings, every late student needs a pass to enter a room.
- Students must temporarily turn in their cell phones when they leave to use the restroom
- QR codes are linked to a Google form. All students must sign in and out using that Google form when they leave a room/office, which will automatically time-stamp the coming and going. This is extremely important if data is needed to show parents, counselors, the school nurse, or IEP case managers that a student is skipping inordinate periods of class time. It's an automatic record that is monitored.

Behavioral/Academic Contract Guidelines

What is the goal of the contract system?

The contract system aims to assist and support students in developing or improving student responsibilities or “doing their personal best” by addressing obstacles and focusing on desired academic, social, and emotional success.

How does the Contract System Begin at the start of the School Year?

| All 9th & 10th Grade Students: | All 11th & 12th Grade Students: |
|--|---|
| <ul style="list-style-type: none">• Begin school year “ON” Contract• To go “OFF” Contract, the student must earn 86% ($\geq 25/30$ points) daily for <u>ten days</u>.• To remain off contract, students must consistently follow all target behaviors. | <ul style="list-style-type: none">• Begin “ON” Contract for the first two weeks.• To remain off contract, students must consistently follow all target behaviors. |

What Behaviors are being targeted in the Contract System?

- **Arrive to class on time**
- **Be prepared for class**
 - including homework, books, devices, pen/pencil...
- **Maintain appropriate behavior:**
 - **Be** respectful- to all staff, peers, and yourself...
 - **Be** cooperative- follow instructions, remain attentive and engaged, start tasks promptly, raise your hand, and wait to be called upon...
 - **Follow** school rules and protocols in classrooms, offices, hallways, stairwells, cafeteria, library, science lab, locker rooms, school buses, school van, out to lunch, and during all afterschool activities and trips...

What goals should students set for themselves?

Student Personal Goal: To consistently maintain and meet Student Target Behaviors

- A STUDENT receiving THREE WRITTEN WARNINGS will be on contract for **FIVE or more** school days.
- The STUDENT is responsible for obtaining their daily contract from the homeroom TA during the A.M. HR period.
- The STUDENT is responsible for carrying the contract to all their classes.
- The STUDENT is responsible for presenting the contract to their teachers, who must sign it at the end of that period.
- The STUDENT is responsible for submitting the completed contract daily during P.M. HR to their homeroom TA.

Additional Information about the Contract System:

- Students are in lunch detention the **FIRST** day they are on contract.
- While on contract, students cannot participate in the out-to-lunch program, even if they have parental permission. Lunchtime will be in the cafeteria. Students can bring or purchase lunch.
- If the student earns the needed points, 86% for ten days ($\geq 25/30$ points), the student may participate in the out-to-lunch program the following day, with prior written parental permission.
- Students who do not submit their signed contract in P.M. HR will have lunch detention the following day. (No cell phones during lunch)

Afterschool Athletics & Activities

To participate in Extracurricular Activities, students must adhere to the following:

- Maintain good attendance.
- Arrive at school on time.
- Complete and submit **ALL** required classwork, homework, and assigned projects by due dates.
- Maintain a passing average in **ALL** classes.
- Submit a weekly sports contract signed by all their teachers, showing they were current on work and good behavior.
- Abide by all school rules, all safety rules, and all regulations.
- Remain “off of” the school’s Behavioral Contract.
- Be a positive role model for The Lowell School and demonstrate good behavior and sportsmanship throughout the school day, during practices, and games.

The Lowell School Locker Policy:

Advantages of School Lockers

- **Safety and Privacy:** Lockers provide a designated spot for students to safely and privately store their belongings, reducing the chances of lost items.
- **Health:** Using lockers, students can avoid carrying heavy items all day, preventing back strain, neck strain, shoulder strain, physical discomfort, or other health issues.
- **Independence:** Managing and maintaining their lockers promotes a sense of independence and responsibility.
- **Organization:** Lockers allow students to organize their belongings effectively.

All lockers and locks made available for student use on the school premises, including lockers in the hallways and physical education locker rooms, are the property of The Lowell School. These lockers and locks are made available for student use in storing school supplies and personal items necessary for use at school. Lockers are not to be used to store items that cause, or can reasonably be foreseen to cause, interference with school purposes or an educational function or are forbidden by state law or school rules. A student who uses a locker that is the school's property is presumed to have no expectations of privacy in that locker or the locker's content.

The student's use of the locker does not diminish the school's ownership or control of the locker. The Lowell School retains the right to inspect the locker and its contents to ensure that it is being used in accordance with its intended purpose.

LOCKER RULES & REGULATIONS

To implement The Lowell School's policy concerning student lockers, it has established the following rules and regulations in accordance with the rules and regulations of the NYC Department of Education.

1. **LOCKS:** The school will provide the student with a lock. The administration will keep a master list of combinations and a master key. Students may not use their own locks to prevent school officials from accessing lockers, and any unauthorized locks may be removed without notice and destroyed. This may result in a student losing locker privileges.

2. **USE OF LOCKERS:** Lockers are to be used to store school supplies and personal items necessary for use at school. Lockers shall not be used to store items that cause, or can reasonably be foreseen to cause, interference with school purposes or an educational function or which are forbidden by state law or school rules, such as drugs, drug paraphernalia, beverages containing alcohol, weapons, any flammable substance, bomb or explosive device, any pungent acid or noxious chemical, any library book not properly checked out or overdue, unreturned gym or athletic equipment, any stolen items, any obscene material, or tobacco products that are banned by school rules or regulations. Students are expected to keep their lockers clean and orderly.

3. **AUTHORITY TO INSPECT:** The school retains the right to inspect lockers to ensure they are being maintained by the conditions of Rule No. 2. All inspections of student lockers shall be conducted by the Principal, Executive Director, or a member of the staff designated by the Principal.

4. INSPECTION OF INDIVIDUAL STUDENT LOCKERS:

A. The inspection of a particular student's locker will not be conducted unless the Principal, Executive Director, or designated staff has reasonable suspicion to believe that the locker to be inspected contains items that cause, or can reasonably be foreseen to cause, interference with school purposes or an educational function, which are forbidden by state law or school rules, or which pose an imminent and severe threat to health and safety necessitating the general search of part or all of the lockers, as outlined in Section 5 of this policy.

B. Before a particular student's locker is inspected, the student, if present on the school premises, shall, where practicable, be contacted and given the opportunity to be present during the inspection unless circumstances require that the inspection be conducted without delay to protect the health and safety of others present on school premises. Whenever an individual student's locker has been inspected under this rule without the student's presence, the Principal or administrator designee shall notify the student of such inspection as soon as practicable thereafter.

5. INSPECTION OF ALL LOCKERS:

A. An inspection of all lockers in the school, or all lockers in a particular area of the school, may be conducted if the Principal or administrative staff reasonably believes that such an inspection is necessary to prevent, impede, or substantially reduce the risk of:

- (1) interference with school purposes or an educational function,
- (2) physical injury or illness to any person,
- (3) damage to personal or school property
- (4) violation of state law or school rules.

Examples of circumstances justifying a general inspection of all lockers are:

- (a) If the school receives a bomb threat
- (b) If evidence of student drug or alcohol use creates a reasonable belief of student use

(c) If there is a reasonable belief that there are missing books, school equipment, etc.

(d) If there is a reasonable belief that weapons are stored in the lockers

B. If a general inspection of several lockers is necessary, ALL lockers in the defined inspection area will be examined. Students will not necessarily be given the opportunity to be present while a general inspection is being conducted.

6. STUDENT MATERIAL: When conducting an inspection pursuant to these rules, the inspector shall take care to avoid disrupting the contents of the locker or intruding unnecessarily into any student's written material located in the locker. In addition, as to written material, the inspection will be kept to the minimum level necessary to determine that such material is not used to conceal contraband.

7. DISPOSAL OF CONFISCATED CONTRABAND. All contraband confiscated from lockers may be disposed of by the Principal or designee as deemed appropriate, including

- (1) return to the proper owner or place unless it poses a threat to health or safety;
- (2) use as evidence in a student discipline proceeding if possession of the contraband constitutes grounds for suspension;
- (3) delivery to appropriate law enforcement officials if possession of the contraband constitutes evidence of a crime;
- (4) destruction.

8. INVOLVEMENT OF LAW ENFORCEMENT OFFICIALS.

A. The Principal or designee may request the assistance of law enforcement officials to assist them in inspecting lockers or their contents for purposes of enforcing school policies only if such assistance is required:

- (1) to identify substances that may be found in the lockers or
- (2) to protect the health and safety of persons or property

B. The Principal may cause a locker inspection to be performed for school purposes if the information supplied by law enforcement officials raises a reasonable suspicion that a locker or lockers contain contraband.

9. LOCKER CLEANING: Nothing in these rules shall affect members of the custodial staff who, at the direction of a supervisor, clean out:

- A. lockers from time to time in accordance with a general housekeeping schedule or
- B. the locker of the student no longer enrolled in the school.

10. PUBLICATION OF RULES: A copy of these rules shall be provided to each student and his/her parent at the start of each school year or as soon as practicable after the student's enrollment in the school and must be signed by the student and parent. The student will not be assigned a locker if the policy is not signed. In addition, any violation of The Lowell School Locker Policy may result in the student losing the right to have a locker. Copies of the rules shall be kept at the school for reference.

Out To Lunch Program for 2024-2025

- **9th-grade students** will remain in the building at lunchtime. Students can eat their lunch brought from home or purchase lunch, drinks, or snack items.
- **10th-grade students** will be on an **abbreviated Out-to-Lunch Program, beginning the week of 9/9/2024. On Tuesdays & Thursdays**, with parent permission and points earned, 10th-grade students can walk to the stores.
- **11th-grade and 12th-grade students** who have returned the parentally signed participation form and earned points as needed, can walk to the stores daily.

Staff supervision is at the stores and in front of the school building.

Participation in this program is contingent upon appropriate individual student behavior:

- **Follow all school rules in and out of the building.**
- **Follow all safety rules; for example, do not run and carefully cross the streets.**
- **Return to the building on time.**
- **Display respectful behavior in our school and community.**
- **Students who are on contract must earn the required points.**

ON THE DAYS STUDENTS WILL NOT BE GOING OUT, THEY WILL GO DIRECTLY TO THE CAFETERIA, WHERE THEY CAN EAT THEIR LUNCH BROUGHT FROM HOME OR PURCHASE LUNCH, DRINKS, OR SNACK ITEMS.

Pizza Friday begins on 9/13/24- *Pizza orders are placed on Thursdays for lunch on Fridays.

Parentally signed participation forms are mandatory for participation in the Out-to-Lunch Program.

The Lowell School
142-45 58 Road,
Flushing, NY 11355
718-445-4222

**High School 2024-2025 Parent Acknowledgement
For Student Policies, Procedural Safeguards, Code of Conduct**

I acknowledge that I have received and will review the following Lowell School policies with my child:

| | |
|------------|--|
| 1. | The Lowell School Code of Conduct 2024-2025 |
| 2. | Anti-Bullying Policy: Respect for All |
| 3. | 2024-2025 Grading Policy |
| 4. | HS Cell Phone & Personal Electronic Device Policy |
| 5. | Internet Policy |
| 6. | The Lowell School Dress Code |
| 7. | School Passes |
| 8. | Behavioral/Academic Contract Guidelines |
| 9. | After School Athletics |
| 10. | Locker Policy |
| 11. | Out to Lunch Program |

_____ I also received the Parental Safeguards and Code of Conduct via email.

Initial

PARENT SIGNATURE: _____

PARENT NAME: _____

PARENT PHONE NUMBER: _____

DATE: _____

My teacher and parent(s) have reviewed the 2024-2025 student policies above. I am aware that I must follow the rules contained in each policy. I understand that if I fail to honor any of the terms of the agreements, my privileges may be revoked and disciplinary measures may be taken, as determined by the Administration.

STUDENT SIGNATURE: _____ **HR:** _____