

## HANDBOOK REVIEW FORM

(Remove this page from your handbook and return to your homeroom teacher.)

Dear Student and Parent/Guardian:

The New York State Board of Regents has set the stage for demanding curricula that both challenges and prepares students for a highly skilled and competitive world. In order for students to meet and exceed these standards, it is essential to cultivate good organizational skills, excellent study habits, and a positive attitude toward learning.

The faculty at Linden Avenue Middle School is dedicated to promoting the intellectual development of all students as well as nurturing the individual's personal and social development. Each student is encouraged to explore and expand his/her potential and abilities within a supportive and progressive environment. The theme of **ENGAGE, EMBRACE, THINK, CARE, CREATE, EMPATHIZE and COLLABORATE** is the foundation upon which we build a safe, productive, and enjoyable school community. By working together, the faculty, support staff, parents, and students will achieve these goals.

On behalf of Red Hook Central Schools, we wish you the best of luck in the 2024-2025 school year. Your hard work will produce a lifetime of rewards. Please review this handbook and the Student Code of Conduct with your parent/guardian and sign the statement below. Your Homeroom teacher will record your name as having reviewed the contents of this book.

Sincerely,

***Stacie Fenn Smith***

Principal

***Paul Brown***

Assistant Principal

I, \_\_\_\_\_, have reviewed the handbook with my parent/guardian and we fully understand its contents, and agree to abide by them.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

Email address used for notices: \_\_\_\_\_



# WE ARE **RAIDERS**

## *GRADUATE PROFILE*

### **ENGAGE**

We will engage in local and global civics

### **EMBRACE**

We will embrace diversity and challenge inequities

### **THINK**

We will think critically and problem solve

### **CARE**

We will tend to physical and emotional health

### **CREATE**

We will create and innovate

### **EMPATHIZE**

We will demonstrate empathy and compassion

### **COLLABORATE**

We will collaborate and communicate



## **RED HOOK CENTRAL SCHOOL DISTRICT**

### **Mission & Vision Statement**

The Red Hook Central School District is a welcoming and diverse community of learners committed to personal growth and caring for others.

The Red Hook Central School District seeks to empower each individual to embrace today and navigate the possibilities.

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## **Linden Avenue Middle School**

65 West Market St.  
Red Hook, NY. 12571

2024 - 2025

**BOARD OF EDUCATION**

Mrs. Kate Kortbus  
Mr. Russ Crafton  
Mrs. Jennifer Manon  
Mrs. Kelly Borrelle  
Mrs. Erin Misasi  
Mr. Charles Kachigian  
Mr. Austin Crittenden

Elena Maskell, Clerk of the Board

**SUPERINTENDENT OF SCHOOLS**

Dr. Janet Warden

**PRINCIPAL**

Ms. Stacie Fenn Smith

**ASSISTANT PRINCIPAL**

Mr. Paul Brown

*This Handbook belongs to:*

Name \_\_\_\_\_

Address \_\_\_\_\_

City/Town \_\_\_\_\_

Zip Code \_\_\_\_\_ Phone \_\_\_\_\_

**From the Board of Education**—Go to [www.redhookcentralschools.org](http://www.redhookcentralschools.org) —Click on “Our District” then click on “District Policy” to review all District Policies.

**Vision Statement Linden Avenue Middle School**

Linden Avenue Middle School will provide academically excellent, challenging, and developmentally responsive educational experiences that will facilitate students reaching their full potential. Students will master the knowledge, skills, and habits necessary to successfully complete higher levels of education, develop a lifelong love of learning, become economically and civically productive adults, and grow into future leaders of our society.

Students will be challenged and energized through innovative techniques, time honored practices, and, at times, humor that will address individual learning styles. Students will be encouraged and expected to learn, communicate, and think for themselves. They will participate in lively discourse and understand the connections between disciplines through higher order thinking skills. Students will understand and master important concepts, develop essential skills, and apply what they have learned to clearly defined assessments and real-life situations. An environment will be fostered in which the core curricula, the arts, and physical education are all highly valued and integral to student learning. The curiosity, energy, and interests of students will be further enhanced by extracurricular programs, which will encourage leadership opportunities.

Teachers and staff will remain active in professional growth and explore best educational practices and current literature. Through common planning time, the teachers will discuss student achievement, share best practices and multi-disciplinary connections, examine student work in relation to their lessons, and develop strategies to address students' various learning styles. Teacher collaboration will be ongoing, and new teachers will be supported with an experienced mentor to aid in their transition to our school. Student achievement and the context for learning will drive teacher decisions about the type of instructional strategies to employ, the design of activities, and the means of assessment. The administration will provide the leadership, support, and resources necessary to promote and assist the instructional process. To promote student achievement and enhance the classroom-learning environment, teachers and staff will be provided with the latest technological hardware, software, training, and support. The physical space of classrooms and building as well as the instructional time will be utilized in a variety of ways to allow for flexibility and innovation.

A dynamic partnership between the community and the school will facilitate effective and consistent communication. Families will be welcome, will be well informed, and will reinforce classroom instruction, high academic standards, and behavioral expectations. The community at large will provide resources and connections, which will enhance and reinforce the educational process. The community will support the school in creating a healthy, challenging environment which will allow students to have varied experiences.

To be better prepared for an ever-shrinking global community, students will learn, teachers will teach, and the community will support a compassionate environment that embraces the joy of working with young adolescents. Together we will foster an atmosphere in which high academic expectations are celebrated, leadership is cultivated, and the process of learning is valued as much as the final product.

## **LAMS Anti-Bullying Statement**

The Faculty and Staff believe that bullying is a serious issue that deserves our attention and action because in order to learn, our students need to feel safe. Everyone in our school community has a right to learn and work in an environment free from bullying, harassment and/or discrimination based on their actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, sex, gender, sexual orientation, disability and height.

In order to reduce bullying, it is important to change the social climate of our school and the social norms that apply to bullying. The rules about bullying will be made clear to students through a series of interactive sessions conducted at the building level in homerooms and during classroom lessons. These sessions and lessons will help students understand the harm bullying causes and will provide them with tools to address such problems. Students will be made aware of school expectations that they not bully others and that they help students who are bullied. The ways that students can advocate for themselves or their peers will be made clear through a series of grade level and team meetings, homeroom discussions,

building assemblies and the presentation of skits and announcements in the anti-bullying campaign that will often be filtered through our student club, the ACT PAC (Upstanders) and Better World Club.

Bullying can take numerous forms. Well-known forms of intimidation and harassment include inappropriate teasing and physically and/or verbally threatening behavior. Students also face bullying in the form of inappropriate text messages and cyber-bullying. At LAMS, we acknowledge that the only way to make a systemic change in the social climate will require the support of all school employees, as well as students and their parents. With this in mind, LAMS fully supports the Dignity for All Students Act (DASA) initiatives and will have a building Dignity Act Coordinator to assist the building administration with harassment cases.

## Diversity and Inclusion Statement

The Linden Avenue Middle School believes diversity includes a wide range of individual characteristics. These may include race, ethnicity, gender, sexual identity, socioeconomic status, age, academic abilities, physical abilities, and religious beliefs. Through mutual recognition and respect for one another's unique and diverse existence, we strive to uphold a strong solidarity as members of the human family and experience.

+

SEPTEMBER '24						
S	M	T	W	Th	F	S
1	2	SC	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

**02** Labor Day  
**03** Supt Conference Day  
**04** School Opens  
**06** ½ Day Mill Rd Only

(Staff 20/Students 19)

FEBRUARY '25						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

**13** ½ Day Mill Rd Only  
**14-17** Presidents' Day

(Staff 18 Students 18)

OCTOBER '24						
S	M	T	W	Th	F	S
		1	2	3	SC	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

**03** Rosh Hashanah  
**04** Supt Conference Day  
**11** ½ Day Mill Rd Only  
**14** Columbus Day/  
 Indigenous Peoples' Day

(Staff 21/Students 20)

MARCH '25						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	SC	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

**14** Supt Conference Day

(Staff 21 Students 20)

NOVEMBER '24						
S	M	T	W	Th	F	S
					1	2
3	4	SC	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

**05** Supt Conference Day  
**08** No School Mill Rd Only  
 (Mill Rd Parent/Teacher Conferences)  
**11** Veterans Day  
**27-29** Thanksgiving Recess

(Staff 17 /Students 16)

APRIL '25						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

**14-18** Spring Recess  
**April 7 – May 16**  
 Grades 3-8 ELA  
 Grades 3-8 Math  
 Grades 5 & 8  
 Science  
**April 29 – May 1**  
 Grades 3 & 7 ELA  
 Grades 3 & 7  
 Math

(Staff 17 Students 17)

DECEMBER '24						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

**23-31** Winter Break

(Staff 15/Students 15)

JANUARY '25						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

**01** Winter Break  
**17** ½ Day Mill Rd Only  
**20** Martin Luther King Day  
**21-24** Regents Exams  
**29** Lunar New Year

(Staff 20/Students 20)

MAY '25						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

**20** ½ Day Mill Rd Only  
**23-26** Memorial Day

(Staff 20 Students 20)

JUNE '25						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

**04** Science Regents Exams  
**10** Geometry Regents  
**17-25** Regents Exams  
**19** Juneteenth  
**26** Half-Day K-8 (Last day of school students)  
**27** Last Day for staff  
**28** RHHS Graduation (Staff 19 Students 19)

## Red Hook Central School District | 2024-2025 CALENDAR

### STUDENT MAKE UP FORMULA

- If one day: May 23, 2025
- If two days: May 23, then April 14, 2025
- If three days: May 23, April 14, then April 15, 2025
- If four days: May 23, April 14, April 15, then April 16, 2025
- If five days: May 23, April 14, April 15, April 16 then April 17, 2025

Superintendent’s Conference Days are counted for student attendance.

Therefore, school MAY BE closed five times before make-up days are required for students and teachers.

In the event there are no emergency school closings, the first two scheduled give back dates are April 21, 2025, and then May 27, 2025. Additional days will be determined if necessary.

	Indicates ½ Day for Mill Rd students only.
	Indicates no student or faculty attendance.
SC	Indicates no student attendance.
	Indicates No School Mill Rd Only
188 Teacher Days	184 Student Days

## STUDENT HANDBOOK

The Red Hook Central School District is committed to providing a safe and orderly school environment where students may receive, and district personnel may deliver quality educational services without disruption or interference. Responsible behavior by students, teachers, other district personnel, parents and other visitors is essential to achieving this goal.

The district has a long-standing set of expectations for conduct on school property and at school functions. These expectations are based on the principles of civility, mutual respect, citizenship, character, tolerance, honesty and integrity.



The board recognizes the need to clearly define these expectations for acceptable conduct on school property, to identify the possible consequences of unacceptable conduct, and to ensure that discipline when necessary is administered promptly and fairly. To this end, the board adopts this code of conduct.

Unless otherwise indicated, this code applies to all students, school personnel, parents, and other visitors when on school property or attending a school function. See Red Hook Central District Code of Conduct Policy # 5300 – A at <https://www.redhookcentralschools.org>.

## **RESPECT, RESPONSIBILITY, EFFORT, AND KINDNESS**

These words are the key to the expectations and standards we strive to uphold at Linden Avenue Middle School. Excellence, Discipline, Motivation, Esteem, and Success can be derived from a lifestyle built on the foundations of **RESPECT, RESPONSIBILITY, EFFORT, and KINDNESS**. To that end, we have set high expectations for our students in the hopes that they will rise to meet the challenge and go on to achieve happy, healthy, and successful lives.

### **The Day Begins**

Students who arrive prior to the 7:40 a.m. bell must remain in the cafeteria or gymnasium. Students may not arrive prior to 7:15 a.m. as there is no supervision prior to this time. This is a good time to take advantage of the breakfast program, use the rest rooms, and socialize. It is also the time to make an appointment with Student Services and sign up for the library. Students are not allowed to block stairways or enter the second floor before the bell.

At 7:40 a.m., students are to proceed directly to their lockers.

### **The Day Ends**

The school day ends at 2:20 p.m. Middle school students are not allowed to be in or around the school without supervision. They may not leave and return to school to take a bus. Students may not remain on school grounds unless they are scheduled to stay with a teacher/administrator or for an official club or activity.

## **HALL PASSES**

Students are to be in class during the times designated on their schedules. If they have a legitimate reason for being late or out of class, they must have a pass indicating the date, time left, destination, and teacher's signature. Lateness to class can be cause for disciplinary action. No one is allowed in the corridors while classes are in session without a pass.

## **REST ROOMS**

Students may use the rest rooms before and after school, during passing times, and during study hall and lunch periods. In case of an emergency, a student may obtain a pass to the rest room from a teacher.

## **STUDENT LOCKERS AND THEIR USE**

The school provides lockers for the students' use to store and protect their belongings. Lockers are the property of the school and as such may be searched at any time. Students are to observe the following safety precautions:

1. Make sure the locker is locked at all times when it is not being used. Property removed from open lockers cannot be recovered.
2. Do not tell other students the combination to the locker.
3. Report any damage to the locker or any items missing from the locker to the main office as soon as possible.
4. Do not enter any other student's locker. The school is not responsible for articles lost from lockers. It is the student's responsibility to ensure that his/her locker is secure with the district-provided lock.
5. Do not damage or deface the locker in any way.
6. If the student forgets his/her combination or has difficulties with the function of this locker, he/she should report to the main office for assistance.

Special lockers are issued in physical education for gym clothing. These lockers will be issued by the physical education staff and used solely for physical education equipment. Students are to go to these lockers only immediately before and after physical education or athletics. Lockers must be locked during gym class. All previously stated rules apply both to the classroom and physical education lockers.

## **HOMEROOM**

Students are to be in their homerooms by 7:40 a.m. for the Pledge of Allegiance and the daily announcements. By law, the Commissioner of Education is required to prepare a program of instruction for the flag salute and Pledge of Allegiance. The Pledge must be recited daily. The Pledge of Allegiance is recited at the beginning of the homeroom period. Students are expected to **respect** the flag and Pledge of Allegiance. This is a time of reflection and should be **respected** and treated appropriately. It is each student's **responsibility** to listen attentively to all announcements. Announcements that apply to more than a few students will be posted on the bulletin board in the cafeteria or the main office. Any taped announcement must be approved by a building administrator and should be kept very short. Homeroom is a transition period - a time students may prepare themselves for the day ahead. Homeroom teachers are also encouraged to utilize this time to get to know their students.

## **STUDENTS' RIGHTS AND RESPONSIBILITIES**

Students in the public schools of the State of New York have the right to a free, appropriate education if they are between the ages of 5 and 21 years pursuant to the provisions of Article XI, Section 1 of the New York State Constitution and Section 3202 (1) of the Education Law of the State of New York, or until they receive a high school diploma, whichever occurs first.

All students who reside within our state between the ages of 6 and 16 years are required by law to regularly attend instruction either in the public schools or in such private schools as are approved for equivalency of instruction by the appropriate school authorities.

The right to a free public school education as described above extends to all students, including those with handicapping conditions. However, this right is not unconditional. Pursuant to the due process of law requirements as established in Section 3214 of the Education Law of the State of New York and the Student Disciplinary Code, a student may be suspended temporarily or permanently from instruction in his/her regularly scheduled classes.

Only students within the compulsory education ages (6 to 16) are entitled to alternative, equivalent instruction following suspension from regularly scheduled classes.

The district expects each student to conduct him or herself in a manner that will create an appropriate academic atmosphere so that students may learn and thrive educationally to the maximum extent possible. Each student shall also be responsible for conducting him or herself in such a manner as to avoid the misbehaviors that could lead to discipline as set forth in the Student Disciplinary Code. All students have the right to a safe learning environment.

As long as students meet the requirement of these **responsibilities**, the rights assured by the New York State Constitution and Education Laws, as well as the policies of this school district, will be fully recognized and applied.

**In addition to the rights referenced above, students in this district have the following responsibilities and rights: KEEPING THE SCHOOL CLEAN IS THE RESPONSIBILITY OF EVERY PERSON IN THE SCHOOL.** The custodians can't do it alone, so each student must help. Students are expected to clean up after themselves and maintain an orderly locker.

Littering, writing graffiti, or otherwise damaging the building will not be tolerated. Red Hook has always been commended by visitors from other districts for the appearance of its buildings. Take pride in keeping Linden Avenue Middle School's appearance **respectable**.

STUDENTS HAVE THE **RESPONSIBILITY TO DRESS AND GROOM THEMSELVES IN AN APPROPRIATE MANNER.** Any dress or appearance that clearly constitutes a threat or danger to the health and safety of students, or constitutes a disruption to the educational process, shall be prohibited. Remember: the school is a students' workplace. Please see Dress Code on page 19 for more info.

STUDENTS HAVE A **RESPONSIBILITY TO TAKE CARE OF TEXTBOOKS**, which are loaned free of charge by the district. It is the student's **responsibility** to return the textbooks issued to him/her in the same condition as they were issued, less normal wear. **ALL TEXTBOOKS ARE TO BE COVERED AND SECURED AT ALL TIMES.**

Teachers will randomly check books for covers and for general condition. Textbooks (which have become very expensive in recent years) must be paid for by the student and his/her parents if they are lost, stolen, or damaged. Reimbursement for lost and/or damaged books and library books will be charged according to the current cost of replacement.

STUDENTS HAVE A **RESPONSIBILITY TO COME TO CLASS READY TO LEARN.** Pens, pencils, notebooks, textbooks, and homework must be brought to class. Hats, coats, book bags, and any distractions belong in lockers until the end of the day. CD players and cell phones are allowed **ON THE BUS ONLY** and must be kept in the student's locker until the end of the day. These items will be confiscated and not returned until a parent comes to the main office to reclaim them. Special exceptions to the above rules may be cleared with the main office.

STUDENTS HAVE A **RIGHT** to a voice in the formulation of school policies and decisions, which affect their education, rights and privileges while attending our public schools. We encourage and urge

our students to utilize their Student Council and other governing bodies and to submit their ideas for consideration by putting them in writing and forwarding them to the principal's office. It shall be the duty of the student governmental body to establish reasonable standards for qualification of candidates to serve in offices of the government. Elections for student government shall be conducted in accordance with the principles of our democracy and elected student body in identifying cooperatively those areas of appropriate student **responsibility**. All student governmental bodies shall have a faculty advisor and shall be organized pursuant to a specific written constitution, which the students shall participate in formulating.

### **SEXUAL HARASSMENT POLICY**

1. It is the policy of the Red Hook Central School District (“District”) that sexual harassment of employees, applicants for employment, or students in any form is unacceptable conduct. The purpose of this policy is to clearly state the District’s position on this issue; to notify all employees and students of the kinds of activities which constitute sexual harassment; and to provide a procedure whereby any employee or student who believes he or she is the victim of sexual harassment can submit a complaint which will be investigated by the District. Sexual harassment, whether verbal or physical, and whether arising out of the work or school environment, is unacceptable and will not be tolerated.
2. This policy shall also constitute the Grievance Procedure required by Title IX of the Education Amendments of 1972 for complaints of gender discrimination within educational institutions receiving federal financial assistance.
3. The Title IX Officer and Sexual Harassment Compliance Officer for the District is:

**Mr. John Costello, Director of Pupil Personnel Services  
Linden Avenue Middle School  
65 West Market Street, Red Hook, NY 12571  
(845) 758-2241 Ext. 56100**

### **SEXUAL HARASSMENT OF AND/OR BETWEEN STUDENTS**

Sexual harassment of students consists of verbal or physical conduct of a sexual nature, by an employee, agent, or another student of the District that denies, limits, or conditions the provision of aid, benefits, services, or treatment under Title IX of the Education Amendments of 1972 on the basis of sex. Unwelcome sexual advances, requests for sexual favors, and/or other verbal or physical conduct of a sexual nature constitute sexual harassment when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s education; or
2. Such conduct has the purpose or effect of unreasonably interfering with the individual’s education creating an intimidating, hostile, or offensive environment.

Such actions include, but are not limited to, the following conduct directed at students:

1. Unwelcome sexual flirtations, advances, or propositions;
2. Verbal or written abuse of a sexual nature;
3. Graphic verbal comments about the student’s body
4. Sexually degrading words used to describe a student; and
5. Unwelcome and non-consensual physical touching of a sexual nature.

Given the special nature of the relationship between students and employees of the district, extreme caution should be exercised by employees of the district to avoid any situation involving comments of a sexual nature, particularly in the presence of students. It is recognized that discussions involving sexual relations and the human body are part of mandated curriculum in certain areas (e.g., health education) and are, therefore, not restricted by this policy. Nonetheless, there is no conflict between this policy and the mandates of the District's curriculum. Thus, the teaching of the District's curriculum will not constitute a charged violation of the policy.

## **POLICY**

1. The Red Hook Central School District regards sexual harassment as a serious matter. Accordingly, sexual harassment by an employee or agent of the District of any other employee or agent of the District, or applicant for employment is hereby prohibited.
2. It is the policy of the Red Hook Central School District that all students be free from sexual harassment in the classroom and school environment. Therefore, sexual harassment of students is prohibited. This policy also applies to conduct between students.

## **SEXUAL HARASSMENT POLICY ENFORCEMENT**

### **Procedure for Students**

1. **Informal Procedure** – The District encourages students who believe they are being harassed to clearly and promptly notify the offender that his or her behavior is unwelcome. If for any reason a student does not wish to confront the offender directly, or if such confrontation does not successfully end the harassment, the student should notify the designated Title IX teacher in the student's building or his or her building Principal. Any student who is uncomfortable for any reason in bringing the matter to the attention of his or her building Principal should report the matter to the Superintendent of Schools or the Title IX officer, or if that is not deemed possible, to the President of the Board of Education. The names, address, telephone numbers, and office and/or available hours of individuals in these positions are located in section 7 of this policy. If notification is made to anyone other than the Superintendent of Schools, the recipient of said notification shall immediately inform the Superintendent of Schools of the allegation of sexual harassment (unless the allegation of sexual harassment is made against the Superintendent in which case the recipient of said notification shall immediately inform the President of the Board). The informal procedure should be flexible and the best course of action in any case will depend on various factors. However, a student reporting sexual harassment should be aware that the District may decide it is necessary to take action to address the harassment beyond an informal discussion.
2. **Formal Procedure** – The following steps should be followed to make a formal complaint about sexual harassment:
  - a. **Notification** – a student who believes he or she has been subjected to sexual harassment by an employee, agent, or other students of the Red Hook Central School District should report the incident to the designated Title IX teacher in the student's building or his/her building Principal. Any student who is uncomfortable for any reason in bringing the matter to the attention of his or her building Principal, should report the matter to the Superintendent of Schools or Title IX Officer, or if that is not deemed possible, the President of the Board of Education. The names address, and telephone number and

office and/or available hours of the individuals in these positions are located in Section 7 of this policy. In the case of a report made to anyone other than the Superintendent of Schools, the recipient of the complaint shall give notice of the complaint to the Superintendent of Schools immediately (unless the allegation of sexual harassment is made against the Superintendent in which case the recipient of said notification shall immediately inform the President of the Board). Students are permitted to be accompanied by a friend, relative, guardian, or parent when making a claim of sexual harassment. If a parent of a student of the District believes that his/her son/daughter has been subjected to sexual harassment, then he or she should follow the above referenced reporting procedure.

- b. **Description of Misconduct-** an accurate record of allegedly objectionable behavior is necessary to resolve a complaint of sexual harassment. All allegations of sexual harassment must be reduced to writing by either the complainant or the recipient of the complaint.
  - c. **Time for Reporting a Complaint** – Prompt reporting of complaints is strongly encouraged. While no time limits for filing complaints are contained in this policy, the accurate resolution of sexual harassment complaints will be expedited by timely filing of claims. Further, a complainant should be aware that applicable statutes of limitations do constrain the time for instituting outside legal action.
  - d. **Protection Against Retaliation** - The District will not retaliate against any student who files a sexual harassment complaint in good faith. Retaliation is a serious violation of this policy and should be reported immediately. Any employee, agent, or student of the District found to have retaliated against a student for good faith reporting of sexual harassment will be subject to appropriate disciplinary action, up to, and including discharge from employment for employees and agents, and up to and including suspension for students in accordance with New York State Education Law.
- 3. The School District will promptly investigate all allegations of sexual harassment in as confidential and sensitive manner as possible and shall make every reasonable effort, consistent with the best interests of all parties concerned, to complete the investigation within thirty (30) days of receipt of the formal complaint.
  - 4. The student submitting a complaint of sexual harassment and the alleged harasser shall be notified of the results of the investigation.
- 1. Any supervisor, administrator, teacher, employee, agent, or student of the District found to have engaged in sexual harassment of any student shall be subject to appropriate disciplinary action, up to, and including discharge from employment for employees and agents, and up to and including suspension from school for students in accordance with New York State Education Law.

### **Appeal**

Any employee or student who wishes to appeal investigation results that there is or is not sexual harassment may do so within ten (10) school days of receipt of those results. Such appeal must be made in writing to the Board of Education or its designee. The employee or student shall be entitled to present

evidence as to why the investigation results are incorrect. Following a review of that evidence, as well as the information obtained in the investigation process and conclusions derived therefrom, the Board of Education or its designee shall render a decision. This decision shall be final and binding.

### **Record Keeping**

The District shall maintain a written record of all complaints of sexual harassment for a period of at least three (3) years. The District shall also document the steps taken with regard to investigations, as well as conclusions reached and disciplinary action (if any) taken. The District shall also maintain these documents for, at minimum, three (3) years.

### **Questions**

Any questions regarding sexual harassment and compliance with Title IX of the Education Amendments of 1973 may be brought to the attention of the Office of Civil Rights, Department of Education; Washington, DC 20202.

## **ATTENDANCE REQUIREMENTS**

A student's primary objective is learning. Failure to attend school regularly and punctually defeats this objective. There is a direct relationship between poor attendance and academic failure. Students who have enjoyed good attendance generally achieve higher grades, enjoy school more, and are more employable after leaving high school.

In addition, all instances of absences and tardiness become a part of a student's permanent record. This record is often requested by colleges and prospective employers to serve as an indication of student self-discipline and responsibility. Attendance is taken at the start of each period.

Under New York State Education Law, which every school district is bound to uphold, a student may only be excused from school for the following reasons:

1. Sickness
2. Required court appearance
3. Serious sickness or death in the family
4. Impassable roads
5. Religious observance, or
6. Attendance at health clinic, including appointment with doctor and dentist, etc.
7. Other approved\* activities, such as field trips, music lessons, etc.

(\*These are to be approved by the school in advance.)

The above reasons apply to full-day absences, partial-day absences, and lateness to school.

## **LATE ARRIVAL**

Students are expected to be in school by the official start time of 7:40 a.m. Excessive late arrivals may result in a parent phone call or conference. Consequences will be determined if late arrivals continue.

### **Parental Responsibility**

Parents, or appointed guardians, are responsible for their children's regular attendance and punctuality. Education Law requires that the school have on file a written statement from the parent or guardian explaining each instance of school absence, whether it is full-day or part of a day. *In addition, parents are asked to telephone the school at 758-2241 ext. 26010 when their child is absent from school or use the Safe Arrival program to enter the absence.*

### **Excuses**

Attendance notes for full-day or part-day absence should contain the following:

- |                                 |                                                      |
|---------------------------------|------------------------------------------------------|
| 1. Student's full name          | 4. Date note was written                             |
| 2. Reason for absence           | 5. Phone number where parent/guardian can be reached |
| 3. Signature of parent/guardian | 6. Date of student's absence                         |

The Health Office is obligated to provide NYS DOH with a daily report of the numbers of types of illnesses our students are experiencing. Therefore, it is important for you to include the reason for your student's absence.

### **Admittance Following an Absence**

Following an absence from school, each student is to report to Student Services before 7:40 a.m. on the day he/she returns to school to submit their absence note if the Safe Arrival program was not utilized.

### **Early Dismissal from School**

**ATTENTION ALL STUDENTS:** Students are not to leave school grounds at any time after arriving without permission. Students must be signed out by an approved adult over the age of 18.

Early dismissal is also a partial-day absence and covered by the Education Law cited above. Students who wish to be excused during the day must present a written legal excuse signed by a parent or guardian. This excuse is to be presented to the secretary in Student Services before 7:40 a.m. on the day the student wishes to be excused. A note for an appointment should include the name of the doctor and the time of the appointment. Students who become ill during the day should report to the nurse's office immediately. Under no circumstances is a student to leave school without getting permission from the nurse or main office. The sign-out sheet, like the attendance register, is a legal document. Before leaving the building, clearly print your name, destination, and time on the sign-out sheet in the Main Office.

### **Consequences of Excessive Absence or Lateness**

After 7 absences parents may be contacted by your child's guidance counselor. After 10 absences, parents and students may be required to attend a mandatory meeting and students may be required to make up missed time after school, over a break, or during summer vacation. After 15 absences they may be retained. Students who arrive to school after 11:00 a.m. will not be allowed to participate in extracurricular after school activities.

### **Special Attendance Rules for Students Enrolled in Courses for High School Credit:**

Students with more than 16 absences during the year, whether the absences are legal or illegal, face denial of credit for those courses regardless of grades earned. Students who are more than 15 minutes late for class will be counted as absent. Class absences will not be counted in applying the attendance policy for the following circumstances: field trips, music lessons, extra-curricular athletics, detainment by the administration, presence in in-school suspension, (provided work is completed satisfactorily), absences covered by a doctor's note recommending student stay out of school (to count as 1 day), long-term illness when the school has arranged tutoring for the student.

### **HEALTH OFFICE PROCEDURES**

1. Students who sustain injury or feel ill during school hours should be seen in the health office. If they are in class, they must receive a pass from the teacher.
2. The school physician performs a health appraisal for any 7<sup>th</sup> grade student who has not provided a completed health examination form by a family physician. The health appraisal is simply a



health screening and is not intended to serve in lieu of a completed physical exam. In addition, the school nurse does vision and hearing screening for 7<sup>th</sup> grade students. All 6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup> grade students are screened for scoliosis.

3. If a homeroom teacher gives a student a pass to report to the health office at a specific time, that student must appear at that time, since all procedures are scheduled according to the time when the nurse is on duty or when the doctor is present. The school physicians give physical examinations to students in grade 7. In addition, the school nurse gives eye-and-ear tests to students in all grades.
4. The school nurse may not administer any medication including over-the-counter medication without a written order from a physician and written parent permission. If medication is to be given during school hours, a physician's order and a well-labeled medication bottle from a pharmacy must be brought to school. If a student is asthmatic and the physician wishes the student to carry an inhaler, the doctor's order must be provided. Any student found to be carrying over-the-counter medication or prescription medication on their person without knowledge of the health office will be subject to disciplinary procedures.
5. Sports Physicals - All students who have any interest in playing a sport on the modified, junior varsity or varsity level must have a sports physical. Sports physicals are done in school in June for the following school year; the mandated 7<sup>th</sup> grade physical may **NOT** be used in place of the sports physical. The student must obtain the needed permission forms in May from the nurse's office. When the forms are returned to the nurse, the June physical will be scheduled. A parent permission slip and updated health report must be completed for every sport for which a student wishes to try out. Slips for fall sports must be filled out in mid-August at the high school. Slips for winter sports must be filled out in November. Slips for spring sports must be filled out in March. Students wishing to try out for a junior varsity or varsity sport **MUST** pass the state-qualifying test for each sport; otherwise, they are not eligible. Students are responsible for completing these state qualifying tests during their Physical Education classes.
6. Phys. Ed. excuses should be brought to the nurse during HOMEROOM. Students who are excused from P.E. class due to an injury or illness are not permitted to participate in sport activities during recess or after school.

## **SCHOOL NURSE**

Students may come to the Health Office during Study Hall or at lunchtime to arrange a time to discuss any health problems or issues. Students must have a pass from a teacher to go to the nurse unless the situation requires immediate attention.

## **HEALTH AND SAFETY**

Experience has shown that 90% of all accidents are preventable by observance of safety rules. Always observe all safety precautions and then if an accident occurs, report it to the school nurse immediately.

## **LOST AND FOUND**

Lost valuables should be reported immediately to the main office. Articles of clothing found should be taken to the cafeteria to be placed in the designated area. It is suggested that items such as coats be clearly labeled. Students are encouraged to frequently check for missing items in the lost and found. Items are donated periodically, with prior notice given. Lost books are kept on a bookshelf in the Main Office. Loss of personal or school issued property is the responsibility of the individual student.

## **TRANSPORTATION SERVICES AND REGULATIONS - Bus Service**

The purpose of school buses is to transport students to and from school safely. Students must behave appropriately while waiting for buses, while riding the buses, and while exiting the buses. Students must observe the following rules concerning school buses:

1. Students waiting at their bus stop are not to play in the road or street.
2. Students are to wait for their bus to come to a complete stop. The flashing red lights must be on before boarding the bus or crossing the road. Students must cross at least ten feet in front of the bus to be visible to the driver.
3. Students are expected to obey the bus driver and the bus aides at all times.
4. Students must enter and exit the bus in an orderly manner. Running, pushing, or crowding may cause an accident or injury.
5. Students are not to leave their seats or try to leave the bus while it is in motion.
6. Students are to sit facing forward while the bus is in motion and keep heads, arms, and hands inside the bus at all times.
7. Throwing food, paper, or other refuse on the floor or out of the window will not be tolerated.
8. Students are to talk in an ordinary tone of voice and have consideration for others on the bus. Shouting, screaming, whistling, or other loud noises may distract the driver. Electronic devices are not allowed on any bus.
9. Students must never endanger the safety or welfare of the other students on the bus in any way.
10. Students who wish to ride on any bus other than their own or want to be let off the bus at a stop other than their regular one, must present a pass to the driver from the principal.
11. Bus drivers have the right to assign seats if necessary.

After leaving the bus upon arriving at school, students are to go directly into the school building. After leaving the bus in the afternoon, students are to proceed directly to their homes. **Students are not to talk to or accept rides from strangers.**

Students who ride the band or chorus bus to Mill Road School are allowed to enter the building under supervision of the staff member in charge. If allowed to enter the building due to inclement weather, those students are to remain in the designated area provided and behave in a **responsible** and **respectable** manner.

A late bus will be provided for students who are held after school because they were assigned to after-school academic assistance, detention, or extracurricular activities. There will be a meeting place and time for the late bus, which departs at 3:45 p.m. The buses are small, and seating is limited. Only students in supervised activities are granted late bus passes. All others must leave on their regular bus or be promptly picked up upon dismissal. Students are not allowed to remain on the school grounds unless with a teacher or in a supervised activity. **Failure to follow the bus regulations may result in a disciplinary act as outlined in the Disciplinary Code.**

Failure to abide by the above rules may result in a range of consequences depending on the facts and circumstances of the incident. The range of penalties available to administrators includes assigned seats, verbal warning, written warning, suspension from transportation, in school suspension, suspension from school. Students will be responsible for payment of damages to property.

## **FOR OUR CHILDRENS' SAFETY**

Please obey the crossing guard's directions at the front entrance to the school.

1. The speed limit on school grounds is 15 mph.

2. Parents driving their children to school are reminded that they are to drop off at the flagpole entrance (Route 199 - West Market Street) **ONLY**. **Please remember to pull forward as far as possible before letting your child out of your vehicle in order to create space for others to drop off children. DO NOT ATTEMPT TO PASS OTHER CARS - STAY IN LANE.** Parent drop off begins at 7:30 a.m., not before. There is no supervision of students prior to 7:30 a.m.
3. Bicycles must use the roadways, never the sidewalks.
4. Riders must park and lock bicycles in the racks provided by the school. Stolen bikes are not the school's responsibility.
5. Skateboarding and pleasure riding on school grounds are prohibited.

**Please Remember:**

1. Report immediately to the main office any conditions of equipment or the building which may be dangerous to the students' health or welfare.
2. Report at once any unsafe practices by anyone in the building or on the grounds.
3. The use of skateboards or roller blades is prohibited on school grounds, and they are not allowed in the school building or on any form of school transportation.

**DRESS CODE**

In Red Hook, we seek to balance an individual's right to self-expression through clothing choices with our belief that dress should reflect the serious nature of our work. We believe that a neat appearance signals both a sense of personal dignity as well as a respect for our community of learners. As such, we offer rules related to apparel that protect an individual's rights, an individual's dignity, and a positive learning community.

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

A student's dress, grooming and appearance shall:

1. be safe, appropriate and not disrupt or interfere with the educational process;
2. recognize that context will often determine the appropriateness of apparel;
3. ensure that personal body areas and underwear are appropriately covered with outer clothing;
4. include footwear at all time, but not footwear that is a safety hazard;
5. hats, hoods or other head gear including audio devices are not to be worn in the building except for medical or religious purposes;
6. not include items that are vulgar, obscene, libelous, or denigrate others on account of actual or perceived race, color, height, weight, religion or religious practice, creed, national origin, gender and gender identity, sexual orientation, sex or disability;
7. not promote and/or endorse the use of alcohol, tobacco or illegal drugs and/or encourage other illegal, violent, or sexual activities.

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

made during the school year. Every effort will be made to handle perceived dress code violations in a consistent, discrete, and respectful manner.

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

## **ELECTRONIC DEVICES**

It is the policy of the Red Hook Central School District that students in grades Pre-K through 8 will be prohibited from possessing smart phones or smart watches (i.e., internet enabled devices) and related accessories (e.g., earbuds) on their person during the school day without permission from the Building Principal. Smart devices and related accessories may be stored in a school bag (in the off position) for before or after school use. The school district is not responsible for any lost or stolen smart devices.

Given the dangers inherent in unsupervised access to the internet, students in grades Pre-K through 8 are prohibited from unsupervised internet use while on any school vehicle. Permission may be granted by the Principal (or his/her designee). The District is committed to responding to reported violations of this policy provision. The District will not require Bus Drivers to actively monitor student device use.

Students who display and/or use an electronic device and/or fail to follow directions of a staff member regarding electronic devices will be subject to disciplinary action, including but not limited to the following:

### **For Devices that are RINGING, ON, IN USE or VISIBLE**

- **FIRST OFFENSE:** Teacher confiscation of the electronic device for the remainder of the school day.
- **SECOND OFFENSE:** Office confiscation of the device. The device must be picked up from the main office and event is recorded.
- **THIRD OFFENSE:** Confiscation of the device. The device will be returned to a parent or guardian.

## **SUPERVISION**

Students in middle school are supervised from the beginning until the end of the day. Students are not allowed to remain in school or on school grounds after 2:20 unless they are staying with a teacher or in a supervised club. Students must take their assigned buses home or be promptly picked up immediately after dismissal.

## **VISITORS**

New York State Law makes it a misdemeanor for anyone except parents and guardians to be on school grounds or in school buildings during hours, except on official business. Visitors must report directly to the main office immediately upon entering the campus to obtain permission for the visit and obtain a Visitor's Pass from the office.

Student visitors from other schools are discouraged except when prior arrangements have been made with the principal. A pass will be provided if permission is granted.

### **FIELD TRIPS**

Students will follow all guidelines set forth by the sponsors of the field trip. The luggage of students participating in overnight field trips will be subject to search. Field trips are a privilege. Students incurring behavioral issues may not be allowed on field trips.

### **CHILD LABOR LAWS**

The Fair Labor Standards Act is very specific about the working hours of 14-15 year old minors. These students may not be employed during the following hours:

1. During school hours.
2. Before 7:00 a.m. or after 7:00 p.m. (9:00 p.m. during the summer – June 1 through Labor Day).
3. More than three hours a day on school days.
4. More than 18 hours a week while school is in session.
5. More than 40 hours a week when school is not in session.

For more information on these standards, contact the school or the U.S. Department of Labor. Working papers can be obtained from the guidance office.

### **REPORTING CHILD ABUSE OR EDUCATIONAL NEGLECT**

The Board of Education recognizes that because of their sustained contact with school-age children, school employees are in excellent position to identify abused or maltreated children and refer them for treatment and protection.

Therefore, any school official or employee who has reasonable cause to know or suspect that a child has been subjected to abuse or maltreatment will immediately report this to the principal and a designated agent will report the case to the New York State Child Abuse and Maltreatment Register, as required by law. The school is required to call whenever a student has extremely high absenteeism and educational neglect is suspected. It is not the responsibility of the school to prove that the child has been abused, but they are mandated to report suspicions.

### **SAFETY DRILL PROCEDURES**

New York State Law requires that fire prevention shall be taught to each public school student. Twelve fire drills per year are required, eight of which must be held before December 31st. This includes instruction on fire drill exits and fire alarm boxes as well as drill procedure. Fire drills and shelter drills are serious business. Practice drills will ensure the safety of all should an emergency actually occur.

### **SAFETY DRILL PROCEDURE**

1. Keep to the right side of the hall as you exit.
2. Absolutely NO TALKING during fire drills!
3. Walk quickly, but do not run.
4. Go away from the building in a single line; re-enter the building in reverse order when the all clear is sounded.
5. The first one to reach any door holds the door open for the rest of students.
6. All personnel are to leave the building during fire drills.
7. Students will go to grade level area and assemble by homeroom.
8. Students are to follow the instruction of any adult in authority during the drill.

## **SHELTER DRILL PROCEDURE**

1. Exit room and report to pre-assigned area in the 1st floor hall (as posted in room "Safety Drill Schematic") unless directed otherwise by adult.
2. Keep next to the wall on your side.
3. Absolutely NO TALKING during Shelter Drills!
4. Walk quickly, but don't run.
5. Upon reaching the destination, turn and face the wall, being sure you are not in front of a door, fire extinguisher or firebox.
6. Students are to follow the instructions of any adult in authority during the drill.

## **EVACUATION DRILL PROCEDURE**

1. Exit room and follow fire drill procedures (above).
2. Follow instructions of adults leading evacuation
3. Absolutely NO TALKING during evacuation.
4. Walk quickly but do not run.
5. Upon reaching destination, face the front of the room and wait for instructions.

## **STUDENT SERVICES**

Every pupil is assigned a school counselor. If a child has a problem with his or her schedule, is having difficulty with some subjects, or just wants to talk to someone, the counselor is always willing to help. Counselors meet with pupils in groups as well as individually. In addition to scheduling and counseling, the counselors meet with teachers every week to review pupil progress. They discuss any concerns that come up with students, parents, and appropriate pupil personnel. In general, the role of the counselor is to help students achieve greater academic, social, and personal success. A student assistance counselor and a school psychologist work closely with students, faculty/staff and administration through recommendations made by the school counselors. We are very proud of the special support services we provide at Linden Avenue Middle School. These services-guidance, social work, psychological, health, drug and alcohol, and other related areas - are critical to the development of the whole child. These services are available upon request or by referral. More information regarding these programs can be obtained through the school Student Services Office.

## **ACCESS TO STUDENT RECORDS AND STUDENT INFORMATION**

Parents and students over 18 years of age have the right to inspect the student's records or request the amendment of records believed to be inaccurate or misleading. Parents and students over 18 years old have the right to authorize disclosures of personally identifiable information without consent. Please make requests to review student records through your son's or daughter's guidance counselor.

## **STUDENT PRIVACY**

Parents have the right to forbid their child's participation in any survey that reveals information on certain types of personal behavior or political beliefs. Parents are notified of and given the opportunity to exclude their child from any activities in which personal information is gathered from students and used for marketing purposes.

## CAFETERIA SERVICES

Linden Avenue Middle School provides cafeteria service for all of its students and staff. Breakfast and lunch items can be purchased at a minimal cost to all. Students are expected to proceed immediately to the cafeteria, make their purchases, and be seated. Students are expected to remain seated throughout the entire mealtime except to dispose of waste materials.

Proper behavior in the cafeteria is expected from every student. Students are to be orderly and courteous and to speak in a normal tone of voice to keep the noise level down. Cafeteria rules are basic to a good, clean, and happy cafeteria atmosphere. Suggestions for maintaining this atmosphere include:

1. Students are to be orderly and courteous and to speak in a normal tone of voice to control the noise level.
- 2.
3. Students are to walk, not run, in the cafeteria.
4. Students are not to cut in line. They are to proceed quickly and orderly through the line and go directly to their seats.
5. Students are to sit in their seats while eating.
6. Students are to clear the table, return trays and utensils to the proper area, and place trash in the appropriate containers. Our school practices recycling, and it is the **responsibility** of every student to observe those procedures.
7. Food is not allowed in the corridors, lavatories or outside at any time.
8. **Students are to remain in designated first floor areas during lunch periods. They may not visit other sections of the building without the permission of a staff member in charge. Students are not allowed in the halls unattended, as this is disruptive to classrooms. Students are not to loiter in the lavatory or fountain areas.**
9. During the winter months and in inclement weather, students are allowed recess in the gym. Weather permitting, they are allowed to go outside. Students must stay in designated areas, which are announced as they are dismissed from the cafeteria. Students are forbidden to go to the high school.

**\*Students are to follow all instructions of the adults on lunch duty.**

**Breakfast Program:** Hours: 7:15 a.m. to 9:00 a.m.

This program is available to all students from 7:15 a.m. to 7:40 a.m. After school begins, only those students in study halls or with permission from teachers will be allowed to attend. To participate, a student must have a pass signed by the teacher. After completing his/her meal, the student must have the pass signed by the teacher in charge and return immediately to the study hall. No food or beverage is to be taken from the cafeteria area. All other cafeteria rules apply. Failure to adhere to these rules will result in a disciplinary action and the loss of the privilege to use the program. This is a very beneficial program to all students in that it maintains a healthy body and mind which is essential to receiving a sound education.

## LIBRARY SERVICES AND RULES

The library is a center for research and source of leisure time reading for the entire school community. It is available to all students during study hall periods and after school. Students may sign up in advance for an entire study hall period or may obtain a ten-minute pass from their study hall supervisor.

Students using the library will:

1. Engage in quiet study, research and/or browsing.
2. Exercise care in the use of library materials and furnishings.
3. Show consideration to all who use the library and those who provide service.
4. Observe all school and library regulations.
5. Sign out all materials and return them by the date due.
  - a. Most books are borrowed for a two-week period and may be renewed.
  - b. Most reference materials are available for overnight borrowing.
  - c. A student may have only two books at a time (exceptions made for research projects).
  - d. Overdue notices are sent to first period classes. Third notices will be mailed home.

Students who have library materials that are overdue by three weeks or more may be assigned library lunch detention. Any library materials lost or damaged must be paid for.

## **PHYSICAL EDUCATION AND ATHLETIC FACILITIES**

The staff at Linden Avenue Middle School believes strongly in the development of the physical and mental well-being of each child through a well-structured, rigorous physical education program. Our role as educators is to make each student aware of their physical development and needs. Through a diversified program of physical and mental activities, we hope to develop the whole child and create an active lifestyle. Along with this, we are concerned with the abuses and diseases developed through long-term inactivity. A healthy, active lifestyle will pave the road to success in fighting disease and abuse. We hope parents will join us in promoting fitness education in your children's lives. Together we can make active, healthier adolescents, striving for a lifetime of fitness.

The Linden Avenue Middle School provides an athletic facility for our students' use. It is our hope that all of our students will get involved in athletics through our extensive interscholastic program or through a wide variety of intramurals offered. It is expected that students appreciate, **respect**, and be **responsible** when using these facilities. Students must follow all safety rules and take care when participating. Students must follow the directions of the instructors or coaches. Facilities are to be kept clean and safe. Only proper footwear is to be used on the gym floor and track facilities. Athletic shoes and clothing are required for all to participate. Locker rooms – Gender-specific locker rooms are available for students who feel comfortable changing in a shared space with peers of the same gender identity. Single-occupancy, all gender changing bathrooms – private, single-occupancy bathrooms are available for students who desire more privacy, regardless the reason. Any student who has questions, concerns, or requires accommodations should speak with their PE teacher, guidance counselor, or another trusted staff member.

All notes to be excused from physical education class should be handed in to the health office during homeroom. \*An extended medical excuse resulting in more than two (2) consecutive missed classes will require a doctor's note. If a student is unable to participate in a class, they will be assigned written work to receive credit for class.

## **CHORUS AND BAND**

The Linden Avenue Middle School offers an extensive music program as part of its curriculum. Chorus and band are performance-based courses of study in music and an important part of a well-rounded



education. In addition to the annual winter and spring concerts, many students are selected to participate in county and state festivals. Jazz band and community service performances provide additional extracurricular opportunities to perform. Students may join chorus or band by signing up with the appropriate teacher.

## **SCHOOL ASSEMBLIES**

Assemblies and concerts are a part of school life and designed to be educational as well as entertaining. They provide an opportunity for enrichment and to learn formal audience behavior. Regardless of the type of program, courtesy demands that the student body be respectful, attentive, and appreciative. Courtesy is a sign of maturity and pride in yourself and your school.

1. When called to the Performing Arts Center, you are expected to walk with your class quickly and quietly and be seated in your designated area with your class as directed by staff.
2. You may not leave the assembly until dismissed. Remain seated until instructions for leaving are given by your teacher or the program director.
3. Conduct while leaving must be orderly and safe while walking back to LAMS.

## **TECHNOLOGY EQUIPMENT**

Technology used in school comes with **responsibility**. Students must be responsible about handling equipment, so it is not damaged. Further, in order to use district issued technology and to access Internet information, students must sign and have on file, the Internet Use Policy.

1. 1:1 Device Policy
2. Acceptable Use Policy
3. Signed 1:1 Device Handbook

## **MONITORING ACADEMIC PERFORMANCE**

### **Teams**

As a middle school, we have organized our staff into teams so that they may best work together to reach the "whole child" and help students achieve their fullest potential. This corporate approach to education brings forth the strength of each team member into a collective unit functioning to further the child's education, and program a more individualized approach to learning.

Parents may meet with their child's team by scheduling an appointment through guidance. These meetings are to discuss strategies to provide each student the best education available. Working together, the team and the parents can come to an understanding on how to best serve the students in our school.

## **REQUIRED COURSES Grade 6**

English 6, Social Studies 6, Math 6, Science 6, 1 unit each

Physical Education 6, .5 units

101 Creative Arts Courses - (Computer Science, Art, Technology(STEM), General Music, Home and Careers, and Library)

Electives – Band 6/7 and Chorus 6/7

Lunch

Study Hall or Resource Room or Remedial Instruction

### **Grade 7**

English 7, Social Studies 7, Math 7, Science 7 – 1 unit each

World Language 7 (Spanish or French) - .5 units

Physical Education - .5 units

102 Creative Arts Courses - (Computer Science, Art, Technology(STEM), General Music, Home and Careers, and Library)

Electives – Band and Chorus

Health - .5 units

Study Hall or Resource Room or Remedial

Instruction

Lunch

### **Grade 8**

English 8, Social Studies 8, Math 8, Science 8 – 1 unit each

World Language 8 (Spanish or French) – 1.5 units

Physical Education - .5 units

Lunch

Electives: Student selected 103, 104 and 105 Creative Arts Courses OR

Band (even) / Chorus (odd)    Band (even) / Study Hall (odd)    Chorus (odd) / Study Hall (even)

## **REPORT CARDS**

Report cards are issued four times per year, approximately once every ten weeks. **Parents who wish to receive more information on their children's progress can contact Student Services to schedule an appointment with the appropriate teaching team.** Report cards will be available on the parent portal.

Our teachers have been trained to make use of the grading software provided on their laptop computers. Some teachers choose to use this or other software to provide detailed grade reports periodically, so their students are generally aware of their approximate average. Some teachers choose to provide weekly lists of assignments or to post assignments daily, note upcoming projects and exams, and indicate days for after-school help on their voice mail messages, website, or student portal account. It is the student's responsibility to be aware of their teachers' methods for communicating this information.

## **FINAL GRADE POINT AVERAGE - GRADING FORMULA**

**Grade 6:** Each of the four marking periods will be calculated at 25%.

**Grade 7:** Each of the four marking periods will be calculated at 20%. The grade on the final exam and midterm (if given) will each be calculated at 10%. If a midterm is not given, additional points will be given in the Quarter average.

**Grade 8:** Each of the four marking periods will be calculated at 20%. The grade on the final exam and midterm (if given) will each be calculated at 10%.

**Regents classes:** Each of the four marking periods will be calculated at 17.5%. The midterm exam will be calculated at 10% and the Regents exam will be calculated at 20%.

**World Language:** Each of the four marking periods and the Checkpoint exam will be calculated at 20%.

## **HONOR ROLLS AND AWARDS PROGRAMS**

We like to encourage our students to achieve to their fullest potential. To that end, we honor our students by publishing two honor roll lists:

**Principal's Honor Roll:** Those students achieving an average of at least 89.5 each marking period.

**Honor Roll:** Those students achieving an average of at least 84.5 each marking period.

**Wall of Fame:** Awards are displayed for students who exhibit exemplary academic work or citizenship.

**Awards Programs:** Awards are presented at the end of the year by the 6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup> grade teams. Additional 8<sup>th</sup> grade awards are presented during 8<sup>th</sup> Grade Recognition Night.

## **INCOMPLETE GRADES AND MAKE-UP WORK**

Students who are absent from school are expected to make up all missed assignments and exams. Students and/or parents should call the teacher's voice mail for make-up work and assignments. If an absence is expected, the student should make arrangements with the teachers. In the event of a planned unexcused absence, teachers are not required to provide work ahead of time. A student who is absent fewer than three consecutive days is expected to obtain assignments via classmates or teacher's voice mail. The parent/guardian of a student absent three or more consecutive days is expected to call the Student Services office BEFORE NOON to request that the teachers leave the student's work in the main office. Students who do not make up work from absences in a timely fashion may be subject to disciplinary action or failure.

Upon return to school, the student should immediately arrange to make up missed work. If grades at the end of the marking period cannot be calculated because of missed work, the student will receive an incomplete on his/her report card. The student will then be given two weeks to make up the missed assignments (unless prior arrangements have been made) so that the incomplete grade can be changed to a percentage grade. Failure to make up all the work within two weeks will result in zero grades for all incomplete assignments and will be calculated accordingly when doing averages. Students may receive academic detention from teachers or teams to make up work. This time will be assigned after the school day.

## **HOMEWORK**

Each student is **responsible** for completing homework assignments in all courses. Homework is an important part of the curriculum designed to reinforce the assignments and information given in school. Often, the material given in class is based on the previous day's assignment. It is important that students complete all assignments to ensure that they achieve the knowledge required to function in today's society.

Each teacher and/or team will establish a homework policy. Students are expected to follow those policies. If the students have questions pertaining to the homework or any materials presented, it is their **responsibility** to ask the teacher about the matter in question.

Students who fail to complete homework assignments may be required to stay after school with the teacher to complete the work. Parents are urged to check their children's assignment books regularly. Parents can also access the "Parent Portal" for on-going grade updates.

## **TUTORING CONNECTIONS**

It is imperative to supply the necessary support services so that our students have every opportunity to succeed. Following this premise, we provide each student the opportunity to attend an after-school homework club on a volunteer basis.

Peer tutoring can be arranged on a limited basis for individual subjects. Arrangements for both of these programs can be made through the Student Services office.

## **STUDY HALLS Purpose and Procedure**

As its name implies, a study hall is provided for study. Out of **respect** for those who wish to study, students in the room must remain quiet for the duration of the period. Study halls are not intended to be places where students can socialize. Students should use this opportunity to enhance their education and seek the necessary support services available for that means.

### **Suggestions for maintaining an atmosphere conducive for study include:**

1. Students are to remain seated and to be quiet.
2. Students are to bring needed books and materials with them at the beginning of the period. No passes to lockers will be issued.
3. Students planning to use the library during their study hall period are to sign into the library before the beginning of the period and are to remain there for the entire period.
4. One boy and one girl may be excused to use the lavatory at a given time during the period. The teacher in charge of the study hall will record their names and the times they leave and return. A reasonable length of time for lavatory use is 3-5 minutes. Special cases such as more frequent use, longer time needed, etc., will require medical certification of need. A permission pass from the teacher is required to go to the lavatory.
5. There should be no talking except with permission.

## **AIS ENGLISH LANGUAGE ART (ELA), AIS READING, AND AIS MATH**

These programs are available to students who have demonstrated weaknesses in basic skills on standardized testing or, in some cases if space is available, by teacher recommendation. These labs are designed to give our students short term academic intervention during the course of the regular education program. Students enrolled in these classes are receiving tier 2 academic instruction during RTI time, so they are not missing regular course work. The focus in these classes is not on the regular course work but on individualized instruction in the areas of weakness. Coursework includes targeted instruction, skill development, and reinforcement of classwork.

## **DISCIPLINE CODE**

The board of education expects all students to conduct themselves in an appropriate and civil manner, with proper regard for the rights and welfare of other students, district personnel and other members of the school community, and for the care of school facilities and equipment.

For the purpose of this code, violations of school rules have been divided into three categories: **A. Minor Infraction – B. Major Infractions – C. Serious Infractions.**

Any repetition of an "A" infraction will be treated as a "B" infraction in the determination of consequences. Any repetition of a "B" infraction will be treated as a "C". Just as students have constitutional rights, they have legal and educational **responsibilities**.

### **A. Minor Infractions**

- |                                             |                            |                     |
|---------------------------------------------|----------------------------|---------------------|
| 1. Inappropriate dress                      | 5. Throwing snowballs      | 9. Littering        |
| 2. Lack of respect for property             | 6. Late to school or class | 10. False Reporting |
| 3. Horseplay                                | 7. Running in halls        |                     |
| 4. Inappropriate display of affection areas | 8. Eating in unauthorized  |                     |

### **A. Minor Disciplinary Actions**

Minor disciplinary actions may include one or more of the following

consequences:

- |                                |                           |                             |
|--------------------------------|---------------------------|-----------------------------|
| 1. Teacher reprimand/detention | 4. Parent conference      | 7. Loss of privileges       |
| 2. Notice sent to office/home  | 5. After-school detention | 8. School/community service |
| 3. Principal reprimand         | 6. In-school suspension   | 9. Time-out                 |
|                                |                           | 10. Lunch Detention         |

### **B. Major Infractions**

- |                                  |                                             |
|----------------------------------|---------------------------------------------|
| 1. Insubordination/disrespect    | 2.                                          |
| Bullying                         |                                             |
| 3. Verbal abuse                  | 13. Gambling, Stealing                      |
| 4. Use of profanity              | 14. Repeated tardiness to school or class   |
| 5. Fighting                      | 15. Interference with educational process   |
| 6. Possession of stolen property | 16. Partial/full day truancy/cutting class  |
| 7. Possession of tobacco         | 17. Possession of drug and/or paraphernalia |
| 8. Motor vehicle on campus       | 18. Leaving school without permission       |
| 9. Cheating/dishonesty           | 19. Destruction of property                 |
| 10. Gross misconduct             | 20. Computer misuse                         |
| 11. Harassment                   | 21. False reporting                         |
| 12. Missing detention            |                                             |

### **B. Major Disciplinary Actions**

Major disciplinary actions may include those consequences listed in "A" as well as one or more of the following:

- |                                         |                                                                       |
|-----------------------------------------|-----------------------------------------------------------------------|
| 1. After-school detention               | 8. Social probation                                                   |
| 2. In-school suspension                 | 9. Mediation /counseling                                              |
| 3. Out-of-school suspension             | 10. School/Community service                                          |
| 4. Removal from class                   | 11. Loss of computer privilege                                        |
| 5. Required in-school parent conference | 12. Referral to outside agency                                        |
| 6. Police investigation                 | 13. Loss of extra-curricular privileges/trips/athletics participation |
| 7. Loss of honors                       |                                                                       |

### **C. Serious Infractions**

- |                                                            |                                              |
|------------------------------------------------------------|----------------------------------------------|
| 1. Physical or verbal assault of a staff member or student |                                              |
| 2. Vandalism                                               | 6. Possession/sale of a controlled substance |
| 3. Repeated full day truancy                               | 7. Possession of a weapon                    |
| 4. Repeated interference with education of peers           | 8. Possession /influence of alcohol/drugs    |

5. Total disregard for safety of others

### **C. Serious Disciplinary Actions**

Serious disciplinary actions may include those listed in "A" and "B" as well as one or more of the following:

1. In-school suspension
2. Immediate out-of-school suspension
3. Superintendent's Hearing
4. Payment for damages
5. Legal action

### **SMOKING, ALCOHOL, AND DRUGS**

The policy adopted by the Red Hook Board of Education in relation to smoking, alcohol, and drugs will be enforced at the Linden Avenue Middle School. **There is no smoking on any school grounds in New York State.** Any student found using tobacco (and/or nicotine related substances such as e-cigarettes and vapes), alcohol, or drugs not administered by the school nurse will be subject to the following discipline:

1. Smoking: Any student found smoking on the school property will be suspended from school attendance. A parent, student and principal conference will be required before the student is readmitted to school. In addition, the student's name will be submitted to the Dutchess County Health Department. Repeat offenders will be subject to a monetary fine levied by the Dutchess County Health Dept.
2. Alcohol and Drugs: Any student, who has been found in possession of or is obviously under the influence of alcoholic beverages or drugs on school property at any time during school or any school sponsored activity, will be suspended from school attendance immediately. A parent, student, principal conference will be required for the student to be readmitted. Other more severe action may be taken in accordance with all laws and policies.

### **THE INFLUENCE OF STUDENT MISCONDUCT ON GRADES**

Ordinarily, students will not be punished academically for their behavior. However, there are several situations where misconduct may result in a grade of "0".

1. When a student cuts a class, he/she will receive a zero for all missed work.
2. When a student is truant or illegally absent, he/she may receive a zero for missed work at the teacher discretion. When a student is found guilty of cheating, plagiarism, or other academic dishonesty, he/she may be given a zero or a reduced grade for the assignment involved.
3. When a student is sent out of class for misconduct, he/she may receive a zero for any work missed because of his/her misconduct.

### **PLAGIARISM**

Plagiarism: "stealing and using another's ideas as one's own" (American Heritage Dictionary). All work submitted should be original and sources cited.

1. Full Plagiarism: copying another person's work, downloading and submitting factual information, ideas, or opinions **in their entirety** without acknowledging or citing the source. Consequence: student will be given a zero for the assignment.
2. Partial Plagiarism: using images, graphs, charts or other information without acknowledging or citing the source. Consequence: student will receive a zero or reduced grade on the assignment, at the teacher's discretion.
3. This includes the use of AI technology.

### **DISMISSAL FROM CLASS**

Students sent out of class or study hall for any reason should report to the main office. Failure in this respect is considered a serious matter and will be dealt with severely.

Removal from class is serious business. Students cannot learn if they are not in class. Furthermore, students interfere with the learning of other students when they engage in activity that causes them to be removed from class. Therefore, student behavior that causes removal from class will not be tolerated. Removal from class will be subject to immediate discipline.

Teachers will call the office when a student is removed from class so that the office staff will be expecting the student. Students face detention, and/or other punishment for removal from class. After students have been removed from class, they are to be quiet and follow the instructions of those adults in authority in the location in which the students are placed. Students are to complete assigned work during the period and are **responsible** for making up all class work missed during the period of expulsion from class.

### **TEACHER REMOVAL OF DISRUPTIVE STUDENTS**

New York State legislation authorizes teachers to remove students from their classrooms when the teacher determines that their behavior substantially impedes the educational process or interferes with the teacher's authority. Teacher removal of disruptive students is an additional tool to classroom management techniques that have traditionally been used by teachers. Teachers may still utilize various behavior management strategies and interventions to deal with the behavior of students and may involve having the student briefly leave the classroom.

On occasion, a student's behavior may become disruptive. For purposes of this code, a disruptive student is a student who is 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. In instances of severely disruptive behavior, a teacher may remove the student without attempting to implement a behavior management strategy.

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

### **INTERVENTION CENTER – LUNCH DETENTION**

An intervention room is an area for a student to safely de-escalate, regain control and prepare to meet expectations to return to the program. Students will remain in time out for one or more periods, unless it is deemed necessary that further disciplinary actions be taken. Time out will be logged. Students who exhibit chronic misbehavior resulting in time out may be subject to more severe disciplinary action.

### **IN-SCHOOL SUSPENSION**

Students assigned to In-School Suspension (I.S.S.):

1. Must have their books, writing implements, and any other tools necessary for working.
2. Are not permitted to talk at any time unless working with the supervisor.
3. Will have lunch at a time determined by the supervisor.
4. Are to complete all assignments from their regular teachers as well as that day's homework.
5. Students who misbehave or are uncooperative in I.S.S. will be subject to Out-of-School Suspension.

## **OUT-OF-SCHOOL SUSPENSION**

Out-of-school suspension is a serious matter. It will only be invoked when other interventions fail to bring about a change in the student's behavior or when the student's behavior is so severe as to warrant it. In accordance with New York State Law, students who are suspended out of school are entitled to due process: "Due process requires, in connection with a suspension of five days or less, that the student be given oral or written notice of the charges against him, and if he desires, an explanation of the evidence the authorities have and an opportunity to present "his side of the story."

1. Students who are suspended out of school are not to be on school grounds or at any school sponsored activity.
2. Students who are suspended out of school are absent from school and must make up all missed assignments.
3. Students who are suspended out of school will have a letter entered into their file, and their permanent record will be marked accordingly.
4. Students who are suspended may also be suspended from an upcoming dance or activities night and may be excluded from field trips.

## **SUSPENSION FROM EXTRA-CURRICULAR OR CO-CURRICULAR ACTIVITIES**

A student may be suspended from participating in extra-curricular or co-curricular activities (including a sports team) for an infraction of any of the provisions referenced above or for violating a code of conduct issued to participants in the activity by the activity supervisor.

## **EARLY IDENTIFICATION AND RESOLUTION OF POTENTIAL STUDENT PROBLEMS**

Students identified as exhibiting behaviors which may lead to disciplinary action shall be referred to Student Services, MTSS Team, Administration, or Committee of Special Education for counseling, discipline, mediation, or alternative programs to seek appropriate solutions or courses of action. The role of the counselor is to help students achieve greater academic, social, and personal success.



### **EXTRA-CURRICULAR ACTIVITIES Be Involved - Learning Can Be Fun**

Numerous extra-curricular activities are available to interested students who wish to participate. These activities provide opportunities to develop interests in areas outside the regular academic curriculum. Organizations must be conducted in accordance with applicable federal or state law, as well as Board of Education policy or regulations as outlined in the Board's policy on student's rights, responsibilities, conduct, and discipline policy.

### **STUDENT ORGANIZATIONS/CLUBS**

ACT PAC Club	Ace of Spades Club	American Sign Language Club	Art Club 6
Art Club 7/8	Bank Club	Beginning Band Club	Better World Club
Book Club	Chess Club	Coding & Electronics	Creative Writing Club
Dance Club	Debate Club	Drama Club	Dungeons & Dragons Club
Environmental Club	Field Hockey Club	Flag Football Club	Gardening Club
Gay/Straight Alliance Club	Guitar Club	International Club	Jazz Ensemble Club
Knitting Club	LAMS Morning News Club	Math Counts Club	Mentoring Club
Mindfulness Club	Mural Arts Club	National Junior Honor Society	Outdoor Fitness Club
Performance Tech. Club	Philosophy Club	Running Club	Robotics Team
SADD	School Store	Show Choir	Ski & Snowboard Club
Social Justice Club	Spanish Club	Spirit Club	Student Council
Techno Math Club	Yearbook		

## **INTERSCHOLASTIC SPORTS/INTRAMURALS**

The Red Hook Central School District offers a wide range of intramural and interscholastic sports. We encourage all of our students to participate in our athletic program. It offers a wholesome atmosphere for fun, socialization, and learning. All participants in these programs must receive a physical through the school health office. Any questions about specific programs can be directed to the athletic director at the high school or any physical education personnel.

## **ACCIDENT INSURANCE**

Every parent must make a decision on what accident and health insurance they should carry on their child, whether a child is at school, home or with a neighbor.

The Red Hook Central School District does not provide primary or comprehensive health or accident insurance for its students. Parents or guardians should secure this for their child/children through an employer provider or an individual provider.

The District does have in place a Student Accident Insurance Policy from the Commercial Travelers Insurance Company that provides scheduled, limited payments for certain medical costs not covered by a student's own health insurance. This policy only responds in excess of other coverage available for school related accidents. Automobile accidents (bus) are not covered by Student Accident Insurance.

If a student is injured while riding on a school bus, New York State Law stipulates that their parents' Personal Auto Policy no-fault coverage is the primary coverage for medical cost incurred by the student. If the parent of the injured student does not have an automobile policy, the Red Hook Central School District's Personal Injury Protection coverage will respond with statutory coverage as required in New York.

The District carries a Liability Insurance Policy that will pay if the District is found negligent in relation to a student accident. It is important to remember that in most accidents, negligence of the district is not the cause. Therefore, this policy should not be depended on to provide primary coverage for student medical costs.