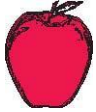


**Lansingburgh
Central
School District**

**Elementary
School
Handbook
& Code of
Conduct**

Grades 3-5



2025-2026

Troy, New York



Directory of School Personnel

Superintendent	Dr. Antonio Abitabile	233-6850
Assistant Superintendent	Mrs. Rebecca McGrouty	233-6850
Director of Pupil Personnel Services	Mr. Shaun Paolino	233-6808
Business Administrator	Ms. Linda Klime	233-6850
CSE Chairperson	Mrs. Erinne Flanigan	233-6808
Transportation Director	Mrs. Michelle Canning	233-6838
Rensselaer Park Elementary School Principal	Mrs. Lexi Nelson	233-6823
Rensselaer Park Assistant Principal	Mr. Brad Hupfl	233-6823

Board of Education

BOARD OF EDUCATION
2025-2026

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Arrival and Dismissal Procedures

ARRIVAL

Our student's school day begins at **8:45 a.m.** Any student arriving after **8:55 a.m.** will be considered tardy. Students arriving after 8:55 will need to enter through the Main Office and get a late pass. **No student will be permitted in the building before 8:40 a.m. for school arrival.** It is the responsibility of each parent or guardian to make the proper arrangements for their child to get to school at the designated times. School personnel will not be available to supervise your child prior to arrival times.

- **Walkers/Drop-Offs:** All walkers and drop-offs will use the parent loop on **8th Avenue near our playground.** During arrival, please drive through the parent loop, stop to let your child out, and continue exiting through the loop. If you choose to park on a different street and walk your child to the entrance by the playground, please be sure to use the crosswalk and sidewalks to maintain safety. This entrance will shut promptly at 8:55 a.m.
- **Bus Students:** Big buses will drop off students in the Employee Parking Lot. Staff assigned to this area will help monitor students entering the building. Small buses will continue to drop off on 110th street.

DISMISSAL

Student dismissal begins at 3:00 p.m.

If there is a change in plans for your child's dismissal (i.e., parent will pick up child) on a given day, please call the main office before 1:30 pm OR send in a written note stating the change. We cannot accommodate last minute dismissal changes and ensure your child's safety. Students have access to a late bus at RPES at 3:45 Mondays through Fridays. If your student is in an after school activity or has to stay with a teacher, they can take the late bus home at 3:45. Students must already be routed on a bus in order to ride the late bus.

- **Walkers/Pick-Ups:** All students will be escorted by their teacher to the parent loop on 8th Avenue by the playground. Please meet your child at 3:00 p.m. with his/her teacher at this location. Any students not picked up by 3:05 will be brought to the Main Office for pick up at the front of the school.

- **Bus Students:** Big buses will pick up students from the Employee Parking Lot. Staff assigned to this area will help monitor students leaving the building. Small buses will continue to pick up on 110th street.

LATE STUDENT PICK UP

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

Absences, Dismissals and Emergencies

ATTENDANCE

Students are expected to be present and on time every day unless legally excused by their parent or guardian. Students who are absent or tardy to school will present a note which contains the date(s) of absence(s), the reason for the absence, and the signature of their parent or guardian upon their return to school or within three days of returning to school. All unexcused absences are to be considered truancy. The following are to be considered excused absences and tardies from school. Student absences or tardiness for reasons other than those listed will be considered unexcused.

1. Personal illness.
2. Sickness or death in the family.
3. Impassable roads or weather making travel unsafe.
4. Religious observance.
5. Medical appointment.
6. Approved school-sponsored trips and projects.
7. Quarantine.
8. Required court appearance.
9. Approved cooperative work program.
10. Military obligation.
11. Pre-approved college visits.
12. Scheduled driver road test.
13. Other family/emergency obligations or circumstances, (for example: travel, child care, parent work issues).

Chronic poor attendance results in decreased student achievement. Chronic poor attendance is defined as over six absences in a trimester. School personnel will reach out to parents/guardians if there is a concern regarding attendance. Resources and supports will be provided to help families get their children to school.

It is VERY IMPORTANT that your child come to school on time each day. If your child is absent more than 2 days a month (or over 10% of school days), he or she will be considered chronically absent, regardless of whether or not it was an excused absence. Research indicates that students who are chronically absent have greater achievement gaps than students who consistently attend school. **Please contact the school by 9:30 a.m. if your child will be late or absent from school for any reason at 518-233-6823.**

CONTACTING SCHOOL FOR ABSENCES

Parents or guardians are required to call school if their child is going to be absent. Please call the school office at **518-233-6823** each morning the student is absent. This helps us maintain prompt and accurate attendance. For any absence, a note is due the day a child returns to school stating the reason for the absence and it must be signed by a parent or legal guardian.

EMERGENCY CONTACT FORMS

Emergency Contact Forms must be completed so the school knows who to contact in case of an emergency. **If any changes in phone numbers, adult contacts or addresses occur, notify the school office immediately. Children will only be released to the individuals listed on these forms unless a written note states an additional person. Photo ID will be required.**

EARLY DISMISSAL OF STUDENTS

If for some reason, your child needs to go home early, you must come to the main office and proceed as follows:

Parents/guardians must sign out their child on the appropriate form. If the secretaries or principals don't recognize you, you will be asked to provide picture identification. If a person other than the parent/guardian is sent to pick up a student, they must be listed on the student's emergency card, or we will need written parental consent. A note for the student's early release must also be provided. The person must present photo identification. Students will only be called down to be dismissed once someone has arrived to pick them up.

EMERGENCY SCHOOL CLOSINGS AND DISMISSALS

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

Please note the above and inform your child where he or she is to go if school closes early. These arrangements must be indicated on the Emergency Contact Form. **In the event of a delay or a closing, an email/text message will be sent out in the district through ParentSquare as well as district social media pages and local tv and radio stations.** Or you may call the main district number (518-233-6850) and push option one, and receive updated information. Please ensure your contact information is up-to-date with our main office.

Staying Healthy

HEALTH EVALUATIONS (PHYSICALS)

All new students, 3rd, and 5th graders - will need to have a physical completed. Any physical dated after 8/31/24 is acceptable, if done within NYS or by an Army provider. We do accept any form these physicals come on, often the **Primary Care Provider (PCP)** has electronic records and it is easier for them to copy these examinations that is fine with LCSD. We do have a physical form if you prefer to have it filled out by your PCP. - Physical form can be found [here](#).

****Health certificates are required to be submitted to school within 30 days of the start of the school year** [Education Law §903, Commissioner's regulation §136.3 (c)(1)]. If the parent/guardian has not furnished a health certificate to the school within the first 30 days of attendance, school officials will provide a written notification to the parent/guardian that if the parent/guardian does not provide the school with a health certificate within 30 days from the date of the notice, that the school will conduct a health examination of their child at school by the district medical director pursuant to Education Law §903(3)(a) and Commissioner's regulation §136.3 (c)(1)(iii).

SCREENINGS

All new students, 3rd & 5th graders are required to have screenings done. These screenings are for vision both near and distance and hearing. These are usually done on a physical, but we often find some or all of these missing from the physical done with your healthcare provider. The school nurses will do these screening throughout the school year as needed. If they find any abnormalities they will notify you with a referral to have this checked by your healthcare provider. - [screening overview](#)

Dental Certificate-(best practice) - [Form](#)

Comprehensive Eye Exam- (best practice for K registration) -[Form](#).

****We have partnered with local organizations below to provide further screenings in the school setting. Please review these programs below. Parental consent would be required for the students to participate in Seal-A-Smile.****

IMMUNIZATIONS

All students are required to follow NYS requirements for immunizations -

[2024-2025 New York State Immunization Requirements.](#)

- **Vaccinations for Pre-Kindergarten**
 - 4 DPT/DTaP (diphtheria, tetanus and pertussis)
 - 3 IPV (polio)
 - 1-4 Hib (haemophilus influenzae type B) if given before 15 months of age; 1 Hib if given after 15 months of age
 - 1 MMR (measles, mumps and rubella), given on or after 4 days before 1st birthday
 - 3 Hepatitis B
 - 1 Varicella (chicken pox), given on or after 4 days before 1st birthday
 - 1-4 Pneumococcal given at appropriate ages. For more information about dosing schedules, check with the school nurse.
- **Kindergarten through 5th grade:**
 - 4-5 DPT/DTaP (diphtheria, tetanus and pertussis)
 - 3-4 IPV (polio)
 - 2 doses MMR (measles, mumps and rubella)
 - 3 Hepatitis B
 - 2 Varicella (chicken pox).

****In order to attend or remain in school children who are unvaccinated or overdue must receive at least the first dose of all required vaccines within the first 14 days. 30 days if transferring outside of NYS and provide these to the school nurse. All children must receive the immunizations (shots) [required by New York State Public Health Law Action 2164](#). This law applies whether your child attends in person, virtually, or a combination of both.**

****[New York State Public Health Law, Action 2164](#) requires that schools will not permit a child to attend school unless the parent provides the school with a certificate of immunization or proof from a physician, nurse practitioner or physician's assistant that the child is in the process of receiving the required immunizations. All health care providers that give immunizations to children are required to enter the immunizations they provide in NYSIIS or NYCIR within 14 days.**

Immunizations are also available through your local county health department at: [Rensselaer County Department of Health](#) (518- 270-2655) on Tuesday and Thursday from 2-4pm.

***You will need an insurance card and must be a Rensselaer County Resident at the time of service**

MEDICATION

Students with short term or chronic health concerns often are well enough to attend school, but require medication during the school hours. **All medications taken at school need to have your health care providers written medication orders.** Even if your child is being

prescribed an over the counter medication like Tylenol, cough syrup or cough drops we need a medication order.

Here's what we need:

- Order form from studentsHealthcare Provider
 - o **NO** medications will be accepted without the provider form.
- Written request from the parent with signature allowing us to give this medication
- If you want your child to carry a rescue medication and dispense it to themselves we need an authorization to do this, see linked [attestation](#) and [parental permission guide](#).
 - o A school nurse will determine if the child is self-directed to be able to carry and dispense their own medication. [Nursing Screening form](#)

The safety and well-being of our students is a top priority, and we follow strict procedures to ensure that all medications are stored and administered properly.

1. **Doctor Order:** Order must be present in order to receive medication at school
2. **Parent Permission Form:** Signed by Parent/Guardian when medication is delivered
3. **Correct Labeling:** The container must be labeled with the correct dose and specific instructions as provided by the doctor.
4. **Separate Bottles for School and Home:** If your child takes medication at both school and home, please request two separate, labeled bottles from your pharmacy—one for school and one for home use. This helps ensure the correct dosage is administered and avoids any confusion.
 - Please separate at home prior to medication being brought into school.
5. This is a reminder that, in accordance with **New York State Education Department (NYSED) guidelines**, school health offices **are not permitted to send medications back and forth between school and home.**

Adult Delivery Only : Medications must be delivered to the school by a **parent or guardian**. Students are not permitted to carry medication to or from school, If transported via student medications will be held in the health office until the parent/guardian can pick up medication from the school.

We are bringing this to your attention in the best interest of the safety and health of your child. If you have questions or concerns regarding these regulations, please contact your building nurse.

HEAD LICE

If at any time, a parent/guardian or school staff informs the Health Office that a student is suspected of having head lice or nits, the Health Office staff will conduct a head check on the

student in order to verify the presence of head lice/nits. Only the School Nurse may identify or verify the presence of head lice/nits in students.

- **If they see live head lice:**

- Teachers and other school personnel will maintain discretion and CONFIDENTIALITY
- The child's parents will be contacted to see if they can come get the child and treat their head with a kit or over-the-counter shampoo (provided by the district if available).
 - If parent/guardian is unable to be reached, student will be sent back to classroom setting
 - Building social workers will be informed and perform in-home visits if necessary to inform parents of the current situation.
- Nurses will provide the parent/guardian with a Head Lice Letter explaining treatments and current list of shampoos available.
- Nurses will provide the parents/guardians of the children in the classroom with notification of a potential exposure.
- Parents will be instructed to work on removing nits.
- **Recheck:**
 - If examination indicates the child has been treated and there are no live head lice but there remain some nits they can remain in school.
 - Parents will need to bring child to school day after treatment and remain with child until recheck is completed. If examination indicates continued infestation with lice, students will be dismissed to parent or legal guardian and recommended to follow up with primary.
 - In cases where a student has chronic or persistent head lice, the school social worker will supply parent/guardian with available over-the-counter shampoo and collaborate with the nurse to provide on-going support, community referrals, resources, and education regarding treatment and control.

- **If they see nits:**

- Teachers and other school personnel will maintain discretion and CONFIDENTIALITY
- The child's parents will be notified by preferred method phone call or parent square and hard copy letter
- Nurses will provide the parent/guardian with a Head Lice Letter explaining treatments
- Nurses will provide the parents/guardians of the children in the classroom with notification of a potential exposure.
- The school nurse will instruct the family to treat the students head with an ovicidal shampoo.
- Parents will be instructed to work on removing nits.
- The child will remain in the building for the remainder of educational day.
- Parents will bring the child back to school following day to be checked by the school nurse before returning to school

- The child will be permitted to return to school the following day.
 - The school nurse will follow up with the child and family by preferred method of communication (phone or Parent Square) once a week for two consecutive weeks.
 - If live lice are identified, refer to the above section.

INJURIES

If your child is injured and has been restricted in activity in any way we need a note from your Healthcare Provider (HCP), or specialist ([Elementary](#)). This may include a fracture, sprain, crutches, wheelchair, stitches, etc...

LCSD Nurses can only accept a medical note from Healthcare providers (MD, DO, NP, PA, PT) per NYSED regulations.

Once the school nurses have a note restricting your child, they will inform the PE teachers, coaches or teachers as necessary. Once your child is released to resume full activity we will need a note from your HCP releasing them for full activity. We want to encourage our students to stay active and engaged in activity at all times, and ask you to try to get a modified note for PE whenever possible.

CONCUSSIONS

If your child has had a concussion the school nurse will need:

- A note from a MD/DO with a diagnosis of concussion and any modifications they recommend.
- Our policy in NYS is to restrict vigorous activity until symptoms are improved and have been reevaluated after initial concussion assessment.
- The school nurse will need to know what symptoms your child is experiencing and what the recommended restrictions are in order to inform the PE teachers, coaches and teachers as needed.
- If your [child's concussion symptoms](#) last longer than two weeks and or get worse we recommend they are seen by a Concussion Center or Traumatic Brain Injury Center for a full evaluation.
- Once your child has been released to resume activity they will start a [Return to Play Protocol](#) to advance them back into full activity. (also see [Youth Sport Concussion Guide](#))

WHEN TO KEEP YOUR STUDENT HOME WITH ILLNESS

Sometimes it can be difficult for a parent to decide whether to send children to school when they wake up with symptoms of an illness or complaints that they do not feel well. In general, during cold and flu season, unless your child is significantly ill, the best place for them is in school. However, there are some situations in which it is best to plan on keeping your child home for a day to rest or to arrange for an appointment with your healthcare provider.

The following are a few situations that warrant watching and possibly calling your health care provider:

- Persistent fever greater than **100.0°** orally, including a fever that requires control with medication such as Tylenol. **STUDENTS NEED TO BE FEVER FREE FOR 24 HOURS-WITHOUT MEDICATION BEFORE COMING TO SCHOOL*
- Child is too sleepy or ill from an illness, like vomiting and/or diarrhea
- Sore throat that is severe along with fever and feeling ill for more than 48 hours-if prescribed an antibiotic child needs to. *STUDENTS NEED TO TAKE AN ANTIBIOTIC FOR 24 HOURS BEFORE COMING BACK TO SCHOOL*
- A significant rash accompanied by other symptoms of illness such as fever
 - a. If a child is sent home with a rash they will need a clearance letter from a provider to return back to school.
- Untreated boils. **If treated need 24 hours before return to school*
- Severe ear pain or drainage from the ear
- Severe headache, especially if accompanied by fever
- Any condition that you think may be serious or contagious to others.

If your child has had a fever, an episode of vomiting or diarrhea, they are still required to stay home as per school policy. **Example: If a child vomits or has diarrhea on a Monday they cannot come to school the next day. They may return to school on Wednesday if they have had 24 hours without symptoms. Please bring in an attendance note from your provider to excuse the absence.**

Finally, if you know your child is still running a fever, it is not a good idea simply to give them Tylenol and send them onto school because as soon as the medicine wears off, you are apt to get a call from the school nurse to leave work and come to pick up your feverish child. It is better to let them stay home in bed with a fever and take their medications at home until they are fever free for 24 hours without medication and ready to learn for a full day in a classroom.

If you find a pattern of your child asking to stay home from school, especially if they are falling behind or appear anxious by the thought of attending school, or if there does not appear to be any obvious physical symptoms, it may be a good idea to contact your school nurse and your health care provider to discuss your concerns.

Remember, whenever you keep your child home from school, please call the attendance office in advance of the start of the school day and leave a message that your child will be absent. Also how to reach you during the day and that there is a backup plan and phone number on file if they cannot reach you

ALL THIS INFORMATION AND MORE CAN BE FOUND ON THE LCSD WEBSITE UNDER “HEALTH SERVICES.”

BREAKFAST PROGRAM

DAILY BREAKFAST is free and available for all students. Menus are published each month. Students will be provided a bagged breakfast when they arrive at school. Breakfast will be eaten in classrooms. When school is delayed, breakfast will not be served.

LUNCH PROGRAM

DAILY HOT LUNCH is free and available for all students. Menus are published and distributed monthly. Students can purchase an additional lunch for \$1.00.



School Safety

SCHOOL SAFETY

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

- All doors in the building will be locked each day. **You may gain entry by pressing a buzzer at the main entrance.**
- Parents who walk their children to school in the morning should say good-bye at the front door.
- Adults should check in at the main office to pick up children for appointments or early dismissal. The classroom teacher will be notified to send the child to meet them in the main office.
- Volunteers or visitors during the day should sign in and out at the main office and wear a visitor's badge while in the building. If you are conferencing with a teacher, please check in at the main office first.

BUS TRANSPORTATION – SAFETY

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

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

If a child is reported to the school leaders by the bus driver for misbehavior, the building leaders shall contact the parents to explain what happened and inform them of potential future consequences, which could ultimately lead to a bus suspension. If a student is suspended from riding the bus, it will be the responsibility of the parents to deliver the student to school.

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

BICYCLE SAFETY

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

WALKING TO SCHOOL - SAFETY

Crossing guards are on duty at intersections where there is heavy traffic, during arrival and dismissal. Please urge your children to obey and respect these guards; to please cross the street at the designated time and place and to walk on the sidewalks when walking to and from school.



Drills and Discipline

FIRE DRILLS

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

FALSE ALARMS

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

EMERGENCY DRILLS/LOCKDOWN DRILLS

To ensure the safety of students and staff, a variety of emergency drills are conducted periodically including 4 Lockdown drills.

CODE OF CONDUCT

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

DISCRIMINATION AND HARASSMENT POLICY

The Lansingburgh Central School District is committed to safeguarding the right of all students to learn in an environment that is free from all forms of sexual, racial, and any other harassment. Furthermore, no student may be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination on the basis of gender, race, color, national origin or handicapping condition.

GENDER EQUITY NON DISCRIMINATION ACT (GENDA)

Pursuant to the Gender Equity Non-Discrimination Act (GENDA), school staff shall refer to students by the name, pronoun, and gender that the student desires. If a student desires to go by a name, gender or pronoun other than what is indicated by the current SchoolTool information or academic record, the student is to inform a school counselor, social worker or school psychologist so they can get help in sharing this with other staff. If parents/guardians have any questions about these practices, they should contact the school principal.

EQUAL ACCESS TO EDUCATION

The Board of Education adopted a policy which stipulates the appropriate grievance procedures to Title IX (gender-based discrimination) and Section 504 of the Rehabilitation Act of 1973 (handicapped students). The person designated as the District Section 504 compliance officer and to coordinate Title IX is Shaun Paolino, Director of Pupil Personnel Services. He may be reached at 233-6808.



Testing and Progress Reports

TESTING

- Students in grades 3, 4 and 5 will take the NYS English/Language Arts and Math assessments.
- Students in grades 5 will take the NYS Science assessment.

PARENT-TEACHER CONFERENCES & REPORT CARDS

At the end of the first trimester, parents are required to meet with teachers so that information can be shared to help children succeed in school. Report cards will be issued to parents at their fall conference and sent home through Parent Square the next two trimesters. Parents may request a conference with their child's teacher at **any time** during the school year. Contact the teacher by calling the office or by writing a note to the teacher.



Homework, School Responsibilities and Activities

HOMEWORK

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

Parents are urged to support the development of sound homework habits so that students complete their assignments on time and to the best of their ability. It is important to provide your child with sufficient quiet time and a well-lit, organized place to work.

AGENDA BOOKS

Agenda books are used in grades 3-5 as a way to help students to develop organization skills and for parent/family communication. Agendas will be provided by the school.

LIBRARY BOOKS

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

LOST AND FOUND

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

EXTRACURRICULAR ACTIVITIES

Students are encouraged to participate in our before and after school programs. These activities may include: Just Run, Korean Club, Odyssey of the Mind, Band, Choir, and Student Council. A late bus is available Monday through Friday at 3:45 to transport students home.

P.T.A.

The Parent Teacher Association (P.T.A.) is open to all parents, teachers, staff, relatives, and friends. It works to enrich the learning experiences of the children. P.T.A. meetings and activities are generally held virtually one evening a month. The P.T.A. organizes and sponsors activities including fund-raising, dances, student pictures, holiday shop, and the yearbook. Membership is encouraged and we hope you support our various activities.

ELECTRONIC DEVICES

Effective at the start of the 2025-2026 school year, a NYS law prohibiting student use of electronic devices will be implemented across our district. This policy mandates bell-to-bell restrictions on phone use, meaning students will not be permitted to use cellphones or any other personal internet-enabled devices (such as smartwatches, earbuds, or tablets) at any point during the school day to ensure a focused learning environment.

The use or possession of any internet-enabled devices, such as smartwatches, earpods, headphones, tablets, will not be permitted during the school day. In addition, we cannot assume responsibility for these items if they are lost or stolen.

To support a focused and distraction-free learning environment, we strongly encourage students ***not*** to bring electronic devices, such as cell phones, smartwatches, tablets, or earbuds, to school.

Students will only receive a lockable pouch for their electronic device if they utilize an electronic device during the school day.

Students who do not bring or use devices will not need or receive a pouch.

Per Policy 5695: Violations of the electronic device policy will result in consequences as outlined in the Code of Conduct. These may include detention, in-school suspension, and exclusion from extracurricular activities.

Use of internet-enabled devices will be permitted where included in a student's Individualized Education Program, Section 504 plan, or where required by law. Additionally, the district permits the use of internet-enabled devices in the event of an emergency, and under the following circumstances:

1. Where necessary to manage a student's healthcare (e.g., diabetes, asthma, medication, etc.);
2. For translation services; and/or
3. For students who are routinely responsible for the care and wellbeing of a family member (on a case-by-case basis, upon review and determination by a building administrator or their designee).

Parents may request an exception for their children to use internet-enabled devices during the school day as listed above. Requests must be made to the Building Principal, and for healthcare exceptions, must include documentation from an appropriate healthcare professional.

Cyber Policy

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



Student and Visitor Codes Of Conduct

The Lansingburgh Central School District Board of Education has adopted codes of conduct for students and all those who are present on school district property. These codes of conduct model behavior that is safe, orderly, respectful, trustworthy and civil (copies of the full text of these codes of conduct are available upon request). These codes of conduct provide legal definitions as required by New York State. The student code of conduct explains in detail the behavioral expectations of the school community for its students. It provides a list of student rights and responsibilities and describes the procedures that are available to students who are accused of violating the code of conduct. It also describes the range of permissible school responses to student violations of the code.

STUDENT DRESS CODE

The code of conduct contains a dress code applicable to all students. Generally, students are expected to dress in a manner that is safe, appropriate, and not disruptive. Clothing that is revealing, vulgar, promotes drug, tobacco or alcohol use, is provocative, or disrupts the educational process in any manner is prohibited. Students should not wear "flip-flops" to school. Sandals with back straps may be worn on days students are not scheduled for physical education classes. Hats, jackets, hoods, coats, do rags, headbands or any other type of head covering are not to be worn in the building.

REPORTING VIOLATIONS

All members of the school community have a duty to report activity that threatens safety. Anyone

observing or hearing of a person possessing a weapon, alcohol or illegal substance shall report this information to a teacher or administrator immediately, without exception. All other violations should be reported to a teacher or administrator as soon as possible.

SEARCHES

School property may be searched at any time and for any reason by school officials. Students have no reason to expect privacy in school-owned or school-controlled spaces. Students and their property may be searched upon reasonable suspicion that contraband or a weapon is present. Please refer to Policy 5330 Searches and Interrogations.

CODE OF CONDUCT FOR ALL INDIVIDUALS ON SCHOOL PROPERTY

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

THE FOLLOWING STUDENT AND VISITOR CONDUCT IS PROHIBITED ON SCHOOL PROPERTY

The following conduct is prohibited on school property:

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

CRIMES ON SCHOOL PROPERTY

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

LANSINGBURGH CENTRAL SCHOOL DISTRICT K-5 STUDENT BEHAVIOR CODE AND DISCIPLINARY PLAN PROCEDURES FOR IDENTIFYING AND HANDLING DISCIPLINE PROBLEMS

Most students attend school with the purpose of improving themselves academically, as well as socially

and emotionally. The majority of students have a positive attitude toward their school. They have a responsibility to behave in an orderly and respectful manner. They should understand the rules of the school and the procedures if the rules are violated.

Teachers will explain the rules of the building and their classroom to their students. Teachers are also responsible for handling any discipline problems that they may see occurring at any time during the school day.

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

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

The teacher should keep a written log of any student who appears to be having a problem in school. This record is needed if the student is referred to the Instructional or Behavioral Support teams and/or the Committee on Special Education (CSE).

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

ROLES AND RESPONSIBILITIES

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

STUDENT ROLES AND RESPONSIBILITIES

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

PARENT(S) ROLES AND RESPONSIBILITIES

1. Insist on regular and punctual attendance.
2. Supervise the student to ensure good health, by stressing proper nutrition and cleanliness.
3. Instill in the student a desire to learn.
4. Encourage a respect for honesty and compliance with the rules.
5. Ensure that students are properly dressed for the weather.
6. Guide the student toward socially acceptable standards of behavior, stressing self-control and accountability for behavior.
7. Teach the student, by word and example, respect for law, for the authority of the school, and the rights of

others

8. Become acquainted with the school, its staff, curriculum and activities.
9. Know and understand the school policies that affect the students.
10. Follow the chain of command when dealing with the school. The chain of command starts with the teacher, then the principal, superintendent and finally the Board of Education.
11. Ensure that your child is prepared for school daily, with necessary supplies, books and homework.
12. Children should not arrive at school early unless they have a scheduled activity.
13. Please call children in tardy/sick on a daily basis.
14. Update information on emergency cards in writing when changes occur.
15. Children should **not** arrive at school before 8:40 a.m. and should be picked up **promptly** at 3:00 p.m. dismissal.

TEACHER(S) ROLES AND RESPONSIBILITIES

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

THE DIGNITY ACT COORDINATOR(S) – BULLYING PREVENTION COORDINATORS:

Mr. Matthew VanDervoort – LHS Ms. Tiffany Wysocki – TES
Ms. Carrie Phelan – KMS Ms. Lexi Nelson – RPES

1. Promote a safe, orderly and stimulating school environment, supporting active teaching and learning for all students regardless of actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender or sex.
2. Oversee and coordinate the work of the district-wide and building-level bullying prevention committees.
3. Identify curriculum resources that support infusing civility in classroom instruction and classroom management; and provide guidance to staff as to how to access and implement those resources.
4. Coordinate, with the Professional Development Committee, training in support of the bullying prevention committee.
5. Be responsible for monitoring and reporting on the effectiveness of the district's bullying prevention policy.
6. Address issues of harassment or any situation that threatens the emotional or physical health or safety of any student, school employee, or any person who is lawfully on school property or at a school function.
7. Address personal biases that may prevent equal treatment of all students and staff.

PRINCIPAL(S) ROLES AND RESPONSIBILITIES

1. Provide leadership in developing instructional, disciplinary and curriculum progress for students.
2. Create a positive teaching/learning atmosphere within the building.
3. Communicate to staff, students, and parents the school's policy, procedures and expectations for

student's behavior.

4. Receive referrals of students with behavior problems; confer with these students; communicate with parents and set up cooperative procedures for bringing about modifications.
5. Guide students to assume responsibility for their actions and respect the rights of others.
6. Be firm, fair, and consistent in all decisions affecting students, parents and staff.
7. Utilize all appropriate staff and outside agencies to help parents and students deal with problems and find solutions.
8. Demonstrate, by word and personal example, respect for law and order, and self-discipline.
9. Maintain open lines of communication between home and school.

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

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

SCHOOL BUS CONDUCT

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

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

1. Be seated while the bus is in motion.
2. Talk quietly.
3. Listen to the bus driver's directions.
4. Refrain from extending any portion of their body out of the bus windows.
5. Refrain from tampering with the emergency exits.
6. Stay behind the white line if standing. For those students who do not follow these rules, the consequences are:

1st offense: Referral and warning by both the bus driver and building principal, Parent Contact.

2nd offense: Referral and warning of possible suspension of riding privileges, Parent Contact.

3rd offense: Loss of bus riding privileges, Parent Contact, Suspension.

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

FIELD TRIPS/SPECIAL ACTIVITIES

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

HAZING, BULLYING AND THREATENING

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

CAFETERIA CONDUCT

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

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

1. Enter the cafeteria with a calm body and inside voice.
2. Use manners (please, thank you)
3. Stay in your seat and raise your hand to be excused.
4. Clean up after yourself
5. Leave the cafeteria with a calm body and zone 0 voice

STUDENTS WITH DISABILITIES

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

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

PENALTIES

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

1. verbal warning/reprimand
2. parental contact
3. written notification to parent(s) or guardian(s)
4. Detention (lunch/after school)
5. suspension from transportation
6. suspension of other privileges
7. suspension from school

Alternatives

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

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

Initiation of a Student Disciplinary Proceeding

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

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

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

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

Cross-ref: 5300.10 Definitions from the Dignity Act
5300.15 Student Rights and Responsibilities
5300.20 Essential Partners
5300.30 Prohibited Student Conduct
5300.70 Public Conduct on School Property
5300.75 Dissemination and Review

HIV/AIDS POLICY

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

The Board further recognizes the privacy rights of students diagnosed with HIV infection or AIDS and their right to a free appropriate public education; the rights of HIV infected employees to privacy and

reasonable accommodations; the rights of all non-infected individuals to a safe environment free of any significant risks to their health; and the rights of all students to instruction regarding the nature, transmission, prevention, and treatment of HIV infection, pursuant to the Commissioner's Regulation, Part 135.3.

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

Students

It is the policy of the Board that:

1. A student's education shall not be interrupted or curtailed solely on the basis of his/her HIV status. HIV-infected students shall be afforded the same rights, privileges, and services available to every other student.
2. No student shall be referred to the Committee on Special Education solely on the basis of his/her HIV status. A student who is infected with HIV shall be referred to the Committee on Special Education (CSE) only when the student's disability interferes with his/her ability to benefit from instruction. Such referral shall be made in accordance with Part 200 of Commissioner's Regulations/
3. If a student who is HIV-infected requires special accommodations to enable him/her to continue to attend school, the student shall be referred to the appropriate multi-disciplinary team as required by Section 504 of the Rehabilitation Act.
4. No disclosure of HIV related information involving a student shall be made without first obtaining the informed consent of the parent, guardian or student on the Department of Health (DOH) approved form. (See the generic Department of Health Authorization of Release of Confidential HIV Related Information.)
5. Students will have access to this policy in the Student Handbook.

Employees

It is the policy of the Board that:

1. No employees shall be prevented from continuing in his/her employment solely on the basis of his/her HIV status; such employees are entitled to all rights and privileges, and services accorded to other employees and shall be entitled to reasonable accommodations to the extent that such accommodations enable such individuals to perform their duties.
2. No disciplinary action or other adverse action shall be taken against any employee solely on the basis of his/her status as an HIV infected or a person with AIDS. Such action will only be taken where, even with the provision of reasonable accommodations, the individual is unable to perform his/her duties.
3. All employees shall have access to the district's exposure control plan as required by the Federal Office of Safety and Health Association (OSHA).
4. In accordance with OSHA regulations, training in universal precautions and infection control shall be offered to all employees and shall be provided to every employee with potential occupational exposure.

Confidentiality

• Any information obtained regarding the HIV status of an individual connected to the school shall not be released to third parties, except to those persons who are:

1. named on an Authorization for Release of Confidential HIV Related Information form;
2. named in a special HIV court order, or
3. as indicated in Public Health Law 2782, when necessary to provide health care to the individual (i.e., to the school physician and the school nurse).

• Any employee who breaches the confidentiality of a person who is HIV infected shall be subject to disciplinary action in accordance with applicable law and/or collective bargaining agreement.

- To protect the confidentiality of an HIV infected individual, any documents identifying the HIV status of such individuals shall be maintained by the school nurse (or another authorized individual) in a secure file, separate from the individual's regular file. Access to such file shall be granted only to those persons named on the Department of Health approved Authorization for Release of Confidential HIV Related Information form, or through a special HIV court order. When information is disclosed, a statement prohibiting further re-disclosure, except when in compliance with the law, must accompany the disclosure.

HIV/Aids Testing

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

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

DISCIPLINE CODE FOR STUDENT BEHAVIOR

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

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

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

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

STUDENT BEHAVIOR	CONSEQUENCES		
	<u>1st Referral</u>	<u>2nd Referral</u>	<u>3rd Referral</u>
Alcohol Possession	Parent Contact Confiscation/ Suspension Police Contact	Supt. Hearing	Supt. Hearing
Alcohol Use	Parent Contact Suspension Probation/Family Cr. Police Contact	Parent Contact Suspension/Supt. Hearing Probation/Family Cr. Police Contact	Supt. Hearing
Assault of School Personnel	Parent Contact Supt. Hearing Suspension		

	Possible Police Contact Possible Supt. Hearing		
Attendance/Tuancy	Parent Contact/Letter	Referral to Attendance Officer	Possible Diversion/ Probation/Child Protective Services Contact
Biting	Parent Contact/Detention	Parent Contact Detentions Suspension	
Bullying/Intimidation Provoking	Parent Contact	Parent Contact Detention or Suspension	Parent Contact Detention/Suspension Possible Supt Hearing

3-5 STUDENT BEHAVIOR CODE

STUDENT BEHAVIOR	CONSEQUENCES		
	<u>1st Referral</u>	<u>2nd Referral</u>	<u>3rd Referral</u>
Cheating	Parent Contact Zero Grade	Parent Contact Zero Grade/ Detention	Parent Contact Zero Grade/Suspension
Cigarette Possession	Parent Contact Confiscation Detention	Parent Contact Confiscation Suspension	Parent Contact Confiscation Suspension
Cigarette Use	Parent Contact Confiscation Suspension	Parent Contact Confiscation Suspension	Parent Contact Confiscation Suspension
Destruction of School/ Personal Property	Parent Contact Restitution/Detention	Parent Contact Restitution/Suspension	Supt. Hearing Restitution
Disruptive Action Which Interferes With Learning	Parent Contact Restricted from Activities Detention	Parent Contact Restricted from Activities 2 Detentions	Parent Contact Suspension Possible Supt. Hearing
Drug Possession	Parent Contact Probation/Family Suspension/ Police Contact Supt. Hearing Supt. Hearing	Parent Contact Court Probation/Family Court Suspension/ Police Contact	Supt. Hearing Court
Drug Use	Parent Contact Probation/Family Court Suspension/ Police Contact	Parent Contact Probation/Family Court Suspension/ Police Contact	Supt. Hearing

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

Toy Weapon Possession	Parent Contact Detention/Suspension	Parent Contact Suspension	Parent Contact Supt. Hearing
Verbal Abuse/Harassment of School Personnel	Parent Contact Suspension	Parent Contact Suspension	Supt. Hearing

STUDENT BEHAVIOR	CONSEQUENCES		
	<u>1st Referral</u>	<u>2nd Referral</u>	<u>3rd Referral</u>
Verbal Abuse/Harassment of Students	Parent Contact Detention	Parent Contact Suspension	Parent Contact Supt. Hearing
Vulgar Language/ Gestures	Parent Contact Detention	Parent Contact 2 Detentions	Parent Contact Suspension
*Weapons	Suspension Parent Contact Supt. Hearing Police Contact Probation/Family Court	Suspension Parent Contact Supt. Hearing Police Contact Probation/Family Court	Suspension Parent Contact Supt. Hearing Police Contact Probation/Family Court

Any item resembling a weapon, including but not limited to toy or replica guns or knives may not be possessed on, or in the vicinity of, school property or school buses. Consequences for violation range from reprimand to suspension.

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

Report child abuse

New York's Education Law requires each public school to post information about the Child Abuse Hotline number:

Do you suspect child abuse or maltreatment? Report it now.

Call the New York State Office of Children and Family Services toll free at
1-800-342-3720

If you are deaf or hard of hearing, call TDD/TTY at **1-800-638-5163** or have your Video Relay System provider call **1-800-342-3720**

If you believe that a child is in **immediate danger**, please call **911** or the local police department.

<http://ocfs.ny.gov/main/cps/>

Reporte el abuso infantil

Las leyes de educación del estado de Nueva York requieren que las escuelas públicas den a conocer al público el número telefónico para reportar el abuso o maltrato infantil.

¿Cree usted que algún menor de edad es víctima de abuso o maltrato? ¡Repórtelo de inmediato!

Llame a la oficina de servicios para niños y familia del estado de Nueva York (Children and Family Services – OCFS). La llamada es gratuita: 1-800-342-3720.

Si usted tiene dificultades auditivas, llame a TDD/TTY al número **1-800-638-5163** o utilice su sistema de retransmisión de video hablando al número **1-800-342-3720**.

Si usted tiene dificultades auditivas, llame a TDD/TTY al número **1-800-638-5163** o utilice su sistema de retransmisión de video hablando al número **1-800-342-3720**.

Si usted considera que el menor de edad se encuentra en peligro, por favor llame inmediatamente al 911 o la estación local del departamento de policía.

<http://ocfs.ny.gov/main/cps/>



Elementary Schools

Handbook

Lansingburgh Central School District
Troy, New York