

**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.

**Knickerbacker Middle School**

**BELL SCHEDULES**

**PERIOD 1**

**7:50-8:36**

**PERIOD 2**

**8:39-9:26**

**PERIOD 3**

**9:29-10:16**

**PERIOD 4**

**10:19-11:06**

**PERIOD 5**

**11:09-11:32**

**PERIOD 6**

**11:35-11:55**

**PERIOD 7**

**11:58-12:21**

**PERIOD 8**

**12:24-12:44**

**PERIOD 9**

**12:47-1:10**

**PERIOD 10**

**1:13-2:02**

**DELAYED START DAILY TIME SCHEDULE**  
**ONE HOUR DELAY 8:50 a.m. TWO HOUR DELAY 9:50 a.m.**

38 Min	8:50-9:28	<b>Period 1</b>	9:50-10:19	29 Min.
38 Min.	9:31-10:09	<b>Period 2</b>	10:22-10:51	29 Min.
38 Min.	10:12-10:50	<b>Period 3</b>	10:54-11:22	28 Min.
38 Min.	10:53-11:31	<b>Period 4</b>	11:25-11:53	28 Min.
23 Min	11:34-11:57	<b>Period 5</b>	11:56-12:19	23 Min.
14 Min.	12:00-12:14	<b>Period 6</b>	12:22-12:29	7 Min.
23 Min	12:17-12:40	<b>Period 7</b>	12:32-12:55	23 Min.
14 Min	12:43-12:57	<b>Period 8</b>	12:58-1:05	7 Min
23 Min	1:00-1:23	<b>Period 9</b>	1:08-1:31	23 Min.
36 Min	1:26-2:02	<b>Period 10</b>	1:34-2:02	28 Min.

**Half Day Time Schedule**

Students will not go to their lunches during the day.

Period 5/6 class will be period 6.

Period 6/7 class will be period 6.

Period 7/8 class will be period 8.

Period 8/9 class will be period 8.

<b>Period</b>	<b>Length</b>	<b>Start</b>	<b>End</b>
1	28 min	7:50	8:18
2	25 min	8:21	8:46
3	25 min	8:49	9:14
4	25 min	9:17	9:42
6	25 min	9:45	10:10
8	25 min	10:13	10:38
10	27 min	10:41	11:08

**DIRECTORY OF SCHOOL PERSONNEL**

Superintendent.....Mrs. Cynthia DeDominick  
Director of Curriculum and  
Staff Development; CPSE Chairperson.....Ms. Kelly Alexander  
Director of Pupil Personnel Services.....Mr. Shaun Paolino  
CSE Chairperson.....Ms. Erinne Flanigan  
Business Administrator.....Ms. Lisa Kyer  
District Treasurer.....Mrs. Jane Luskin  
Athletic Director.....Mr. Sean Colfer  
Lansingburgh High School Principal.....Mr. Matt Van  
Dervoort  
Lansingburgh High School  
Assistant Principal.....Mr. Thomas Hopkins  
Knickerbacker Middle School  
Principal.....Ms. Carrie Phelan  
Knickerbacker Middle School  
Assistant Principal.....Mr. Peter Fusco  
Rensselaer Park Elementary School  
Principal.....Mrs. Rebecca McGrouty  
Turnpike Elementary School  
Principal.....Mrs. Tina O'Brien  
Building and Grounds Supervisor.....Mr. Robert Schongar  
Director of Guidance.....Mr. Greg Rashford  
District Attendance Officer .....Mr. Darwin Carr  
School Nurse.....Mrs. Penny Tobias/Mrs. Lori DeSio

**GUIDANCE COUNSELORS**

Grades 6-8.....Mrs. Meghan Holdsworth  
Grades 6-8.....Mr. Philip Faseun

**NON INSTRUCTIONAL STAFF**

Principal's Secretary.....Mrs. Pamela Frazier  
Guidance Secretary.....Mrs. Ellen Gordon  
Attendance Clerk.....Mrs. Linda Lynch  
Head Custodian.....Mr. Charles Davey

## **BOARD OF EDUCATION MEMBERS**

BOARD OF EDUCATION  
2018-2019

Mrs. Mary Sweeney, President

Mr. Jason Shover, Vice President

Mrs. Kelley Bristol

Mr. Carl Walp, Jr.

Mr. Michael Cusack

Mr. Robert Morris, Jr.

Mr. Jeff White

Mrs. Michelle Speanburg

Mrs. Marie Cole

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

### **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.

### **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.

### **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 are issued is listed elsewhere in this handbook.

### **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.

## **GUIDANCE OFFICE**

### **A. General Information**

The Guidance Office is available to students during periods 1-10 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 tutorial 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.

### **EXTRACURRICULAR AND CLUB ACTIVITIES**

A number of clubs and activities are offered for students at KMS. These include inter-scholastic competition in the Colonial Council and Southern Conference, Class Organizations, Student Council, National Junior Honor Society, Yearbook, 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.

## **TRANSPORTATION**

### **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 2:08 p.m. and the late bus leaves at 3:00 p.m. General rules for student behavior apply on school buses. Infractions of school rules, such as smoking on the bus, will result in the removal of the student from the bus for an extended period of time. Serious problems will result in disciplinary action being taken.

## **ATTENDANCE PROCEDURES**

### **General Expectations for Students**

Students are expected to be present on each scheduled day of instruction unless legally excused by their parents. Students shall be on time and attend all regularly scheduled classes 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 233-6810 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 233-6819 so that arrangements can be made for homework assignments.

### **First Period/Homeroom**

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

1. Attendance is taken at 7:50 a.m. 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 a.m. are tardy and are required to sign in at the desk directly inside the entrance way and pick up their tardy slip.
3. If students are in the building prior to the late bell, but sign in late to school, they will be assigned a school detention.

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, student

should be seated and remain quiet while the morning announcements are given over the PA.



### Categories Relating to Student Attendance

1. Students not in first period by 7:50 a.m. 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 parent meetings and other disciplinary action.
2. Any student entering the building after 9:30 a.m. unexcused will receive a full day of ISS.
3. When applicable, students with 15 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 note should report to the attendance secretary in the main office before First Period. 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 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.

- a. If students are late to class, the teacher will take one of the following actions:
    - Assign a teacher detention\* after every three unexcused tardies (less than 5 minutes) to class
    - Assign a teacher detention\* after every three unexcused tardies (less than 5 minutes) to class **and** for every consecutive late after that.
- \*The length of a teacher detention is at the discretion of the individual teacher. However, if a 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

### **Tutorials**

Tutorial expectations – All students in grades 6-8 are expected to report to assigned tutorials 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 “Twitter” or “Facebook”.

#### **STUDENT PASSES**

Administrators, Guidance Counselors, and the School Nurse will inform students of scheduled appointments by sending passes to students via homeroom. First Period 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.

#### **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 to 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 or 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. Administrators will also conduct random searches of students entering late to school without a legal excuse on pre-determined dates.

### **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

#### **INITIATION OF A STUDENT DISCIPLINARY PROCEEDING**

Any teacher, administrator, Board member, parent or guardian or other person may report a violation of the student disciplinary code to the 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 Principal, who will then take action as prescribed in the Student Code of Conduct.

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

A student handbook will be made available each year for the entire student population. The Board recognizes a students' 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.

Cross-ref:           5300       Student and Visitor Code of Conduct  
                  5300.30 Prohibited Student Conduct  
                  5300.40 Disciplinary Penalties, Procedures and Referrals

#### **STUDENT BEHAVIOR DEFINITIONS AND CLARIFICATIONS**

The faculty, parents, and students value the necessity of good student behavior and conduct in order for an atmosphere of learning to exist in school and for effective instruction in school. These regulations are to ensure that a safe and orderly environment exists which is conducive to an optimal learning climate. The discipline policy applies to all school sponsored activities both on and off school property.

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 2:50 p.m. in room 240. Students may be taken out of their period 10 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, that student will be subject to further disciplinary consequences.

**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 SUSPENSION (ISS)**

In-School Suspension is a day-long supervised study from 7:50 a.m. to 2:02 p.m. Students must attend ISS with books and materials to study. Students must sit quietly and keep to themselves. In ISS classroom teachers 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 9:20 a.m. Removal from the ISS room will result in a same day suspension. A parent/guardian will be notified by administration

Students who are temporarily removed from a scheduled class by the teacher for behavior will be sent to the Turnaround Room for some or all of their class period. Students are required to follow all rules for the Turnaround room.

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

Out-of-School Suspension 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 2:15 p.m. - 4:00 p.m. every day at LHS in Room 182. Students may return to school at 2:15 p.m. 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 or 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 ensure the proper atmosphere for learning, students are expected to cooperate, be respectful and to follow directions. Sometimes students make mistakes. Generally, teachers will identify problems and pursue appropriate, reasonable measures to cause students to adjust their behavior.

Students who do not respond to reasonable measures shall be referred to the administration by means of the Student Referral. The Student Referral will be used to describe the problem and to identify actions taken by teachers and administrators to deal with the problem. A copy of the Student Referral is

mailed to the 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 ISS room rather than attend regular classes.

#### **DISCIPLINARY CONSEQUENCES**

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

#### **ALCOHOL AND DRUGS**

An attempt to exchange, sell, purchase or use any substances such as, but not limited to, alcohol, narcotics or other substances that are prohibited on school grounds, is strictly forbidden and in violation of school policy. Students involved in such transactions will be subject to disciplinary action including parent notification, search of person/belonging/locker, suspension, superintendent hearing, referral to counseling treatments, and notification of authorities.

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. Paraphernalia includes, but is not limited to, electronic cigarettes and other smoking devices. Disciplinary action including search, suspension and arrest may be administered.
2. Even though alcoholic beverages or drugs may have been consumed elsewhere, any student suspected of or under the influence of said drugs, or **possession** of any controlled substance without written authorization of a physician, during the school day, at an extra-curricular event, field trips, or on school property may be subject to disciplinary action. Disciplinary action may include parent notification, search of person/belonging/locker, removal from school or school function, suspension, referral to a counseling provider, and notification to authorities.
3. No minor or adult will be admitted to any athletic event or extra-curricular event, if in the opinion of the chaperone, it is apparent that alcoholic beverages or drugs have been consumed or the person is exhibiting erratic or disruptive behavior.

#### **INFRACTIONS**

- a. Sale/distribution 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) notify authorities when appropriate, parent conference, possible Superintendent Hearing.

**Second Offense:** Superintendent's Hearing after mandatory 5 days suspension. Notify authorities



**GAMBLING**

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

**WEAPONS**

No student shall have in his/her possession upon school premises any rifle, shotgun, pistol, revolver, other firearm, knives, dangerous chemicals, explosives, or any object which is not necessary for school activities and which could be used as a weapon.

A deadly weapon is defined by 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.

**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, brass knuckles, and wallet chains, etc.

<u>First Offense</u>	<u>Second Offense</u>	<u>Third Offense</u>	<u>Fourth Offense</u>
One day of ISS	Up to five (5) days Of OSS	Five (5) days of OSS and a Supt. Hearing	Five (5) days of OSS and a Supt 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.

**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.

**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 Suspension 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.

**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 and will be confiscated.

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

**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.

#### **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 explosives 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:** 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.

#### **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.

#### **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.

#### **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
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.

**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 students.

**RACIAL, SEXUAL AND OTHER FORMS OF HARASSMENT**

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

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

**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 Principal.

**LOITERING**

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

### **LUNCH PERIOD POLICY**

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

### **ELECTRONIC COMMUNICATION AND ELECTRONIC DEVICES**

Personal electronic communication and entertainment devices, including ear buds/headphones, 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.**

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.

### **STUDENT DRESS**

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. Technology, 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 dress 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, cropped shirts, 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 degrades 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 students from wearing or carrying any clothing or symbol that denotes gang activity on school grounds and at school activities, both on and off campus. 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 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.

#### **BOOK-BAGS AND BACKPACKS**

The use of book-bags, backpacks, bags, and purses 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.

#### **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.

#### **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 prescribed 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.

#### **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 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.**

#### **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 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, and is subject to school discipline.
4. No loitering will be permitted on school grounds.

5. Coats and bags will be placed in storage room and are subject to be searched. 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**

#### **CO-CURRICULAR 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 extracurricular activity, you should always strive to portray a positive image of your school. Students in extracurricular activities shall avoid any infractions of the Lansingburgh Student Handbook which constitutes notice of school policies, rules and regulations. In addition, students shall avoid any actions or the participation in an activity outside of school, which might bring embarrassment or negative view on the student or the school community. Such alleged violations may be subject to review and possible subsequent action.

*The Code will be in effect for a period of one calendar year (including summer) from the date it is signed. Students will have to sign a new code each time they start an extracurricular activity.*

#### **TRAINING RULES**

Training rules are intended to ensure 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.

**SUSPENSION:** Students on internal or external suspension from school by the school administration in violation of the Lansingburgh Student Handbook will not be able to participate in practice, game, or activities on the days of the suspension. If the suspension begins on the day prior to a weekend or vacation and the suspension continues upon return to school the student is ineligible for any competition or activities while school is out of session.

**SUPERVISION:** Students who have practice at or before 3:00pm may report to the cafeteria or with a teacher until practice begins. Students who have practice after 3:00pm must leave the building and return for their practice. Students who practice after 3:00pm may also stay with a teacher and take the late bus home. Students must also leave the school after the completion of practice. Students, who remain in the building after practice unsupervised, will face disciplinary actions. .

**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 Athletic Director 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:** Students must be in school to participate in extracurricular activities. Students arriving after 7:50am are ineligible for any competition or activities for that day. The only exceptions are:

- Funeral
- Medical/dental appointments
- Religious observance
- Required court appearances
- Approved college visit
- Acceptable excuses which are reviewed by the Athletic Director

**PARTICIPATION IN PHYSICAL EDUCATION:** All student athletes must change and participate in Physical Education class on the day of a practice and/or contest. Failure to change and participate in Physical Education class will result in student athlete not being allowed to participate in that day's practice and/or contest.

EQUIPMENT/UNIFORMS: Uniforms are on loan from the school and must be returned after every game. 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:

1. Discuss the decision jointly with the coach and Athletic Director. This is an important step in as much as he/she should be made to realize the responsibility to the team and to the coach.
2. 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.
3. Switching from one sport to another during a season would be permitted only if both coaches involved, and the Athletic Director, granted permission.
4. 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, Assistant Principal, and a coach to be named. The student would then have an opportunity to present his/her side of the suspension.

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. Cyber bullying will not be tolerated, cyber bullying is when the Internet, cell phones, or other electronic devices are used to send or post text or images intended to hurt or embarrass another person. Phones or any other electronic device that can record sound, pictures, or video are not to be used in the locker room. These items should be secured in a locker and not used in the locker room.

Violation of the code of conduct will result in loss of games and activities:

First offense – 20%

Second offense – 50%

Third offense – one full calendar year

\*any illegal activities will go right to Level 2 offense

ACADEMIC ELIGIBILITY POLICY FOR EXTRACURRICULAR  
ACTIVITIES AT LANSINGBURGH

Students are academically eligible when they have at least a 65 overall average and passing all of their courses the quarter prior to the sport season. Eligible athletes must maintain at least a 65 average and pass all classes throughout the season of play.

If a student's average is less than 65 or they are failing 2 or more courses from the prior quarter they are ineligible to try out for a team.

If during the season a student's average drops below 65 or they are failing 2 or more classes they will be placed on academic probation.

Students on academic probation may practice but are unable to participate in games or events until a review of their grades after a two week period. The review of the grades will be done by the administration and at that time if the student is passing all of their classes they will be removed from probation and return to competition. If the student is not passing all of their classes after the two weeks they will be removed from the team. Interscholastic Athletics is an extension of the New York State Commissioners Regulations for Physical Education; therefore any student failing Physical Education class will be placed on Academic probation.



## THINGS TO KNOW

1. **Daily Announcements** – The PA will be used to communicate daily announcements. Announcements are made during Period 1 and at the end of the day. Information to be announced to students should be submitted prior to 7:30 a.m. on a 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 and on the local news channels 6, 10, and 13. You will also receive a call from our automated calling system as long as we have an updated phone number on file. Reports in the morning will be between 6:00 a.m. and 8:00 a.m. If no report is heard, it can be assumed that school will be in session. Please do not call the school. Telephone lines must be kept open for emergencies.
  
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 Superintendent of Schools, Lansingburgh CSD Troy, New York 12182. She 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.