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

**LANSINGBURGH CENTRAL SCHOOL DISTRICT MISSION STATEMENT:**

As a central school district rich in heritage, diversity and pride, faced with needs of an ever-changing community, the MISSION of the Lansingburgh Central School District is to create for all students a productive, challenging and safe educational environment guided by the New York State Learning Standards. Our students will acquire civic values, skills and strategies through a dynamic partnership between the schools and community. These experiences will inspire a lifetime of learning and self-sufficiency.

## **PRINCIPAL'S MESSAGE**

Lansingburgh High School teachers, staff, Board of Education and administration would like to welcome you to our 2010-2011 school year. We are excited to continue in this educational journey with you. You will be held to high expectations both academically and behaviorally to become the best that you possibly can. Education is power and we want to empower you to control your destiny through knowledge. Beyond our strong academic curriculum, we offer many opportunities for programs, activities and individual growth. The best way to have a positive experience in school is to take advantage of these opportunities, which will make your experience here more enriching.

This handbook is written to guide you through your high school year at Lansingburgh by giving suggestions, reviewing important rules, and explaining procedures. In these pages you will find guidelines to everything that relates to your success, supporting your extra-curricular talents, and fostering your personal growth is of utmost importance to everyone at Lansingburgh High School.

After reviewing this handbook, you still may have questions about various aspects of high school life. Staff members, listed in this handbook, will be happy to assist you in any way they can.

Speaking on behalf of all members of our school community, I am looking forward to seeing you in the halls, cafeteria, classrooms, during athletic events, and on stage. Welcome class of 2014. Class of 2011, make the best of your senior year. Always remember to make each day the best educational day you can.

Sincerely,

Frank Macri

## TIME SCHEDULES

<b>PERIOD 1/ HOMEROOM</b>	<b>7:50-8:36</b>
<b>PERIOD 2</b>	<b>8:39-9:20</b>
<b>PERIOD 3</b>	<b>9:23-10:04</b>
<b>PERIOD 4</b>	<b>10:07-10:48</b>
<b>PERIOD 5</b>	<b>10:51-11:08</b>
<b>PERIOD 6</b>	<b>11:11-11:32</b>
<b>PERIOD 7</b>	<b>11:35-11:52</b>
<b>PERIOD 8</b>	<b>11:55-12:16</b>
<b>PERIOD 9</b>	<b>12:19-12:36</b>
<b>PERIOD 10</b>	<b>12:39-1:19</b>
<b>PERIOD 11</b>	<b>1:22-2:02</b>

**DELAYED START DAILY TIME SCHEDULE**

<b>ONE HOUR DELAY 8:50am</b>		<b>TWO HOUR DELAY 9:50am</b>		
38 Min.	8:50-9:28	<b>Period 1</b>	9:50-10:20	30 Min.
33 Min.	9:31-10:04	<b>Period 2</b>	10:23-10:45	22 Min.
33 Min.	10:07-10:40	<b>Period 3</b>	10:48-11:10	22 Min.
30 Min.	10:43-11:13	<b>Period 4</b>	11:13-11:35	22 Min.
20 Min.	11:16-11:36	<b>Period 5</b>	11:38-11:58	20 Min.
13 Min.	11:39-11:52	<b>Period 6</b>	12:01-12:13	12 Min.
20 Min.	11:55-12:15	<b>Period 7</b>	12:16-12:35	20 Min.
13 Min.	12:18-12:33	<b>Period 8</b>	12:38-12:50	12 Min.
20 Min.	12:36-12:56	<b>Period 9</b>	12:53-1:13	20 Min.
30 Min.	12:59-1:29	<b>Period 10</b>	1:16-1:38	22 Min.
30 Min.	1:32-2:02	<b>Period 11</b>	1:41-2:02	21 Min.

## **DIRECTORY OF SCHOOL PERSONNEL**

Superintendent.....Mr. George Goodwin  
Assistant Superintendent.....Mrs. Katherine O’Boyski-Butler  
Director of Pupil Personnel.....Ms. Barbara Sperling  
CSE Chairperson.....Ms. Erinne Flanigan  
Business Administrator.....Ms. Lisa Kyer  
District Treasurer.....Mr. Daniel Carroll  
Athletic Director.....Mr. Michael Harkin  
Lansingburgh High School  
Principal.....Mr. Frank Macri  
Lansingburgh High School  
Assistant Principal.....Mrs. Jasmine Brown  
Lansingburgh High School  
Instructional Cordinator.....Mr. James Wager  
Knickerbacker Middle School  
Principal.....Mr. Shaun Paolino  
Knickerbacker Middle School  
Assistant Principal.....Ms. Kerri Messler  
Rensselaer Park Elementary School  
Principal.....Ms. Marcella Fushs  
Turnpike Elementary School  
Principal.....Ms. Dawne Steenrod  
Building and Grounds  
Supervisor.....Mr. Robert Schongar  
Director of Guidance.....Mrs. Jessica Nikodem  
District Attendance Officer .....Mr. Mark Smith  
School Nurse.....Ms. Jackie Tremont

### **GUIDANCE COUNSELORS**

Grades 9-12 A-F.....Mrs. Jessica Nikodem  
Grades 9-12 G-O.....Ms. Carly Hamilton-Jones  
Grades 9-12 P-Z.....Ms. Darlene Sampson

### **NON INSTRUCTIONAL STAFF**

Principal’s Secretary.....Ms. Maureen Cooper  
Guidance Secretary.....Mrs. Colleen Thomas  
Attendance Clerk.....Mrs. Tammy Fruscio  
Head Custodian.....Mr. Michael Parker

**BOARD OF EDUCATION MEMBERS**

Mrs. Mary Sweeney, President

Mrs. Susan Farrell, Vice President

Mr. P.J. Higgitt

Mr. Edward McDonough

Mr. Jason Shover

Mrs. Kelley Bristol

Mrs. Beth Roy

Mr. Carl Walp Jr.

**REGULAR BOARD OF EDUCATION MEETINGS WILL BE HELD ON THE  
LAST MONDAY OF THE MONTH. BOARD OF EDUCATION MEETINGS ARE  
OPEN TO THE PUBLIC.**

## **GUIDANCE OFFICE**

### **A. General Information**

Located on the first floor next to the high school office, the guidance office is available to students during periods 1-11 and after school.

Students wishing to see their counselor should contact the secretary in the Guidance Office to arrange for an appointment. Students may also fill out a request form to meet with their counselor. Students should not miss class to meet with their counselor unless it is an emergency.

When counselors request students for appointments, every effort is made to schedule meetings during a student's study hall period. Upon arrival to the Guidance Office, students will sign in with the Guidance Secretary and sign out upon departure. Students will write both the arrival and departure times on the sign in sheet.

Guidance services are available for every student in the school. These services include; assistance with educational planning, college preparation, interpretation of test scores, occupational information, career information, help with home, school, social concerns, or any questions students may feel they would like to discuss with counselors.

### **B. Student Schedules and Add/Drop Procedures**

The development of student programs is intended to be a deliberate and careful process. Student programs are reviewed each year with a goal of an appropriate challenge for each student. The scheduling process begins in January and extends through most of the spring semester.

Counselors meet with students and their parents individually. Parents are encouraged to communicate with counselors throughout this process. Parent information will be mailed and sent home with students.

## **C. Guidance Terms**

Terms listed below are terms which help define areas related to a student's high school academic program.

**PROGRAM** - A school program is a carefully prepared plan for high school that shows a combination of subjects to be taken in a systematic order

**ELECTIVES** - Electives subjects which are not required. They may be chosen by students.

**UNIT** - One unit (credit) is earned for a passing grade in each subject taken five times a week for a full year. If a subject is taken for only half the school year, one-half of the unit is earned.

**REGENTS** - These are state-wide examinations prepared under the direction of the New York State Education Department and offered at prescribed times (June, August, and January).

The following Regents Exams are required for Graduation:

Integrated Algebra

Science (any Regents Science)

Global Studies (Grade 10)

US History (Grade 11)

English (Grade 11).

**SEMESTER** - A semester is one-half the school year. The first or fall semester is from September through January. The second or spring semester is from February through June.

## **D. PROMOTION**

Promotion and subsequent graduation are based upon the unit (credit) system. A unit of credit represents successful completion of a full year course. The required number of units for graduation is 22.

To insure that you obtain the required units for graduation the following requirements for grade promotion have been established.

Grade 9 to Grade 10 – 5 Units

Grade 10 to Grade 11 – 11 Units

Grade 11 to Grade 12 – 16 Units

Grade 12 to Graduation – 22 Units

Those students who have less than 16 units of credit, but have a schedule that will allow them to graduate, may be placed in a senior homeroom.

All students must complete 4 years in English/Social Studies/Physical Education, 3 years in Math and Science, 1 year Foreign Language/Fine Arts, half year health, and 3.5 elective credits. In addition to the NYS Requirements, students must complete one additional three unit sequence or a 5<sup>th</sup> unit in English or Social Studies. All students are strongly encouraged to earn a 3 year 2<sup>nd</sup> language sequence in French or Spanish. Students should take a challenging academic program to prepare themselves for college. Please see your counselor if you have any questions.

### **E. Academic Intervention**

AIS labs or classes are assigned to prepare students for Regents Exams which are required for graduation. Students are required to pass Regents Exams in Math, Science, English 11R, Global Studies and US History.

### **F. Minimum Credits**

Students are required to be enrolled in a combination of courses yielding a minimum of 6 ½ credits. Special circumstances should be brought to the attention of the Guidance Counselor.

### **G. Information**

Guidance information is mailed with Interims and Report Cards. Scholarship and Award notices are posted in the Guidance Office and on the Guidance Website.

## **GRADUATION REQUIREMENTS**

It is the policy of the Board of Education to recognize the completion of the District's program of study with Graduation. Graduation is contingent upon the student's fulfillment of local and state requirements.

## **REQUIREMENTS FOR GRADUATION**

A. NYS Testing Requirements: to receive a high school diploma, students must demonstrate competence in Reading, Writing, Mathematics, Science, Global History and Geography and US History and Government. Students satisfy these competencies by:

1. Passing Regents examinations in English, Mathematics, Science, Global History and Geography and US History and Government.
2. Students seeking a Regents Diploma must earn a minimum of 65 on five Regents exams; English, Global History and Government, US History and Government, Integrated Algebra, one Science.
3. Students seeking an Advanced Regents Diploma must earn a minimum of 65 on eight Regents exams; English, Global History and Government, US History and Government, Integrated Algebra and Geometry/ Algebra II and Trig, two Sciences, and Foreign Language.
4. As per recent NYS Education Department regulations, for students entering grade 9 in 2006: General Education students must have at least three scores at 65 or above on the five (5) required Regents exams and all scores above 55 on the tests listed above.
5. As per recent NYS Education Department regulations, for students entering grade 9 in 2007: General Education students must have four scores above 55 on the tests listed above.
6. As per recent NYS Education Department regulations, for students entering grade 9 in 2008 and beyond: General Education students must pass all five required Regents exams at a score of 65 or above.

\*Students with an IEP may meet testing requirements by passing appropriate RCT exams. PLEASE CONSULT WITH THE CSE COMMITTEE OR YOUR CHILD'S SPECIAL EDUCATION PROVIDER TO DISCUSS YOUR STATUS.

Students with disabilities, classified by the Committee on Special Education, may satisfy these testing requirements by passing Regents Competency Tests (RCT's). However, such students must attempt all five Regents exams (English, Global History and Geography, US History and Government, Math and Science). This provision will remain in effect as a safety net for students with disabilities for students entering grade 9 through 2010.

Students with learning disabilities may earn an IEP (Individualized Education Program) diploma according to a program set forth by the Committee on Special Education.

**B. Diploma Requirements**

Required Subjects	Local	Regents	Adv. Regents
English	4 Units	4 Units	4 Units
Social Studies	4 Units	4 Units	4 Units
Mathematics	3 Units	3 Units	3 Units+
Science	3 Units	3 Units	3 Units
Foreign Language	1 Unit	1 Unit	3 Units^
Health	½ Unit	½ Unit	½ Unit
Art or Music	1 Unit	1 Unit	1 Unit
Physical Education	2 Units	2 Units	2 Units
Electives	Varies	Varies	Varies
Total	22 Units	22 Units	22 Units

\*Must pass Integrated Algebra and Geometry/ Algebra II and Trig. Regents examinations

\*\*Must pass two Science Regents Examinations

^Must pass a Foreign Language Comprehensive Regents Examination;

A five-unit Occupational Education sequence may be substituted for the Foreign Language requirement.

## Grade Reporting Timeline 2010-2011

	Marking Period One	Marking Period Two	Marking Period Three	Marking Period Four
<b>Interim/Marking Period Begins</b>	<b>September 8<sup>th</sup>, 2010</b>	<b>November 15<sup>th</sup>, 2010</b>	<b>January 31<sup>st</sup>, 2011</b>	<b>April 11<sup>th</sup>, 2011</b>
<b>Interims Mailed</b>	<b>October 14<sup>th</sup>, 2010</b>	<b>December 23<sup>rd</sup>, 2010</b>	<b>March 18<sup>th</sup>, 2011</b>	<b>May 27<sup>th</sup>, 2011</b>
<b>Marking Period Ends</b>	<b>November 12<sup>th</sup>, 2010</b>	<b>January 28<sup>th</sup>, 2011</b>	<b>April 8<sup>th</sup>, 2011</b>	<b>June 24<sup>th</sup>, 2011</b>
<b>Report Cards Mailed</b>	<b>November 18<sup>th</sup>, 2010</b>	<b>February 4<sup>th</sup>, 2011</b>	<b>April 15<sup>th</sup>, 2011</b>	<b>June 27<sup>th</sup>, 2011</b>

### GRADING GUIDELINES

#### **A. GENERAL INFORMATION**

Grades are reported numerically. Grades for each marking period are determined by averaging grades earned within each marking period. Teachers will clearly identify the way grades will be determined in each class. Students are advised of the type of work expected and the time deadlines assigned for the make-up work. Teachers will advise students of the days and time they are available for make-up work and extra help.

The numerical grade assigned reflects the student's achievement. A student's achievement grade is based on tests, homework, classroom recitation, special projects and other measurable criteria.

A student's effort and conduct are identified by up to three comments designed for our computer-assisted grade reporting system. Teachers make use of the comment options as a means of further identifying and clarifying the kind of work the student did during the marking period.

All work to be considered for the purposes of grading should be handed in by students by the last day of each marking period. Generally, students are expected to complete work within specific time frames set by the teacher.

### **FORMULA FOR COMPUTING THE FINAL GRADE**

Because of the accelerated nature and high degree of difficulty in advanced placement courses, any student who successfully completes an advanced placement course will receive a weighting of 10%.

Students enrolled in Pre AP courses will receive an additional 10% which show in their quarterly overall average.

#### **FULL YEAR COURSE:**

$$[(MP1 + MP2) \times 2 + \text{Final Exam}]/5 = \text{Final Grade}$$

$$[(MP3 + MP4) \times 2 + \text{Final Exam}]/5 = \text{Final Grade}$$

#### **B. Incompletes**

The grade of incomplete is to be used ONLY in situations where illness, family emergency or other extenuating circumstances beyond the control of the student have prevented the student from completing the required work on time. In a case where an incomplete is assigned, each student's name is reported to the house principal.

#### **C. Interim Reports**

Interim Reports will be generated for each student shortly after the end of the 5<sup>th</sup>, 15<sup>th</sup>, 25<sup>th</sup>, and 35<sup>th</sup> week of instruction. An evaluative comment will be provided by the teacher of each course you are taking. The interim reports will be a three-copy document. A copy will be on file in guidance office and a copy will be on file in the high school office.

#### **D. 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 exam. Students who miss part of an 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 beyond the control of the student. Students should advise the teacher of such problems prior to the exam, if possible.

#### **E. Final Exam Grades and Criteria Used to Determine if a Student Earns Credit**

1. The **final average** in all subjects (Regents and non-Regents) is determined by the overall average which consists of the marking periods plus the final examination.
2. The Final average for non-Regents subjects must be 65% or greater in order to earn a school credit.
3. A Student taking a Regents exam must obtain a mark of 65% or more on the final exam (Regents) in order to obtain a Regents Credit.
4. If a student fails the Regents examination, he/she may earn school credit if the final overall average, involving marking periods and final exam, (Regents) is 65% or more.
5. If a student has a failing average in a Regents course and passes the Regents exam, the student will be given credit for the course.

#### **F. Report Cards**

The school year is divided into (4) marking periods. Grades are reported to students and parents by report cards issued shortly after the end of each marking period. A schedule outlining the dates of the beginning and end of each marking period and the dates report cards re issued is listed elsewhere in this handbook.

#### **G. Honor Roll and Academic Honors**

To be eligible for the honor roll a student must have all passing grades and NO incomplete or missing marks for the marking period.

Students with an overall average of 84.5-89.4 will be placed on the honor roll. Those with an average of 89.5 to 100 will be placed on the high honor roll.

Graduating seniors are eligible for a NYS “Regents with Honors Diploma” if they have at least a 90 average on the following regents exams: English 11 (Comprehensive English Exam), Global Studies, American History, and also a Math and Science sequence.

Grade point averages are calculated following the junior year and mid year during the senior year: 90+ Summa Cum Laude Graduate, 87.5-89.5 Magna Cum Laude, and 82.5-87.4 Cum Laude.

### **EXTRACURRICULAR AND CLUB ACTIVITIES**

A number of clubs and activities are offered for students at Lansingburgh High School. These include inter-scholastic competition in the Colonial Council and Southern Conference, freshmen, Sophomore, Junior and Senior Class Organizations, Student Council, National Honor Society, Yearbook (Odyssey), School Newspaper (Beacon), BB, Cheerleaders, School Play, and others.

All clubs meet in designated classrooms at times convenient to their members. The plans, activities and functions of each club are decided upon and carried out by the members and their elected officers, with the help of an advisor. The success of each activity depends upon the loyalty and work of the members and the capabilities of the officers. A club is only as good as its members make it. Help make your club and your time fruitful by participating actively.

All extracurricular financial matters are handled by the faculty/student activities account treasurer.

### **ACADEMIC ELIGIBILITY POLICY FOR EXTRACURRICULAR ACTIVITIES AT LANSINGBURGH**

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.
2. Teachers, advisors, and coaches will be required to refer to the list to determine eligibility.
3. A one day event, such as the Junior Prom 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. 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 2:00-3:00pm. This daily program will be supervised by a certified teaching assistant who would facilitate remediation in the deficient academic areas as in generic study skills. If student misses more than one session per five week period, then the student would become ineligible until the next list was posted.

Once a student has reached the level of being on the list for the second consecutive time they would not be removed from the team, club, or organization. They would still have to meet remediation requirements. At this point they would have to show proof of remediation or extra help from either the remediation person or another teacher for two additional sessions that week, bringing the total to four days of remediation a week. Failure to do so would then eliminate them from continuing their activity.

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. However, at the onset of the fall semester the student must attend the after school remedial program until the posting of the first ineligibility list in order to participate.

## **WORKING PAPERS**

**New York State law requires working papers for most types of work until age 18. The following types are available.**

### **A. CERTIFICATES**

1. A Student Non-Factory Employment Certificate is issued to a minor 14 or 15 years old.
2. A Student General Employment Certificate is issued to a minor 16 or 17 years old.
3. A Full-Time employment certificated is issued to a minor 16 or 17 years old.

## **B. PERMITS**

1. Farm Work Permits
2. Newspaper Carrier Permits issued to boys and girls 11 to 18 years of age.
3. Street Trade Permits
4. Child Model Permits

## **C. You need working papers for any job, except the following:**

1. 16 or 17 year old minors working on the home farm
2. Caddying
3. Babysitting
4. Casual employment consisting of household chores
5. Yard work in and about a residence or the premises of a non-profit organization which does not involve the use of power driven machinery

## **D. First you get your job then:**

1. Ask for an application from the guidance secretary.
2. Bring your birth certificate and social security number with you to the guidance secretary.
3. Complete the application and have your parent/guardian sign it. After it is signed, obtain a health certificate from your doctor or the school nurse; your medical exam must have been given within the last 12 months.
4. Return the signed application and the signed health certificate to the guidance secretary and she will issue your working permit.

## **E. Students Wishing to Receive a Certificate of Academic Eligibility**

16 and 17 year old students wishing to work beyond 10:00pm on any day preceding a school day must satisfy the conditions included under the Academic Eligibility Policy for Extracurricular Activities. It is the student's responsibility to request a certificate at the beginning of each marking period.

## **SCHOOL NURSE, PHYSICAL EXAMINATIONS, ACCIDENT REPORTS**

A school nurse is employed to provide health related services to KMS and LHS students. The nurse has an office in room 147 of the LHS building.

The school nurse assists the school doctor by scheduling students for physical examinations. Appointment slips are placed in the homeroom teacher's mailbox for distribution to students involved.

Education Law mandates all 7<sup>th</sup> and 10<sup>th</sup> grade students have a physical examination. The first week of school, 10<sup>th</sup> grade homeroom teachers distribute a pink Health Certificate Notice and green Medical Exam Record to each student. The nurse identifies procedure for the return of these forms. Students participating in inter-scholastics sports must pass a physical exam given by the school doctor. Coaches submit a list of students to the nurse who schedules the appointments.

Students who desire working papers may also see the nurse to be scheduled for a physical exam. Vision and hearing tests are also given to students. Scoliosis screening is completed jointly by the physical education teachers, school nurse and school physician before parents are notified in writing of any defect.

#### **A PASSES TO THE NURSE'S OFFICE**

Students should report to their next class to request a pass to the nurse. Teachers may give students an agenda pass to the nurse's office when an emergency arises and it is necessary for a student to receive attention from the nurse. The student is directed to report immediately to the nurse's office. Each day the nurse will publish a list identifying the time period students were in the nurse's office. The school nurse will contact parents of students who are too ill to continue their school schedule to obtain permission to leave school. The students must sign out in the LHS office.

#### **B. MEDICATIONS**

Any medications to be taken by students during the school day must be taken under the direct supervision of the school nurse. Prescription medication must be brought to the nurse in its original container and locked in the cabinet in the nurse's office. A note from the parent and a doctor's order must accompany the medication. No teacher may give students over the counter drugs such as aspirin.

## **C. ACCIDENT REPORTS**

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

## **4. HEAD LICE**

The school nurse will contact parents if head lice or initial nits are detected and request they come to the Health Office to pick up the student. 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.

## **TRANSPORTATION**

### **A. Bus Students**

Students who ride a school bus to school are expected to be at the designated pickup area 15 minutes ahead of time. Buses leave school grounds at 2:08pm and the late bus leaves at 3:00pm. 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 disciplinary action being taken.

### **B. Students who drive to school**

Students who drive to school must observe all traffic and safety rules while on school property. Students who park their vehicles on school property must register their vehicles with high school administration. Vehicle registration forms may be obtained in the main office.

Students will receive assigned parking in the back parking lot behind Lansingburgh High School (space permitted). The first three rows in the back lot are reserved for LHS and KMS faculty/staff parking. No student is permitted to drive a vehicle on school property during school hours without prior authorization from an administrator.

No student is to leave school property in a vehicle without prior authorization from an administrator. Student violating any of these provisions may be prohibited from driving to school.

### **EARLY RELEASE AND LATE ARRIVAL**

Lansingburgh High School has many electives in various subject areas that will serve our students well in college and the working world. Although early release and late arrival is an option, subject to approval to seniors in good standing, it is highly recommended that a senior carry a full academic course load. Early release and late arrival permission is restricted to seniors in good academic and behavioral standing only. Permission is subject to approval from parent/guardian and the principal. The principal has final authority to approve or disapprove the request. Permission for early release or late arrival may be revoked by the parent or the principal.

### **ATTENDANCE PROCEDURES**

#### **A. 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 in their program. Students who are absent or tardy to school will present a note which contains the date(s) of absence(s), and the signature of the parent upon their return to school. The following are to be considered excused absences and tardiness from school. The student and her/his parent or person in parental relation are responsible for providing written notification of the reasons for such absences upon the student's return to school, within three days of the student's return to school. Also, student absence or tardiness for reasons other than those listed will be considered unexcused. All unexcused absences are to be considered truancy.

1. Personal illness.
2. Sickness or death in the family.
3. Impassable roads or weather making travel unsafe.
4. Religious observance.
5. Medical appointment.
6. Approved school-sponsored trips and projects.

7. Quarantine.
8. Required court appearance.
9. Approved cooperative work program.
10. Military obligation.
11. Pre-approved college visits.
12. Scheduled driver road test.
13. Other family/emergency obligations or circumstances, (for example: travel, child care, parent work issues).

Parents are requested to phone 233-6807 if their child is to be absent from school and state the reason for the absence. Students expected to be absent for extended periods of time should contact the Guidance Office at 233-6812 so that arrangements can be made for homework assignments.

### **B. First Period/Homeroom**

Students are to report to their assigned first period class for daily attendance.

1. Attendance is taken at 7:50am. Notes, which explain a student's previous absence(s) are to be handed in at this time.
2. Students not in first period by 7:50 are tardy and are required to sign in at the desk directly inside the entrance way and pick up their tardy slip.
3. Students should be seated and orderly. A PA 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 the morning announcements are given over the PA.

### **C. Categories Relating to Student Attendance**

1. Students not in first period by 7:50am are tardy to school. Tardy slips will be presented to the teacher of the class the student will enter. Students who are continually tardy to school will be subject to disciplinary action. The assistant principal will assign detention for each unexcused tardy beginning on the student's fifth late to school.

2. **Any student entering the building after 9:20am unexcused will receive a full day of ISS.**
  
3. When applicable, students with 5 or more tardies may have a Pupil In Need of Supervision (PINS) petition filed on them with Rensselaer County Probation. The School Resource Officer and Truancy Abatement Program will be notified. Any student who finds that **EXTRAORDINARY CIRCUMSTANCES** are causing unavoidable recurring tardiness to school should discuss the problem with the appropriate administrator **BEFORE** the student reaches (5) tardies.
4. **Early Leave Excuse:** Students with a written not should report to the attendance clerk in the 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 ID to pick up, sign out, or speak to their child in the school office.** If your child is being sent home from school ill, the same procedure must be followed.
5. **Class Attendance:** Students are expected to be on time for class. Students tardy to class shall be directed to be on time by the classroom teacher.

If students are late to class, the teacher will take one of the following actions.

- a. Assign a teacher detention\* after every three unexcused tardies (less than 5 minutes) to class **OR**
- b. Assign a teacher detention\* after every three unexcused tardies (less than 5 minutes) to class **and** for every consecutive late after that.

If a student is more than 5 minutes late to class (unexcused), that student may be allowed to participate in class, BUT will be written a referral for a class cut. The action will then be taken by the administration according to the “class cutting” procedures.

\*The length of a teacher detention is at the discretion of the individual teacher. However, if student does not come to a teacher detention, a referral is written and that student will receive TWO detentions, according to the handbook.

6. 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 missed work. The teacher will write a student referral to notify administration of the student illegal absence. Also, the teacher will contact the main office by telephone to notify of student absence. The student will be assigned to detention, ISS or OSS.
  
7. A student who is illegally absent from school is truant. All students are expected to attend school daily.

First Offense	One (1) day of In-School-Suspension. Parents will be notified by administration.
Second Offense	Two (2) days of In-School-Suspension. Parents will be notified by administration.
Third Offense and Additional Time Truant	Two (2) days of In-School-Suspension. Parents will be notified by administration.

## **STUDY HALL**

Study Hall expectations – All students in grades 9-12 are expected to report to assigned study halls prepared to work on educationally related activities. These activities include:

- a. Homework-written assignments and reading.
- b. Studying and review of notes, tests and other study aids.
- c. Out-of-class assignments such as sketching and project design.
- d. Reading-novels, non-fiction, newspapers, magazines and other material appropriate for a school setting.

Inappropriate activities include sleeping, card playing, eating, lounging, going outside and talking at length with other students. Students who are tardy, uncooperative or disruptive to others who are working will be referred to the assistant principal for disciplinary measures.

Anyone with business at another destination such as the guidance office, main office, or the library should present the study hall teacher with a pre-signed pass or appointment form from the appropriate teacher, counselor, or administrator. Only students in need of medical attention will be given a pass to the nurse's office.

## **LIBRARY**

Students may make use of the library for study, research and reading. A quiet atmosphere shall be maintained to facilitate the learning process. The library is NOT a place for socializing. Food and drink are not permitted in the library.

Students unable to cooperate and follow all procedures related to the use of the library will be **denied permission** to use the library.

## **LIBRARY PASS FROM STUDY HALL**

Students who need the library will request a pass from the appropriate classroom teacher or the librarian will before going to study hall. The students will go to the study hall with the pre-signed pass, present it to the study hall teacher, and the teacher will complete a green slip with up to 6 student names. The study hall teacher will keep a logbook to monitor library usage and to ensure that all students with pre-signed passes will have an opportunity to use the library.

## **INTERNET**

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

## **CYBER POLICY**

Using images of the school building, school employees, school events, or school logo without permission from an administrator is prohibited and students will be subjected to disciplinary actions ranging from reprimand to suspension. For example, transferring school images onto "MySpace".

## **STUDENT PASSES**

Administrators, guidance counselors, and the school nurse will inform students of scheduled appointments by sending passes to students via homeroom. Homeroom teachers distribute these passes. Students are expected to present their pass to the classroom teacher before leaving class. Teachers sign the pass and list the time the student leaves the room.

Students should obtain a standard pass from the teacher who detains them from their next scheduled class. Otherwise students will use their agendas to obtain permission to go somewhere other than where their schedule indicates they should be. Students should not be in the hallways during class without a pass.

In order that proper control may be maintained in the school, it is necessary for students to have a pass or have their agenda books signed when moving about the building when classes are in session. Whenever a student wishes to leave a class, a pass signed (not initialed) must be obtained from the responsible teacher.

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## **STUDENT AND VISITOR CODES OF CONDUCT**

The Lansingburgh Central School District Board of education has adopted codes of conduct for students and all those who are present on school district property. These codes of conduct model behavior that is safe, orderly, respectful, trustworthy and civil.

### **Student Rights**

Generally, students are entitled to:

1. Pursue their education in an atmosphere that is safe and conducive to learning-free from bullying, intimidation and any form of harassment or threats;
2. course of study that responds their education needs;
3. Respect from all members of the school community
4. Procedural due process provided by law;
5. Freedom of speech and expression that does not disrupt the educational process of infringe upon the rights of others;
6. Freedom from discrimination;
7. A clear description of the rules that apply to them in school; and,
8. Freedom from unreasonable search and seizure

Students with special needs are entitled to have their educational needs and behavior evaluated on the basis of those needs.

### **Student Responsibility**

Student responsibilities include:

1. Demonstrating respect for and kindness to others;
2. working to achieve their full potential;
3. following school rules and the directions of school staff, faculty and administration;
4. fulfilling all education assignments and obligations;
5. demonstrating respect for school property and for the property of others;
6. modeling good conduct;
7. to be punctual and in regular attendance at school and in class;
8. presenting themselves neatly in clothing that is safe and suitable for school activities and will not disrupt the education process; and,
9. financial responsibilities for books, tools, computers, locks or any other school property or equipment provided to them

### **REPORTING VIOLATIONS**

All members of the school community have a duty to report activity that threatens safety. Anyone observing or hearing of a person possessing a weapon, alcohol or illegal substance shall report this information to a teacher or administrator **immediately**, without exception. All other violations should be reported to a teacher or administrator as soon as possible.

### **SEARCHES**

School property may be searched at any time and for any reason by school officials. Students have no reason to expect privacy in school-owned or school-controlled spaces. Students and their property may be searched upon reasonable suspicion that contraband or a weapon is present.

## **CODE OF CONDUCT OF ALL INDIVIDUALS ON SCHOOL PROPERTY**

All of those who use or occupy school property or premises under the control of the school are expected to model safe, lawful, respectful and civil behavior. This includes parents, staff, members of the board of education and all visitors to school. Those in violation of the following code of conduct will be asked to leave school premises; or may be subject to action by law enforcement agencies. Employees of the school district may be subject to applicable employee disciplinary proceedings.

### **The following student and visitor conduct is prohibited on school property**

1. physical injury to another person or threat of such injury;
2. verbal, physical or other forms of harassment or coercion of another;
3. willful damage to, or destruction of property;
4. disruption of the education process or of any school program or activity;
5. unauthorized entry upon school property;
6. interference with the lawful and authorized activities of others
7. using vulgar or abusive language, cursing or swearing;
8. possession, sale or use of alcoholic beverages or illegal drugs; and, the possession or use of a weapon of any kind or any other object that reasonably can be considered a weapon;
9. use of tobacco products on school property.

If there is a reason to believe that a crime has been committed on school property or at a school-sponsored function, law enforcement officials will be notified immediately.

## **DISCIPLINARY PROCEDURES**

### **PENALTIES**

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

1. Detention
2. Exclusion from a particular class
3. In-School Suspension
4. Out of School Suspension
5. Referral to Probation Department
6. Reprimand
7. Suspension from Athletic Participation
8. Suspension from Social or Extracurricular Activities
9. Suspension from Transportation
10. Suspension of other privileges
11. Verbal Warning
12. Written notification to parents or guardians
13. Written Warning

### **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 nondisabled student's behavior problems indicate the need for transfer and the nondisabled student may be transferred only in accordance with Education Law Section 3214(5).

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 with the permission of the Superintendent of schools.



The nature of the age and maturity of the students involved necessitates some buildings share students and staff; consistency would facilitate a positive educational climate.

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

### **DETENTION**

Detention is supervised study from the conclusion of the school day to 2:50pm in room 240. Students may be taken out of their period 11 class in the remaining 5 to 10 minutes to ensure that all students attend their scheduled detention. Students must be in detention for the full amount of time to be credited with detention attendance. Students may receive teacher mediation during detention allowing that the detention supervisor and cooperating teacher have agreed to this. If the student wishes to reschedule detention they will need a note from their teacher or parent/guardian. Students must sit quietly, keep to themselves and follow the set directions from the detention supervisor. If a student skips a detention or does not complete a detention successfully, a full day of in-school suspension will be added as a penalty to the detention that will be owed.

**Students who have not completed assigned detention will not be allowed to attend or participate in any school activity that does not directly impact academic standing in a course (dances, assemblies, field trips, concerts, or athletic events).**

### **IN-SCHOOL SSUPENSON (ISS)**

In-School Suspension is a day long supervised study from 7:55am to 2:02pm. Students must attend ISS with books and materials to study. Students must sit quietly and keep to themselves. In ISS classroom teachers are expected to send assignments for the students for the day. 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 9:20am.

Students who are temporarily removed from a scheduled class by the teacher for behavior will be sent to ISS for their class period. Students are required to follow all rules for the ISS room. Removal from the ISS room will result in a same day suspension. A parent/guardian will be notified by administration.

## **OUT-OF-SCHOOL SUSPENSION (OSS)**

OSS is the exclusion from school property and all school functions for the length of the suspension. The student is not allowed to participate in or to attend any school related activity for the duration of the suspension. 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 suspended is from 2:15pm-4:00pm every day in LHS in Room 243. Students may return to school at 2:15 pm to obtain materials from their teachers. **AFTER SCHOOL REMEDIATION FOR ALL SUSPENDED STUDENTS IS REQUIRED.**

## **SUPERINTENDENT'S SUSPENSION 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 a student but is not limited to:

1. Reinstatement of pupil with no loss of privileges.
2. Assign extended Detentions, ISS, OSS.
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) out-of-school suspensions, and is under the age of 18, will be referred to Family Court.

Any student who accumulates more than six (6) occurrences of In-School Suspension, and is under the age of 18, will be referred to 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 use 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 parents. 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 in-school suspension room rather than attend regular classes.

### **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 listed below.

#### **A. ALCOHOL AND DRUGS**

1. 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.
2. Even though alcoholic beverages or drugs may have been consumed elsewhere, not student will be admitted to 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.
  - a. Sale of drugs or paraphernalia and /or alcohol on school property.
  - b. Use of drugs or paraphernalia and/or alcohol on school property
  - c. Possession of drugs or paraphernalia and/or alcohol on school property.

**First Offense:** OSS (mandatory 5 days), notification authorities where appropriate, parent conference.

**Second Offense:** Superintendent's suspension hearing after mandatory 5 day suspension. Notify authorities.

- d. An attempt to exchange, sell or purchase any substances that are 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.

## **B. 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.

## **C. WEAPONS**

No student shall have in his/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 weapon.

A deadly weapon is defined by NYS Penal Law Section 10(12) to include any loaded weapon, from which a shot, readily capable of producing death or other serious physical injury, may be discharged, or a switchblade, gravity knife, dagger, billy club, blackjack or metal knuckles. Or any dangerous instrument, article or substance, including a vehicle as that term is defined in the Penal Law, which under the circumstances 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 of five days, parent conference, referral to Superintendent's Suspension hearing, up to one year suspension from school following Superintendent's hearing. Notification of Law Enforcement.

**D. OTHER DANGEROUS ITEMS**

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 to 5 days OSS. For example, locks on bandanas and wallet chains, etc.

<b>First Offense</b>	<b>Second Offense</b>	<b>Third Offense</b>	<b>Fourth Offense</b>
One day of ISS	Up to five days of OSS	Five days of OSS and a suspension hearing	Five days of OSS and a suspension hearing

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.

**E. VANDALISM**

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 a school and to 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, gang affiliated , or ethnic in nature, the student responsible will be suspended up to five (5) days, pending a Superintendent’s Suspension hearing.

**F. CUTTING CLASSES**

Every student illegally absent from class will be subject to the following additional consequences.

First Offense	One (1) day detention. The parents will be notified by the administration.
Second Offense	Two (2) days of detention. The parents will be notified by the administration.
Third Offense	One (1) day of In-School-Suspension. The parents will be notified by the administration.
Fourth Offense	Two (2) days of In-School-Suspension. The parents will be notified by the administration.
Fifth Offense	Up to three (3) days of Out-Of-School-Suspension. Required parent conference
Sixth Offense	Up to five (5) days of Out-Of-School and a recommendation for a Superintendents hearing.

**Note:** Students who leave the building will be considered truant. Students who are illegally absent from a class will receive a "0" for all work missed.

### **C. TOBACCO**

Students' use of tobacco in any form is prohibited within the buildings, on the buses or on the grounds. In addition to the disciplinary consequences outlined below, tobacco use may result in County/Health Department fines.

First Offense	One (1) day of In-School-Suspension. The parents will be notified by the administration.
Second Offense	Two (2) days of Out-Of-School-Suspension. The parents will be notified by the administration.
Third Offense	Four (4) days of Out-Of-School-Suspension. The parents will be notified by the administration.
Fourth Offense	Five (5) days of Out-Of-School-Suspension.
Fifth Offense	Five (5) days of Out-Of-School-Suspension.

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

First Offense	One (1) day detention.
Second Offense	Three (3) days of detention.
Third Offense	One (1) day of In-School-Suspension

**D. 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 ranging from reprimand to suspension. 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.

**E. EXPLOSIVES/FIREWORKS AND ARSON**

Fires-Acts of arson on school property are strictly prohibited and will result in five (5) days Out-Of-School Suspension, a Superintendent’s Suspension Hearing, and a deposition to the police department.

**Explosives/Fireworks:** Possession of explosive of any kind on school property is strictly prohibited.

First Offense	Notify police, five (5) days suspension, Superintendent’s Suspension Hearing.
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**False Alarms:** Students initiating false alarms will receive five (5) days Out-Of-School 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 five (5) day suspension, Superintendent’s Hearing, and a deposition to the police department.

**F. INSUBORDINATION**

When a student refuses to comply with a reasonable directive of an administrator, teacher or any employee of the Lansingburgh School District The penalty will be determined by administration and will range from a reprimand to suspension depending upon the circumstances.

**G. CONDUCT IN SCHOOL CORRIDORS**

Students have (3) 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 form of disturbance in the corridors is unacceptable.

Foul or inappropriate language will not be tolerated. Infractions will result in one (1) detention to suspension. Severity of consequences will depend on the nature of the behavior.

## **H. PROFANITY**

Improper language will not be tolerated in school. Swearing, abusive or foul language in class or in the building:

First Offense	Disciplinary actions ranging from detention to notification of parents are possible actions that will be taken
Second Offense	Two (2) days In-School-Suspension and parent conference.

Swearing, abusive and/or foul language towards staff:

First Offense	Up to five (5) days suspension and parent conference.
Second Offense	Recommendation to the Superintendent of Schools for a hearing for indefinite suspension.

## **I. PUBLIC DISPLAY OF AFFECTION**

Intimate behavior 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 Lansingburgh School District student.

## **J. RACIAL, SEXUAL AND OTHER FORMS OF HARASSMENT**

Harassment of others is not tolerated by the School District. Students 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 not tolerated in the Lansingburgh Schools. Any students engaging in such activity will be subject to disciplinary actions.

**K. 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 maximum of five (5) days Out-Of-School Suspension. In severe cases, a more drastic measure will be taken
Second Offense	Recommendations to the Superintendent of Schools for a suspension hearing following a five (5) day suspension by the House Principal

**L. LOITERING**

After dismissal fro 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.

**M. LUNCH PEIROD 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 lavatories. Discipline will range from detention to suspension.

**N. LUNCH PERIOD-LHS**

Students are assigned to one of three lunch periods during the middle periods of the day. Since a large number of students move three different times during these periods, it is important that the following procedures are observed.

10. Students are to consume all food and drinks in the cafeteria are. Food and drink shall not be brought into the other areas of the school.
11. Disciplined behavior is to be expected at all times.
12. No students are permitted to congregate in the first and second floor hallways.
13. Faculty will be assigned as hall supervisors during each of the lunch periods.

14. Students who disrupt lunch or throw food in the cafeteria are subject to suspension.
15. Students are not permitted to leave school campus for lunch. Take our delivery orders are prohibited during the school day.

## **O. ELECTRONIC COMMUNICATION AND ELECTRONIC DEVICES**

Personal electronic communication and entertainment devices are not to be used from the beginning of the school day to the conclusion of the school day. The display and/or use of such devices may cause disruption to the education process. They are prohibited from the time students arrive at school until the end of the regular school day. If students have such devices with them, they must be turned off and stored out of sight. **The school district is not responsible for stolen, lost or damaged personal electronic devices.**

**Misuse of any of these electronic devices will result in the device being confiscated, because of policy infraction, and stored in the school safe until the end of the school day.**

At the high school only, students may use musical listening devices during the lunch period. These devices include IPod, MP players, cd players and other equipment subject to administrative approval. Also, electronic devices may be used, with proper approval of an administrator or a teacher, when deemed appropriate for an instructional purpose or authorized by a staff member during an advisory period such as a study hall. These electronic devices include, but are not limited to, cellular phones, audio devices and personal computers. Examples of appropriate instructional uses include using the device as a calculator, planner, note taker or for internet access for educational purposes.

Students may not use motion or still photographic devices or recording devices in school without specific authorization by a staff member. Unauthorized use of these devices in classrooms or in other areas of the school building is disruptive to the educational environment, a risk to academic integrity, and could violate personal privacy. These devices include, but are not limited to, voice recorders, digital cameras, and video cameras.

Unauthorized use of such devices will result in confiscation, parent notification, possible disciplinary consequences, including suspension, and notification of law enforcement authorities if it is believed that there has been an infraction of law. The school district will cooperate with law enforcement officials as appropriate.

In emergency situations, exceptions to the prohibition of cellular phones, pagers and two-way communication systems may be granted by school or district administration.

## **P. STUDENT DRESS**

Since an educational program provide 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, coats, do rags, head bands or any other type of head covering are not to be worn in the building.

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 in the school setting. A student's dress, grooming and appearance, including hair style/color jewelry, make-up, 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. Footwear that is a safety hazard will not be allowed.
5. No clothing that is vulgar, obscene, libelous or denigrates 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.
7. 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 student from wearing or carrying any clothing or symbol that denotes gang activity on school grounds and at school activities, both on and off campus. A prohibited item 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.

Each building principal or his/her designee shall be required to modify their appearance by covering or removing the offending item and, if necessary or practical, replace 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.

#### **Q. 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 material between home and school however; they must be left in lockers during the school day.

#### **R. LOCKERS**

Under law, students have no reasonable expectation of privacy rights in school lockers, desks or other 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.

## **S. IN SCHOOL SUSPENSION PROCEDURES**

1. Students are assigned ISS within twenty-four (24) hours whenever possible.
2. Parent/Guardian will be notified by phone and/or mail.
3. Students who do not arrive to ISS by 9:20am will repeat ISS the next day.
4. Students are expected to be familiar with the material on the ISS Student Information Sheet.
5. Students are rated by the ISS supervisor at the end of the day or (when applicable) the period. 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 In-School-Suspension will face further consequences.
7. Students temporarily removed from a scheduled class by the teacher for behavior will be sent to ISS for the class period.
8. Any student who is removed from the ISS room for behavioral issues will be suspended for the remainder of the school day.
9. Students owing ISS will be suspended from all school and athletic activities.

## **STUDENT EXPECTATIONS FOR ISS:**

1. Arrive with all materials.
2. Complete assignment slips
3. Complete teacher assignments
4. Remain quiet and work on approved tasks for the entire day.
5. **NO PASSES WILL BE ISSUED UNLESS IT IS AN EMERGENCY**

## **FIRE DRILLS AND EVACUATION OF THE BUILDING**

Students should know the exit plan for each classroom they are in. A wall poster identifies the exit plan for each room. Exit numbers are marked on the map of the school.

Fire drills at regular intervals are required by law and are an important safety precaution. It is essential that when the first signal is given, everyone obeys orders promptly and clears the building by the prescribe route as quickly as possible. The teacher in each classroom will give the students instructions.

When the fire drill signal sounds, all students and all adults are expected to vacate the building in a quiet, orderly manner, with no talking whatsoever. Students and adults should move away from the building and not block driveways.

## **GANGS**

The Board of Education desires to keep district schools free from the threats of 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 student from wearing or carrying any clothing or symbol that denotes gang activity on school grounds and at school activities, both on and off campus. A prohibited item 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.

### **HARASSMENT**

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 students 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.

**Students who harass others will be 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.**

## **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 complaints 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 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 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 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 district shall treat a student differently in a way that interferes with or limits the 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.

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 the 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 by a teacher should bring the complaint to the Principal of his/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 Educations.

## **STUDENT BEHAVIOR AT DANCES**

Lansingburgh students are expected to conduct themselves in a mature fashion at any social event. All school rules are to be obeyed, and in addition, the following will be observed:

1. There will be no guest passes for high school dances.
2. Students evicted from a dance because of unacceptable behavior will not be permitted to attend any more dances for the remainder of the year.
3. Any student whose normal physical or mental faculties, which appear to be impaired, will not be permitted into the dance.
4. No loitering will be permitted on school grounds.
5. Coats and bags will be placed in room 142. In no instance will they be taken into the dance area.
6. Students who leave a dance will not be permitted to enter again.

# RULES FOR INTERSCHOLASTIC ATHLETES

## 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.

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.

### ACADEMIC ELIGIBILITY POLICY FOR EXTRACURRICULAR ACTIVITIES AT LANSINGBURGH

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

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.

Teachers, advisors, and coaches will be required to refer to the list to determine eligibility.

A one day event, such as the Junior Prom will be the only exception to this policy.

A student shall become ineligible for all extracurricular activities on the day the ineligibility list is distributed.

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.

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 2:00-3:00 p.m. This daily program will be supervised by a certified teaching assistant who would facilitate remediation in the deficient academic areas as in generic study skills. If a student misses more than one session per five week period, then the student would become ineligible until the next list was posted. Once a student has reached the level of being on the list for the second consecutive time they would not be removed from the team, club, or organization. They would still have to meet remediation requirements. At this point they would have to show proof of remediation or extra help from either the remediation person or another teacher for two additional sessions that week, bringing the total to four days of remediation a week. Failure to do so would then eliminate them from continuing their activity.

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, but at the onset of the fall semester the student must attend the after school remedial program until the posting of the first ineligibility list.



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## THINGS TO KNOW

- 1. Daily Announcements** – The PA will be used to communicate daily announcements. Announcements are made during homeroom period and at the end of the day. Information to be announced to students should be submitted prior to 7:30am on the Daily Announcement Form obtained in the Main Office. There should be no talking during the announcements.
- 2. School Closing** – In the event of severely inclement weather or mechanical breakdown, school may be closed or the 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 WROW, WGY and WTRY. Reports in the morning will be between 6:00am and 8:00am. 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.
- 3. Textbooks** – Textbooks are furnished by the school and are issued at the beginning of the year. Students who lose or damage a book while it is checked out to them will be expected to pay for it.
- 4. Visitors** – Parents are always welcome to visit the school. However, we request that you stop in the office and sign out Visitor's Log and obtain a Visitor's Pass before proceeding to any location in the building. Please use the main door of the High School. 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, or 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.
- 5. Equal Access to education** – The Board of Education adopted a policy which stipulates the appropriate grievance procedures for Title IX (gender based discriminations) and Section 504 compliance activities is Mr. Goodwin, Superintendent of Schools, Lansingburgh CSD Troy, New York 12182. He can be reached during normal business hours at 233-6802. Vocational education opportunities will

be offered without regard to sex, race, color, national origin or handicap.

### School Alma Mater

Alma Mater LHS

Fondest thoughts with thee do rest  
Scarcely can our song express  
Our love for thee

Alma Mater LHS

Though the years take  
us from thee,  
Faithfull to thy memory  
We will always be

All the treasures that you hold,  
Treasures finer far than gold  
You gave us to have, to hold  
Dear L.H.S.

Ever at thy shrine we'll sing  
Words of grateful offering  
Our hearts throb while  
memories cling  
Dear L.H.S.

### IMPORTANT PHONE NUMBERS

MENTAL HEALTH 24 HR CRISIS HOTLINE	274-4345
CHILD ABUSE HOTLINE	1-800-342-3720
RAPE CRISIS	271-3445
AA/NA/ALANON/ALATEEN MTG. SCHEDULE	479-6469
TEENAGE OPPORTUNITY PROGRAM	272-6012
SUICIDE PREVENTION	463-2323
NYS DOMESTIC VIOLENCE HOTLINE	1-800-942-6906
HOSPICE GRIEF COUNSELING GROUP	285-8100

## **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 and there is no evidence the AIDA 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 1353.

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:

1. 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.
2. 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 disability to benefit from instruction. Such referral shall be made in accordance with Part 200 of Commissioner's Regulations.

3. 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 504 of the Rehabilitation Act.
4. 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.)
5. Students will have access to this policy in the Student Handbook.

### **EMPLOYEES**

It is the policy of the Board that:

1. No employees shall be prevented from continuing in his/her employment solely on the basis of his/her status; such employees are entitled to all rights, privileges, and services accorded to other employees and shall be entitled to reasonable accommodations to the extent that such individuals to perform their duties.
2. 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.
3. All employees shall have access to the district's exposure control plan as required by the federal Office of Safety and Health Association (OSFIA).
4. In accordance wit OSHA regulations, training in Universal precautions and infection control shall be offered to all employees mid 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 not be released to third parties, except to those persons who are:

1. Named on an Authorization for release of confidential HIV related information form.

2. Named in a special HIV court order, or as indicated in Public Health Law 2782, when necessary to provide health care to the individual.

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 redisclosure, 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 (eg. 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