

# LAKE GEORGE ELEMENTARY SCHOOL



2022-2023  
Student/Parent Handbook  
*(Revised 8/22)*

*The mission of Lake George Central School is to personalize opportunities that empower all students to be lifelong learners, leaders and global citizens.*

Dear Parents & Students,

Welcome to the 2022-2023 school year!

This handbook was developed to provide a resource of information about Lake George Elementary School.

As we do each year, we ask parents and children to read through the handbook together. After you have reviewed the handbook and discussed it with your child, please sign on the page located at the back of this book, remove it from the handbook and have your child return it to his/her classroom teacher.

If after reading the handbook you still have questions about our school or district, I encourage you to visit the district web site at [www.lkgeorge.org](http://www.lkgeorge.org) for additional information including our Board of Education Policies, code of conduct, Principal's updates, classroom web pages, etc. In addition, please feel free to contact us at school with any questions or concerns.

As we begin the 2022-2023 school year, I encourage our parents and guardians to stay involved in our school. LGES is a special place because of the support that we get from our families and PTSO. Please consider participating in the PTSO. Even if you have only a few hours to volunteer, it will make a big difference for our students.

Thanks again for supporting our school. I'm looking forward to a great year.

Sincerely,

Jim Conway  
*Principal*

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## **0000 EDUCATIONAL PHILOSOPHY**

### **0100 EQUAL OPPORTUNITY**

Each student is entitled to an equal opportunity for an education. The district will provide every student with equal educational opportunities regardless of race, color, creed, sex, national origin, religion, age, economic status, marital status, or disability. No student will be excluded on such basis from participating in or having access to any course offerings, counseling services, employment assistance, extracurricular activities or other school resources.

### **0200 PHILOSOPHY**

The Philosophy of Lake George Elementary School is to work together to achieve our mission for all students. We do this by utilizing the concepts of team teaching and a philosophy of teachers working together as a professional learning community to meet the needs of all students.

### **0300 MISSION & STRATEGIC PLAN**

Mission: “The Lake George Central School District will personalize opportunities that empower all students to be lifelong learners, leaders and global citizens.”

Motto: “We are lifelong learners, leaders and global citizens.”

Vision: To foster academic and personal excellence, responsibility and cultural awareness, we are dedicated to creating:

- An engaging and innovative learning environment for each student;
- A comprehensive K-12 instructional program using best practices;
- Student connections to extra-curricular opportunities; and
- An appreciation for diversity and local traditions.

Values: CREATE

Collaboration

Respect

Excellence

Accountability

Trust

Empathy

## **1000 COMMUNITY RELATIONS**

### **1100 PUBLIC NOTIFICATION**

The Lake George Central School District hereby advises students, parents, employees and the general public that it offers employment and educational opportunities, including vocational education opportunities, without regard to age, sex, race, color, national origin or handicap.

Inquiries regarding this nondiscrimination policy may be directed to:

Title IX Coordinator

Superintendent of Schools

Lake George Central School District

381 Canada Street

Lake George, New York 12845

Telephone: (518) 668 5456

### **1200 PUBLIC ACCESS TO STUDENT RECORDS**

The Family Rights and Privacy Act of 1974 mandates that student records be available to the parents of students under 18 years of age, and to students and former students over 18 years of age and includes the provision that parents, students over 18 and former students over 18 years of age must be provided an opportunity for a hearing to challenge the content of the records. In addition, the Act provides that the confidentiality of educational records with respect to third parties must be maintained.

## **1300 TELEPHONE**

It is necessary that the office phones be used only for school business. The following is our school policy relating to the student use of the school phone:

The teacher will make the determination as to whether a student may make a call on the classroom phone.

1. The child must ask the teacher for permission to make a telephone call.
2. If permission is granted, the student will utilize the telephone in the classroom. Permission to use the phone may be granted by the teacher if the child:
  - A. Forgot their lunch, homework, notes, or sneakers..
  - B. Forgot to tell their parents about an after-school activity.
  - C. Is unsure of their dismissal plans.
  - D. Any other reason similar to the above.

**Permission will not be granted if the student wants to arrange for another student to come to his/her house after school or other similar reason.**

3. The student will make the call and immediately resume with instruction.

## **1400 LOST AND FOUND**

Lost and Found areas are maintained in each of the classrooms as well as the main lobby. Small and valuable items (including glasses and electronic devices) are secured in the Main Office. Students should check the Lost and Found for lost items and inform teachers that they are missing items.

## **1500 RELATIONS WITH PARENT ORGANIZATIONS (PTSO & CABINET)**

### **Parent Teacher Student Organization**

The Lake George Parent Teacher Student Organization (PTSO) is a locally run organization. Our members and leaders are committed to the continued support of the students and families of The Lake George community. Our goal is to provide programs that enrich our children's education and provide fun, safe events for the whole family. We believe that parent involvement increases student achievement and success. General membership meetings are open to the public and held bi-monthly. For the convenience of the parents and teachers attending the meetings, babysitters are at the meeting site with planned activities. Students, parents, and teachers are encouraged to attend the P.T.S.O. meetings and share their ideas.

The P.T.S.O. Board members for this year are:

Co -Presidents: Jenn O'Leary & Summer Steves

Co-Vice-Presidents: Rick Reinhold & Gabby West

Treasurer: Celena Johnson

### **Parent Cabinet Representatives**

NYS Educational regulation 100.11 requires each school to form a shared decision making team consisting of parents, teachers and administrators. Lake George Elementary School's shared decision making team is the Educational Cabinet. The Lake George PTSO facilitates the election of the parent representatives for the Lake George Cabinet. The parent representative(s) on the Elementary Cabinet are not required to be PTSO members.

The 2022-2023 parent representatives on the Elementary Cabinet are:

Courtenay Hall & Summer Steves.

Parents and other citizens are encouraged to visit the school periodically during the course of the school year. Persons who are not students or staff **must** report immediately to the greeter's desk when they enter the school building. *Student visitors from other schools, unless they have a specific academic reason and prior approval of the Building Principal, are not permitted to enter school buildings.*

Visitors to the schools of the district will adhere to the following rules:

1. The person or group wishing to visit must contact the Principal, and prior approval must be obtained for the visit.
2. All visitors must report to the greeter, sign in, and be issued a visitor's pass, which must be displayed at all times. The pass must be returned to the greeter at the conclusion of the visit.
3. Parents are encouraged to visit teachers, guidance counselors, school nurses, school psychologists and other support personnel by appointment, in order to discuss any problems or concerns the parents may have regarding the student, whether or not school-related.

Lake George Elementary School expects a high standard of conduct from its students, faculty and staff, as well as visitors to the school.

The school will enforce a code of conduct, which governs the conduct of all persons, whether or not their presence is authorized, upon any premises or property under the control of the district, and used in its teaching, administrative, cultural, recreational, athletic and other programs and activities.

#### **PROHIBITED CONDUCT:**

**No person, either alone or with others, shall:**

1. Cause or threaten physical injury to any other person, for the purpose of compelling or inducing such other person to refrain from any act which he/she has a lawful right to do, or to do any act which he/she has a lawful right not to do;
2. Use, possess, sell or distribute alcohol, illegal drugs and drug paraphernalia;
3. Physically restrain or detain any other person, nor remove such person from any place where he/she is authorized to remain, except that students may be restrained as permitted by Commissioner's Regulations.
4. Damage or destroy property of the district or under its jurisdiction, nor remove or use such property without authorization;
5. Without permission, expressed or implied, enter into any private office of an administrative officer, member of the faculty or staff member;
6. Enter upon and remain in any building or facility for any purpose other than its authorized uses or in such manner as to obstruct its authorized use by others;
7. Without authorization, remain in any building or facility after it is normally closed;
8. Refuse to leave any building or facility after being required to do so by an authorized administrative officer, member of the faculty or staff member;
9. Obstruct the free movement of persons and vehicles in any place to which these rules apply;
10. Disrupt or prevent the peaceful and orderly conduct of classes, lectures and meetings or deliberately interfere with the freedom of any person to express his/her views, including invited speakers;
11. Have in his/her possession upon any premises to which these rules apply, any rifle, shotgun, pistol, revolver, or other firearm or weapon without the written authorization of the Principal or Superintendent of Schools, whether or not a license to possess the same has been issued to such person;
12. Incite others to commit any of the acts herein prohibited with specific intent to procure them to do so; and/or
13. Violate any law, regulation or Board policy.

**Disciplinary measures** for anyone who violates any of the provisions of these rules is subject to appropriate penalties, up to and including reprimand, suspension, ejection, arrest, and/or prosecution.



## **2000                    BOARD OF EDUCATION**

### **2022-2023 Board Members**

Katie Breuning, President  
Maryanne MacKenzie, Vice President  
Jeannine Bieber  
Tricia Conner Biles  
Rosemarie Earl  
Mario Fasulo  
Donna Prime

Board member information can be found on the district website [www.lkgeorge.org](http://www.lkgeorge.org)

## **3000                    ADMINISTRATION/STAFF**

Personnel information can be found on the district website [www.lkgeorge.org](http://www.lkgeorge.org)

### **3100                    CENTRAL ADMINISTRATION**

John Luthringer, Superintendent  
Lyn Derway, Interim School Business Administrator  
Sarah Barton, Superintendent Secretary/District Clerk  
Rene Palmer, District Treasurer  
Michaela White, Payroll Clerk  
Lynne Forjone, Account Clerk

### **3200                    DISTRICT ADMINISTRATION**

Martin Breen, M.D., School Physician  
Natalie Fullen, Central Registrar  
TBD, Director of Facilities  
Megan Coker, Director of Curriculum, Technology & Innovation  
Jeff DeStefanis, Food Service Director/Chef  
Jamie Bearor, K-12 Coordinator of Special Education Chairperson (CSE)  
Andrew Raymond, Transportation Supervisor  
Kyle Manny, Athletic Director

### **3300 ELEMENTARY SCHOOL MAIN OFFICE**

Jim Conway - Principal  
Lisa Fox - Administrative Assistant  
Gail Zivica - Greeter  
Kim Polimeni - Office Aide  
Natalie Fullen - District Registrar  
Ashley Gershen - K-6 Curriculum Coordinator  
Faith Helms - School Nurse  
Janine Way - Technology

**General Education Teachers**

Kindergarten - Kim Bennett, Susan Hendry  
1st Grade - Sarah Abrantes, Krista Kelly  
2nd Grade - Bri Fish, Alex Poetzsch, Anna Zehr  
3rd Grade - Emily Holderman, Alayna Lavigne  
4th Grade - Jonathan Lewis, Brian Thomsen, Michelle Thormquist  
5th Grade - Kelsey Cox, Jeff Crotty, Kelly Montesano  
6th Grade - Kelly Catarelli, Erik Hoover, Paul Kelly

**Special Education Teachers**

K-3rd Grade - Lynn Jaeger  
2nd Grade - Cassie Gearing  
4th Grade - Jessica Podres  
5th Grade - Emily Warnt  
6th Grade - Jessica Egan  
K-5th Grade Special Class - Morgan Byrnes  
4th - 6th Grade - Kerri Spring

**Teaching Assistants / Aides**

Lorraine Blackburn  
Marianne Callahan  
Renee Chance  
Cara Gitto  
Julie Kubricky  
Angela Montana  
Heidi Montville  
Margo Nelson  
Cathy O'Brien  
Heather Wagemann

**Special Area Teachers / Staff**

Art - Alison Darbee-Laurin  
Counselor - Zoe Chodak  
Enrichment - Geoff Bizan  
Foreign Language - Nathalie Martineau  
Library - Bridget Crossman  
Math Intervention - Katie Gibbons  
Music, Instrumental - Mallorie Meyer  
Music, Vocal - Mariah Nissen  
Occupational Therapist - Yvonne Powers  
Physical Education - Blake White, Heather Usher  
Physical Therapist - Kristin Starling-Doty  
Psychologist - Sarah Dillman  
Reading - Nikki Borie, Maggie Kelly, Deborah Quillinan  
School Social Worker - Victoria Coddington  
Speech Therapists - Jessica Cross, Robin Larson  
Technology - Geoff Bizan, Dante Siletti

## **3500 CAFETERIA STAFF**

Sandy Gunther  
Jorja Halsted  
Kelly Neubauer  
Lisa Shumek  
Julie Tosi

## **3600 CUSTODIANS**

Karl Denton, Head Custodian  
Shannon Hayes  
Will Parker  
Lorrie Wolf

## **4000 INSTRUCTION**

### **4100 DAILY OPENING EXERCISES**

The Commissioner of Education's regulation requires that opening exercises each day school is in session shall be the Salute to the Flag.

### **4200 SPECIALS**

#### **4210 Art – Alison Laurin**

All students receive art instruction. Mrs. Laurin is our art specialist. All students explore a wide variety of media in creating two and three- dimensional projects. Fundamental design concepts developed in these classes include the element of line, color, composition, shape, contrast, texture, pattern, form, space and balance. Visual arts experiences are closely integrated with classroom curriculum such as language arts, science, social studies and math. Emphasis is also given to awareness and appreciation of the environment and the life and work of other artists. After school Art Club is offered throughout the year on a rotating basis for Intermediate I and II students.

#### **4220 Music – Mariah Nissen**

Elementary students at Lake George Elementary School receive professional musical education experiences twice every six days. Primary, Intermediate I, and Intermediate II students meet at 30-minute intervals. Kindergarteners meet every other day for 25- minute sessions.

The music curriculum is eclectic, utilizing the philosophies of Carl Orff and Zoltan Kodaly, as well as other current and time-proven methods to prepare our students for continued success in the Junior and Senior High levels. We are currently utilizing the Music Play Curriculum to present high-quality materials. Our curriculum also spirals to help students reinforce and build on skills previously learned during earlier exposures. Music skills are presented in a structured and sequential method in all areas. The human voice is viewed as the first human instrument and students are taught proper techniques to ensure a healthy lifetime of singing. Students are also expected to do their best to create, listen and perform music on classroom rhythmic and melodic instruments in a supportive atmosphere. Music education at LGES also reflects and supports the integration of all arts and classroom subject areas whenever possible. LGES music students are also exposed to a great deal of music technology through the most current programs, including the Smart Board, as well as Sibelius music writing software. Finally, Intermediate I students participate in soprano recorder instruction and culminates in possible performances for the top Recorder Karate students.

Extra-curricular activities include 3/4 Chorus, 5/6 Chorus and, when possible, special interest ensembles. These activities take place after school and are open to all 3rd-6th grade students.

Musical progress is reported to parents/guardians two times each year on a separate specialist report card. Students are assessed in classroom participation/effort, positive social classroom interactions, as well as music competency. Kindergarten students receive a newsletter twice per year as well.

#### **4230 Instrumental Instruction - Mallorie Meyer**

Students may elect instrumental instruction, beginning when they are about 9 or 10 years old. All students in this program receive small group lessons, as well as band experience.

#### **4240 Physical Education- Heather Usher and Blake White**

**All students enrolled in the district are required to attend and participate in physical education classes as scheduled.**

Kindergarten students receive physical education daily for 25 minutes. All other students receive three periods per six- day schedule. Classes are co-educational, and sneakers are required. The older students change into gym clothes. The scope of the physical education objectives extends beyond physiological and neuromuscular development into the areas of interpretive, social, and emotional development. Major categories of activities include movement education, rhythmic, basic ball skills, gymnastics, team sports, games and physical fitness.

If a child is unable to participate in Physical Education class, the following excuses must be provided:

1. A physician's certificate indicating restriction of a student's activity is required for an extended period of time. Another statement is required upon resumption of the activity.
2. Parental excuses will be granted for one day restrictions.
3. Physical educators may excuse students from an activity at their discretion.

#### **4250 Library Media Center - Bridget Crossman**

Mrs. Bridget Crossman, elementary librarian, provides resources for both academic research and leisure reading. In addition she ensures various age appropriate electronic and print materials are available for students, staff and families.

#### **4300 PROGRAMS FOR STUDENTS WITH DISABILITIES**

Each student identified by the Committee on Special Education (CSE) as having a disability will have access to the full range of programs and services of this school district, including extra curricular programs and activities, which are available to all other students enrolled in the public schools of this district. Parents/students who desire further information on these programs and services should contact the C.S.E. office or the District C.S.E. Chairperson at 668-5452.

#### **4400 GIFTED AND TALENTED PROGRAMS**

Our Gifted and Talented Program offers our identified gifted and talented students the opportunity to explore individualized courses of study, academic competitions, mentorships and educational seminars.

#### **4500 SUPPORT SERVICES**

#### **4510 School Social Worker**

The Lake George Elementary School Social Worker is Ms. Coddington. She works with students in group and individual counseling. She is the school's main contact with cooperating community agencies.

Ms. Coddington has the flexibility in her schedule to meet with parents and students to address a range of concerns. Please reach out to schedule an appointment with her if you have any concerns.

#### **4520 School Psychologist**

Mrs. Sarah Dillman, the School Psychologist, counsels students individually and in groups, helping them to gain insight into their educational, vocational and personal/social problems and to develop skills in decision making.

She offers psychological testing services as requested by parents, the Response to Intervention Team (RTI) and the Committee on Special Education.

#### **4530 Academic Intervention Services**

As part of our RTI (Response to Intervention), there is a daily ½ hour of Intervention time called WIN Time (What I need). Student support is provided for students that have not achieved proficiency or are in danger of not meeting state standards. Time is also provided outside of this block for AIS.

#### **4540 Speech Assistance**

Mrs. Robin Larson and Mrs. Jessica Cross, speech/language therapists, are responsible for speech screening and work with students in need of speech therapy.

#### **4550 Response To Intervention Teams**

The RTI Team at LGES is composed of administrators, teachers, and specialists who meet monthly to discuss referrals from staff regarding student academic and behavioral needs. The team is a proactive problem-solving team, which coordinates services and makes necessary referrals (such as C.S.E., outside agencies, etc.) for referred students.

### **4600 PROGRESS REPORTS AND TEACHER-PUPIL-PARENT CONFERENCE**

All Progress Reports Cards are sent home with the students. Parents should feel free to ask for a conference anytime throughout the year by calling the teacher at 668-5714 for an appointment. We encourage parents to maintain open communication with their child's teachers.

#### **A. Progress Report Periods:**

First Report Period: November 14, 2022

Specialist Report Period: February 13, 2023

Second Report Period: March 10, 2023

Final Report Period: June 23, 2023

#### **B. Teacher-Pupil-Parent Conference Dates**

November 16, 2022, Wednesday, PM Conferences

November 17, 2022, Thursday, PM Conferences

November 18, 2022, Friday, PM Conferences

**Additional conferences may be requested by either the parent or teacher at any time during the school year.**

## **4700 STANDARDIZED TESTING PROGRAM**

Diagnostic reading, and mathematics tests are administered to all students. Formative assessments are administered throughout the year in all content areas. iReady and progress monitoring is utilized K-6 throughout the year to monitor the reading and math progress of all students. In the spring, students will take the 3rd-6th grade NYS Assessments in ELA and Math. There is also a Grade 4 NYS Science test.

## **4800 PROMOTION/RETENTION**

We understand that children move forward at different rates, without consideration for grade barriers. Decisions to spend an additional year at a grade level are considered carefully with all factors considered.

## **5000 STUDENT POLICIES**

### **5100 ATTENDANCE, TARDINESS AND DISMISSAL POLICIES AND PROCEDURES**

An excellent attendance record is a top priority in Lake George Elementary School. There is a direct correlation between student attendance and academic success. Frequent absences and/or tardiness leads to serious gaps in the educational sequence and subsequent understanding for future progress.

#### **5110 Student Absences**

If your child is absent, please report his/her absence to the school office at 668-5714 between 7:30-8:15 a.m. This will certify to us that you are aware that your child is not in school. If we do not receive a phone call from you, we will attempt to contact you. This procedure enables us to ensure the safety and accountability of our students.

Students are required to bring in notes for ALL absences. A note, signed by a parent or legal guardian, which includes the student's name, date of absence and reason for absence must be turned into the office upon return to school.

Students may be excused from part of the school day by properly notifying the main office. Students, who need to be excused early MUST SUBMIT a note to the main office before school. The note must be signed by a parent or guardian with the following information: time for dismissal and reason for early dismissal.

If the child will be out longer than 10 consecutive school days due to illness, the parent should contact the school to arrange for tutoring. The child is eligible for 5 hours of tutoring per week at the school expense.

#### **Legal Absence**

The following are the only legal excuses for absence:

1. student illness
2. sickness or death in the family
3. excused absence for a medical appointment for part of the day
4. educational (school) trip
5. impassable roads or weather
6. approved religious observance not regularly scheduled on the school calendar
7. quarantine
8. court appearance
9. attendance at health clinics
10. approved cooperative work program

Extended illness of a serious nature, with medical documentation, may be given special consideration by the administration.

## Illegal Absence

### 1. *Unlawful Detention (illegal absence with parental knowledge)*

Absences from classes for reasons not listed in Section 5100, but with the permission of the parent are referred to as "unlawful detentions." Examples of this are: vacation trips with parents, visiting relatives, working or making a false statement about the reason for absence.

### 2. *Truancy (illegal absence without parental knowledge)*

Absences from classes that are not legal and occur without parental consent are deemed to be cases of truancy. Skipping classes, leaving school grounds without permission, failing to report to school, are all considered truanies. Subsequent truanies will bear penalties ranging from increasing loss of free time, Attendance Review Board Referral to Superintendent's Hearing.

### 3. *Leaving school grounds without permission*

Students may not leave the building or premises without the permission of the principal, or a member of the staff. Discipline measures range from loss of free time to suspension.

## **5120 Tardiness**

School begins at 7:45 a.m. Students who are tardy to school (after the 8:00 bell) must report to the main office with a note signed by the parent/guardian explaining the reason. **No student should be dropped off prior to 7:30 a.m., as there is no supervision for early drop offs.**

## **5130 Student Dismissal Precautions**

In order to ensure student safety, the school maintains a list of individuals who are authorized to pick up students from the school. No student may be released to the custody of any individual who is not the parent or guardian of the student, unless the individual's name appears upon a Pick-Up Authorization form. Pick-Up Authorization forms must be completed by a parent/guardian and are available from the Main Office at the elementary School.

Students who need to be excused early MUST SUBMIT a note to the main office before school.

## **5200 CODE OF CONDUCT**

### **5215 Discipline Philosophy**

It is the philosophy of the Lake George School District that discipline is more than responding to a student's misbehavior with rewards or punishments. It is a proactive process of developing responsible decision making of students, creating a positive and safe learning environment and building positive relationships with students. It is our responsibility to prepare students to function in a democratic society. Qualities of cooperation, self discipline, social responsibility and mutual respect become the goals of discipline in a democratic society or classroom.

Our goals in establishing a respectful school are to:

Establish a climate of equality and mutual respect. Equality carries with it responsibility for one's own behavior and the understanding that every person in school will be treated respectfully as a human being.

Encouragement of students - Everyone wants to belong and connected students are more motivated to learn and more cooperative. Intervention techniques alone to stop misbehavior provide only temporary relief. If we couple intervention with steps for building self-esteem, we usually achieve positive relationships with students and consequently, appropriate behavior that lasts.

Learning to make decisions is an important part of education, a vital preparation for adulthood. Students will become more

likely to accept and comply with policy they helped create. We believe involving students, develops students' self-discipline by offering them consistent, logical, fully understood guidelines for behavior. Our society has certain rules, the violation of which leads to certain predictable outcomes. Consequences for misbehavior in school should be logical and consistent just as the arranged results of violating the social order are applied outside of school. If policies are reasonable and if the exceeding of limits leads to logical, predictable consequences, then you can foster self-discipline in students as order is maintained in school. The use of natural and logical consequences has distinct advantages over reward and punishment in that students are responsible for their own behavior. Students make decisions within limits and are held accountable for the consequences. Applying the consequences can be done in a firm respectful manner since the consequences are clearly understood by the student before hand. The philosophy of cooperative democratic discipline is one, which is based on parents, students and educators working together to solve discipline dilemmas.

## **5220 Roles**

It is the responsibility of every student, staff member, and administrator at Lake George to maintain an orderly environment that is one which is conducive to learning, respectful of the rights of others, and mindful of the school's integrity. This responsibility begins with following the "golden rule" and treating others with respect.

### **The Role of Staff**

Teachers play a key role in the maintenance of a positive, orderly classroom and school atmosphere. First, by their own example teachers provide models of exemplary school and community citizenship. Next, they have the responsibility for establishing and maintaining positive, effective, and consistent classroom management techniques, which result in involving and motivating students.

Teachers have day-to-day responsibility for the maintenance of standards that are outlined in the Code of Conduct. They must work closely with students to assure their understanding of rules and regulations and to provide guidance to them in their efforts to comply. Conferences and counseling with students and, when appropriate, with parents are techniques teachers should utilize to assure understanding and compliance and this will result in resolution of problems at the most meaningful level.

Teachers will work in cooperation with the principal, counselor, social worker, psychologist, or other personnel, to develop appropriate strategies for addressing the student's problems.

### **The Role of the Principal**

The principal is the person responsible for all the activities that occur in and around the school building. It is their leadership that sets the tone of the school.

The principal has the responsibility of ensuring that students receive all due process provisions of Education Law 3214. In the case of a suspension by the principal, the student and the person in parental relation shall, on request, be given an opportunity for an informal conference with the principal at which the person in parental relation shall be authorized to ask questions of complaining witnesses.

The principal has the responsibility of receiving and acting on disciplinary referrals that may be submitted by staff members. In order that they may reach a decision it will become necessary for them to gather facts from the teacher submitting the report, from the student and/or from other individuals they deem appropriate. Upon gathering relevant information, the principal will determine an appropriate course of action based on the disciplinary measures outlined in the Code.

The principal will be guided by the provisions of the Code, as well as by their human and professional judgment, in reaching a determination of an appropriate disciplinary action. Resources including the school psychologist and other school personnel will be considered in setting a course of action.

It will be the responsibility of the principal to communicate their actions to the staff member completing the report and to the student and parents, when appropriate. The principal will also be responsible for the maintaining of records regarding student discipline.

### **The Role of the Student**



The process of educating students is based on the human values of self respect and respect for others. No student has the right to impede the education of his/her fellow students. It is thus the responsibility of each student to respect the rights of all who are involved in the educational process.

To function as an effective member of the Lake George community, it is the obligation of each student to know the rules, adhere to them, and understand the consequences of his/her actions if the rules are violated.

### **The Role of the Parent**

Parents are the most influential facilitators of their child's education and have a vested interest in the child's educational experience. Therefore, the parent is welcomed and encouraged to communicate with teachers, counselors, staff and the principal in regard to any circumstances that affect and/or relate to the learning process of their child.

Therefore, parents play a key role in the establishment of a positive school environment. When parents maintain a home environment that is orderly and guided by positive but firm guidelines, their children will approach their school experience with an understanding of expectations which stress respect of the rights of others and positive, appropriate behavior. Parents also assist in the school's efforts to improve student conduct by being actively involved with school personnel should a problem arise. By working with the school staff, on behalf of their children, parents assist in presenting a unified, well thought out course of action, which will have maximum benefit for the student. A team (parent school) approach will yield the most effective and worthwhile results.

### **5225 Definition of Disciplinary Measures**

While it is the intent of the District that satisfactory behavior be fostered by positive measures, it must be recognized that some student behavior will require the imposition of appropriate disciplinary measures or penalties.

The code of conduct, which follows this introduction specifies and defines various areas of student involvement or behavior. These statements are followed by appropriate disciplinary measures listed from the least to the most severe, which will result if a student fails to adhere to any of the rules. If an infraction is of a severe nature, it is possible that more severe disciplinary measures will be exacted as appropriate for the infraction.

A record will be kept of a student's infractions and the disciplinary measures incurred. Subsequent infractions of the same regulation will result in more severe penalties as stated for the first and further offenses.

A parental conference may be required at any step in the disciplinary process. This is a meeting of a person in parental relationship with appropriate school personnel to discuss student behavior and expected conduct for the future.

Acts within the school, which constitute a crime when occurring in the community, will be reported to the proper legal jurisdiction.

### **5230 Consequences**

The range of consequences which may be imposed for violations of the student disciplinary code includes the following: warning, reprimand, written notification to parents, loss of free time, detention, in school suspension, out of school suspension, permanent suspension. Counseling, although not considered a consequence, may be provided as an alternative to a consequence, arranged by the building principal.

### **5235 General School Rules**

#### **“TREAT OTHERS THE WAY YOU WANT TO BE TREATED”**

At LGES we believe in respectful behavior wherever you are. We follow The Golden Rule at all times. We expect all students will be proactive. This means being responsible and taking initiative. It means understanding that you choose your actions, attitudes, and mood. It means never blaming others for your actions. We expect students will do the right thing without being asked, even when no one is looking. Remember to always refrain from using bad or hurtful words. It will help you become a leader at LGES.

### **5235.1 School Bus Expectations**

All LGES students ride a bus to and from school and/or on field trips. Respectful and safe bus behavior is expected from all students. RIDING A BUS IS A PRIVILEGE, NOT A RIGHT; and, as such, you must cooperate in the following ways:

1. The driver is in full charge of the bus and all riders. Always obey the driver.
2. Treat others the way that you want to be treated. Be respectful!
3. Be at your bus stop on time. Maintaining bus schedules is very important.
4. Stay off the road at all times while waiting for the bus and behave in a safe manner while waiting. Stay off other's private property.
5. Board the bus safely and in a single file line. Move quickly to your seat and remain in your seat until you are dropped off.
6. Ride your assigned bus and get on and off at your assigned stop unless a parent/guardian notifies the main office.
7. Keep things inside the bus windows including your hands and arms at all times.
8. Talk with an "inside" voice; loud talking or yelling is unacceptable and unsafe.
9. No paper or rubbish should be left on the floor and no gum or food is allowed on the bus, unless permission is granted by the driver. The bus should be clean and safe for all.
10. Keep feet and all items out of the aisles. Place objects under the seat or hold them in your lap. Be sure to take all your belongings with you when you leave. If you leave something on the bus, notify the office immediately.
11. In case of emergency, you are to stay on the bus and follow the driver's instructions.
12. Get off the bus quickly and quietly. Do not crowd, shove or push. Do not linger around the bus loading and unloading zones.
13. You will be held responsible for any damage deliberately done to the bus.

Students that are not following our bus safety rules may be assigned to a different seat and/or may lose bus riding privileges for a length of time determined by the principal.

### **5235.2 Hall Expectations**

Moving through the halls from one area to another must be done in a quiet and respectful manner to avoid disturbing others.

1. Treat others the way that you want to be treated. Be respectful in the hallways.
2. Leave and return to classrooms quietly.
3. Treat displays, bulletin board materials, and school property with respect. Keep hands off of them.
4. Refrain from eating in the halls.
5. Always obtain permission to leave a classroom.
6. Walk to the right.

If you are not following these expectations, there will be logical consequences issued by your teachers and/or the principal.

### **5235.3 Classroom Expectations**

Be proactive and put forth your best effort to learn. In order to make school an enjoyable place to learn, always remember to follow your class rules and:

1. Treat others the way that you want to be treated. Be respectful.
2. Listen when a teacher or student is speaking.
3. Accept and learn from your failures as well as your successes.
4. Transition smoothly and quietly from one activity to another.
5. Attend to the task at hand.
6. Finish all work and tasks to the best of your ability.
7. Learn to respect the values and views of other individuals.
8. Avoid disturbing or disrupting others.
9. Talk to others when it's appropriate.
10. Ask questions when you do not understand something.

11. Only use cell phones and electronic devices if permission has been granted by your teacher
12. Keep toys in backpacks during the school day unless a teacher has granted permission.
13. Refrain from chewing gum

If you are misbehaving in the classroom, teachers or teaching assistants will intervene and apply the most appropriate disciplinary action. In cases of repetitive acts of misbehavior or those judged serious in nature, staff members will confer with your parents and/or school principal.

#### **5235.4 Cafeteria**

The cafeteria should be a place for all students to enjoy their lunch. To maintain a safe and orderly cafeteria, the following rules will be followed:

1. Treat others the way that you want to be treated. Be respectful.
2. Stay in your seat except once to empty your tray.
3. Keep your voice at a conversational level. Refrain from shouting or making noises.
4. You are not allowed to give or exchange food with other students without permission from the teacher or teacher assistant. Some children have allergies to foods and sharing is unsafe.
5. Refrain from throwing and/or playing with food.
6. When you forget milk or silverware, you may raise your hand and the teaching assistant will assist you.
7. Trays should be emptied in an orderly manner.
8. When emptying food into the containers, use caution not to deposit dishes and silverware in the containers.
9. Pick up all food and paper that has been dropped. Check around your chair and table to be sure that your area is clean when you leave
10. Wait to be dismissed from the cafeteria by the teacher or teaching assistant.
11. Leave the cafeteria quietly and orderly.

Students not following appropriate behavior in the cafeteria can expect to be immediately spoken to and consequences for actions will result. Disciplinary action may include removal from the cafeteria, change in seating locations, parents contacted, etc.

#### **5235.5 Playground and Recess**

The school playground is a place to enjoy yourself, participate in physical activity, and take a break from class work. Students must wear appropriate clothing for the weather conditions to participate in outdoor activities.

In order for the playground to be a safe, enjoyable place for all students, please remember to:

1. Treat others the way that you want to be treated. Be respectful.
2. Wear shoes, sneakers, boots, or other appropriate footwear (i.e., no sandals, etc.)
3. Use all equipment in a safe and appropriate manner.
4. Refrain from eating candy or chewing gum.
5. Keep a safe distance from equipment being used.
6. Line up promptly when the teacher signals.
7. Keep in sight of a staff member.
8. Snowballs are not allowed.
9. No tackling in football or any other game.
10. Keep out of wooded areas/no tree climbing.
11. Don't throw sticks.
12. Don't walk on the fence bordering school property.
13. The use of roller skates and rollerblades is not allowed.

On the swings students will:

1. Swing one at a time.
2. Sit down on the swing.
3. Get off the swing only when it has stopped.

On the slides students will:

1. Wait for their turns at the foot of the ladder.

2. Climb to the top only on the stairs while holding the railing.
3. Slide sitting down, feet forward.

On the roller slide students will:

1. Slide sitting down, feet forward.
2. Climb to the top only on the stairs.
3. Refrain from playing underneath the slide.

On the tunnel slide students will:

1. Slide sitting down, feet forward.
2. Get off quickly at the bottom.
3. Take turns, one at a time.

On the track ride students will:

1. Use it only when they can reach the handle from the platform.
2. Refrain from running or standing underneath the ride.

Teachers/Staff will:

1. See that there is supervision of students at all times.
2. Keep all children in sight at all times.

When discipline situations arise, school personnel will work with each instance as an individual case. In instances of serious misconduct or of continued minor misbehavior, parents are notified in order to establish a closer working relationship with the school to remedy the situation. Although it is a natural reflex to take the side of a child who believes he or she has been unfairly disciplined, it is important that a parent contact the teacher before drawing conclusions about a particular situation.

## **5240 Student Rights and Responsibilities**

### **5240.1 Students' Bill of Rights**

1. Students have the right to pursue an education in an atmosphere that is safe and conducive to learning, and the right to achieve all that they are capable of achieving.
2. Students have the right to enroll in a particular course of study, which best meets their determined needs.
3. Students have the right to be respected as individuals.
4. Students of this district shall have the rights afforded to students under the provisions of the federal and state constitutions and the laws of the State of New York. The rights of students are not identical to the rights of adults.
5. Students have the rights to freedom from discrimination relative to participation in curriculum offerings, athletics and extracurricular activities.

### **5240.2 Students' Bill of Responsibilities**

1. Students will conduct themselves with respect toward self, fellow students, teachers and others.
2. Students will strive to achieve their potential in all areas.
3. Students will follow the directions of the faculty and administration at all times.
4. Students will fulfill all classroom obligations.
5. Students will show respect for school property and the property of others.
6. Students will demonstrate good conduct and a positive attitude in school activities.
7. Students will dress in a clean, safe and presentable manner.
8. Students will follow Board approved school conduct and discipline policy.

### **5240.3 Sexual Harassment (Students)**

The Board of Education affirms its commitment to non-discrimination and recognizes its responsibility to provide for all District students an environment that is free of sexual harassment and intimidation. Sexual harassment is a violation of law and stands in direct opposition to District policy. Therefore, the Board prohibits all forms of sexual harassment by students. Generally, sexual harassment is defined as unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual

nature when:

1. Submission to such conduct is made, either explicitly or implicitly, a term or condition of an individual's performance;
2. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's performance or creating an intimidating, hostile or offensive environment.

The Board acknowledges that in determining whether sexual harassment has occurred, the perspective of the victim as well as the offender's conduct and/or intention should be evaluated.

Any student who believes that he/she has been subjected to sexual harassment shall report all incidents of such conduct to the immediate supervisor (principal, assistant principal, guidance counselor) through informal and/or formal complaint procedures developed by the District. In the event that the complaint officer is the offender, the complainant shall report his/her complaint to the Superintendent. All such reports will be held in strictest confidence.

Upon receipt of an informal/formal complaint, the District will conduct a thorough investigation of the charges. However, if the District has knowledge of or has reason to know of any alleged sexual harassment, the District is obligated, even in the absence of a complaint, to investigate such conduct promptly and thoroughly.

Based upon the results of the District's investigation, immediate corrective action will be taken, up to and including termination of the offender's employment in accordance with contractual and legal guidelines. The Board prohibits any retaliatory behavior directed against complainants and/or witnesses. Follow up inquiries shall be made to ensure that harassment has not resumed and that the victim and/or witnesses have not suffered retaliation.

The Board directs the Superintendent to develop regulations for resolving sexual harassment complaints. The Superintendent's designees shall affirmatively discuss the topic of sexual harassment with all employees, express the District's condemnation of such conduct and explain the sanctions of harassment. A copy of this policy shall be included in the Policy Handbook and shall be available upon request to all students

#### **5240.4 Grievance Procedure**

Every effort should be made to settle disagreements at the building level. The informal discussion of problems and the exchange of views between students and professional staff of a school are encouraged in order to resolve as many disputes as possible.

If a student complaint cannot be resolved at the building level between the student and the principal, the student must declare, in writing, an appeal to the Superintendent within 10 days.

#### **5240.5 Care of School Property by Students**

All students must show respect and care for Lake George Central School property. Any damage to property should be reported to the main office or the appropriate teacher.

Acts of vandalism are crimes against the school district and the community, which supports the schools. Students who willfully destroy, damage or deface school property shall be subject to disciplinary action, and may be prosecuted to the fullest extent possible under the law. If a student damages school property, such student and/or his/her parents or guardian shall be required to pay the district for the value of the damaged property up to the limit of the law. State law now permits parental liability for up to \$2500.

#### **5240.6 Dress Code**

All students while in the school setting and school sponsored events/activities (on/off campus) should wear at all times, clothing and accessories, which are appropriate in a public high school setting. Students and their parents have the primary responsibility for acceptable student dress and appearance.

Clothing (or lack thereof) that is disruptive to the educational process will not be permitted to be worn by the students in school or on the school premises or at school sponsored events/activities (on/off campus).

A student's attire shall:

- Fully cover genitals and buttocks within a full range of motion.
- Include footwear at all times.
- Fully cover all undergarments.

A student's attire shall **not** include:

- Extremely brief and/or revealing garments; see-through garments are not appropriate.
- Bandanas except for approved activities.
- Sunglasses unless prescribed by a physician.

A student's dress, grooming, and appearance shall not include items that are vulgar, obscene, libelous, or denigrate others on account of actual or perceived race, color, creed, weight, national origin, ethnic group, religion, religious practice, sex, sexual orientation, gender identity and expression, disability or for any other reason or protected class; nor promote and/or endorse the use of alcohol, tobacco, marijuana, or legal or illegal drugs and/or encourage other illegal or violent activities or sex. A student's dress, grooming, and appearance may be prohibited if any distractions are perceived, occur, or disruptions could occur to the educational process or to others.

Hats or other head-gear are permitted with teacher permission. While hooded sweatshirts are allowed, the hood must remain down (off the head).

### **Disciplinary measures:**

Each building principal or designee shall be responsible for informing all students and their parents of the student dress code at the beginning of the school year and as relevant reminders throughout the year.

Students who violate the student dress code shall be required to modify their appearance by covering or removing the offending item and, if necessary or practical, replacing it with an acceptable item. With any potential violation, the principal or designee has the final discretion regarding the matter. 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.

## **5245 Prohibited Conduct**

The following discipline code applies to the behavior of all students while they are on school grounds, in school buildings, and/or participating in school sponsored activities. Serious violations of the district's Code of Conduct can result in a hearing with the Superintendent of Schools.

### **5245.1 Dignity For All Students Act Subject (DASA): Student Harassment, Bullying & Discrimination**

Lake George Elementary school has high expectations for all students and staff with regard to how we treat each other. We believe in and follow the golden rule. We have an expectation that we will treat each other in a respectful manner at all times. By doing this, we will avoid situations of bullying and/or harassment in our school. There may be times, however, that individuals may make poor decisions and harassment becomes a concern. These cases will be addressed by staff members and taken seriously. The principal will serve as the DASA coordinator for LGES and any concerns can be brought to him by students, staff, and parents. The principal will also utilize the counseling department to provide support for students to ensure that they are comfortable sharing their concerns. The following information includes the detailed district DASA policy:

The Board of Education recognizes that learning environments that are safe and supportive can increase student attendance and improve academic achievement. A student's ability to learn and achieve high academic standards, and a school's ability to educate students, can be compromised by incidents of discrimination or harassment. In addition, the Board affirms its commitment to nondiscrimination and recognizes its responsibility to create an environment that is free of harassment and intimidation.

In accordance with the Dignity for All Students Act, Education Law, Article 2, and Federal Civil Rights Statutes, including Title VII of the civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, Section 504 of the Rehabilitation Act of

1973 and the Americans with Disabilities Act of 1990 and all subsequent amendments, the District will strive to create an environment free of discrimination and harassment and will foster civility in the schools to prevent and prohibit any conduct which is inconsistent with the District's educational mission.

The District condemns and prohibits all forms of discrimination and harassment of students and employees based on actual or perceived race, color, sex, religion, religious practice, national origin, gender, sexual orientation, ethnic group, disability, body type/physical characteristics, or socio-economic status involving employees, school volunteers, students, and non-employees such as contractors and vendors as well as any third parties who are participating in, observing, or otherwise engaging in activities subject to the supervision and control of the District.

By combining prevention with education, the District's goal is to decrease incidents of discrimination and harassment while simultaneously increasing awareness among students and staff to be sensitive and alert to the warning signs of bullying and harassment as well as their obligation to report or act when such acts occur.

The Board of Education recognizes the need to clearly define expectations for acceptable conduct on school property by staff and students and to identify the possible consequences of unacceptable conduct, to ensure that discipline is administered promptly and fairly when necessary. To this end, the Board adopts this policy, which shall be incorporated into the District's Code of Conduct. Unless otherwise indicated, the code of conduct, and this policy therein, applies to all students, school personnel, parents and other visitors when on school property or at school functions.

#### **5245.1.2 Dignity Act Coordinator**

The Dignity Act Coordinator at Lake George Elementary School is the Principal, Jim Conway.

The Board will designate at least one (1) employee at every school as the Dignity Act Coordinator(s). The role of the Dignity Act Coordinator is to coordinate and enforce this policy. The Dignity Act Coordinator(s) shall be trained in methods to respond to human relations in the areas of race, color, weight, physical characteristic/body type, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender (identity or expression) and sex. The DAC(s) shall be responsible for coordinating employee training, supporting implementation of district policy, and promote tolerance and a harassment free environment. The DAC(s) shall also serve as an accessible resource to students and staff related to this policy or prevention and response strategies. The Board of Education shall appoint the Dignity Act Coordinator(s) and share the name(s) and contact information via the School Calendar and website with all school personnel, students, and parents.

The role of the DAC is crucial in promoting a positive educational climate, therefore there must be an acting DAC at all times. If a Dignity Act Coordinator vacates his/her position, another school employee shall immediately be designated for an interim appointment as Coordinator, pending approval from the Board of Education, within thirty (30) days of the date the position was vacated. In the event the DAC is unable to perform the duties of the position for an extended period of time, another school employee shall immediately be designated for an interim appointment as Coordinator.

#### **5245.1.3 Prevention and Training**

The Board of Education recognizes that professional development is needed for all district employees designed to promote a safe and supportive school climate while discouraging discrimination or harassment against students by students or school employees, including the use of safe and supportive school climate concepts in the curriculum and classroom. This training may be provided in conjunction with existing professional development training or any other training for school employees.

Staff shall also be trained to recognize that under federal civil rights laws and regulations, students are protected from harassment by school employees, other students and third parties. They shall also be trained to understand that some student misconduct which violates or falls under the District's anti-discrimination or anti-harassment policies may also implicate one or more of the federal civil rights laws enforced by the Office of Civil Rights of the Education Department.

All Students shall be instructed to raise awareness and sensitivity to discrimination or harassment and to promote civility in the

relations of people of different races, colors, weight, body type/physical characteristics, socio-economic status, religions, national origins, political affiliations, gender, gender expressions, sexual orientations, age, marital status, body type/physical characteristics, and socio-economic status. Students should be sensitized to the warning signs of discrimination, harassment, bullying, taunting or intimidation, as well as to their responsibility to become actively involved in the prevention and reporting of such acts. Rules against bullying, discrimination and harassment included herein shall be included in the Code of Conduct, published on the district website and made available to all staff and parents.

#### **5245.1.4 Intervention**

Intervention at the earliest stage possible is key to preventing escalation of harassment and discrimination and to encourage proactive resolution to promote a positive learning environment for all students. Intervention efforts will emphasize measured, balanced and age-appropriate responses to the discrimination and harassment of students by students and/or employees focusing on education and should be designed to discourage another occurrence of the behavior.

#### **5245.1.5 Reports and Investigations**

The School District will act to promptly investigate all complaints, either verbal or written, formal or informal, of allegations of harassment based on any of the characteristics described above; and will promptly take appropriate action to protect individuals from further harassment.

In order for the Board to enforce this policy, and to take corrective measures as may be necessary, it is essential that any employee, student, or other member of the above named group who believes he/she has been a victim of harassment in the school environment and/or at programs, activities and events under the control and supervision of the District, as well as any individual who is aware of and/or who has knowledge of, or witnesses any possible occurrence of harassment, immediately report such alleged harassment; such report shall be directed to or forwarded to the District's designated Coordinator(s) through informal and/or formal complaint procedures as developed by the District. Such complaints are recommended to be in writing, although verbal complaints of alleged harassment will also be promptly investigated in accordance with the terms of this policy. In the event that the Coordinator is the alleged offender, the report will be directed to the next level of supervisory authority.

The district can't effectively address harassment or bullying if incidents are not reported. All school personnel have a duty to report incidents of student to student or staff to student harassment which they observe to their supervisor, the building administrator or the DAC. If school personnel receive any reports of incidents of harassment against a student by staff or other student(s), they must promptly relay the report to their supervisor, the building administrator or to the DAC as set forth in the implementing procedures for this policy. If a staff member is unfamiliar with the reporting procedure, it is their obligation to inquire about the process from their supervisor and to act accordingly. An employee who fails to report an observed incident, regardless of whether the student complains, may be deemed to have permitted unlawful discrimination or harassment.

Upon receipt of an informal/formal complaint, the District will conduct a thorough investigation of the charges. However, even in the absence of an informal/formal complaint, if the District has knowledge of any occurrence of harassment, the District will investigate such conduct promptly and thoroughly. To the extent possible, within legal constraints, all complaints will be treated as confidentially and privately as possible. However, disclosure may be necessary to complete a thorough investigation of the charges and/or to notify law enforcement officials or county support officials as warranted, and any disclosure will be provided on a "need to know" basis.

If, after an investigation, the District determines that an employee and/or student has violated the terms of this policy and/or accompanying regulations, immediate corrective action will be taken as warranted. Should the offending individual be a student, appropriate disciplinary measures will be applied, up to and including suspension, in accordance with applicable laws and/or regulations, District policy and regulation, and the District Code of Conduct. Should the offending individual be a school employee, appropriate disciplinary measures will be applied, up to and including termination of the offender's employment, in accordance with legal guidelines, District policy and regulation, and the applicable collective bargaining agreement(s). Third parties (such as school volunteers, vendors, etc.) who are found to have violated this policy and/or accompanying regulations and/or the Code of Conduct, will be subject to appropriate sanctions as warranted and in compliance with law. The application of such disciplinary measures by the District does not preclude the filing of civil and/or criminal charges as may be warranted.



Even with prevention and education, instances of discrimination or harassment may still occur. Should such an instance arise, the individual engaging in harassing or discriminatory conduct must be advised that their actions and conduct will not be tolerated and that their behavior must be changed immediately. Students who engage in harassing or discriminatory conduct will receive guidance on making positive choices and support to understand how their actions have negatively impacted other student(s) and must not continue. As appropriate, disciplinary action will be taken by the building principal or other authorized administrator in accordance with the district's Code of Conduct. If the discriminatory or harassing behavior rises to the level of criminal activity, law enforcement will be contacted.

Progressive discipline consequences will be considered in response to instances of discrimination or harassment and the individual imposing consequences shall consider the nature and severity of the misconduct, the developmental age of the student, and the student's history of problem behaviors, prior interventions and the student's response and must be imposed in a manner consistent with the district's Code of Conduct.

In addition to disciplinary measures, remedial responses should be considered to discern why the discrimination or harassment occurred and should be targeted to correct the problem behavior, prevent another occurrence of the behavior and protect the target of the act. Remedial measures may be appropriate on an individual or school-wide basis, depending on the nature of the underlying misconduct.

The District will annually report founded and valid incidents of discrimination and harassment to the State Education Department as part of the Uniform Violent and Disruptive Incident Reporting System (VADIR).

### **Prohibition of Retaliatory Behavior (Commonly Known as "Whistleblower" Protection)**

All complainants shall be advised that district policy and federal law prohibit retaliation against complainants and witnesses. If the complainant, witness or reporting staff member believes that they have experienced retaliation, they need to report this issue as soon as possible to the District for appropriate responsive action to address and to prevent retaliation from recurring, if applicable.

- Protected actions include reports to school officials, the Commissioner of Education and law enforcement,
- Or initiating testifying, participating or assisting in any formal or informal proceeding.

Follow-up inquiries shall be made to ensure that harassment has not resumed and that all those involved in the investigation of the harassment complaint have not suffered retaliation.

### **Non-Retaliation for Reporting or Participating in an investigation when acting in good faith.**

Any person who has reasonable cause to suspect a student has been subject to discrimination by an employee or student on school grounds or at a school function who reports such information to school officials, the Commissioner or law enforcement, who report 27 and acts in good faith, shall be immune from civil liability from making such a report.

In addition, all complainants; those who participate in the investigation of a complaint in conformity with state law and district policies, or who are required to testify, participate or assist in the investigation procedure shall be free from retaliation of any kind and who have acted reasonably and in good faith, have the right to be free from retaliation of any kind.

### **Finding That Harassment Did Not Occur**

At any level/stage of investigation of alleged harassment, if a determination is made that harassment did not occur, the Coordinator(s) will notify the complainant, the alleged offender and the Superintendent of this determination. Such a finding does not preclude the complainant from filing an appeal pursuant to District policy or regulation and/or pursuing other legal avenues of recourse. However, even if a determination is made that harassment did not occur, the Superintendent/designee reserves the right to initiate staff awareness and training, as applicable, to help ensure that the school community is not conducive to fostering harassment in the workplace. In all cases, the Superintendent will inform the Board of Education of the results of each investigation involving a finding that harassment did not occur.

## **Knowingly Makes False Accusations**

Employees and/or students who knowingly make false accusations against another individual as to allegations of harassment may also face appropriate disciplinary action.

## **Privacy Rights**

As part of any investigation, the District has the right to search all school property and equipment including District computers, rooms, desks, cabinets, lockers, computers, etc. These items are provided by the District for the use of staff and students. The users do not have exclusive use of these locations or equipment and should not expect that materials stored therein will be private.

## **Development and Dissemination of Administrative Regulations**

Regulations will be developed for reporting, investigating, and remedying allegations of harassment based on the characteristics described above. An appeal procedure will also be provided to address any unresolved complaints and/or unsatisfactory prior determinations by the applicable District Coordinator(s). Such regulations will be developed in accordance with federal and state law as well as any applicable collective bargaining agreement(s).

The Superintendent/designee(s) will discuss the topic of harassment with all employees and students, express the District's condemnation of such conduct, and explain the sanctions for such harassment. Appropriate training and/or "awareness" programs and/or informational packets will be established for staff and students to help ensure knowledge of and familiarity with the issues pertaining to harassment in the schools, and to disseminate preventative measures to help reduce such incidents of prohibited conduct. Furthermore, additional training will be provided for designated supervisors and managerial employees, as may be necessary, for the investigation of harassment complaints.

A copy of this policy and its accompanying regulations will be available on the District website or upon request. The District's policy and regulations on anti-harassment will be published in appropriate school publications such as teacher/employee handbooks, student handbooks, and/or school calendars.

This policy should not be read to abrogate other District policies and/or regulations or the District Code of Conduct prohibiting other forms of unlawful discrimination, inappropriate behavior, and/or hate crimes within this District. It is the intent of the District that all such policies and/or regulations be read consistently to provide the highest level of protection from unlawful discrimination in the provision of employment/educational services and opportunities. However, different treatment of any member of the above named group which has a legitimate, legal and nondiscriminatory reason shall not be considered a violation of District policy.

On an annual basis, as part of the annual review of the Code of Conduct, this policy will be reviewed to assess its effectiveness and continued compliance with state and federal law. If changes are needed, revisions will be recommended to the Board for its consideration.

## **5245.2 Drug and Alcohol Abuse Policy**

The Board of Education of the Lake George School District is committed to the prevention of alcohol, tobacco, and other substance use/abuse. This policy describes the philosophy of the District and the program elements the District will use to promote healthy lifestyles for its students and staff and to inhibit the use/abuse of alcohol, tobacco, and other substances.

No person may use, possess, sell, or distribute alcohol or other substances, nor may use or possess drug paraphernalia, on school grounds or at school sponsored events, except drugs as prescribed by a physician. The terms "alcohol and other substances" shall be construed throughout this policy to refer to the use of all substances including, but not limited to, alcohol, tobacco, inhalants, marijuana, cocaine, LSD, PCP, amphetamines, heroin, steroids, look alikes, and any of those substances commonly referred to as "designer drugs." The inappropriate use of prescription and over the counter drugs shall also be prohibited.

Additionally, any person who has consumed or used any of the aforementioned substances is prohibited from entering school

grounds or school sponsored events.

## **PHILOSOPHY**

The District will use the following principles as guides for the development of its substance use/abuse prevention efforts and for any disciplinary measures related to alcohol and other substances:

- a. Alcohol, tobacco, and other substance use/abuse are preventable and treatable.
- b. Alcohol and other substance use/abuse inhibit the District from carrying out its central mission of educating students.
- c. The behavior of the Board of Education, the administration, and all school staff should model the behavior asked of students.
- d. While the District can and must assume a leadership role in alcohol, tobacco, and other substance use/abuse prevention, this goal will be accomplished only through coordinated, collaborative efforts with parents, students, staff, and the community as a whole.
- e. Alcohol and/or other substance use/abuse are harmful to the health and well-being of our students.

## **PRIMARY PREVENTION**

The intent of primary prevention programming is to prevent or delay the onset of alcohol, tobacco, and other substance use by students. The components of this programming shall include:

1. A sequential K-12 prevention curriculum that provides for:
  - Accurate and age appropriate information about alcohol, tobacco, and other substances including the physical, psychological, and social consequences of their use/abuse.
  - Information about the relationship of alcohol and other substance use/abuse to other health-compromising behaviors such as the H.I.V. virus, teenage pregnancy, eating disorders, child abuse, suicide, and dropping out of school.
  - Helping students develop appropriate life skills to resist the use of alcohol and other substances and to promote healthy lifestyles.
  - Helping students identify personal risk factors for alcohol and other substance use/abuse and the steps needed for risk reduction.
  - Helping students develop a positive self concept.
  - Helping students identify when they are under stress and how to manage or reduce stress through non chemical means.
2. Assisting parents, guardians, and community members to use the information and skills necessary to reinforce the components of this policy in the home and community in order to have a consistent message to our youth.
3. Positive alternatives to alcohol and other substance use/abuse, such as peer leadership programs, service projects, and recreational and extracurricular activities. Such activities will be planned collaboratively with students, parents, and community members and agencies.

## **INTERVENTION**

The intent of intervention programming is to eliminate any existing use/abuse of alcohol and other substances, and to identify and provide supportive services to kindergarten through 12th grade students at high risk for such use/abuse.

The components of such programming shall include:

- Providing alcohol and other substance use/abuse assessment and counseling services for students.
- Developing close working relationships between the child study team and local community agencies in order to identify and refer students to appropriate agencies when their use/abuse of alcohol and/or other substances requires counseling and/or treatment.
- Providing services to students who are in or returning from treatment to assure that the school environment supports the process of recovery initiated in the treatment program.
- Providing individual and group counseling targeted at students who are at high risk for alcohol and/or other substance use/abuse.
- Informing parents of available District intervention services.
- Confidentiality based on board, state and federal policy or law.

## **USE AND/OR POSSESSION OF DRUGS/ALCOHOL**

A student who attends school or a school related activity under the influence of alcohol or drugs or who is found to be in possession of drugs or alcohol will be detained by the principal and/or chaperones, and parents will be called to pick up the student.

1. A first offense will result in:

Mandatory attendance of four educational sessions concerning the implications of alcohol/drug consumption and abuse. Mandatory attendance of four counseling sessions with the school counselor. The counselor may recommend that the student and his/her parents seek additional counseling or evaluation. This may be referred to an outside agency. The student will be denied attendance to ALL activities for a period of 20 school calendar weeks from the date of the infraction. If, at the end of the 20 week period, Parts 1A and 1B are not completed, the student will be denied attendance at activities for up to another 20 weeks.

Other disciplinary measures range from suspension to a Superintendent's Hearing. Some infractions will be referred to legal authorities.

2. A second offense will result in:

A mandatory evaluation by an outside community agency. The agency's recommendations concerning counseling will be followed. The student will be denied attendance at ALL activities for a period of 20 school calendar weeks from the date of the infraction. If, at the end of the 20 week period, Parts 2A and 2B are not completed, the student will be denied attendance at activities for up to another 20 weeks.

Other **Disciplinary measures** may range from suspension to a Superintendent's Hearing. Some infractions will be referred to legal authorities.

3. A third offense will result in a Superintendent's Hearing.

#### **SALE OF DRUGS/ALCOHOL**

This offense will result in a Superintendent's Hearing and the involvement of legal authorities.

#### **5245.3 Smoking On School Premises**

In accordance with State Law, there is no smoking or use of tobacco or tobacco products anywhere in the school building, on any school bus, school grounds, or within the area surrounding school grounds.

Students wishing help in stopping a habit of smoking are urged to get information about smoking cessation programs from their counselor or the school nurse.

Therefore, it is positively forbidden for students to display, smoke or use smokeless tobacco in the school building, on any school bus, school grounds, or within the area surrounding school grounds, or during any school activity taking place off school premises.

Disciplinary measures range from referral to counselor/school nurse for help with smoking cessation to suspension.

#### **5245.4 Dangerous Weapons In School**

No student shall have in his or her possession on school premises any rifle, shotgun, pistol, revolver, other firearm, knife, dangerous chemical, mace, pepper spray, explosive, or any object which is not necessary for school activities and which could be used as a weapon. A weapon is defined as any instrument capable of firing a projectile, the frame or receiver of any such weapon, a firearm muffler or silencer, any explosive device, or any other instrument capable of inflicting bodily harm.

In accordance with the Gun Free Schools Act of 1994, a student found guilty of bringing a firearm, as defined in federal law, onto school property after a hearing has been provided pursuant to section 3214 of the Education Law, will be subject to at least a one year suspension from school. However, after this penalty has been determined, the Superintendent of Schools will review the penalty and may modify such suspension on a case by case basis. If the Superintendent believes a one year suspension penalty to be excessive, he/she may modify the penalty based on criteria including but not limited to:

1. The age of the student;
2. The student's grade in school;
3. The student's prior disciplinary record;
4. The Superintendent's belief that other forms of discipline may be more effective;
5. Input from parents, teachers and/or others; and
6. Other extenuating circumstances.

New York State Peace Officers and Police Officers are the only people permitted on school property to have a weapon in their possession.

#### **5245.5 Skateboarding or Rollerblading On School Premises**

Skateboarding and rollerblading is prohibited on school property.

#### **5245.6 Computers & Internet Use Policy**

**Students are expected to follow instructions for the use of all devices and technology.**

The Lake George School District is implementing a 1:1 computing model called weLearn. The weLearn initiative will support instructional shifts by allowing students and teachers access to a variety of information sources, and opportunities to communicate, collaborate and create in authentic learning environments. To provide for this access and opportunities, students in Kindergarten through Fourth grade have access to iPads, while students in grades Five and Six utilize MacBook Laptops.

As part of weLearn, students will understand how to be a Digital Citizen by focusing on Internet Safety, Creative Commons, Information Literacy, Privacy & Security, Cyber Bullying & Digital Drama, and Digital Footprint & Reputation expectations.

For more information about the weLearn initiative and Instructional Technology at Lake George Central Schools, visit [www.lgtechnology.weebly.com](http://www.lgtechnology.weebly.com)

Each student signed the Acceptable Use Policy when they registered. Please review the policy with your child.

#### **Student Information Technology Acceptable Use Policy**

Lake George Central School District (LGCS D) directs that the use of technology be curriculum driven and be equitably integrated into the total school setting. LGCS D will ensure that all students will have the opportunity to develop lifelong learning and problem solving skills necessary to be productive citizens in an ever changing, information-driven, global society. The LGCS D will strive to provide faculty, staff, and students access to an education through state-of-the-art technologies.

Lake George Central School District provides its students with access to a variety of technological resources, including software, hardware, computer networks, and electronic communication systems. LGCS D is providing Google Apps accounts, Internet access and network student accounts on the physical and wireless network to support the curricular goals of the school. LGCS D intends that students benefit from these resources while remaining within the bounds of safe, legal and responsible use. Accordingly, the district establishes this policy to govern student use of school district technological resources. This policy applies to all school district equipment and technological resources, including but not limited to computer networks and connections, the resources, tools and learning environments made available by or on the networks, and all devices that connect to those networks.

#### **Expectations for Use of School Technological Resources**

The use of school district technological resources (DTR), including access to the Internet, is a privilege, not a right. Individual users of the school DTR are responsible for their behavior and communications when using those resources. Responsible use of school DTR is use that is ethical, respectful, academically honest and supportive of student learning. This policy does not attempt to articulate all required and/or acceptable uses of the DTR; nor is it the intention of this policy to define all inappropriate usage.

General student behavior standards, including those prescribed in applicable board policies, the Student Code of Conduct, the Student Handbook, and other regulations and school rules, apply to this Acceptable Use Policy (including the use of the Internet

and other DTR). District users shall also adhere to the laws, policies and rules governing computers including, but not limited to, copyright laws, rights of software publishers, license agreements, and student rights of privacy created by federal and state laws.

In addition, anyone who uses DTR, or who accesses the school network or the Internet must comply with the Rules & Regulations listed below. Failure to follow these guidelines could result in confiscation of equipment and resources, suspension of Internet/network access, and may lead to disciplinary and/or legal action.

### **Rules & Regulations**

#### ***Acceptable Use***

The DTR is provided for school-related purposes only. Acceptable uses of such technological resources are limited to responsible, efficient and legal activities that support learning and teaching. The district reserves the right to monitor all activity on district owned hardware and on any hardware accessing this network. All use must be in support of education and/or research consistent with the goals and purposes of LGCSd.

#### ***Ownership of Equipment:***

District issued technology (laptops, iPads, peripherals, etc) remain the property of the LGCSd and must be returned promptly if a user leaves the district, at the end of the school year, or upon request from the district. Failure to return district equipment will result in the replacement cost of the equipment becoming immediately due and payable to the district.

#### ***Accounts & Passwords***

- Users must take all precautions to prevent others from using their assigned network or email accounts.
- Users must not provide password or account information to another person. Keep them confidential.

#### ***Accounts & Passwords***

- Users must take all precautions to prevent others from using their assigned network or email accounts.
- Users must not leave their account open or unattended.
- Users are prohibited from using another person's ID or password for any DTR.

#### ***Google Apps for Education***

LGCSd provides every student with a Google Apps for Education account. The following services are a part of the Google Apps for Education account and are available anywhere with Internet access:

- Email - an individual email account (for school use only) managed by LGCSd, until such time as the student is no longer enrolled with the district
- Calendar - an individual calendar providing the ability to organize schedules, daily events, and assignments
- Drive - word processing, spreadsheet, presentation, and drawing creation, sharing, and storage
- Sites - an individual and collaborative website creation tool
- Video - access and storage for video projects

Using these tools, students collaboratively create, edit, and share files and websites for school related work. School staff will monitor student use of Apps when students are at school. Parents are responsible for monitoring their child's use of Apps when accessing programs from home. Students are responsible for their behavior at all times.

The *Children's Online Privacy Protection Act (COPPA)* helps to protect our students when they utilize online or web-based programs like Google Apps for Education. COPPA applies to commercial companies and limits their ability to collect personal information from children under 13. By default, Google advertising is turned off for Apps for Education users. The district's collection and/or use of student information is solely for educational purposes. However, users should be aware that Google may collect certain information concerning users of Google Apps for Education from time to time.

Please refer to the Privacy Policy published by Google, which outlines the information that Google may collect and how it may be used. Google's Privacy Policy can be found at: <http://www.google.com/apps/intl/en/edu/privacy.html> NOTE: this is the same Privacy Policy which currently applies to a student's use of any Google products, including the use of Google products at home or anywhere that Google products are accessed by students.

Parents may contact the K-12 Director Instructional Innovation & Engagement with questions about Google Apps for Education and to discuss removing their child's account at any time.

### ***Inappropriate Conduct & Access***

Students shall not access, create, transmit, retransmit or forward material or information:

- that uses inappropriate, obscene, profane, rude, harassing, inflammatory, threatening, or disrespectful language or content
- that promotes violence or hatred against another person or group of persons, or advocates destruction of property
- that plagiarizes (copies the work of others without their permission) or is in violation of any federal or state law, including but not limited to U.S. copyrighted material and material protected by trade secret
- that is knowingly false or could be construed as intending to purposely damage another person's reputation
- that contains sensitive personal identifying information about themselves or others, including information protected by confidentiality laws
- for personal profit, financial gain, advertising, commercial transaction or political purposes

Students are not to take photos or videos of staff or other students without permission.

**\*\*Failure to follow teacher direction in regards to the use of devices/tools/websites during class is a violation of this policy.**

### ***Illegal or Destructive Activities***

- Users may not read, alter, change, block or delete files or communications belonging to another user.
- Users are prohibited from engaging in unauthorized or unlawful activities, such as "hacking" or using the computer network to gain or attempt to gain unauthorized or unlawful access to other computers, computer systems, or accounts.
- Users shall not disrupt/damage or attempt to disrupt/damage any computer, system, software, computer network, system performance, or data.
- Under no circumstance may software purchased by the district be copied for personal use.

### ***Filtering & Virus Protection***

LGCSd makes use of network management technology to protect the DTR from security violations, to protect equipment from viruses, malware, harmful files, and from unauthorized changes to network setting. Moreover, the LGCSd filters Internet content as required by CIPA (Children's Internet Protection Act). Students may not use proxies or other means to bypass this filter.

### ***Privacy***

No right of privacy exists in the use of DTR. Users should not assume that files or communications accessed, downloaded, created or transmitted using the DTR will be private. The District may access student accounts, files and emails at any time.

### ***Care of Equipment***

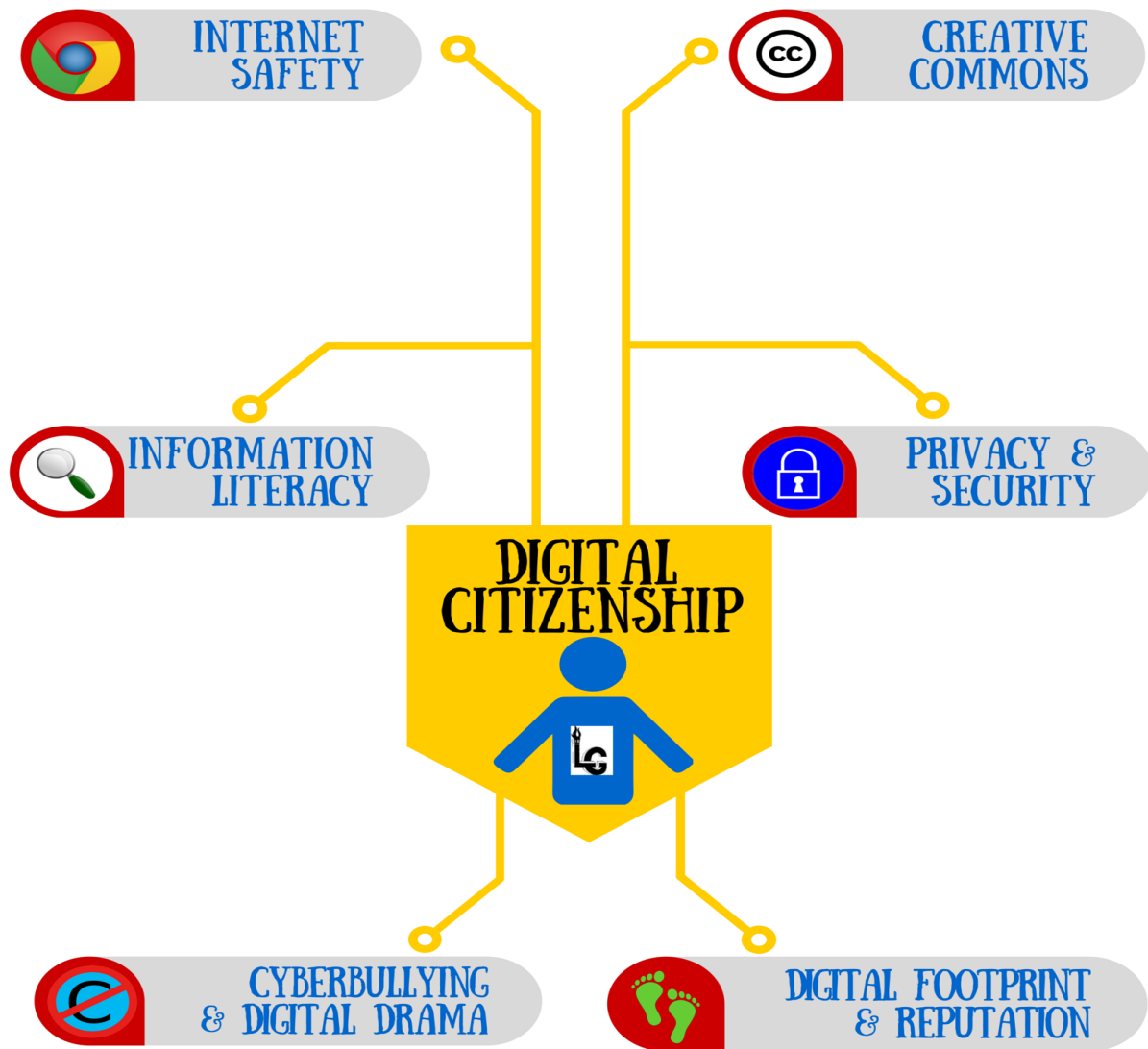
The DTR is installed and maintained by members of the Office of Information Technology. Students shall not attempt to perform any installation or maintenance without the permission of the Office of Information Technology. LGCSd is responsible for any routine maintenance or standard repairs to the school system DTR.

- Users of the DTR are expected to respect school district property and be responsible in using the equipment.
- Users are to follow all instructions regarding maintenance and care of the equipment.
- Users may be held responsible for any loss or damage caused by intentional or negligent acts.

### ***Security***

Security on any computer system is a high priority, especially when the system involves many users. Anyone who expects or sees a security problem must notify a District employee, official or system administrator immediately. No one should attempt to demonstrate the security problem to anyone else.

Disclaimer/Warranty: LGCSd makes no warranties of any kind, whether expressed or implied, for the services provided and is not responsible for any damages suffered while using the DTR. This includes the loss of data and inaccurate or poor quality information obtained through the DTR. **\*\*Users are encouraged to backup important digital information\*\***



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#### 5245.7 Obscene Language

One of the goals of the Lake George Elementary School is to teach students the ability to communicate clearly within the structure of appropriate and acceptable standards of the English language. These standards are to be exemplified by all members of the school community. It is therefore stated that obscene language will not be tolerated within the school environment.

Disciplinary measures: Teachers and/or the Principal will assign logical consequences ranging from timeouts, detentions and suspensions.

#### 5245.8 Dishonesty

##### 5245.8.1 Academic Integrity



As a part of a school community, it is the duty and responsibility of students and faculty to honor academic achievement won fairly as the consequence of genuine hard work and effort. Academic integrity at Lake George Elementary School is based upon a respect for individual achievement that lies at the heart of our culture.

#### **A. Basic Standards of Academic Integrity**

While all standards of academic integrity cannot be listed exhaustively, the following examples represent some basic types of behavior that are unacceptable:

**Cheating:** using unauthorized notes, study aids, or information on an examination; altering a graded work after it has been returned, then submitting the work for regarding (assuming that such revision has not been authorized by the teacher); allowing another person to do one's work and submitting that work under one's own name; submitting identical or similar papers for credit in more than one course without prior permission from the course instructors.

**Plagiarism:** submitting material that in part or whole is not entirely one's own work without attributing those same portions to their correct source.

**Fabrication:** falsifying or inventing any information, data or citation; presenting data that were not gathered in accordance with standard guidelines defining the appropriate methods for collecting or generating data and failing to include an accurate account of the method by which the data were gathered or collected.

**Obtaining an Unfair Advantage:** (a) stealing, reproducing, circulating or otherwise gaining access to examination materials prior to the time authorized by the teacher; (b) unauthorized collaborating on an academic assignment; (c) retaining, possessing, using or circulating previously given examination materials, where those materials clearly indicate that they are to be returned to the teacher at the conclusion of the examination; (d) otherwise undertaking activity with the purpose of creating or obtaining an unfair academic advantage over other student academic work.

**Aiding and Abetting Academic Dishonesty:** (a) providing material, information, or other assistance to another person with knowledge that such aid could be used in any of the violations stated above, or (b) providing false information in connection with any inquiry regarding academic integrity.

**Falsification of Records and Official Documents:** altering documents affecting academic records; forging signatures of authorization or falsifying information on an official academic document, grade report, letter of permission, petition, drop/add form, ID card, or any other official school document.

**Unauthorized Access to Computerized Academic or Administrative Records or Systems:** viewing or altering computer records, modifying computer programs or systems, releasing or dispensing information gained via unauthorized access, or interfering with the use of availability of computer systems or information.

#### **B. Due Process and Student Rights**

In all cases involving academic dishonesty, the student charged or suspected shall, at a minimum, be accorded the following rights:

1. Prompt investigation of all charges of academic dishonesty.
2. Written notice of the facts and evidence underlying the charge of academic dishonesty and the principle(s) of academic integrity said to have been violated.
3. An explanation of the procedure used in the investigation.
4. A hearing or meeting at which the student involved may be heard and the accuracy of the charge considered by the principal, who shall recommend a course of action.
5. An appeal of the decision of the principal. Implementation of sanctions will be suspended until the appeal made by the student is completed.

#### **C. Consequences**

All proven cases of academic dishonesty will result in the notification of the parent/guardian, guidance counselor, principal, and assistant principal. Counseling is available for students seeking assistance in dealing with the issue of academic integrity.

#### **Eight Cardinal Rules of Academic Integrity**

**Be Responsible.** Do not let other students in your class diminish the value of your achievement by taking unfair advantage. Report any academic dishonesty you see.

**Acknowledge Your Sources.** Whenever you use words or ideas that are not your own when writing a paper, use quotation marks where appropriate and cite your source in a footnote, and back it up at the end with a list of sources consulted or cited.

**Protect Your Work.** In examinations, do not allow your neighbors to see what you have written; you are the only one who should receive credit for what you know.

**Avoid Suspicion.** Do not put yourself in a position where you can be suspected of having copied another person's work, or of having used unauthorized notes in an examination. Even the appearance of dishonesty may undermine your teacher's confidence in your work.

**Do Your Own Work.** The purpose of assignments are to develop your skills and measure your progress. Letting someone else do your work defeats the purpose of your education, and may lead to serious charges against you.

**Never Falsify A Record** or permit another person to do so. Falsifying records may be a criminal act. Never Fabricate Data, citations, or experimental results. Many professional careers have ended in disgrace; even years after the fabrication first took place.

**Do Not Destroy Trust.** Tell the truth when discussing your work with your instructor.

## **5245.8.2 Lying**

In a school attempting to function on the basis of trust, students acting contrary to this principle will be subject to disciplinary action. Lying, (for example, (1) when asked to give his or her name to a substitute teacher, a student gives a false reply or (2) a student claims that his or her absence from class was due to illness, and it is found that he or she was merely cutting), distorting facts, forging notes and similar offenses are considered unacceptable behavior.

## **5245.9 Personal Communication & Technology Devices (IPADS, IPODS, CELL PHONES, KINDLES, AND OTHER SIMILAR DEVICES)**

It is the philosophy of the Lake George School District to embrace the use of technology when used appropriately. We recommend that electronic devices are not brought to the Elementary School unless arrangements have been made with the classroom teacher. The use of any electronic device in school is a privilege. **At no time should a child have an electronic device out during the school day unless approved by the classroom teacher.**

If there is a violation of this expectation, the device will be confiscated and delivered to the office, where the student or parent will be asked to claim it at the end of the school day. The student may not be allowed to bring the phone/iPod// etc. again, and the parent will be notified of this situation. Disciplinary measures regarding devices may range from confiscation to suspension.

## **5245.10 Objectionable Behavior**

An academic community should be congenial and safe for all students. Any behavior affecting the rights of others, especially that which could possibly result in bodily injury, is objectionable.

The following are some examples of objectionable behavior:

1. Harassment, threats, intimidation, threatening others or hazing.
2. Fighting.
3. Shoving.
4. Any actions that might cause injury.
5. Throwing or kicking objects inside buildings.
6. Misuse of property belonging to others.
7. Offensive gestures.
8. Running in the halls.
9. Inappropriate display of intimate affection.
10. Littering.
11. Possession or display of pornographic material.
12. Repeated noncompliance with teacher directives.
13. Extortion.
14. Misuse of Computers/Computer Programs/Internet (see Acceptable Use Policy for Computers).
15. Making unreasonable noise.
16. Indecent exposure, that is, exposure to sight of the private parts of the body in a lewd or indecent manner.

Disciplinary measures will relate to the misbehavior and may involve a full range of consequences from reprimand to Superintendent's Hearing.

#### **5245.11 Defamation and Discrimination**

Defamation, which includes making false or unprivileged statements or representations about an individual or identifiable group of individuals that harm the reputation of the person or the identifiable group by demeaning them.

Discrimination, which includes the use of race, color, creed, national origin, religion, gender sexual orientation or disability, is a basis for treating another in a negative manner.

#### **5270.12 Leaving School Grounds Without Permission**

Students may not leave the building or premises without the permission of the principal, assistant principal or a member of the staff. Discipline measures range from loss of free time to suspension.

#### **5245.13 Insubordination**

In the school community as well as outside of it, a student is expected to conduct himself/herself in a polite and courteous manner. In order to maintain a positive school environment, it may be necessary for staff members to give reasonable directives to students.

Insubordination occurs when a student is openly defiant and willfully disregards a reasonable directive issued by a staff member.

The following are examples of insubordinate actions:

1. Deliberate disobedience.
2. Flagrant acts of rudeness.
3. Refusal to report to the office upon direction.
4. Disrespectful language.

Disciplinary measures range from reprimand to Superintendent's Hearing. Flagrant acts may result in suspension on the first offense.

#### **5245.14 Assault**

Any attack upon another person with intent to cause bodily harm is assault. Instances of assault upon any member of the school community will be investigated and appropriate disciplinary action taken. Disciplinary measures depend upon the nature of the assault and intent for harm and could go immediately to a Superintendent's Hearing and the possible referral to appropriate law enforcement agencies.

#### **5245.15 Theft**

One of the goals of the Lake George Elementary School is to instill a feeling of respect for the rights and property of the entire Lake George community. Therefore, it is expected that all students will be honest and will respect the property of others. Since stealing is against the law, any individual who violates this law will be subject to school and/or criminal punishment. When it has been determined that an individual has been involved in a theft, the following measures will be taken:

**Disciplinary measures:** In all cases, return of the stolen property or restitution will be made:

1. **For the first reported offense:** according to the severity and circumstances of the theft, a counseling session to a five-day suspension may be given. A letter will be sent to the parents informing them that a conference time must be established before the student returns to school.
2. **For the second reported offense:** a multiple day suspension will be given. A parent conference time must be established before the student returns to school.

NOTE: A theft may be reported to the police department for their investigation.

Vandalism is intentional damage to the property of the school district or of any personal property, which results in the cleaning, repair, or replacement of the property vandalized. Examples of vandalism include defacing of walls, lockers, furniture, books, or other school equipment (including busses) and materials; damage to floors, walls, ceilings, doors, windows, and bulletin boards; mistreatment of any equipment or furnishings, such as visual aids or books; and the personal property of any school community member.

According to New York State law, a student's parent or guardian is responsible for up to two thousand five hundred dollars (\$2500) for vandalism caused by their child. In addition, the Village of Lake George Ordinance No. 21 pertains to vandalism the outside grounds of our school. Violations of this ordinance are subject to a penalty of \$50 for each offense.

Disciplinary measures range from repair and replacement of damages to referral to appropriate legal authorities.

**5245.17****Reporting A False Alarm**

Fire alarms and protection equipment are provided for the safety of the entire school community. Misuse of the system and/or equipment or the making of a bomb threat, will result in disciplinary action.

Disciplinary measures range from suspension to Superintendent's Hearing. Referral to appropriate law enforcement agencies will be made.

**5250****Reporting Violations**

All students are expected to promptly report violations of the code of conduct to a teacher, guidance counselor, the building principal or his or her designee. Any student observing a student possessing a weapon, alcohol or illegal substance on school property or at a school function shall report this information immediately to a teacher, the building principal, the principal's designee or the superintendent.

All district staff authorized to impose disciplinary sanctions are expected to do so in a prompt, fair and lawful manner. District staff who are not authorized to impose disciplinary sanctions are expected to promptly report violations of the code of conduct to the supervisor, who shall in turn impose an appropriate disciplinary sanction, if so authorized, or refer the matter to a staff member who is authorized to impose an appropriate sanction.

Any weapon, alcohol or illegal substance found shall be confiscated immediately, if possible, followed by notification to the parent of the student involved and the appropriate disciplinary sanction if warranted, which may include permanent suspension and referral for prosecution.

The building principal or his or her designee must notify the appropriate local law enforcement agency of those code violations that constitute a crime and substantially affect the order or security of a school as soon as practical, but in no event later than the close of business the day the principal or his or her designee learns of the violation. The notification may be made by telephone, followed by a letter mailed on the same day as the telephone call is made. The notification must identify the student and explain the conduct that violated the code of conduct and constituted a crime.

**5250.1 Procedures and Referrals**

Discipline is most effective when it deals directly with the problem at the time and place it occurs, and in a way that students view as fair and impartial. School personnel who interact with students are expected to use disciplinary action only when necessary and to place emphasis on the student's ability to grow in self-discipline.

Disciplinary action, when necessary, will be firm, fair and consistent so as to be the most effective in changing student behavior. In determining the appropriate disciplinary action, school personnel authorized to impose disciplinary penalties will consider the following:

1. The student's age.
2. The nature of the offense and the circumstances, which led to the offense.
3. The student's prior disciplinary record.
4. The effectiveness of other forms of discipline.

5. Information from parents, teachers and/or others, as appropriate.
6. Other extenuating circumstances.

As a general rule, discipline will be progressive. This means that a student's first violation will usually merit a lighter penalty than subsequent violations.

If the conduct of a student is related to a disability or suspected disability, the student shall be referred to the Committee on Special Education and discipline, if warranted, shall be administered consistent with the separate requirements of this code of conduct for disciplining students with a disability or presumed to have a disability. A student identified as having a disability shall not be disciplined for behavior related to his/her disability.

The range of penalties which may be imposed for violations of the student disciplinary code includes the following: warning, reprimand, written notification to parents, loss of free time, detention, time out room, in school detention, out of school suspension, permanent suspension.

Counseling, although not considered a penalty, may be provided as an alternative to a penalty, if formally arranged through the counseling office.

#### **5250.1.2 In School Suspension**

In-School Suspension will be held in a supervised study area in which a suspended student is not in contact with other students. Class work will be assigned. Lunch will be eaten in the study area. The detention rules also apply for In School Suspension.

Students who serve In-School Suspensions will not be allowed to participate in any after school activities: i.e. attending school functions that day

#### **5250.1.3 Removal Of Disruptive Student From Class By Teacher**

A student's behavior can affect a teacher's ability to teach and can make it difficult for other students in the classroom to learn. In most instances the classroom teacher can control a student's behavior and maintain or restore control over the classroom by using good classroom management techniques. These techniques may include practices that involve the teacher directing a student to briefly leave the classroom to give the student an opportunity to regain his or her composure and self-control in an alternative setting. Such practices may include, but are not limited to:

1. short-term "time out" to a neutral setting, i.e.: back of classroom, different classroom alternative
2. sending a student to administrator's office for the remainder of the class time only; or
3. sending a student to a guidance counselor or other district staff member for counseling. Time-honored classroom management techniques such as these do not constitute disciplinary removals for purposes of this code.

On occasion, a student's behavior may become disruptive. For purposes of this code of conduct, a disruptive student is a student who is substantially disruptive of the educational process or substantially disruptive of the educational process or substantially interferes with the teacher's authority over the classroom. A substantial disruption of the educational process or substantial interference with a teacher's authority occurs when a student demonstrates a persistent unwillingness to comply with the teacher's instructions or repeatedly violates the teacher's classroom behavior rules.

A classroom teacher may remove a disruptive student from class for up to two days. The removal from class applies to the class of the removing teacher only.

#### **5250.1.4 Out Of School Suspensions**

Out of School Suspension shall be used as a disciplinary means of correction for the most severe offenses.

The Principal has the delegated authority to suspend for a period not to exceed five school days.

#### **Suspension Procedure**

The following procedure will be employed whenever a student is suspended from school for a period of five days or less:

1. Students will be personally notified of suspension, length of suspension, and the reason.
2. The parents or guardians of a suspended student will be notified by either telephone or letter within 24 hours of the student's suspension.
3. The Superintendent of Schools will receive written notification of all student suspensions made by the high school principal and the reasons therefore within 24 hours of such action.
4. Students suspended out of school will not be readmitted to the school until a parental - administrative conference has been held.
5. Periods of suspension will commence at the time the suspension is assigned and will terminate on the day the student returns to school unless the offense is of such a nature that immediate removal is necessary.
6. Suspended students are responsible for completing all assignments from teachers.
7. Suspended students will not be permitted to attend any school function. during the period of his/her suspension.

After the conference, the principal shall promptly advise the parents in writing of his or her decision. The principal shall advise the parents that if they are not satisfied with the decision and wish to pursue the matter, they must file a written appeal to the superintendent within five business days, unless they can show extraordinary circumstances precluding them from doing so. The superintendent shall issue a written decision regarding the appeal within 10 business days of receiving the appeal. IF the parents are not satisfied with the superintendent's decision, they must file a written appeal to the board of education with the district clerk within 10 business days of the date of the superintendent's decision, unless they can show extraordinary circumstances precluding them from doing so. Only final decisions of the Board may be appealed to the Commissioner within 30 days of the decision.

### **5250.1.5 Superintendent's Hearing**

When expulsion or long term suspensions are the appropriate response to student behavior, the student and the persons in parental authority have all of the rights as set forth in Section 3214 of the Education Law of the State of New York. Briefly, this section provides:

1. That the student be given written notice as to the charges pending against him.
2. The student has the right to be represented by counsel.
3. A hearing officer appointed by the Superintendent of Schools and the Board of Education to hear evidence in the case shall conduct a hearing.
4. A student has a right to present witnesses and other evidence on their own behalf and the right to cross-examine witnesses against him.
5. The decision of the assessor shall be based upon fact.
6. The report of the hearing officer is an advisory only and the Superintendent and Board of Education may accept or reject all or part of the report.
7. An appeal of the decision of the hearing officer may be made to the Commissioner of Education for the State of New York.

Permanent suspension is reserved for extraordinary circumstances such as where a student's conduct poses a life-threatening danger to the safety and well-being of other students, school personnel or any other person lawfully on school property or attending a school function.

### **5255 Corporal Punishment**

The use of corporal punishment is expressly prohibited in the Lake George Elementary School. This shall not be construed to prohibit the use of physical force for the following reasons:

1. To protect oneself from physical injury;
2. To protect another pupil or teacher or any other person from physical injury;
3. To protect the property of the school or of others; or
4. To restrain or remove a pupil whose behavior is interfering with the orderly exercise and performance of school district functions, powers or duties, if that pupil has refused to comply with a request to refrain from further disruptive acts.

### **5265 Students Who Commit Violent Acts Other Than Bringing a Weapon To School**

Any student, other than a student with a disability, who is found to have committed a violent act, other than bringing a weapon onto school property, shall be subject to suspension from school for at least five days. If the proposed penalty is the minimum five-day suspension, the student and the student's parents will be given the same notice and opportunity for an informal conference

given to all students subject to a short-term suspension. If the proposed penalty exceeds the minimum five-day suspension, the student and the student's parents will be given the same notice and opportunity for a hearing given to all students subject to a long-term suspension. The superintendent has the authority to modify the minimum five-day suspension on a case-by-case basis. In deciding whether to modify the penalty, the superintendent may consider the same factors considered in modifying a one-year suspension for possessing a weapon.

Any student, other than a student with a disability, who repeatedly is substantially disruptive of the educational process or substantially interferes with the teacher's authority over the classroom, will be suspended from school for at least five days. For purposes of this code of conduct, "repeatedly is substantially disruptive" means engaging in conduct that results in the student being removed from the classroom by teacher(s) pursuant to Education Law §3214 (3-a) and this code on four or more occasions during a semester, or three or more occasions during a trimester. If the proposed penalty is the minimum five-day suspension, the student and the student's parent will be given the same notice and opportunity for an informal conference given to all students subject to a short-term suspension. If the proposed penalty exceeds the minimum five-day suspension, the student and the student's parent will be given the same notice and opportunity for a hearing given to all students subject to a long-term suspension. The superintendent has the authority to modify the minimum five-day suspension on a case-by-case basis. In deciding whether to modify the penalty, the superintendent may consider the same factors considered in modifying a one-year suspension for possessing a weapon.

## **5270 Safety Instructions for Students In Bus Travel**

The school provides transportation for students to and from school. This is a privilege and not a right! Safety is the primary concern in transporting students to and from school. All guidelines that are established are to ensure that safety and control by the driver are maintained throughout the trip. Students are to conduct themselves in a manner so that all bus rides will be a positive experience for everyone.

Students are under the authority of the driver of the school bus while being transported to and from school. The lives of students and drivers are at stake, and no conduct can be tolerated that might jeopardize safe travel to and from school. The driver must report any serious infraction of rules to the principal of the school, which the student attends.

### **5270.1 Rules and Regulations**

1. Students shall remain well back from the roadway while awaiting the arrival of bus and refrain from throwing things or playing at the bus stop.
2. Students must be on time for the bus both morning and afternoon.
3. Students who are compelled to walk a distance to meet the bus should walk on the side of the road facing traffic.
4. While waiting for the bus, students must not stand or play in the roadway.
5. Students must not attempt to board on or off the bus while it is in motion. They must not ride on the outside of the bus.
6. Students should take their seats and remain there until it is time to leave the bus.
7. Students must sit on the seats facing the front of the bus. Sitting on books or other objects is not permitted.
8. All play equipment must be put where the driver directs as the student boards the bus.
9. Beverages or food are not permitted.
10. Defacing or otherwise damaging the bus is not permitted
11. No litter is to be left aboard the bus.
12. Talking must be in conversational tones without vulgar language or gestures either to the driver, passengers, or passersby. Unnecessary conversation with the driver when the bus is in motion is prohibited.
13. Bus drivers have the right to assign seats.
14. Students must not extend hands, arms, or heads through the bus windows.
15. Throwing anything within the bus or out the windows is not allowed.
16. Pupils who must cross the road after alighting from the bus should pass in front of the bus and not behind it. The driver should see that the way is clear before the student is permitted to cross the road.
17. Students must not leave the bus on the way to school or home without the permission of the driver. The driver will not give permission except in a case of personal emergency on the part of the pupil or upon the request of the principal or the pupil's parents.
18. No student shall be allowed to ride on any bus other than the one to which she or he assigned without written permission from the parent. The written permission note should be given to the main office.

Objectionable behavior will not be tolerated on the school bus.

**\*SPECIAL NOTE:** All buses are equipped with seat-belts for passengers to use. We encourage you to discuss this with your child.

## **5275 Student Searches and Interrogations**

The board of education is committed to ensuring an atmosphere on school property and at school functions that is safe and orderly. To achieve this kind of environment, any school official authorized to impose a disciplinary penalty on a student may question a student about an alleged violation of law or the district code of conduct. Students are not entitled to any sort of “Miranda”-type warning before being questioned by school officials, nor are school officials required to contact a student’s parent before questioning the student. However, school officials will tell all students why they are being questioned.

Students have no reasonable expectation of privacy with respect to these places and school officials retain complete control over them. This means that student lockers, desks and other school storage places may be subject to search at any time by school officials, without prior notice to students and without their consent.

Under special circumstances, school officials may search students, and their belongings (i.e. backpacks) particularly if there is reasonable suspicion that a student possesses illegal matter, for example, a dangerous weapon or illegal drugs. Students must be aware that such items are forbidden both on school property and at school related activities.

## **5280 Police Involvement in Searches and Interrogations of Students**

District officials are committed to cooperating with police officials and other law enforcement authorities to maintain a safe school environment. Police officials, however, have limited authority to interview or search students in schools or at school functions, or to use school facilities in connection with police work. Police officials may enter school property or a school function to question or search a student or to conduct a formal investigation involving students only if they have:

- A. A search or an arrest warrant; or
- B. Probable cause to believe a crime has been committed on school property or at a school function; or
- C. Been invited by school officials.

Before police officials are permitted to question or search any student, the building principal or his or her designee shall first try to notify the student’s parent to give the parent the opportunity to be present during the police questioning or search. If the student’s parent cannot be contacted prior to the police questioning or search, the questioning or search shall not be conducted. The principal or designee will also be present during any police questioning or search of a student on school property or at a school function. Students who are questioned by police officials on school property or at a school function will be afforded the same rights they have outside the school. This means:

- A. They must be informed of their legal rights.
- B. They may remain silent if they so desire.
- C. They may request the presence of an attorney.

## **5285 Child Protective Services Investigations**

Consistent with the district’s commitment to keep students safe from harm and the obligation of school officials to report to child protective services when they have reasonable cause to suspect that a student has been abused or maltreated, the district will cooperate with local child protective services workers who wish to conduct interviews of students on school property relating to allegations of suspected child abuse, and/or neglect, or custody investigations.

All requests by child protective services to interview a student on school property shall be made directly to building principal or his designee. The principal or his designee shall set the time and place of the interview. The principal or designee shall decide if it is necessary and appropriate for a school official to be present during the interview, depending on the age of the student being interviewed and the nature of the allegations. If the nature of the allegations is such that it may be necessary for the student to remove any of his or her clothing in order for the child protective services worker to verify the allegations, the school nurse or other district medical personnel must be present during that portion of the interview. No student may be required to remove his or her clothing in front of a child protective services worker or school district official of the opposite sex.

A child protective services worker may not remove a student from school property without a court order, unless the worker



reasonably believes that the student would be subject to danger of abuse if not he or she were not removed from school before a court order can reasonably be obtained. If the worker believes the student would be subject to danger of abuse, the worker may remove the student without a court order and without the parent's consent.

## **5290 Discipline Procedures for Students with Handicapping Conditions**

When a student with a handicapping condition 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 understand the rules?
  - 2. Was the behavior the result of an inability to control inappropriate behavior?
- 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 the behavior of a pupil with a handicapping condition is determined to be seriously non compliant or even dangerous to himself or others, then the school principal must take immediate and appropriate action, followed by immediate notification of the home school when necessary and referral to the CSE. If this action includes suspension of the student, all legal procedures must be followed, including notification of the reasons for suspending the pupil, opportunity for the pupil to respond, opportunity for a parent conference, Superintendent's Hearing, if suspension is for more than 5 days, etc.

For each proposed suspension, the District must ensure that the behavior for which suspension is being considered is not directly related to the pupil's handicapping condition, or caused by an inappropriate placement. If there is any question about the appropriateness of suspension, particularly in the case of pupils classified emotionally disturbed, the matter must be referred to the CSE. The CSE will consider the matter carefully, including the possibility of changing the pupil's placement.

If a pupil's total days of suspension exceed 10 days within any school year, the school principal will make an immediate referral to the CSE.

## **5300 STUDENT HEALTH SERVICES**

Mrs. Faith Helms is our school nurse.

Medical Record: School Health Records are kept for all students from kindergarten through high school. It contains physical exams, vision, hearing, developmental screening results, health history, including communicable diseases, and immunizations. It is kept on permanent file.

Health Screenings: Health screenings are performed as mandated by the State of New York.. They include vision, hearing and scoliosis. Screening will not be performed if adequate screening results have been provided on a Health Examination form from a licensed medical provider. Screenings are generalized assessments, giving us an overview, not comprehensive tests. You will be notified and referred to your own family physician or a specialist for further professional evaluation and treatment as needed.

Health Examinations: A complete Physical Exam performed by your physician or other licensed medical provider, is required by New York State law for all students entering Kindergarten, 1st, 3rd, 5th, 7th, 9th and 11th grades, and for all new students. School physicals will be completed on an as needed basis by our school physician. The school physician serves in an advisory capacity on general or emergency health concerns and periodically consults with the school nurses and other school personnel on school and community related health matters.

First Aid at School: By law, the school nurse is not allowed to give any treatment beyond emergency first aid care, as prescribed by our school physician. Further care treatment is the responsibility of the parent or legal guardian and must be obtained from

your family physician.

**Pediculosis (head lice):** Pediculosis is a common public health nuisance. It is recommended that you check your child's hair weekly for "dandruff-like" nits (eggs) stuck on the hair shaft, usually close to the head, and for tiny crawling lice (insects). If you discover evidence of head lice, please consult with your child's physician for appropriate treatment and notify the school nurse. Children may return to school once they have been properly treated.

**Medication Policy:** If a student is to take any prescription or over-the-counter medication during school hours, parents must bring in the medication in the original bottle with both a written order from your child's physician and a signed parental consent note, giving permission to the school nurse, or her designee, to administer the medication. The medication order must include the following:

1. Name of Student
2. Name of medication, dosage and time to be given
3. Reason (diagnosis) for medication

The responsibility for getting medication to and from school lies with the parents or guardians of the student. All medication will be kept locked while on school property in designated locations in the Health Office only. Students are not allowed to keep medication of any kind on their person in clothing, desks, lockers, backpacks, etc.

**Illness:** Please do not send your child to school if he/she is sick. Children must be free of any fever, vomiting or diarrhea **for 24-hours** before returning to school. Rashes need to be evaluated by a doctor. Please notify the School Nurse or the Attendance Office if your child will be absent from school.

\*Doctor's notes are required for any student to return to school after any serious illness, injury, surgery or hospitalization. Notes must include diagnosis, treatment, current medications, any activity limitations or restrictions and that it is OK for the student to return to school.

**Physical Education:** P.E. is mandatory for all students. State Education Law requires a doctor's note for students to be excused from participation in Gym. A parental note is good for one day. School policy is "no gym, no recess". If students are unable to participate in Physical Education class, they may not participate in recess.

**Emergency Contacts (must live locally):** Every effort is made to reach parents or guardians directly if your child should become ill or injured, or in the event of any emergency, while at school. Please make sure that the school has the names and phone number of local trusted relatives or friends who are willing and available to care for your child if we cannot reach you if your child becomes ill or injured, or in case of an emergency at school.

**Dental Exam Health Certificates:** NY State Law requires schools to request Dental Health Certificates for students entering grades Kindergarten, 1st, 3rd, 5th, 7th, 9th and 11th, and for all newly enrolled. This form is available in the health office and is to be completed by a dentist, and returned to the school health office.

## **5400 CAFETERIA PROGRAMS**

### **5410 FREE AND REDUCED PRICE FOOD SERVICES**

The nutrition of district students is an important factor in their educational progress. The school therefore participates in federally funded school breakfast and lunch programs, and shall provide free or reduced price food services to qualified district students. Information and applications will be sent home with students each year and are also available in the main office throughout the school year.

***Meal assistance must be applied for each year.***

***Despite the school participating in the USDA free lunch program, you must still submit an application for Free and Reduced lunch. Eligibility for Free and Reduced Lunch offers more options throughout the school year than just meal pricing.***

***If a student qualifies for Free & Reduced Lunch they are still able to purchase, and are charged for, other items unless you place restrictions on their account.***

## **5420 LUNCH**

Hot lunches are served daily, and there are two choices: regular hot lunch or soup and sandwich. Students have the option of purchasing lunches or bringing their own from home. Although students may purchase lunch daily, it is easier for all concerned if they utilize Titan School Solutions, the computer payment system. More information regarding Titan School Solutions can be found here: <https://family.titank12.com/>

Menus are sent home monthly and posted on the website here: [School Menus](#).

Lunch price: \$2.75

LGCSO will be participating in “free lunches” this year through the extended USDA free lunch program. This program will provide one free breakfast and lunch to all students regardless of eligibility for free and reduced meals. Your student will be charged for any “extra” purchases.

Each student has a personal cafeteria account with the cashier in the cafeteria. Students have been issued a PIN number and may use the number to either purchase or charge breakfast and/or lunch. Students may get their PIN number from the Cafeteria Manager if he/she does not know his/her account number. PIN numbers are personal and should be used only by its owner and may not be shared.

Any amount of money may be deposited to a student’s account either by cash or check at the cash register. Students who need to charge for lunch or breakfast may do so at the cash register, also. Students who bring their lunch must eat in the cafeteria and may purchase cartons of milk or other items from the lunch line.

**IMPORTANT: Parents/Guardians are able to control what their children purchase with their cafeteria accounts.** To alleviate the problem of students purchasing more food items than their parent/guardian’s desire, it is the parent/guardian’s responsibility to contact the cafeteria to place restrictions on their cafeteria account. Please contact the cafeteria at either 518-668-5714, via email at [gunthers@lkgeorge.org](mailto:gunthers@lkgeorge.org) or send a note into the cafeteria specifying the restrictions you would like applied. Examples: You only want your child to purchase a treat/ice cream on Fridays; You do not want your child purchasing more than one lunch a day etc.

## **5430 BREAKFAST**

Students may purchase breakfast beginning at 7:30 a.m.. Menus are sent home monthly and posted on the website. Additional copies are available in the office.

Breakfast price: \$1.80

## **5500 CO CURRICULAR AND EXTRACURRICULAR PROGRAMS**

Lake George Elementary School recognizes the educational values inherent in student participation in the extracurricular life of the school, for such purposes as building social relationships, developing interests in an academic area, and gaining an understanding of the responsibilities of good citizenship.

Students must be in attendance during the school day to participate in co-curricular, extra-curricular, or special events. Please visit the LGES Webpage [www.lkgeorge.org](http://www.lkgeorge.org) for more information.

## **6000 FISCAL MANAGEMENT**

### **6100 INSTRUCTIONAL BOOKS**

The following regulations are for classroom books including textbooks and trade books.

1. Books are issued by teachers to students in their classes.

2. Students will pay for any unnecessary wear, destruction or loss of assigned books.
3. No book or school property will be assigned to a student for the following school year if previous yearbooks/school property has not been properly returned or paid for.

## **7000 FACILITIES**

### **7100 PROTECTING VALUABLES**

The school is not responsible for valuables while a student is attending school. Students who bring money or valuables to school and leave them in their cubbies or desks run the risk of having them damaged, lost, or stolen. The school is not responsible for these situations. Please keep valuables home where they are safe.

### **7200 COAT CLOSETS/CUBBIES**

Coat Closets/Cubbies are the property of the school district and are provided for books, coats, etc. They are assigned at the opening of school. Students are to use only the closet assigned to them.

### **7300 LIBRARY**

The Library provides resources for both academic research and leisure reading. In addition to print materials (books, magazines, newspapers, pamphlets), certain periodicals, newspapers and online databases are available.

Books may be borrowed for a two week period and renewed, if not on reserve for someone else. Back issues of periodicals may be checked out for a two-week period also. Current periodicals and reference materials (encyclopedias, dictionaries, vertical file materials) are to be used in the Library only.

Students may not bring food or drinks into the library.

## **8000 SUPPORT SERVICES**

### **8100 ACCIDENT PREVENTION AND SAFETY PROCEDURES**

These rules are to ensure the safety of students and employees of the district while on district property. All students and members of the school community must:

1. Immediately report any conditions involving equipment or buildings, which may be dangerous to student or employee health or welfare;
2. Immediately report any unsafe practices by anyone in the building or on the grounds;
3. Ride bicycles only on the streets, not the sidewalks. Bicycles are to be parked in the rack provided by the school, located just outside the north door. Pleasure riding on the school grounds is prohibited during school hours.

### **8200 FIRST AID**

In emergencies, the school nurse will follow established First Aid Procedures. These procedures include the following requirements:

1. No medical treatment except first aid is permitted in school;
2. A master first aid kit shall be kept and properly maintained in the school and on each school bus;
3. No drugs shall be administered by school personnel unless authorized by a physician;
4. Parents are asked to sign and submit an emergency medical authorization which shall indicate the procedure they wish the school to follow in the event of a medical emergency involving their child;
5. In all cases where the nature of an illness or an injury appears serious, the parent or guardian will be contacted if possible, and the instructions on the child's emergency sheet followed. In extreme emergencies, arrangements may be made for the Rescue Squad to transport the child to Glens Falls Hospital.

## 8300 EMERGENCY PLANS

In accordance with regulations of the Commissioner of Education, the district has developed an Emergency Management Plan to safeguard the safety and health of students and staff, as well as district property, in the event of a true emergency.

Each year, the school will stage a drill of the Emergency Management Plan, including practice in sheltering students and staff, and an early dismissal at a time not more than 15 minutes earlier than the normal dismissal time.

## 8400 EMERGENCY CLOSINGS

The Superintendent of Schools may close the schools or dismiss students/staff early when hazardous weather or other emergencies threaten health or safety. Closings, delays, and emergency information will be posted on the district website, and communicated to families through Messenger.

Parents are requested to avoid calling schools on days of poor weather since it is important to keep school phone lines open. School closing and delayed starting times will also be provided to the network television stations, announced over local radio stations. In addition, parent/guardians will receive a text alert through ParentSquare. If no report is heard, it can be assumed the schools are opening on time.

## 8500 TRANSPORTATION

Questions about the school transportation program should be directed to Mr. Andy Raymond, Director of Transportation at 668-2131. For further information, see 5235.1, Safety Instructions for Students in Bus Travel.

## 8600 COMMUNICATIONS

In addition to letters sent home from Mr. Luthringer, Mr. Conway and classroom teachers, the school maintains positive communication with parents in many ways including:

1. **Our website.** Visit [www.lkgeorge.org](http://www.lkgeorge.org) and select the Elementary School for lots of great information including an e-mail directory to reach us.
2. **ParentSquare:** The LGCS D uses ParentSquare for immediate notification in high priority situations such as emergency closures & evacuations, unanticipated early releases and snow days.
3. **Twitter:** [twitter.com/jconwaylg](https://twitter.com/jconwaylg)
4. **Facebook:** Lake George CSD
5. **News and Views:** The district's *News and Views* is a newsletter distributed to parents by mail approximately three times during the school year.
6. **Let's Get Acquainted Nights:** Let's Get Acquainted Night is scheduled in September as follows:  
  
Thursday, September 15th at 6:30 p.m.
7. **PTSO & Cabinet Meetings:** Please feel free to call PTSO & Cabinet representatives at any time with questions or concerns. PTSO meetings will be held on the following dates:  
  
Monday, September 12th at 6:00 p.m.  
Monday, November 7th at 6:00 p.m.  
Monday, January 9th at 6:00 p.m.  
Monday, March 6th at 6:00 p.m.  
Monday, May 1st at 6:00 p.m.
8. **Parent-Teacher Conferences:** Conferences are scheduled during November and in conjunction with Student Progress

Reports which are distributed prior to the conference. During the November conferences, students join parents and teachers and lead their own conferences (to the best of their ability). Student led conferences empower our students to take ownership of their learning. During these conferences teachers will still share information and parents can still ask questions. Parent-Teacher conferences will be held on the following dates:

November 16, 2022, Wednesday, PM Conferences  
November 17, 2022, Thursday, PM Conferences  
November 18, 2022, Friday, PM Conferences

***IMPORTANT: Additional conferences may be scheduled at any time during the school year.***

9. **Pupil Progress Reports**: All elementary students are issued progress reports four times a year. The first progress reports are issued prior to the parent-teacher conferences.

First Report Period: November 14, 2022  
Specialist Report Period: February 13, 2023  
Second Report Period: March 10, 2023  
Final Report Period: June 23, 2023

10. **Open House & Art Show**: The Open House and Art Show is an evening program for students and parents. For the 2022-2023 school year, the Open House & Art Show will be held on Tuesday, May 16, 2023.
11. **Daily School Bulletin**: Access to the Daily Bulletins is available on our website: [www.lkgeorge.org](http://www.lkgeorge.org). It can be found under Quick Links as the LGES Daily Bulletin or at the following link: [LGES Daily Bulletin](#)

We encourage parents to call at any time during the school year.

## WHOM DO I CALL IF I HAVE A QUESTION ABOUT .....?

<b><u>Subject</u></b>	<b><u>Contact Person</u></b>	<b><u>Telephone</u></b>
Attendance	Mrs. Kim Polimeni	518-668-5714
Board of Education Meetings	Mrs. Sarah Barton	518-668-5456
Building and Grounds	TBD	518-668-5452
Curriculum	Classroom Teacher or Mrs. Gershen	518-668-5714
Discipline	Mr. James Conway	518-668-5714
Health	Mrs. Faith Helms	518-668-5714
Lunch/Cafeteria	Mrs. Sandy Gunther	518-668-5714
Parent Teacher Organization (PTSO)	Mrs. Summer Steves	lgptsowarrior@gmail.com
Parent Teacher Conferences	Classroom Teacher	518-668-5714
Physical Examinations	Mrs. Faith Helms	518-668-5714
Referrals for Students with Special Needs	Mrs. Jamie Bearor	518-668-5452
Registration of New Students	Miss. Natalie Fullen	518-668-5714
Report Cards	Classroom Teacher	58-668-5714
Safety and Maintenance	Mr. James Conway	518-668-5714
Special Education	Mrs. Jamie Bearor	518-668-5452
Test Results	Classroom Teacher or Mr. Conway	518-668-5714
Transportation/Buses	Mr. Andrew Raymond	518-668-2131
Use of Building	Mrs. Lisa Fox	518-668-5714

# **STUDENT/PARENT HANDBOOK**

Available at [www.lkgeorge.org](http://www.lkgeorge.org) under Resources

Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_ Teacher: \_\_\_\_\_

Handbook Acknowledgment:

We have read the Student Handbook and understand the student responsibilities and consequences.

\_\_\_\_\_ I do not have Internet access and need a hard copy.

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent(s) Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*Please return this page to your child's teacher.*

**If you do not want your child's name and/or photo and video used in any school publication, newsletter, newspaper, mailing, posting, or website etc., please submit a written request to the main office of the elementary school.**