

Knickerbacker Middle School

2008-2009

**Student
Handbook**

Discover • Plan • Do!
Good Habits...Begin With
You

I. TO OUR STUDENTS

On behalf of all our staff and students, it is our pleasure to welcome you to Knickerbacker Middle School. The middle school years will be an exciting time in your life as you experience the pride and self-confidence that comes with assuming more responsibility for your own future.

All of us at Knickerbacker are prepared to help you in any way we can as you continue on the way from elementary school to high school. This student handbook has been prepared to help you understand the rules and programs at Knickerbacker and to make your first few weeks here go as smoothly as possible. Please read it carefully, keep it handy, and use it as a guide to Knickerbacker Middle School.

Remember to take full advantage of our school's offerings and facilities. Work hard at your class work, get involved in any extracurricular activities which interest you, and always try to do your best!

THE LANSINGBURGH CENTRAL SCHOOL DISTRICT



**THIS HANDBOOK CONSTITUTES NOTICE OF ALL SCHOOL POLICIES, RULES AND REGULATIONS.
IT IS THE RESPONSIBILITY OF THE STUDENT TO BECOME AWARE OF ITS CONTENTS.**

Lansingburgh Secondary Schools

**GRADE REPORTING TIME LINE
2008-2009**

	I	II	III	IV
Marking Period Begins:	9/3/08	11/6/08	2/2/09	4/3/09
Interim Reports Issued:	10/14/08	12/18/08	3/10/09	5/21/09
Marking Period Ends:	11/5/08	1/30/09	4/2/09	6/15/09

Lansingburgh Central School District

**SCHOOL CALENDAR
FOR 2008-2009**

**LANSINGBURGH CENTRAL SCHOOL DISTRICT
2008-2009 SCHOOL CALENDAR**

SEPTEMBER 2008

M	T	W	T	F	# DAYS
	C	3	4	5	(4)
8	9	10	11	12	(5)
15	16	17	18	19	(5)
22	23	24	25	26	(5)
29	30				(2)
					21

FEBRUARY 2009

M	T	W	T	F	# DAYS
2	3	4	5	6	(5)
9	10*	11+	12	13	(5)
H	X	X	X	X	(0)
23	24	25	26	27	(5)
					15

OCTOBER 2008

M	T	W	T	F	# DAYS
		1	2	3	(3)
6	7	8	9	C	(5)
H	14	15	16	17	(4)
20	21	22	23	24	(5)
27	28	29	30	31	(5)
					22

MARCH 2009

M	T	W	T	F	# DAYS
2	3	4	5	6	(5)
9	10	11	12	13	(5)
16	17	18	19	20	(5)
23	24	25	26	C	(5)
30	31				(2)
					22

NOVEMBER 2008

M	T	W	T	F	# DAYS
3	4	5	6	7	(5)
X	H	12	13+++	14*	(3)
17	18+	19	20**	21	(5)
24	25	X	H	X	(2)
					15

APRIL 2009

M	T	W	T	F	# DAYS
		1	2	3	(3)
6	7	8	X	H	(3)
X	X	X	X	X	(0)
20	21+	22	23	24	(5)
27	28	29	30*		(4)
					15

DECEMBER 2008

M	T	W	T	F	# DAYS
1	2	3	4	5	(5)
8	9	10	11	12	(5)
15	16	17	18	19	(5)
22	23	X	H	X	(2)
X	X	X			17

MAY 2009

M	T	W	T	F	# DAYS
				1	(1)
4	5	6	7	8	(5)
11	12	13	14	15	(5)
18	19	20	21	22	(5)
H	26	27	28	29	(4)
					20

JANUARY 2009

M	T	W	T	F	# DAYS
			H	X	(0)
5	6	7	8	9	(5)
12	13	14	15	16	(5)
H	20	21	22	23	(4)
26	27	28	29	30	(5)
					19

JUNE 2009

M	T	W	T	F	# DAYS
1	2	3	4+	5	(5)
8	9	10	11	12*	(5)
15	16	17	18	19 RD	(5)
22	23	24	25	26	(4)
					19

H Holiday
 C Superintendent's Conference Day
 * Early Dismissal/ Parent Conferences K -5
 ** Parent Conferences K-5 Evening
 + Early Dismissal/Parent Conf. Gr. 6
 ++ Early Dismissal/Parent Conf. Gr. 6 Evening

X = RECESS DAYS 182 Days
 _____ REGENTS +3 Conference
 185 Days Total

RD = Elementary Records Day
 Last Day of School 6/25/09

DIRECTORY OF SCHOOL PERSONNEL

SuperintendentMr. George J. Goodwin
Assistant SuperintendentMrs. Katherine Oboyski-Butler
Director of Pupil Personnel ServicesMs. Barbara Sperling
CSE ChairpersonMrs. Erinne Flanigan
Director of GuidanceMs. Jessica Nikodem
Business AdministratorMrs. Lisa Kyer
District TreasurerMr. Daniel Carroll
Knickerbacker Middle School PrincipalMr. Shaun Paolino
Knickerbacker Middle School Assistant PrincipalMr. C. Fredrick Erickson
Athletic DirectorMr. Micheal Harkin

Guidance Counselors

Grade 6, 7, & 8Ms. Adel Luciano
Grade 6, 7, & 8Ms. Janelle Lyons

Non-Instructional Staff

Principal's SecretaryMrs. LuAnn Parker
Guidance/Athletic Director's SecretaryMrs. Ellen Gordon
Attendance ClerkMs. Christine Wilcox
School NurseMs. Jacqueline Tremont
Head CustodianMr. Donald Hardy

BOARD OF EDUCATION

Mrs. Nancy McHugh
Mrs. Hilary McGrath
Mrs. Jan O'Malley
Mrs. Susan Farrell
Mr. Allen Macey, Jr.
Mr. P.J. Higgitt
Mrs. Mary Sweeney
Mrs. Bonnie Lance
Mrs. Karlene Gamble

REGULAR BOARD OF EDUCATION
MEETINGS WILL BE THE LAST TUESDAY
OF THE MONTH. BOARD OF EDUCATION
MEETINGS ARE OPEN TO THE PUBLIC.

Lansingburgh Central School District

TELEPHONE DIRECTORY

Knickerbacker Middle School

PRINCIPAL'S OFFICE - 320 7TH AVENUE	233-6811
KMS FAX	237-2917
KMS ATTENDANCE OFFICE	233-6810
KMS GUIDANCE OFFICE	233-6819
DISTRICT ATHLETIC DIRECTOR'S OFFICE	233-6816
SCHOOL NURSE	233-6821
DISTRICT ATTENDANCE OFFICER	233-6815
SUMMER SCHOOL OFFICE	233-6824

Lansingburgh High School

PRINCIPAL'S OFFICE - 320 7TH AVENUE	233-6806
LHS ATTENDANCE OFFICE	233-6807
LHS GUIDANCE OFFICE	233-6812
DISTRICT ATHLETIC DIRECTOR'S OFFICE	233-6816
SCHOOL NURSE	233-6821
DISTRICT ATTENDANCE OFFICER	233-6815
SUMMER SCHOOL OFFICE	233-6824

Elementary Schools

TURNPIKE	233-6822
RENSSELAER PARK	233-6823

Central District Offices

SUPERINTENDENT OF SCHOOLS - 576 5TH AVE	233-6850
ASSISTANT SUPERINTENDENT	233-6802
BUSINESS OFFICE	233-6850
SPECIAL EDUCATION OFFICE	233-6808
SUPT. OF BUILDINGS & GROUNDS	233-6820

STUDENT BILL OF RIGHTS AND RESPONSIBILITIES

Student Rights

The district 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 district students have the right to:

1. Take part in all district activities on an equal basis regardless of race, color, creed, national origin, religion, 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.

Student Responsibilities

All district students have the responsibility to:

1. Contribute to maintaining a safe and orderly school environment that is conducive to learning and to show respect to other persons and to property.
2. Be familiar with and abide by all district 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 ability in all academic and extracurricular pursuits and strive toward their highest level of achievement possible.
5. React to direction 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 discipline.
9. Dress appropriately for school and school functions.
10. Accept responsibility for their actions.
11. Conduct themselves as representatives of the district when participating in or attending school-sponsored extracurricular events and to hold themselves to the highest standards of conduct, demeanor, and sportsmanship.

The Lansingburgh Central School District is committed to safeguarding the right of all students to learn in an environment that is free from all forms of sexual, racial and any other harassment. Furthermore, no student may be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination on the basis of gender, race, color, national origin or handicapping condition. Any student who believes he or she has been discriminated against, or harassed by, a school district employee or another student should contact the building principal. Further details of the school district policies and procedures regarding the prohibition against all forms of discrimination and harassment are contained in the Board of Education Policy Manual and available upon request.

REGULAR SCHOOL DAY TIME SCHEDULE

7:45 am	Warning Bell
7:50 am	Tardy Bell
7:50 - 7:55 am	Homeroom
7:55 - 8:36 am	Period 1
8:39 - 9:20 am	Period 2
9:23 - 10:04 am	Period 3
10:07 - 10:48 am	Period 4
10:51 - 11:08 am	Period 5
11:11 - 11:32 pm	Period 6
11:35 - 11:52 am	Period 7
11:55 - 12:36 pm	Period 8
12:19 - 12:36 pm	Period 9
12:39 - 1:19 pm	Period 10
1:22 - 2:02 pm	Period 11
2:02 pm	Dismissal
2:06 - 2:50 pm	Detention
2:08 pm	Bus Departure
3:00 pm	Late Bus

REPORT CARDS - MARKING PERIOD

Report cards are mailed every ten weeks.

1. Formula For Computing the Final Grade:

Full Year Course:

$$(\text{MP 1} + \text{MP 2} + \text{MP 3} + \text{MP 4} + \text{final exam}) \div 5 = \text{Final Grade}$$

Semester of Half-Year Course:

$$[(\text{MP 1} + \text{MP 2}) \times 2 + \text{final exam}] \div 5 = \text{Final Grade (1st semester)}$$

$$[(\text{MP 3} + \text{MP 4}) \times 2 + \text{final exam}] \div 5 = \text{Final Grade (2nd Semester)}$$

Grading Guidelines

1. Incompletes: The grade of incomplete is to be used **ONLY** in situations where illness, family emergency or some other extenuating circumstances have prevented the student from completing the required work on time.
2. Interim Reports: Interim reports will be generated for each student shortly after the end of the 5th, 15th, 25th and 35th week of instruction. An evaluation comment will be provided by the teacher of each course you are taking. Copies of the interim report are given to your parent/guardian, your guidance counselor and one copy is filed in the KMS office.
3. Final Exam: Students must take final exams **ON THE DAY** and **TIME** the exam is scheduled. All students must remain in the examination room for the specified time. Failure to comply with this rule could result in a "zero" on the examination. Students who miss a final exam receive a "zero" on the examination. Students who miss part of a final exam given in class over a number of days receive a "zero" on the part of the exam missed. Make-up exams are permitted only in cases of illness or an extenuating circumstance. Students should advise the teacher of such problems prior to the exam.
4. Grade 6 Art and Music will be graded as Pass or Fail and will not be calculated in a student's grade point average.

THE HONOR ROLL

At the end of each marking period, a list of those pupils who make the honor roll is posted and honor roll cards are sent home with the report cards. Honor students are those who attain an average of 84.5% to 89.4% with no failures or incompletes. High Honor roll students are those who attain an average of 89.5% or better with no failing grades or incompletes.

PROMOTION POLICY

Any student who fails the equivalent of two or more full year courses will repeat the grade. Administration, guidance and teaching teams may identify students they feel need to be reviewed by the administration and guidance in June.

ACADEMIC ELIGIBILITY POLICY FOR EXTRACURRICULAR ACTIVITIES

With four marking periods and interim reports, there is notification of student performance every five weeks. These report periods (interim report/report card) will be used for determining student eligibility in all extracurricular activities. Extracurricular activities include non-credit clubs, groups, and interscholastic athletics.

1. A student who fails two or more courses will be declared ineligible to participate in any extracurricular activity until the deficiency has been corrected and posted at the end of the next report period. The student may participate in the extracurricular activities if the student attends an after-school remediation program at least twice a week. If the student fails two or more subjects for a second consecutive five-week period, he/she remains ineligible. However, he/she may attend the after-school remediation program four times a week during this period and still participate in extracurricular activities.
2. Teachers, advisors, and coaches will be required to refer to the list to determine eligibility.
3. A one-time event, such as the 8th Grade Dance, will be the only exception to this policy.
4. A student shall become ineligible for all extracurricular activities on the day the ineligibility list is distributed.
5. An ineligible student will remain ineligible until the day the next five-week ineligibility list is distributed and his/her name is not present on said list.
6. Any student on the ineligible list is not to leave their study hall for the library. Ineligible students must work in study hall.
7. Students who are on the academic ineligibility list and still desire to participate in an extracurricular activity, are required to attend an after school remediation program twice a week from 2:08-2:50 p.m. This daily program is supervised by a certified teacher who facilitates remediation in the deficient academic areas and in generic study skills. If a student does not meet the attendance requirements, then the student would become ineligible until the next list is posted. If a student appears on the ineligibility list for a second consecutive 5 week period, the student remains ineligible whether or not he/she attends the after school remedial program. However, he/she may attend the after-school remediation program four times a week during this period and still participate in extracurricular activities.

(continued)

A student, who has failed two or more subjects in June (final average) and has not successfully repeated a course in summer school, may participate in the fall extracurricular activities, which begin prior to the opening of school in September. At the onset of the fall semester, the student must attend the after school remedial program until the posting of the first ineligibility list.

ATHLETIC CODE OF CONDUCT

It is an honor and a privilege to represent your school at all levels of competition. Therefore, your behavior and conduct should always reflect favorably on Lansingburgh, whether on school grounds, or as a representative of your school off site. You are expected to conduct yourself in an appropriate manner with respect for the rights and welfare of others, and demonstrate the proper care for facilities and property. As a member of a Lansingburgh team, you should always strive to portray a positive image of your school.

Training Rules

Training rules are intended to insure that all athletes maintain best possible competitive physical condition.

CURFEW: No specific curfew time will be set. However, it should be recognized by all athletes that adequate sleep is necessary for proper performance. Individual coaches may establish curfew times and set penalties for violations, particularly on nights prior to contests.

SUBSTANCE ABUSE: For the purposes of this document, substance abuse is defined as the use of alcohol, tobacco, or drugs not prescribed by a doctor. The use of these substances by athletes will not be tolerated and will result in dismissal from the team.

ATTENDANCE AT PRACTICE: You are expected to be at practice on time each day. If you are in school and cannot come to practice, you are expected to see the coach ahead of time and tell him/her why you will not be there. If you expect to play, you must be at practice. Cutting practice will not be tolerated and will result in suspension or dismissal from the team.

General Rules

LEGAL: If at any time the student athlete is arrested and/or charged with a crime, or charged with an act that would constitute a crime if committed by an adult, whether a violation, misdemeanor, or a felony, the student athlete/parent is required to notify the Athletic Director of the offense, and provide the Athletic Director with the accusatory instrument, so that an administrative hearing may be scheduled. Failure to notify the Athletic Director may result in dismissal from the team. At that hearing, a determination will be made and appropriate consequences may be administered. The student athlete/parent is further required to notify the Athletic Director of the outcome of the criminal proceedings. At that time, an additional hearing may be scheduled and appropriate consequences may be administered.

DETENTION: Students who have not completed assigned detentions will not be allowed to

attend or participate in any school activity (e.g. dances, assemblies, field trips and athletic events). Also students owing in-school suspension or out-of-school suspension will be unable to attend or participate in school activities until the suspension is served.

SUSPENSION: Any athlete who cannot maintain good school citizenship will not be allowed to represent his/her school. Anyone placed in "in-school suspension" will be temporarily suspended from competing with the team. Anyone who is given an "out-of-school suspension" will be temporarily suspended from competing with the team and may be dropped for the remainder of the season.

REMAINING IN THE PHYSICAL EDUCATION AREA: Coats and books should be brought to practice and students should not return to their lockers. When leaving practice, students should go out the locker room doors. Students should not go back through the building to exit. Students should remain in the Physical Education area at all times during practice.

TRAVEL: Athletes must travel to and from a contest with the team. Under no circumstances, are athletes to drive in private vehicles unless authorized by the coach in advance. In some circumstances the team or coaches may choose to stop and eat. In these situations it is an individual's responsibility to bring money (if desired).

ATTENDANCE AT SCHOOL: The State Regulation defines a student in good standing as one who is in attendance 80% of the time. You must report into school by 7:50 a.m. to be allowed to practice or play in a contest. Hardship cases will be reviewed by the Athletic Director or Principal.

EQUIPMENT/UNIFORMS: These are on loan from the school and must be returned when you leave the squad, or when the season is over. You are responsible for any "lost" or "stolen" equipment/uniforms, and must pay for it. If you fail to turn in equipment/uniforms, and do not pay for it, you will not be issued any more school equipment/uniform and a letter will be sent home explaining the costs.

Athletes are expected to change and participate in physical education class. Any athlete who does not change or participate is ineligible for practice or competition that day.

LEAVING THE SQUAD: In the event a student leaves a squad, he/she will have two school days to personally ask the coach for reinstatement. The coach will act on the individual case as he/she wishes. A student who does not follow this procedure is dropped from the squad. Parents, Principal, Athletic Director, and Guidance Department should be notified.

If a member drops from a team at any time during the season, the following steps must be taken before he/she would be eligible for another sport:

- a) Discuss the decision jointly with the coach and Athletic Director. This is an important step inasmuch as he/she should be made to realize the responsibility to the team and to the coach.
- b) If a drop-out is authorized, a student must wait for the completion of that sport season before trying out for a sport the next season.

- c) Switching from one sport to another during a season would be permitted only if both coaches involved, and the Athletic Director, granted permission.
- d) A boy/girl cut from a squad would be permitted to try out for another team if the coach of the second sport so desired.

If the above process is not followed, school disciplinary action may be taken. For example, if a player walks off a field or court without permission of the coach it will be treated the same as walking out of a class. Suspension from school may result.

BOARD OF APPEALS: If an athlete is dismissed from a team and feels he/she has not had a fair chance to remain with the team, he/she would then have the right to appeal the coach's decision. The Athletic Director must be notified by the student within three (3) days of the suspension that an appeal is desired. As soon as possible the Board of Appeals will meet. This Board will consist of the Athletic Director, Vice-Principal, and a coach to be named. The student would then have an opportunity to present his/her side of the suspension.

BONA FIDE STUDENT: An athlete must be a bona fide student of the High School represented and must be taking at least four subjects including Physical Education.

HAZING OR HARASSMENT: Hazing or harassment of a teammate, fellow student, or member of any other team will not be tolerated. A violation of this prohibition can lead to expulsion from the team and may lead to additional school discipline.

FAIR PLAY RULES

Athletes

Always play by the rules.

Never argue with an official. When a call is disputed, I will let the coach or team captain handle it.

Remember that I am playing because I enjoy the sport. Winning is fun, but so are many other aspects of the sport.

Never berate my opponent by trash talking, taunting or show boasting.

Work at achieving my personal best and not get discouraged if it is not the best. There will always be players who are better or lesser than I am.

Show appreciation for good players and good plays, even those by opponents.

Control my temper and not show off, and play fairly at all times.

All student athletes will receive a copy of the Athletic Code of Conduct from the Athletic Director. All student athletes and parents must sign the Athletic Code of Conduct before participation in interscholastic sports.

Parents/Guardians

Remember that young athletes should always play for their fun.

Teach my young athlete that honest effort is just as important as winning.

Provide plenty of encouragement to my young athlete because that's the best way to help him/her learn.

Encourage all sportsman-like behavior.

Applaud the volunteer efforts of coaches and officials.

Remember that young athletes will only remember what we teach them. Fair play and good sportsmanship begin at home.

STANDARDS FOR ADMISSION TO THE JUNIOR NATIONAL HONOR SOCIETY

The following standards for admission to the National Junior Honor Society at Knickerbacker Middle School were approved by the faculty and administration of the middle school. Both teachers and parents were instrumental in formulating this policy.

1. Students will be inducted after the first semester of grade eight. Grade averages from sixth, seventh, and the first two marking periods of grade eight will count toward admission into the National Junior Honor Society. The student must have an overall average of 89.5%.
2. Students who are eligible scholastically will be notified, and told that for further consideration for selection to the NJHS they must complete a Student Activity Information Form.
3. A Faculty Advisory Council, consisting of five members, annually appointed by the principal, will review the Student Activity Information Forms, and vote on eligible candidates. Candidates receiving a majority vote of the faculty council will be inducted into the NJHS.
4. In extenuating circumstances, the student and/or his or her parent may petition the Faculty Advisory Council to reconsider the eligibility of the student.

ATTENDANCE PROCEDURES

General Expectations for Students

Students are expected to be present on each scheduled day of instruction unless legally excused by their parents. Students shall be on time and attend all regularly scheduled classes. Students who are absent or tardy to school shall upon their return to school, present a note, which should contain the date(s) of absence(s), reason for the absence(s), and the signature of the parent.

Homeroom

Students are to report to their assigned homerooms for daily attendance.

- (a) Students must be in homeroom by 7:50 a.m. A bell will ring at 7:45 a.m. to signal students to proceed to their homerooms.
- (b) Attendance is taken at 7:50 a.m. and written on the attendance slip provided. Notes which explain a student's previous absence(s) are to be handed in at this time.
- (c) Students are to remain in homeroom from 7:50 a.m. until 7:55 a.m. Students not in homeroom by 7:50 a.m. are tardy and are required to report to the office to obtain a pass. Students are not dismissed from homeroom until 7:55 a.m.
- (d) Students should be seated and orderly. An announcement will invite students to stand for the pledge of allegiance to the flag. After the pledge, students should be seated and remain quiet while morning announcements are given over the PA.
- (e) Passes to the main office, guidance office and nurse's office will be distributed during homeroom.

Excuses

When students are going to be absent from school, parents or guardians should call the attendance secretary starting at 7:15 a.m. at 233-6810 and leave a message about a student's absence. The same should be done for a tardy which is caused by morning appointments.

Categories Relating to Student Attendance and Tardy to School

Students not in homeroom and seated by 7:50 a.m. are required to report to the MAIN OFFICE for a pass. Those students without a note from home explaining the reason for tardiness will have their parents notified. The pass is presented to the teacher of the class the student will enter.

Students who exceed 4 TARDIES will be subject to **one detention for each tardy beginning with the fifth tardy**. Students should plan to serve the detention on the day they are late. The assistant principal and the attendance clerk will monitor tardies accumulated by students. Students are to report directly to the MAIN OFFICE upon entering the building. Students with more than 4 Tardies will also be eliminated from perfect attendance status.

Early Excuses from School/Students Sent Home Ill from School

Students with a written note should report to the **attendance clerk** in main office before Homeroom. Students will report to the **main office at the time they are to be excused** to sign out. They will be granted permission to leave early if a parent or guardian has called to confirm the early dismissal request. **IT IS ALSO REQUIRED FOR A PARENT OR GUARDIAN TO COME INTO THE OFFICE WITH A PICTURE I.D., PICK UP AND SIGN OUT THEIR CHILD IN THE**

SCHOOL OFFICE. If your child is being sent home ill from school, the same procedure must be followed. STUDENTS **WILL NOT** BE RELEASED TO WALK, TAKE A BUS OR A TAXI HOME.

Tardy to Class

Students are expected to be on time for class. Students who are detained by a teacher shall obtain a pass from that teacher. **They are not to report to the school office hoping to receive a pass.**

Class Attendance

Students absent from a scheduled class without authorization are considered to have **cut the class**. Students who cut a class should receive **no credit for work missed due to the cut**. Disciplinary action is taken for class cutting.

Attendance Policy

Regular attendance in class is essential to the total learning process. While some class absence is unavoidable, each student must make every effort to attend each assigned class. Students' participation in class is an integral part of their learning and therefore it is factored into the calculation of their grades.

Students who are absent for any reason will be required to make up work missed in class. **It is the student's responsibility to obtain all make-up work from teachers immediately upon return to school.**

The policy of the Board of Education states all students must be enrolled in at least five courses per year.

Students absent from class for educational reasons will not be considered absent from class. Educational reasons include instrumental lessons, field trips, and school sponsored trips. All activities which take the students from the classroom must be approved by a building administrator.

GENERAL INFORMATION

School Nurse

A school nurse is employed to provide health-related services to KMS and LHS students. The nurse has an office in room 110 in the KMS.

Teachers may send students to the nurse's office when the teacher believes it is necessary for a student to receive attention from the nurse. Students shouldn't be sent to the nurse near the end of the period, (10 minutes left of class) unless it is an absolute emergency.* Students should go to the next class and ask for a pass. KMS teachers are to give students a pass to the school office. **Students are to go to the office, and they will be issued a pass to the nurse's office. Students are NOT to go directly from class to the nurse's office unless it is an emergency.**

*(physical education class is an exception)

Medications

Any medications to be taken by students during the school day must be taken under the direct supervision of the school nurse. **All** medication, including prescription and over the counter medication must be brought to the nurse's office by a parent or guardian to be placed in a locked cabinet. This includes inhalers, epipens and benadryl, unless a student has specific permission from a doctor to carry an inhaler or EPI pen. A note from the child's physician and parent must accompany the medication. No teacher may administer medication to students.

Accident Reports

An accident report is to be completed by the teacher responsible for supervising the student when the accident occurs. Accident reports should be completed immediately after the accident.

Head Lice Policy

The school nurse will contact parents if head lice or initial nits are detected and request you to come to the Health Office to pick up your child. Information will be discussed and the proper treatment agreed upon. After home treatment the student may return to school, provided parent and student report to the Health Office, bringing proof of treatment with them (box top/empty container). The student will be checked daily by the School Nurse during the 7 to 10 day treatment course and continue until treatment is judged to have been effective. Readmission to school may be denied if treatment was not satisfactory.

Study hall policy in Knickerbacker Middle School

- a. Students must bring schoolwork, agenda, books or periodicals to study hall.
- b. No locker passes will be given.
- c. No food or drink is allowed in study hall.
- d. Students must be quiet and working all period.
- e. A limited number of students will be allowed to go to the library. Nevertheless, students must come to study halls prepared.
- f. Students will be released from study hall only with a pre-signed pass. The only exception would be a pass to the library.
- g. Students on the ineligibility list are not to go to the library unless they have a pre-signed pass from a teacher.

Hall Passes

Students are not permitted in the halls during class periods unless they are accompanied by a teacher or have a hall pass from an authorized staff member. If you wish to see a teacher, you must arrange for this in advance. The teacher must give you a pass permitting you to be excused from study hall. You must deliver this pass to your study hall teacher at the beginning of the study hall period. Students are not to be wandering around the building looking for teachers and other school members. Also, students are not to report to any teacher other than their homeroom teacher prior to homeroom. This is to alleviate mistakes on the school attendance sheets.

Cafeteria

In order to keep the cafeteria clean and have a pleasant lunchtime, the following rules must be observed:

1. Report to the cafeteria on time.
2. Keep tables, chairs, and floors clean.
3. Push chairs back after eating.
4. Talk in a normal voice, and don't cause a disturbance by yelling, running or popping bags, etc.
5. Keep the cafeteria lines orderly. Everyone must stay in line.
6. Never push or run.
7. Clean up any food you drop or spill.
8. All food **MUST** be eaten at the table.

9. Respect cafeteria duty monitor's authority.
10. No food may be taken from the cafeteria.
11. Discarded food and papers are to be placed (not thrown) in the wastebaskets.
12. Cafeteria monitors will dismiss students at the end of the lunchtime when students are quiet, orderly, and have cleaned their area.
13. Dismissal will be by table or section.
14. Students may use the lavatories by the cafeteria, at lunchtime, with a lunch monitor's permission.
15. Any student throwing anything will be subject to consequences ranging from reprimand to suspension.
16. Any student who would like to eat lunch with a teacher must have a presigned pass to leave the cafeteria.

School Closing

In the event of severe, inclement weather or mechanical breakdown, school may be closed or starting time delayed. The same conditions may also necessitate early dismissal. School closing, delayed starting time or early dismissal will be announced over the radio stations WROW, WGY, WFLY, WRVE, WYJB, WTRY and TV stations 6, 9, 10, 13 and the district's website. Reports in the morning will be between 6:00 a.m. and 8:00 a.m. If no report is heard, **IT CAN BE ASSUMED THAT SCHOOL WILL BE IN SESSION. PLEASE DO NOT CALL THE SCHOOL. TELEPHONE LINES MUST BE KEPT OPEN FOR EMERGENCIES.**

Textbooks

The school furnishes books to all students. Students are expected to take good care of textbooks. **UNREASONABLE DAMAGE TO TEXTBOOKS WILL RESULT IN FINES. LOST BOOKS WILL BE CHARGED AT THEIR FULL REPLACEMENT COST.** All textbooks are to be COVERED by the end of the first full week of school. Students are responsible for their own textbook. It is recommended that you do not loan your textbook to anyone else.

Rest Rooms

You may use the rest rooms immediately before and immediately after school, between class periods and at the beginning or end of the lunch period. You are expected to keep them clean. Do not loiter or smoke there, write on the walls or damage the facilities in any way. If you are feeling ill, report to the school office first for a pass to the nurse's office; do not remain in the rest room. Class time should not be used for lavatory purposes except in an emergency.

Bulletins and Announcements

All notices of club meetings, athletic and social events, general information for the day and specific instructions are announced over the PA system each morning and afternoon. Special notices are posted on bulletin boards outside the main office, the library, guidance office or posted as poster signs. All posters must be approved by the administration.

Lost and Found

Lost and Found articles are brought to the cafeteria. Lost articles which are not claimed within a reasonable time will be given to charities.

Guidance Counseling

Guidance Counseling services are available to all students to help them in the areas of educational planning; interpretation of test scores; occupational information; career information; study helps; help with home, school and/or social problems; or any questions the pupil may feel he would like to discuss with counselors. Students wishing to meet with a guidance counselor should obtain a pass from their classroom teacher and arrange for an appointment with the secretary in the guidance office.

Parent Conferences

Parents may make appointments for conferences with teachers and counselors by telephoning the school at 233-6811. They may call the school number and ask for the principal's office if they wish to make an appointment with either the assistant principal or the principal.

Field Trips

Field Trips are planned and carried out to make learning more meaningful and enjoyable. A successful field trip requires additional preparation by the teacher. Therefore, students are expected to be on their best behavior, follow directions and be cooperative at all times. Field trips are a privilege, and your cooperation on them will encourage more trips. Students in good standing are invited to attend, and all the information about the trip will be on a field trip permission form which your parent or guardian **must** sign before you may go on the trip. **Verbal permission is not acceptable.**

School Dances and KMS Activity Night

School Dances and Activity Night are held periodically. The following rules apply at all times:

1. All KMS rules apply.
2. Once you leave, you cannot come back in.
3. No loitering on school grounds if you're not attending the dance.
4. All students attending either a school dance or activity night must arrive at the event no later than 7:00 p.m. (1 hr. after the doors open)
5. Everyone attending must exhibit a cooperative attitude and orderly conduct.
6. KMS pupils ONLY.
7. Anyone absent the day of the dance cannot attend.
8. Anyone owing or serving ISS or OSS during the week of the dance will not be allowed to attend.
9. Any student owing detentions will not be allowed to attend.
10. Please use the bus circle and wheel chair ramp door the night of the dance.

Electronic Entertainment and Communication Devices

Students should not be in possession of electronic entertainment or communication devices between the hours of 7:50 a.m. and 2:02 p.m.

Physical Education

Attendance and participation in physical education classes are required by state law. If too many classes are missed, a student will receive a failing grade.

Assemblies

When you are going to or coming from an assembly, you must stay with your teacher and walk in a quiet and orderly manner. Students are expected to be respectful and courteous during assemblies. Talking, cheering, booing, and whistling are unacceptable. Books and other materials should not be carried to assemblies. When the assembly ends, students should return to the classroom to retrieve materials and then resume their regular schedule.

Visitors

Parents are always welcome to visit the school. However, we request that you stop in the office and sign in our visitor's log and obtain a visitor's pass before proceeding to any location in the building. Please use the door near the wheel-chair ramp to enter the building. All other doors will be locked during school hours. If you have any concerns, we encourage you to make an appointment to see your child's teacher, the principal, and a guidance counselor or visit your children's classes. Students are not allowed to bring visitors to school because of the potential of interfering with the educational process.

Lockers

Under law, students have no reasonable expectation of privacy rights in school lockers, desks or other school storage places, and the school exercises overriding control over such school property. Lockers, desks and other school storage spaces may be subject to inspections at any time by school officials.

Students are not to write on the inside or outside of lockers. Every locker has a new combination each year. Please do not tamper with another student's locker or give your combination to another person. STUDENTS ABUSING THEIR LOCKER WILL LOSE LOCKER PRIVILEGES. STUDENTS WHO ARE KNOWN TO HAVE GIVEN OUT THEIR COMBINATION WILL NOT BE ASSIGNED ANOTHER LOCKER! SHARING LOCKERS IS NOT ALLOWED! IT IS THE STUDENT'S RESPONSIBILITY TO SEE THAT HIS OR HER LOCKER IS KEPT LOCKED AND IN ORDER AT ALL TIMES.

To open your locker, follow these directions:

1. Give the dial three turns to the RIGHT.
2. On the fourth turn to the RIGHT, stop at the FIRST number of your combination.
3. Next, turn LEFT past the first number and stop at the SECOND number of your combination.
4. Now, turn RIGHT to the last number of your combination. The lock will now open, slide the handle up.
5. **When closing your locker, give the dial two or three turns to make sure it is locked.**
6. **Lock your locker at all times** in order to protect your property.
7. **Learn** your combination, but **DO NOT** give it to other students.

If your lock jams or the locker door doesn't open or close properly, get a locker repair form from the school office, fill it out and turn it in at the main office. The custodians will fix your locker as soon as possible.

Student Dress Code (Board Policy 5311.5)

Since an educational program provides for an individual's safety and well being, students should be encouraged to be neatly groomed, personally clean, and appropriately dressed. The Board of Education requires students to attend school in appropriate dress that meets health and safety standards and does not interfere with the learning process. The Board also requires students to wear appropriate protective gear in certain classes (e.g. Home Economics, Shop, P.E.). In addition, the Board prohibits attire bearing an expression or insignia which is obscene or libelous or which advocates racial or religious prejudice.

The Superintendent of Schools and other designated administrative personnel shall have the authority to require a student to change his/her attire should it be deemed inappropriate according to the above guidelines. Hats, jackets, and coats are not to be worn in classrooms, including study hall. They are to be stored in lockers. Hoods on sweatshirts are to be left down.

In addition, all students are expected to give proper attention to personal cleanliness and to dress appropriately for school and school functions. Students and their parents have the primary responsibility for acceptable student dress and appearance. Teachers and all other district personnel should exemplify and reinforce acceptable student dress and help students develop an understanding of appropriate appearance in the school setting.

A student's dress, grooming and appearance, including hair style/color, jewelry, makeup and nails shall:

1. Be safe, appropriate and not disrupt or interfere with the educational process.
2. Recognize that extremely brief garments such as tube tops, net tops, halter tops, spaghetti straps, plunging necklines (front and/or back), and see-through garments are not appropriate.
3. Ensure that underwear is completely covered with outer clothing.
4. Include footwear at all times. Footwear that is a safety hazard will not be allowed.
5. Not include items that are vulgar, obscene, libelous or denigrate others on account of race, color, religion, creed, national origin, gender, sexual orientation or disability.
6. Not promote and/or endorse the use of alcohol, tobacco or illegal drugs and/or encourage other illegal or violent activities.

Each building principal or his or her designee shall be responsible for informing all students and their parents of the student dress code at the beginning of the school year and any revisions to the dress code made during the school year.

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

Book-bags and Backpacks

The use of book-bags and backpacks is prohibited. It is acceptable to use a book-bag or backpack to transport books and school materials between home and school, but they must be left in lockers during the school day. Students are urged to gather books and supplies for their morning classes before homeroom and for their afternoon classes after lunch.

Lighters and Matches

Possession of a lighter or matches is strictly prohibited.

Laser Pointers

Laser pointers are not to be brought to school.

Bus Drills

Bus Drills will be conducted at the bus loading zone twice a year. Directions will be given by the assistant principal and/or the house principal. The purpose of these drills is to practice the safe evacuation of the bus.

Fire Drills

Students should expect fire drills at any time. Students should know the exit plan for each classroom. A fire drill poster is by the door of each classroom and explains the exit plan for the room it is in. Teachers will review fire drill plans with their students. It is very important that when the fire alarm is sounded, everyone follows directions and clears the building as quickly as possible. All students and adults are to vacate the building in a quiet, orderly manner.

PLEASE NOTE: see Explosives/Fireworks, Arson and False Alarm under Discipline Regulations 6-12.

Homework

Middle school teachers will give homework assignments as needed. If you complete all your homework assignments and do them well, it will help you do well in the course. Homework assignments should be done neatly and handed in at the time they are due. Parents should provide a good atmosphere for their children to do homework at home. This area should be well lighted, quiet, and free from distractions.

Study Skills

There are several things you can do so you will be successful in school:

1. Write down all your class assignments in your assignment book.
2. Try to plan how much time you will need to spend on your schoolwork each night.
3. Make sure you have all the materials (paper, pens, pencils, textbooks, workbooks, handouts, etc.) you will need for each class and for doing your homework.

4. Learn to take good notes on important things you have read or talked about in class, and review these notes in study hall or at home.
5. Make good use of your study hall time! If you do, you will have fewer things to take home and more time to do other things after school and in the evening.

Extracurricular Activities

There are a number of after school activities which middle school students may participate in so that they may enjoy a full, well-rounded education. A late bus at 3:00 p.m. is provided.

Student Council is open to students of all grades who become members simply by joining the organization. In the past, the group has sponsored school dances, walk-a-thons for charities, canned food drives, assemblies and sold daffodils for cancer research.

KMS Clubs and Team Sports Available:

Art Club	Student Council	Newspaper	Science Club
Middle School Play	Drama Club	Ski Club	Computer Club
<u>Fall:</u>	Girls' Soccer	Boys' Soccer	Football
<u>Winter:</u>	Girls' Basketball	Boys' Basketball	Wrestling
<u>Spring:</u>	Boys' Track Baseball	Girls' Track Cross Country	Softball

General Rules

LEGAL: If at any time the student is arrested and/or charged with a crime, or charged with an act that would constitute a crime if committed by an adult, whether a violation, misdemeanor, or a felony, the student/parent is required to notify the principal of the offense, and provide the principal with the accusatory instrument, so that an administrative hearing may be scheduled. Failure to notify the principal may result in dismissal from the extracurricular club or activity. At that hearing, a determination will be made and appropriate consequences may be administered. The student/parent is further required to notify the principal of the outcome of the criminal proceedings. At that time, an additional hearing may be scheduled and appropriate consequences may be administered.

DETENTION: Students who have not completed assigned detentions will not be allowed to attend or participate in any school activity (e.g. dances, assemblies, field trips and athletic events). Also students owing in-school suspension or out-of-school suspension will be unable to attend or participate in school activities until the suspension is served.

SUSPENSION: Any student who cannot maintain good school citizenship will not be allowed to participate in extracurricular clubs or activities. Anyone placed in "in-school suspension" will be temporarily suspended from the club. Anyone who is given an "out-of-school suspension" will be temporarily suspended from participating and may be dropped from the club.

Please refer to the Academic Eligibility Policy for Extracurricular Activities (page 7).

Detention vs. Teacher Request

If a student has to serve a school detention on the same day that a teacher requests the student to stay after school, the student must report to the teacher by 2:06. The student will be issued a pass, and may go to detention if he/she can arrive by 2:20. If not, the student will serve the detention the next day, without additional penalty. Before leaving school for the day, the student should show his/her pass to the detention supervisor. If a note or pass from a teacher is not turned in, a penalty detention will be added.

Music Department Procedures

When a student is scheduled for a music lesson, the student must report first to his/her regular classroom teacher to notify the teacher of the schedule conflict. The teacher may ask the student to remain in class if a very important event such as a test is going to occur. When students participate in the Music Department Concerts, concerts count as a major exam. If a student misses a concert without a very good reason, the student will receive an exam grade of zero.

Equal Access to Education

The Board of Education adopted a policy which stipulates the appropriate grievance procedures for Title IX (gender based discrimination) and Section 504 of the Rehabilitation Act of 1973 (handicapped students). The person designated to coordinate Title IX compliance activities is Katherine Oboyski-Butler, Assistant Superintendent of Schools, Lansingburgh C.S.D., Troy, N.Y. 12182. She can be reached during the normal office hours at 233-6802. Ms. Barbara Sperling, Director of Pupil Personnel Services is the Section 504 Compliance officer. She can be reached at 235-0548.

Vocational Education Opportunities will be offered without regard to sex, race, color, national origin or handicap.

Awards and Recognition

The staff at Knickerbacker realizes the importance of letting students know they are doing a good job. Students may be recognized in the following ways:

- a. Eighth grade graduation awards program (recognizes outstanding achievement in subject areas and attendance).
- b. Sixth and seventh grade Spring Awards Assembly (recognizes outstanding achievement in subject areas and attendance).
- c. Student of the Quarter — one student from each subject area and special area is chosen to be honored as student of the quarter by the faculty. These students are chosen for their outstanding social and academic behavior.
- d. The honor roll and high honor roll are published every 10 weeks and honor roll students attend a party sponsored by the principal.

LIBRARY SERVICES

Hours

The library is open from 7:55 a.m. to 2:05 p.m. on school days. Occasional staff meetings are held in the library after school. If the library is to be closed, notice is given in advance in the school announcements.

Use of the Library

- a. Library passes are encouraged for those of you making use of library materials; homework requiring use of textbooks only should be done in study halls.
- b. The library is a quiet place for persons wishing to use library facilities. Therefore, unnecessary talking is not permitted. A maximum of five students per study hall should be allowed library passes.
- c. Students should be sent to the library according to the following priorities:
 1. Students who wish to do research. (These students may stay the entire period.)
 2. Students who wish to take out a book or use the AV equipment may stay 20 minutes.
 3. Students who wish to read magazines are allowed one 20-minute visit per day.
- d. Students are responsible for lost and damaged materials.
- e. Students are expected to respond to directions the first time they are given. This could be followed by our plan for discipline. e.g. Inappropriate library behavior will result in the following action:
 - 1st Offense* A verbal warning
 - 2nd Offense* Special designated seating
 - 3rd Offense* Sent back to class or study hall
 - 4th Offense* Loss of library privilege for a period of time
 - 5th Offense* Detention

Office referral may be issued for any serious violation.

Circulation

- a. You may borrow up to two (2) books at a time.
- b. Books are charged out for three weeks with the right of renewal unless there has been another request for the book.
- c. Failure to charge out materials taken from the library may result in loss of library privileges.
- d. Return materials to the drop slot in the front of the circulation desk.
- e. Overdue materials/outstanding fines result in the following:
 1. You may lose borrowing privileges until materials are returned.
 2. Your parents will be notified with written notices being placed in your report card envelope.
 3. Magazines, audio-visual materials and reference books may be used in the library only.
- f. Frequently a teacher will request a number of books be put on reserve. These books may be used in the library during the day and in some instances may be charged out overnight.

Internet

Students who desire to gain Internet access will be required to sign the Parent/Guardian Consent and Waiver Form. Students who visit inappropriate internet sites will be disciplined depending on the severity ranging from warning to suspension of internet use to suspension from school.

**BELOW ARE SOME RESOURCES AVAILABLE
TO HELP CHILDREN AND THEIR FAMILIES IN NEED**

MENTAL HEALTH 24 HOUR CRISIS HOTLINE274-4345

RENSSELAER COUNTY MENTAL HEALTH270-2800

CHILD ABUSE HOTLINE1-800-342-3720

TEEN PREGNANCY HOTLINE1-800-522-5006

RAPE CRISIS271-3257
or 271-3445

RENSSELAER COUNTY DRUG FREE CLINIC270-2800

AA/NA/ALANON/ALATEEN MEETING SCHEDULE479-6469

TEENAGE OPPORTUNITY PROGRAM272-6012
Ext. 39

SUICIDE PREVENTION463-2323

N.Y.S. DOMESTIC VIOLENCE HOTLINE1-800-942-6906

HOSPICE GRIEF COUNSELING GROUP285-8100
295 Valley View Blvd, Rensselaer, NY 12144
(Route 4 below Cumberland Farms)

DISCIPLINE REGULATIONS 6-12

Definitions and Clarifications

The faculty, parents, and students value the necessity of good student behavior and conduct in order for an atmosphere of learning to exist in school and for effective instruction to take place in school. These regulations are to ensure that a safe and orderly environment exist which is conducive to an optimal learning climate. The discipline policy applies to all school sponsored activities both on and off school property. Obviously, the nature of the age and maturity of the students involved necessitate some consideration. However, since the two buildings share students and staff, consistency facilitates a positive educational climate.

This handbook constitutes notice of all school policies, rules and regulations. It is the responsibility of the student to become aware of its contents.

Detention (DET)

Detention is a supervised study from 2:06 pm to 2:50 pm. Students must be in (DET) by 2:20 p.m. to be credited with (DET) attendance. If the student arrives after 2:20 p.m., with a note from a teacher, the (DET) will be rescheduled. Students must go to (DET) with books and materials to study. Students must sit quietly and keep to themselves in (DET). If a student skips a (DET) or does not complete a (DET) successfully, an additional (DET) will be added as a penalty. Students accumulating 5 (DET)s will receive 1 ISS. Three infractions in a day will result in ISS.

Policies for Saturday Detention:

1. Supervising Teacher will be provided a list of students, which will include:
 - A) Student name
 - B) Amount of time to be served
 - C) Home Phone Number – (this number to be confirmed with parent when detention is assigned)
2. Students assigned Saturday detention should report to the high school cafeteria at 9:00 a.m. with school work or free reading books. Detention will conclude at 1:00 p.m.
3. Students who come to detention unprepared will be assigned another day of Saturday detention.
4. Students will bring lunch. There will be no deliveries.
5. Late students – students will be assigned $\frac{1}{2}$ hour of Saturday detention for every 15 minutes they are late with the maximum penalty of 4 hours (one whole Saturday detention). (e.g., 1-15 minutes = $\frac{1}{2}$ hour; 16 – 30 minutes = 1 hour). Students should serve the penalty hours that Saturday if possible. If this is unable to be done, the penalty hours will be served on a subsequent Saturday.

6. Students who do not show for detention will be assigned two days of out-of-school suspension.
7. Students who do not report, are insubordinate or a behavior problem:
 - A) Parents will be notified (phone) by the Supervising teacher
 - B) Student will be sent home
 - C) Student discipline referral will be completed
8. A copy of the attendance for Saturday detention with comments about the student(s) conduct, cooperation, and effort will be forwarded to the Assistant Principal.

In-School Suspension (ISS)

ISS is a day long supervised study from 7:55 a.m. to 2:02 p.m. Students must attend ISS with books and materials to study. Students must sit quietly and keep to themselves in ISS. Classroom teachers will send assignments to students in ISS. Students owing ISS will be suspended from all school and athletic activities. Parents will be notified by the administration. No student may enter ISS after 9:20 a.m.

Out-Of-School Suspension (OSS)

OSS is exclusion from school property and all school functions for the length of the (OSS). The student is not allowed to participate in or to attend any school related activity for the duration of the (OSS). Students on (OSS) are to be at home or with a guardian during regular school hours. Parents will be notified by the administration. When students are scheduled to return to school, they are to be accompanied by a parent/guardian for a conference with an administrator. After school remediation for students who are on (OSS) is from 2:15-4:00 p.m. every day in room 243 of L.H.S. You may return to school at 2:15 to obtain materials from your locker and to obtain materials from your teachers. AFTER SCHOOL REMEDIATION FOR ALL SUSPENDED STUDENTS IS PROVIDED.

Superintendent's Hearing

Students committing repeated acts of misbehavior or serious offenses will be referred to the superintendent of schools for a hearing. The failure of a student to show for the hearing results in a loss of all rights to the hearing. The superintendent may take the following action on

1. Reinstatement of pupil with no loss of privileges.
2. Assign extended Detentions, ISS's, OSS's or removal from school rolls.
3. Assign tutoring with OSS. Please note that the District is not required to provide tutoring if the student was 16 years of age or older at the beginning of the school year or turns 17 by the time of the suspension.
4. Assign reinstatement on a probationary status with restrictions.

Family Court Action:

Any student who accumulates more than three (3) (OSS)s, and is under the age of 18, will face possible Family Court Action.

Any student who accumulates more than six (6) occurrences of In-School suspension, and is under the age of 18, will face possible Family Court Action.

Student Behavior – General Expectations

In order to insure the proper atmosphere for learning, students are expected to cooperate, be respectful and to follow directions. Sometimes students make mistakes. Generally, teachers will identify problems and pursue appropriate, reasonable measures to cause students to adjust their behavior. Students who do not respond to reasonable measures shall be referred to the administration by means of the Student Referral. The student referral will be used to describe the problem and to identify actions taken by teachers and administrators to deal with the problem. A copy of the student referral is mailed to the parent. Appropriate disciplinary action will be taken by the administration when necessary.

Students who are insubordinate, or endanger the health and safety of themselves or others will be suspended from school. In-school suspension requires a student to report to the (ISS) room rather than attend regular classes. Teachers will provide assignments to the ISS supervisor. The ISS supervisor will return completed assignments to the teachers. Students who fail to complete assignments will be subject to additional consequences.

Students who are in ISS shall have the opportunity to make up missed work. Students suspended must make up missed work from 2:05 p.m. to 4:00 p.m.

Penalties

The range of penalties which may be imposed for violations of the student disciplinary code includes the following:

verbal warning

written warning

written notification to parent(s) or guardian(s)

probation

reprimand

detention

suspension from transportation

suspension from athletic participation

suspension from social or extracurricular activities

suspension of other privileges

exclusion from a particular class

in-school suspension

suspension

Alternatives

Counseling, although not considered a penalty, may be implemented as an additional strategy.

In addition, involuntary transfer, although not a penalty, may be considered in cases where a non-disabled student's behavior problems indicate the need for transfer and the non-disabled student would benefit from the transfer. A non-disabled student may be transferred only in accordance with Education Law section 3214(5).1

Depending upon the nature of the violation, it is the desire of the Board of Education that student discipline be progressive, i.e., a student's first violation should merit a lighter penalty than subsequent violations. It is also the Board's desire that staff members imposing such penalty take into account all other relevant factors in determining the appropriate penalty. The above penalties may be imposed either alone or in combination. Such penalties may be imposed by the Superintendent of Schools or with his/her permission.

Initiation of a Student Disciplinary Proceeding

Any teacher, administrator, board member, parent(s) or guardian(s) or other persons may report a violation of the student disciplinary code to the Building Principal or his/her designee. He/She may then make an investigation of the charges as deemed appropriate and institute an informal or disciplinary proceeding, and/or make a referral to the Committee on Special Education, as deemed necessary.

When discipline administered by a classroom teacher does not result in acceptable student behavior, the teacher should file a written report with the Building Principal, who will then take action as prescribed in the student code of conduct.

This policy and the Board's rules and regulations for the maintenance of public order on school property will be publicized and explained by the teaching staff to all students and provided in writing to all parent(s) or guardian(s) on an annual basis. In order to ensure the effectiveness of this student discipline code, the Board requests the continuing assistance of parent(s) or guardian(s) in explaining and enforcing the code. A student handbook will be made available each year for the entire student population.

The Board recognizes a student's right to a Superintendent of Schools' hearing before a suspension from attendance in excess of five days and the right to an appeal of such a suspension to the Board pursuant to Education Law S 3214 and Policy 5313.3, Student Suspension.

If a criminal offense has been committed (i.e., false fire alarm, vandalism, use and possession of weapons) the police will be notified. All infractions of the student disciplinary proceedings as outlined in 5313.3, Student Suspension.

Cross-ref: 5300, Prohibited Conduct
5310, Student Discipline
5313, Corporal Punishment Complaints

Ref: Education Law § 3214

8 NYCRR § 100.2(1)

Matter of O'Conner v. Bd. Of Ed., 65 Misc. 2d 40, 43 (due process)

Appeal of Reeves, Dec. No.13,857 (1998) (involuntary transfer)

Matter of Troy R., EDR 424 (1990) (automatic penalties)

Appeal of Ward, 27 EDR 217 (1988) (indefinite suspension)

Appeal of Wood, 27 EDR 92 (1987) (suspension beyond school year)

Matter of Clark, 21 EDR 542 (1982) (extracurricular activities)

Matter of Caskey, 21 EDR 138 (1981) (reduction in grade)

Matter of MacWhinnie, 20 EDR 145 (1980) (reduction in grade)

Matter of Labriola, 20 EDR 377 (1980)

(transportation, contingent suspensions)

Matter of Caulfield, 18 EDR 574 (1979) (suspension from classes)

Matter of Wright, 18 EDR 432 (1978) (formal due process)

Matter of Port, 9 EDR 107 (1970) (informal due process)

DISCIPLINARY CONSEQUENCES

Administrators and teachers will clearly identify expectations for students. A description of typical student problems and disciplinary consequences that will result from these problems is listed below.

Alcohol and Drugs

No one is to bring, carry, transport, store, sell or use any alcoholic beverages, drugs or paraphernalia in the school building or on the school grounds, or school bus. Disciplinary action including suspension and arrest may be administered. EVEN THOUGH ALCOHOLIC BEVERAGES OR DRUGS MAY HAVE BEEN CONSUMED ELSEWHERE, NO STUDENT WILL BE ADMITTED TO SCHOOL OR ANY ATHLETIC OR EXTRACURRICULAR EVENT, IF, IN THE OPINION OF THE CHAPERONE, IT IS APPARENT THAT ALCOHOLIC BEVERAGES OR DRUGS HAVE BEEN CONSUMED OR THE STUDENT IS EXHIBITING ERRATIC OR DISRUPTIVE BEHAVIOR.

1. Sale of drugs or paraphernalia and/or alcohol on school property:

First Offense: OSS (mandatory 5 days), refer to legal authorities and superintendent's hearing.

2. Use of drugs or paraphernalia and/or alcohol on school property:

First Offense: OSS (mandatory 5 days) notification of authorities.

Second Offense: superintendent's hearing after mandatory 5 day OSS. Notification of authorities.

3. Possession of drugs or paraphernalia and/or alcohol on school property:

First Offense: Same as 2.

Second Offense: Same as 2.

4. An attempt to exchange, sell or purchase any substances purported to be alcohol, narcotics or other such substances prohibited on school grounds is strictly forbidden and in violation of school policy. Students involved in such transactions will be subject to disciplinary consequences of up to five days suspension, superintendent's hearing, and referral to legal authorities.

Gambling

Gambling is not permitted on any property owned, or leased by this school district. In the event that students are gambling, punishment ranging from reprimand to suspension will be administered.

Weapons

No student shall have in his or her possession upon school premises any rifle, shotgun, pistol, revolver, other firearm, knives, dangerous chemicals, explosives or any object which is not necessary for school activities and which could be used as a weapon. A deadly weapon is defined by N.Y.S. Penal Law Section 10(12) to include any loaded weapon from which a shot, readily capable of producing death or other serious injury, may be discharged, or a switchblade, gravity knife, dagger, billy, blackjack or metal knuckles. Or dangerous instrument as defined by N.Y.S. Penal Law Section 10(13) means any instrument, article or substance, including a vehicle as that term is defined in the Penal Law, which under the circumstance in which it is used, attempted to be used, or threatened to be used, is readily capable of causing death or other serious physical injury.

Any Offense: Suspension, parent conference, referral to Superintendent's Hearing and notification of law enforcement authorities.

The possession of certain items that could be used as weapons is prohibited and, where appropriate, when items of this nature are in a student's possession on school property, students will be subject to consequences ranging from detention up to 5 days of OSS. (For example, locks on bandanas and wallet chains, etc.)

First Offense: 1 day of ISS.

Second Offense: up to 5 days OSS.

Third Offense: 5 days OSS and superintendent's hearing.

Fourth Offense: same as third offense.

Any item resembling a weapon, including but not limited to toy or replica guns or knives, may not be possessed on, or in the vicinity of, school property or school buses. Consequences for violation range from reprimand to suspension.

Vandalism

Deliberate Destruction/Defacement of school property: Vandalism is the willful destruction of property (to include books, equipment, and desks) owned by the school district, and/or members of the Lansingburgh School staff, or student body. Vandalism is not only expensive, causing a reduction of funds to the education process, but it is also detrimental to the reputation of the school and the students associated with that school. Vandalism has a negative effect on the entire school community; it is therefore unacceptable behavior. Disciplinary actions including repair, replacement, restitution, suspension, arrest and/or prosecution are all possible levels of punishment for this offense.

Graffiti written on any part of the school building or school furniture will result in punishment ranging from detention to OSS. If the graffiti is hateful, racial or ethnic in nature, the student responsible will be suspended up to 5 days pending a Superintendent's Hearing.

Cutting of Classes

Every student's illegal absence from class will be subject to the following additional consequences:

First Offense: One day of (DET). The parents will be notified by administration.

Second Offense: Two days of (DET). The parents will be notified by administration.

Third Offense: Three days of detention, and one day of ISS. The parents will be notified by administration.

Fourth Offense: Two days of ISS. Administration will convene a conference with the parents.

Fifth Offense: Up to three days of OSS. Required parent conference.

Sixth Offense: Up to five days of OSS and a recommendation for a superintendent's hearing.

PLEASE NOTE:

STUDENTS WHO CUT A CLASS AND LEAVE THE BUILDING WILL BE CONSIDERED TRUANT.

STUDENTS WHO ARE ILLEGALLY ABSENT FROM A CLASS WILL RECEIVE A "0" FOR ALL WORK MISSED.

Tobacco

Student's use of tobacco in any form is prohibited within the buildings, on the buses or on the grounds.

First Offense: One day of ISS. The parents will be notified by administration.

Second Offense: Two days of OSS. The parents will be notified by administration.

Third Offense: Four days of OSS. The parents will be notified by administration.

Fourth Offense: Five days of OSS. The parents will be notified by administration.

Fifth Offense: Same as Fourth Offense.

Tobacco products cannot be carried on the student's person during the school day.

First Offense: One day of detention.

Second Offense: Three days of detention.

Third Offense: One day of ISS.

Honesty

Stealing, lying, cheating, distorting facts, forging notes and passes, and similar offenses are considered unacceptable behavior. In a society attempting to function on the basic principles of trust, members acting contrary to these principles will be subject to disciplinary action, depending on circumstances. For example, stealing and forging notes or passes may result in immediate suspension. Cheating will result in a "0" grade for that assignment or test.

Explosives/Fireworks, Arson and False Alarms

Arson: Acts of arson on school property, are STRICTLY prohibited and will result in 5 days OSS, a superintendent's hearing, and a deposition to the police department.

Explosives/Fireworks:

(possession of explosives of any kind on school property is strictly prohibited.)

First Offense: Notify police, 5-day suspension, and possible superintendent's hearing.

False Alarms: Students initiating false alarms will receive 5-day suspension, superintendent's hearing and a deposition to the police department.

Bomb Threats (Written or phoned in): Students initiating a bomb threat, either written or by telephone, will receive a 5-day suspension, superintendent's hearing, and a deposition to the police department.

Insubordination

When a student refuses to comply with a reasonable directive of an administrator, teacher, or other adult employed by the Lansingburgh School District, he/she is considered to be insubordinate. The penalty will be determined by the administration and will range from a reprimand to suspension depending upon the circumstances.

Transportation

Bus Students who ride a school bus to school are expected to be at the designated pick up area 15 minutes ahead of time. Buses leave school grounds at 2:10 p.m. and the late bus leaves at 3:00 p.m. General rules for student behavior apply on school buses. Infractions of school rules, such as smoking on the bus, will result in the removal of the student from the bus for an extended period of time. Serious problems will result in additional disciplinary action being taken.

Tardiness

All students are expected to make a diligent effort to arrive at school or class on time. A student who arrives at his/her homeroom after 7:50 am is tardy. Students who arrive late to school **MUST** sign in at the school office before going to class. The bell schedule permits sufficient time for all students to pass from one class to another. Students who enter a class late disrupt the educational process of the entire class and cause the teacher to waste valuable instructional time due to the interruption.

Students who exceed four lates will be assigned to detention. Students who continue to arrive after 7:50 am will be subject to additional disciplinary consequences.

Conduct in School Corridors:

Students have three minutes between periods to pass from one class to another. They are to maintain good order in the corridors and on the stairways, passing promptly from class to class. Running, pushing, shouting, whistling, scuffling or any other disturbances in the corridors are unacceptable. Infractions will result in one night of detention. Severity of consequence will depend on the nature of the behavior.

Profanity

Improper language will not be tolerated in school. **SWEARING, ABUSIVE OR FOUL LANGUAGE** will be punished as follows:

First Offense: Disciplinary actions ranging from detention to notification of parents are possible actions that will be taken.

Second Offense: Two days of ISS and a parent conference.

SWEARING, ABUSIVE AND/OR FOUL LANGUAGE TOWARDS STAFF:

First Offense: Up to five days of suspension and parent conference.

Second Offense: Recommendation to the superintendent of schools for a hearing for indefinite suspension.

Public Display of Affection

Intimate behavior in public is not considered to be in good taste and is potentially detrimental to the reputation of the students involved. This type of behavior is inappropriate for a Lansingburgh School District student. Disciplinary actions ranging from reprimand to notification of parents are possible actions that will be taken.

Racial, Sexual and other forms of Harassment

Harassment of others is not tolerated by the School District. Students who harass others are subject to disciplinary consequences ranging from reprimand to long term suspension. In cases where a criminal act may have been committed law enforcement authorities will be contacted. Refer to the Harassment section of this handbook for a more detailed description of School District policy.

Hazing, bullying, and harassment in any form are strictly prohibited and will not be tolerated in the Lansingburgh Schools. Any student engaging in such activity will be subject to disciplinary action.

Loitering

After dismissal from school, students not under the direct supervision of a teacher or coach will not be permitted in the school building or on school property. Disciplinary action ranging from detention to suspension will be administered.

Lunch Period Policy

Students are to remain in the cafeteria during the lunch period. Food is to be consumed in the cafeteria. Students must comply with any request of the cafeteria personnel or faculty. Noon aides, teachers, or administrators will grant permission for students to use the third floor lavatories. Discipline problems will be dealt with by assigning penalties ranging from detention to suspension.

Truancy

A student who is illegally absent from school is truant. All students are expected to attend school daily. Students under the age of sixteen are required to attend school by New York State Law. Students sixteen years of age and older but not graduated are presumed to be enrolled for the purpose of completing their high school education.

STUDENTS WHO CUT A CLASS AND LEAVE THE BUILDING WILL BE CONSIDERED TRUANT.

First Offense: One day of ISS. The parents will be notified by the administration.

Second Offense: Two days of ISS. The parents will be notified by the Administration.

Third Offense and Additional Times Truant: Same as second offense.

Fighting

Fighting is the deliberate and/or intentional striking of one member of the school community by another. Students are expected to avoid this practice in settling disagreements. Fighting may result in serious injury to one or all parties; this could lead to arrests, lawsuits, etc. Punishment for fighting on school property will be:

First Offense: Up to a maximum of five (5) days OSS. In severe cases, a more drastic measure will be taken.

Second Offense: Recommendation to the superintendent of schools for a superintendent's hearing for suspension, (following a five-day suspension by the principal).

Pagers/Cellular Phones/Electronic Entertainment Devices

The use of cell phones or pagers or electronic entertainment devices during school hours (7:50 - 2:02) is prohibited. Any student using the above during school hours will be subject to disciplinary action ranging from reprimand to suspension.

Sexual Harassment of Students

The Board of Education is committed to safeguarding the right of all students within the school district to learn in an environment that is free from all forms of sexual harassment. Conduct is deemed to be sexual harassment when the recipient perceives such behavior as unwelcome. It is irrelevant that the harasser had no intention to, sexually harass the person. The Board recognizes that sexual harassment of students can originate from a person of either sex against a person of the opposite or same sex, and from peers as well as employees, board members or any individual who foreseeable might come in contact with students on school grounds or at school-sponsored activities. When an alleged sexual harassment occurs and the district knows about it, they shall take immediate and appropriate corrective action.

The Board, consistent with State and Federal law, therefore condemns all unwelcome behavior of a sexual nature including, but not limited to, that which may impose a requirement of sexual cooperation as a condition of academic advancement, or which may have the purpose or effect of creating an intimidating, hostile, or offensive learning environment. The Board also prohibits any retaliatory behavior against complainants or any witnesses.

Any student who believes that he or she has been subjected to sexual harassment should report the alleged misconduct immediately, pursuant to 5020.1-R, so that appropriate corrective action, up to and including discharge of an employee or suspension of a student, may be taken at once. The complainant shall not be discouraged by staff administration, board members and/or vendors, from reporting an incident of alleged sexual harassment. In the absence of a victim's complaint, the Board, upon learning of, or having reason to suspect, the occurrence of any sexual misconduct, will ensure that an investigation is promptly commenced by appropriate individuals.

Sexual Harassment of Employees

The Board of Education is committed to safeguarding the right of all employees within the school district to a work environment that is free from all forms of sexual harassment. Conduct is deemed to be sexual harassment when the recipient perceives such behavior as unwelcome. It is irrelevant that the harasser had no intent to sexually harass the person. The Board recognizes that sexual harassment can originate from a person of either sex against a person of the opposite or same sex, and from peers as well as supervisors and Board members.

The Board, consistent with State and Federal law, therefore condemns all unwelcome behavior of a sexual nature including, but not limited to, that which may impose a requirement of sexual cooperation as a condition of employment or advancement, or which may have the purpose or effect of creating intimidating, hostile, or an offensive working environment. The Board also prohibits any retaliatory behavior against complainants or any witnesses.

Any employee who believes that he or she has been subjected to sexual harassment should report the alleged misconduct immediately, pursuant to 9010.2-R, so that appropriate corrective action up to and including discharge of the offender, may be taken at once. The complainant shall not be discouraged by staff, administration, board members and/or vendors from reporting an incident of alleged sexual harassment. In the absence of a victim's complaint, the Board, upon learning of, or having reason to suspect, the occurrence of any sexual misconduct, will ensure that an investigation is promptly commenced by appropriate individuals.

Racial Harassment

It is the policy of the Board of Education that no teacher, administrator, employee or agent of the District shall treat a student differently in a way that interferes with or limits the ability of the student to participate in or benefit from a District program or activity on the basis on the student's race, color or national origin.

It is also the policy of the Board of Education that no student shall treat another student differently in a way that interferes with or limits and ability of that student to participate in or benefit from a district program or activity on the basis of the student's race, color or national origin.

A student who believes he or she has been the victim of racial harassment by another student should bring the complaint to a teacher. A student who believes he or she has been the victim of racial harassment by a teacher should bring the complaint to the Principal of his or her school. A student who believes he or she has been the victim of racial harassment by a Principal should bring the complaint to the Superintendent of Schools. A student who believes he or she has been the victim of racial harassment by the Superintendent of Schools should bring the complaint to the President of the Board of Education.

Gangs

The Board of Education desires to keep district schools free from the threats or harmful influence of any groups or gangs which exhibit drug use, violence or disruptive behavior. The principal or designee shall take steps to deter gang intimidation of students and staff and confrontations between members of different gangs. The principal and/or designee shall exchange information and establish mutually supportive efforts with local law enforcement authorities.

The Superintendent or designee shall provide in-service training which helps staff to identify gangs and gang symbols, recognize early manifestations of disruptive activities, and respond appropriately to gang behavior. Staff shall be informed about conflict management techniques and alerted to intervention measures and community resources.

To further discourage the influence of gangs, the principal or designee shall ensure that

school rules of conduct are enforced consistently and that all students have access to counselors as needed. If a student exhibits signs of gang affiliation, staff shall so inform the parent/guardian.

The Board of Education believes that gang-related apparel is hazardous to the health and safety of the school environment. When there is evidence of a gang presence in district schools that disrupts or threatens to disrupt school activities, the Superintendent or designee may establish reasonable dress code regulations prohibiting students from wearing or carrying any clothing or symbol that denotes gang activity on school grounds and at school activities, both on and off campus. Prohibited items of clothing or symbols include, but are not limited to, any items of clothing, jewelry, trademark, or any other attribute, denotes membership in a gang or any other group which advocates alcohol or drug use, vandalism, disruptive behavior and violates the criminal law. In addition, individual schools may, in their school safety plan, prohibit gang related apparel.

Cyber Policy

Using images of school buildings, school events or the school logo without permission from an administrator is prohibited, and students will be subjected to disciplinary actions ranging from reprimand to suspension. Example: transmitting images on "My Space."

HIV/AIDS POLICY

The Board of Education recognizes the public concern over the health issues surrounding Human Immunodeficiency Virus (HIV) and Acquired Immune Deficiency Syndrome (AIDS). The Board recognizes, based upon the current state of medical knowledge, that the virus associated with AIDS is not easily transmitted and there is no evidence that AIDS or the HIV virus can be transmitted by casual social contact in the open school setting.

The Board further recognizes the privacy rights of students diagnosed with HIV infection or AIDS and their right to a free appropriate public education; the rights of HIV infected employees to privacy and reasonable accommodations; the rights of all non-infected individuals to a safe environment free of any significant risks to their health; and the rights of all students to instruction regarding the nature, transmission, prevention, and treatment of HIV infection, pursuant to the Commissioner's Regulation, Part 135.3.

No individual shall be denied access to any program or activity sponsored by or conducted on the grounds of the district, solely on the basis of his/her status as an HIV-infected individual.

Students

It is the policy of the Board that:

A student's education shall not be interrupted or curtailed solely on the basis of his/her HIV status. HIV-infected students shall be afforded the same rights, privileges, and services available to every other student.

No student shall be referred to the Committee on Special Education solely on the basis of his/her HIV status. A student who is infected with HIV shall be referred to the Committee on Special Education (CSE) only when the student's disability interferes with his/her ability to benefit from instruction. Such referral shall be made in accordance with Part 200 of Commissioner's Regulations.

If a student who is HIV-infected requires special accommodations to enable him/her to continue to attend school, the student shall be referred to the appropriate multi-disciplinary team as required by Section 504 of the Rehabilitation Act.

No disclosure of HIV related information involving a student shall be made without first obtaining the informed consent of the parent, guardian or student on the Department of Health (DOH) approved form. (See the generic *Department of Health Authorization of Release of Confidential HIV Related Information*.)

Students will have access to this policy in the Student Handbook.

Employees

It is the policy of the Board that:

No employees shall be prevented from continuing in his/her employment solely on the basis of his/her HIV status; such employees are entitled to all rights and privileges, and services accorded to other employees and shall be entitled to reasonable accommodations to the extent that such accommodations enable such individuals to perform their duties.

No disciplinary action or other adverse action shall be taken against any employee solely on the basis of his/her status as an HIV infected or a person with AIDS. Such action will only be taken where, even with the provision of reasonable accommodations, the individual is unable to perform his/her duties.

All employees shall have access to the district's exposure control plan as required by the Federal Office of Safety and Health Association (OSHA).

In accordance with OSHA regulations, training in universal precautions and infection control shall be offered to all employees and shall be provided to every employee with potential occupational exposure.

Confidentiality

- Any information obtained regarding the HIV status of an individual connected to the school shall not be released to third parties, except to those persons who are:
 - named on an Authorization for Release of Confidential HIV Related Information form;
 - named in a special HIV court order, or
 - as indicated in Public Health Law 2782, when necessary to provide health care to the individual (i.e., to the school physician and the school nurse).
- Any employee who breaches the confidentiality of a person who is HIV infected shall be subject to disciplinary action in accordance with applicable law and/or collective bargaining agreement.
- To protect the confidentiality of an HIV infected individual, any documents identifying the HIV status of such individuals shall be maintained by the school nurse (or another authorized individual) in a secure file, separate from the individual's regular file. Access to such file shall be granted only to those persons named on the Department of Health approved Authorization for Release of Confidential HIV Related Information form, or through a special HIV court order. When information is disclosed, a statement prohibiting further re-disclosure, except when in compliance with the law, must accompany the disclosure.

HIV/Aids Testing

No school official shall require a student or employee to undergo an HIV antibody test or other HIV-related test. In accordance with OSHA regulations in the event of an incident involving the exposure of one individual to potentially infectious body fluids of another individual, particularly blood or any other fluid which contains visible blood, an HIV test may be requested but NOT required. The request and refusal must be documented.

However, school officials shall not be precluded from requiring a student or employee to undergo a physical examination pursuant to Education Law 903 and 913, when other illness is suspected (e.g. tuberculosis), as long as no HIV antibody test or other HIV-related test is administered without the individual's informed consent as required by Public Health Law 27-F.

IN-SCHOOL SUSPENSION PROCEDURES

1. Students are assigned ISS with 24 hours notice whenever possible.
2. Parent/Guardian will be notified by phone and/or mail.
3. Students who do not arrive at ISS by 9:20 will repeat ISS the next day.
4. Students are expected to be familiar with the material on the ISS information sheet (see below).
5. Students are rated by the ISS supervisor at the end of the day. Students rated “unsatisfactory” may return to ISS the next day at the discretion of an administrator.
6. Any student rated “unsatisfactory” in behavior during two (2) consecutive days of ISS will face further consequences.
7. Students owing ISS will be suspended from all school and athletic activities.

ISS STUDENT INFORMATION SHEET

NAME _____ DATE _____

Student Expectations

1. Arrive with all materials to ISS no later than 8:00 am.
2. Complete assignment slips.
3. Complete "Back on Track" Composition.
4. Complete Teacher Assignments.
5. Remain quiet and work on approved tasks for the entire day.

NO PASSES WILL BE ISSUED UNLESS IT IS AN EMERGENCY

ISS Schedule

- 11:11 students will be escorted to lunch.
11:32 students will be escorted back to ISS.
2:50 dismissal.

Guidelines for "Back on Track" ISS Composition

READ THESE DIRECTIONS COMPLETELY BEFORE YOU BEGIN WORK.

One of your responsibilities while assigned in-school suspension is the completion of a composition entitled "Back on Track". The purpose of this composition is to help you understand why you were assigned ISS and give you a chance to consider how to prevent future problems.

This paper must be neat and in composition form, at least 200 words in length. Your "Back on Track" composition should answer the following questions:

1. What is the reason you were assigned ISS? What school rule did you break?
2. Why does the school need such a rule? (Refer to the first question).
3. How could your behavior have negatively affected (hurt or offended) yourself or others?
4. How will obeying this rule help you do better in school and beyond school?
5. What specific steps will you take to keep from being assigned ISS in the future? How will you get "Back on Track"?

THIS PAPER SHOULD ANSWER ONLY THE ABOVE QUESTIONS. OTHER COMMENTS, COMPLAINTS, OR SUGGESTIONS YOU MAY HAVE CAN BE SUBMITTED BUT MUST BE DONE ON A SEPARATE PAPER. YOUR "BACK ON TRACK" COMPOSITION MUST BE COMPLETED BEFORE LUNCH. YOU WILL NOT BE EXCUSED FROM ISS UNTIL THIS PAPER IS COMPLETED AND APPROVED.

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