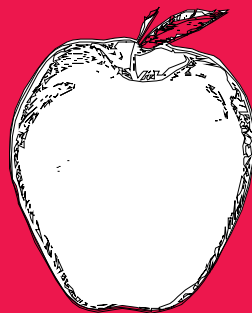
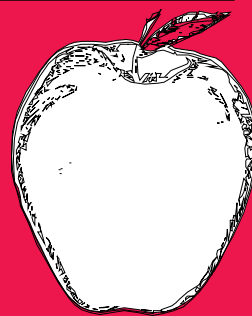


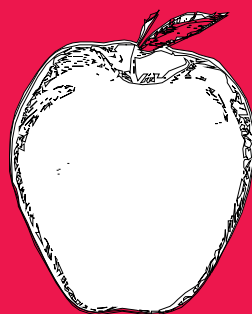
**Lansingburgh
Central
School District**



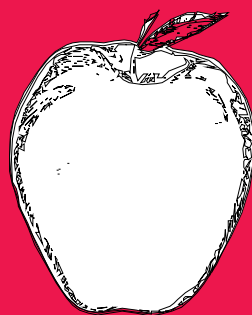
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Schools



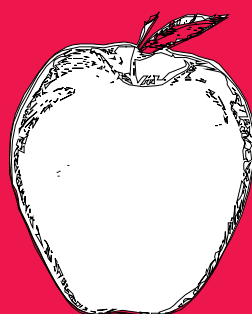
Handbook



2008-2009



Troy, New York





WELCOME TO OUR ELEMENTARY SCHOOLS

This handbook was developed to acquaint you with the programs and policies of the Elementary Schools. It is presented with the hope that the information will be read and discussed with your child.

Our goal is to treat each child as an individual, valuing their uniqueness. This acceptance is combined with an attempt to maximize each child's progress based upon their individual ability and particular needs.

Our belief is that students are the most important people in our schools and the reason for their existence. The distribution of this handbook is meant to open a dialogue between parents and school. This partnership will be cultivated. Any questions, comments, and suggestions are encouraged.

TWO SCULPTORS

I dreamed I stood in a studio
And watched two sculptors there,
The clay they used was a young child's mind,
And they fashioned it with care.
One was a teacher; the tools she used
were books, music and art.
One, a parent who worked with a guiding hand
And a gentle, loving heart.
Day after day, the teacher toiled
With touch that was deft and sure,
While the parent labored by her side
And polished and smoothed it o'er.
And when at last their task was done,
They were proud of what they had wrought;
For the things they had molded into the child
Could neither be sold or bought.
And each agreed he would have failed
If he had worked alone,
For behind the teacher stood the school,
And behind the parent, the home.



Directory of School Personnel

Superintendent	Mr. George J. Goodwin	233-6850
Assistant Superintendent	Mrs. Katherine Oboyski-Butler	233-6802
Director of Pupil Personnel Services	Ms. Barbara Sperling	233-6808
Business Administrator	Mrs. Lisa Kyer	233-6850
CSE Chairperson	Mrs. Erinne Flanigan	233-6808
District Treasurer	Mr. Daniel Carroll	233-6850
Lansingburgh High School Principal	Mrs. Angelina Bergin	233-6806
Lansingburgh High School Assistant Principal	Mr. Francis Macri	233-6806
Knickerbacker Middle School Principal	Mr. Shaun Paolino	233-6811
Knickerbacker Middle School Assistant Principal	Mr. C. Fredrick Erickson	233-6811
Rensselaer Park Elementary School Principal	Mrs. Marcella Fushs	233-6823
Turnpike Elementary School Principal	Ms. Dawne Steenrod	233-6822

Board of Education

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

District Clerk..... Mrs. Theresa Broderick



Table of Contents

Getting to Know You	4
• Admission and Registration	
• Opening and Dismissal Times	
• Transfer of Students	
• Visiting School	
• Volunteers	
• PTA	
Arrival and Dismissal Proceedured	5
• Arrival	
• Dismissal	
• Late Student Pick-up	
Absences, Dismissal and Emergencies	7
• Attendance	
• Contacting School for Absences	
• Absences and Tardiness	
• Emergency Contact Cards	
• Emergency School Closing and Dismissals	
• Release of Children from School	
Staying Healthy	8
• Health Program	
• Immunizations	
• Medications	
• Head Lice	
• Breakfast Program	
• Hot Lunch Program	
• Cafeteria Rules	
To and From School Safety.....	9
• School Safety	
• Bus Transportation – Safety	
• Bicycle Safety	
• Walking to School – Safety	
Drills and Discipline.....	10
• Fire Drills	
• False Alarms	
• Emergency Drills	
• Discipline Code	
• Discrimination and Harassment Policy	
• Equal Access to Education	
• Student Dress Code	
Testing and Progress Reports	11
• Testing	
• Parent-Teacher Conferences and Progress Reports	
• Important Reminders	
Homework, School Responsibilities and Activities	12
• Homework	
• Textbook and Supplies	
• Library Books	
• Lost and Found	
• Extracurricular Activities	
• Electronic Devices	
Tips for Parents	13
K-5 Student Behavior Code and Disciplinary Plan	14-23



Getting to Know You

ADMISSION and REGISTRATION

A child must be five years old by December 1st of the year the child enters school to be eligible for kindergarten. Kindergarten registration is scheduled in the spring for the purpose of screening and registration of your child.

For pupils transferring into the Lansingburgh Central School District, a pupil registration form must be completed by parents. Personal and medical information is also needed.

OPENING and DISMISSAL TIMES

	Opening	Dismissal	Late Bus
Grades K - 5	8:45	3:00	3:45

When special activities occur before or after these times, parents will be notified. Children should not arrive at school early unless they have a scheduled activity.

Please be prompt when picking up your child at dismissal.

TRANSFER OF STUDENTS

When families are planning to move to another school district, they must notify the school secretary and teacher that this will occur as soon as possible. Students will be responsible to return all text and library books and parents must complete a transfer/release of records form.

VISITING SCHOOL

To insure the safety of your child and to reduce interruptions in classrooms, **all visitors are required to stop at the main office when entering school.** If there are special parental requests to see a teacher, the office personnel will contact the teacher informing her/him of the request. Visitors are required to sign-in at the office and must wear a **VISITOR** badge.

VOLUNTEERS

Volunteers are an important part of our school community. Their efforts and support enhance the learning opportunities for children. Volunteers are needed to assist in the office, library and classrooms, chaperone field trips, serve as room parents, work with small groups, read with children and assist the teacher. Each Volunteer is required to complete a Volunteer form and sign-in at the office. **VOLUNTEER/VISITOR** badges are to be worn while assisting in the school building. If you are able to assist as a volunteer, please contact the office.

P.T.A.

The Parent Teacher Association (P.T.A.) is open to all parents, teachers, staff, relatives and friends. It works to enrich the learning experiences of the children. P.T.A. meetings and activities are generally held one evening a month. These meetings are announced in our monthly newsletter and in the school district's calendar.

The P.T.A. organizes and sponsors activities including workshops, fund-raising, family dinner-dances, student pictures, yearbook, assemblies, health awareness and Open House for students and their families.

Membership is encouraged and we hope you support our various activities.



Arrival and Dismissal Procedures

ARRIVAL

We gladly welcome our students to school at **8:45 a.m.** We ask parents not to allow their children to arrive to school before this time. The only exception will be for students participating in the breakfast program. The children who attend this program may arrive at **8:30 a.m.**

Children should not arrive to school earlier than 8:30 a.m. for breakfast. Likewise, no student will be permitted in the building before 8:45 a.m. for school arrival. It is the responsibility of each parent or guardian to make the proper arrangements for their child to get to school at the designated times. We do not have before school supervision for your children, and are very concerned for their safety. Thank you for adhering to these arrival guidelines. We appreciate your cooperation.

Bus Students:

Children who ride a bus are monitored into the building by staff as they enter the buildings.

Before School Care Programs:

Parents are expected to escort their children directly to the cafeteria, and sign them in with the staff. The Program teachers and assistants will dismiss the children to their classes.

DISMISSAL

Early Dismissal of Students

If for some reason, your child needs to go home early, you must come to the main office and proceed as follows: Parents/guardians must sign out their child on the appropriate form. If the secretaries or principals don't recognize you, you will be asked to provide picture identification. If a person other than the parent/ guardian is sent to pick up a student, they must be listed on the student's emergency card, or we will need written parental consent. A note for the student's early release must also be provided. The person must present photo identification.

Bus Students

Staff members supervise and dismiss all bus students to their buses. The buses leave school between 3:00 p.m. and 3:05 p.m.

Walkers

Kindergarten walkers are dismissed at the kindergarten doors and grade 1-5 walkers are dismissed at the main entrance beginning with the First Grade.

- **Kindergarten**

All kindergarten students are kept inside and dismissed one at a time to their parent or parent approved designee.

- **First Grade students**

will be dismissed at **2:55 p.m.** **Students will only be released to a parent or parent approved designee.** We ask all first grade parents to be at the courtyard area promptly at 2:55 p.m. to alleviate any congestion of the grades 2-5 dismissal which begins at 3:00 p.m. Thank you for your adherence to this request.

continued on page 6

continued from page 5

- **Second grade students**

are dismissed at **3:00 p.m.** from the main entrance – middle doors. **All second grade teachers stand outside the second grade door at the main entrance with their students. Students will only be released to a parent or parent approved designee.**

- **Third grade students**

are dismissed at **3:00 p.m.** from the doors to the left of the main entrance. **All third grade teachers stand outside the third grade door with their students. When the students indicate to their teacher that they can identify their parent or parent approved designee, they leave with that person.**

- **Fourth and Fifth Grade students**

are escorted to the main entrance by their teachers. The students leave their teachers at their respective doors. Fourth grade teachers dismiss the fourth grade students at the main middle door. Fifth grade teachers dismiss their students at the door by the flag pole – to the left of the main entrance.

Late Student Pick Up

Please be aware that students are dismissed at 3:00 p.m. When students are picked up late, they must be signed out in the office. As with the early dismissal of students, if a parent or guardian cannot pick up their child, we will need a written consent if the designee is not listed on your child's emergency card/form. A picture I.D. will also be required. **Children WILL NOT be released to individuals not listed on either the student's emergency card, or specified in a written note from the parent.**



Absences, Dismissals and Emergencies

ATTENDANCE

Attendance is extremely important to the academic growth of children and the development of sound attitudes toward learning. New York State Law requires that all school-age children attend school daily. Please make every effort to have your child attend on a daily basis and arrive at school on time. Arrange trips and vacations to coincide with scheduled school holidays and vacation periods, whenever possible.

Chronic poor attendance results in decreased student achievement. Chronic poor attendance is defined as over ten absences in a semester or over five tardies in a marking period. **Parents of children with unexcused or a concerning pattern of absences or tardies will be sent a letter stating the concern. Continuing problems will be reported to the attendance teacher for further action. Students with excessive absences and/or tardies will be referred to probation and/or family court.**

CONTACTING SCHOOL FOR ABSENCES

Each parent is required to call school if the child is going to be absent. Please call the school office at 233-6823 (RPES) and 233-6822 (TES) each morning the student is absent.

ABSENCES AND TARDINESS

For any absence, a note is due the day a child returns to school stating the reason for the absence and it must be signed by a parent or legal guardian. Children, who report to school after 9 AM, are considered tardy. A record of tardiness is kept and parents must send a note indicating the reason for tardiness.

EMERGENCY CONTACT FORMS

These forms are sent home on the first day of school each year. Please return them promptly as they are extremely important. **If any changes in phone numbers, adult contacts or addresses occur, notify the school office immediately.** Children will only be released to the individuals listed on these forms unless a written note states an additional person. Photo ID will be required.

EMERGENCY SCHOOL CLOSINGS AND DISMISSALS

Should an unexpected event result in an early closing of school, arrangements must be made for the care of your child. If your child walks to school, it is suggested that you make arrangements with a neighbor as we are unable to contact individual parents. Bus children will take their regular bus home and they must get off at their regular stop.

Please note the above and inform your child where he or she is to go if school closes early. These arrangements must be indicated on the Emergency Contact Card. The PTA room mothers organize a phone tree to notify parents in the event of an early closing during the school day.

Early morning school closings or delays, and midday closings will be announced by the following radio stations: WTRY (980), WGY (810), WPTR (1540), WFLY (92), WGNA (107.7), WQBK (104), WOKO (1460), WKLI (101) or WYJB (95.5); and/or local television channels: 6, 9, 10, 13 and the district website.

EARLY RELEASE OF CHILDREN FROM SCHOOL

Students who are excused early must be picked up by their parents or guardians in the office. **They will not be released directly from their classrooms.** We ask for written notes indicating any changes in student normal dismissal. Include your child's name, teacher's name, and name of designated individual picking up your child. Photo ID will be required. **If a student is excused during the school day he/she must be officially signed out in the office notebook by an authorized adult.**



Staying Healthy

HEALTH PROGRAM

Annual physical examinations are required of students in **kindergarten, grade 2, grade 4, special education classes and new students**. It is urged that you have the proper form completed by your family physician. If this form is not returned, the school doctor will examine your child.

IMMUNIZATIONS

New York State Law requires that each child entering school be immunized with four (4) IPV (injected polio), three (3) DTP (diphtheria, tetanus and pertussis), two (2) measles, mumps, rubella, three (3) series of Hepatitis B vaccinations and a Varicella vaccine (Chicken Pox). The record of the Varicella vaccine or a history of the disease, as documented by a doctor, must be provided. Parental recall of the Chicken Pox disease will not be accepted as evidence of the immunity. If a student is not immunized, he/she will be excluded from school and cannot return until the immunizations are completed.

MEDICATION

When it is necessary for your child to take medication during school hours, the nurse will cooperate with the family doctor and the parents. If the parent submits a **written prescription** from the **family doctor** in which he indicates the **frequency** and **dosage** of a prescribed medication, then the school nurse may administer this medication during the school hours. **All** medication, **including over-the-counter medication**, i.e. Tylenol, Sudafed, Benadryl, etc., will also need a **written request from the family doctor** indicating frequency and dosage of these medications. The **parent** must bring the medication in a prescription container. Your pharmacist can provide you with a second prescription container which can be kept in our secured medicine cabinet.

HEAD LICE

The School Nurse will contact you when head lice or initial nits are detected and request you to come to the Health Office to pick up your child. Information will be discussed and the proper treatment agreed upon. After home treatment, your child may return to school, provided you and your child report to the Health Office, bring proof of treatment with you (box top, empty container). Your child will be checked daily by the School Nurse during the 7-10 day treatment course and continue until treatment is judged to have been effective. Readmission to school may be denied if treatment was not satisfactory. Please contact your School Nurse if/when your child(ren) has lice. Working together, we can help to decrease the incidence of head lice in our schools.

BREAKFAST PROGRAM

DAILY BREAKFAST is available for all students. Menus are published each month. Breakfast is served from 8:30 - 8:50 AM daily. On mornings when school is delayed, breakfast will not be served.

HOT LUNCH PROGRAM

A daily hot lunch is available for all students. Menus are published and distributed monthly.

CAFETERIA RULES

The cafeteria is part of the school. It is expected that the general rules of school behavior will be followed in the cafeteria. Specific rules are outlined in our Discipline/Behavior Policy booklet. The cafeteria aides are responsible for the supervision of the students and maintenance of acceptable student behavior. The aides work in conjunction with the teachers and principal to maintain appropriate student conduct.

To and From School Safety

SCHOOL SAFETY

In a continuing effort to ensure a safe environment for students, we have put in place some procedures that require your cooperation:

- All doors in the building **will be** locked each day. **You may gain entry by pressing a buzzer at the front door.**
- Parents who drop off children at school in the morning should say good-bye at the front door unless a specific request is made through the office.
- Adults should check in at the office to pick up children for appointments or early dismissal. The classroom teacher will be notified to send the child to meet them. Children should not be picked up at the classroom.
- Parents who pick up children from school at dismissal should meet them outside on the front courtyard, not at the classroom or in the hall. Teachers walk their classes to the doors and check that all have left the building.
- Volunteers or visitors during the day **should sign in and out at the office** and wear a visitor's badge while in the building. If you are conferencing with a teacher, **please check in at the office first.**
- When picking up or dropping off children in cars, **pull into the curb** to take on or let off passengers. Children should not walk between cars or cross the street without an adult.

All of these security procedures are designed to safeguard students and staff. Any inconvenience to adults is balanced by the increased safety of the children. If you have any questions about these precautions, call the office. Thank you for your help.

BUS TRANSPORTATION – SAFETY

Children are supervised from the time they arrive at school until they leave. Your child is expected to ride the assigned bus and get off at his/her own stop. He/she will only be excused from riding the bus upon written request from parent or guardian.

Discipline on school buses is expected to conform to the policy in the Board of Education regulations.

If a child is reported to the school authorities by the bus driver for misbehavior, the bus driver and/or Building Principal shall contact the parents to explain what happened and inform them that, if the child is reported a second time, he/she will not be allowed to ride the bus for a specified period of time. Such period of time is to be determined by the seriousness of the deed. If a student is suspended from riding the bus, it will be the responsibility of the parents to deliver the student to school. If the child is reported for a third time, the Superintendent or Building Principal is authorized to take specified action.

IMPORTANT REMINDER: It is against the law to pass a school bus when its red lights are flashing and/or when they are loading or unloading in front of the school building.

KINDERGARTEN STUDENTS: An adult must physically be present at the bus stop before the child will be released from the bus.

BICYCLE SAFETY

Anyone riding a bicycle to school should **park and lock** it at the bike rack immediately upon arriving at school. New York State Law requires that all students **must wear a helmet** when riding their bikes.

WALKING TO SCHOOL - SAFETY

Crossing guards are on duty at intersections where there is heavy traffic, in the morning and at closing. Please urge your children to obey and respect these guards; to please cross the street at the designated time and place and to walk on the sidewalks when walking to and from school. Any child reported to the principal for not following appropriate safety crossing procedures will be subject to the discipline code.

Please do not park where the buses load and unload. When picking up or dropping off children at school, please **pull in to the curb**. No child is permitted to cross in the school driveway.

Supervision outside school begins at **8:30 a.m.** The breakfast program begins at **8:30 a.m.** Children should **not** arrive at school before this time.



Drills and Discipline

FIRE DRILLS

Fire drills are conducted at least twelve times a year. When the fire bells are rung, all students and adults must exit the building in a quiet and orderly fashion. No running or talking is allowed. When outside the building, the classes are to line up at the designated point and wait quietly. When signaled that it is safe to return to the building, all should do so quietly.

FALSE ALARMS

The importance of fire drills and the dangers of false alarms should be emphasized and discussed at home. A false alarm is a violation of the law. Anyone caught making a false alarm will be reported to the Police Department and disciplinary measures will be taken by the principal.

EMERGENCY DRILLS

To ensure the safety of students and staff, a variety of emergency drills are conducted periodically.

DISCIPLINE CODE

All students have a right to a safe and orderly educational environment. To achieve this, our school district has an approved Discipline Code which includes bus and cafeteria behavior. All members of the staff are responsible for discipline. Students are expected to follow the discipline policy, as well as the established classroom rules. Incidents of overt or extreme behavior which endanger the safety or welfare of a student or others are immediately reported to the building principal. When a student consistently misbehaves a referral is issued and parents are notified. Good behavior is emphasized, reinforced, modeled and expected in our schools.

DISCRIMINATION AND HARASSMENT POLICY

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

EQUAL ACCESS TO EDUCATION

The Board of Education adopted a policy which stipulates the appropriate grievance procedures to Title IX (gender-based discrimination) and Section 504 of the Rehabilitation Act of 1973 (handicapped students). The person designated to coordinate Title IX and Section 504 compliance activities is Mr. Goodwin, Assistant Superintendent of Schools, Lansingburgh CSD, Troy, New York 12182. He can be reached during normal office hours at 233-6802.

STUDENT DRESS CODE

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

The Superintendent of Schools and other designated administrative personnel shall have the authority to require a student to change his/her attire should it be deemed inappropriate according to the above guidelines.

Testing and Progress Reports

TESTING

- Students in grades 3, 4 and 5 will take the NYS Language Arts and Math assessments.
- Students in grade 5 will take the NYS Social Studies assessment in the fall.
- Students in grade 4 will also take the NYS Science assessment in the spring.

PARENT-TEACHER CONFERENCES & PROGRESS REPORTS

Progress Reports are sent home four times each year. Each fall, parents are required to meet with teachers so that information can be shared to help children succeed in school. Report Cards will be issued to parents at their fall conference and sent home with students the next three marking periods. Parents may request a conference with their child's teacher at **any time** during the school year. Contact the teacher by calling the office or by writing a note to the teacher.

Important Reminders

**Please remember that our schools are smoke-free zones.
Smoking is not permitted on school grounds.**

We also ask all visitors to exhibit appropriate conduct and language at all times.



Homework, School Responsibilities and Activities

HOMework

Homework is designed to give children an opportunity to practice the skills they have learned in class, to develop the habit of organizing and using time effectively, to apply knowledge learned in school, and to prepare for further learning.

Homework will be assigned at all grade levels. Parents are urged to support the development of sound homework habits so that students complete their assignments on time and to the best of their ability. It is important to provide your child with sufficient quiet time, a well-lit, organized place to work, and a planning notebook. Be positive and assist your child when necessary. It's also important for your child to see you as a role model - reading, writing, planning and learning.

TEXTBOOKS & SUPPLIES

It is the child's responsibility to take care of school-owned textbooks. Books should be covered and well maintained. If books are lost or show unusual wear, you will be expected to pay for them before final report cards will be issued.

Each teacher will provide a school supply list for their class.

Agenda books are used in grades 2-5 as a way to organize students and communicate with parents.

LIBRARY BOOKS

Our Library/Media Center areas have many fiction and nonfiction books at all reading levels. Reference books must not be removed from the library; however, students may borrow books on a weekly basis. If a student loses a library book, he/she is required to pay the replacement price of that book.

LOST AND FOUND

The school maintains a lost and found area. Please ask at the office about missing items.

EXTRACURRICULAR ACTIVITIES

Students are encouraged to participate in our before and after school programs. These activities may include:

Boys' Intramurals, Girls' Intramurals, Computer Club, Ski Club, Student Council, Drama Club, and the Literary Magazine. Band and Choir meet after school.

ELECTRONIC ENTERTAINMENT AND COMMUNICATION DEVICES

Students should not be in possession of electronic entertainment or communication devices during school hours. We cannot assume responsibility for these items. If parents feel the need for their child to have a cell phone for after-school communication, it must be turned off and kept in the student's book bag.



Tips For Parents

STRUCTURING TIME

Homework/Study Habits

- Encourage your children to bring home their assignments and necessary materials.
- Go over the directions for the assignments with your children.
- Encourage your children to work independently but offer your assistance.
- Establish a regular study time and a quiet place without interruptions.
- Provide necessary materials to be kept separate from other toys, such as crayons, scissors, paste, a dictionary and magazines.

Routines

- Help your child to develop consistent routines for structuring their day.
- Provide a weekly schedule or a monthly calendar that can help with organizing:

Lunch money

Homework assignments

Shoes for gym (gym days)

Library Books - due dates

Field trip activities

Long-range assignments

Musical instrument days

Recreational activities

TWELVE WAYS TO PRAISE YOUR CHILDREN

1. Fantastic!
2. That's really nice!
3. That's great!
4. Keep up the good work.
5. Perfect.
6. That's quite an improvement.
7. Much better.
8. Super job!
9. I knew you could do it!
10. Very interesting.
11. Congratulations!
12. Good for you! I'm sure this makes you feel proud.

A HUG — A KISS — I LOVE YOU!

LANSINGBURGH CENTRAL SCHOOL DISTRICT

K-5 STUDENT BEHAVIOR CODE AND DISCIPLINARY PLAN

PROCEDURES FOR IDENTIFYING AND HANDLING DISCIPLINE PROBLEMS

Most students attend school with the purpose of improving themselves academically as well as socially and emotionally. The majority of students have a positive attitude toward their school. They have a responsibility to behave in an orderly and respectful manner. They should understand the rules of the school and the procedures if the rules are violated.

It is expected that all teachers will handle their discipline problems. The teachers will explain the rules of the building and their classroom to their students. Teachers are also responsible for handling any discipline problems that they may see occurring at any time during the school day. When a staff member observes a student from another class acting in an improper manner, it is expected that he/she will speak to the student and then will notify that student's teacher of the problem.

It is the responsibility of the teacher to notify parents of any problem. It is also the responsibility of the teacher to notify the principal of the building if a discipline problem arises.

If a severe discipline problem arises in the classroom or in the building, the teacher must report it to the building principal. The building principal will contact the parents when a student has repeated discipline problems.

The teacher should keep a written log of any student who appears to be having a problem in school. This record is needed if the student is referred to the Child Study Team or the Committee on Special Education (CSE).

There should be regular communication between the school and parents. This communication should keep everyone informed of a student's infractions and future consequences.

ROLES AND RESPONSIBILITIES

The school has an obligation to society to educate students. To fulfill that obligation, the school needs the full cooperation of students, parents, teachers, administrators, and School Board Members. To insure that this cooperation is successfully completed, each of the following has stated roles and responsibilities.

STUDENT ROLES AND RESPONSIBILITIES

1. Strive for academic excellence.
2. Develop a sense of pride in your school by actively working toward better school spirit and pupil morale.
3. Exercise good school citizenship by encouraging fellow students not to disobey school regulations. Discourage potential troublemakers.
4. Follow all school regulations.
5. Bring required materials to class and participate in all learning processes **including homework**.
6. Show courtesy and respect, at all times, to fellow students and all school personnel.
7. Be punctual and strive for regular school attendance.
8. Utilize the student council as a means for voicing opinions and suggestions.
9. Dress in an appropriate manner **which does not interfere with learning**.
10. Respect the rights of fellow students to achieve an education in a place that is orderly and disciplined.

PARENT(S) ROLES AND RESPONSIBILITIES

1. Insist on regular and punctual attendance.
2. Supervise the student to insure good health, by stressing proper nutrition and cleanliness.
3. Instill in the student a desire to learn.
4. Encourage a respect for honesty and compliance with the rules.
5. Insure that students are properly dressed for the weather.

6. Guide the student toward socially acceptable standards of behavior, stressing self-control and accountability for behavior.
7. Teach the student, by word and example, respect for law, for the authority of the school, and the rights of others.
8. Become acquainted with the school, its staff, curriculum and activities.
9. Know and understand the school policies that affect the students.
10. Follow the chain of command when dealing with the school. The chain of command starts with the teacher, then the principal, superintendent and finally the Board of Education.
11. Insure that your child is prepared for school daily, with necessary supplies, books and homework.
12. Children should not arrive at school early unless they have a scheduled activity.
13. Please call children in tardy/sick on a daily basis.
14. Update information on emergency cards in writing when changes occur.
15. Children should **not** arrive at school before 8:45 a.m. and should be picked up **promptly** at 3:00 p.m. dismissal.

TEACHER(S) ROLES AND RESPONSIBILITIES

1. Become knowledgeable about decisions that promote successful student achievement and insure that they are implemented.
2. Use a variety of means to develop each student's positive self-image.
3. Guide each student to assume responsibility for their actions and respect the rights of others.
4. Demonstrate, by word and personal example, respect for law and order, and self-discipline.
5. Be fair and consistent in enforcing the rules of student behavior.
6. Acknowledge acceptable student behavior with positive reinforcement.
7. Seek to develop a close cooperative relationship with parents through open and prompt communication.

PRINCIPAL(S) ROLES AND RESPONSIBILITIES

1. Provide leadership in developing instructional, disciplinary and curriculum progress for students.
2. Create a positive teaching/learning atmosphere within the building.
3. Communicate to staff, students, and parents the school's policy, procedures and expectations for student's behavior.
4. Receive referrals of students with behavior problems; confer with these students; communicate with parents and set up cooperative procedures for bringing about modifications.
5. Guide students to assume responsibility for their actions and respect the rights of others.
6. Be firm, fair, and consistent in all decisions affecting students, parents and staff.
7. Utilize all appropriate staff and outside agencies to help parents and students deal with problems and find solutions.
8. Demonstrate, by word and personal example, respect for law and order, and self-discipline.
9. Maintain open lines of communication between home and school.

ROLE OF THE BOARD OF EDUCATION, SUPERINTENDENT, AND DISTRICT ADMINISTRATORS

1. Encourage and provide for the development of educational programs, which will help to minimize the misconduct of students.
2. Seek to develop close cooperative relationships with the community.
3. Become acquainted with the schools, staff and students by visiting buildings and attending school activities.
4. Maintain a well-trained staff at all levels.
5. Provide sufficient building conditions so that a positive learning environment can occur.
6. Give support to the staff charged with the responsibility for enforcing discipline.
7. Ensure that there is a procedure for hearing grievances relating to disciplinary action so that the rights of all individuals will be protected.
8. Demonstrate, by word and personal example, knowledge of and respect for law and order.
9. Be fair and consistent in making final decisions by following the chain of command when dealing with students whose behavioral problems have been referred to the Superintendent or Board of Education. The chain of command starts with the Teacher, then the Principal, Superintendent and finally, the Board of Education.

DISCIPLINE CODE FOR STUDENT BEHAVIOR

The following set of rules is designed to create and maintain a school climate in which all are able to work and learn effectively. It summarizes items of law, Board of Education policy and administrative regulations. It is intended to insure that each student has the opportunity to achieve as much as possible, that the program is free of interruptions, and that the rights and property of everyone in the building is respected.

Discipline is the positive direction of behavior toward established standards of conduct, fully understood and based on reason, judgment, and the rights of others. Ideal discipline is self-directed and self-controlled. The school, community, and parents share the responsibility for helping the student develop self-discipline. Discipline is necessary to insure an orderly environment in which each person may live and learn to his/her full capabilities, in harmony with others. When self-control falters and self-discipline fails, disciplinary forces outside the individual must be imposed to protect the rights of others.

Listed below are the student behaviors and the resulting consequences, which serve for helping elementary school students make decisions and guide their behaviors:

THE PRINCIPAL HAS THE RIGHT TO DETERMINE APPROPRIATE CONSEQUENCES AS NEEDED. IF THE OFFENSE IS SUFFICIENTLY SEVERE, THE SCHOOL RESERVES THE RIGHT TO GO DIRECTLY TO THE CONSEQUENCE FOR THE 3RD OFFENSE.

STUDENT BEHAVIOR	CONSEQUENCES		
	1st Referral	2nd Referral	3rd Referral
Alcohol Possession	Parent Contact Confiscation/ Suspension Police Contact	Supt. Hearing	Supt. Hearing
Alcohol Use	Parent Contact Suspension Probation/Family Cr. Police Contact	Parent Contact Suspension/Supt. Hearing Probation/Family Cr. Police Contact	Supt. Hearing
Assault of School Personnel	Parent Contact Suspension Possible Police Contact Possible Supt. Hearing	Supt. Hearing	
Attendance/Truancy	Parent Contact/Letter	Referral to Attendance Officer	Possible Diversion/ Probation/Child Protective Services Contact
Biting	Parent Contact/Detention	Parent Contact 2 Detentions	Parent Contact Suspension
Bullying/Intimidation Provoking	Parent Contact Detention/Suspension	Parent Contact 2 Detentions or Suspension	Parent Contact Suspension and/ or Supt. Hearing
Cheating	Parent Contact Zero Grade	Parent Contact Zero Grade/ Detention	Parent Contact Zero Grade/Suspension
Cigarette Possession	Parent Contact Confiscation Detention	Parent Contact Confiscation Suspension	Parent Contact Confiscation Suspension
Cigarette Use	Parent Contact Confiscation Suspension	Parent Contact Confiscation Suspension	Parent Contact Confiscation Suspension
Destruction of School/ Personal Property	Parent Contact Restitution/Detention	Parent Contact Restitution/Suspension	Supt. Hearing Restitution
Disruptive Action Which Interferes With Learning	Parent Contact Restricted from Activities Detention	Parent Contact Restricted from Activities 2 Detentions	Parent Contact Suspension Possible Supt. Hearing
Drug Possession	Parent Contact Probation/Family Court Suspension/ Police Contact Supt. Hearing	Parent Contact Probation/Family Court Suspension/ Police Contact Supt. Hearing	Supt. Hearing
Drug Use	Parent Contact Probation/Family Court	Parent Contact Probation/Family Court	Supt. Hearing

STUDENT BEHAVIOR	CONSEQUENCES		
	1st Referral	2nd Referral	3rd Referral
	Suspension/ Police Contact Supt. Hearing	Suspension/ Police Contact Supt. Hearing	
False Alarms	Parent Contact Police Contact Suspension/Supt. Hearing	Supt. Hearing Long-Term Suspension	
Fighting	Parent Contact Detention/ Suspension	Parent Contact Suspension	Parent Contact Suspension Possible Supt. Hearing
Gum Chewing/Candy	Warning	Parent Contact Detention	Parent Contact Detention
Illegal Absence/ Tardiness	Parent Contact/ Letter	Parent Contact/ Referral to Attendance Officer	Parent Contact/ Referral to Probation and/or Family Court
Inappropriate Dress/ Footwear	Warning Change of Clothing/ Footwear	Parent Contact Change of Clothing/ Footwear, Detention	Parent Contact Suspension
Insubordination	Parent Contact Detention	Parent Contact Detention/Suspension	Parent Contact Suspension and/ or Supt. Hearing
Lighters/Matches Possession	Parent Contact Detention/Suspension	Parent Contact Suspension	Parent Contact Supt. Hearing
Lying	Parent Contact Detention	Parent Contact Detention/Suspension	Parent Contact Suspension
Physical Abuse of a Student	Parent Contact Detention	Parent Contact Detention/Suspension	Parent Contact Suspension and/ or Supt. Hearing
Theft	Parent Contact Restitution/ Detention	Parent Contact Restitution/Suspension Possible Police Contact	Supt. Hearing Restitution/Police Contact
Threat to School Personnel	Parent Contact Suspension Possible Supt. Hearing	Supt. Hearing	
Threatening Another Student	Parent Contact Detention/Suspension	Parent Contact Suspension/ Supt. Hearing	Supt. Hearing
*Toy Weapon Possession	Parent Contact Detention/Suspension	Parent Contact Suspension	Parent Contact Supt. Hearing
Verbal Abuse/Harassment of School Personnel	Parent Contact Suspension	Parent Contact Suspension	Supt. Hearing
Verbal Abuse/Harassment of Students	Parent Contact Detention	Parent Contact Suspension	Parent Contact Suspension Supt. Hearing
Vulgar Language/ Gestures	Parent Contact Detention	Parent Contact 2 Detentions	Parent Contact Suspension
*Weapons	Suspension Parent Contact Supt. Hearing Police Contact Probation/Family Court	Suspension Parent Contact Supt. Hearing Police Contact Probation/Family Court	Suspension Parent Contact Supt. Hearing Police Contact Probation/Family Court

*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.

NOTE: EVEN WHERE SUSPENSION IS NOT LISTED, CONTINUED VIOLATION OF ANY OF THESE BEHAVIORS MAY RESULT IN IMMEDIATE SUSPENSION. THE BUILDING PRINCIPAL WILL DETERMINE IF THERE IS SUFFICIENT JUSTIFICATION TO PROCEED WITH A SUPERINTENDENT'S HEARING.

K-5 STUDENT BEHAVIOR CODE cont.

SCHOOL BUS CONDUCT

Since the school bus is an extension of the school, the rules of the school will be followed on the bus. The school bus driver is responsible for supervision and maintenance of acceptable behavior while on the bus.

In addition to following the school rules while on the bus, students are expected to:

1. Be seated while the bus is in motion.
2. Talk quietly.
3. Listen to the bus driver's directions.
4. Refrain from extending any portion of their body out of the bus windows.
5. Refrain from tampering with the emergency exits.
6. Stay to the rear of the white line if standing. For those students who do not follow these rules, the consequences are:
 - 1st offense: Warning by both the bus driver and building principal, Parent Contact.
 - 2nd offense: Parent Contact, Detention.
 - 3rd offense: Loss of bus riding privileges, Parent Contact, Suspension.

The school reserves the right to go directly to the consequence for the 3rd offense, if the offense is so severe that bodily injury occurs through malice.

FIELD TRIPS/SPECIAL ACTIVITIES

Field trips and special activities are privileges that are earned by proper school behaviors. When a student has demonstrated an indifference towards proper school behavior by accumulating behavior referrals and/or suspensions, the student has lost his/her privilege to attend field trips and/or special activities.

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 sex, and from peers as well as supervisors and Board members.

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

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

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 foreseeably might come in contact with students on school grounds or at school-sponsored activities. When an alleged sexual harassment occurs and the district knows about it, they shall take immediate and appropriate corrective action.

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

Any student who believes that he or she has been subjected to sexual harassment should report the alleged misconduct immediately, pursuant to 5020.1-R, so that appropriate corrective action, up to 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.

HAZING, BULLYING AND THREATENING

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

GANG POLICY

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

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

To further discourage the influence of gangs, the principal or designee shall ensure that school rules of conduct are enforced consistently and that all students have access to counselors as needed. If a student exhibits signs of gang affiliation, staff shall so inform the parent/guardian.

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

K-5 STUDENT BEHAVIOR CODE cont.

CAFETERIA CONDUCT

The cafeteria is part of the school and it is expected that the general rules of school will be followed in the cafeteria. The cafeteria aides are responsible for the supervision and maintenance of acceptable student behavior. The aides will work in close conjunction with the teachers and principal to maintain appropriate student conduct.

In addition to following the school rules while in the cafeteria, students are expected to:

1. Eat with good table manners.
2. Refrain from throwing or wasting food.
3. Remain seated until given permission to leave.
4. Move through the lunch line in an orderly fashion.
5. Clean up their table area when finished eating.
6. Eat all lunch foods in the cafeteria.
7. Talk quietly.
8. Do not bring cans and bottles as part of lunch.
9. Raise hand to get assistance.
10. Exhibit courteous and respectful behavior toward those in charge.

For those students who do not follow these rules, the consequences are:

1st offense: Warning by cafeteria aides.

2nd offense: Placement to assigned area of cafeteria. Parent/ teacher/principal notification.

3rd offense: Warning by principal and notification of parent with possible removal from the cafeteria to eat elsewhere.

4th offense: Parent notification and loss of cafeteria privileges.

HANDICAPPED STUDENTS

When a handicapped student violates the discipline code of the school which he/she attends, a meeting of the building administrator and the special education teacher shall be held to determine:

- A. Whether the student is capable of following the school discipline code.
 1. Was the behavior the result of an inability to CONTROL inappropriate behavior?
 2. Was the behavior the result of an inability to UNDERSTAND the rules?
- B. If the student is capable of following the school discipline code despite his/her handicap, then the appropriate school regulations will be followed.
- C. If the student is not capable of following the school discipline code because he/she cannot understand the regulations, appropriate actions to ensure understanding will be attempted.
- D. If the student is found to be incapable of following the school discipline code, after reasonable efforts have been made to obtain cooperation, because he/she cannot control his/her inappropriate behavior, then the teacher or administrator will refer the student to the Committee on Special Education.
- E. The Committee on Special Education can modify the student's Individual Education Program, if appropriate, to include alternatives and options for dealing with inappropriate behavior, such as being sent to a "time-out" area, in school suspension, being sent home, loss of privileges, etc.
- F. If a handicapped student's behavior is determined to be dangerous to himself or others, then the building administrator must take immediate and appropriate action, followed by immediate notification of the home school and referral to the Committee on Special Education. If such action includes suspension of the student, all legal procedures must be followed, including notification of the reasons for suspending the student, opportunity for the student to respond, opportunity for a parent conference, Superintendent's hearing if suspension is for more than 5 days, etc.

PENALTIES

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

1. verbal warning/reprimand
2. parental contact
3. written notification to parent(s) or guardian(s)
4. detention
5. suspension from transportation
6. suspension of other privileges
7. exclusion from a particular class
8. suspension from school
9. probation

Alternatives

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

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

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

Initiation of a Student Disciplinary Proceeding

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

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

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

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

Cross-ref: 5300, Prohibited Conduct

5310, Student Discipline

5314, Corporal Punishment Complaints

K-5 STUDENT BEHAVIOR CODE cont.

Ref: Education Law §3214
8 NYCRR §100.2(1)
Matter of O’Conner v. Bd. of Ed., 65 Misc. 2d 40, 43
Appeal of Reeves, Dec. No. 13,857 (1998) (involuntary transfer)
Matter of Troy R., 29 EDR 424 (1990) (automatic penalties)
Appeal of Ward, 27 EDR 217 (1988) (indefinite suspension)
Appeal of Wood, 27 EDR 92 (1987) (suspension beyond school year)
Matter of Clark, 21 EDR 542 (1982) (extracurricular activities)
Matter of Caskey, 21 EDR 138 (1981) (reduction in grade)
Matter of MacWhinnie, 20 EDR 145 (1980) (reduction in grade)
Matter of Labriola, 20 EDR 74 (1980) (excessive penalty)
Matter of Roach, 19 EDR 377 (1980) (transportation; contingent suspensions)
Matter of Caulfield, 18 EDR 574 (1979) (suspension from classes)
Matter of Wright, 18 EDR 432 (1978) (formal due process)
Matter of Port, 9 EDR 107 (1970) (informal due process)

HIV/AIDS POLICY

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

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

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

Students

It is the policy of the Board that:

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 ability 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 Section 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 HIV status; such employees are entitled to all rights and privileges, and services accorded to other employees and shall be entitled to reasonable accommodations to the extent that such accommodations enable such individuals to perform their duties.
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 (OSHA).
4. In accordance with OSHA regulations, training in universal precautions and infection control shall be offered to all employees and shall be provided to every employee with potential occupational exposure.

Confidentiality

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

HIV/Aids Testing

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

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

PLEASE READ, SIGN AND RETURN THIS FORM:

LANSINGBURGH CENTRAL SCHOOL DISTRICT • Troy, New York 12182

After Reviewing this K-5 Student Behavior Code and Disciplinary Plan, please sign and return this form to your child's teacher but keep the Handbook.

I have read, discussed and understand the attached Lansingburgh Central School Behavior Code.

Parent's Signature

Date

Student's Signature

Date



Elementary Schools Handbook

**Lansingburgh Central
School District
Troy, New York**

